



**Laurentian**University  
Université**Laurentienne**

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**McEWEN** SCHOOL OF ARCHITECTURE  
ÉCOLE D'ARCHITECTURE

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## Bachelor of Architectural Studies (BAS) Academic Policies

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*Approved by Laurentian University Senate, April 21, 2020*

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## **McEWEN SCHOOL OF ARCHITECTURE (MSoA) - ACADEMIC POLICIES FOR BACHELOR OF ARCHITECTURAL STUDIES (BAS) DEGREE**

It is your responsibility to familiarize yourself with all Laurentian University (LU) [Policies and Accountability](#), as well as LU's [Notice of Collection](#).

All students entering the Bachelor of Architectural Studies (BAS) program are governed by the following academic regulations:

## 1 | BAS Overall Structure and Professional Program Sequencing

As a pre-professional program the BAS degree is structured in a specific way, year by year, to ensure the pedagogical content is sequenced by academic year and coordinated within each year. Some courses have specific prerequisites, however, all courses are interrelated and therefore courses cannot be taken out of sequence. Design studio courses must be successfully completed before being allowed to register for the following year of Design. All mandatory courses in a given year must be successfully completed to proceed in the program.

Co-Op courses, ARCH 0100 and ARCH 0300, must be successfully completed before the beginning of the third and fourth years, respectively. Students are responsible for completing Co-Op courses as outlined in the MSoA Co-Op Handbook.

Students are responsible for tracking their elective credit progress throughout the BAS program (24 total elective credits).

Independent Study (ARCH 3906) requires the permission of a faculty adviser and the Undergraduate Program Coordinator before registering for the course.

Exceptional cases will be considered on a case-by-case basis by the Undergraduate Program Coordinator.

Throughout this document, the Undergraduate Program Coordinator is identified as the primary contact. However, the Director and/or relevant committees will be conferred with as required.

## 2 | BAS Graduation Requirements

To graduate with a BAS degree, a student must:

1. satisfy all stated requirements for the BAS degree within 7 years of enrolling in the program;
2. complete 120 credits, after no more than 162 credit attempts (all repeated and/or failed courses are included), with a minimum GPA of 3.5. Only courses taken at Laurentian University or its affiliated universities are included in the calculation of averages;
3. complete all courses designated by the program as requiring a minimum grade, with the specified minimum grade, after no more than two attempts;
4. complete the BAS program requirements, with a minimum overall GPA of 3.5 in all ARCH courses, including Design Studios and Co-Op courses.

### 3 | Academic Standing

“**Good academic standing**” means a student meets the criteria to proceed in the program unconditionally. Should a student not meet these requirements, they may proceed “**under probation**”, which means that continued progress in the program is contingent on satisfying those conditions prescribed in each student’s individual terms of probation. The term of probation is the next two academic terms of full-time study (or no more than 30 consecutive credits).

To be in “Good academic standing” and progress in the BAS program, a student must have:

1. satisfied all conditions of admission; these are outlined on the school webpage at <https://laurentian.ca/program/architecture>;
2. achieved a minimum GPA of 3.5 in the previous academic year or in the previous 30 consecutive credits;
3. failed no more than six (6) credits of the previous 30 credits;
4. successfully completed all required ARCH courses;
5. achieved a minimum grade of C in Design Studio courses;

**Note:** BAS students must achieve an overall minimum GPA of 5.5 to be considered for the graduate M.Arch program at Laurentian University.

### 4 | Probationary Status

A student is subject to a probationary period of two academic terms of full-time study (or no more than 30 consecutive credits) if he or she has failed to meet any of the conditions above for good academic standing.

The student must repeat any failed required courses during the probationary period if available.

A student will be released from academic probation when the following criteria have been met in completing a minimum of 24 credits over two academic terms: 1) the student has met the conditions for good academic standing, and 2) the student has not failed any additional courses during their probationary period.

Students are not normally permitted more than one probationary year in their program without the approval of the Senate Committee on Academic Regulations and Awards.

Failure to meet these conditions will lead to a request for the student to withdraw from the BAS Program (see section 5 below).

**Note:** When on probation, if required to repeat a Design Studio, a student may take non-studio courses in the next year of the program. However, it may be recommended to take a year off the BAS program, depending on specific circumstances, since required courses are offered only one term per calendar year. This will be assessed on a case-by-case basis by the Undergraduate Program Coordinator.

## 5 | Withdrawal from BAS Program

A student will be required to withdraw from the MSoA BAS Program if he or she:

- a) Does not satisfy all conditions of admission after one academic year or 30 consecutive credits;
- b) Fails more than 42 credits;
- c) Does not satisfy all of the individual terms of probation as determined by the MSoA by the end of their probationary period;
- d) Fails to obtain the minimum grade (as outlined in section 3) in any required course on a second attempt.

## 6 | Application for Readmission into the BAS Program

Students required to withdraw may submit a request for readmission to the Senate Committee on Academic Regulations and Awards after one calendar year. Students must obtain a recommendation from the School Director prior to submitting their request. If readmitted, these students must complete a program of study outlined by the School Director or the Undergraduate Program Coordinator.

BAS students in good academic standing, who choose to discontinue their studies at the end of the first or any other year, with successful completion of that year, may apply for readmission with advanced standing. The Undergraduate Program Coordinator will consider cases on an individual basis.

## 7 | Course Policies

### Standard Design Studio Policies:

1. Schedule (outline of topics) is subject to change by the course instructor.
2. All grading will be conducted by the course instructors.
3. Late work will be penalized 5% per day after any deadline.

4. Instructors reserve the right to assign individual grades in all assignments, including group projects.

5. All assignments are mandatory. Failing to complete any assignment may lead to failing the Course.

6. Attendance in Design Studio throughout the semester is mandatory. Illness needs to be recorded by a medical certificate from a health professional and presented to the course instructor. Therefore:

- Unexcused absence of 3 (8.3%) or more studio sessions (including field trips) may lead to losing 5% of the final grade.
- Unexcused absence of more than 5 (13.9%) studio sessions (including field trips) may lead to failing the Course.

7. Since the Design Studio does not have formal testing through written exams, Final Reviews are considered examinations and therefore all students are required to attend and participate in the entire review schedule in addition to their own presentation. Failing to attend the reviews may lead to failing the Course.

8. Attendance is mandatory for all reviews, discussions and group work throughout the semester. Open House or End of Term Exhibition attendance (when applicable) is also mandatory for all students.

9. All digital devices appearing in studio must be used for academic purposes ONLY. The instructor reserves the right to ask the students to turn off their devices if being used for any other purpose.

10. Faculty members may not be recorded in lectures or in class unless this is part of a student's academic accommodation as determined by Laurentian University's Accessibility Services Office in accordance with the Policy on and Guidelines for Academic Accommodation for Students with Disabilities. <https://laurentian.ca/policies-accountability/policies>

11. A breach of academic integrity, such as plagiarism, will result in one or a combination of penalties. Please see Laurentian University Policy on Student Academic Integrity: <https://intranet.laurentian.ca/policies/2017.09.19%20-%20Policy%20and%20Procedures%20on%20Academic%20Integrity%20-%20EN.pdf>

12. For safety reasons, use of personal power tools at the School is prohibited and will result in a loss of grades.

## Standard Lecture Course Policies:

1. Schedule (outline of topics) is subject to change by the course instructor.
2. Late work will be penalized 5% per day after any deadline.
3. Instructors reserve the right to assign individual grades in all assignments, including group projects.
4. All assignments are mandatory. Failing in completing any assignment may lead to failing the Course.
5. Attendance of all lectures is mandatory. Given the limited number of lectures during a semester (1 class per week), absences are especially detrimental to student learning. Illness needs to be recorded by a note from a regulated health professional and presented to the course instructor. Therefore:
  - Unexcused absences of 2 or more lectures/sessions (including field trips) may lead to losing 5% of the final grade.
  - Unexcused absences of more than 3 lectures (including field trips) may lead to failing the Course.
6. The use of digital devices in class is at the discretion of the course instructor.
7. Faculty members may not be recorded in lectures or in class unless this is part of a student's academic accommodation as determined by Laurentian University's Accessibility Services Office in accordance with the Policy on and Guidelines for Academic Accommodation for Students with Disabilities. <https://laurentian.ca/policies-accountability/policies>
8. A breach of academic integrity, such as plagiarism, will result in one or a combination of penalties. Please see Laurentian University Policy on Student Academic Integrity: <https://intranet.laurentian.ca/policies/2017.09.19%20-%20Policy%20and%20Procedures%20on%20Academic%20Integrity%20-%20EN.pdf>

## 8 | Accommodation

Notwithstanding any of the provisions of this Bachelor of Architectural Studies (BAS) Degree Academic Policy, the circumstances of students with disabilities shall be determined on a case-by-case basis. Students with disabilities who require academic accommodations should register with Laurentian University's Accessibility Office. Please refer to the Policy on and Guidelines for Academic Accommodation for Students with Disabilities: <https://laurentian.ca/policies-accountability/policies>



## 9 | Academic Overload

1. The LU academic policy regarding course overload is as follows:

A full-time student with an excellent academic record may, with the permission of the Undergraduate Program Coordinator, take a maximum 6 credit course overload during the regular session. The student must have had no failing grades on a minimum course load of 30 credits in the previous session.

2. Architecture students will be considered for approval for a course overload to a maximum of three additional credits per term only (i.e. a maximum of 18 total credits per term). Architecture student academic records will be assessed not only in terms of overall GPA and academic standing, but also achievement in core architecture courses.

## 10 | Student Appeals

The Laurentian University Grade Appeal Policy and Procedure can be found at: <https://laurentian.ca/policies-accountability/policies>

The student needs to first demonstrate that they have contacted the Course Instructor before filing an appeal. All student appeals should be addressed to the Laurentian University Registrar's Office.

## 11 | Part-Time Studies

The BAS program does not accommodate part-time study or distance education. The Undergraduate Program Coordinator will consider requests for a course of study other than fifteen (15) credits per term on an individual basis and accordance with the Policy and Guidelines on Academic Accommodations for Students with Disabilities (please refer to section 8, above).

## 12 | Transfer Credit Policy

The BAS program will consider applications for course transfer credits pursuant to LU's existing policies. The Undergraduate Program Coordinator will consider course transfer credits for courses taken in another Architecture program on a case-by-case basis and in accordance with *Canadian Architectural Certification Board (CACB)* requirements.

## **13 | Transfer to or from the BAS Program within Laurentian University**

A student who wishes to transfer to or from the BAS program from within Laurentian University should contact the Undergraduate Administration of both schools or departments to understand the requirements and procedures.

## **14 | Certificate of Bilingualism**

Laurentian University awards a Certificate of Bilingualism to graduating students meeting specific requirements. Please refer to <https://laurentian.ca/certificate-bilingualism> for requirements.

Students in the BAS program who wish to apply for the Certificate of Bilingualism must declare their intent to the Undergraduate Program Coordinator who will inform the French Design Studio instructors. These students will be required to complete all assignments in French to meet these requirements.

## **15 | Recommendations and Expectations**

While not directly related to Academic Policy, the attached Appendix A outlines various items to be reviewed by each student pertaining to their participation and behaviors within the MSoA community.

## | APPENDIX A

### Important information for Bachelor of Architectural Studies (BAS) students:

- It is strongly recommended that students **not be employed for more than 12 hours/week** due to the demands of a pre-professional program
  - It is recommended that students seek academic counseling at MSoA regarding their elective choices throughout the program and their career path.
  - Student must achieve an overall minimum GPA of 5.5 to be considered for the graduate MArch program.
1. BAS students are expected to demonstrate safe, ethical and professional practice as instructed to them in BAS courses and as outlined by various Laurentian University of Sudbury (LU) policies and procedures, including but not limited to LU's *Code of Student Rights and Responsibilities*, *Policy on Student Academic Integrity and Policy and Program on A Respectful Workplace and Learning Environment*, *Policy on the Response and Prevention of Sexual Violence*. Laurentian University Policies can be found at: <https://laurentian.ca/policies-accountability/policies>
  2. BAS students are also expected to be familiar with the requirements of professional architectural regulating bodies such as the *Canadian Architectural Certification Board* (CACB); in particular, the CACB Student Performance Criteria (SPC) found in the [Conditions and Terms for Accreditation](#) document.
  3. WHMIS and OHS safety training must be completed prior to beginning first year courses in order to use facilities.
  4. Due to the BAS program's emphasis on extensive woodworking and other hands-on learning projects, students are encouraged to ensure that relevant immunizations are up-to-date, including but not limited to Tetanus immunization. Please consult with your health care provider for additional details.
  5. BAS students are also encouraged to make use of LU's various student support programs and services, including but not limited to those offered by the [Centre for Academic Excellence](#) (CAE), Health and Wellness Services and Counselling and Accessibility Services.
  6. Important dates, such as scheduled breaks and holidays, and the deadline of honourable course withdrawals, can be found on the LU website at the following link: <https://laurentian.ca/important-dates>. Students are responsible for being aware of and meeting the deadlines outlined by these dates.

7. Additionally, all BAS students are expected to be aware of all applicable federal and provincial legislation and adhere to the requirements and/or policies of their host co-operative placement agencies.
8. Students are expected to demonstrate respect for the MSoA facilities at all time. This includes, but is not limited to, cleaning the workshop and any work or review space immediately after use, keeping the provided furniture, tool and material in excellent condition, properly dispose of garbage and recyclables items and keeping any aisle or circulation space clear.
9. Small appliances (coffee machines, kettles, toasters, microwaves, fridges, etc.) must be placed and used in the students lounge ONLY. Such items are not permitted in studio.
10. Students working in studio will respect that the volume of noise is kept at a moderate level, with music only being played through personal devices and listened to with personal headphones. In keeping with the spirit of this, students will keep noise levels of their voices at a moderate level and 'guests' will respect that this is a working space.