

Recommended Policy and Procedure for Admitting DFN Students into the Professional Program

- During the first week of the spring and summer semester the Architecture Department will post notices for the second year students who intend to enter the Professional Program in the fall notifying them to provide the departmental secretary with their name and social security number.
- The department will fill out an admission form, Attachment One, for each student intending to enter the Professional program (3rd year). These forms will be completed by the conclusion of spring break and will be inserted into the student's portfolio prior to faculty review.
- In the spring semester students will submit their portfolios by the Friday after the spring break. Students taking summer courses will submit their portfolios prior to the last day of classes in the summer semester. The portfolios will be submitted in a standard three-ring binder with a plastic sleeve on the cover. The sleeve will contain a cover sheet with the information shown on Attachment Two. All documents submitted will be copies; no original work will be accepted. Dividers are required between projects or phases of a project. Each project or phase of project will be preceded by a written description.
- Portfolios will be property of the Architecture Department and may not be returned.
- Portfolios will be reviewed by the full-time faculty prior to the last day of classes in the spring semester and during the first week of fall semester for students submitting their portfolio during the summer semester. No portfolio review will be conducted at the conclusion of the fall semester. Each full-time faculty will be required to complete the review form, Attachment Three, recommending acceptance or rejection with recommendations for remedial work if recommending rejection.
- Any student who is not accepted and wishes to further pursue admission to the Professional Program may resubmit their portfolio for the next review. Their portfolio must contain all work originally submitted along with additional material they wish the faculty to consider. The faculty reserves the right to test any student whose work is not performed in the SPSU credit courses.
- Students who submit their portfolios in the spring must be notified prior to the last day of classes. Students who submit their portfolio in the summer must be notified prior to the second day of ~~drop~~^{add} period.
- Students who submit their portfolios in the summer may register for classes in the Professional Program but, if rejected, must withdraw.

Attachment One – Admission Form

Overall GPA: _____ (Students who do not have a 2.25 GPA, but are relatively close, may be conditionally accepted pending the conclusion of the spring semester.)

NOTE: The required GPA for admission to the 3rd Year of the Architecture Program will remain 2.25 until the new catalog is published. At that time, the required GPA will be raised to 2.5.

Required Courses	Grade	Taking during the spring and summer semester
Area C Group 1 From the Literature Group	_____	_____
Area C Group 2 From the Art and Culture Group	_____	_____
Area D Lab Sciences	_____	_____
Area D Lab Sciences	_____	_____
Area E Group 1 American Context	_____	_____
Area E Group 2 World History	_____	_____
Area E Group 3 Behavioral Science	_____	_____
Area E Group 4 Cultures and Societies	_____	_____
DFN 1001 Design Foundation I	_____	_____
DFN 1002 Design Foundation II	_____	_____
Summer Vertical Studio	_____	_____
DFN 2003 Design Foundation III	_____	_____
DFN 2004 Design Foundation IV	_____	_____
Summer Vertical Studio	_____	_____
DFN 2211 Introduction to Structures	_____	_____
DFN 1000 Architecture Orientation	_____	_____
DFN 2111 Architecture Culture I	_____	_____
DFN 3241 Computer Application in Architecture	_____	_____
ENGL 1101 Composition I	_____	_____
ENGL 1102 Composition II	_____	_____
MATH 1113 Pre-calculus	_____	_____
MATH 2253 Calculus I	_____	_____
SPCH 2400 Public Speaking	_____	_____

COMMENTS: _____
