



SCI-ART

2023 – 2024  
Student Handbook

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SCI-Arc's *Student Handbook* is a living document, and as such, SCI-Arc reserves the right to revise, add, or delete information in this handbook at any time. Therefore, changes to the *Student Handbook* may be distributed after this initial posting. In addition to the *Student Handbook*, students should consult the *IT Handbook* and any other student policy documents.

Regular updates are available at [www.sciarc.edu](http://www.sciarc.edu).

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## INTRODUCTION

### Welcome to the Southern California Institute of Architecture.

SCI-Arc is a center of innovation and one of the nation's few independent architecture schools. We are dedicated to educating architects who will imagine and shape the future. Located in a quarter-mile-long former freight depot in the Arts District in downtown Los Angeles, SCI-Arc is distinguished by its vibrant studio culture and emphasis on experimentation.

We offer students a unique experience as they pursue undergraduate, graduate, and postgraduate degrees. Our approximately 500 students and 80 faculty members—most of whom are practicing architects—work together to re-examine assumptions, create, explore, and test the limits of architecture.

## DIRECTOR'S MESSAGE

Since it first opened in 1972, SCI-Arc has been relentlessly expanding and honing its ambitions. Across our history, SCI-Arc has become a place where virtuosos train and thrive. Drawing on our legacy of seeking radically new responses to the changing needs and aspirations of our society, we are listening more deeply, playing more meaningfully, and remain dedicated to reimagining spatial and social environments for an ever-expanding world.

We embrace the cutting edge at SCI-Arc. As an institute and not a university—neither constrained by stubborn bureaucracies, nor preservationists of traditional forms of knowledge—moving with great agility into new territories. We must never forget that architecture is an act of optimism, a dynamic form of knowledge, and a way to approach the world that can be applied to many other disciplines and modes of professional practice.

SCI-Arc, like architecture, is forever a work in progress. Embracing the future requires confidence and humility in equal measure: confidence to believe that we can shape reality, and humility to understand that we are always learning. We don't have all the answers—but we invite you to work together with us to discover them.

We look forward to your contributions to this collective, audacious, evolving, optimistic school of architectural thinking. Welcome to SCI-Arc.

— Hernán Díaz Alonso, Director / CEO

## 2023–2024 ACADEMIC CALENDAR

### FALL TERM

#### August 7

- Fall 2023 registration available to students (subject to change)  
Arrangement for full tuition must be made in order to register for Fall 2023

#### August 14–September 1

- Summer break

#### August 21–August 29

- Introduction to Digital Design program

#### August 30, 2023–September 1, 2023

- Orientation for new students

#### September 1

- Deadline for Summer 2023 grade appeals
- Deadline for submitting waiver requests to appropriate Department Heads
- All “Incompletes” without extensions from Summer 2023 term become “Credit” or “No Credit”

#### September 4

- Labor Day (all-school holiday)

#### September 5

- Fall 2023 term begins

#### September 6

- Vertical Studio Lottery

#### September 8–10

- Graduate Thesis presentations

#### September 10

- Graduation

#### September 11

- Add/Drop deadline for Fall 2023 term
- Last day to register for Fall 2023 term

#### October 16-27

- Midterm reviews/presentations for Fall 2023 term

#### November 23–24

- Thanksgiving Day holiday (all-school holiday)

## FALL TERM

**December 1**

- Spring 2024 registration available to students (subject to change)
- Arrangement for full tuition must be made in order to register for Spring 2024

**Last day to withdraw and receive a “W” grade****December 4–15**

- Final reviews/presentations for Fall 2023 term

**December 15**

- Last day of Fall 2023 term

**December 18–January 5**

- Winter Break

**January 5**

- Orientation for new students

**January 5**

- Deadline for submitting waiver requests to appropriate Department Heads
- Deadline for Fall 2023 grade appeals
- Undergraduate and Graduate gateway portfolio review deadline  
(Required for admission into 3GB/3GBX studio for Spring 2024 term)
- All “Incompletes” without extensions from Fall 2023 term become “Credit” or “No Credit”

## SPRING TERM

**January 8**

- Spring 2024 term begins
- Vertical Studio Lottery

**January 12**

- Add/Drop deadline for Spring 2024 term
- Last day to register for Spring 2024 term

**January 15**

- Martin Luther King, Jr. Day (all school holiday)

**February 18–March 1**

- Midterm reviews/presentations for Spring 2024 term

**April 8–19**

- Final reviews/presentations for Spring 2024 term

**April 15**

- Online registration for Summer 2024 begins (subject to change), arrangement for full tuition must be made to register for Summer 2024

## SPRING TERM

**April 19**

- Last day of Spring 2023 term

**April 19-20**

- Undergraduate Thesis final reviews

**April 22–May 10**

- Spring Break

**May 10**

- Deadline for Spring 2024 grade appeals
- Undergraduate and graduate Gateway Portfolio deadline  
(Required for admission into 3A, 5A, 2GA, and 2GAX studio for fall 2025 term)
- All “Incompletes” without extensions from Spring 2023 term become “Credit” or “No Credit”

**May 13**

- Summer 2024 term begins

**May 17**

- Add/Drop deadline for Summer 2024 term
- Last day to register for Summer 2024 term

**May 27**

- Memorial Day (all-school holiday)

**June 19**

- Juneteenth, observed (all-school holiday)

**June 20–July 14**

- Design Immersion Days program

**July 4**

- Independence Day (all-school holiday)

**July 5–July 28**

- Making+Meaning program

**July 17–August 4**

- Transfer Seminar

**August 5–August 9**

- Final reviews/presentations for Summer 2024 term

SUMMER TERM

**August 9**

- Last day of Summer 2024 term

**August 12– September 2**

- Summer Break

**August 21–August 29**

- Introduction to Digital Design (IDD)

# Procedures and Academic Policies

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The academic year at SCI-Arc is divided into three terms (or semesters): fall, spring, and summer. Important deadlines are published in the academic calendar but students should regularly check for official notices posted on [my.sciarc.edu](http://my.sciarc.edu) (SCI-Arc's intranet) and around the school. Important school-related information is also sent out via email, and it is the student's responsibility to check their SCI-Arc email on a regular basis.

## ACCREDITATION

The professional degrees awarded by the Southern California Institute of Architecture (SCI-Arc), the B.Arch and M.Arch (offered through the M.Arch 1 and M.Arch 2 programs), are accredited by the National Architectural Accrediting Board (NAAB) and the Western Association of Schools and Colleges (WASC).

### NAAB Accreditation

In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with US regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year term, an eight-year term with conditions, or a two-year term of continuing accreditation, or a three-year term of initial accreditation, depending on the extent of its conformance with established education standards.

Doctor of Architecture and Master of Architecture degree programs may require a non-accredited undergraduate degree in architecture for admission. However, the non-accredited degree is not, by itself, recognized as an accredited degree.

### WASC Accreditation

SCI-Arc is also accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, (510) 748-9001, [www.wascsenior.org](http://www.wascsenior.org).

Institutional and academic amendments undertaken in support of these accreditations may be viewed on [my.sciarc.edu](http://my.sciarc.edu), SCI-Arc's intranet, a digital meeting place for the institute's community.

### State Authorization (BPPE)

SCI-Arc is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE) of the State of California. An approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education, Act 2009.

An individual may contact the Bureau for Private Postsecondary Education (BPPE) of the State of California for a review of any complaint:

Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
 Tel: (916) 431-6924  
 Fax: (916) 263-1897  
 Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

SCI-Arc offers the following NAAB-accredited programs:

#### B.Arch

166 undergraduate credits

#### M.Arch 1

Undergraduate degree  
 + 108 graduate credits

#### M.Arch 2

Undergraduate degree  
 + 78 graduate credits

Next NAAB accreditation  
 visit for all programs:  
 2025-2026

Next WASC accreditation  
 visit for all programs:  
 2023-2024

## ADMISSIONS

SCI-Arc seeks applicants who demonstrate interest, ability, and academic achievement that reveal potential for the study of architecture. SCI-Arc admits students into a particular degree program or as visiting students who do not wish to matriculate.

### Undergraduate Admission

Students are admitted into the undergraduate programs in the fall and spring terms. Admission is determined by a review of the applicant's academic record, creative portfolio, personal statement, and letters of recommendation. SCI-Arc offers the following undergraduate programs:

#### Bachelor of Architecture

The five-year (ten-term) professional Bachelor of Architecture (B.Arch) program is accredited by the National Architectural Accrediting Board (NAAB). The B.Arch program is open to applicants who are first-time college students and transfer students.

#### Bachelor of Science in Design

The Bachelor of Science in Design is a full-time, four-year (eight-term) program, accredited by the Western Senior College and University Commission\* (WSCUC pending, 2023). This program is open to applicants who are first-time college students and transfer students.

#### First-Year Applicants

A first-year applicant is a student who has not graduated from high school at the time of application or has graduated but has not taken any courses at a university or college. Applications for first-year placement are accepted for the fall term only. Once the student registers for the fall term they must have a high school diploma before starting classes at SCI-Arc.

#### Transfer Applicants

A transfer applicant is a student that has earned a high school diploma and/or its equivalency and has earned college credit after graduating high school. Applicants who have completed general education courses and have not taken any architecture courses may only apply in the fall.

Applications for advanced standing are accepted for the fall and spring terms. Second- and third-year studio placement for transfer students from other architecture programs is not guaranteed. Studio placement is determined by the Admissions Committee upon review of the applicant's portfolio of architectural work, and number of architectural design studios, general studies, and liberal arts courses previously completed. Students who begin studies in the B.Arch program with advanced standing (1B studio placement or higher) are required to

successfully complete additional prerequisite seminars/workshops at SCI-Arc before advancing to the next studio level.

### Graduate Admission

Students are admitted into the graduate programs in the fall term only. Admission is determined by a review of the applicant's portfolio of architectural and creative work, personal statement, letters of recommendation, and academic record. SCI-Arc offers the following graduate programs:

#### M.Arch 1

The three-year (seven-term) professional Master of Architecture (M.Arch) program is accredited by the National Architectural Accrediting Board (NAAB) and open to applicants who hold a bachelor's degree in a preprofessional architecture field or a bachelor's degree in any field of study. This program requires full-time attendance for the fall and spring terms of the first two years, and the fall, spring, and summer terms of the final year.

Applicants with preprofessional architecture degrees may be eligible for advanced placement into the second year of the M.Arch 1 program. Advanced placement is not guaranteed, but is determined by the Admissions Committee upon review of the applicant's portfolio of architectural work, number of architectural design studios, and undergraduate coursework completed.

#### M.Arch 2

The two-year (five-term) professional Master of Architecture (M.Arch) program is accredited by the National Architectural Accrediting Board (NAAB) and open to applicants with either a BA/BS in Architecture, or B.Arch or its equivalent abroad. This program requires full-time attendance for the fall and spring terms of the first year, and the fall, spring, and summer terms of the final year.

### Postgraduate Admission

Students are admitted into the postgraduate programs in the fall term only. Admission is determined by a review of applicant's academic record, portfolio of architectural and creative work, personal statement, and letters of recommendation. SCI-Arc offers the following postgraduate programs:

#### Architectural Technologies

The Master of Science in Architectural Technologies is a one-year, three-term program that provides hands-on experience with emerging technologies of architectural production and challenges students to develop a robust conceptual and critical framework for understanding technology's profound influence on architecture and society. Architectural Technologies students develop the necessary expertise to become active practitioners within the new platform-based economies of the contemporary world.

*Recommended (and in some cases required) preparatory course for M.Arch 1: Making+Meaning: The Foundation Program in Architecture, offered during the summer term.*

*Prerequisite course for M.Arch 2, and for advanced placement into the M.Arch 1 program: Introduction to Digital Design (IDD), a week-long preparatory workshop offered in late August prior to the start of the fall semester.*

### Design of Cities

The Master of Science in the Design of Cities is a one-year, three-term program where students investigate the full depth and drama of contemporary urban phenomena, driven by the understanding that one of the most immediate design problems of the twenty-first century is the organization and construction of cities. The program takes a highly experimental approach to questions of urban design and encourages students to develop new conceptions of "the city" and its possibilities, in an attempt to clarify the future of urbanized life.

### Fiction and Entertainment

The Master of Science in Fiction and Entertainment is a one-year, three-term program where students work with world-renowned professionals in the worlds of film, fiction, animation, marketing, games, and documentary filmmaking to build new forms of architectural practice in the media industries. Deeply embedded in the entertainment industry of Los Angeles, this program develops provocative narratives about the alternative realities of the twenty-first century.

### Design Theory and Pedagogy

The Master of Science in Design Theory and Pedagogy is a one-year, three-term program that prepares students for a new kind of hybrid career that has emerged in architecture: the architect-theorist-educator. Design Theory and Pedagogy students experiment with new forms of architectural scholarship and receive hands-on teaching experience within the remarkable studio culture of SCI-Arc. The program is highly competitive and requires a terminal degree in architecture for admission (B.Arch, M.Arch, or equivalent).

### Synthetic Landscapes

The Master of Science in Synthetic Landscapes is a one-year, three-term program focused on advancing knowledge and developing expertise in the emerging topics of landscape architecture. Focused on the development of synthetic modes of inquiry, the program understands landscape design as a primary arena for the development of ecological awareness and innovation in a difficult era of climate change. The program examines how natural and artificial systems can come together to form new adaptive responses to a world in flux and pursues new forms of engagement and innovation modes of practice.

### Application Deadlines

For scholarship consideration students are required to apply for admission by the priority deadlines below. All students who submit a complete application will be automatically considered for a scholarship.

**Applications received after the priority deadlines below will be considered for admission on a rolling basis.**

## Application and Scholarship Deadlines, Spring 2024

### B.Arch (Advanced Standing only): October 15, 2024

#### Fall 2023

B.Arch First-Year Early Action Applicants:	November 15, 2023
B.Arch First-Year Applicants:	January 15, 2024
B.Arch Transfer Applicants:	February 15, 2024
M.Arch 1:	January 15, 2024
M.Arch 2:	January 15, 2024
Postgraduate Programs:	January 15, 2024

#### Application Materials

All Applications must include the following materials:

- Completed Application Form
- \$85 application fee
- Academic transcripts
- Personal statement
- Letters of recommendation

Each program has additional requirements; please refer to the SCI-Arc website [www.sciarc.edu/apply](http://www.sciarc.edu/apply) for program specific requirements.

#### Application Procedures

All graduate and postgraduate applicants must submit the SCI-Arc Online Application Form and application fee in addition to submitting all required application materials through Slideroom. Undergraduate applicants must submit an application through the Common Application, and supplemental materials must be submitted electronically through SlideRoom (<https://sciarc.slideroom.com>).

For more information on application materials, please refer to the **Application Procedures page in the Admissions section of the SCI-Arc website**, available at [www.sciarc.edu/apply](http://www.sciarc.edu/apply) or contact the Office of Admissions.

#### Portfolio

Undergraduate transfer applicants that are seeking advanced standing, graduate, and postgraduate applicants are required to submit a portfolio. Portfolio submission for first-year undergraduate applicants is optional. Specific portfolio requirements for each program can be found on <https://sciarc.slideroom.com>. Portfolios must be submitted to SCI-Arc electronically through SlideRoom. Hard copy portfolios will NOT be accepted.

#### Notification of Acceptance

Undergraduate applicants applying for Early Action for the fall term will be notified in January. Undergraduate applicants applying for the fall term will be notified on a rolling basis between the months of March and June. Undergraduate

SCI-Arc reserves the right to withdraw any offer of admission to an applicant who has misrepresented themselves or provided inaccurate/false information as part of the application process.

Those students required to enroll in Making+Meaning, Transfer Studio, or the ESL workshop prior to beginning the fall semester will be required to submit an additional non-refundable deposit.

applicants applying for the spring term will be notified on a rolling basis between mid-November and mid-December. Graduate and postgraduate applicants will be notified of their admission status between the months of March and April.

Students who accept SCI-Arc's offer of admission are required to submit a non-refundable enrollment deposit, which reserves them a place in the entering class. This enrollment deposit will be applied toward tuition for their first term at SCI-Arc. If the enrollment deposit is not received by the appropriate deadline, the applicant may forfeit their place in the entering class.

Those students who are required to enroll in the prerequisite workshop "Introduction to Digital Design (IDD)" will also be required to submit an additional non-refundable enrollment deposit to reserve their place in the entering class and cover the cost of the IDD workshop.

International students are required to submit an additional tuition deposit along with other international documentation in order to begin the I-20 process.

#### Waitlist Placement

Applicants placed on the waitlist will be notified on a rolling basis as positions become available in the entering class.

#### International Students

Citizens from other countries are reviewed on exactly the same basis as citizens of the United States of America. All application materials must be submitted in English. Transcripts must be officially translated in English and evaluated by a National Association of Credential Evaluation Services (NACES) approved agency.

#### English Proficiency

All international students, with the exception of those applicants who have completed their secondary education in an English-speaking school or those who have passed with a "B" or better in a college-level English course in the past two (2) years, are required to take the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS) or the Duolingo English Test. The minimum score required is 92 on the internet based TOEFL, a 7.0 band score on the IELTS, or a 115 on the Duolingo English Test. Accepted applicants who do not meet the minimum requirement will be conditionally accepted and will be required to enroll in SCI-Arc's four (4) week ESL workshop prior to the start of the fall term.

#### Finances for International Students

To ensure students from other countries will not have financial difficulties after they have begun their studies at SCI-Arc, the United States Citizenship and Immigration Services (USCIS) requires that international students certify that they have the necessary funds available to cover tuition and living expenses while studying in the US. The I-20 will be issued when the completed certification

form is submitted and the required international deposit is paid. Certification is required for the first year of study only. Information regarding this process will be provided to all accepted international students along with their official acceptance documentation.

## REGISTRATION POLICIES

### Online Registration

Registration for classes is done online by accessing my.sciarc.edu. Students may not attend any course without officially registering for either credit or audit.

**Tuition and fees must be paid in full prior to registering for each term. Please see Finance and Financial Aid to finalize tuition payments and financial aid documentation.**

Students are expected to enroll in a full load of classes throughout their curriculum at SCI-Arc. With approval from the Academic Advisor, exceptions are made during the summer term where students are allowed to enroll in individual studios and seminars and pay tuition accordingly. Enrollment must be completed during the prescribed enrollment period. All students are responsible for knowing and understanding the degree requirements for their program. Typically, registration opens approximately 30 days prior to the beginning of each term (refer to the Academic Programs section for course requirements). Please note that students in poor standing, off-track academically, having failed to submit a Gateway Portfolio, or who are on academic or financial aid warning will be placed on Academic Hold, Portfolio Hold, and/or Financial Hold and cannot register online. Students on Portfolio Hold must contact the Directors' Office. Students on Financial Hold must contact the Finance/Financial Aid Office. Students on Academic Hold must meet with the Academic Advisor in person prior to the start of the term.

### Course and Credit System

SCI-Arc operates on a term system with two 15-week terms (or terms) per academic year. SCI-Arc credit hours are compliant with federal regulation (CFR Section 600.2)

Credit hours at SCI-Arc are recorded in course units. In order to complete degree requirements on time, students should take a minimum of one Design Studio (6 units) and three to four seminars (3 units each), as designated by their degree program, per term. Workshops (1-2 units) are offered periodically. Twenty (20) units is the maximum number a student can carry before they are charged for additional units. Thesis Design Studio in the final term in both undergraduate and graduate programs is 9 units and is considered full time. Below is a description of typical courses and unit loads:

Students must print and keep a copy of their registration for verification purposes. Online registration is binding. By enrolling online, the student agrees to comply with and accept the policies and procedures as described in this handbook.

Completion of the B.Arch degree requires 166 units. Students need 108 units to complete the M.Arch 1 degree, 78 units to complete the M.Arch 2 degree, and 45 units to complete the EDGE programs.

Seminars (3 units): Lecture format which meets 3 hours per week.

Design Studios (6 units): All students have their own workspaces organized into groups of 12-15 students per instructor, meeting three days a week (MWF) from 2:00 – 6:00pm. The 15 hours per week of Design Studio class times are a mix of one-on-one student/instructor desk critiques, periodic lectures, individual student work time, and at least one group pin-up design critique per week, on average.

Thesis Design Studio (9 Units)\*: While similar to the design studio breakdown of meeting times, this is a more robust and time-intensive period for students as they self-direct their research with a specific advisor toward a final design project. Reviews are augmented with outside critiques and special advisors, lectures, and symposia. Thesis final review presentations typically take place over the course of a weekend and include visiting instructors from around the world.

The Credit Hour Policy is periodically reviewed by the Vice Director/Chief Academic Officer, Undergraduate and Graduate Program Chairs, and the Academic Curriculum Coordinators. The policy is also reviewed through meetings of the Curriculum Committees for each academic program, annual Faculty Retreats, and quarterly Academic Council Meetings.

**\* Students enrolled in the final thesis term of the B.Arch and M.Arch programs are considered to be enrolled full-time at 9 units.**

### Add/Drop Procedure

Students can change courses by completing the Add/Drop process online during the first 7 calendar days of each term (period subject to change). Students may access their course schedule via my.sciarc.edu. If the student fails to drop a course within the prescribed time limit, a permanent 'no credit' (NC) for that course will be recorded on the student's transcript. During the core sequence, students are expected to maintain a full course load. Students taking more than 18 units are required to receive approval from the Academic Advisor and the Program Chairs. For students taking a reduced course load (less than 12 units UG/less than 9 units GR and PG) approval from the Academic Advisor and Program Chair is required. In addition, International Students must have approval for a reduced course load through the Registrar/International Advisor.

After the first week, until the 13th week of the term (10th week in the summer), students may withdraw from a course. To withdraw from a course, students using financial aid must meet with the Financial Aid Office before meeting with the Academic Advisor. If approved by Financial Aid, students must meet with the Academic Advisor to review their coursework and receive an Add/Drop form. Students must return completed Add/Drop forms to the Academic Advisor no later than the 13th week of the term. A withdrawal (W) is recorded on the transcript.

Any student who is absent without an acceptable excuse more than three times during a fifteen-week term will receive a grade of no credit (NC) for the course.

Students must visit the Financial Aid Office in order to understand how their financial aid package will be impacted by adding and dropping courses.

Students are eligible for a partial refund of their tuition fees only if they reduce attempted credits following the Add/Drop period with approval from the Undergraduate or Graduate Program Chairs prior to the 38th day of the term. Refunds are calculated as set forth in the tuition refund policy located in the Financial Aid section of this handbook.

*Also see Tuition Refunds section.*

### **Auditing a Course**

Students who wish to attend a class without working for or expecting to receive formal credit may audit the course with Faculty approval and clearance from the Registrar/International Advisor. Only upper division students may audit courses and only one course per term is permissible. Students who audit a course may not participate in class, do not take examinations, and do not submit papers. Students may only audit seminar courses; students may not audit design studios. Students must gain permission to audit a course from the course instructor and may not register to audit a course until the first day of classes in order to give priority to students needing to take the course for credit. Students may not attend any course without officially committing to either credit or audit. Students may not change an audit class to credit after the Add/Drop period (the first week of classes) and all audit courses must be approved through the Registrar/International Advisor.

### **Leave of Absence / Withdrawal**

Upon the satisfactory completion of any term, a student who is in good standing is eligible to take a leave of absence for up to two years with the approval of the Financial Aid Manager, Registrar/International Advisor, Academic Advisor, and Program Chair. Students on Leaves of Absence are assured readmission to resume their studies from the point at which they were interrupted as long as it is within two years and they return to the original program of study.

Students who do not complete the leave of absence process prior to the start of the next term will be administratively withdrawn from SCI-Arc will need to reapply if they wish to return.

Students who are on a leave of absence are not eligible to apply for the Continuing Student Scholarship in the year of their return. Students may submit an appeal to the Academic Advisor prior to their exit. The Academic Advisor, Financial Aid Manager, and Program Chair will meet on a case-by-case basis to review the appeal. Students who are administratively withdrawn are not eligible for an Admission Scholarship if readmitted.

All students seeking a leave of absence must meet with the Academic Advisor to review the leave of absence process. In addition, students are required to meet with their Academic Program Chair regarding any possible leave of absence or withdrawal. International students must meet with the Registrar/International Advisor to review F-1 status. Students must also meet with Financial Aid Manager if they receive any financial aid, scholarships, and/or loans.

Students who intend to return from an approved leave of absence must notify the Financial Aid Manager, Registrar/International Advisor, and the Academic Advisor no later than four months prior to the start of the term.

Students who do not return from an approved leave of absence within two years will be administratively withdrawn at the end of the final Add/Drop period for the leave of absence deadline. Any student who has been administratively withdrawn must reapply through the Office of Admissions. The readmitted student will be subject to the incoming “New Student” tuition rate and curriculum in effect for the new academic year.

Information regarding SCI-Arc’s Tuition Refund policy relating to leave of absence/withdrawals can be found in the Financial Information section of this handbook. Completion of the B.Arch degree requires 166 units. Students need 108 units to complete the M.Arch 1 degree, 78 units to complete the M.Arch 2 degree, and 45 units to complete the EDGE programs.

## **TRANSFER AND WAIVER PROCESS**

### **Undergraduate Transfer of Credit**

Transfer students at SCI-Arc come from a variety of educational backgrounds, including colleges and universities, as well as community and city colleges. Their fields of study range from liberal arts programs with no experience in architecture to one or more years of architectural design experience.

### **First-Year Placement Transfer**

Students who have completed general, non-architecture courses at other two- or four-year colleges may only apply for placement in the first year of the Bachelor of Architecture (B.Arch) program. These include students who have completed associate degrees (AA or AS) in disciplines other than architecture.

### **Undergraduate Advanced Standing Transfer**

Advanced standing for transfer students from other architecture programs into SCI-Arc’s B.Arch program is not guaranteed, and is determined on a case-by-case basis upon review of the applicant’s portfolio of architectural and creative work, number of architectural design studios completed, number of potential transfer courses, personal statement, academic standing, and letters of recommendation. Students who begin their studies in the B.Arch program with advanced placement (1B studio placement or higher) may be required to complete additional prerequisite seminars at SCI-Arc before advancing to the next studio level.

### **Undergraduate - Transferring Liberal Arts/General Education Credits**

SCI-Arc is known for its innovative and cutting-edge approach to education. As such, it is uncommon to find direct alignment of our design studios or seminar courses with those at other colleges. The SCI-Arc undergraduate curriculum contains 45 units of liberal arts coursework. We encourage prospective students to

review the curriculum and read the Liberal Arts (LA) course descriptions. Courses from schools without a current articulation agreement are subject to the transfer credit evaluation process. Students must review and follow the waiver request process posted on the Advising page on my.sciarc.edu.

To evaluate a course for transfer credit, SCI-Arc requires a B or better grade in the course, a course description, and the full course syllabus from the correct term and instructor. A professional third-party English translation must accompany original language documentation for courses taken at international institutions where English was not the language of instruction. All required documentation for transfer credit evaluation requests must be received by the end of the eighth week of the term for courses needed for the next term. New students must submit documentation by Orientation. Academic Coordinator decisions are final.

Coursework from schools without a current articulation agreement is not guaranteed to transfer, however SCI-Arc strives to accept as much transfer credit as is possible with the understanding that it is in the student's best interest to complete their studies without additional delays or expense. Also see Courses and Degree Requirements section.

Undergraduate students forfeit the opportunity to request a transfer credit evaluation for a required course once they have enrolled and attended the particular course (following the Add/Drop period), or they do not submit all required waiver request documentation by the deadline. At that point specific courses must be completed and passed at SCI-Arc.

SCI-Arc has articulation agreements with several community colleges. Students transferring from schools with current articulation agreements are not required to submit transfer credit evaluation requests.

#### Graduate - Waiver of Required Courses

Graduate students may submit a request to have courses required for their graduate program waived if the courses are comparable to those taken at previously attended colleges or universities. A required course may be waived upon determination that the coursework was adequately covered by previous graduate level coursework. Students must review and follow the waiver request process posted on the Advising page on my.sciarc.edu. Approval of course waiver requests is not guaranteed. To review a waiver request, we require a B or better grade in the course, a course description, and the full course syllabus from the correct term and instructor. All required documentation for waiver requests must be received by the end of the eighth week of the term for courses needed for the next term. Academic Coordinator decisions are final.

If a waiver request is approved, graduate students must replace waived courses with either core or elective classes approved by the Academic Advisor and re-

Students are required to complete their Liberal Arts courses at SCI-Arc once enrolled.

Exceptions for Liberal Arts courses taken outside of SCI-Arc are rare and require preapproval from the Academic Advisor and Liberal Arts Coordinator.

spective Department Coordinator.

Graduate students forfeit the opportunity to request to waive a required course once they have enrolled and attended the particular course (following the Add/Drop period), or they do not submit all required waiver request documentation by the deadline. At that point specific courses must be completed and passed at SCI-Arc.

#### Residency

Residency is required for the last two terms of each program. The undergraduate program consists of ten terms of full-time study. Applicants accepted with advanced placement are individually placed according to previous academic and design work. A minimum of four terms of full-time study or residency must be completed at SCI-Arc to receive a Bachelor of Architecture degree. A minimum of six terms of full-time study is required to receive a Master of Architecture degree in the three-year graduate program. A minimum of four terms of full-time study is required to receive a Master of Architecture degree in the two-year graduate program. Residency is required for the entire duration of each SCI-Arc EDGE post-graduate program in order to receive a degree.

### GRADING AND ACADEMIC PROGRESS

#### Grading

SCI-Arc employs a narrative grading system, as follows: credit with distinction (CR+), credit (CR), marginal credit (CR-), conditional credit (CCR), no credit (NC), incomplete (I), and withdrawal (W).

The grade of no credit (NC) is given whenever cumulative work, final work, or attendance are unsatisfactory. It is also given when a student fails to submit a final project or fails to take a final examination without prior approval from the instructor. No credit (NC) grades cannot be altered.

#### GPA Equivalents

Grade	Point equivalent
CR+	4.0
CR	3.35
CR-	2.7
CCR	2.0
NC	0.0
I	0.0
W	0.0

The grading system and GPA equivalents are subject to change.

### Workshop/Masterclass Grading Policy

Workshops will award one unit of credit toward degree completion (some exceptions apply). These units will not be calculated toward overall cumulative grade point average (CGPA).

Masterclasses will award one unit of credit toward degree completion. These units will be calculated toward overall CGPA.

### Attendance

Any student who is absent without an acceptable excuse more than three times during a fifteen week term will receive a grade of no credit (NC) for the course. Instructors may impose more stringent attendance requirements and should make them clear at the beginning of the term. It is legitimate for the instructor to view unexcused lateness or departures from class as full absences.

Examples of acceptable excused absences are the following: medical/illness, observance of religious holiday, emergency leave, bereavement due to death in immediate family, military duty, jury duty, involvement in traffic accident, and court appearance.

### Incomplete Work

A student may request a grade of incomplete (I) by requesting permission from the instructor prior to the date of the final examination or presentation. Permission will be granted only under extraordinary circumstances and usually for medical reasons. Incompletes must be fulfilled to the satisfaction of the instructor no later than three (3) weeks after the end of term.

Incomplete grades that remain unchanged after the three (3) week deadline will automatically become no credit (NC). No credit grades cannot be altered.

### Repeated Coursework and GPA

For any repeated coursework, the original grade earned remains on the transcript and is not replaced by the subsequent grade. Both the original grade and the subsequent grade will be factored into the overall cumulative GPA. A repeated course does not gain the student an additional course credit toward graduation, unless the course description indicates that it may be repeated.

### Appeal of a Grade

Evaluation and grading of a student's performance in a course is based upon the instructor's professional assessment of the academic quality of the student's performance on a body of work. Such assessments are non-negotiable, and disputes about them do not constitute valid grounds for an appeal. Students are encouraged to contact their instructor for clarification regarding the grade received in their course.

Grade appeals are rare and subject to appeal only for the following three grounds:

- improper academic procedures that unfairly affect a student's grade
- application of nonacademic criteria, such as: considerations of race, politics, religion, sex, or other criteria not directly reflective of performance related to course requirements
- sexual harassment

Students must meet with the Academic Advisor to review the appeal process if they believe the grade received meets one or more of the grounds listed above. Petitions must be settled and a final grade submitted to the Registrar/International Advisor no later than six weeks after the end of the term in which the course was completed.

### Minimum Academic Requirements

Studios: If a student's studio GPA drops below 2.7, the student's studio work will be reviewed to determine whether the student can continue to the next studio level. Students who receive two consecutive CCR grades must repeat the most recent studio and receive a grade of CR or better. Students who receive two consecutive NCs in studios will be dismissed from SCI-Arc.

Seminars: Students who receive two NCs in seminars during the same term will be placed on academic warning.

Cumulative: Students with an overall GPA below 2.7 will be placed on academic warning. If the student does not raise their GPA to above 2.7 during the next term, they must meet with the Program Chair to determine whether they will be permitted to continue at SCI-Arc.

### Academic Standing

Students are considered to be making satisfactory academic progress if they follow the designated program of study, receive credit for coursework, maintain a cumulative GPA of 2.7 or above, a studio GPA of 2.7 or above, and receive favorable portfolio reviews. Students must not only complete courses successfully, but also maintain an up-to-date portfolio that includes the best work of their choice and a minimum of one document from each studio project for all terms in which they are enrolled.

### Academic Warning

At the end of each term, students who have not satisfactorily maintained their academic standing will be sent an academic warning. The record of a student who has received an academic warning will be reviewed by the Academic Advisor and discussed with the student at the end of the subsequent term. Students receiving an academic warning are expected to improve their record so there will be no further question about their ability to complete the coursework required in the degree program. Students who do not improve satisfactorily during the term they are on academic warning will be required by the Academic Advisor to have their

overall record, including their portfolio, reviewed by the Program Chair. Students may be asked to withdraw if the Program Chair determines that their work does not meet SCI-Arc standards.

### **Academic Dismissal**

Cause for dismissal is based on the accumulation of unsatisfactory grades and overall performance. Two consecutive no credits (NC) in design studio, or failure to comply with the terms of academic warning, are grounds for dismissal. Registering for studio and/or seminars without regard for prerequisite course requirements results in suspension from design studio. A dismissal letter is sent to the student from the Academic Advisor's Office. Readmission to SCI-Arc is not guaranteed to a student who has been dismissed. The school insists on a strong record of performance in successful completion of courses at another school for a minimum of two terms. This, however, may not be used to waive no credit grades at SCI-Arc.

### **150 Percent Rule**

A student will be dismissed upon reaching 150 percent of the number of credits needed to complete their degree. This regulation applies to all students, including those who are financial aid recipients as well as those who have not previously received financial aid. For example, a student working toward a B.Arch degree needs 163 units to graduate. Once the student attempts 244.5 hours they are no longer eligible for financial aid (163 hrs. x 150 percent = 244.5 hrs). Under extenuating circumstances the 150 percent rule may be appealed. The 150 percent rule applies to all classes attempted by the student at SCI-Arc.

### **Statute of Limitations Policy**

All credits required for any degree program at SCI-Arc (B.Arch, M.Arch, postgraduate), whether earned in residence or transferred from another institution, must have been earned no more than five (5) years after the last enrolled term at SCI-Arc.

A student wishing to return to complete or transfer outstanding credits toward any SCI-Arc degree following this five-year statute of limitation period must reapply to SCI-Arc and will be responsible for meeting the academic requirements of the degree curriculum in effect for the academic year of readmission.

### **Academic Advising**

SCI-Arc maintains an academic advising service for the benefit of all students. The Academic Advisor partners with students in their academic and personal growth by encouraging students to be proactive in their education. The Academic Advisor is available to help students take ownership of their education by providing accurate and personalized academic information, educating students about their academic responsibilities, and to assist students in making informed decisions. However, final responsibility for meeting the degree requirements to graduate rests with each student. Specifically, each student has the responsibility to know and understand the degree requirements for their degree program, academic policies, procedures, and deadlines, and the rules governing academic progress.

At Orientation, students can access a degree checklist via 'My Course Needs PDF' under the Advising tab on my.sciarc.edu. This Course Needs PDF states the individual requirements for each student's degree. Since programs are being continuously updated, the individual degree checklist in effect at the time of the student's admittance establishes each student's requirements for completion. All students are recommended to meet with the Academic Advisor at least once a term to update their checklist to ensure satisfactory academic progress.

### **Religious Accommodations**

SCI-Arc requires its administrators and faculty to reasonably accommodate the sincerely held religious beliefs, observances, and practices of faculty, employees, and students upon request. An individual's request for reasonable religious accommodations, including requests for time off from work or school activities, will be granted unless the request would impose an undue hardship on school operations.

SCI-Arc will not deny employment or employment benefits to any employee because of their religious creed or lack of one. Anyone who believes they have been discriminated against by the denial of a requested religious accommodation should contact the Director of Diversity, Equity, and Inclusion.

Reasonable accommodations are necessarily determined on an individual basis and may vary by individual. Accommodations may include rescheduling an exam or giving the student a make-up exam, rescheduling an individual or group presentation, adjusting due dates for assignments, allowing a student to attend a different discussion section for the same class that week, or assigning the student appropriate make-up work at the same level of difficulty as the original assignment.

Students are asked to examine the course syllabus for potential conflicts at the start of the semester and promptly notify the instructor of any anticipated accommodation needs, providing as much advance notice as possible. Students are responsible for working with faculty to make up missed work or material in a timely manner. Students must contact their faculty members directly to request religious accommodations.

Students who are employed through work study must also inform their campus employment supervisors to request work accommodations when necessary. Reasonable accommodations for student workers may include granting individual leave for religious observances, allowing religious attire to be worn at work, and rescheduling shifts. Students are responsible for working with their supervisors to make up missed work or material in a timely manner.

### **Gateway Portfolio Review**

The Gateway Portfolio is conceived as an experimental tool for engaging in a discussion of architecture, and is to be developed by each student as a self-contained project in its own right.

In the B.Arch and M.Arch programs, the portfolio supports evidence of the student's capacity to learn about the world through general education coursework and the curriculum in architectural studies, and integrates general education, core, and advanced interdisciplinary work.

Students are required to maintain a comprehensive portfolio of their design studio work as well as selected work from other courses. The portfolios should document clearly and concisely each student's progress through the curriculum, organizing the work chronologically and cumulatively. Portfolios are submitted for review at the end of the 2B and 4B studios for undergraduate students, and at the end of 1GB, 2GBX, and 3GA/X studios for graduate students. Portfolios are reviewed by the Undergraduate and Graduate Portfolio Committees. The committees assess the work documented for its capacity to give a clear sense of each individual student's progress in all areas of their education at SCI-Arc. The portfolio may also be used for admission into special programs, exchanges, continuing scholarships, and for special petitions. Students whose work does not meet the standards of the program may be given the opportunity to resubmit a portfolio, to enable them to better articulate their knowledge and skills. If the required standard is still not met, students may be asked to repeat their studio or enroll in an independent tutorial seminar.

#### **Penalties for Failure to Submit:**

Students who fail to submit their Gateway Portfolio by the due date will be charged a \$300 penalty. In addition, students who fail to submit (or resubmit) their Gateway Portfolio by the due date will be placed on academic and registration holds preventing them from attending classes. If a Gateway Portfolio is not received by the end of the Add/Drop period, the student will be automatically withdrawn from SCI-Arc for the current term. In addition, any student moving into advanced Vertical Studios (4B, 3GB/X) will be unable to participate in the Vertical Studio Lottery at the beginning of the term.

## **INTERNSHIPS**

### **Overview**

This policy applies to the hiring as interns of any SCI-Arc student, from their initial enrollment through graduation, including the summer and other term breaks.

SCI-Arc encourages students to pursue internship opportunities during their SCI-Arc education. Students can benefit from internships by receiving practical hands-on work experience under the direction of a professional architect or designer. A SCI-Arc student is an "intern" and serving in an "internship" when working at an architecture firm, at a design firm, or in another peripheral field in the arts under the direct supervision of an employer, who may or may not be a SCI-Arc faculty member. The internship functions as entry-level practical training in service of the employer. Internships are a form of investment in the future of the profession, and SCI-Arc asks employers to recognize their role as students' mentors.

Due to the rigorous curriculum at SCI-Arc, it is highly recommended that students enrolled full-time should participate in internships only during the summer term. In addition, internships for credit/Curricular Practical Training (CPT) are highly recommended to be taken only during the summer term.

International students may participate in an internship only via Curricular Practical Training (CPT); see description and eligibility requirements below.

This policy is subject to change at SCI-Arc's discretion, such as due to revisions to applicable law.

### **Responsibility of the Employer**

All internships (including internships taken for credit or CPT) must be paid. This means that the employer must pay the intern no less than minimum wage pursuant to law. In addition, the employer must be in compliance with all applicable state and federal employment laws including regarding overtime and working conditions.

SCI-Arc recommends that students and employers establish the terms and expectations of an internship in a written agreement prior to commencing work, and that students be considered as non-exempt employees.

Employers external to SCI-Arc who fail to comply with this policy will not have their internship opportunities promoted through SCI-Arc.

### **Faculty Employment of Students**

The ability for students and faculty to work together outside of the classroom is a contributing factor to what makes SCI-Arc a vital and forward-thinking school of architecture.

To help mitigate potential conflicts of interest, students may not work for faculty members as interns during the same term in which they are enrolled in the faculty member's class or serving as their Teaching Assistant (TA).

The Director, Vice Director, and Program Chairs are prohibited from hiring SCI-Arc students as interns.

Faculty who want to hire a SCI-Arc student as an intern are required to immediately notify the SCI-Arc Career Services Advisor/Directors' Office of the internship and provide written acknowledgement of the internship assignment signed by both the student and the faculty member. The acknowledgement must include the following:

- The name and degree program of the intern
- Beginning and end dates of internship
- Number of hours that the intern is expected to work each week

- Rate of pay of the intern
- Intern's position and/or title
- Name, title, and email address of intern's supervisor
- Brief description of the intern's responsibilities, the educational value of the internship, and the relevance of the internship to the intern's area of study

Faculty who fail to comply with this policy will be subject to disciplinary action, up to and including termination. For minor infractions, faculty may be subject to discipline such as a conduct warning, reprimand, or suspension from hiring SCI-Arc students as interns.

### **Student Reporting Responsibilities**

Students are responsible for informing the Career Services Advisor/Directors' Office of their confirmed internship position prior to the start of the internship.

The Career Services Advisor will inform the Registrar and Academic Advisor regarding students approved for an internship for credit or CPT.

At the end of the internship assignment, students will be asked to provide a letter of completion from the supervisor confirming the dates of the internship and an Internship Reflection survey.

The Career Services Advisor will maintain a database of internship employers to include feedback from the exit surveys.

Students who find themselves in internships that are not aligned with the provisions of this policy should promptly inform the Career Services Advisor for guidance.

### **Internship for Credit/Curricular Practical Training (CPT)**

Internship for credit is available for both domestic and international students.

Students wishing to enroll in the internship for credit/CPT course must be approved in advance by the Career Services Advisor. International students must receive approval in advance from the Career Services Advisor and the Registrar/International Advisor and meet the additional terms of CPT.

Undergraduate and graduate students who have completed 3B, 2GB, or 2GBX design studios and who are in good academic standing and have cleared financial status related to tuition and fee balances, have the option to participate in an internship for credit/CPT course. Postgraduate students may enroll in internships beginning in their final summer term; some exceptions may apply, but these must be approved in advance through the Registrar/International Advisor and Career Services Advisor.

Each internship for credit/CPT course is recorded as units toward a degree, equivalent to a three-unit elective seminar. A student cannot take more than six units of internship for credit/CPT during their degree program.

Internship for credit/CPT units will not be considered in the overall cumulative grade point average (CGPA). Internship for credit/CPT employment must be a supervised, temporary position and can be authorized for part-time (10-20 hours per week) or full-time (30-40 hours per week).

### **Internship for Credit/CPT Fees:**

An internship for credit/CPT fee will be billed to students who are enrolled only in the "internship" course during a term. If during the term, the student is enrolled part-time, the internship/CPT fee will be billed in addition to the part-time course(s) tuition and customary fees. If a student is enrolled full-time during the term, an internship/CPT fee will not be assessed.

### **How to Register for Internship for Credit/CPT:**

Students are responsible for following the process for approval, documentation, and registration according to the internship for credit guidelines as stated in the Advising, Career Resources, and Campus Life pages on my.sciarc.edu.

Registration for the internship for credit/CPT course follows the same deadlines for general course registration and add/drop periods. Internships for credit must be 13 - 15 weeks and reflect the term dates which can be found on the academic calendar. Because the internship process requires additional documentation, students must begin the approval process well in advance of the registration window and add/drop period.

Students must be registered by the Registrar/International Advisor (students cannot register online) for the internship course to receive SCI-Arc credit. Students who work in internships without being registered for the internship course will not receive course credit. Retroactive course credit will not be provided under any circumstances.

Once successfully completed, a final letter from the employer and student exit interview is required to be submitted to the Career Services Advisor.

### **Curricular Practical Training (CPT) - International Students:**

CPT authorizes international F-1 status students to engage in paid internship/employment when it is required as an integral part of the academic program for which academic credit is given. CPT is authorized by the Registrar/International Advisor and the Academic Advisor.

To qualify for CPT, international students must be in lawful F-1 status and have been lawfully enrolled on a full-time basis for at least one full academic year prior to the proposed CPT start date.

To make a request for CPT, international students should submit the following additional documents to the Registrar/International Advisor:

- A Form I-538 with Section A completed and signed by the student
- A letter from the employer stating the name of the firm and direct supervisor, beginning and ending dates of the employment period, number of hours expected to work each week, rate of pay, job title and description, and whether the job will be a full- or part-time non-exempt position.

#### Important CPT Guidelines:

- Students may not start a CPT internship until the Registrar/International Advisor authorizes them to engage in CPT. The Registrar/International Advisor will update the Form I-20 with the information when all paperwork is finalized. CPT must be applied for before the end of the add/drop period during the term that CPT is requested.
- 12 or more months of full-time CPT makes the student ineligible for post-completion Optional Practical Training (OPT) at the current educational level. Part-time CPT does not affect eligibility for post-completion OPT; however, the student must continue full-time enrollment while working part-time CPT unless working during the summer (or authorized vacation).
- Students must obtain a new authorization in advance to change employers or extend their CPT. The internship must be continuous (13 weeks minimum) and have no breaks between employer changes or extensions once the internship has been approved through both the Registrar/International Advisor and Academic Advisor.

## ARCHIVING

The SCI-Arc Upload site is the school's official archive of each term's work. This is a mandatory requirement of each student's coursework, and grades will not be submitted until work is uploaded. This archive will be used for all future publications and graphic material as well as for required accreditation needs of SCI-Arc.

Archiving requirements may vary based on curricular and/or project requirements. Specific instructions will be communicated to students each term.

#### **File Naming Protocol (REQUIRED):**

This file naming system is meant to help file names and self-organize in an easily read fashion. The files are listed by course, instructor, term, student name, and finally image code and file type. The first four sections of a file name should be the same for each file, with only the File Description and File # changing for each student's individual files.

#### **File Name Format:**

(Course #)\_(Instructor's Last Name)\_(Term/Year)\_(Student's Last Name)\_(Student's First Name)\_(File Desc.)\_(File #)

Students may not start work until the Registrar/International Advisor authorizes them to engage in CPT. The Registrar/International Advisor will update the I-20 with the information when all paperwork is finalized. CPT must be applied for before the end of the Add/Drop period (the first

Failure to submit work will result in the withholding of grades.

- STUDIO example: 1GA\_Simps\_FA23\_Roe\_Richard\_DG\_01.jpg
- SEMINAR example: LA8022\_Simps\_FA23\_Appleseed\_Johnny\_WD\_01.pdf

#### **Studio Course Codes:**

- Undergraduate: 1A/1B, 2A/2B, 3A/3B, 4A/4B, 5A/5B
- Graduate: 1GA/1GB, 2GA/2GB, 3GA/3GB, 2GAX/2GBX, 3GAX/3GBX
- Postgraduate: AT, DC, DTP, FE, SL

#### **Seminar Course Codes** (plus four-digit SCI-Arc course number):

- Visual Studies - VS
- Applied Studies - AS
- History + Theory - HT
- Liberal Arts - LA

#### **Instructor Name:**

Simps = First five digits of course instructor last name, example Simpson

#### **Term/Year:**

SP = Spring / FA = Fall / SU = Summer / 23 = Year

#### **Student Name:**

Last Name\_First Name = Appleseed\_Johnny

#### **Most Common Types of Files for Studios:**

- BD = Full "boards" of presentation in individual PDF format, 150 dpi
- DG = Diagrams, TIF format
- RN = Renderings, TIF format
- LN = Line Drawings, TIF format
- MD = Model photos, TIF format
- MP = Misc./Photos/Source image, etc. TIF format
- WD = Word document DOC, final paper for seminars, or descriptive text of project and files names with descriptions for studios

#### **Image Numbering:**

01 = Image Number in that category, 01,02,03,04, etc.

#### **File Type Suffix:**

.pdf = PDF (for studio work of final boards)  
 .jpg for JPG files of drawings, images, renderings, etc.  
 .mp4 for MP4 files for videos

## INTELLECTUAL PROPERTY POLICY

### Introduction

The following Intellectual Property Policy (IP) is applicable to all faculty, staff, students, and others who use SCI-Arc funds, facilities, or other SCI-Arc resources, or who participate in SCI-Arc-administered research or SCI-Arc classes. It is intended to (1) recognize the value of intellectual property and the contributions of the institution and the individuals to the creation of intellectual property; (2) promote the free exchange of ideas, and (3) provide a structure which supports opportunities for students, faculty, and staff to benefit from participating in real-world and cutting-edge interactions. The policy applies to all intellectual property and work product, including but not limited to inventions, patents, copyrights, computer software, trademarks, designs, research, and courseware. Exceptions may be made to this policy only upon written approval of the Director/CEO of SCI-Arc.

### Work Product IP Created as Part of a Sponsored Project

On occasion, third party industry, government, or other sponsors (each a “Sponsor”) join with SCI-Arc to provide unique opportunities and experiences to SCI-Arc students, faculty, and staff (“Sponsored Projects”). As a condition to participating in such Sponsored Projects, each student, faculty, and staff member agrees (i) that the Work Product IP created in connection with the Sponsored Project shall be assigned to SCI-Arc or the Sponsor, as determined by SCI-Arc, without compensation to any individual student, faculty, or staff member, and by participating in the Sponsored Project assigns all rights in the Work Product IP to SCI-Arc or the Sponsor; and (ii) to execute any documents requested to reflect such assignment.

### Commissioned Works

SCI-Arc shall own all work created at the request of SCI-Arc or for which the creator is specifically compensated by SCI-Arc (“Commissioned Work”), and all IP contained therein, including the right to use, reproduce, modify, display, and create derivative works based on such Commissioned Work without further compensation to the creator.

### Student Work

Physical copies of student work submitted to the school to satisfy course requirements—including but not limited to digital files, papers, drawings, and models—become the property of the school. SCI-Arc shall have no obligation to safeguard such materials and may, at its discretion, retain them, return them to the student, or discard them.

Notwithstanding whether it retains any physical copies of such student works, SCI-Arc shall have an irrevocable, royalty-free, worldwide right in perpetuity to use, reproduce, display, and exhibit works created by students in the course of their studies at SCI-Arc, in publications by or about SCI-Arc, on its websites, on social media, or otherwise. SCI-Arc will make a reasonable effort to credit the

author(s) of student work included in publications or other uses. Excepting works which are created in the course of a student’s participation in a Sponsored Project, the student shall have the right to publish or present their own work without compensation to SCI-Arc. However, SCI-Arc must be informed of this publication and appropriately credited in this publication or presentation unless SCI-Arc requests not to be credited.

### Work Product IP Created Using Substantial SCI-Arc Resources (excluding work product IP created as part of a sponsored project)

By using SCI-Arc funds or funds administered by SCI-Arc, or by using facilities, equipment, faculty, and/ or staff support or other resources provided by or through SCI-Arc (all “SCI-Arc Resources”) in any substantial manner to create intellectual property (“Work Product IP”), you agree that (i) to the extent such Work Product IP is patentable, you will assign all right, title, and interest in the patents to SCI-Arc, and (ii) to the extent it is subject to copyright laws, if it is not “work for hire” and hence owned by SCI-Arc under the Copyright Act, you assign the Work Product IP and all copyrights therein to SCI-Arc.

You agree to promptly report any Work Product IP you create which is or may be patentable to the Director/CEO of SCI-Arc, and, if SCI-Arc in its sole discretion determines that it wishes to pursue a patent application, to cooperate in the preparation and filing of such application. SCI-Arc shall in its sole discretion determine whether and how to commercialize the patent. In the event that income is generated by SCI-Arc from the patent, the individual creator(s) of that work will collectively receive 50 percent of the net receipts directly related to the Work Product IP, where net receipts are defined as gross receipts minus a 15 percent administrative fee and minus any expenses incurred by SCI-Arc in the generation, maintenance, and protection of the Work Product IP and related income. If SCI-Arc chooses not to pursue a patent application or the commercialization of Work Product IP, the inventor(s) may request release of the rights to the invention, subject to (i) reimbursement of SCI-Arc for its costs and expenses, (ii) payment to SCI-Arc 20 percent of the net income (including equity interests) received by the creator(s) from the invention, and (iii) the grant to SCI-Arc of an irrevocable, royalty-free, non-exclusive right and license to use the invention for research and education purposes.

SCI-Arc shall have no obligation to register a copyright, but may do so in its sole discretion. In the event that income is generated by SCI-Arc from the copyrighted materials, the individual creator(s) of that work will receive collectively 50 percent of the net receipts directly related to the Work Product IP minus any expenses incurred by SCI-Arc in the generation, maintenance, and protection of the Work Product IP and related income.

### Recognition of Creators and of SCI-Arc

SCI-Arc will make a reasonable effort to credit all creator(s) of Work Product IP in any SCI-Arc publication or presentation of such work.

When the patent or copyright of a work is owned by SCI-Arc, individual creator(s) or collaborators or their assignees may request to publish or otherwise present the work, which may or may not be granted by SCI-Arc at the discretion of SCI-Arc. SCI-Arc must be appropriately credited in this publication or presentation unless SCI-Arc requests not to be credited.

### Excluded Work Product

This Policy does not apply to work by student, faculty, or staff which is created outside the course and scope of employment or education and without the use of SCI-Arc resources. Ownership of such work shall reside with the creator.

## ACCESS TO RECORDS

The Family Educational Rights and Privacy Act (FERPA), with which SCI-Arc complies, was enacted to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading statements. FERPA governs access to students' records maintained by the school and the release thereof. The law provides that students are entitled to certain access to records directly related to the student, as well as an opportunity, should it be necessary, for a hearing to challenge such records if they are inaccurate, misleading, or otherwise inappropriate. If a student believes there is an inaccuracy in the college records, the student should write to the college official responsible for the record, clearly identify the part of the record(s) the student wants changed and specify where it is inaccurate or misleading. If SCI-Arc decides not to amend the record as requested, it will notify the student of the decision within 30 business days and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade as determined by the instructor. After the hearing, if SCI-Arc decides not to amend the record, students have the right to place a statement with the record setting forth their view about the contested information.

Official student records are maintained by the Registrar/International Advisor and secured offsite. Student records are accessible to faculty members, Program Chairs, Academic Leadership, and staff who have legitimate educational interest in examining them. These individuals have specific responsibilities in connection with campus academic, administrative, or service functions and have reason to use student records connected with their campus or other related academic responsibilities. Information is not released to any other party (including relatives of the student) without the knowledge and written consent of the student.

Students have automatic access to all parts of the records except the following:

- Financial records and statements of their parents or any information contained therein. Information from the Parents' Confidential Statement or equivalent information may be released to the student on condition that the proper authorization has been signed by the parent(s).
- Confidential letters and statements of recommendation that were placed in student records prior to January 1, 1975, provided that:
  1. The letters and statements were solicited with a written assurance of confidentiality, or sent and retained with a documented request for confidentiality.
  2. The letters and statements are used only for the purposes for which they were specifically intended. Confidential letters and statements of recommendation placed in a student's records after January 1, 1975, with regard to admission, employment, or the receipt of an honor, if the student has waived the right to inspect those recommendations.

SCI-Arc is authorized under FERPA to release public "directory information" on its students. The term "directory information" includes the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, degrees and awards received, and the name of the most recent previous educational agency or institution attended by the student. At any time, SCI-Arc can and will release to interested parties the above information unless it has received prior written objection from the student. This objection is required annually and must be renewed at the start of the fall term.

According to FERPA, students also have access to the "completion or graduation" rate data. The information is available on the College Navigator website at [nces.ed.gov/collegenavigator](https://nces.ed.gov/collegenavigator).

A student has the right to file a complaint with the US Department of Education concerning alleged failure by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920 / 1-800-USA-LEARN (1-800-872-5327).

### FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the US Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including your Social Security Number, grades, or other private information—may be accessed without your consent. First, the US Comptroller General, the US Attorney General, the US Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-

supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

FERPA rights of an individual expire with that individual’s death, however it is SCI-Arc’s policy not to release educational records of deceased students or alumni, unless required to do so by law or authorized to do so by (1) the executor of the deceased’s estate, or (2) the deceased student’s spouse, parents, or children. SCI-Arc may request proof of death.

## THE SOLOMON AMENDMENT

The Solomon Amendment is a federal law that allows military recruiters to access some address, biographical, and academic program information on students ages 17 and older.

### FERPA and the Solomon Amendment

The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. An institution is therefore obligated to release data included in the list of “student recruiting information,” which may or may not match SCI-Arc’s FERPA directory information list. However, if the student has submitted a request to the Academic Advisor to restrict the release of their Directory Information, then no information from the student’s education record will be released under the Solomon Amendment.

### Definition - “Student Recruitment Information” or “Solomon Information”

- Name
- Address (home and mailing)
- Telephone (home and cell)
- Age (is not defined as Directory Information at SCI-Arc)
- Place of birth (is not defined as Directory Information at SCI-Arc)
- Level of education

- Academic major
- Degrees received
- Educational institution in which the student was most recently enrolled

## FINANCIAL INFORMATION

### Privacy of Personal Information

SCI-Arc complies with local, state, and federal regulations concerning use of personal information. Information collected from and about students is shared only to meet government requirements and conduct business within SCI-Arc. Personal information is acquired and used on a limited basis to comply with government requirements, fulfill service requirements, and provide effective coordination of academic and administrative operations. To maximize the protection of personal information, SCI-Arc urges everyone to be cautious in sharing personal information with others. Social Security numbers should be guarded carefully. Each student is assigned a Student Identification Number to link the student’s profile information.

### Tuition and Expenses

Tuition (including fees) per term for the academic school year is currently **\$26,782 for students entering during the 2023-2024 academic year**. Students attend an average of two terms per year. While every effort is made to keep tuition costs low, periodic increases do occur, and students should budget accordingly.

The following estimated expenses for students entering during the 2023-2024 academic year are calculated for an unmarried student for a one-term (four-month) period. These figures should be used only as a guideline. Travel to and from Los Angeles is not included.

### Degree Programs/Fall and Spring

EXPENSES (per term)	2023-2024 ADMISSION YEAR STUDENT
Student tuition and fees	\$26,782 (including fees)
Course supplies and books	\$930
Living and personal expenses	\$7,098
Transportation expenses	\$960
Miscellaneous expenses	\$5,175
<b>Total</b>	<b>\$40,945</b>

Tuition covers a maximum of 20 units per term. Students interested in taking over 20 units will be charged an additional fee per unit. The maximum units allowed per semester is 21 units.

**Summer 2024 Programs**

EXPENSES	2023-2024 ADMISSION YEAR STUDENT
Full-time tuition	\$26,782 (including fees)
Workshops (1 unit)	\$1,850 / 1 workshop \$3,700/ 2 workshops \$5,500/ 3 workshops
Individual seminar	\$7,034 each
Individual studio or 3 seminars	\$19,500
Transfer seminar	\$1,700

\*An additional \$3,048 annual SCI-Arc Student Health Insurance fee is required of all SCI-Arc students enrolling in the fall term, and \$2,032 prorated fee for students enrolling in the spring term. Students may only waive the health insurance coverage and associated fee upon proof of comparable health insurance submitted during the Waiver Portal Deadlines.

**Tuition and fee information for continuing students entering prior to Fall 2023 can be found by contacting the Finance Office or on the SCI-Arc website (<https://sciarc.edu/admissions/financial-aid/cost-to-attend/>).**

**Payment Schedule**

**Tuition and fees must be paid in full prior to registering for each term.**

Financial aid funds for eligible students must be verified by the Financial Aid Office in order to defer payment of tuition charges.

It is important to note that if payment arrangements have not been made for your entire tuition and fee balance by the end of the Add/Drop period, you may not be permitted to continue your enrollment for that term.

**Payment Plans**

Only students with qualifying needs, as determined by the Finance Office, will be eligible for a payment plan. If a payment plan is established, the student will be required to sign a promissory note which includes a schedule of agreed upon payment dates for the outstanding balance. There is a \$100 set-up fee for establishing a payment plan. A default fee of \$100 (as well as any applicable interest) is charged if the scheduled payments are not made as agreed upon.

**Payment Methods**

All payments must be made in US dollars (cash, MasterCard, VISA, American Express, Discover, and checks are accepted). A \$25 returned check fee, payable by cash or money order is charged each time a check is returned by the bank. Students whose checks are returned by the bank will be moved to the end of the priority list for choosing studios or seminars. They will also lose their seat in a studio should there be a waitlist.

**Outstanding Balances**

Students will not be allowed to register for classes or receive grades or other SCI-Arc services if they have an outstanding balance for tuition or fees. Students who carry a balance due to default on their payment plans or uncleared checks are subject to administrative withdrawal, resulting in cancellation of enrollment in classes. Accounts in arrears that remain unpaid beyond the current term may be submitted to outside agencies for service and collection. Students will be responsible for collection costs and interests charged by the collection agencies.

**Tuition Refunds\***

Up to the seventh weekday from the first meeting of classes, the student will receive a 100% refund except for the \$800 non-refundable deposit. All loans and grants will be returned to the proper institutions without penalties. From the first day of class and thereafter, the SCI-Arc refund schedule is as follows:

100% refund	1-7 weekdays from the first meeting of classes
90% refund	8-10 weekdays from the first meeting of classes
50% refund	11-19 weekdays from the first meeting of classes
25% refund	20- 37 weekdays from the first meeting of classes
0% refund	After 37 weekdays from the first meeting of classes

\*Tuition is assumed to have been paid in full by the first day of class, at which time students begin receiving services for the term. Summer programs such as Making+Meaning, Design Immersion Days, ESL, Introduction to Digital Design, or Transfer seminars are not eligible for refunds once the program has started.

Requests for refunds must be made in writing, emailed or postmarked. The refund policy is subject to change without prior notice. This policy pertains to the full tuition after the first day of class. If a student withdraws from school or is granted a leave of absence, the refund is calculated based on the total tuition due for that term. The refund request policy also applies to federal loans received.

In the event a student is required to repay financial aid funds, the Financial Aid Office will send a written notification with the amount owed. The student's academic records will be placed on "hold" until repayment is made.

**Delinquent Payments**

Statements are available to students on my.sciarc.edu showing all appropriate fees charged to the account. An account left unpaid 90 days after the end of the term, or after the withdrawal, will be placed on financial hold and may be sent to collections. Students are responsible for all collection costs and interest charged by the collection agency. A student may not re-enroll until balances have been cleared with the Finance Office.

### Veterans Benefits and Transition Act

SCI-Arc is compliant with the Veterans Benefits and Transition Act of 2018, section 3679 of title 38.

SCI-Arc will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to SCI-Arc a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

SCI-Arc will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

SCI-Arc requires the following of their Ch. 31 or 33 students wishing to utilize their educational benefits:

- Submit a COE or Statement of Benefits by the first day of the term
- Submit a written request to be certified
- Provide any additional information needed for certification

SCI-Arc will hold a student responsible for any portion of tuition and other fees not covered by the VA.

## FINANCIAL AID

Students beginning the process of selecting a college find that the cost of an education is likely to be a major commitment. SCI-Arc offers assistance to students with these educational expenses through a variety of financial aid programs. Financial aid includes grants, scholarships, loans, and part-time work-study employment. SCI-Arc offers a combination of these types of aid from various sources in an award package. Financial aid is awarded based on financial need and/or academic merit. Continued financial aid eligibility is based on financial need and academic progress. Eligibility for financial aid is established through the Free Application for Federal Student Aid (FAFSA). **SCI-Arc's Title IV Code is: 014073.** *An application for financial aid does not affect the student's chances of admission.*

### How to Apply for Financial Aid

Students who wish to be considered for assistance are required to complete a Free Application for Federal Student Aid (FAFSA) and SCI-Arc Financial Aid forms by the established deadline. **You can apply for the FAFSA form at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).**

A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

New students must be accepted for admission to SCI-Arc before an offer of financial assistance can be made. California residents will meet the Cal Grant program deadline by filing their FAFSA on or before **March 2**. The Cal Grant program also requires that students who have not previously been recipients of a Cal Grant file a GPA Verification Form with the California Student Aid Commission no later than **March 2**. The GPA Verification Form is available through high school guidance offices, local college financial aid offices, or on-line at <http://mygrantinfo.csac.ca.gov>.

Financial aid is awarded on a yearly basis for the traditional academic year of fall and spring terms. Students interested in summer funding should inquire during the preceding term about availability of aid. **Financial aid is not automatically renewed each year. Students must reapply each year by completing a new FAFSA and providing the required verification documents. Please contact the Financial Aid office for more information.**

### Forms and Publications

Students may download most forms from [my.sciarc.edu](http://my.sciarc.edu) on the Financial Aid pages (no login is required). Faxed and/or emailed documents are accepted.

The FAFSA form will be available for completion on October 1, 2023. FAFSA will now use tax information from two years prior (2021) as opposed to the previous year. Students are required to complete the Internal Revenue Service (IRS) Data Retrieval Tool on their FAFSA application. Students must provide the Financial Aid Office with a 2021 Tax Transcript from the IRS if the IRS Data Retrieval Tool is unsuccessful. Once all final documents are received, the reverification process may affect financial aid eligibility.

### Who is Eligible?

In order to receive federal financial assistance through SCI-Arc, a student must meet the following criteria:

- Be a US citizen or an eligible non-citizen
- Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau)
- If a male between the ages of 18 and 25, they must be registered with Selective Service
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program
- Be enrolled at least half-time to be eligible for Direct Loan Program funds
- Maintain satisfactory academic progress in college or career school
- Sign the certification statement on the Free Application for Federal Student Aid (FAFSA®) stating that:
  - They are not in default on a federal student loan and does not owe money on a federal student grant

- They will use federal student aid only for educational purposes
- Show they are qualified to obtain a college or career school education by:
  - Having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate
  - Completing a high school education in a homeschool setting approved under state law (or if state law does not require a home-schooled student to obtain a completion credential, completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law), OR
  - Enrolling in an eligible career pathway program and meeting one of the “ability-to-benefit” alternatives described below

### Registering for Selective Service

If you're a male between the ages of 18–25 and not registered with the Selective Service System (SSS), select “Yes” and the SSS will register you. You can also register online. This requirement applies to any person assigned the sex of male at birth. Your registration status with the SSS no longer affects your eligibility to receive federal student aid; however, you can still register through the FAFSA form. If you believe that you're not required to register with the SSS, you should call the SSS office at 1-847-688-6888 for information regarding exemptions or visit the SSS website.

### Ability-to-Benefit Alternatives

If a student was enrolled in college prior to July 1, 2012, or if they are currently enrolled in an eligible career pathway program\*, they may show they are qualified to obtain a higher education by:

1. Passing an approved ability-to-benefit test\* (if the student does not have a diploma or GED, the school can administer a test to determine whether they can benefit from the education offered at the school)
2. Completing six credit hours or equivalent coursework toward a degree or certificate (students may not receive aid while earning the six credit hours)

\*For more information about these criteria, contact the Financial Aid Office.

### What Kind of Financial Aid is Available?

Financial aid available at SCI-Arc comes from the federal and state governments and the Institution. The following provides a list of available resources to our students:

## GRANTS

Grants are based upon need and do not require repayment. The following grants are available at SCI-Arc:

Pell Grants are funds made available from the federal government and are designed to help high financial need undergraduate students meet educational costs. These grants are based on demonstrated need as determined by the federal government. Awards currently range from \$768 to \$7,395 for the 2023-2024 year and have a maximum lifetime eligibility of 12 terms.

Supplemental Educational Opportunity Grants (SEOG) are funded primarily through the federal government. These funds are earmarked for exceptionally high-need undergraduate students and may range from \$100 to \$800 per year. Only those students who have also received Pell Grant are eligible to receive an SEOG.

Cal Grant A awards are from the state government and provide assistance to California residents from low- and middle-income families. The student's grade point average as well as demonstrated financial need is taken into consideration when granting these awards which offer financial support in the amount of \$9,220 during the 2023-2024 academic year.

Cal Grant B, also from the state government, is designed for California high school graduates with high academic potential from minority, disadvantaged, or low-income families, and who have little or no previous college work (less than one term or 16 quarter units). Awards include term checks to students for living expenses, plus a tuition and fee grant beginning in the student's second year of study. Cal Grant B recipients received \$12,570 during the 2023-2024 academic year.

### Employment Through Work-Study

To assist students in meeting their educational expenses, on-campus employment opportunities are available and may be included in a financial aid award package. Students must be in good academic standing (2.7 minimum GPA) to qualify for student employment. Federal Work-Study (FWS) is a program funded by the federal government and SCI-Arc to provide part-time employment for students who demonstrate financial need. Students employed through this program are assisted in finding jobs on campus or with offsite community partners through the Financial Aid Office. Most students work approximately 20 hours per week while classes are in session and earn no less than minimum wage.

Students may only be employed for one on campus position at a time (work study or Teaching Assistant).

Employment may begin only after the completed work-study packet has been approved by the Financial Aid, Academic Advisor, and Human Resource departments. All state and federal equal opportunity employment practices are upheld.

It is strongly suggested that students do not attempt full-time employment while earning their degree at SCI-Arc.

International students are not eligible for federal work-study but may be eligible for institutional work-study with a valid social security number.

### Teaching Assistantships (TA)

Paid Teaching Assistantship (TA) positions are available for students who qualify. Seminars or core studios with enrollment of 20 or more students are eligible for a TA. Workshops may also be considered for a TA with approval from the appropriate Program Chair. When necessary, SCI-Arc will approve a maximum of two (2) Teaching Assistants per core studio or seminar with Program Chair approval.

Eligible students must be currently enrolled graduate, postgraduate, or undergraduate students (in third year or above) who have demonstrated a level of excellence in their studies and are in good academic standing. Undergraduate students are eligible to assist undergraduate core or elective courses only. Students are allowed a maximum of three (3) TA-ships during their time at SCI-Arc.

Time commitment varies from five to seven hours per week for seminars to fifteen hours per week for studios. Studio TAs are expected to attend their own enrolled design studio and limit teaching assistant responsibilities to off-studio hours.

A listing of open Teaching Assistant (TA) positions is posted on the Career Resources page of my.sciarc.edu. Interested students should contact the Financial Aid Office to confirm their eligibility to work and to receive the TA employment application.

TA Employment applications must be completed and returned with all required approval signatures prior to the start of work and within the first two weeks of each term. Employment applications received after the deadline may be declined or prorated.

### Work-Study

The Financial Aid and Human Resources (HR) Offices coordinate the work-study program. A listing of on-campus part-time job openings is posted on the Financial Aid page of my.sciarc.edu and on bulletin boards throughout campus at the beginning of each term. A list of off-campus community service opportunities will be posted as they become available. Students should speak with the manager of the department in which they are interested in working. Work-study packages are available from the Financial Aid Office and should be returned to the HR Office upon completion. Employment may begin only after the completed work-study packet has been approved by the Financial Aid and Human Resources departments. All State and Federal Equal Opportunity Employment regulations are enforced.

International students are not eligible for federal work-study but may be eligible for institutional work-study with a valid Social Security number. All employees must

provide a valid social security number and be prepared to establish eligibility to work in the United States within three business days of being hired.

## LOANS

Loans provide students with the opportunity to defer a portion of their educational costs and are considered part of a financial aid award package. For detailed information regarding annual loan limits refer to the Financial Aid page on the SCI-Arc website.

### SCI-Arc offers the following loan programs:

**Graduates:** While Congress has eliminated the Subsidized Stafford Loan for all graduates, the Unsubsidized Stafford Loan is available. The loan is applied for by the student and has a fixed interest rate of 7.05%. The interest may be paid while enrolled or can accrue until graduation when repayment begins.

The Grad PLUS Loan is for students enrolled in a post-baccalaureate program to help finance their educational cost. Eligibility is based on a credit rating. The student may be required to obtain an endorser to cosign this loan if they do not meet the credit requirements. The amount of a PLUS loan may not exceed the cost of education, minus any other financial aid received by the student. This loan has a fixed interest rate of 8.05%. The interest may be paid while enrolled or can accrue until graduation when repayment begins.

**Undergraduates:** With a Subsidized Stafford Loan, the federal government will continue to pay the interest while the student is enrolled over half-time, up to the graduation date. This loan is based on financial need and verification must be completed prior to disbursement of funds. The fixed interest rate on this loan is 5.50%.

The Unsubsidized Stafford Loan is also at a 5.50% fixed interest rate. The interest accrues from the time of disbursement and, unless monthly interest payments are made, will accrue through graduation, and be added to the principal amount borrowed.

The Parent PLUS Loan is available to the parents of a dependent student who require financial assistance to help meet their child's educational costs. Eligibility is based on the parent's credit rating. The parent may be required to obtain an endorser to cosign if they do not meet the credit requirements. The amount of a PLUS loan may not exceed the cost of education, minus any other financial aid received by the student. This loan's fixed interest rate is 8.05%.

Should a student and/or their parents not qualify for assistance under Federal Direct Loan (FDL) or need additional assistance beyond what can be funded through the federal programs, private loans are available to meet those college

costs. Application procedures and loan terms vary by lender, so researching the various options to choose what best fits the student's particular situation is strongly advised.

SCI-Arc will be requested to certify student enrollment and, in many cases, cost of attendance for these loans. A list of lenders and private loan information can be found at <https://choice.fastproducts.org/FastChoice/home/159400/1>.

**Credit-Based Private Loans** have variable interest rates and may give the option to pay interest while enrolled.

### **Covid-19 Emergency Relief**

Congress recently passed a law preventing further extensions of the payment pause. Student loans interest will resume starting Sept. 1, 2023, and payments will be due starting October. We will notify borrowers well before payments restart.

### **Computer Budget Increase**

Budget increases are meant to allow a student to increase their financial aid budget in the event they have a need to purchase a new computer for the current academic year. Students must complete the Budget Increase Form available through the Financial Aid Office. The completed form must then be submitted to the Chief Information Officer (CIO) along with supporting documents for approval. The approved form is then submitted to the Financial Aid Office along with original itemized receipt of purchase. A budget increase will only be approved within the first 30 days of each term.

In the event a computer budget increase is needed after the first 30 days, the required form and receipt (described above), and a written statement from your instructor must be submitted to the Financial Aid Office. The instructor's letter must indicate that a new computer is necessary for the student to successfully complete the class.

In all cases, a copy of the original receipt showing that the student purchased computer equipment is required to be submitted to the Financial Aid Office.

## **INSTITUTIONAL SCHOLARSHIP AWARDS**

SCI-Arc awards scholarships to its full-time students based on academic achievement, portfolio submission, and demonstrated financial need. Service to the community may also be considered. Potential awardees must be enrolled in the undergraduate, graduate, or postgraduate programs as in-state, out-of-state, and/or international students. Scholarship applications are reviewed by the graduate or undergraduate scholarship or other appropriate committees. Awarded SCI-Arc scholarships are included in the financial aid package each student receives at the beginning of each academic year.

SCI-Arc scholarships awards are dependent on a student's satisfactory completion of a semester of study. If a student withdraws or takes a leave of absence before the completion of the semester, a prorated amount of the scholarship awarded for that semester will have to be returned as calculated by the Financial Aid Office.

SCI-Arc Institutional scholarships may not be combined with other internal or external scholarships. Students who have received a scholarship from an outside entity or agency may have any previously awarded institutional scholarships adjusted or withdrawn.

### **Admissions Scholarships**

#### **Merit-Based Scholarship**

Merit-Based scholarships are awarded to qualifying students entering either the undergraduate, graduate, or postgraduate program. These scholarships are awarded on the basis of the applicant's potential to succeed at SCI-Arc and overall merit of their application submissions. Students awarded a Merit-Based scholarship will be notified upon acceptance to SCI-Arc.

The Admissions Merit-Based Scholarship is guaranteed for the entirety of the program. The total award amount of the Merit-Based Scholarship will be equally distributed each academic term of enrollment. The Admissions Merit-Based Scholarship is automatically renewed annually to full-time students who maintain satisfactory academic progress. Maintaining satisfactory academic progress is defined as following the designated program of study, receiving credit for coursework, maintaining a minimum cumulative GPA of 2.7 to retain the original Admissions Merit-Based Scholarship amount.

Students awarded an Admissions Merit-Based Scholarship must be enrolled full-time at SCI-Arc for the 2023-2024 Academic Year. In the event a student withdraws from SCI -Arc, the scholarship will be prorated in accordance with the Tuition Refund Policy.

Students wishing to take an extended Leave of Absence may be able to retain their Merit-Based Scholarship upon their return with pre-approval from academic administration.

#### **LAUSD Scholarship**

The LAUSD Scholarship is a merit-based, full-tuition scholarship intended for a first-year freshman in the Bachelor of Architecture (B.Arch) program, graduating from any high school within the Los Angeles Unified School District. It will be awarded for the 2023-2024 academic year, over two semesters, and can be extended to cover all five (5) years of tuition, provided the student remains in good academic standing.

### **COLFUTURO and SCI-Arc Scholarship**

This scholarship is for students who have been awarded a loan-scholarship by the Fundación para el Futuro de Colombia (COLFUTURO). The COLFUTURO program awards up to \$50,000 USD over two years to fund graduate studies. SCI-Arc will match the COLFUTURO scholarship for the selected student.

Applicants must submit a completed application to a degree program at SCI-Arc; apply to COLFUTURO by the COLFUTURO deadline and be a COLFUTURO recipient; be a first-time SCI-Arc applicant for this scholarship; and able to demonstrate financial ability to cover their living expenses each year for visa purposes.

Applicants are not able to combine this scholarship with any other SCI-Arc Institutional scholarship. SCI-Arc may revoke the scholarship for the second year if the selected candidate's academic performance during the first year is not within the top 10% of their class or if their GPA falls below a 3.7 out of a 4.0-point scale.

### **Financial Need Scholarships**

Financial Need Scholarships are available to domestic students who have completed the FAFSA application and show demonstrated financial need.

Financial Need Scholarships are only available to domestic students entering into the 2023-2024 academic year onward.

For students enrolled prior to the 2023-2024 academic year, financial need is considered as part of the Continuing Student Scholarship.

Students who are recipients of an Equity and Inclusion or SoCal NOMA scholarship are not eligible to apply for a Financial Need Scholarship.

Determination for the Financial Need Scholarship is determined by the degree program enrolled in, amount of other awarded institutional scholarships, and results of the FAFSA/Expected Family Contribution (EFC).

Financial Need Scholarship awards and the amount of the award are not guaranteed each academic year. Students must maintain satisfactory academic progress by receiving credit for coursework and maintaining a minimum cumulative GPA of 2.7 to be considered for renewal. Eligible students may only reapply for a Financial Need Scholarship award by completing a new FAFSA application in each new academic year.

Students awarded a Financial Need Scholarship must be enrolled full-time at SCI-Arc. In the event a student withdraws or takes a leave of absence, the scholarship will be prorated in accordance with the Tuition Refund Policy.

### **Equity and Inclusion Scholarships**

SCI-Arc aims to promote and uplift underrepresented voices in architecture and foster a better learning experience for all, especially those who have been historically excluded.

Equity and Inclusion scholarships cover full tuition for the entirety of the program. Students awarded an Equity and Inclusion scholarship must be enrolled full-time at SCI-Arc and make satisfactory academic progress. Equity and Inclusion scholarship recipients must follow and complete the courses found in their respective programs course catalog. Equity and Inclusion scholarships will not cover any tuition outside the prescribed curriculum.

### **SCI-Arc E+I Scholarship**

The SCI-Arc E+I Scholarship is a full-tuition scholarship for domestic applicants who are members of historically excluded groups (Black/African American, Indigenous, Hispanic/Latine, Asian, multiracial; DACA, LGBTQ+, and individuals with disabilities). Priority will be given to applicants with permanent residence in Los Angeles County and to those with demonstrated financial need. Scholarships are renewed annually contingent upon recipients maintaining specified cumulative GPA requirements.

### **SCI-Arc x SoCal NOMA Scholarship**

The SCI-Arc SoCal NOMA Scholarship is a full-tuition scholarship intended for Black, Indigenous, and People of Color. Priority will be given to applicants that demonstrate financial need and those who are affiliated with NOMA.

Students awarded the SCI-Arc x SoCal NOMA Scholarship are expected to:

- Maintain a cumulative GPA of 2.7 or higher
- Be enrolled full-time each academic term
- Maintain a NOMA student membership nationally and locally, and participate in the local chapter student activities.
- Attend the NOMA National Conference and participate in the NOMA Annual Student Design Competition.
- Serve as mentors in the SoCal NOMA Architecture Bootcamp and Summer Camp as well as serve as student liaisons in our outreach programs. Awardees may be called on to represent the organization at activities or events and present your work at the end of each school year.

Students who meet the aforementioned expectations will retain their scholarship and will not need to reapply for scholarship renewal.

### Scholarship Renewal Information (for students enrolled prior to 2023-2024 academic year)

#### First-Year B.Arch Admissions Scholarship

Students who maintain a cumulative GPA of a 3.7 or higher will retain their scholarship amount for the following two years (second and third year). Should the student not meet the GPA criteria, the scholarship will not be renewed, and the student must apply for the Continuing Student Scholarship for scholarship consideration or after the term (3 years) of the scholarship period has ended.

Students seeking to retain their Admissions Scholarship must apply for the Continuing Student Scholarship in the spring of their first year.

#### Graduate and B.Arch Transfer Admissions Scholarship

Students who maintain a cumulative GPA of a 3.7 or higher and are deemed top 10% of their class will retain their scholarship amount in the form of a Continuing Student Scholarship for the following year. Should the student not meet the criteria, they are not guaranteed to retain the original Admissions Scholarship amount.

Students seeking to retain their Admissions Scholarship must apply for the Continuing Student Scholarship in the spring of their first year.

#### SCI-Arc Continuing Student Scholarships

Current enrolled students (enrolled prior to 2023-2024 academic year) are eligible to apply for the SCI-Arc Continuing Student Scholarship. Students must be enrolled in a professional degree program at SCI-Arc. Scholarship applications, financial aid forms, and guidelines are available during spring term (March) for the following academic year.

1. A completed scholarship application form
2. A SCI-Arc Financial Aid form or the International Student Application and the FAFSA (domestic students only)
3. One letter of recommendation form from the student's most recent SCI-Arc studio instructor
4. Digital Portfolio (SCI-Arc work only)

All application materials are due by the deadline (mid-May) specified in the Continuing Student Scholarship announcement on the Scholarship page on my.sciarc.edu. Failure to meet the deadline will result in disqualification from the scholarship review process.

Students who are on a leave of absence, or who are administratively withdrawn for failure to register, are not eligible to apply for the Continuing Student Scholarship for the year of their return. Students may submit an appeal to the Academic

Advisor prior to their leave. The Academic Advisor, Financial Aid Manager, and Program Chair will meet on a case-by-case basis to review an appeal.

#### Satisfactory Academic Progress (SAP) Standards/Financial Aid Agreement

Federal financial aid guidelines require that the SCI-Arc Financial Aid Office verify each student's SAP for current and future financial aid. These guidelines and SCI-Arc policies are incorporated into one document for convenience.

To be eligible for financial aid, a student must be enrolled as a regular student in an eligible program, and must complete courses that lead toward a degree (B.Arch or M.Arch) or postgraduate degree (MS). It is the student's responsibility to know their educational goal and the requirements to meet that goal. The Financial Aid Office does not provide academic advising to students. Any questions regarding academic advising should be addressed to the Academic Advisor. It is the student's responsibility to keep the Financial Aid Office informed of changes in their enrollment status.

#### Enrollment Status for Undergraduate Students

A student will be awarded financial aid based on their financial aid need, residency status, the availability of funds and the number of units in which they are enrolled each term. The following table lists enrollment status and corresponding Pell Grant amounts:

Enrollment Status		Pell Grant Award
12+ units equal*	Full-time enrollment	100% of award
9-11 units equal*	3/4-time enrollment	75% of award
6-8.5 units equal	1/2-time enrollment	50% of award
Less than 6 units equal	1/4-time enrollment	25% of award

**\*Undergraduate students enrolled in the final term (5B-Thesis) of the B.Arch program are considered enrolled full-time at 9 units. However, per the Department of Education's Financial Aid regulations they must be enrolled full-time (12 units) in order to receive 100% of the Pell Grant award.**

If the student is enrolled in courses which are less than 15 weeks in length during the fall or spring term(s), those units will be counted toward the total units for the entire term. If the student is academically scheduled to attend the summer term, payment of Pell Grant money will be determined using a prorated formula. A Financial Aid Office representative can explain the formula and help the student determine their eligibility for a Pell Grant during any given summer session.

### Graduate Students

Graduate students must maintain at least half-time enrollment to receive financial aid. The following Enrollment Status table lists details for eligibility:

Enrollment Status	
9+ units equal	Full-time enrollment
6-8.5 units equal	1/2-time enrollment
Less than 6 units equal	Less than 1/2-time enrollment

### Minimum Unit/Studio Requirement

A student receiving aid must earn a minimum number of units each term, applicable to their degree, and consistent with their enrollment/funding status. Students are encouraged to register for more than the minimum number of units applicable to their degree so as not to jeopardize progress. Failure to complete a studio or continue on to the next studio level, or falling behind in seminar requirements will result in academic disqualification for financial aid.

### Dropping Units

Once classes begin and financial aid is disbursed, students may have a unit deficiency if they drop below the minimum unit requirement. During the 100% refund period, aid will be reduced to reflect the new enrollment/funding status. If there is a unit deficiency, funds will have to be repaid and the funds restored to the respective aid program(s). After the 100% refund period, units dropped below the minimum unit requirement will require a recalculation of aid.

Students should consult with the Financial Aid Office before dropping units.

### Dual Enrollment

Students will only receive financial aid from one college, even if they are concurrently enrolled.

### Correcting a Unit Deficiency

If a student's GPA is at the required standard or above and the student only needs to make up units, they may take additional courses at SCI-Arc. All coursework must be applicable toward the degree objective and not exceed the number of units that are transferable to SCI-Arc. Aid may NOT be received from any college while making up the deficiency to regain aid eligibility. Students who have not maintained satisfactory academic progress must be prepared to pay their own fees for the following term.

### Repeating a Course

Title IV funds may only pay for one repeat of a previously no credit (NC) course. If a course has to be taken for a third time it will not qualify for Title IV funds.

### Quantitative and Qualitative Progress

In order to be eligible for financial aid, the student must make progress toward their educational goals. The SCI-Arc Financial Aid Office monitors that progress using two criteria—Quantitative Progress and Qualitative Progress. It is the students' responsibility to make sure that they meet both of these progress standards.

#### Quantitative Progress

Students must complete their program of study within 150% of the published program length in order to be eligible for financial aid.

In addition, students are required to complete at least 75% of the total number of units they are enrolled in each term. The table below lists the number of units the student must complete each term, based upon enrollment status:

Enrollment Status - Undergraduate	Quantitative Progress Requirements
Full-time enrollment (12+ units)	Student must complete at least 9 units
3/4-time enrollment (9-11.5 units)	Student must complete at least 7 units
1/2-time enrollment (6-8.5 units)	Student must complete at least 5 units

Enrollment Status - Graduate	Quantitative Progress Requirements
Less than 1/2-time enrollment (<6 units)	Student must complete all units
Full-time enrollment (9+ units)	Student must complete at least 6 units
1/2-time enrollment	Student must complete at least 4 units
Less than 1/2-time enrollment	Student must complete all units

#### Qualitative Progress

Students are required to maintain a cumulative grade point average (GPA) of at least 2.7. The GPA standard is used at all times in the determination of eligibility for financial aid, even when the student does not receive financial aid. Quantitative and Qualitative Progress standards are checked at the end of each term of which the student is enrolled (summer, fall, and spring terms).

#### GPA Equivalents

Grade	Grade Point Equivalent
CR+	4.0
CR	3.35
CR-	2.7
CCR	2.0
NC	0.0
I	0.0
W	0.0

### Other Factors Considered for Satisfactory Academic Progress

- Term Count - The Federal Government has placed limits on the number of terms a student can receive financial aid. For a SCI-Arc student, it is 15 terms of full time enrollment or the equivalent as a part-time student. Transfer students are calculated by the studio level in which they are accepted. For example, if an undergraduate transfer student is accepted as a 2A, they will have eight terms of eligibility with a maximum limit of 12 terms.
- Studio - SCI-Arc's policy is that a student must maintain a 2.7 or better in their studio. If their GPA drops below 2.7, the student's studio work will be reviewed to determine whether or not they can continue on to the next studio level. Students who receive two consecutive CCR grades must repeat the most recent studio and receive a CR or better. Students who receive two consecutive NCs in studios will be dismissed from SCI-Arc.
- Seminars - Students who receive two NCs in seminars during the same term will be placed on academic warning.
- Cumulative GPA - Students with an overall GPA below 2.7 will be placed on academic warning. The GPA must be raised during the next term. If the student does not raise their GPA to above 2.7 during the next term, they must meet with the program chair to determine if the student will be permitted to continue at SCI-Arc.

### Financial Aid Status

All students receiving financial aid must meet SAP in order to establish and retain financial aid eligibility.

SAP for federal, state, and institutional financial aid programs is based on two measures: Quantitative and Qualitative Progress Standards (cumulative GPA of 2.7) at all times. If the student fails to do so, they will be placed on Financial Aid Warning or Financial Aid Termination Status at the end of the term in which they failed to maintain either standard. Warning and Termination are defined as follows:

### Financial Aid Warning

Students failing to meet Quantitative or Qualitative Progress standard(s) will be placed on one term of Financial Aid Warning. Students on Financial Aid Warning are eligible to receive financial aid.

A Financial Aid Warning letter will be emailed to the email address on file with the Financial Aid Office informing the student of their status and explaining the steps needed to correct the situation.

### Financial Aid Termination

If the student does not correct the situation that caused them to be placed on Financial Aid Warning during the required period they will be placed on Financial Aid Termination Status and will not be eligible for any financial aid. A Financial Aid Termination letter including steps to file an appeal will be emailed to the email address on file with the Financial Aid Office.

### Appeal Process

When financial aid eligibility is terminated due to failure to meet the Quantitative and Qualitative Progress Standard, the Financial Aid Office will include a Satisfactory Academic Progress Appeal Form with the termination letter.

Appeals must include documentation supporting unavoidable circumstances which created the academic problem. The SAP Appeal Form must include reasons for failure to achieve good academic standing and any applicable support documentation. Appeal Forms must be submitted to the Financial Aid Office within thirty (30) days of the date of termination. A committee that may include the Academic Advisor, Registrar/International Advisor, and Program Chair will meet on a case-by-case basis to review the appeal.

Note: Federal regulations allow a student to appeal suspension of financial aid in cases where failure is due to events beyond the student's control, such as illness, death in family, or other mitigating circumstances. While a medical emergency may be grounds for an appeal, chronic medical conditions are not, and should have been taken into account during the academic planning process.

### Financial Aid Probation

If a termination appeal is approved, the student will be placed on SAP Probation for one term or for a time frame as determined by an academic plan set by the Academic Advisor. By the end of the probation period, the student must have the stated minimum GPA and completion requirements as defined above. Failure to comply with the SAP grade point average requirement and completion schedule beyond the one term probation period will result in the suspension of all federal, state, and institutional financial aid. Students will be notified of their financial aid ineligibility via a letter from the Financial Aid Office.

### Reestablishing Financial Aid Eligibility

Students who have had their financial aid terminated due to lack of SAP may be able to enroll without financial aid. Such students may request a review of their academic record after any term in which they enrolled without financial aid to determine whether they have met the SAP standards. If SAP is met, financial aid eligibility is restored for subsequent terms of enrollment. Paying for one's tuition or sitting out a term is not sufficient to reestablish the financial aid eligibility of a student who has failed to meet SAP.

### Educational Goal Guidelines

A student's failure to take personal responsibility for their education will not be considered a good reason to have failed to maintain SAP standards. Students are responsible for their own educational goal(s), and will be expected to:

- Meet with the Academic Advisor
- Read and understand financial aid instructions and materials
- Take courses consistent with educational goal(s)
- Meet SCI-Arc and financial aid deadlines
- Do their best to complete the units in which they are enrolled
- Maintain a GPA above 2.7
- Attend classes regularly and consistently
- Seek assistance to be successful at SCI-Arc
- Read and understand the SCI-Arc Student Handbook
- Ask questions if otherwise unsure or unclear

### Grounds for Terminating Financial Aid

Financial aid is provided to students who qualify. The SCI-Arc Financial Aid Office complies with all state and federal regulations governing their provisions. In addition to failure to maintain Quantitative and Qualitative Academic Progress and exceeding the maximum number of terms to receive financial aid, there are a number of reasons a student could be terminated from financial aid. It is the student's responsibility to understand the financial aid rules as explained in publications such as the Free Application for Federal Student Aid (FAFSA) and the Student Guide to Financial Aid. Grounds for financial aid termination include:

- Students are only eligible to receive financial aid at one college and/or university at a time. If enrolled at more than one college and/or university, a student can only receive financial aid from one of the institutions attended. Types of aid included are Pell Grants, Federal Work-Study (FWS), Supplemental Educational Opportunity Grants (SEOG), Cal Grants, and Federal Loan Programs. Scholarships are not included in this prohibition. If a student attends more than one college and/or university at the same time, they must check with each institution regarding their rules about scholarship eligibility. If the student receives financial aid from more than one college or university during the same time period, they may be terminated from financial aid. The student may be required to pay back the money to at least one of the institutions and may be referred to the Department of Education Division of Fraud and Abuse.
- Financial aid will be terminated if the student fails to submit or knowingly provides false information on any documents required by SCI-Arc or any other college and/or university. These documents include but are not limited to: The Application of Admission to SCI-Arc, FAFSA, supplemental financial aid documents (Verification Worksheet, Certifications and Acknowledgements, SCI-Arc Financial Aid Application, etc.), financial

aid transcripts, academic transcripts, financial aid appeals, consortium agreements, or income tax returns.

- A student's financial aid application may be delayed or their file closed if they do not provide all required documents.

### Withdrawal and Leave of Absence

If a student begins class attendance in any term and then withdraws completely from SCI-Arc or earns no units after financial aid has been disbursed, that student may be required to return all or part of the funds received, including funds credited to pay tuition and fees. Since financial aid must be used solely for education-related expenses during periods of enrollment, federal regulations require SCI-Arc's Financial Aid Office to calculate the amount of aid the student "earned" for the number of days they attended. "Unearned" aid that covers periods of the term when the student did not attend classes or were not enrolled must be repaid.

### Return of Title IV Funds (R2T4)

The federal government mandates that students who withdraw from the term after beginning classes, but before completing 60 percent of the term, will have their eligibility for federal aid recalculated based on the percentage of the term completed, and a portion returned to the financial aid programs. Please note that this policy is different from SCI-Arc's Tuition Refund Policy; depending on the date of withdrawal and type of aid received, the student may owe a substantial balance to the Institution.

SCI-Arc scholarships are refunded based on the institution's Refund Policy. For example, if the Institution refunds 60 percent of tuition, 60 percent of the scholarship award will be returned to the SCI-Arc scholarship fund. Please contact the Financial Aid office for additional information

This R2T4 policy applies to any student who receives federal financial aid, has enrolled in classes, and subsequently either drops courses and/or is reported as an "unofficial withdrawal" (W, No Show) during or after the term ends. At SCI-Arc, the R2T4 policy applies to all periods of enrollment (fall, spring, and summer terms).

If a recipient of Federal Grant or Loan funds withdraws from school after beginning attendance during a term, the institution must calculate the amount of assistance the student earned. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount earned, then the student is eligible to receive a post- withdrawal disbursement.

If the student received excess funds that must be returned to the government, the institution shares the responsibility of returning those excess funds with the student. The institution's portion of the excess funds to be returned is equal to

the lesser of the entire amount of the excess funds, or the student's total tuition and fee charges multiplied by the percentage of unearned funds. If the institution is not required to return all of the excess funds, it is at the student's discretion to return the excess funds to the lender. The institution must return its share of unearned funds to the Department of Education. It is the student's responsibility to pay any outstanding balance to the institution.

SCI-Arc has its own institutional refund policies, as set forth in its catalog under "Tuition Refund", which determine the charges that a student will owe after withdrawing—however, these policies are separate from and will not affect the amount of Title IV aid the student has earned under the Return of Title IV funds calculation. Therefore, if the student has not earned enough Title IV funds to cover all institutional charges, then the student may owe a balance directly to SCI-Arc.

#### **Order of Return of Title IV Funds**

SCI-Arc must return unearned Title IV funds to the programs from which the student received aid during the payment period as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of the Title IV funds is required
- FSEOG for which a Return of Title IV funds is required

#### **Time frame for the Return of Title IV funds**

SCI-Arc must return unearned funds for which it is responsible as soon as possible but no later than 45 days from the determination of a student's withdrawal. SCI-Arc will be considered to have returned funds timely if the school does one of the following as soon as possible but no later than 45 days after the date it determines that the student withdrew:

- deposits or transfers the funds into the school's federal funds bank account, and then awards and disburses the funds to another eligible student
- returns the funds to the Department electronically using the "Refund" function in G5
- issues a check to the Department. A school is considered to have issued a check timely if the school's records show that the check was issued within 45 days of the date the school determined that the student withdrew and the date on the canceled check shows that the bank endorsed that check no more than 60 days after the date the school determined that the student withdrew.

#### **Eligible Student**

The student must be fully eligible to receive federal funds prior to the date of withdrawal, that is, the conditions that qualify a student to be eligible for a "late disbursement" must have been met before the student withdrew in order for Title IV aid to be considered "aid that could have been disbursed" and included in the R2T4 calculation. For example:

- The Institutional Student Information Record (ISIR) must have been processed by the Financial Aid Office with an official Expected Family Contribution (EFC).
- The student must be in good academic standing and have met academic progress requirements.
- A Direct Loan must have been certified and originated.
- FSEOG was awarded.
- The institution can prove that the student attended one class.

#### **Determining the Amount of Earned Student Aid**

The financial aid eligibility period begins on the first day of the term and ends on the last day of the term. Any scheduled breaks of five consecutive days or more should be excluded from the count of days. The amount of aid a student has earned is determined by dividing the number of days that the student attended by the number of days in the term, then multiplying the result by the amount of federal aid the student was entitled to receive. This amount is compared to the amount of aid the student did receive to determine whether FSA funds must be returned or whether the student will receive a post- withdrawal disbursement.

#### **Post-Withdrawal Disbursement**

If a student received less Title IV funds than they earned, the student (or parent) is entitled to a post-withdrawal disbursement within 120 days from the date of withdrawal. The institution must provide a written notice to the student within 30 days of the determination of withdrawal. The notification must fulfill the following:

- Identify earned Title IV funds not credited to the student's account
- Explain the ability of the student to accept or decline payment
- Advise the student to respond within 14 calendar days

The student (or parent) must be given at least 14 calendar days to accept the post-withdrawal disbursement. If the student (or parent) fails to respond in a timely fashion, the institution may choose not to make the post-withdrawal disbursement upon due notification to the student (or parent). However, the institution may always opt to pay the student after this deadline upon receipt of the student or parent's notice of acceptance. The institution has a formal published policy on post-withdrawal disbursements. All promissory notes must be signed by the borrower before loan disbursements.

### For Further Guidance

For a more comprehensive treatment of the R2T4 regulations, students (or parents) should turn to the **2023-2024 FSA Handbook, Volume 5, Chapter 1**. This chapter presents an extended discussion of each element of the R2T4 calculation and provides examples, worksheets, case studies, and regulatory citations to assist in a better understanding of this process.

NOTE: The number of refunds that an individual student is allowed will be limited under conditions imposed by the institution. All tuition and fee schedules are subject to change without prior notice, at any time, upon action of the Board of Trustees of the institution. Should fees or tuition be increased, payments previously made to the institution will be counted as partial payments. Notification of additional amounts due, dates due, and methods of payment will be sent to the individuals involved.

### Student Responsibilities

Individual students are makers of, and participate in, an academic community whose core values include tolerance of differences, support of one another, and dedication to SCI-Arc's mission. These concepts are further developed in the Studio Culture Policy.

Students are expected to be held to the following responsibilities:

- Students must be officially accepted into a degree-seeking program at SCI-Arc and make satisfactory academic progress toward that degree objective.
- Students must report any additional resources and/or changes. Such changes include but are not limited to: additional financial resources such as veteran's educational benefits, scholarships, stipends, and graduate teaching assistantships.
- Students must be enrolled in and earn the minimum number of units required by their enrollment/funding status each term.
- Students must maintain SAP as defined for all applicants and recipients of aid.
- Students must activate their SCI-Arc email address and use their official email address to receive important financial aid notifications and information.
- Students must immediately report any change of address to the Registrar/International Advisor and/or the Academic Advisor.
- Students must notify the Financial Aid Office in writing if they will not be attending.
- Students must officially withdraw if they leave SCI-Arc for any reason. Contact the Registrar/International Advisor and/or Academic Advisor's office for additional information.
- Students must read the SCI-Arc Guide to Applying for Financial Aid and all other financial aid and scholarship information they may receive. Advisors

are available to assist those who have questions or do not understand what is required.

- Student loan borrowers who are graduating, transferring to another college, or dropping below half-time must participate in exit counseling.
- Students must meet all published deadlines.
- Students should come to campus with enough funds to pay for books, supplies, incidentals, and initial living expenses.

## STUDENT LIFE

### Student Union

The Student Union (STUN) voices student concerns to the Academic Council, collaborates with administration to ensure resolution of concerns and hosts large scale events. Bi-weekly meetings are scheduled at the beginning of each term; meetings are open to all community members and details are listed on the STUN calendar of [my.sciarc.edu](http://my.sciarc.edu).

In addition to the annual Halloween and Thanksgiving social events, STUN also helps fund student-built work, student exhibitions, student scholarships and student publications. They assist various departments with purchases for supplemental tools as well as sponsor competitions and special projects. STUN selects several speakers for each year's lecture series, which is a unique and tremendous opportunity to shape discussion at the school.

There are many positions within the Student Union, including class representatives for each program and class level, Academic Council representatives and a Board of Trustees representative with full voting power. Positions within STUN allow the student body a formal arena for voicing concerns and ideas to SCI-Arc faculty and administration. This provides an opportunity for students to participate in discussions with the director, faculty, and staff on policy decisions. Connect with STUN at [student\\_union@sciarc.edu](mailto:student_union@sciarc.edu).

### Peer Mentors

Peer Mentors (PM) are role models and advocates who support and encourage student success at SCI-Arc. Rising third-, fourth-, and fifth-year students assist with the facilitation of New Student Orientation (NSO) and the acclimation to SCI-Arc as knowledgeable guides and resources.

### Housing

SCI-Arc is located in the Arts District on the eastern edge of downtown Los Angeles. Most students live in lofts or apartments in the surrounding communities, which include the Arts District, Little Tokyo, Echo Park, Chinatown, Silver Lake, Koreatown and others. Each community has a distinct atmosphere that can best be understood by visiting. Some communities are close enough to walk or ride a bike to school, while others require a vehicle.

SCI-Arc provides housing listings as an accommodation to students and does not endorse or independently investigate the quality or safety of such housing.

SCI-Arc does not provide on-campus housing. In addition to traditional methods of finding housing, students who have decided to enroll gain access to my.sciarc.edu, which allows easy communication between those who are looking for roommates, and/or have sublets or apartment openings. The Office of Admissions is also available to help incoming students learn about neighborhoods and living options. Join the SCI-Arc Discord to find potential roommates and housing opportunities.

We always recommend that you visit your future home in person before signing any contracts.

### Student Organizations

Student organizations and activities are vital to any educational and campus community. They provide opportunities for student engagement that build a strong sense of community among students, faculty, and staff.

In order for a student organization to be recognized at SCI-Arc and use SCI-Arc facilities, the student organization must be registered with administration and STUN.

### Criteria for Student Organization Approval

All student organizations at SCI-Arc must register each academic year with the Student Services Specialist by submitting the following materials and/or must follow the following criteria for approval:

- Completed application: Applications can be downloaded from my.sciarc.edu or picked up directly from the Student Services Specialist.
- Approved Organization By-Laws with a clear Statement of Purpose (A copy of these By-Laws will be kept on file in the Directors' Office.)
- Completed Membership Roster form
- Student organizations must operate as a non-profit organization. The organization may not pay any student for their participation in the organization or gain any financial benefit from the organization.
- Organization names should not include the name of SCI-Arc or imply SCI-Arc itself runs or sponsors the organization—rather it should be clear that the organization is student-led.
- The organization must maintain a membership of at least one (1) student officer (with up-to-date contact information) and a minimum membership of at least three (3) qualified students.
- Student organization membership is limited to enrolled SCI-Arc students, and must be open to all SCI-Arc students to attend meetings and activities.
- Student organizations must comply with the non-discrimination policy set forth by SCI-Arc. The student organization may not deny membership on the basis of race, color, creed, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender, or political affiliation.

- Student organizations must reserve space for meetings/activities through the Space Reservation Form on my.sciarc.edu. Meetings/activities may not conflict with scheduled classes or SCI-Arc sponsored events.
- No student organization will be recognized that duplicates the function of STUN.

### National Association of Minority Architecture Students (NOMAS)

The mission of NOMA (National Organization of Minority Architects) is to promote justice and equity in communities of color through various means, including outreach, community advocacy, professional development, and design excellence. Although NOMA's activities focus on minority groups, we welcome anyone who shares and supports our goals, bylaws, and mission to become a member and participate. Interested individuals can contact NOMA at nomas@sciarc.edu for further information.

### Affinity Groups

Affinity groups are gatherings for people with a shared background or interest to connect for mutual support, understanding, special events, and a sense of belonging. Current affinity groups for students, faculty, and staff at SCI-Arc include but are not limited to groups for our Black/African American, Hispanic/Latine, Persian, Japanese, Asian and Pacific Islander, and veteran communities. If you would like to learn more about starting an affinity group, contact Director of Diversity, Equity, and Inclusion, Zahida Sherman at zahida\_sherman@sciarc.edu.

## STUDENT HEALTH INSURANCE AND MENTAL HEALTH SUPPORT

### Student Health Insurance Plan

SCI-Arc requires that all full-time and part-time degree-seeking students who are enrolled in academic units have health insurance coverage.

The SCI-Arc student health insurance plan (SHIP) is designed specifically for all SCI-Arc students. It provides essential health benefits, as defined by the Federal Health Insurance mandate, as well as coverage for doctor's visits, surgery, mental health care, and much more. Dependents of SCI-Arc students are not eligible to enroll in this plan.

The standard student health insurance fee for the 2023–2024 academic year is \$3,048 for students who enroll in the fall term; the coverage begins on September 1, 2023, and continues through August 31, 2024. Students who enroll in the spring term will be charged a fee of \$2,032; coverage for these students will begin on May 1, 2023, and continues through August 31, 2024.

- Graduate Thesis students are required to have health insurance coverage through September 8, 2024, so there will be an additional pro rata charge for the period September 1, 2024, through September 8, 2024; the exact amount of this additional charge will be known in early 2024. Graduate Thesis students will be billed for the additional days of health insurance coverage on their SU2024 tuition bill.

All students are automatically enrolled with SHIP. Students have the option to waive the SHIP Plan only if they can show proof of comparable health insurance coverage. All waiver requests must be completed by the announced deadline through the online waiver portal.

All outside health insurance coverage must meet the following requirements:

- Coverage must be active on September 5, 2023 and must remain active throughout the entire academic year.
- Your plan year deductible is no more than \$1,000.
- Your Annual Maximum Plan Benefits must equal \$500,000 or greater.
- For international students, the plan must have at least \$25,000 of repatriation coverage and \$25,000 of medical evacuation coverage.
- Plans must be operated and based in the United States and must be in full compliance with applicable federal laws. International students may not waive insurance from their home country.

Insurance will be verified at the start of each term. When insurance is unable to be verified, students are automatically enrolled with SHIP.

### Mental Health Counseling

Every student enrolled at SCI-Arc is offered up to two (2) free counseling/personal consultation meetings with a licensed clinical psychologist.

Being short-term in nature, this service is not designed to address severe psychological problems or medication-related issues. Students generally use this service for one of the following reasons:

- Work quality/productivity level below usual baseline
- Experiencing excessive stress/pressure/loss of perspective
- Questioning where they are/what they are doing
- Problems with relationship(s) or relating to others
- Experiencing major transitions or losses
- Confidence/self-esteem difficulties

Diminished mental health, including significant stress, mood changes, excessive worry, or problems with eating or sleeping can interfere with optimal academic performance. Reducing stigma about accessing mental health care supports students seeking professional help when it is needed. SCI-Arc also provides telehealth mental health counseling services at no cost to all students. This service is available 24 hours/day, every day of the year.

For assistance scheduling appointments or utilizing these services, please visit the Campus Life tab on [my.sciarc.edu](http://my.sciarc.edu) or contact the Student Services Specialist.

In case of a psychiatric emergency, students should call 9-8-8 and ask for the Psychiatric Emergency Team (PET), or visit a hospital. 9-8-8 provides every community an alternative to calling police (calling 9-1-1) when managing a crisis related to mental health. This number will also connect you to the Veterans Crisis Line.

- For life-threatening emergencies, call 9-1-1
- For mental health emergencies, call 9-8-8
- For free, confidential referral and information service that will connect you to a specialist who will help you find the local resources you need. Available 24 hours a day, 7 days a week, call 2-1-1

Emergency Contact Information	
Crisis Text Line Text HELLO to 741741	SAMHSA (Substance Abuse and Mental Health Services Administration) National Helpline 1.800.662.4357 (1.800.662.HELP)
LA County Department of Mental Health Dmh.lacounty.gov 800.854.7771	Drug Abuse and Addiction Hotline 844.244.3171
National Disaster Distress Helpline 1.800.985.5990	LA County Substance Abuse Prevention and Control 1.844.804.7500
National Suicide Prevention Lifeline 1.800.273.8255 (1.800.273.TALK) – 9-8-8 1.888.628.9454 (En Español) 1.800.799.4889 (TTY Service for Deaf and Hard of Hearing)	National Domestic Violence Hotline 1.800.799.7233
National Hopeline Network 1.800.784.2433 (1.800.SUICIDE)	National Sexual Assault Hotline 1.800.656.HOPE
Panic Disorder Info Hotline 1.800.647.2642 (1.800.64.PANIC)	Dial 2-1-1 for free, confidential referral services

Students should contact the Student Services Specialist if they need further assistance with any programs related to Student Life.

## EQUAL OPPORTUNITY, HARASSMENT, AND NON-DISCRIMINATION POLICY

SCI-Arc promotes an open and ethical environment in which to work, teach, and study. SCI-Arc expects all members of the SCI-Arc community to uphold the values of honesty, respect, trust, tolerance, and civility in dealing with one another.

### TITLE IX and Notice of Non-Discrimination

SCI-Arc adheres to all federal and state civil rights laws banning discrimination in institutions of higher education. SCI-Arc will not unlawfully discriminate against any student, applicant for admission, employee, applicant for employment, vendors, or contractors, on the basis of race, religion, religious creed (including religious dress and grooming practices), color, ethnicity, citizenship, national origin (including ancestry), marital or familial status, physical or mental disability, medical condition (including cancer and genetic characteristics), pregnancy, age (40 and over), sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender, gender identity, gender expression, veteran or military status, predisposing genetic characteristics, domestic violence victim status, political affiliation, reproductive health decision-making, or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process.

This policy covers non-discrimination in employment and in access to educational opportunities including, but not limited to admissions, financial assistance, education programs, academic counseling, activities, or employment. Therefore, any member of the campus community, including a guest or visitor who acts to deny, deprive or limit the educational, employment, residential or social access, benefits or opportunities of any member of the campus community on the basis of their actual or perceived membership in the protected classes listed above is in violation of this policy. When brought to the attention of SCI-Arc, any such discrimination will be appropriately addressed by SCI-Arc according to the procedures set forth herein.

SCI-Arc does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sexual misconduct, including sexual harassment, is a form of discrimination that unjustly deprives a person of equal treatment and is prohibited by Title IX of the Education Amendments of 1972.

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

If you believe you have been discriminated against on such a basis, you should notify the Academic Advisor or the Title IX Coordinator.

### Accommodating Physical Disabilities

SCI-Arc complies with federal regulations concerning access for physically challenged students. Reasonable efforts will be made to accommodate individual needs. Applicants with disabilities who request accommodations in the application and preadmission process should provide notification and make a written accommodations request to the Office of Admissions. Applicants who do not need accommodations during the application process, but who anticipate the need for accommodations during their education, need not submit a request for accommodations until after admission.

### Lactation Accommodations

SCI-Arc supports breastfeeding mothers by accommodating a mother who wishes to express breast milk when separated from a newborn child. The provisions of this Lactation Policy meet the requirements of the Fair Labor Standards Act as it relates to breaks for nursing mothers.

For up to one (1) year after the child's birth, any student or employee who is breastfeeding their child will be provided reasonable break times and access to SCI-Arc's lactation room to express breast milk for their newborn. Break times shall be provided each time that the student or employee has the need to express milk. A Supervisor or faculty is not to discriminate or retaliate against a student or employee for expressing their rights under the lactation accommodation policy. Please contact the Human Resources Director or Student Services Specialist to coordinate this request.

### Academic Accommodations

Any student with a disability that qualifies under the Americans with Disabilities Act-Amended (ADAA) or the Rehabilitation Act of 1973 and is requesting academic accommodations should contact the Academic Advisor for information regarding the policies and procedures. Students must make a formal request and supply documentation from a qualified professional to support the request. SCI-Arc must be provided with documentation, based on an evaluation within the last three years, which confirms the impairment, any limitations resulting from the impairment, and recommendations for specific accommodations.

SCI-Arc will then engage in an interactive review process to determine reasonable accommodations for each student, factoring in the student's request, the nature of the student's disability, supporting documentation, and fundamental requirements of courses and programs of study. Accommodations may not fundamentally alter the nature or requirements of a course or program, institutional requirements for admission, academic progress or standing, or graduation. Accommodations are designed to provide equal access to the academic environment for students with qualified disabilities. Accommodations are determined on a case-by-case basis and a request for accommodation does not guarantee approval. Retroactive accommodations are not available and will not be provided.

### SCI-Arc Harassment Policy

SCI-Arc is committed to building and preserving an academic community, in which all of its members can work and learn together, free from all forms of exploitation, intimidation, and unlawful discriminatory harassment, including sexual harassment. Harassment on any other basis protected by federal, state, or local law or ordinance or regulation is strictly prohibited. All such conduct violates SCI-Arc policy.

SCI-Arc's harassment policy applies to all SCI-Arc students, administrators, faculty (including adjunct and visiting faculty), staff, program participants, visitors, vendors, independent contractors, and any other persons. It also prohibits harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

SCI-Arc's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under SCI-Arc policy.

#### Discriminatory Harassment

Harassment constitutes a form of discrimination that is prohibited by law. SCI-Arc will address all forms of discrimination, harassment, and retaliation when reported, whether or not the conduct is unlawful to the level of creating a hostile work environment. Even if the harassment does not rise to that level, SCI-Arc may also impose disciplinary action on the harasser up to and including expulsion or termination.

SCI-Arc's harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct based on status protected by the state or federal employment discrimination laws. This policy applies to all SCI-Arc agents, employees, students, and visitors, including third parties, vendors and contractors with whom an employee comes into contact.

A hostile environment may be created by verbal, written, graphic, or physical conduct that is based on a legally protected characteristic and is sufficiently severe or persistent/pervasive and objectively offensive that it interferes with limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.

Offensive conduct or harassment that does not rise to the level of a hostile work environment or that is of a generic nature not on the basis of a protected status may result in the imposition of discipline under SCI-Arc policy, or it may be addressed through other means, including mediation, remedial actions, education and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, contact the Title IX Coordinator.

SCI-Arc condemns and will not tolerate discriminatory harassment against any student, employee, visitor, vendor, or guest on the basis of any status protected by SCI-Arc policy or law.

The following are examples of prohibited harassment, when the act is based upon the status of a protected class:

- Threatening or causing physical harm, verbal abuse, or other conduct which threatens or endangers the health or safety of any person on the basis of their actual or perceived membership in a protected class
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another on the basis of actual or perceived membership in a protected class
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within SCI-Arc community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity on the basis of actual or perceived membership in a protected class—hazing is also illegal under state law and prohibited by SCI-Arc policy
- Bullying, defined as repeated and/or severely aggressive behavior that is likely to intimidate or intentionally hurt, control, or diminish another person physically or mentally
- Violence between those in an intimate relationship to each other on the basis of actual or perceived membership in a protected class (this includes romantic relationships, dating, domestic, and/or relationship violence)
- Stalking, defined as a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class, that is unwelcome, would cause a reasonable person to feel fear and is repetitive and enacting pursuit, following, harassing, or interfering with the peace or safety of another
- Violation of any other SCI-Arc rules, when the violation is motivated by the actual or perceived membership of the complainant's sex or gender or in a protected class, may be pursued using this policy and process when the violation results in a discriminatory deprivation of educational or employment rights, privileges, benefits, and/or opportunities

Sanctions for any conduct in violation of this policy will be reprimanded up to and including expulsion of students or termination of employment.

#### Sexual Harassment

Federal and State law regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. SCI-Arc has adopted the following definition of sexual harassment in order to address the special environment of an academic community, which consists not only of employer and employees, but students as well.

Sexual harassment can involve verbal, written, online, or physical conduct and includes, but is not limited to, making unwanted sexual advances or requests for sexual favors where either (1) submission to such conduct is made an explicit or implicit term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) is sufficiently severe or persistent/pervasive and objectively offensive that such conduct has the purpose or effect of substantially interfering with, denying, or limiting an individual's employment opportunities, the ability to participate in or benefit from SCI-Arc's educational and/or social programs, interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working environment. Students or employees who violate this policy are subject to discipline up to and including expulsion and/or termination.

The prohibition on sexual harassment applies to all employees, students, visitors and in particular to supervisors (including direct supervisory and other management staff) because of power differentials.

It is improper to make sexual advances, ask for, demand or seek by subtle pressure sexual favors or activity from an employee/student, or to subject another employee/student to verbal or physical conduct of a sexual nature where: (1) the submission to such behavior is a condition of any employment/academic opportunity, benefit, job retention or grade; or (2) the submission to or rejection of such conduct is used as a basis for employment/academic decisions. A sexual advance or offer of sexual favor violates this policy regardless of whether the advance is expressly related to the affected employee's/student's employment/academic status.

Anyone experiencing sexual harassment at SCI-Arc is encouraged to report it immediately to the Title IX Coordinator.

This policy prohibits any retaliation against a student/employee for refusing a sexual advance or for refusing a request, demand or pressure for sexual favors or activity or to retaliate against a student/employee who has reported an incident of possible sexual harassment to SCI-Arc or to any government agency.

Due to the possibility of misinterpretation of acts by other students/employees, SCI-Arc discourages all roughhousing or physical contact, except that contact necessary and incidental to a student's academic status/ employee's job status. Further, certain kinds of physical conduct in the academic/work environment are particularly inappropriate and may be grounds for immediate discipline, including dismissal from SCI-Arc. That conduct includes, but is not limited to:

- Kissing or attempting to kiss a student/employee
- Touching or attempting to touch or pretending to touch the breasts, buttocks, or genitals of a student/employee
- Physically restraining by force or blocking the path of a student/

- employee when accompanied by other conduct of a sexual nature
- Any other touching or attempted touching reasonably interpreted to be of a sexual nature
- Sexual advances, unwelcome requests, demands, or subtle pressure for sexual favors or activity, lewd comments, and sexual innuendos by a supervisor/employee towards a subordinate/student are also prohibited. This type of conduct include, but is not limited to:
  - Comments to a student/employee or others about the body of a student/employee which are intended to draw attention to the sex of the student/employee or can reasonably be interpreted to draw attention to the sex of the student/employee
  - Comments to the student/employee or others about the sexual conduct, capability, or desirability of a student/employee
  - Cat calls, whistles, or other conduct reasonably interpreted to be of a sexual nature
- Sexually suggestive gestures are also prohibited.
- It is improper to subject students/employees to photographs, cartoons, articles, or other written or pictorial materials of a sexual nature after the student/employee has expressed their displeasure with such activity (verbal or nonverbal actions). These materials may be offensive to the public as well and should not be on display in offices or public areas in any event.
- This policy is not intended to prohibit students/employees from asking other students/employees for social engagements. However, repeated requests where prior social invitations have been refused can be interpreted as sexual harassment. Students/employees should refrain from persistent invitations after a student/employee has indicated that such invitations are unwelcome.

### Sexual Misconduct

Violent and/or nonconsensual sexual acts can be crimes. Additionally, SCI-Arc has defined categories of sexual misconduct, as stated below, for which action under this policy may be imposed. SCI-Arc considers Sexual Assault to be the most serious, and therefore typically imposes the most severe sanctions, including expulsion for students and termination for employees. However, based on the facts and circumstances of the particular complaint, SCI-Arc reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any act of sexual misconduct or other gender-based offenses, including intimate partner or relationship (dating and/or domestic) violence, nonconsensual sexual contact and stalking. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation, or gender identity of those involved.

Relationships of a sexual or amorous nature between faculty or staff members and students are inappropriate when the faculty or staff member has profes-

sional responsibility for the student, or could have such responsibility in the near future. SCI-Arc does not allow faculty or staff members engaging in relations of a sexual or amorous nature with students enrolled in any of their classes, or whose academic work (including work as a teaching assistant) or nonacademic work is being supervised by the faculty or staff member at SCI-Arc, even when both parties consent to the relationship.

Relationships of a sexual or amorous nature between faculty or staff and students occurring outside of the instructional or nonacademic work context may also lead to difficulties and are discouraged. Relationships that the parties view as consensual may appear to others to be exploitative. Furthermore, in such situations (and others that cannot be anticipated), faculty and/or staff members may face serious conflicts of interest and should be careful to distance themselves from any decisions that may reward or penalize a student with whom the faculty or staff member has or has had an amorous relationship.

### **Anti-Bullying**

Bullying is repeated, inappropriate behavior, direct or indirect, whether written, verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or during the course of enrollment. Such behavior is a violation of SCI-Arc's Standards of Conduct.

As with sexual harassment, it is the effect of the behavior on the targeted individual that is important. SCI-Arc considers the following types of behavior as examples of bullying:

- Verbal bullying: Slandering, ridiculing, or maligning a person or their family, persistent name calling that is hurtful, insulting or humiliating, using a person as the butt of jokes, abusive and/or offensive remarks
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault, damage to a person's work area or property
- Gesture bullying: Nonverbal threatening gestures, glances that can convey threatening messages
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities
- Written bullying: Writing emails, text messages, letters, or other forms of writing

### **Internet Harassment/Cyberbullying Policy**

SCI-Arc strives to create and maintain a work and learning environment in which individuals are treated with dignity, decency, and respect. The school environment strives to be one of mutual trust and the absence of intimidation, oppression, and exploitation. SCI-Arc does not tolerate harassment or bullying of any kind. Students, faculty, and staff who violate this Policy may be subject to discipline.

SCI-Arc reminds its campus community to interact with others online in a manner that is based on respect. Know your intentions before you like, comment, post, or share content. And always remember, you represent SCI-Arc.

Incidents of Internet Harassment/cyberbullying involving students will be investigated by the Student Services Specialist in collaboration with the Director of Advising, Academic or Institutional Leadership, and/or other divisions as needed. After an investigation, students who have been determined to have violated SCI-Arc's Internet Harassment/Cyberbullying policy, will face disciplinary action that may include a written warning, probation, suspension, or expulsion.

### **What is Cyberbullying?**

Many faculty, staff, and students work online. Internet harassment, also referred to as "cyberbullying," is the term used to describe the use of the Internet to bully, harass, threaten, or maliciously embarrass others through online platforms, including social media and email. Some examples of cyberbullying include (but are not limited to):

- Sending threatening or harassing emails or direct messages, or encouraging others to do so
- Intentionally sending viruses by email (electronic sabotage)
- Impersonating the victim online by sending an inflammatory, controversial, or enticing message which causes others to respond negatively to the victim
- Harassing the victim during a live chat
- Leaving abusive messages online
- Sending the victim pornography or other graphic material that is knowingly offensive
- Creating online content that negatively depicts the victim
- Posting embarrassing or humiliating information about the alleged victim

### **Reporting and Investigating Bullying**

If a student believes that they or another individual are a victim of bullying, the school encourages them, if comfortable doing so, to tell the aggressor in clear language that the behaviors are unwelcome and/or unwanted and must stop. If a student is not comfortable engaging in such communication or the behavior does not stop following such communication, they should immediately report their concern to a faculty member, Program Chair, any SCI-Arc official, or the Human Resources Department. Students with bullying concerns should report the facts of the incident, including what happened, when, where, how often, and the names of the accused and any witnesses.

### **Filing Complaints Outside SCI-Arc**

Faculty, students, and applicants may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits.

California Civil Rights Department  
 2218 Kausen Drive, Suite 100  
 Elk Grove, CA 95758  
 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711  
 Email: [contact.center@calcivilrights.ca.gov](mailto:contact.center@calcivilrights.ca.gov) or [accommodations@calcivilrights.ca.gov](mailto:accommodations@calcivilrights.ca.gov)  
<https://www.cacivilrights.ca.gov>

U.S. Equal Employment Opportunity Commission  
 450 Golden Gate Avenue 5 West  
 P.O. Box 36025  
 San Francisco, CA 94102-3661  
 1-800-669-4000 or 510-735-8909 (Deaf/hard-of-hearing callers only)  
<http://www.eeoc.gov/employees>

### **Investigation of Discrimination, Harassment, Retaliation, and Bullying**

All investigations will be treated as private to the extent possible, but such investigations cannot be kept completely confidential. Investigations will provide documentation and tracking for reasonable progress and timely closure based on evidence collected.

SCI-Arc will give consideration to the reporting party with respect to how the resolution is pursued, but reserves the right, when necessary to protect the community, to investigate and pursue a resolution even if the reporting party prefers not to initiate or participate in a formal investigation.

All investigations will be timely, thorough, reliable, impartial, prompt, and fair and will entail interviews with relevant individuals and witnesses, obtaining available evidence and identifying sources of expert information, if necessary. The HR Director/Title IX Coordinator has discretion to determine the scope of the investigation. At any point during the investigation, if it is determined that there is no reasonable cause to believe that SCI-Arc policy has been violated, the HR Director/Title IX Coordinator may recommend terminating the investigation and ending resolution proceedings.

SCI-Arc may suspend a student, faculty member, or student organization on an interim basis pending the completion of an investigation. In all cases in which an interim suspension is imposed, the student, faculty member, or student organization will be given the opportunity, if possible, to meet with the HR Director/Title IX Coordinator prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The HR Director/Title IX Coordinator has discretion to implement or stay an interim suspension, and to determine its conditions and duration. Violation of an interim suspension under this policy will be grounds for possible expulsion or termination.

After the investigation has been completed, the HR Director/Title IX Coordinator will inform the respondent and the complainant of the final determination in writing without undue delay via email and US Mail.

### **Hazing**

The law of California makes it a criminal offense for anyone to participate in hazing. SCI-Arc policy is based upon the proposition that students are entitled to be treated with consideration and respect. SCI-Arc regulations on hazing are synonymous with state law as follows (Calif. Penal Code §245.6):

- (a) It shall be unlawful to engage in hazing, as defined in this section.
- (b) Hazing” means any method of preinitiation or initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state.
- (c) A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine, or imprisonment in the county jail
- (d) Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail or state prison.
- (e) The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.
- (f) Prosecution under this section shall not prohibit prosecution under any other provision of law.

### Reporting Harassment

Any member of the SCI-Arc community, guest, or visitor who believes they have experienced or witnessed a violation of SCI-Arc's Discrimination, Harassment, or Retaliation policies should report such conduct immediately to the Title IX Coordinator. Students may also notify an administrator or faculty member, and any member of the SCI-Arc community may notify SCI-Arc Security. These individuals will in turn notify the Title IX Coordinator. The Title IX Coordinator may initiate a complaint when aware of a potential violation. SCI-Arc's website ([sciarc.edu](http://sciarc.edu)) also includes a reporting form posted on the Title IX page which may be used to initiate a resolution.

All students, staff, and particularly supervisors receiving reports of a potential violation of SCI-Arc policy must immediately contact the Title IX Coordinator or designee within 24 hours of becoming aware of a report or incident. The Human Resources Director/Title IX Coordinator will promptly investigate all such claims and take appropriate corrective action, including appropriate options for remedial actions and resolutions, such as possible disciplinary action, when it is warranted. All initial contacts will be treated with the maximum possible privacy. In all cases, SCI-Arc will give consideration to the reporting party with respect to how the resolution is pursued, but reserves the right when necessary to protect the community, and to investigate and pursue a resolution even if the reporting party prefers not to initiate or participate in a formal resolution.

When the Title IX Coordinator receives a notice or a report, they will make an initial determination as to whether a policy violation may have occurred and/or whether conflict resolution might be appropriate. If the report does not appear to allege a policy violation or if conflict resolution is not desired by the reporting party, and does not appear to be necessary given the nature of the alleged behavior, then the report will not proceed to investigation.

SCI-Arc encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual violence. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. Reporting options are not mutually exclusive. Any outside criminal investigation does not relieve SCI-Arc from investigating incidents internally. Both internal and outside criminal reports may be pursued simultaneously.

### Investigation of Harassment

A full investigation will be pursued if there is evidence of a pattern of misconduct or a perceived threat of further harm to the SCI-Arc community or any of its members.

All investigations will be timely, thorough, reliable, impartial, prompt, and fair and will entail interviews with all relevant individuals and witnesses, obtaining available evidence and identifying sources of expert information, if necessary. The Title IX Coordinator has discretion to determine the scope of the investigation. At

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Title IX Coordinator/  
Human Resources Director  
Phone: (213) 356-5350  
[liliana\\_clough@sciarc.edu](mailto:liliana_clough@sciarc.edu)

any point during the investigation, if it is determined that there is no reasonable cause to believe that SCI-Arc policy has been violated, the Title IX Coordinator can recommend terminating the investigation and ending resolution proceedings.

SCI-Arc may temporarily suspend a student, employee, or vendor pending the completion of investigation and procedures.

### Remedies and Sanctions

SCI-Arc will implement initial remedial and responsive and/or protective actions upon notice of alleged discrimination, harassment, retaliation, and/or bullying. Such actions could include but are not limited to: no contact orders, providing counseling and/or medical services, academic support, providing a campus escort, academic or work schedule and assignment accommodations, transportation resources, safety planning, referral to campus, and community support resources.

SCI-Arc will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest, or visitor who has been found to engage in discrimination, harassment or retaliation. Deliberately false and/or malicious accusations of misconduct, as opposed to reports, which, even if erroneous, are made in good faith will be subject to appropriate disciplinary action.

### Sanctions

Sanctions may include but are not limited to written warnings, required counseling, probation, suspension, expulsion, withholding diploma or participation in commencement activities and/or thesis review events, revocation of degree, organizational sanction, or other sanctions as deemed appropriate.

### Retaliation

Retaliation is defined as taking a material adverse action against a person participating in a protected activity because of the person's participation in that protected activity. Retaliation against an individual for alleging discrimination or harassment, supporting a reporting party, or for assisting in providing information relevant to a claim of discrimination or harassment is a violation of SCI-Arc policy and will be treated as such. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator or to the Deputy Title IX Coordinator and will be promptly investigated. SCI-Arc will take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

For a complete description of the process, rights, and remedies when reporting harassment at SCI-Arc—see full policy located at [sciarc.edu](http://sciarc.edu) and at [my.sciarc.edu](http://my.sciarc.edu).

## STANDARDS OF CONDUCT

All students are expected to comply with all laws and to respect the rights and privileges of other members of the SCI-Arc community and its neighbors. Unacceptable behaviors include, but are not limited to, those described herein.

### Academic Integrity and Infractions

SCI-Arc takes issues of academic integrity seriously, including plagiarism, which can occur in design classes as well as core and elective classes. Some examples of plagiarism include:

- Copying words, images, or other material without using quotation marks or other indications of the original source.
- Paraphrasing another person's ideas in your own words without crediting the original source.
- Taking sole credit for assignments without giving credit to those who worked with you.
- Submitting work for a course that has already/also been submitted for another course.
- Internet plagiarism, such as submitting work either found or paid for online, failing to cite any internet sources used, or cutting and pasting sentences from various websites to create a collage of uncited words.

SCI-Arc subscribes to turnitin.com, and all papers submitted for SCI-Arc courses will automatically be checked for the improper use of outside sources. Please note that whether or not a given assignment is plagiarized is determined by the instructor; turnitin.com only provides your instructor with data that facilitates individual assessment. Issues related to plagiarism will be covered in student orientation in order to help minimize any possible misunderstandings.

The policy contains several tiers, depending on the nature and extent of academic dishonesty involved and on whether the student has committed an academic offense before. **All cases must be reported to the Academic Advisor and the report is added to the student's academic record.**

#### Tier 1: Minimal Plagiarism

In cases where the amount of plagiarism is found to be minimal, the instructor has the discretion to offer either a penalty or simply a warning.

#### Tier 2: Significant Plagiarism or Cheating (first offense)

In such cases, the instructor has the discretion to give a failing grade either for the plagiarized assignment or for the course as a whole. Here the offense must be reported both to the Academic Advisor and to the Program Chair, who will inform the instructor if this is the student's first offense at SCI-Arc. If this is a repeat offense, then the case will increase in severity to Tier 3 or Tier 4 below. Important note: if

plagiarism or cheating is especially severe, it could potentially lead to probation or suspension even on the first offense. (Examples: purchasing papers from an online service, hiring someone else to write a paper for you, or copying another student's answers on an exam.)

#### Tier 3: Significant Plagiarism or Cheating(second offense)

On a second offense –either in the same course or in the student's career at SCI-Arc– the instructor **must** give a failing grade for the course as a whole. Suspension from SCI-Arc is the likely result.

#### Tier 4: Significant Plagiarism or Cheating (third offense)

If this is the student's third significant violation of academic integrity principles while at SCI-Arc, the instructor **must** give a failing grade for the term as a whole. Expulsion from SCI-Arc is the likely result.

#### Right of Appeal

Students have the right to appeal any penalties under this policy. Students must submit a written appeal and include any material evidence that no plagiarism occurred to the Academic Advisor for review. Appeals must be submitted within one week of the penalty being assessed. The written appeal will be reviewed by an Academic Appeals Committee that reports its findings to the Vice-Director of SCI-Arc.

#### Procedure for Suspension and Expulsion

With respect to Tiers 3 and 4, decisions on suspension and expulsion will first be made jointly by the Academic Advisor and Department Coordinator, with the final decision to be approved by the Program Chair.

#### Common Sense, Integrity, and Personal Responsibility

Although it is not possible to provide a complete list of all types of impermissible conduct, the following are some examples of conduct that may result in disciplinary action, including expulsion:

- Cheating, plagiarism, commissioning academic work by others or performing academic work on behalf of another student, and misrepresenting facts
- Dishonesty, including, but not limited to falsification or making a material misrepresentation or omission on forms, records, or reports or any other school record
- Misusing, mutilating, vandalizing, defacing, destroying, damaging of or unauthorized possession of school information, materials, equipment, or property
- Excessive absence

- Hazing, sexual and gender harassment, discrimination, actual or threatened physical violence toward another, or retaliation based on any protected characteristic. See Harassment Policy.
- Unlawful possession, distribution, sale, use, or being under the influence of illegal drugs or alcohol while on SCI-Arc property, while acting on behalf of the school, or while operating a vehicle or potentially dangerous equipment leased or owned by SCI-Arc. Because it is still illegal under federal law, SCI-Arc considers marijuana an illegal drug for the purposes of this policy. (See the SCI-Arc Drug and Alcohol Policy.)
- Unauthorized possession of SCI-Arc property, destroying, damaging, stealing, or attempting to steal SCI-Arc property or the property of other employees, students, faculty, vendors, contractors, or guests
- Violation of SCI-Arc's IT policy, including infringement of patents, trademarks, trade secrets, or intellectual property rights, software piracy, unauthorized network/computer access, illegal export, spamming, email/news bombing, email/message forging, virus distribution, Ponzi schemes, chain letters, pyramid schemes, access to pornography, and the inappropriate use of software or hardware
- Conducting oneself in a manner that endangers the health or safety of oneself, other members or visitors within the SCI-Arc community or at SCI-Arc sponsored or related events
- Tampering with or damaging fire and life safety equipment
- Bringing or possessing dangerous or unauthorized materials, such as weapons, explosives, firearms, or other similar items to SCI-Arc or to SCI-Arc sponsored or related events
- Disruption of educational process
- Failure to comply with a lawful directive of a SCI-Arc official
- Failing to observe dress policies or safety rules in Fabrication Shop, Robot House, or Magic Box
- Fighting

#### **Commercial Business and/or On-Site Solicitation**

The use of SCI-Arc's name, facilities, or resources (i.e., Shop, Magic Box, Robot House, computer labs, networks, print services, or studios) by students, faculty, and staff to conduct a commercial business and/or commercial solicitation of on-site or off-site businesses is prohibited.

Commercial solicitation shall be defined as the promotion or sale of on-site or off-site products, merchandise, or services for the benefit or profit of students, faculty, or staff. Promotion includes the distribution on campus of advertising materials, e-mails, website, and telephone or verbal solicitation.

An exemption to this policy may be for the use of the campus-wide bulletin boards, by students, for the sale of personal property (i.e., computer, bicycle, refrigerator, toolbox, etc.) and for appropriate housing opportunities or community events benefiting students.

#### **Disciplinary Measures**

Disciplinary measures, if necessary, may consist of any of the following: verbal warning, written warning, probation, suspension with or without pay, and/or termination or expulsion from SCI-Arc. Disciplinary measures are imposed upon students at SCI-Arc's discretion.

### **SCI-ARC DRUG AND ALCOHOL POLICY**

SCI-Arc believes that all students, staff and faculty have an obligation to the SCI-Arc community to responsibly handle all alcoholic beverages and controlled substances and to protect SCI-Arc from inappropriate liability. While SCI-Arc respects the rights of its students and employees to exercise their legal options regarding alcohol consumption, they should make decisions that are respectful of SCI-Arc and those around them, and with an understanding of the potential consequences to themselves. All must also understand that various federal laws provide clear expectations that colleges will act to prevent the illegal use of drugs and alcohol on their campuses and at their events and penalize colleges for their failure to do so.

The following is a summary of SCI-Arc's policies and programs relating to the use of alcohol and other drugs on campus and at school-sponsored events. This information is sent to students annually as a requirement of the Drug-Free Schools and Campuses Act of 1990, and the Drug-Free Workplace Act of 1988. Universities that receive federal/state funds in any form are required to comply with the above acts. SCI-Arc will take affirmative steps to prohibit the unlawful possession, use, and/or distribution of illicit drugs and alcohol.

If there are any questions regarding SCI-Arc's drug and alcohol policy, students should consult the Student Services Specialist; faculty and staff should consult the Human Resources Director.

#### **Standard of Conduct**

The unlawful manufacture, distribution, dispensation, possession, use, or distribution of illicit drugs and alcohol on SCI-Arc property or at SCI-Arc-sponsored events is strictly prohibited. Students, faculty, and staff must comply with federal, state, and local laws governing the use of drugs and alcohol.

#### **Student-Organized Events**

The service/consumption of alcohol on the SCI-Arc campus is limited to events sponsored and run by SCI-Arc administration only. This may include events such

as the annual graduation ceremony, gallery openings, parents, and/or donor receptions, alumni events, and lecture dinners.

No service/consumption of alcohol is allowed at on-campus events hosted by faculty or students unless prior approval is granted by the Directors' Office. This includes events such as Midterm/Final reviews, meetings of the Student Union and Faculty Council, or Fridays @ Five.

Alcohol can only be served for a maximum of two hours at any SCI-Arc event. In addition, no more than two alcoholic drinks will be served to any person (21 years or older) attending a SCI-Arc event. The individual designated to serve alcohol at an event shall confirm that each individual served is at least 21 years or older and shall not serve alcohol to anyone who appears intoxicated. No individual attending an event where alcohol is served may bring their own alcohol to the event.

**Additional Policies**

No student or employee may use the Fabrication Shop or Robot House tools or equipment if they have consumed alcohol within the prior twelve (12) hours.

Drugs and/or alcohol are not to be stored in studios and/or consumed by students in any studio or classroom at SCI-Arc under any circumstances.

**Description of Health and Other Risks**

The use of drugs and alcohol can result in serious life altering effects and death. Such use can result in lowered productivity, increased absenteeism and tardiness, property crime, reduced concentration, impaired judgment, loss of short-term and long-term memory, diminished reasoning skills, strained friendships and family relationships, loss of a driver's license, criminal consequences, school dropout, loss of employment, serious psychobiological and neurobiological problems, violence, incarceration, fetal illness or death, and the death of the user or others.

While not exclusive, some of the more common health risks associated with specific substances are as follows:

CATEGORY	EXAMPLES	HEALTH RISKS
Inhalants	Solvents; Aerosols; Paint; Lighter Fluid; Nitrous Oxide; Whip-its; Poppers	Liver, nerve, and brain damage; heart failure; cardiac arrest; loss of coordination and limb spasms (from nerve damage); delayed behavioral development

Depressants / Sedatives	Alcohol; Benzodiazepines; Barbiturates; Xanax; Valium; Klonopin; Ambien; GHB; Rohypnol ("Roofies")	Nausea; anxiety; hallucinations; tremors; delirium; seizures; learning impairment; respiratory depression; amnesia; slurred speech; memory loss
Stimulants	Cocaine; Amphetamines; Adderall; Methylphenidates (Ritalin); Phenmetrazine; Methamphetamine ("Meth"); Bath Salts	High blood pressure; liver, kidney, and lung damage; anxiety, confusion, and insomnia; paranoia, hallucinations, mood disturbances, delusions, or violent behavior; intense itching, causing skin sores from scratching; premature osteoporosis; severe dental problems
Opioids/Opiates	Fentanyl; Opium; Morphine; Codeine; Heroin; NyQuil; Dextropropoxyphene (Darvocet); Hydrocodone (Vicodin); Oxycodone (Oxycontin, Percocet); Kratom	Pulmonary edema; seizures; liver damage; infertility in women; life-threatening withdrawal symptoms; coma; anxiety; hypertension; tachycardia; respiratory depression
Psychoactive drugs	Cannabis	Increased appetite; altered senses; panic, fear, and paranoia
Hallucinogens	LSD ("Acid"), PCP, Mescaline, Psilocybin ("Magic Mushrooms"); MDMD ("Ecstasy" or "Molly"); DMT; Ketamine; Salvia; DXM; Ayahuasca	Paranoia; delusions; psychosis; flashbacks; hallucinations; seizures, tachycardia; nausea

### Applicable Laws and Sanctions

The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or alcohol is regulated by a number of federal, state, and local laws. These laws impose legal sanctions for both misdemeanor and felony convictions. Criminal penalties can be dependent upon several conditions including the substance, amount, and whether the matter is a first offense or repeated offense. Criminal penalties for convictions can range from fines and probation to denial or revocation of federal benefits (such as student loans) to imprisonment and forfeiture of personal and real property.

While not exhaustive, the following are laws of which students and employees should be aware:

#### Use or Possession of Alcohol by Minor

Individuals under the age of 21 may not consume, possess, or distribute alcohol, nor may they drive any motor vehicle containing any alcoholic beverage unless a parent or legal guardian is present in the vehicle.

#### Service to Minors

It is unlawful for any person to sell, furnish, or give any alcoholic beverage to anyone under the age of 21.

#### False Identification

Minors who use false identification in order to obtain alcoholic beverages are guilty of a misdemeanor. It is also unlawful to provide a minor with false identification.

#### Drinking and Driving

No individual may consume any alcoholic beverage while driving or possess in any vehicle any bottle, can, or other receptacle containing alcohol which has been opened, or a seal broken. While any individual over 21 with a blood alcohol content of .08 or higher and any individual under 21 with any measurable blood alcohol content violates the law, this does not mean that someone with a lesser alcohol content is not guilty of violating the law. Any individual whose behavior indicates that they are under the influence of alcohol violates the law no matter their blood alcohol level.

#### Sale or Gift of Alcohol to an Intoxicated Person

The sale or furnishing of alcoholic beverages to an obviously intoxicated person constitutes a misdemeanor.

#### Sale of Alcohol

Selling alcoholic beverages, either directly or indirectly, except with the proper license, is a crime. This includes selling tickets to be used for drinks, or charging admission to any event where alcohol will be provided, whether or not food is served.

### Use, Possession, and Storage of Marijuana

SCI-Arc does not permit the use, possession, or storage of marijuana (medical or recreational) for any purpose on SCI-Arc property or at any SCI-Arc event even if the use or possession is compliant with California law.

### Cultivation, Manufacturing, Trafficking, and Sale of Drugs

Cultivation, manufacture, sale, or distribution of controlled substances or drug paraphernalia can result in life imprisonment and fines in excess of \$1000.

### Personal Property Used in Connection with Trafficking or Sale of Drugs

If an individual's vehicle or other property is used in connection with the sale or trafficking of drugs, it can be seized and retained or sold by the government without compensation to the owner, regardless of whether they participated in the illegal activities.

### Disciplinary Sanctions

SCI-Arc will impose disciplinary sanctions on students and employees consistent with local, state, and federal law, up to and including expulsion or termination of employment and referral for prosecution, for the unlawful manufacture, distribution, dispensation, possession, use, or distribution of illicit drugs and alcohol on SCI-Arc property or at SCI-Arc events. For the purpose of this section, a disciplinary sanction may include the completion of an appropriate rehabilitation program

A student under 21 years of age who uses or has in their possession alcoholic beverages on SCI-Arc's campus or at a SCI-Arc event, and/or any student who supplies alcohol to an individual who is under the age of 21 years on SCI-Arc's campus or at a SCI-Arc event, will also be subject to immediate discipline.

Discipline for violation of this drug and alcohol policy may consist of any of the following: oral or written warning; mandatory counseling; demotion; probation; completion of an appropriate rehabilitation program; suspension (forfeiture of tuition and fees for the period of the suspension); expulsion; termination of employment; and referral for prosecution.

**Students are strongly encouraged to call for medical assistance for themselves or for another individual who is dangerously intoxicated by drugs or alcohol. If the student who places the call for help is found to be in violation of SCI-Arc's Drug and Alcohol policy, the fact that they placed the call will be considered a mitigating circumstance when sanctions are considered.**

### Resources for Assistance

Employees and students who are concerned about substance use or abuse are strongly encouraged to contact their physicians, health plan, or, in the case of students, the Student Services Specialist, and in the case of employees, the Human Resources Director, who can refer them to appropriate resources (com-

munity or private agencies, and/or employee assistance programs) that provide substance abuse counseling.

SCI-Arc also provides two (2) sessions of counseling, free of charge, to students. Students who are interested in such assistance should contact the Student Services Specialist for more information.

Contact information for the local drug or alcohol counseling, treatment, or rehabilitation programs are listed below:

DRUG AND ALCOHOL SUPPORT SERVICES	
LA County Department of Public Health Information and Referral <a href="http://publichealth.lacounty.gov">http://publichealth.lacounty.gov</a> 844.804.7500	Addiction and Alcohol Hotline <a href="http://therecoveryvillage.com">therecoveryvillage.com</a> 844.244.3171
Alcoholics Anonymous Los Angeles <a href="http://www.lacooa.org">www.lacooa.org</a> 323.936.4343 or 818.988.3001	Nicotine Anonymous Southern California InterGroup <a href="http://www.quitnowla.com">www.quitnowla.com</a> <a href="http://www.nicotine-anonymous.org">www.nicotine-anonymous.org</a> 800.642.0666
Crystal Meth Anonymous <a href="http://www.crystalmeth.org">www.crystalmeth.org</a> 24hr Helpline: 855.638.4373	Cocaine Anonymous <a href="http://www.ca4la.org">www.ca4la.org</a> 888.714.8341
Asian American Drug Abuse Program <a href="http://www.aadapinc.org">www.aadapinc.org</a> 323.293.6284	Didi Hirsch Drug Abuse and Mental Health <a href="http://www.didihirsch.org">www.didihirsch.org</a> Crisis Line: 800.273.8255
Clare Foundation/DUI Program <a href="http://www.clarefoundation.org">www.clarefoundation.org</a> 310.314.6200 or Hotline: 866.452.5273	Substance Abuse and Mental Health Services Administration <a href="http://www.samhsa.gov">www.samhsa.gov</a> 800.662.4357
Good Samaritan Hospital <a href="http://www.goodsam.org">www.goodsam.org</a> 213.977.2121	Providence St. John's Health Center <a href="http://california.providence.org/saint-johns">california.providence.org/saint-johns</a> 310.829.5511
St. Vincent Medical Center <a href="http://stvincent.verity.org">stvincent.verity.org</a> 213.484.7111	Marijuana Anonymous <a href="http://www.marijuana-anonymous.org">www.marijuana-anonymous.org</a> 800.766.6779
Narcotics Anonymous <a href="http://www.todayna.org">www.todayna.org</a> 800.863.2962	National Council on Alcohol and Drug Dependency <a href="http://www.ncadd-sfv.org">www.ncadd-sfv.org</a> 818.997.0414

Many health insurance plans provide coverage for substance abuse programs to address substance abuse and rehabilitation.

## SAFETY

SCI-Arc's Safety and Security Policy is based on respect for our health, our environment, common sense, and personal responsibility. Students must follow all posted signs and observe all safety warnings given by evacuation team members during emergencies and emergency drills.

Contact Campus Security anytime at 213-356-5325 or 213-220-3084 with any security or safety concerns or questions. You may also contact SCI-Arc Facilities at [facilities@sciarc.edu](mailto:facilities@sciarc.edu).

### Personal Property

Students are responsible for their personal property. Valuables should be locked up including all electronics when a student is not at their desk. **SCI-Arc assumes no liability or responsibility for any damage to or theft of personal property at SCI-Arc facilities.**

If a student suspects their personal property is missing, stolen, or has been damaged please contact Security for assistance and to file a report. Students who are victims of theft are also encouraged to contact the LAPD to file a police report, especially in the case of bicycle and electronic theft.

Students are required to use only SCI-Arc-provided desks and may not build, install, or store any other outside furniture in the studios including outside desks, tables, shelves, and seating (other than student-provided desk chairs). Personal objects placed in studios which do not comply with these requirements will be removed and disposed of without additional notice.

Students on the upper mezzanine are not permitted to place objects on the ledges of walls for any reason.

In addition to the SCI-Arc-provided desk, each student may have no more than one (1) tool chest, cabinet, or small shelf within their studio space for the storage of their personal property. The measurements for this item may not exceed 18" deep x 28" wide x 36" high. Tool chests and cabinets must be on functioning wheels to allow for easy movement.

SCI-Arc does not permit the use of personal appliances, which can cause a fire such as toasters, toaster ovens, or hot plates. Each studio may have no more than two (2) small refrigerators (limited in size to 3.2 cubic feet) and one (1) microwave per studio location. Students are required to provide, maintain, and clean any refrigerators within their studios. Poorly maintained or excessively dirty refrigerators or microwaves may be disposed of by maintenance personnel.

Due to space, network, and electrical limitations of the SCI-Arc building, SCI-Arc strongly encourages students to use the services provided by the Shop and Print Center for their academic work. An exception can be made for students to store no more than one (1) printer (printing size not to exceed 13x19 inches) and one (1) small 3D printer (build dimensions not to exceed 7x11x7 inches) per studio location. **The only acceptable material allowed for use with personal 3D printers at SCI-Arc is PLA.**

SCI-Arc retains the right to remove any personal items that take up large amounts of space as they may be potential fire or safety hazards, exceed the electrical/network capacity, or restrict corridors, block doors, or, if stored under stairs or otherwise, may impede circulation or violate fire code.

### Fire Exit and Emergency Policy

The Los Angeles Fire Department requires that all entrance/exit doors, building egress areas, and studio/classroom aisles are to remain clear at all times. Aisles are marked with yellow paint and run the entire length of the building. Additionally, the areas under the stairs marked in red paint are to remain clear at all times, as are locations with signage indicating no storage is allowed.

Students must not suspend or attach anything from the fire sprinkler pipes or electrical conduits, block or impede access to aisles, doors, or exits at any time, store any items under or adjacent stairways, or leave open containers of resins, paints, or glues unattended. Corridors, stairs, and exits are inspected daily and any items within these areas will be immediately removed.

Students must not leave open containers of resins, paints, or glues unattended or burn hazardous material in unvented areas (soldering, lasering, etc.).

Students may not erect walls or create cubicles out of any materials including wood, foamcore, cardboard, or similar materials within the studios. Sheets of material should only be purchased as needed. Sheets may be stored short-term in a manner that does not create a hazard to safe exiting or can cause injury.

All bikes must be secured either to the bike racks located outside or the braces, which are connected to the concrete supports that line the corridors of the building. This is important to prevent bikes from falling over in pedestrian aisles and creating a hazard in case of an emergency.

### Emergency Procedures

In the event of an emergency, SCI-Arc administration may send notices and instructions to faculty via text, email, and/or phone calls via the RAVE system. If students wish to have their family receive these notices, they should notify SCI-Arc Facilities.

Emergency Resources, including Earthquake Kits, First Aid Kits, and Automated

External Defibrillators are listed on campus maps throughout the building. Evacuation plans are listed throughout the building showing the nearest available fire exit. [In the event of a fire or medical emergency, please call 911 immediately.](#)

Earthquake and evacuation drills will be conducted during the fall and spring terms in order to familiarize the SCI-Arc community with emergency evacuation procedures. Participation in the drills is mandatory for the entire SCI-Arc community. In the event of a fire, the alarm will sound as a whooping horn and strobe lights will flash. All persons in the building must immediately exit and meet in the parking lot or the corner of 3rd and Santa Fe.

In the event of an earthquake: Drop, Cover, and Hold On. Drop to the ground, cover the head and neck with your arms to protect from falling debris. If in danger from falling objects, and can move safely, crawl for additional cover under a sturdy desk or table.

If no sturdy shelter is nearby, crawl away from windows, next to an interior wall. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.

For more information on how to prepare for earthquakes and what to do in the event of an earthquake, please visit <https://www.ready.gov/earthquakes>. Also consider downloading the ShakeAlertLA early warning application, available on the Apple App Store and Google Play.

### Public Health Emergencies

In the event of a pandemic or public health threat, SCI-Arc is committed to protecting the health and safety of students, faculty, staff and visitors. To accomplish this, SCI-Arc adheres to the guidelines published by the Los Angeles County Department of Public Health, State of California Department of Public Health, and the Centers for Disease Control and Prevention (CDC). SCI-Arc also works closely with state and local public health authorities, and other local authorities in addressing pandemic/public health threats to the SCI-Arc community.

As a result, SCI-Arc reserves the right to create and enforce additional health measures as deemed necessary.

EMERGENCY RESOURCES	
Good Samaritan Hospital www.goodsam.org 213.977.2121	St. Vincent Medical Center stvincent.verity.org 213.484.7111
Providence St. John's Health Center california.providence.org/saint-johns 310.829.5511	

## SECURITY

### 24-Hour Security | 213-356-5325

SCI-Arc is equipped with cameras to monitor the building and employs a security service to patrol the parking lot and the buildings. For everyone's security, SCI-Arc students, staff, and faculty are required to present the guards with their school ID card upon request. Failure to provide such proof may result in being escorted off the property.

Emergency contact information for SCI-Arc Security, Police, Fire Department, and local hospitals, are posted on a sign in each studio bay and classroom at SCI-Arc.

For general security reasons, SCI-Arc reserves the right to conduct inspections of all work and non-work areas, including items such as desks, computers, cabinets, lockers, shelves, and any other school owned property.

In addition, for security purposes, inspections and/or searches may also occur of any other property and/or person on SCI-Arc premises, including, but not limited to, purses, briefcases, packages, and vehicles. Bringing any property and/or vehicle onto SCI-Arc property constitutes consent to the search of such property and/or vehicle. These inspections and searches may occur at any time without prior notice. Failure to comply with this policy may result in disciplinary action up to and including termination.

### Student ID/Access Cards

Students are issued an ID card, which provides access to the building, Shop, Magic Box, and computer lab. A schedule is posted for new students during orientation to have their photo taken, with the ID card distributed within the first week of classes. Students are required to carry their ID with them at all times. Students will be charged \$25 to replace cards that have been lost or damaged.

Students who have passed the Shop Safety Training will be given a decal to apply to their Student ID. Students who fail to display their Student ID with Shop safety training decal will be prohibited from using any of the Shop's facilities or equipment.

ID cards are the property of SCI-Arc and are not transferable. Misuse of the ID card will subject an individual to disciplinary action, including but not limited to repossession of the ID card and restricted entry onto the campus. ID cards are issued and registered to each student, and should not be shared with or borrowed by any other person. The lending or giving of ID cards to any other person may lead to disciplinary action.

If a student's ID card is lost or stolen, please report it to Security immediately. The student may be held responsible for any damage resulting from sharing ID cards.

### Student IDs and Parking Permit Issuance

Student IDs, building access cards and parking permits are issued by the Receptionist during normal business hours.

### Building Access

In order to provide the best possible security to the SCI-Arc community, all individuals are required to show a valid SCI-Arc ID and check in with Security before entering the SCI-Arc building:

Parking Lot/Santa Fe Entrance: This entrance is accessible to SCI-Arc students, faculty, and staff 24 hours a day, seven days a week with an active SCI-Arc ID.

Reception/Administration: The entrance to the SCI-Arc Reception/Administration offices is open from 9:00am to 6:00pm Monday through Friday.

Pedestrian and Picnic Area Gates: Students, faculty, and staff have access to the pedestrian and picnic area gates during normal check-in hours. Currently, those hours are Mon-Fri, 8:30am – 6:00pm.

Guests/visitors that visit campus will be required to check in via the Visitor Management System for security purposes. Visitors will be provided a visitor badge which they need to wear at all times while on campus. Any guests arriving after hours must be escorted by a student, staff, or faculty member and check in with Security before entering SCI-Arc property.\*

No doors providing entrance to the building are to be propped open at any time.

### Campus Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (originally known as the Campus Security Act) is a federal law requiring colleges and universities across the United States to disclose information about crime on and around their campuses. In compliance with this law, SCI-Arc prepares an annual report presenting statistical information as required by the federal government.

This annual crime statistics report is handed out each year at New Student Orientation, as well as made available on the SCI-Arc website at [sciarc.edu/institution/facility](http://sciarc.edu/institution/facility).

### Megan's Law and Sex Offender Registrant Information

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, SCI-Arc is required to issue a statement advising the SCI-Arc community as to where law enforcement agency information concerning registered sex

offenders may be obtained. It also requires offenders, already required by state law to register in a state, to provide notice to each institution of higher education in that state at which the person is employed, carries on a vocation or is a student.

In California, convicted sex offenders must register with their local law enforcement agencies. Commonly called Megan’s Law, this law allows the public to access the registry at local law enforcement offices. It also authorizes local law enforcement to notify the public about high-risk and serious sex offenders who reside in, are employed in, or frequent the community. Information about the sex offender registry may be accessed online at [meganslaw.ca.gov](http://meganslaw.ca.gov).

### Timely Warnings

SCI-Arc will communicate Timely Warning notices to members of the SCI-Arc community about serious crimes against people that occur on-campus, where it is determined that the incident may pose an ongoing threat to members of the community. Incidents that would prompt a Timely Warning notice include (but are not limited to) reports such as homicide, robbery, arson, or motor vehicle theft. Timely Warnings may be distributed for other crimes determined necessary by SCI-Arc.

Cases of aggravated assaults and/or sex offenses are considered on a case-by-case basis, depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known.

Timely Warnings of criminal incidents reported to SCI-Arc and which represent a “potential threat” to the SCI-Arc community will appear within five business days via email so that the SCI-Arc community can protect itself and/or property from similar crimes.

### Safety Recommendations

The SCI-Arc campus is situated in the Arts District of downtown Los Angeles—an urban environment.

One of the essential ingredients of campus safety and any successful crime prevention program is an informed community. It is the intent of SCI-Arc to inform students, staff, and faculty, in a timely manner, of any criminal activity or security problems which may pose a reasonable threat to their safety. Such information will normally be distributed through campus email. All effective security and crime prevention programs include people watching out for one another.

SCI-Arc recommends the following safety measures for the SCI-Arc community when leaving the building:

- Be aware of your surroundings. Think about what you would do in an emergency situation—have a plan.

- Stay alert and trust your instincts. Avoid walking alone late at night and avoid the distraction of using a cellphone while walking after dark.
- Use lighted walkways and thoroughfares. Avoid dark streets and locations where criminals can be hidden from view.
- Travel with confidence and purpose. Walk briskly and with your head up.
- Travel with a companion or walk in groups.
- Be aware of nearby strangers. If you are being followed, cross the street, then walk in the opposite direction, and head to the nearest lighted and populated area.
- Do not struggle if someone attempts to take your property.
- Before exiting a building or car, look around the area for anything suspicious. Keep your car locked. Store items of value in the trunk.
- Coats, backpacks, and purses should remain with you or be locked up. Keep purses, bags, and backpacks close to the body, and do not leave them unattended.
- Pay attention to campus security alerts—stay current with campus and city news regarding crime in and around the community.
- Use common sense concerning personal, high-value, portable property (e.g. laptops, cameras, mobile devices, cellphones) by not leaving them unattended anywhere on campus.
- To secure your bicycles, use a hardened lock and chain or U-lock. Cable locks of any size can be quickly cut. Please contact Security for further information on how and where to best secure bicycles.
- If you see someone you consider suspicious or out of place, INFORM CAMPUS SECURITY IMMEDIATELY.

## SCI-ARC BUILDING POLICIES AND RESOURCES

### Recycling

Students should place items that can be recycled in the proper containers. There are containers labeled for bottle, can, and paper recycling throughout the building. Recycling helps to divert waste away from landfills and from polluting the environment.

### Energy Use

Help SCI-Arc reduce its energy use by turning off lamps, and unplugging computers and appliances when not in use.

### Use of Paints, Resins, and Aerosol Products

Students must respect the SCI-Arc facilities and use common sense when painting on campus. This includes using drop cloths or paper underneath painted projects and cleaning up after use. The use of spray paint and spray adhesives is ONLY allowed in the Shop paint booths and the designated outdoor paint booth.

**Any student who sprays paint or adhesives anywhere else on SCI-Arc property or fails to paint responsibly on campus, including exterior ramps, stairs, walls, or other surfaces, will be subject to a \$300 fine for the first offense, \$500 for the second offense, and may face additional disciplinary actions up to and including expulsion for any subsequent offense.**

Due to health concerns and regulatory requirements, students must use Shop paint booths or designated outdoor paint booth for the following activities (and only with appropriate personal protective equipment):

- Mixing hazardous chemicals
- Resin mixing/casting/sanding
- Use of odor-causing aerosol products (including spray paint and adhesives)
- Use of powerful solvents and other noxious chemicals

SCI-Arc provides a fireproof cabinet for the purpose of storing student/faculty-owned hazardous products and toxic chemicals. All flammable solvents and resins should be stored in this cabinet, as well as paints, lubricants, adhesives, etc. The cabinet will be open at all times and will largely be managed by students, with Shop/Facilities oversight. It is located in the paint room in the Shop. The usage guidelines are printed on the cabinet's doors.

All students must download the MSDSonline eBinder app, for access to a database containing Safety Data Sheets for hazardous materials known to be on SCI-Arc's campus. The SCI-Arc link to log in to both the app and the website is: <https://msdsmanagement.msdsonline.com/company/942619AC-5B92-4399-9F24-C684B077A977>.

If a student wishes to use materials on campus that are not listed in SCI-Arc's database, the material must be submitted for approval on the above website.

Do not dispose of paints, resins, or chemicals in restroom sinks or urinals. This includes cleaning brushes and containers in restrooms. Paints, resins and chemicals must be disposed of in the appropriate barrels located outside in the trash collection area.

Students should contact the Shop Manager or Facilities with any questions or concerns.

### Smoking Policy

SCI-Arc does not permit smoking within its facilities. No one, including employees, faculty, vendors, students, or visitors, shall smoke, carry, or have burning any lighted smoking material, including vapes, cigars, cigarettes, or pipes, within the school's facilities. This includes vaping illegal substances (including marijuana).

SCI-Arc has established a non-smoking policy inside any and all of its buildings. SCI-Arc permits smoking in outside designated areas only. Faculty members who smoke in non-smoking areas may be subject to disciplinary action up to and including termination.

### Dog Policy

SCI-Arc recognizes the therapeutic and social value of allowing dogs on school grounds and welcomes them when reasonable conditions are met. In order to give students the best academic atmosphere possible, SCI-Arc has implemented the following dog policy:

Students wishing to bring their dog to SCI-Arc must first receive approval from SCI-Arc administration. Students may only bring their dogs that they personally own to SCI-Arc. Dog Owners will be required to read and sign SCI-Arc's Dog Policy Agreement. Dog owners must provide all pertinent medical information regarding up-to-date vaccinations for, at a minimum, the following vaccines: rabies, DHPP (distemper Combo), and Bordetella. Dogs must wear SCI-Arc-approved registration tags. In the event of legitimate safety concerns or health problems by others in the workplace, the dog may not be brought to that area.

Dogs must be with their owners at all times, must be kept on a leash at all times, and cannot be left unattended. Dogs must be cared for in a responsible manner that ensures the safety of those at SCI-Arc, as well as the safety of the pet. Dog owners must bring their own supplies for their dog, and must immediately and personally clean up after their dogs. Dogs must be well-socialized, trained, and comfortable around people and other dogs. Dogs must be hygienic and well-groomed. Should a dog become a disturbance or aggressive, it must be removed immediately, and will not be allowed back onto SCI-Arc property. Dog owners agree to assume 100% legal and financial responsibility for any damage or injury their dog may cause to the premises, people, or other dogs.

No dogs may be brought into the Fabrication Shop, Magic Box, Robot House, Kappe Library, or the Café space at any time. Dogs are not allowed in interdepartmental meetings, studios during studio hours, classrooms during seminar hours, or at any lecture or event (public or internal).

If any incident occurs involving a dog on the SCI-Arc premises, dog owners are to notify their supervisor or the Environmental Health and Safety Coordinator immediately.

Reasonable accommodations will be made for students that require assistance/support dogs due to a documented disability.

The dog owner may be asked to discontinue bringing their dog to SCI-Arc if the relevant policy and procedures are not upheld.

This Dog Policy may be revoked at any time at the sole discretion of SCI-Arc administration.

No other animals are allowed on campus and must be removed immediately.

### **Custodial and Maintenance**

Please send an e-mail to [facilities@sciarc.edu](mailto:facilities@sciarc.edu) for any facilities or janitorial issues. We are committed to addressing all issues within a reasonable amount of time.

If a student has trash that needs to be removed from their studio, they should place it in an appropriate trash receptacle. There are recycling bins located throughout the school. SCI-Arc asks that students recycle, keep their studios clean, and inform the custodial crew of what needs to be removed and what needs to stay. Students must not dispose of batteries, e-waste, or other potentially hazardous chemicals in the trash bins, and should consult with SCI-Arc Facilities or the maintenance crew for appropriate disposal options.

### **Restrooms**

Students should not use restroom sinks or the sink next to the vending machines to clean up after projects. The plumbing in the SCI-Arc building is aged and washing certain types of products and materials down the drains will easily cause clogs. No material or product, including coffee and water, can be disposed of in urinals. Hazardous waste and chemicals must be disposed of in the appropriate barrels located in the trash collection area.

### **Vending Machines**

Vending machines are located in the center of campus just north of the Keck Lecture Hall. Refunds due to machine malfunctions by the vending machines are issued by Facilities during normal business hours.

## **PARKING**

Any vehicle parked, operated, or driven on campus shall be solely at the risk of the owner/operator. SCI-Arc assumes no liability or responsibility whatsoever for any damage to or theft from any vehicle parked at or driven onto any SCI-Arc facilities. Acceptance of parking privileges (e.g. purchasing a pass or permit) constitutes owner/operator agreement to hold SCI-Arc blameless for any loss or damage to their vehicle and its accessories, attachments, or contents, as a result of fire, theft, vandalism, collision, or any other cause.

Students who wish to park in the Merrick Lot are required to purchase a parking permit each term. This permit should be adhered to the inside of the windshield, not placed on the dashboard. If a student does not clearly display a current SCI-Arc parking permit, their vehicle may be ticketed by the City of Los Angeles parking enforcement and subject to towing.

Possession of a valid parking permit does not guarantee that a space will be available in the lot at all times and parking is on a first-come, first-served basis. Parking at SCI-Arc is limited, and accommodations for special events, construction activity, etc. may occasionally prevent the parking lot from being available.

### **Registration of Vehicles and Parking Regulations**

- To be legally parked on SCI-Arc property at any time, one must display a current SCI-Arc parking permit—this policy applies to ALL students, faculty, staff, and visitors.
- Only currently enrolled students may purchase a permit.
- Permits will be issued for passenger cars (at a cost of \$192.50 per term inclusive of mandatory 10% city parking tax) and motorcycles (at a cost of \$99.00 per term, inclusive of mandatory 10% city parking tax) which fit within a single marked parking space. Vehicles which do not fit within a single space are not permitted in the lot without prior written approval from the Facilities Manager.
- A permit is valid from the first day of the academic term through the day before the start of the next term.
- GRACE PERIOD: Following the Add/Drop period for each term, all student vehicles in the lot must clearly display a current parking permit. Vehicles not displaying a current permit will be subject to ticketing by the City of Los Angeles, towing, and/or referral to the Directors' Office.
- One permit (for up to 2 vehicles) may be issued per registered student.
- A parking permit must not be affixed to a motor vehicle other than the one for which it was issued; permits should not be altered or defaced.
- Any vehicle parked in drive aisles, walkways, in designated handicap spaces (or the access aisles adjacent to them) without a state issued handicap parking permit, or spaces reserved for visitors, faculty, or staff is subject to ticketing and/or towing at the owner's expense.
- Motorcycles, mopeds, and scooters must be parked in designated motorcycle parking areas and must display a valid motorcycle parking permit. Automobile permits may be affixed to motorcycles to allow parking in spaces designated for automobiles.
- The parking lot is intended for regular coming and going of vehicles and not for long-term storage.
- Long-term storage beyond the winter, spring, and summer breaks is not permitted. If a student plans to be away for an extended period and is currently enrolled, they must consult with the Facilities Director before leaving campus.

### Fines and Penalties

- In addition to any fines which may be levied by governmental parking enforcement agencies, SCI-Arc may impose additional penalties for violations of the school vehicle regulations.
- There will be a \$300 fine for reckless driving while on campus. In addition, students are responsible for paying any reparations from damage incurred by reckless behavior. Please consult the SCI-Arc Drug and Alcohol Policy for full details pertaining to the use of drugs and alcohol while on campus.
- After three offenses, the driver may be “banned” and not permitted to park or drive any vehicle on campus for the remainder of the academic year. Drivers with fewer than three violations may be banned if any one violation is serious enough to warrant immediate suspension of all vehicle privileges.

In addition to displaying a valid permit, all vehicles parked on SCI-Arc property must be lawfully registered and capable of legal operation. Vehicles that are inoperable or appear to be abandoned will be removed from SCI-Arc property at the owner’s expense. Vehicles are not to be used as storage areas or living quarters. Vehicles that emit unreasonable noise or odor, leak fluid, or create a similar disturbance shall be declared a nuisance and the vehicle will be removed at the owner’s expense. Nuisance vehicles may be removed even though they display a parking permit.

These regulations may not be superseded by any verbal communications from anyone.

## ADMINISTRATIVE STRUCTURE

### Board of Trustees

SCI-Arc’s operations and fiduciary responsibilities are overseen by a diverse Board of Trustees consisting of twenty-five members. Board membership includes recognized leaders in the areas of architectural design, art, finance, real estate, construction, law, entertainment, and philanthropy. SCI-Arc faculty, students, and alumni also have representation on the Board. SCI-Arc’s Director/CEO reports to the Board of Trustees.

### Academic Council

The agenda is set by the Vice Director/Chief Academic Officer and other members of the Council. The Vice Director/Chief Academic Officer solicits advice from the council in formulating, implementing, and evaluating aspects of the academic development and management of the school. The Academic Council attempts to reach a consensus on proposals submitted for its consideration by members of the Academic Council, Faculty Council, or Student Union. If a consensus cannot be reached, votes may be taken. Reports of the Council’s deliberations are made

available to the Board of Trustees, faculty, and students. The Academic Council meets on a regular basis throughout the fall and spring terms.

### Faculty Council

The Faculty Council at SCI-Arc consists of full time faculty who meet on a biannual basis to assess and discuss academic and institutional matters related to the faculty. In addition, the Faculty Council selects the faculty representatives to the Board of Trustees and the Academic Council.

### Curriculum Committees

#### Undergraduate, Graduate, and Postgraduate

The Curriculum Committees are a forum for the evaluation of efficacy, relevance, and coordination of class content with regard to SCI-Arc’s pedagogy and professional licensure requirements. When changes are needed, these bodies work with appropriate faculty and campus constituencies to form new standards and/or directions. The Curriculum Committees meet at the end of the fall and spring terms in both the undergraduate and graduate programs.

### Admissions Committees

#### Undergraduate, Graduate, and Postgraduate

The Admissions Committee is composed of current SCI-Arc faculty and Program Chairs. The Admissions Committee meets each spring to review the materials of current SCI-Arc applicants. The Admissions Committee is provided data from the Enrollment Management Committee regarding statistics from the previous year’s enrollment and given projected enrollment numbers for the upcoming year. Recommendations of the Admissions Committee are reviewed by the Program Chair and Director of Admissions who make decisions regarding scholarships.

### Equity and Inclusion Committee

The Equity and Inclusion Committee works to promote understanding, awareness, and appreciation of equity and diversity throughout the SCI-Arc community, and to foster a positive campus climate. The Committee endorses a broad definition of diversity and is committed to acknowledging, recruiting, engaging, and empowering the distinctiveness of diverse cultures through conscious practices. The Equity and Inclusion Committee is dedicated to fostering an inclusive and accessible institution that strives for a student body, faculty, and staff that reflects the multicultural nature of SCI-Arc.

### Portfolio Committees

#### Undergraduate and Graduate

Portfolio Committees meet to assess student progress through the foundation and core terms by evaluating, (through a compilation of design and academic work in a portfolio) the student’s strengths and weaknesses, and may make recommendations as necessary in order to help improve the level of the work. Portfolio Committees meet at the end of the fall and spring terms in both the undergraduate and graduate programs.

### **Continuing Students Scholarship Committees Undergraduate and Graduate**

These bodies award scholarships based on students' overall academic excellence and financial need. These committees meet at the beginning of the summer term to make scholarship awards for the upcoming academic year.

### **Technology Committee**

The Technology Committee meets once a term (or as-needed) to discuss the current use of, and future need for, tools for the evolving curriculum of SCI-Arc. Software, hardware, digital and analog fabrication tools, and special projects are all within the purview of the Technology Committee. Potential new acquisitions that might further the educational goals of the school are considered in this committee, as well as the long-term strategy and positioning of the school. Members include the Director and Vice Director, Program Chairs, Academic Coordinators, Senior Faculty, and staff upon invitation.

### **Enrollment Management Committee**

The purpose of the Enrollment Management Committee is to discuss, develop, monitor, and evaluate all aspects relating to the recruitment, retention, graduation, and support of SCI-Arc students. Informed by data indicators, it is charged with achieving the institution's desired enrollment (in quantity and quality), improving student life, and learning to ensure student success. The Enrollment Management Committee is led by the Vice Director/Chief Academic Officer, and is composed of representatives from the Admissions and Recruitment, Academic Affairs, and Finance Departments. The Enrollment Management Committee meets on a regular basis throughout the academic year.

# Academic Programs and Degree Requirements

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## UNDERGRADUATE DEGREE (B.ARCH) FIVE-YEAR (10-TERM) PROGRAM

Professional Bachelor of Architecture (B.Arch) program, accredited by the National Architectural Accrediting Board (NAAB).

The Bachelor of Architecture (B.Arch) program at SCI-Arc is a five-year professional degree, accredited by the National Architectural Accrediting Board (NAAB), focusing on design intelligence, technological agility and cultural awareness in a Liberal Arts-based education.

SCI-Arc's undergraduate curriculum informs design studio culture: Liberal Arts, History + Theory, Visual Studies, and Applied Studies. The design culture of the B.Arch program is focused on the discipline of architecture, regarding its history, theory, and techniques, as well as on the profession of architecture itself, in terms of building technology, innovations in design and construction, and professional practice.

Through core and elective design studios, students build a robust set of skills and sensibilities for making and appreciating architecture. The B.Arch program culminates with an Undergraduate Thesis project completed in the fifth year. Students develop and present a researched position that contributes to contemporary architectural discourse and engages cultural issues of the time.

Liberal Arts coursework includes art history and theory, film history and theory, race and gender studies, contemporary science and technology, history of civilization, philosophy, literature, rhetoric and debate, and a range of other subjects. These are taught as independent forms of cultural knowledge that can reconfigure conventional ways of thinking about architecture, space, cities, and audiences.

Architectural History + Theory teaches students how architecture exists simultaneously as a form of knowledge, a cultural expression, a set of building objects, and a unique discourse that continuously informs the work of contemporary architects. Visual Studies introduces students to new ways of seeing the world and the importance of representation in the production of architectural ideas. Applied Studies focuses on cutting-edge methods of building design, documentation, and delivery, and emphasizes the importance of linking aesthetic impulses to contemporary building technologies in a process of discovery. This includes coursework on sustainable building materials, project delivery systems and new forms of industrial production.

SCI-Arc's B.Arch program produces confident designers and broad-thinking problem solvers, primed to become leaders of their profession. Students emerge with sophisticated portfolios of work that make them highly competitive in the global architectural marketplace. B.Arch graduates are poised to establish their own practices and become licensed professionals, enter top international architectural offices, or continue on to higher education in the world's most competitive graduate programs.

### Liberal Arts

The Bachelor of Architecture degree program at SCI-Arc includes a fully integrated Liberal Arts curriculum comprising 12 core classes and 3 electives, a total of 45 units of non architectural content. The Liberal Arts courses at SCI-Arc reimagine the training of young architects today, offering undergraduate students a breadth of knowledge and critical thinking skills to complement their design studio education.

The Liberal Arts core is designed to offer one of the most classical and diverse curricula among any architectural institution, and indeed among undergraduate universities worldwide. Liberal Arts education in the first three semesters at SCI-Arc focuses on the basics; there are two semesters of writing, and two semesters covering art history from its origins to the present. The first-semester Race in America course brings students into direct contact with debates that continue to shape American culture. Introduction to Film initiates students into the cinematic atmosphere and legacy of Los Angeles, while Introduction to Design Cultures teaches the organizational skills of curatorship. Beginning in the second year, students begin their five-semester journey through the innovative Core Seminar sequence, which covers classic authors in reverse chronological order from the present day back through ancient classics of Western and non-Western traditions. The available electives change each year, and include such fields as art, film, history, philosophy, and science.

The Liberal Arts curriculum at SCI-Arc also features a flexible series of elective seminars and masterclasses taught by prominent visiting thinkers in a wide range of fields, from media theory to gender studies to new models of nature. Throughout the Liberal Arts curriculum, students are encouraged to think both logically and disruptively, speak and write effectively, analyze and organize information synthetically, collaborate creatively, interpret thoughtfully, argue persuasively, and draw connections from multiple perspectives.

## Course structure

### I. Foundation program

First term — 1A	Second term — 1B
<b>DS1010 — 6 units</b> 1A Studio: Interactions I	<b>DS1011 — 6 units</b> 1B Studio: Interactions II Prerequisite: DS1010
<b>LA8010 — 3 units</b> Introduction to Design Cultures	<b>HT2012 — 3 units</b> History of Architecture and Urbanism I
<b>LA8011 — 3 units</b> Forms of Writing I	<b>LA8014 — 3 units</b> Art History I
<b>LA8012 — 3 units</b> Introduction to Film	<b>LA8111 — 3 units</b> Forms of Writing II
<b>LA8110 — 3 units</b> Race in America	<b>VS4011 — 3 units</b> Visual Studies I

Students who fall behind their studio level by three or more required courses will be required to enroll in seminars only during the subsequent term.

B.Arch students must earn an additional one (1) unit of elective credit at any time during their curriculum through participation in masterclasses, workshops, gallery installations, or community outreach program.

Third term — 2A	Fourth term — 2B
<b>DS1020 — 6 units</b> 2A Studio: Environments I Prerequisite: DS1011	<b>DS1021 — 6 units</b> 2B Studio: Environments II Prerequisite: DS1020
<b>HT2024 — 3 units</b> History of Architecture II Prerequisite: HT2012	<b>HT2025 — 3 units</b> History of Architecture III Prerequisite: HT2024
<b>LA8016 — 3 units</b> Art History II Prerequisite: LA8014	<b>LA8112 — 3 units</b> Core Seminar I: Contemporary
<b>AS3021 — 3 units</b> Structures I	<b>AS3030 — 3 units</b> Structures II Prerequisite: AS3021
<b>VS4020 — 3 units</b> Visual Studies II Prerequisite: VS4011	<b>VS4021 — 3 units</b> Visual Studies III Prerequisite: VS4020

Students are required to submit a portfolio at the completion of the 2B studio prior to advancing into the fifth term.

### II. Core program

Fifth term — 3A	Sixth term — 3B
<b>DS1030 — 6 units</b> 3A Studio: Assemblies I Prerequisite: DS1021 and 2B Gateway Portfolio	<b>DS1031 — 6 units</b> 3B Studio: Assemblies II Prerequisite: DS1030
<b>LA8113 — 3 units</b> Core Seminar II: 20th Century Prerequisite: LA8112	<b>LA8114 — 3 units</b> Core Seminar III: Modern Era Prerequisite: LA8113
<b>AS3033 — 3 units</b> Tectonics	<b>AS3020 — 3 units</b> Environmental Systems I
<b>Elective — 3 units</b>	<b>Liberal Arts Elective — 3 units</b>

## III. Advanced studies

Seventh term — 4A	Eighth term — 4B
<p><b>DS1040 — 6 units</b> 4A Studio: Positions Prerequisite: DS1031</p> <p><b>AS3031 — 3 units</b> Environmental Systems II</p> <p><b>AS3040 — 3 units</b> Design Development</p> <p><b>Liberal Arts Elective — 3 units</b></p>	<p><b>Vertical studio— 6 units</b> Prerequisite: DS1040</p> <p><b>LA8115 — 3 units</b> Core Seminar IV: Medieval Era Prerequisite: LA8114</p> <p><b>HT2035 — 3 units</b> Rhetoric I: Contemporary Discourse Prerequisite: HT2025</p> <p><b>AS3041 — 3 units</b> Advanced Construction and Project Delivery (Construction Documents)</p> <p><b>Elective or Internship/CPT* — 3 units</b></p>

**Students are required to submit a portfolio at completion of the Vertical (4B) studio before advancing into the ninth term.**

\*Students may apply for CPT units after completing their 3B term. Only two 3-unit electives can be used for CPT. Students wishing to apply for CPT units must enroll with the Registrar and Academic Advisor's Offices. Approval for coursework is made by the Directors' Office.

Ninth term — 5A	Tenth term — 5B
<p><b>Vertical Studio — 6 units</b></p> <p><b>HT2050 — 3 units</b> Thesis Research Prerequisite: Completion of all Core and Vertical Studios</p> <p><b>AS3050 — 3 units</b> Professional Practice</p> <p><b>LA8116 — 3 units</b> Core Seminar V: Ancient Era Prerequisite: LA8115</p>	<p><b>DS1051 — 9 units</b> Thesis Project Studio Prerequisite: HT2050 and Completion of all Core and Vertical Studios</p> <p><b>Liberal Arts Elective — 3 units</b></p> <p><b>Elective or Internship/CPT— 3 units</b></p>

## GRADUATE DEGREE PROGRAMS

For over 40 years, SCI-Arc's collaborative and immersive environment of students, theorists, and practitioners empowered the next generation of architects. All the graduate programs are led by faculty engaged in worldwide architectural practices in fields ranging from design and engineering to visual and cultural studies. Its curriculum is continuously and dynamically updated in a focused learning environment that can exist only in an institution entirely devoted to architecture. At the same time, the school promotes a critical cross-pollination with other fields of art and design, and the curriculum is forged to promote synthesis of thinking, inquiry, and execution. A range of public symposia, lecture series, technology labs, seminars, workshops, publications, and special projects create a platform for debate, challenging conventional ways of learning in a classroom.

The graduate programs at SCI-Arc attract a diverse and international student body that after graduation assumes leadership roles in shaping the built environment. Because the school is committed to influencing the evolution of our global culture and is simultaneously grounded in the architectural reality of Los Angeles, each program provides a rigorous and unusually intimate education, able to cultivate and recognize experimentation and creative freedom.

SCI-Arc offers two professional Master of Architecture degrees, M.Arch 1 and M.Arch 2, both accredited by National Architectural Accrediting Board (NAAB).

**M.Arch 1****Three-Year (Seven-Semester) Program**

The Master of Architecture 1 is a three-year (seven-semester) professional program open to applicants who hold a bachelor's degree or equivalent in any field of study. This program requires attendance for the fall and spring terms of the first two years, and the fall, spring, and summer terms of the final year.

Central to the program's philosophy is a firm commitment to architectural discipline and design excellence, achieved through a comprehensive course of study that provides students with a solid intellectual base and understanding of the history, theory, technology, and professional practice of architecture.

Starting with a four-semester core sequence, students develop a framework for the discipline, as well as a strong foundation for critical inquiry and experimentation. Alongside an international design faculty, renowned across a wide breadth of fields, and a distinguished group of critics and theorists, students challenge conventional ways of learning and attain the knowledge to shape our contemporary environment.

**Upon completion of the core sequence, students are encouraged to develop a personal point of view through applied research in advanced studios and seminars.**

The M. Arch 1 program culminates with a design thesis that exemplifies SCI-Arc's mission to develop independent thinking and promote research and innovation. The depth and rigor of Graduate Thesis also serve as a transition from graduate school to professional practice.

#### Course Structure

First term— 1GA	Second term — 1GB
<p><b>DS1100 — 6 units</b> Fundamental Design Studio I</p> <p><b>HT2100— 3 units</b> Introduction to Contemporary Architecture</p> <p><b>AS3100 — 3 units</b> Materials and Tectonics</p> <p><b>AS3101 — 3 units</b> Structures I Prerequisite: AS3100</p> <p><b>VS4100 — 3 units</b> Visual Studies I</p>	<p><b>DS1101 — 6 units</b> Fundamental Design Studio II Prerequisite: DS1100</p> <p><b>HT2101 — 3 units</b> History of Architecture and Urbanism I Prerequisite: HT2100</p> <p><b>AS3120 — 3 units</b> Structures II Prerequisite: AS3101</p> <p><b>VS4101 — 3 units</b> Visual Studies II Prerequisite: VS4100</p>

**Students are required to submit a portfolio at the completion of the 1GB studio prior to advancing into the third term.**

Third term — 2GA	Fourth term — 2GB
<p><b>DS1120 — 6 units</b> Comprehensive Design Studio Prerequisite: DS1101</p> <p><b>HT2120 — 3 units</b> History of Architecture and Urbanism II Prerequisite: HT2101</p> <p><b>AS3124 — 3 units</b> Environmental Systems</p> <p><b>VS4120 — 3 units</b> Visual Studies III Prerequisite: VS4101</p>	<p><b>DS1121 — 6 units</b> Architecture and Urban Design Studio Prerequisite: DS1120</p> <p><b>HT2121 — 3 units</b> History of Architecture and Urbanism III Prerequisite: HT2120</p> <p><b>AS3122 — 3 units</b> Design Development and Documentation Prerequisite: AS3123</p> <p><b>VS4121 — 3 units</b> Visual Studies IV Prerequisite: VS4120</p>

\*Students may apply for Internship/CPT units after completing the 2GB semester. Only two 3 unit electives can be used for internship/CPT. Students wishing to apply for CPT units must enroll with the Registrar and Academic Advisor's Offices. Approval for coursework is made by the Directors' Office.

**Students are required to complete all the above courses prior to advancing into the fifth term.**

Fifth term — 3GA	Sixth term— 3GB
<b>Vertical Studio — 6 units</b>  <b>AS3130 — 3 units</b> Practice Environments: Contracts, Liabilities, and Business Models  <b>AS3140 — 3 units</b> Advanced Project Delivery  <b>HTXXXX — 3 units</b> Contemporary Architectural Discourse Prerequisite: HT2201	<b>Vertical Studio — 6 units</b>  <b>HT2410 — 3 units</b> Thesis Research  <b>Elective — 3 units or CPT*</b>  <b>Elective or Internship/CPT* — 3 units</b>

**Students are required to submit a portfolio at the completion of the 3GA studio prior to advancing into the thesis prep (3GB) term.**

**Students are required to complete all course requirements up to the sixth term (3GB) prior to advancing into the graduate thesis term.**

Seventh Term— 4GA (summer)
<b>DS1420 — 9 units</b> Graduate Thesis Prerequisite: HT2410  <b>Elective — 3 units or CPT</b>  <b>Elective — 3 units or CPT</b>

## M.Arch 2

### Two-Year (Five-Semester) Program

SCI-Arc's M.Arch 2 is a two-year, five-semester program leading to a professional Master of Architecture degree accredited by the National Architectural Accrediting Board (NAAB). The M.Arch 2 program is open to applicants who hold a Bachelor of Arts in Architecture, Bachelor of Science in Architecture, or Bachelor of Architecture (B.Arch) degree. This program requires attendance for the fall and spring terms of the first year, and the fall, spring, and summer terms of the final year.

The M.Arch 2 program is specifically designed to build upon and reconsider knowledge gained from undergraduate degrees in architecture. Shaped as a design research platform, SCI-Arc's M.Arch 2 program advances contemporary experimentation, propels advanced formal explorations, expands the boundaries of conventional architectural practice, and offers students an alternative educational model that promotes close collaboration with a team of faculty and consultants at the top of the field. During the first year, the program operates as a laboratory for emerging techniques and technologies. Students are exposed to the latest architectural theories and design methodologies and develop contemporary design languages within historical and contemporary contexts.

The M.Arch 2 curriculum starts with a two-semester core sequence during which students are exposed to the latest architectural theories and design methodologies, and develop contemporary design languages within historical and contemporary contexts. Upon completion of the core sequence, students choose from a variety of advanced studios and seminars in which they investigate the latest innovations in architectural technology, advance new approaches to design analysis, and innovate through applied research.

M.Arch 2 students complete their studies with a presentation and public exhibition of a thoroughly researched architectural thesis. Select Graduate Thesis projects are featured for extended public display in the SCI-Arc Gallery.

### Required Courses

The Academic Advisor reviews the transcripts of students entering the M.Arch 2 program to verify that they have completed courses comparable to the following core Applied Studies classes offered at SCI-Arc: AS3101: Structures I; AS3120: Structures II; and AS3124: Environmental Systems I: Light, Air, and Sound. Students who have not passed these classes are required to do so. M.Arch 2 students who have passed a sequence of courses on structures during their undergraduate courses at other institutions, but have not been introduced to seismic issues, are required to take a course on that subject before the end of their second term at SCI-Arc. Incoming M.Arch 2 transcripts will also be evaluated for achievement in the NAAB requirements for Architectural Traditions.

SCI-Arc. Incoming M.Arch 2 transcripts will also be evaluated for achievement in the NAAB requirements for Architectural Traditions.

### Course structure

First term — 2GAX	Second term — 2GBX
<p><b>DS1200 — 6 units</b> Computational Design Studio I</p> <p><b>HT2200 — 3 units</b> Theories of Contemporary Architecture I</p> <p><b>AS3200 — 3 units</b> Advanced Material and Tectonics</p> <p><b>AS3302 — 3 units</b> Advanced Structural Systems</p> <p><b>VS4200 — 3 units</b> Visual Studies I</p>	<p><b>DS1201 — 6 units</b> Computational Design Studio II Prerequisite: DS1200</p> <p><b>HT2201 — 3 units</b> Theories of Contemporary Architecture II Prerequisite: HT2200</p> <p><b>AS3201 — 3 units</b> Advanced Building Systems Prerequisite: AS3200</p> <p><b>VS4201 — 3 units</b> Visual Studies II Prerequisite: VS4200</p>

Students are required to complete all 2GAX and 2GBX courses prior to advancing into the third term.

**2GAX Students who do not meet NAAB SPC requirements for A.9- Historical Traditions and Global Culture will be required to take HT2101 | History of Architecture and Urbanism I.**

Students are required to submit a portfolio at the completion of the 2GBX studio prior to advancing into the third term.

\*Students may apply for Internship/CPT units after completing the 2GBX semester. Only two, 3 unit electives can be used for Internship/CPT. Students wishing to apply for Internship/CPT units must enroll with the Registrar and Academic Advisor's Offices. Approval for coursework is made by the Directors Office.

Third term — 3GAX	Fourth term — 3GBX
<p><b>Vertical Studio — 6 units</b></p> <p><b>AS3222 — 3 units</b> Design Development and Documentation Prerequisite: AS3201 and AS3302</p> <p><b>HTXXXX — 3 Units</b> <b>Contemporary Architectural Discourse</b> Prerequisite: HT2201</p> <p><b>Elective or Internship/CPT* — 3 units</b></p>	<p><b>Vertical Studio — 6 units</b></p> <p><b>HT2410 — 3 units</b> Thesis Research</p> <p><b>AS3230 — 3 units</b> Practice Environments: Contracts, Liabilities, and Business Models</p> <p><b>Elective or Internship/CPT* — 3 units</b></p>

Students are required to submit a portfolio at the completion of the 3GAX studio prior to advancing into the thesis prep term.

Students are required to complete all 3GAX and 3GBX courses prior to advancing into the graduate thesis term.

Fifth Term — 4GAX (summer)
<p><b>DS1420 — 9 units</b> Graduate Thesis Prerequisite: HT2410</p> <p><b>Elective or Internship/CPT* — 3 units</b></p> <p><b>Elective or Internship/CPT* — 3 units</b></p>

## POSTGRADUATE DEGREE PROGRAMS (EDGE)

### SCI-Arc EDGE, Center for Advanced Studies in Architecture

SCI-Arc EDGE is a new platform for advanced studies in architecture. Its innovative postgraduate degree programs are designed to test the theoretical and practical limits of architectural innovation in order to launch new architectural careers for the twenty-first century. Each program identifies a distinct territory in the emerging milieus of the contemporary world and empowers students to become active stakeholders in the construction of coming worlds.

The scope of what an architect can do is expanding like never before. Everything is potentially an architectural problem, the solutions to which require training, research, and speculation. As architecture becomes more specialized in its expertise and more diverse in its applications, it simultaneously necessitates programs of advanced study that can be more targeted, focused, and innovative. Given the complexities of the contemporary world and the intense demands being made on the abilities of architects to meet challenges, SCI-Arc EDGE programs are carefully designed to develop advanced expertise that a general professional degree cannot address.

The curriculum is choreographed to promote unexpected conversations across the various areas of study represented by each program. Collaboration is an important principle of SCI-Arc EDGE. It is a platform for advanced students to share knowledge as they develop their areas of expertise. Within SCI-Arc EDGE's postgraduate curricula, new concepts and ways of working continue to emerge that will change global perceptions of what architecture can do now and in the future.

### Master of Science in Architectural Technologies

SCI-Arc EDGE, Architectural Technologies is a one-year (three-semester) postgraduate degree program leading to a Master of Science in Architectural Technologies.

The Architectural Technologies program provides hands-on experience with emerging technologies currently impacting architectural production and challenges students to develop a robust conceptual and critical framework for understanding technology's pervasive influence on the world we inhabit. Though the past three decades have brought about profound changes in the field via digital design and fabrication, an entirely new class of technologies is currently transforming architecture through artificial intelligence, machine-based vision, and automated design labor. As the digital revolution matures and establishes a new status quo for architecture, a new platform-based design economy is currently emerging as the next transformative event for architecture. The program actively engages this technological phenomenon and seeks to cultivate expertise and criticality, both of which will be necessary for the initiation of new technology-focused careers in architecture.

The program is organized as a year-long research project, which leverages SCI-Arc's identity of entrepreneurship and positions students to join the emerging platform-based economy. Coursework in Architectural Technologies builds proficiency in software and platform development and challenges students to develop their own automated infrastructures as related to problems of architectural practice. In anticipation of future technologies that haven't yet been imagined or invented, the program develops new methodologies for reimagining technology's long-standing relationship to architecture in general.

#### Course structure

First Term (fall)	Second Term (spring)	Third Term (summer)
<b>DS1711 — 6 units</b> Design Studio I	<b>DS1712 — 6 units</b> Design Studio II	<b>DS1713 — 6 units</b> Design Studio III
<b>AS2711— 3 units</b> Design Lab I	<b>AS2712 — 3 units</b> Design Lab II	<b>AS2713— 3 units</b> Design Lab III
<b>HT2711 — 3 units</b> Advanced Architectural Studies I	<b>HT2712 — 3 units</b> Advanced Architectural Studies II	<b>HT2740 — 3 units</b> Advanced Architectural Studies III
<b>Elective Seminar — 3 units</b>	<b>Elective Seminar — 3 units</b>	<b>Elective Seminar — 3 units</b>

### Master of Science in Fiction and Entertainment

SCI-Arc EDGE, Fiction and Entertainment is a one-year (three-semester) postgraduate degree program leading to a Master of Science in Fiction and Entertainment.

Fiction is an extraordinary shared language through which we exchange ideas and engage with the world. The importance and power of media in the production of culture should not be underestimated. In contemporary life, new worlds are designed and experienced in movies, ad campaigns, video games, viral Internet videos, or search engines. Given the vast array of media potentially available, it is both critical and urgent for architects to widen the scope of practice beyond just buildings alone. In the Master of Science in Fiction and Entertainment program, students work with internationally-recognized professionals in the media industry to develop expertise in worldbuilding, storytelling, and production.

The Fiction and Entertainment program is focused on building new forms of architectural practice allied with the worlds of film, fiction, animation, marketing, games, and documentary filmmaking. Working with world-renowned collaborators from these disciplines and deeply embedded within the fiction and entertainment industries of Los Angeles, the program is designed to be a place to learn how to tell new kinds of stories about the emerging conditions of the twenty-first century.

#### Course structure

First Term (fall)	Second Term (spring)	Third Term (summer)
<b>DS1711 — 6 units</b> Design Studio I	<b>DS1712 — 6 units</b> Design Studio II	<b>DS1713 — 6 units</b> Design Studio III
<b>AS2711 — 3 units</b> Design Lab I	<b>AS2712 — 3 units</b> Design Lab II	<b>AS2713 — 3 units</b> Design Lab III
<b>HT2711 — 3 units</b> Advanced Architectural Studies I	<b>HT2712 — 3 units</b> Advanced Architectural Studies II	<b>HT2740 — 3 units</b> Advanced Architectural Studies III
<b>Elective Seminar — 3 units</b>	<b>Elective Seminar — 3 units</b>	<b>Elective Seminar — 3 units</b>

### Master of Science in the Design of Cities

SCI-Arc EDGE, Design of Cities is a one-year (three-semester) postgraduate degree program leading to a Master of Science in the Design of Cities.

The Master of Science in Design of Cities program prompts students to investigate the full depth and drama of contemporary urban phenomena, driven by the understanding that one of the most immediate design problems of the twenty-first century is the organization and construction of cities. Most of the world's population now lives in cities, resulting in an astonishing and unprecedented process of urbanization on a global scale, the complexity of which has put into question the validity of traditional urban design concepts.

Urban design has been in the past an amorphous practice caught between the bureaucratic and policy oriented practices of urban planning and the built scales of architecture's design practices. As such, interrogations of urban design are largely underdefined and methodologies remain in constant flux. In response, the Design of Cities program seeks to clarify the ambiguous mission of urban design by foregrounding design as the primary area of focus, taking a highly experimental approach to questions of design on an urban scale and encouraging students to develop new conceptions of "the city" and its possibilities in an attempt to clarify the future of urbanized life. This program makes a commitment to the premise that new constituencies and economies can also emerge from innovative design concepts. Against the conventional wisdom that cities are deeply complicated informal networks beyond the reach of any design model, Design of Cities fundamentally believes in the power of the architectural imagination to invent meaningful and sustainable cities for the twenty-first century and beyond.

#### Course Structure

First Term (fall)	Second Term (spring)	Third Term (summer)
<b>DS1511 — 6 units</b> Design Studio I	<b>DS1512 — 6 units</b> Design Studio II	<b>DS1513 — 6 units</b> Design Studio III
<b>HT2611 — 3 units</b> Design Lab I	<b>HT2612 — 3 units</b> Design Lab II	<b>HT2613 — 3 units</b> Design Lab III
<b>HT2711 — 3 units</b> Advanced Architectural Studies I	<b>HT2712 — 3 units</b> Advanced Architectural Studies II	<b>HT2740 — 3 units</b> Advanced Architectural Studies III
<b>Elective Seminar — 3 units</b>	<b>Elective Seminar — 3 units</b>	<b>Elective Seminar — 3 units</b>

### Master of Science in Design Theory and Pedagogy

SCI-Arc EDGE, Design Theory and Pedagogy is a one-year (three-semester) postgraduate degree program leading to a Master of Science in Design Theory and Pedagogy.

The Master of Science in Design Theory and Pedagogy program prepares students for a new kind of hybrid career that has emerged in architecture: the architect-theorist-educator, which has become a progressively more important voice in design culture. Despite the importance of this new kind of architect, academia hasn't adequately addressed the problem of training talented young architects to occupy this new space and facilitate the development of these new protagonists in the design field. As the strict separation between practice and academia has begun to fade, and has now grown ambiguous due to new research models at the university and new knowledge-based forms of practice, the program addresses the question of where the next generation of architectural theorists and educators will come from. Students in this program experiment with new forms of architectural scholarship and receive hands-on teaching experience within the remarkable studio culture of SCI-Arc. Focusing on the development of an intellectual framework that can sustain a life-long theoretical project in architecture, Design Theory and Pedagogy students are given substantial opportunities for acquiring practical teaching experiences in how such an intellectual framework can find synergies in pedagogical practices today. The program examines the history of architectural education and its current pedagogies, and encourages the development of unconventional design research projects within advanced architectural scholarship to construct a new apparatus for the production of design theory. The program is highly competitive and requires a terminal degree in architecture for admission (B.Arch, M.Arch, or equivalent).

#### Course Structure

First Term (fall)	Second Term (spring)	Third Term (summer)
<b>DS1900 — 6 units</b> Design Studio I	<b>DS1912 — 6 units</b> Design Studio II	<b>DS1913 — 6 units</b> Design Studio III
<b>HT2511 — 3 units</b> Design Lab I	<b>HT2512 — 3 units</b> Design Lab II	<b>HT2513 — 3 units</b> Design Lab III
<b>HT2711 — 3 units</b> Advanced Architectural Studies I	<b>HT2712 — 3 units</b> Advanced Architectural Studies II	<b>HT2740 — 3 units</b> Advanced Architectural Studies III
<b>Elective Seminar — 3 units</b>	<b>Elective Seminar — 3 units</b>	<b>Elective Seminar — 3 units</b>

### Master of Science in Synthetic Landscapes

SCI-Arc EDGE, Synthetic Landscapes is a one-year (three-semester) postgraduate degree program leading to a Master of Science in Synthetic Landscapes.

Climate change is now an existential drama that is unfolding at a planetary scale. It may very well be the single greatest challenge of our time. For the future designers of landscapes, the importance of this event cannot be understated. In the coming years, landscape design will remain a primary arena for the development of ecological awareness and innovation.

Dependent on the contingencies of an uncertain future and necessitating action in the absence of global consensus, problems such as climate change have precipitated a shift toward more synthetic modes of inquiry in which scientific knowledge is conceived as a means not an end. In this context, design has emerged as an essential paradigm through which to imagine and plan for the future. As a field allied with both architecture and ecology, landscape offers the important opportunity to merge projective practices with scientific knowledge. To this end, the program examines how artificial and natural systems can come together to form new adaptive responses to a world in flux and pursues new forms of engagement and innovative modes of practice. In addition to a robust theoretical framework, the curriculum incorporates the development of skills and technical knowledge integral to a landscape architecture practice today. Traditional fields of knowledge such as botany, horticulture, soil engineering, and land use policy will be studied in conjunction with new areas of expertise such as geographic information systems, data analysis, and advanced representational techniques.

#### Course Structure

First Term (fall)	Second Term (spring)	Third Term (summer)
<b>DS1300 — 6 units</b> Design Studio I	<b>DS1301 — 6 units</b> Design Studio II	<b>DS1302 — 6 units</b> Design Studio III
<b>VS2811 — 3 units</b> Design Lab I	<b>AS2812 — 3 units</b> Design Lab II	<b>AS2813 — 3 units</b> Design Lab III
<b>HT2711 — 3 units</b> Advanced Architectural Studies I	<b>HT2712 — 3 units</b> Advanced Architectural Studies II	<b>HT2740 — 3 units</b> Advanced Architectural Studies III
<b>Elective Seminar — 3 units</b>	<b>Elective Seminar — 3 units</b>	<b>Elective Seminar — 3 units</b>

## APPLIED STUDIES

Architecture is about the way we make worlds, populated with subjects and objects, the definitions of which are always mediated by their cultural significance. Embedded in the act of “making” as the transposition and materialization of abstract ideas into spatial form, is the conception of technology as the necessary means by which that complex process takes place. The continuous definition and challenge of the multiple ways we make the world and its physical environment constitute the fundamental motivation of the Applied Studies program at SCI-Arc. The program offers a range of courses that critically engage technology and its spatial and social consequences. Foundation courses are offered in Physics and other sciences, building systems, structural analysis, tectonics, material development, acoustics, lighting, and environmental control. Advanced courses explore the design consequences of the continued material and technical development of architectural proposals in the physical world. Elective courses offer the unique opportunity to further research and experiment with highly specific technologies that constantly redefine the conventions of architecture as a discipline and as a practice. Recent courses explore topics as diverse as parametric design, structural optimization, advanced geometry, composite tectonics, material research and development, complex assemblies, and advanced robotics, as well as ecology, biomimicry, and solar performance.

## HISTORY + THEORY

The History + Theory curriculum at SCI-Arc provides a rigorous immersion into the history, theory, and criticism of architecture to equip students with the skills necessary to become leaders in the production of architectural discourse within a global context.

With today’s proliferation of aesthetic agendas and technical virtuosity comes a distinct need for new modes of discourse through which design innovations may be translated into significant contributions to cultural production. The History + Theory curriculum conceives of design innovation and conceptual intellection as intimately intertwined and equally subject to formal analysis and manipulation. In other words, at SCI-Arc, we do not merely theorize or criticize design, we design the discourse. This stance obliges us to remain attentive to conventional modes of inquiry as we open up other rhetorical avenues along which to advance nascent disciplinary trajectories.

In addition to a focus on history, theory, and criticism of architecture, History + Theory courses direct attention to themes such as the rhetoric of virtuosity, the construction of audiences, the modulation of attention, to discourses of the beautiful, the grotesque, the awkward, the counterintuitive, and other contemporary themes. The curriculum also addresses fundamental questions of disciplinarity, the continued relevance of lingering critical vocabularies and techniques, and

the intersection of architectural discourse with philosophy, art history, literature, music, popular culture, and other modes of cultural production.

## VISUAL STUDIES

The Visual Studies concentration is a defining feature of the SCI-Arc pedagogy. The famously elaborate drawings, models, renderings, and animations produced by SCI-Arc students and faculty reflect not only the ability to technically document and visually communicate a building’s design, but also a deep and long-standing interest in employing these tools as generative creative media. Visual Studies gives students both professional competency and a means for creative speculation. With exposure to this dual capacity of architecture’s tools, the students are introduced to an evolving tradition of creative techniques.

In the core Visual Studies sequences, great emphasis is placed on the development of contemporary technical expertise and visual acuity. Through in-depth instruction in the use of advanced software, both undergraduate and graduate courses teach students the skills and tools to precisely determine and compellingly represent complex three-dimensional geometric constructs, and to apply these constructs to building projects. In addition to the direct application of this expertise by students in their Design Studios, there are also opportunities to explore and expand these skills via advanced elective Visual Studies courses and workshops led by architects and other creative professionals.

## VERTICAL STUDIOS

SCI-Arc’s upper-level studios bring students into contact with renowned architects from all over the world whose work has placed them firmly at the forefront of the discipline. Visiting instructors have included Frank Gehry, Lise-Anne Couverture, Jesse Reiser, Peter Cook, Peter Trummer, Sulan Kolatan, Brendan MacFarlane, Michele Sae, Michael Malzan, Wolf D. Prix, and Thom Mayne, among others. Students from both undergraduate and graduate programs who have completed their core sequence work together in groups of fifteen or fewer.

### Vertical Studio Procedure

Vertical Studios are open to upper-division students from the undergraduate and graduate programs—students in 4B, 5A, 3GA, and 3GB—and exchange students. Acceptance into a Vertical Studio is based on completion of core studio and seminar prerequisites. Students with an academic or financial hold will not be allowed to participate in the Vertical Studio Lottery or enroll in a Vertical Studio until the hold has been cleared.

Eligible students will participate in the Vertical Studio Lottery held during the first week of each term. Following presentations by the Vertical Studio instructors, eligible students complete an online ballot ranking all offered studios in order of

Placement in Vertical Studios is final and dependent upon the Vertical Studio Lottery and/or portfolio review.

preference. A digital lottery system is used to sort students into individual Vertical Studios based on ballot rankings and overall student GPA (or portfolio review in the case of traveling studios). Students who fail to submit a Vertical Studio Lottery ballot by the deadline will not be allowed to participate in the Lottery and will be assigned to a Vertical Studio with available seats.

## UNDERGRADUATE THESIS

The SCI-Arc Undergraduate Thesis is the culmination of the five year B.Arch curriculum. A focused thesis project for a highly-resolved building design, both conceptually and technically, manifests the cumulative knowledge students will have acquired throughout their education and acts as a point of trajectory from which to engage the discipline, field, and profession at large. A focus is placed on presenting and defending positions and contributing to contemporary discourse through a project that advances the highest degree possible of design and technical expertise coupled with critical thinking. The position is tested through several modalities—written, spoken, designed, modeled, and visualized. Throughout the semester, a focus is placed on the role of the model in developing an architectural thesis and the translation of concepts into objects, models, and artifacts through the primary means of large-scale model fabrication. Students are expected to develop a critical and rigorous approach to architecture and to explore the forefront of the discipline, leading the conversation about its next phases in terms of aesthetic agendas, architecture's contemporary and future societal role, and the impact of theoretical and technological innovation on architecture's design and communicative repertoire.

## GRADUATE THESIS

Since its founding, SCI-Arc has maintained a proud tradition of Graduate Design Theses. In addition to a consistent stewardship of the thesis within the architectural discipline, SCI-Arc has been dedicated to the empowerment of individual design vision on the global stage. The Graduate Thesis program at SCI-Arc represents a culmination of the graduate curriculum and a significant test of the students' ability to synthesize and produce critical and rigorous architecture.

For M.Arch 1 students, preparation for their thesis begins at the end of the first year, when they submit portfolios of their work to a graduate review committee, who review their strategies of representation and ability to communicate effectively. Prior to entering the Thesis Research and Preparation class (thesis prep), all graduate students submit their portfolios, which provide immediate feedback on their particular design vision and serve as a solid foundation for the development and direction of each individual student. In thesis prep, students work in small, topical workgroups, led by a Thesis Advisor, to prepare their arguments and the research and materials necessary for an intelligent thesis.

Upon successful completion of thesis prep, students are encouraged to strengthen their design arguments through the selection of a Thesis Advisor of their choice with whom they will work independently on their thesis. During the thesis term, students undergo a series of public reviews, with their advisor present, to evaluate progress and develop their projects in the light of the collective intellect of the reviewing body.

The SCI-Arc Graduate Thesis program culminates in a public three-day event in which students present their projects to critics from all over the world. A celebration of academic achievement, the SCI-Arc thesis weekend is widely regarded as a major forum for the discussion of fresh insights and innovative concepts among noted theoreticians and practicing architects.

Jury panels composed of members of the international, national, and local design community, along with SCI-Arc faculty members, discuss and critique the work in hour-long panel sessions. These sessions or 'reviews' are at the core of the pedagogy of architectural education, where students have the chance to discuss and present their ideas to theorists and practitioners of the highest caliber.

## SUMMER AT SCI-ARC

Summer at SCI-Arc offers a broad range of studios and seminars for undergraduate, graduate, and postgraduate students, as well as Graduate Thesis. Students in advanced studios construct their own curriculum by selecting studios and/or seminar courses. Seminars offered include History + Theory, Visual Studies, Applied Studies, and Liberal Arts courses, professional development seminars, and SCI-Arc's Community Design Program. SCI-Arc core students are able to enroll for full- or part-time studies at the level for which they qualify.

### Summer Workshops

Summer at SCI-Arc offers students the opportunity to work for a concentrated period of time with experts in the fields that include Architecture, Engineering, Art, and History + Theory. The workshops involve an intense and full-time effort. This program is open to both SCI-Arc students and students visiting from other institutions.

*See Financial Information section for fees and tuition.*

## MAKING+MEANING

### The Foundation Program In Architecture

SCI-Arc's Foundation Program in Architecture addresses a broad range of educational needs, catering to anyone with an interest in architecture and providing a head start for students preparing an application for, or about to embark upon, a degree in architecture or another design-related field. The Making+Meaning (M+M) curriculum continuously evolves to incorporate the latest developments in materials and fabrication technologies. Students learn about the language of

architecture, develop design methods, and hone representational and model-making skills in a studio atmosphere that fosters creativity, innovative thinking, and a flexible process of design. Construction and model-making are introduced early on as means with which to visualize and test three-dimensional ideas. Throughout these explorations, students learn to balance initial intuitive responses with the need to clearly present their work to a jury.

### **DESIGN IMMERSION DAYS**

SCI-Arc's Design Immersion Days (DID) is a four-week summer program devoted to introducing high school students to architecture and design. Rising sophomores, juniors, and seniors are offered the opportunity to explore careers in architecture and design or simply satisfy deep curiosities about how products, buildings, and environments are designed and made. Among skills students acquire in the program are freehand sketching, photography, critical and analytical thinking, nonlinear thinking, design drawing, design modeling, graphic presentation, and portfolio layout and design.

### **INTERNATIONAL PROGRAMS AND INSTITUTIONAL RELATIONSHIPS**

Engaging with the international architecture community, SCI-Arc provides students with the opportunity to expand their practice and education beyond Los Angeles. SCI-Arc collaborates with institutions and organizations around the world to expand its global reach, and to offer students an education as wide-ranging as the field of design itself.

International Programs has grown to five (5) continents and is continuing to connect with a wider network of designers and thinkers. SCI-Arc engages the global dialogue surrounding design in three ways: Satellite Initiatives, a Study Abroad Program, and Exchange Programs.

#### **Satellite Initiatives**

SCI-Arc Satellite Initiatives serve as sites of experimentation, bringing together minds from around the world for unique symposia, diverse exhibitions, and workshops against the backdrop of cities outside of the context of Los Angeles. SCI-Arc satellites are located in Mexico City, Shanghai, Bogotá, and Mumbai.

#### **Exchange Programs**

SCI-Arc offers exchange programs with a variety of global university partners including the Royal Melbourne Institute of Technology in Australia, the University of Applied Arts in Austria, and the Bartlett School of Architecture in the United Kingdom.

### **Study Abroad**

The Mexico City Study Abroad Program introduces students to the architectural and cultural vibrancy of Mexico's capital city. The three-month program consists of a design studio and seminar led by SCI-Arc faculty, specialized seminars and travel workshops taught by renowned designers from leading institutions such as the Universidad Ibero-Americana, Mexico City.

### **COMMUNITY DESIGN PROGRAM**

Since relocating to Downtown Los Angeles, SCI-Arc has sought opportunities to engage various local communities by spearheading a number of tactical, action-based projects, which enable students to collaborate directly with community agencies and undertake design/build projects. Each project deals with some form of practical and urgent problem-solving circumstance. This might involve the creation of built structures or functional implements, or the imparting of vital skills to community members or at-risk groups.

Drawing upon the professional expertise of architects, urban planners, computer designers, visual artists, social scientists, cultural theorists, and others, SCI-Arc faculty and students have demonstrated a powerful capacity to impact specific social problems, working with intentionally short lead times and reacting quickly to address immediate conditions. Whether coordinating with local government, city or community agencies, private industry, educational or philanthropic institutions, or local residents, SCI-Arc's Community Design Program is known for applying solutions that are at once uniquely innovative and personally felt.

### **YOUTH ACADEMIC OUTREACH INITIATIVE**

The Youth Academic Outreach Initiative at SCI-Arc is dedicated to building connections with high school students both locally and internationally by providing program opportunities which expose the diverse population of young people in Los Angeles and abroad to design tools and architectural thinking.

Local POP-Arc workshops are part of SCI-Arc's growing outreach efforts to attract and engage LA's diverse youth population across the Los Angeles Unified School District (LAUSD), inspire curiosity about the world of architecture and design, as well as familiarize students with the academic environment at SCI-Arc. POP-Arc is facilitated by SCI-Arc Design Faculty. Current SCI-Arc students engage as peers with participating POP-Arc students, sharing their individual experiences with applying to architecture school and becoming architecture students.

Our Youth Academic Outreach Program is continuously seeking to grow future collaborations and partnerships for POP-Arc and beyond. Past institutional partners which have hosted POP-Arc workshops include Inner-City Arts, Institute of Contemporary Art, Los Angeles, and many more.

# Resources, Public Programs, People

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SCI-Arc offers students an integrated suite of digital and analog facilities, both as tools for learning and a means of supporting academic progress and experimentation. These include some of the most advanced digital fabrication machines available, computer facilities with all software necessary to support the school's curriculum and low-cost printing, a supply store, and a library dedicated to the study of architecture and related disciplines.

Students should familiarize themselves with the individual handbooks from each facility and keep informed of all updates.

## SCI-ARC RESOURCES

### Classrooms (160, 224, 225, 226)

SCI-Arc provides four state-of-the-art classrooms to support the needs of faculty and students. All classrooms are fully automated teleconferencing spaces, including 86-inch 4K interactive monitors; fully integrated Zoom Room technology, HuddlecamHD Simpltrack motion tracking cameras, Polycom EagleEye II sound activated cameras, Nureva microphone/speaker audio system, JBL speaker system, as well as a Crestron control interface.

Rooms 160 and 224 have a maximum capacity of 60 individuals and are prioritized for core seminars and studios.

Rooms 225 and 226 have a maximum capacity of 32 individuals and are prioritized for elective seminars and individual/vertical studios.

### Kappe Library

The Kappe Library supports SCI-Arc's curriculum and the study of architecture with a focused collection maintained by experienced and knowledgeable staff. Since the library began in 1974—with donations from faculty, students, and staff—it has grown through the support of the school, the wider SCI-Arc community, and various foundations. The largest architecture-focused academic library in Southern California, the Kappe Library welcomes all architectural researchers. The Kappe Library is located on the second floor of the north end of the SCI-Arc building and provides a comfortable environment for research.

SCI-Arc students, faculty, and staff with a valid SCI-Arc ID card may borrow books for 14 days; magazines and reserve materials may not be borrowed. Books may be renewed 3 times. A patron may have a maximum of 20 books out at one time. Late return of equipment twice results in loss of library borrowing privileges.

The collection is made up of 20,000 print books and 160,000 e-books in 97 subject areas, with architecture and related technical and design subjects accounting for most of the collection. Approximately 700 titles are added each year. Books are arranged on open stacks according to the Library of Congress alphanumeric system. The library maintains 90 magazine subscriptions, and has over 5,000 bound volumes of back issues.

Digital collections include subscriptions to online article databases, indexes, and other resources, which are available to anyone on campus accessing the Internet through SCI-Arc's IP address. Digital collections can be accessed from anywhere 24/7 by accessing the Kappe Library Proxy server via the "Access databases off-site" link on the library's web page and entering a SCI-Arc Network Username and Password. (Links to all are provided on the Kappe Library Online home page at <http://library.sciarc.edu>).

For research assistance, a library staff member is on duty at the front desk during all operating hours.

The Kappe Library Research Guides provide additional orientation, offering tips on research methods and resources, and recommendations for books, articles, and websites on selected topics in architecture, art, history and cultural studies, and science and technology. (Guides are available at <http://library.sciarc.libguides.com>.)

The library is wired via airport and maintains six (6) public workstations, including five (5) scanning workstations and a Canon B&W photocopier/multipage scanner.

For the most current hours of operation, go to [www.sciarc.edu](http://www.sciarc.edu).

### Media Equipment Loans

The library loans audio visual (AV) equipment to students and faculty, including monitor carts, digital projectors, and digital video and still cameras. Equipment can be reserved in advance at the library front desk.

SCI-Arc's AV Technician coordinates media needs for SCI-Arc events. SCI-Arc lectures, other events and documentaries on art, architecture and design are available at [channel.sciarc.edu](http://channel.sciarc.edu)

### Fabrication Shop

Located at the very south end of SCI-Arc's main building, the 10,000-square-foot Fabrication Shop includes buildings housing analog and digital operations, along with adjacent outer spaces for welding, casting, and project assembly. The Shop facility plays an integral role in student and faculty work, supporting hands-on experimentation with materials and construction techniques. Students and faculty can utilize a comprehensive array of traditional wood and metalworking equipment in the Analog Shop and CNC equipment in the Magic Box to aid in the fabrication of models, furniture, and installations. The Shop can process materials ranging from wood and wood laminates to various metals, plastics, concrete, plaster, and rigid foams.

The Shop facilities are available to registered students and faculty, who have completed the required safety training, for use in completing coursework and school-approved research or independent projects. Use of the Shop facilities for any other purpose may be granted upon approval by the Program Chairs in communication with the Vice Director/Chief Academic Officer and may be subject to usage fees. All requests to use the Shop facilities for anything other than the stated purposes can be made by completing the Shop Use Request Form. The form, along with a list of usage fees, safety policies, hours of operation, and a list of personnel can be found at [my.sciarc.edu](http://my.sciarc.edu) > Campus Life > Fabrication Shop.

There are a variety of software compatibility issues. Students should consult a member of staff before starting any project.

The SCI-Arc Shop facilities are not available to alumni or outside, third-party use. Apart from the 3D printers and certain CNC milling operations, use of the Shop's resources is free of charge to all continuing students for the completion of course-work and approved projects.

Please note that students and faculty are responsible for supplying their own raw materials.

The Shop staff is on hand to answer questions and to instruct and advise students and faculty regarding material selection, design, fabrication techniques, and file preparation used in conjunction with CNC router mills, laser cutters, and 3D printers.

All Shop information and resources are posted on [my.sciarc.edu](http://my.sciarc.edu), including 3D print file upload portals for cost estimates and remote credit card payment.

### **Analog Shop**

Located at the south end of the main building, the 6,000-square-foot analog fabrication facility plays an integral role in faculty and student work, supporting hands-on experimentation with materials and construction.

Available equipment includes: table/band/miter saws; disc/belt sanders; jointer/planer; shaper; mortiser; vertical knee mill/engine lathe; MIG/TIG welders; wide assortment of hand/power tools; vacuum-press table; large and small vacuum-formers; programmable sewing machine; and a programmable hand operated router.

There is also a ventilated paint room offering 4 professional-quality spray booths with a 3' x 4' capacity. All aerosol spray products and noxious paint/resin/adhesive/solvent products may be used only in this room or in the outer spray area, located near the Magic Box. All spray facilities are open to students and faculty.

### **Digital Fabrication Facilities (The Magic Box)**

SCI-Arc's 4,000-square-foot state-of-the-art digital fabrication lab The Magic Box expands the school's experimental approach to three-dimensional design. This two-story digital lab, together with the Fabrication Shop and the Robot Lab, make it one of the largest and most advanced fabrication facilities at an architecture school, allowing SCI-Arc students and faculty the tools to help imagine the future of architecture.

Available equipment includes multiple 3D printers offering ABS plastic, clear resin, and PLA plastic (full color) media; 3-Axis CNC router mills capable of cutting hardwoods, MDF, closed-cell foams, plastics, and thin aluminum sheet; 60 and 120-watt laser cutters capable of cutting and scoring acrylic, paper products, wood/wood veneers, some fabrics, or the engraving of stone, tile, and glass. There

are also two (2) hand-held 3D scanners capable of capturing color and texture, available for check-out.

The Magic Box is in its own stand-alone building, located directly south of the Analog Shop. Both facilities share the same hours of operation

### **Shop Safety**

The Fabrication Shop's first and foremost priority is the health and safety of all its users and personnel. To aid in this objective, we provide safety training programs for wood, metal, vacuum-forming, and laser operations. Completion of each training program is required for access to the respective resources. The Fabrication Shop's safety protocols are based on respect for one another, respect for facilities, common sense, and personal responsibility. Safety courses for wood, vacuum-forming, and laser operations are hosted online via MS Teams and include tests which must be passed with a 100% score.

Upon successful completion of the Shop Safety Training Program, a decal will be applied to a SCI-Arc ID card to designate a person as a certified Shop user. This decal will allow Shop staff to quickly identify those who are certified to use the Shop facilities and to check out equipment from the Shop's tool cage. Faculty or students who fail to display their ID with the Shop safety training decal will be prohibited from using any of the Shop's tools or facilities. Tools and equipment may only be taken outside of the Shop with a faculty email request to the Shop Manager—the borrower will be required to complete and sign a Tool Check-Out Agreement.

Using the Fabrication Shop at SCI-Arc is a privilege, and several responsibilities accompany this privilege. All Shop users should be prepared to follow instructions given by its staff and student Shop workers. Those who fail to take their responsibilities seriously may have their Shop privileges revoked.

The Shop staff may limit or restrict the use of school equipment, at any given time, to any person or persons it determines to be impaired through either lack of sleep and/or sobriety.

The Shop staff may also limit the number of users in the Shop, at any given time, based on maximum room occupancies and/or reasonable staff-to-user ratios to ensure safe and efficient operation of the facilities.

At least one member of the regular Shop staff must be present for any machine or equipment to be operated by any Shop user.

### **Shop Mobile App**

The Shop offers its own mobile app to students which can be downloaded to any handheld device or computer desktop. The app is free from the Google Play and Apple App stores. Search: SCI-Arc Shop App

The app is the go-to resource for all things Shop related, including instant notifications, resource, and equipment listings.

The app also hosts the school's database of products acceptable for use on campus. The Materials Database (MSDS Online) can be quickly searched by product type or brand name.

NOTE: If a product is not listed on this database, it may not be used on campus. MSDS documents advise on health/safety/storage/disposal protocols for a given product. Requests to add a product to the MSDS Database can be made via email to the Shop or Facilities Manager or the Health and Safety Coordinator.

On the Shop Mobile App go to: Health/Safety>>Material Database

### **Robot House**

Made possible through generous grants from Staubli Robotics and the Fletcher Jones Foundation, the double-height 1,000-square-foot Robot House is a research space for hands-on collaborative experimentation, advanced multi-robotic fabrication, and exploration of architectural agency. Exploring opportunities outside of traditional digital production, the school's six state-of-the-art Staubli robotic systems offer a new design environment which focuses on SCI-Arc-approved research and coursework.

The Robot House consists of two main spaces. The Robot Room is where five (5) large Staubli robots are configured in a multi-robot work cell. Their layout empowers investigation with the widest range of interaction and process sequences possible in a simulation and programming environment. Generally, all essential tooling and hardware is designed and developed internally by students under the guidance of Robot House staff, allowing for higher degrees of customization and specificity to operate within.

In addition to the five (5) larger robots, a smaller Staubli TX-40 robot capable of mobility further facilitates the possible applications carried out in the Robot Room while also serving as a training robot for students in the adjacent Simulation Lab. This is where students (along with Robot House staff) develop, prepare, and simulate all necessary material prior to execution.

Students, faculty, and staff who wish to use Robot House will require extensive safety training. The safety protocols follow industry standards established for environments that have industrial robotic systems. Approval from the Directors' Office to use the facilities of Robot House is required of all students, faculty, and staff. More information about Robot House policies, procedures, and current projects can be found on the SCI-Arc webpage at <https://sciarc.edu/institution/facility/robot-house/>.

### **SCI-Arc Supply Store**

The SCI-Arc Store supports the SCI-Arc curriculum, providing the tools and materials necessary to allow faculty and students to experiment with model making and drawing. The store serves the students, faculty, and staff by offering low prices for architecture and craft supplies.

The store is located on the second floor near the IT department and computer lab.

For the most current hours of operation please go to [www.sciarc.edu](http://www.sciarc.edu).

### **Print Center**

SCI-Arc's Print Center provides students and faculty with access to large-format, high-resolution, full-color prints at a discount to typical service center prices.

Current Print Center Hardware:

- Three Canon IPF 42" wide-format printers (12-color process)
- Two Océ engineering color plotters
- Two Canon -PRO 42" wide-format inkjet printers (8-color process)
- One Xerox C60 printer - 8.5x11 to 13x19" laser prints (multi-purpose machine)

The Print Center is located on the second floor of the Magic Box, at the south end of the SCI-Arc building.

For the most current hours of operation please go to [www.sciarc.edu](http://www.sciarc.edu).

### **Computer Lab**

SCI-Arc's Information Technology department includes one PC computer lab located on the second floor in the middle of the SCI-Arc building. The computer labs provide a technologically rich environment for research, learning and teaching. Through a partnership with the Academic Resource Center (ARC), SCI-Arc students and faculty are given access to the Autodesk design software suite (including AutoCAD, Inventor, Revit, 3ds Max, and Maya). The computer labs are available 24 hours a day to students and faculty.

## **INFORMATION TECHNOLOGY RESOURCES AND POLICIES**

SCI-Arc's Information Technology (IT) Department provides systems and technology support to facilitate the achievement of academic and administrative goals. Our professional and courteous staff is committed to providing outstanding service and technological assistance to our students, faculty, and staff.

We continue to evaluate new products and innovations relevant to enhancing our Institution's educational environment.

### Technology Services - Overview

- Wired high-speed internet access
- Wi-Fi Access (Airnet-Student)
- Microsoft Office365
- Outlook client and web-based e-mail
- One computer lab (PC Lab-South)
- my.sciarc.edu (student portal)

Additional technical information available on my.sciarc.edu

### Hardware Available in Computer Labs

Quad-core Intel Alienware workstations

- Film slide and up to 11x17" size scanning stations (Kappe Library)
- 3D Scanner (available in the Magic Box)

### Software Available in Computer Labs

- |                        |                         |              |
|------------------------|-------------------------|--------------|
| – Adobe Acrobat Pro    | – CatalystEX            | – Magics     |
| – Adobe CC             | – Python                | – ZBrush     |
| – Microsoft Office Pro | – Core FTP LT           | – ZPrint     |
| – Autodesk ReVit       | – Rhinoceros            | – V Ray      |
| – Autodesk 3DS Max     | – SurfCAM               | – 3D Coat    |
| – Autodesk InVentor    | – Catia                 | – KeyShot    |
| – Autodesk Fusion 360  | – Unity                 | – Unity      |
| – Autodesk Slicer      | – Touch Designer        | – Processing |
| – Autodesk Maya        | – Grasshopper for Rhino |              |
| – Pepakura             | – VLC Media Player      |              |

### my.sciarc.edu

The official campus portal of SCI-Arc, my.sciarc.edu allows students to view course catalogs, register for classes, and view grades. Faculty can use my.sciarc.edu to post syllabi, handouts, bookmarks, reading assignments, and maintain online gradebooks. In addition, my.sciarc.edu contains valuable tools and information such as network port activation forms, online campus directories, announcements, calendars, and many other features.

Students may log into the my.sciarc.edu portal from any Internet connection with a valid network ID. For any other IT related questions, email helpdesk@sciarc.edu.

### Information Technology Policies

SCI-Arc offers network Internet access to support academic projects and for incidental personal (but not commercial) use, provided such use does not interfere with SCI-Arc's IT operations or any other services, burden SCI-Arc with incremental costs, or interfere with obligations to SCI-Arc.

Student computers must connect via a network card to the wall port or via a wireless adapter to the SCI-Arc Airnet-Student wireless network. No routers of any kind, switches, or other networking devices may be installed or used.

Student computers connected to SCI-Arc's network may not share any part of their computer hardware (e.g., hard drive, CD-drive, etc.) with any other computer through the network. Students are not allowed to network their computers with any other computer. Students also may not share external peripheral devices through the network (e.g. printer, etc).

To assure adequate bandwidth for all network users, no student computer connected to SCI-Arc's network shall run server software nor shall it act as a server of any type (e.g. web server, Bittorrent, Pirate Bay, Torrentz, TorrentHound, etc). Additionally, students using an excessive amount of bandwidth (generally in excess of 1% of any protocol) will be disconnected.

Only TCP/IP connections to the Internet are provided. No other network services are offered at this time. While connected to SCI-Arc's network, student-owned computers shall not run any network client, protocol, or service other than TCP/IP.

The IT Department is required to maintain network security for the entire campus. If network analysis indicates a problem originating from a specific location, SCI-Arc shall have the right to disconnect any suspected source of the problem immediately from the network. If the problem cannot be isolated to a specific computer, an entire floor may be deactivated. If network monitoring by SCI-Arc indicates network monitoring/analysis or "packet sniffing" software (or hardware) running on any student computer attached to the network, that individual may be permanently disconnected from the network.

### Illegal Use of Proxy Servers on Student Devices

Any use of Internet proxy services to circumvent the network filters will result in but not limited to loss of Internet privileges.

The IT Department staff may occasionally enter student spaces to troubleshoot network problems and to ensure that no unacceptable or disallowed devices are connected to SCI-Arc's network at any time and without notice.

If a student is involved in network activities or actions that violate either the word or spirit of these policies, the student may be subject to immediate and permanent disconnection from the network as well as other disciplinary action. The student is also responsible for the actions of other individuals who use their computer.

### Password Handling

Passwords are the entry point to SCI-Arc's information technology resources. Protecting access to the school's resources is pivotal in ensuring that SCI-Arc's systems remain secure. The SCI-Arc community as a whole must be diligent in guarding access to resources and protecting them from threats both inside and outside the institution.

Passwords for all systems are subject to the following rules:

- MFA (multi-factor authentication) has been permanently enabled across all services where available.
- No passwords are to be spoken, written, emailed, hinted at, shared, or in any way known to anyone other than the user involved.
- No passwords are to be shared in order to "cover" for someone away from the campus.
- Passwords are not to be displayed or concealed on student workspaces.

All students must agree to abide by the Software Code of Ethics which SCI-Arc has adopted, as follows: Unauthorized duplication of copyrighted computer software violates the law and is contrary to SCI-Arc's standards of conduct. SCI-Arc disapproves of such copying and recognizes the following principles as a basis for preventing its occurrences:

- SCI-Arc will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.
- SCI-Arc will provide legally acquired software to meet its legitimate software needs in a timely fashion and in sufficient quantities for all SCI-Arc computers.
- SCI-Arc will comply with all license or purchase terms regulating the use of any software SCI-Arc acquires or uses.
- SCI-Arc will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measures for violation of these standards.

SCI-Arc makes no warranties of any kind, whether expressed or implied, with respect to the computers, computer access, email facilities, or software it provides. The student agrees to indemnify and hold SCI-Arc harmless from any loss or liability arising from their use of SCI-Arc's computers, computer access, email facilities, or software and the network access granted hereunder.

## PUBLIC PROGRAMS

SCI-Arc's public programs invite the community into the school to foster debate and understanding of architecture's capacity to transform the world.

### Lecture Series

SCI-Arc lectures are open to the public and free of charge. Speakers are selected by a forum of students, faculty, and administration. As a result, each semester's lecture series promises to be an eclectic selection of lecturers from multiple disciplines, including architects, artists, filmmakers, engineers, theoreticians, and performers.

### Faculty Conversations

All faculty members at SCI-Arc are practitioners as well as teachers, and they imagine, design, and fabricate some of the most engaging recent projects in the field of architecture. Each semester, selected faculty members are invited to speak about their professional work as a way for students to engage with projects taking place outside of the classroom. Faculty Conversations are held on select Friday afternoons before studio.

### SCI-Arc Gallery

The SCI-Arc Gallery is the only cultural institution in Los Angeles committed to exhibiting experimental projects by contemporary architects. The works created for the space occur at the intersections of architecture, urban planning, design, and art. Many of the SCI-Arc Gallery's five yearly exhibitions are executed as a workshop in which students work closely with the invited architect to assist in the fabrication and installation/deinstallation of the exhibit. The goal of the Gallery is to exhibit work that provokes critical discussions of current building practices. It is a space where practitioners, professionals, faculty, students, and the public can learn about and experience provocative architecture.

### Library Gallery

The SCI-Arc Library Gallery hosts exhibitions of built projects, design proposals, and student work, fabricated and installed by SCI-Arc students and faculty as well as architects from around the world. These formal, didactic exhibitions activate the traditional study environment into a space for auxiliary discourse and research. The Kappe Library also holds informal Saturday afternoon demonstrations and talks throughout the year, showcasing non-architectural creative practices within Downtown LA.

## COMMUNICATIONS

### SCI-Arc Press

SCI-Arc Press was founded as a distinct voice in architecture to examine and propagate the work and research of designers and theorists developing the next

generation of ideas. Its mission is to publish works that engage and challenge current discourses in architecture and design, and further the SCI-Arc's objectives of excellence in research, scholarship, and education. SCI-Arc publications provide a forum for new voices and ideas of relevance to the architectural education of its students, the SCI-Arc community, the profession, as well as the interested public.

#### **SCI-Arc Channel**

SCI-Arc Channel is an online platform hosting videos showcasing events both at the school and beyond, with a particular focus on the contemporary culture of Los Angeles. Content includes short features and webisodes that engage individuals from across the world to experience some of the most important contemporary architects, designers, and thinkers at work in their creative environments, unpacking issues in architecture, design, art, and related fields. Features on current events in Los Angeles, SCI-Arc public programs previews and reviews, special focus discussions, and more are available free to the public on a dedicated website hosted by SCI-Arc and linked to an innovative mix of traditional and emerging media platforms. The SCI-Arc Channel can be found at [channel.sciarc.edu](http://channel.sciarc.edu).

#### **Media Archive**

The SCI-Arc Media Archive is a free online resource featuring over 1000 hours of videos of public lectures presented at SCI-Arc from 1974 to the present, providing an opportunity to hear internationally-recognized architects, designers, and theorists, at significant moments of their careers, discuss their work in their own words. The SCI-Arc Media Archive can be found on SCI-Arc Channel at [channel.sciarc.edu](http://channel.sciarc.edu).

### **OFFICE OF DEVELOPMENT**

The SCI-Arc Office of Development seeks to deepen relationships from within its existing community while simultaneously broadening its reach into new territories to build productive, inventive partnerships. By engaging alumni, parents, employers, community leaders, foundations, corporations, and government agencies, SCI-Arc's Office of Development is recognized as the school's center for:

#### **Increasing Individual Philanthropic Support**

Strengthening existing relationships and developing new connections with individual donors ensures steady growth in funding streams which allow SCI-Arc to expand a myriad of existing programs. Through these gifts, SCI-Arc can increase scholarships, enhance cutting-edge facilities like its Robot House and Magic Box, attract and support a stellar faculty, present lectures and gallery exhibitions by internationally-renowned architects, and develop innovative initiatives. By far, the majority of gifts from individual benefactors have supported capital projects and endowments, and other strategic, long-term investments in the future of SCI-Arc and its sustained commitment to excellence.

The Development Office welcomes all students to take part in SCI-Arc's development opportunities.

#### **Developing Partnerships with Industries, Corporations, and Foundations to Support Research**

Staying at the forefront of architectural studies demands constant evolution of programs and research conducted by SCI-Arc students and faculty. Partnerships with leading industries, corporations, foundations, and government entities allow SCI-Arc to maintain and stay up-to-date with its resources, as the school seeks new ways to innovate and share progress. The built environment, emerging technologies, software development, advanced visualization media, media, and film are all considerations as the next round of architectural innovation is set in motion. The Office of Development pursues partnerships in support of enhancing research activities and special projects conducted by the school, and in the service of its pedagogy. As SCI-Arc's source for fostering partnerships with private corporations and other private organizations, the Office of Development aligns its purpose with creating hands-on experiences for students that promote speculation about the meaning and aesthetics of technology in contemporary architectural production.

#### **Enhancing Alumni Relations**

The Development Team maintains relationships with over 5,000 alumni living and working around the world. The Office of Development communicates regularly with alumni via personalized outreach, the quarterly Supporter Newsletter, social media, and the SCI-Arc Alumni platform ([www.sciarc alumni.com](http://www.sciarc alumni.com)) which is also open to all current students as a key resource for professional networking and mentorship support. SCI-Arc alumni engage with the school by participating in the annual Open Season career fair, volunteering at mentorship and professional development events for students, participating in community building and gatherings put on by the Alumni Council, supporting scholarships through Main Event, and philanthropic giving in all areas. The Office of Development's presence at specially planned salons and SCI-Arc alumni events in Los Angeles and in cities around the world reinforces SCI-Arc's commitment to supporting and staying connected to our graduates.

#### **Deepening Student Involvement Through Career Services**

Open Season, a career networking event, is where students are encouraged to participate in an exhibition and portfolio presentation to potential employers. This event facilitates introductions between current students, alumni, and professionals in architecture and design. The Office of Development also maintains a dedicated job board exclusive to alumni and current students that announces professional opportunities based locally, nationally, and internationally in the fields of architecture and design-related industries.

## DIRECTORY

### SCI-Arc Leadership

<b>Hernán Díaz Alonso</b> Director / CEO	<b>John Enright</b> Vice Director / Chief Academic Officer	<b>Kristy Balliet + Marcelyn Gow</b> Undergraduate Programs Chairs
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<b>Elena Manfredini</b> Graduate Programs Chair	<b>David Ruy</b> Postgraduate Programs Chair
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### Faculty Program Coordinators

<b>Herwig Baumgartner</b> Applied Studies Coordinator	<b>Anna Neimark</b> Visual Studies and Gateway Portfolio Coordinators	<b>Erik Ghenoïu + John Cooper</b> History + Theory Coordinators
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<b>Graham Harman</b> Liberal Arts Coordinator	<b>Jackilin Hah Bloom</b> Graduate Thesis Coordinator	<b>Maxi Spina</b> Undergraduate Thesis Coordinator
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<b>William Virgil</b> Making+Meaning (M+M) Coordinator	<b>Angelica Lorenzi</b> Design Immersion Days (DID) Coordinator	<b>Betty Kassis</b> Youth Outreach Coordinator
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### Faculty

<b>Matthew Au</b> Design Studio, Visual Studies	<b>Kristy Balliet</b> Design Studio, Visual Studies	<b>Curime Batliner</b> Applied Studies, Visual Studies
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<b>Herwig Baumgartner</b> B+U Design Studio, Applied Studies	<b>Jackilin Hah Bloom</b> JHB Studio Design Studio, Visual Studies
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<b>Jacob Chan</b> Applied Studies	<b>Jennifer Chen</b> Design Studio	<b>John Cooper</b> History + Theory
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<b>Hernán Díaz Alonso</b> Design Studio	<b>Ramiro Diaz-Granados</b> Design Studio	<b>Elsadig Elsheikh</b> Liberal Arts
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<b>John Enright</b> Design Studio	<b>David Eskenazi</b> Design Studio, Visual Studies	<b>Aminatou Fall</b> Design Studio, Liberal Arts
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<b>Michael Folonis</b> Folonis Architects Applied Studies	<b>Gary Fox</b> History + Theory	<b>David Freeland</b> FreelandBuck Design Studio, Visual Studies
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<b>Hsinming Fung</b> Hodgetts+Fung Design Studio	<b>Enric Ruiz-Geli</b> Design Studio	<b>Pavel Getov</b> Studio Antares A+E Applied Studies
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### Faculty

<b>Erik Ghenoïu</b> History + Theory	<b>Marcelyn Gow</b> servo Design Studio, History + Theory	<b>Margaret Griffin</b> Griffin Enright Architects Design Studio
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<b>Thabisile Griffin</b> Liberal Arts	<b>Soomeen Hahm</b> Design Studio	<b>Graham Harman</b> Liberal Arts
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<b>Kerenza Harris</b> Morphosis Architects Applied Studies	<b>Mira Henry</b> Design Studio, Visual Studies	<b>Kordae Jatafa Henry</b> Design Studio, Visual Studies
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<b>Coy Howard</b> Coy Howard & Company Design Studio, Visual Studies	<b>Masha Hupalo</b> History + Theory	<b>Darin Johnstone</b> Darin Johnstone Architecture Design Studio
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<b>Damjan Jovanovic</b> Design Studio, Visual Studies	<b>Betty Kassis</b> Design Studio	<b>Karel Klein</b> Ruy Klein Design Studio
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<b>Zeina Koreitem</b> MILLIØNS Design Studio	<b>Leopold Lambert</b> History+Theory	<b>Angelica Lorenzi</b> Design Studio, Visual Studies
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<b>Karen Lohrmann</b> Design Studio, History + Theory	<b>Jamey Lyzun</b> Arup Applied Studies	<b>Elena Manfredini</b> Atelier Manfredini Design Studio, Visual Studies
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<b>Alexey Marfin</b> Design Studio, Visual Studies	<b>Thom Mayne</b> Morphosis Architects, Distinguished Faculty Member, Design Studio	<b>Rachael McCall</b> Design Studio, Visual Studies
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<b>Matthew Melnyk</b> Applied Studies	<b>Radha Mistry</b> History+Theory	<b>Emily Mohr</b> Design Studio
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<b>Eric Owen Moss</b> Distinguished Faculty Member Design Studio, History + Theory	<b>Mpho Matsipa</b> History+Theory	<b>Anna Neimark</b> First Office Design Studio, Visual Studies
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<b>Dwayne Oyler</b> Oyler Wu Collaborative Design Studio, Applied Studies	<b>Sophie Pennetier</b> Applied Studies	<b>Claire Phillips</b> Writer Liberal Arts
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<b>James Piccone</b> Visual Studies	<b>Florencia Pita</b> Florencia Pita & Co. Design Studio, Visual Studies	<b>M. Casey Rehm</b> Design Studio, Visual Studies
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<b>Michael Rotondi</b> RoTo Architects, Distinguished Faculty Member, Design Studio	<b>David Ruy</b> Ruy Klein Design Studio, History + Theory	<b>Marcelo Spina</b> P-A-T-T-E-R-N-S Design Studio, Applied Studies
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<b>Maxi Spina</b> Maxi Spina Architects Design Studio, Applied Studies	<b>Hans Steffes</b> Visual Studies	<b>Michael Stock</b> Liberal Arts
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**Faculty**

<b>Peter Testa</b> Testa & Weiser Design Studio, Applied Studies	<b>Russell Thomsen</b> IDEA Office Design Studio, History + Theory	<b>Daniel Tovar</b> Liberal Arts
<b>Peter Trummer</b> Visiting Faculty, Design Studio, History + Theory	<b>Jan Tumlr</b> Liberal Arts	<b>Scott Uriu</b> B+U Applied Studies
<b>William Virgil</b> Design Studio, Visual Studies, Making+Meaning Coordinator	<b>Frank Weeks</b> Applied Studies	<b>Devyn Weiser</b> Testa & Weiser Design Studio, Visual Studies
<b>Jenny Wu</b> Oyler Wu Collaborative Design Studio, Visual Studies	<b>Liam Young</b> Tomorrows Thoughts Today Design Studio, Visual Studies	<b>Andrew Zago</b> Zago Architecture Design Studio, Visual Studies

**Staff** The general telephone number at SCI-Arc is 213.613.2200

**Administration**

Director / CEO <b>Hernán Díaz Alonso</b> directors_office@sciarc.edu x397	Vice Director / Chief Academic Officer <b>John Enright</b> john_enright@sciarc.edu x397	Undergraduate Programs Chair <b>Kristy Balliet</b> kristy_balliet@sciarc.edu x318
Undergraduate Programs Chair <b>Marcelyn Gow</b> marcelyn_gow@sciarc.edu x318	Graduate Programs Chair <b>Elena Manferdini</b> elena_manferdini@sciarc.edu x379	Postgraduate Programs Chair <b>David Ruy</b> david_ruy@sciarc.edu x329
Chief Administrative Officer <b>Paul Holliday</b> paul_holliday@sciarc.edu x348	Administrative Assistant - Directors' Office <b>Nicole Moreno</b> nicole_moreno@sciarc.edu x397	

**Academic Services**

Registrar / International Advisor <b>Lisa Russo</b> lisarusso@sciarc.edu x314	Director of Advising <b>Jen Huh</b> jen_huh@sciarc.edu x 316	Academic Affairs Coordinator/Analyst <b>Andrea Young</b> andrea_young@sciarc.edu x371
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**Staff****Admissions**

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