

**2023–24
Princeton
University
School of
Architecture
Ph.D
Student
Handbook**

**Architecture Building
Room S-110
Princeton NJ 08544
609-258-3741**



Student Handbooks outline course requirements, enrollment and graduation procedures, information about funding, SoA Laboratory Systems, Library resources and Computing. Handbooks serve as a quick, not encyclopedic, reference for SoA policies and procedures. For specific questions students should contact the Department Representative or DGS for their program.

Visit soa.princeton.edu/studenthandbook for future updates during the year.

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Faculty Contact Information

DEAN

Mónica Ponce de León mpdl@princeton.edu

ASSOCIATE DEAN

Michael Meredith mm0@princeton.edu

DIRECTOR OF UNDERGRADUATE STUDIES

Cameron Wu cwu@princeton.edu

(on leave AY24)

Mónica Ponce de León mpdl@princeton.edu

(acting AY24)

DIRECTORS OF GRADUATE STUDIES

Marshall Brown marshall.brown@princeton.edu

*Professional M.Arch & Post-Professional M.Arch Programs
(on leave S24)*

Spyros Papapetros spapapet@princeton.edu

(acting S24)

Beatriz Colomina colomina@princeton.edu

Ph.D. Program

PROFESSORS

Stanley T. Allen stallen@princeton.edu
M. Christine Boyer mcboyer@princeton.edu
Beatriz Colomina colomina@princeton.edu
Elizabeth Diller ediller@dsrny.com
Mario Gandelsonas mgndlsns@princeton.edu
Sylvia Lavin lavins@princeton.edu
Paul Lewis plewis1@princeton.edu
Michael Meredith mm0@princeton.edu
Guy Nordenson gjpn@nordenson.com
Mónica Ponce de León mpdl@princeton.edu
Jesse Reiser jesse@reiser-umemoto.com

ASSOCIATE PROFESSORS

Marshall Brown marshall.brown@princeton.edu
Forrest Meggers fmeggers@princeton.edu
Spyros Papapetros spapapet@princeton.edu

ASSISTANT PROFESSORS

Arash Adel arash.adel@princeton.edu
Erin Besler ebesler@princeton.edu
Jay Cephas jc8085@princeton.edu
S.E. Eisterer eisterer@princeton.edu
V. Mitch McEwen vmcewen@princeton.edu
Daniela Mitterberger Begins January 2024
Cameron Wu cwu@princeton.edu

VISITING FACULTY FALL 2023

Sylvester Black sblack9@princeton.edu
Cynthia Davidson cd5562@princeton.edu
Darell Fields df0082@princeton.edu
Anda French afrench@princeton.edu
Bob Hillier hillier@princeton.edu
Lydia Kallipoliti lydiak@princeton.edu
Tessa Kelly tk3848@princeton.edu
Ana Miljacki am001@princeton.edu
Nancy Nichols nn7791@princeton.edu
Felicity Scott fdscott@princeton.edu
Daniel Sherer dsherer@princeton.edu
Mahadev Raman mraman@princeton.edu

VISITING FACULTY SPRING 2024

Visit soa.princeton.edu/zone/people-faculty

ASSOCIATED FACULTY

Sigrid Adriaenssens sadriaen@princeton.edu
Eduardo Cadava cadava@princeton.edu
Brigid Doherty bdoherty@princeton.edu
Hal Foster hfoster@princeton.edu
Ruben Gallo gallo@princeton.edu
Maria Garlock mgarlock@princeton.edu
Thomas Levin tylevin@princeton.edu
Douglas Massey dmassey@princeton.edu
Anson Rabinbach rabin@princeton.edu

Visit soa.princeton.edu/zone/people-faculty for more information.

School of Architecture Information

The Architecture Building is available for use by students 24 hours a day. Doors are open Monday–Friday 7am–8:30pm; Saturday 10am–8:30pm; and Sunday 1pm–8:30pm. For security purposes, the exterior doors of the building are locked at other times, but your Student ID will be programmed to unlock the door. If your Student ID does not open the exterior door when locked, or you encounter any other maintenance concerns, such as problems with heating/cooling, leaking water or other building issues, please contact the Department Manager.

SCHOOL YEAR OFFICE HOURS

Monday–Friday	8:45am–5pm
Saturday–Sunday	closed

SUMMER OFFICE HOURS

Monday–Friday	8:30am–4:30pm
Saturday–Sunday	closed

CONTACT INFORMATION

Main Office	609–258–3741
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Visit soa.princeton.edu/content/soa-staff for the full administrative contact list.

Ph.D. Program

The Ph.D. program consists of the History and Theory track and the Computation and Energy track. The interdisciplinary nature of the program stresses the relationship of architecture, urbanism, landscape, and building technologies to their cultural, social, and political milieux. Supported by strong affiliations with other departments in the humanities, sciences, and social sciences, the program has developed a comprehensive approach to the study of the field.

QUALIFYING FOR THE M.A.

The Master of Arts (M.A.) degree is normally an incidental degree on the way to full Ph.D. candidacy and is earned after a student successfully completes the general examination. It may also be awarded to students who, for various reasons, leave the Ph.D. program, provided that this requirement has been met.

History and Theory

The Ph.D. Committee sets the course requirements for each student according to the student's previous experience, specialized interests, and progress through the program. Each semester, prior to the beginning of classes, students must discuss and receive approval from the DGS for their chosen courses. For the first two years, each student engages in course work and independent study, and is required to complete a minimum of three classes for credit each semester for a total of twelve courses, at least nine of which must be taken for a letter grade (not P/D/F) and result in a full-length paper. Of the twelve courses, at least six must be taken within the School of Architecture (the two required proseminars will count).

During the first year of residence, a two-term required proseminar introduces students to the process of developing historically-based research, the literature review process, and methods for innovative critical hypothesis generation and analysis and guides the subsequent development of individual research proposals.

RECOMMENDED SEQUENCE

First Year

<i>Fall</i>	<i>Spring</i>
Proseminar (required)	Proseminar (required)
Two courses for credit	Two courses for credit
One audited course (optional)	One audited course (optional)

Second Year

<i>Fall</i>	<i>Spring</i>
Three courses for credit	Three courses for credit
One audited course (optional)	One audited course (optional)

TEACHING

After their first or second year of doctoral study, students are encouraged also to apply for assistantships in instruction, which are considered an intrinsic part of a scholar's training.

LANGUAGE REQUIREMENT

A student must satisfy the program requirement of a reading knowledge of two languages other than English before the end of the second summer in residence. These languages should be relevant to the existing historical literature on the discipline of architectural history and theory (French, German, Spanish, or Italian) or specifically relevant to the student's geographic area of research; previous examples include Japanese, Afrikaans, and Hindi. A student's native language should not count if it is not relevant to his or her proposed area of research. In order to receive credit for each language, students must pass a reading comprehension exam in the appropriate language department at Princeton University. A grade of "high pass" in a summer language course at Princeton may also be used to fulfill the language requirement. Students who are native speakers of the language may waive the exam requirement.

Computation and Energy

The computation and energy Ph.D. track was launched in 2014. The track was an addition to the Ph.D. program that develops research in the field of embodied computation and new systems for energy and environmental performance in architecture. Through associated faculty, it is linked to the School of Engineering and Applied Science, particularly with Computer Science, Robotics, Material Science (PRISM), and the Andlinger Center for Energy and Environment. A proseminar for the Ph.D. track supports the initial methods and processes for this research. The applied research component of the track is supported by world-class research facilities and laboratories, and through independently funded grants for research.

PROGRAM REQUIREMENTS

The program requires the student to identify a research focus through courses inside and outside the school of architecture including fields such as computer science, artificial intelligence, robotics, energy systems and environmental science. The course plan will be developed with the technology track committee to develop a coherent research direction. A required two-semester proseminar will expose the students to the necessary experimental tools, literature review processes, and methods for innovative scientific hypothesis generation and analysis.

In order to sit for the General Examination, the student is required to complete 10 courses, at least 8 of which must be taken for credit.

SAMPLE COURSE PLAN

First Year

<i>Fall</i>	<i>Spring</i>
Proseminar	Proseminar
One course for credit	One course for credit
	One audited course

Second Year

<i>Fall</i>	<i>Spring</i>
Two courses for credit	Two courses for credit
One audited course	

The coursework and background research will result in reports on four research projects, with at least one report to be developed into an academic paper at a level of submission to peer-reviewed scientific journals. The reports and paper package and the coursework will form the basis for the General Examination.

Assistant-in-Instruction (AI) Appointments

All graduate students who wish to be considered for an Assistant-in-Instruction (AI) appointment must submit an application following the announcement each semester.

As part of the online questionnaire, students will be asked to submit materials, including:

- An up-to-date resume/CV.
- An up-to-date portfolio if applying for a design studio or seminar.

All first-time AIs must attend mandatory AI training at the beginning of each semester. This is a requirement of the Graduate School, regardless of previous teaching experience, and is taught by the McGraw Center. Students must also complete the University's Sexual Harassment Training.

Please note:

1. The number of AI positions and hours assigned to each AI is determined by the Dean of the Faculty and is absolute. The position is also dependent on enrollment. If a course does not meet the required enrollment number, the AI appointment will be cancelled. The department is under no obligation to replace this appointment.
2. Any student with an incomplete on his/her transcript will not be eligible for an AI position.
3. Ph.D. students who are in ET/DCC status are ineligible for AI positions.
4. Preference is given to Ph.D. students and M.Arch students in thesis semester to serve as AIs for graduate studios to avoid scheduling conflicts.
5. In order to AI a course, students must be available to attend the course at its designated meeting time.
6. Selection of AIs is at the discretion of the faculty member teaching each course and is subject to approval by the DGS.

In addition to applying for AI positions within the School of Architecture, students are encouraged to apply outside the department. A list of available AI opportunities throughout campus can be found at gsapps.princeton.edu/AIJobPosting.

Summer Funding Proposals

The purpose of submitting a proposal and a budget is to give the Ph.D. Committee a clear idea of the work you plan on completing during the summer months. Please be as detailed as possible with your plans and budget. Your proposal should indicate the following information:

- Name
- Address
- Telephone number
- Current year of study
- Adviser
- Location of summer research
- Dates of research
- What will you be working on? Provide a detailed explanation
- Background information (if applicable)
- An itemized budget
- Any other programs you have applied to, outside of the SoA, for funding (even if you have not received funding yet)

If you receive summer funding, you will need to provide documentation when you return in the fall outlining how these funds were spent.

Pre-Generals Requirements

Each year in mid-May, Ph.D. students are expected to present a progress report to the Ph.D. Program Committee. The purpose of these reviews is to give feedback to the student and to keep all members of the Ph.D. Committee informed about the work of all students. The annual progress report submitted by the student should list the courses taken for grades or audits, papers completed or in progress, grades received, and a description of how course work relates to the student's major and minor field(s) of concentration. The report should also describe any conferences attended, lectures given, teaching, or research assistantships completed. For second-year students, the report should incorporate a prospectus on the materials to be included in the general examination dossier. The prospectus must include a list of the six papers to be included in the student's General Exam dossier for History and Theory students and four research projects documented in paper form for Computation and Energy students, including the professor, course number, and term the related courses were taken. In addition, this prospectus must describe the student's concentration and explain how the six papers chosen reflect their knowledge of these fields.

General Examination

The General Examination is designed to ascertain the student's preparedness to do independent scholarly work. This includes acquaintance with scholarly methods of research and ability to organize and present material.

Students are expected to take the General Examination by the fall of the third year in residence, upon completion of two years of course work. Any exception to this rule will only be made with the consent of the Ph.D. Program Committee.

The steps involved in preparing for the General Examination are as follows:

1. Make sure all coursework is complete and you are in good academic standing and have completed all requirements. This includes submitting a copy of all nine required papers to the Academic Program Manager, labeled with the course number, faculty, and grade received.
2. The General Examination committee typically includes all available members of the SoA Ph.D. Program Committee. No more than one member of a student's General Exam committee may participate virtually in the oral exam. Also, as per the policy of the Graduate School, "any external examiners must have standing in the scholarly community comparable to committee members of the Princeton faculty... and must be approved by the Graduate School prior to the examination date."
3. Submit "Intent to Begin General Exam" document to the Academic Program Manager at least one month before the beginning of the General Exam period (see Graduate School website for dates). This form includes the following information:
 - a. Dates proposed for General Examination (please propose dates/times based on availability of committee members).
 - b. Names of General Examination committee members.
 - c. Titles of the six papers you will be presenting in your dossier, including course number, semester in which each was taken, professor, and grade received.
 - d. Please list the 3 papers not included in the package prior to the exam. Please include titles, course number, semester taken, professor, and grade received. While only 6 papers are needed in the Generals package, the committee may request to see the additional 3 papers not included in the package prior to the exam.

4. Schedule oral exam.
5. Submit a digital copy of the general exam dossier required by your track to the Academic Program Manager and the members of your General Exam committee no later than two weeks before the scheduled oral exam. If requested, you must also provide printed copies to your committee members.
6. Take oral exam.
7. Within six weeks, defend dissertation proposal. The committee of the dissertation proposal defense is the same as the General Exam committee. If the student wishes, additional examiners may be added with the consent of the committee. The examiners of the proposal defense are not presumed to be the examiners of the dissertation defense itself. The defense of the proposal, unlike the General Exam, is open to the public.

History and Theory

DOSSIER REQUIREMENTS

The dossier is composed of two parts: six papers selected by the student, and a brief outline of the intended dissertation topic.

Students have the possibility to replace one of the six papers in the General Exam dossier with an annotated bibliography accompanied by an introductory essay. The bibliography will outline a focused historico-theoretical field in the area of the intended dissertation and should be developed in consultation with a faculty member. The papers in the dossier must be individually authored, and a minimum of 25 pages (exclusive of footnotes, bibliography, and images).

The dissertation proposal should be approximately 3,000 words (not including bibliography), and should address the following requirements:

The proposal should clearly define the field of research, comment on the state of existing research in the selected field, and explain the contribution to the field that the dissertation will make. The proposal must discuss the archival sources, case studies, and/or theoretical objects the dissertation proposes to examine and the methodological approaches to be taken. The proposal must introduce questions to be explored and describe the primary hypothesis (or hypotheses) of the dissertation.

It is natural that the dissertation will evolve beyond these boundaries; the submission of the proposal is viewed as a first step, and is not intended to overly restrict students' thinking as they move forward. In preparing the dissertation proposal, a student may approach a member of the Ph.D. Program Committee and ask them to advise in an informal capacity.

NATURE OF THE EXAMINATION

During the oral exam, the student discusses the six papers in the dossier and any other relevant aspects of the program with the General Examination committee. No more than six weeks later, the student discusses their dissertation proposal with the General Examination committee. The student should be prepared to articulate how their work to this point has prepared them for what they want to do moving forward. After the approval of the proposal, if a student decides to make substantial changes to it, they must resubmit a proposal to the Ph.D. committee.

FOLLOWING THE EXAMINATION

The student's General Examination committee decides the result of the General Examination. There are several possible outcomes.

1. A student may fail the General Examination. This decision may be issued either after the oral exam, or after the dissertation proposal defense. Note that a student who is deemed to have failed the oral exam will not be permitted to proceed to the dissertation proposal defense six weeks later; their case will go directly to the Ph.D. program committee.
 - In accordance with the policy of the Graduate School: *Students who fail the general examination a first time may on the recommendation of the department stand for reexamination within a year. Students who fail the general examination a second and final time have their Ph.D. candidacy and enrollment terminated at the first of the month following that in which the examination was retaken.*
 - If the Ph.D. program committee (representing the department) decides not to recommend the student for reexamination, the student's degree candidacy will be terminated, as per the policies and procedures of the Graduate School.
 - Students who fail the General Examination at either stage will be informed within a week of whether or not

the Ph.D. committee will be recommending reexamination. Reexamination will happen during the following General Examinations period established by the Graduate School.

2. A student may be deemed to have passed provisionally.
 - The General Examination Committee will set the conditions and timeframe for the student to pass. The student will address the request within the set time, and communicate the fulfillment of the conditions to the General Examination Committee. The General Examination committee will assess whether the conditions have been met, and make a recommendation regarding the student's status to the Ph.D. program committee. The final outcome of the General Examination must be decided and communicated to the student no more than one month after fulfillment of the required conditions.
3. If a student is deemed to have passed their General Examination and the dissertation proposal defense, this signals the transition to supervised independent scholarly work on the topic outlined in the proposal.

Within three weeks of successfully passing the General Examination, the student selects a primary dissertation adviser from among the Ph.D. Program Committee, and informs the Academic Program Manager. Students should also begin to consult with other faculty members, either from the School of Architecture or other departments at Princeton, who are willing to participate in their dissertation committee. The final composition of the dissertation committee is subject to approval by the Ph.D. Program Committee. Any external examiners are subject to approval by the Graduate School.

The student then proceeds toward the culmination of the program, which is the defense of the finished dissertation at the final public oral examination.

Computation and Energy

DOSSIER REQUIREMENTS

The dossier is composed of three parts:

1. An overview of all courses taken and relationship to completed projects and research interest
2. A minimum of four research project papers selected by the student from coursework and/or initial research projects that are related to research interests above.
3. A dissertation proposal, which outlines the research plan going forward.

The overview of courses can be formed into a table. Note the sequence taken and which courses were taken for audit. In addition, projects that are selected for the dossier should be clearly shown in the table. Along with the list of courses there should be 1–2 page narrative describing the coursework, common themes, projects undertaken, and most importantly the research interests that evolved from that work.

The 4 research papers should present original research. These commonly consist of two proseminar papers, one of which serves as a hybrid technical literature review for a field of interest, but this is not required. At least one of the papers should be of peer reviewed journal publication quality, and it is recommended that at least one paper has been presented at a conference.

For the dissertation proposal, the student works with the technology track committee to develop a proposal that clearly defines the field of research, comments on the state of existing research in the selected field, and explains the contributions to the field the dissertation will make. The proposal must outline the basic hypothesis to be explored and the methodological approach to be taken. It must describe experimental methods and include a comprehensive review of previous work. In addition, it should include a detailed timeline and 2–4 milestones (for example publications or prototypes). The student is encouraged to identify existing resources and outline necessary additional resources or support from other specialties and departments. The proposal is evaluated by its clarity and feasibility.

NATURE OF THE EXAMINATION

The exam committee will consist of two architecture faculty and a third that represents the core field of interest developed during the course of study. If external collaboration has developed, a Ph.D. holding researcher from outside Princeton

may be selected, subject to approval by the Graduate School. The student will briefly outline course work and research, and then describe each of the 4 research papers in 20 minutes. This will be followed by 20 minutes of questions on the research work. Finally there will be a 10 minute presentation of research interest and dissertation proposal with 10 minutes of discussion. The exam will be evaluated based on the demonstration of knowledge gained and research abilities, and more broadly the ability to produce a coherent body of research related to a feasible proposed plan going forward.

FOLLOWING THE EXAMINATION

The student's General Examination committee decides whether the student is deemed to have passed the General Examination. If successful, this signals the transition to supervised independent scholarly work on a topic developed with the student and the advisor that is officially selected after passing of the exam.

The student then proceeds toward the culmination of the program, which is the defense of the finished dissertation at the final public oral examination.

Final Public Oral Examination (Both Tracks)

Students begin preparing for their FPOE with their adviser and the Academic Program Manager well in advance of their desired dissertation defense date.

While the student is finalizing their dissertation manuscript, they should form a committee, normally consisting of the adviser (who also serves as the first reader), second reader, and two to three additional professors, who serve as examiners. All members of the committee are expected to have read the thesis in advance of the FPOE date.

FPOEs are open to the public. During the FPOE, the student makes a formal oral presentation of the work. A suggested format is an approximately 20-minute presentation.

The FPOE Application needs to be filed at least three weeks before conducting the FPOE. Students should meet with the Academic Program Manager for an overview of requirements and the typical schedule of events before proceeding. All FPOEs must be authorized by the Graduate School; the department cannot do this on its own authority.

The following documents are required to submit the FPOE Application:

- A copy of the dissertation's title page and abstract (from the student, as separate PDF documents)
- Two signed Reader's Reports (copies of the draft Ph.D. must have been sent to the adviser and second reader three weeks before the final date of the FPOE)
- A "Prior Presentation and Publication Form" describing the status of publications from the thesis (completed by the adviser)
- Note that all images must meet copyright requirements

The student must inform the Academic Program Manager of his/her committee members and desired date of FPOE at least one month in advance to gather the paperwork and submit it to the Graduate School on time. Failure to do so may result in delay of the FPOE. The typical order of events are as follows:

1. Finalize the selection of your secondary reader who will complete a Reader's Report along with the one written by your dissertation adviser. Your adviser serves as your primary reader. If you have two co-advisers then they serve as primary and secondary readers. Your second reader must be a current faculty or affiliated faculty member of the School of Architecture at Princeton. If you request a second reader with a specific expertise on your topic who teaches outside of Princeton, the Graduate school would have to approve your request.
2. Select two to three examiners in addition to your readers. Examiners must be current faculty members in the School of Architecture or other departments at Princeton or teach at other universities. At least two of the members of your committee including your advisor have to currently teach at Princeton.
3. If you elect to have an outside reader or examiner, he or she must be of comparable standing in a relevant branch in the scholarly community (i.e. hold the rank of assistant professor or higher), and you must submit his or her CV along with your application to hold the FPOE.
4. Travel for outside readers or examiners to the defense must be coordinated in advance with the Academic Program Manager. The University will only pay for coach fares, car service between Princeton and JFK, LGA, EWR, or PHL, and one night of hotel accommodations for domestic travelers and two nights of hotel accommodations for international travelers.

5. Determine a date and time which will work for all parties (student, adviser, reader, examiners, School of Architecture).
6. With your adviser's approval, send the final copy of your dissertation to your readers and request that they fill out a Reader's Report and return it to the Academic Program Manager. **THIS REPORT MUST BE RECEIVED BY THE SOA AT LEAST THREE WEEKS PRIOR TO YOUR DESIRED DEFENSE DATE.**
7. Present a bound final copy of your dissertation to the Academic Program Manager. **THIS MUST BE TURNED IN AT LEAST TWO WEEKS PRIOR TO YOUR DESIRED DEFENSE DATE.**

For more information, see the Graduate School's checklist at gradschool.princeton.edu/sites/gradschool/files/checklist_phd_defense_0.pdf.

Auditing a Course (Both Tracks)

If a student wishes to change his or her registration for a course from a letter grade to an audit or vice-versa, they must submit a Course Enrollment Worksheet indicating a Grade Option Change, signed by the DGS, to the Office of the Registrar on or before the graduate student deadline for term course changes.

Fall Deadline: December 4, 2023
Spring Deadline: April 23, 2024

The Course Enrollment Worksheet is available at registrar.princeton.edu/sites/registrar/files/2019-01/web_course_enrollment_worksheet.pdf.

Reading Courses (Both Tracks)

Students may choose to create an Independent Reading Course if their subject of interest is not offered in an available University course. Students may NOT take an existing course as a Reading Course simply because it does not fit into their schedule.

Proposal forms can be found on the Graduate School website at gradschool.princeton.edu/sites/gradschool/files/proposed_reading_course_form.pdf

The guidelines for Reading Courses are as follows:

- All proposals for Reading Courses must be submitted to the DGS and the proposed adviser at least two weeks before the first week of classes.
- No student may pursue more than one Reading Course in any single academic year.
- Each proposal, to be prepared and submitted by the student, should include a syllabus of the purpose and context of the course, reading list, program of work to be pursued with a schedule for its completion, and description of the final product of that work. No proposal will be accepted for consideration if all of these objectives are not clearly stated. Students should discuss all parts of their proposals with the instructor well in advance.
- Faculty members are not obligated to accept Reading Courses. Evaluation of appropriateness of content, structure and participation in a Reading Course will be up to the faculty member proposed as faculty adviser.
- Reading Courses will receive a grade of pass or fail only and cannot count towards the nine courses taken for credit by doctoral students in history and theory. Students may not receive an incomplete in a Reading Course.
- Students should sign up for reading courses only if they have exhausted all other possibilities of studying a particular subject in the context of a seminar.

Incomplete Policy (Both Tracks)

Students should complete the work of graduate courses, both 500- and 700-level, during the regular academic term in which they are taken. Failure to do so may result in deferred reenrollment, which in turn has an impact on your financial support, registration, and course enrollment for the next academic term. If a student has not turned in the final paper or work for a course within one year after the beginning of the course, the grade in the course will be recorded as an “F.” Additionally, the School of Architecture has several other policies:

- Any student who has compelling reason(s) to receive an incomplete must contact the DGS (and CC the Academic Program Manager) prior to the end of the semester to arrange a new deadline for turning in the final paper or project. Students who do not inform the DGS of their incompletes may automatically be deferred during reenrollment.
- It is the student’s responsibility to follow up on any incompletes. Please keep in touch with the instructor to ensure a grade is entered before the end of the spring semester (for fall incompletes) or start of the following academic year (for spring incompletes). Please CC the Academic Program Manager on any e-mails to the instructor so they can update the Graduate School on the status of your incomplete(s).
- Students may not have any incompletes entering the fall semester. Papers from all incomplete courses must be submitted to the instructor no later than August 15th to allow time for a grade to be assigned before the start of the fall semester.
- Students may not apply for an AI position if they have an incomplete.

Exchange Programs (Both Tracks)

Information on national and international exchange programs can be found on the Graduate School’s website at gradschool.princeton.edu/academics/partnerships-exchanges-and-cross-registration. Students should speak with the DGS, their adviser and the Academic Program Manager if they wish to participate in one of these programs.

Annual Progress Meeting (Both Tracks)

Each spring, all enrolled Ph.D. students are expected to submit a report on their progress to the Academic Program Manager. The Committee will then schedule panel reviews with each student. The purpose of these reviews is to give feedback to the student and to keep all members of the Ph.D. Committee informed about the work and progress of students.

The report should describe (in this order):

- Papers completed/in progress
- Teaching or research assistantships completed
- Language requirements met
- Lectures given
- Papers in conferences

For first- and second-year students, the report should also list:

- Courses taken
- Grades received
- A description of how coursework relates to their major and minor field(s) of concentration
- Forecast of the upcoming semester (for fall meetings) and summer (for spring meetings)

For second-year students, the report should also consist of a prospectus on the materials to be included in the general examination dossier. The prospectus must contain:

- A list of six papers, completed or in progress, including the professor, course number, and semester taken
- An explanation of the major and minor fields of concentration that these papers reflect and their relation to the subject areas of the dissertation

For third, fourth, and fifth-year students, one or two dissertation chapters must be submitted to the adviser two weeks before the annual progress meeting. The adviser will then read the chapter(s) and report to the Committee about the progress of the student’s dissertation and schedule for completion.

Additionally, their report should include:

- An outline of the new chapter(s) submitted during the current academic year, as well as the dissertation in general
- Progress on the dissertation proposal and/or dissertation writing
- Timeline for the completion of the dissertation
- Funding applications

Program in Media and Modernity

PROGRAM CO-DIRECTORS

Beatriz Colomina, Architecture
Devin Fore, German

EXECUTIVE COMMITTEE

Bridget Alsdorf, Art and Archaeology
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Jay Cephas, Architecture
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Steven Chung, East Asian Studies
Angela N. Creager, History
Rachael Z. DeLue, Art and Archaeology
Elizabeth Diller, Architecture
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Erin Y. Huang, East Asian Studies
Monica Huerta, English
Daniel Heller-Roazen, Comparative Literature
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Michael Meredith, Architecture
Paul Nadal, English and American Studies
Mónica Ponce de León, Architecture
Jesse A. Reiser, Architecture
Effie Rentzou, French & Italian
Irene V. Small, Art and Archaeology
Paul E. Starr, Sociology
Jeffrey Whetstone, Lewis Center for the Arts
Carolyn Yerkes, Art and Archaeology

COORDINATOR

Iason Stathatos, Architecture

The Program in Media and Modernity promotes the interdisciplinary study of the unique cultural formations that came to prominence during the last century, with special attention paid to the interplay between culture and technology, centering on architecture, art, film, photography, literature, philosophy, music, history, and media from radio to information technology. It draws on the rich human and material resources that exist at Princeton and provides a focus and forum for research and teaching in the spaces, texts, media, and modernities of the 20th century.

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Ph.D.
Handbook

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Program in Media
and Modernity

The program offers a graduate certificate and collaborative teaching, learning, and research opportunities centered on team-taught seminars and cross-disciplinary colloquia.

The Graduate Certificate in Media+Modernity is conferred each year to Princeton University graduate students that fulfill the requirements listed below.

Ph.D. students may obtain the M+M certificate by fulfilling the following requirements:

- enrollment in at least three seminars cross-listed with MOD (Media and Modernity)
- regular attendance at M+M events held during the semester.
- participation in a dissertation colloquium led by the program's directors

Masters students may obtain the M+M certificate by fulfilling the following requirements:

- enrollment in at least three seminars cross-listed with MOD (Media and Modernity)
- regular attendance at M+M events held during the semester

Students qualifying for the certificate should send the following information (in a single document) to mandm@princeton.edu no later than May 1 for awarding of the certificate in that academic year:

- a. Full name, department, program, year, expected date of graduation, contact email;
- b. Name and contact email of primary advisor;
- c. A list of courses fulfilling the qualifications for the Certificate, as listed above. Each of these should include all course numbers under which the class was listed, course titles, instructor names, descriptions (as listed on the Course Offerings website of the University) and the grade option for which each class was taken;
- d. Any further information that might be useful and is not covered by the points above.

For more information on the program, and on related courses in other departments, please e-mail: mandm@princeton.edu.

Princeton Mellon Initiative in Architecture, Urbanism & the Humanities

The Princeton-Mellon Initiative in Architecture, Urbanism, and the Humanities is an interdisciplinary program housed in the School of Architecture. The initiative supports graduate and undergraduate courses, a fellowship program, and public programming. Princeton is one of more than a dozen research universities and institutes in the US, Canada, Great Britain, and South Africa that the Mellon Foundation engages and connects through its Architecture, Urbanism, and the Humanities initiative. From 2014 to 2017, the initiative focused on the theme, *Cities of the Americas: Architecture, Society, Policy, and Culture*, and was led by Stan Allen, The George Dutton '27 Professor of Architecture, and Alison Isenberg, Professor of History.

In Spring 2017, the Andrew W. Mellon Foundation awarded \$1.2 million to Princeton University for a second three-year period of the Princeton-Mellon Initiative in Architecture, Urbanism and the Humanities. The renewed program, *Cities on the Edge: Hemispheric Comparisons and Connections*, continues its work bridging architecture, the humanities, and environmental studies through a comparative approach to urbanism and architecture along South-North, East-West, South-South, and North-North lines. Leading the project in its second phase are Isenberg and Mario Gandelsonas, Professor of Architectural Design and Class of 1913 Lecturer in Architecture.

Ph.D. students can engage with the Princeton-Mellon Initiative in a variety of ways:

- The Princeton-Mellon Initiative holds roughly one event per week aimed at graduate students (usually with food!)
- Graduate students can pair with students and faculty from within and outside the School of Architecture to curate the Princeton-Mellon Research Forum on the Urban Environment, a series of conversations throughout the semester on a given theme
- The initiative has funding for events initiated by students
- The program also supports research hours for graduate students working on exhibitions and other projects together with faculty
- Courses and studio travel are often funded by the initiative

If you are interested in learning more about the initiative, or want to know how to apply for funding, please contact Aaron Shkuda at ashkuda@princeton.edu.

Other Interdisciplinary Programs at Princeton

Doctoral students in the history and theory program in Architecture often participate in the graduate student lecture series and other events organized by the Interdisciplinary Program in the Humanities (I-HUM), which also sponsors a number of reading groups with the participation of doctoral students and faculty across humanities departments at Princeton. Ph.D. students beyond their third year can also join the “graduate affiliates” group of the program in European Cultural Studies (ECS). Information about these interdisciplinary programs are available on the programs’ websites. Doctoral students are also encouraged to use the resources of the Princeton Institute for International and Regional Studies (PIIRS).

Enrollment & Graduation Procedures

REGISTRATION

All graduate students are required to complete semester sign-in through TigerHub in order to receive their graduate awards and other University benefits to which they are entitled. Failure to register will result in a loss of these benefits. The date, time and place of registration are announced in students’ admission and reenrollment information. Students not able to register at this time should inform the Office of the Associate Dean for Academic Affairs staff as soon as possible and make special arrangements. International students must be lawfully present in the United States as a condition of registration. The Office of the Dean of the Graduate School has the authority to grant exceptions to this policy.

REENROLLMENT

Graduate students are approved for enrollment one year at a time. During the reenrollment application period, the DGS will check each student’s record for unresolved Fs or incompletes. If a student is found to have more than one grade of an F and/or an incomplete, he or she will not be re-enrolled until work has been submitted and graded to replace them. University funding will be placed on hold until reenrollment is granted.

LEAVE OF ABSENCE STATUS

On the recommendation of the DGS, the Graduate School may grant up to a year's leave of absence at any one time to students in good standing. Leaves are granted for personal reasons, when the student will not be actively pursuing an academic course of study in fulfillment of Princeton's degree requirements.

Students on leave have withdrawn formally from the graduate program and are not enrolled or registered students for the period of the leave. Accordingly, no University student benefits continue. An extension of up to one additional year of leave may be granted if the student requests, but no longer. At that point, if the student does not return to the graduate program, his or her degree candidacy is terminated. In order to return to graduate work at a later time, the student must formally reapply. Leaves should be timed, whenever possible, to come at the end of a term, preferably at the end of a full academic year. Reenrollment after leave is subject to confirmation of continued professional suitability and a written request for reenrollment. For more information, visit the Graduate School's website at gradschool.princeton.edu/academics/statuses/degree-seeking-statuses/leave-absence.

PROGRESS TOWARD GRADUATION

To fulfill the requirement for the doctoral degree, a student must pass all courses specifically required and fulfill all distribution requirements with passing grades. Every year, the DGS will meet with students to discuss their progress toward fulfilling their degree requirements. However, the responsibility remains with students to audit their own records to ensure they are taking the appropriate courses. Students may access their degree progress reports by logging onto TigerHub. Any changes to a student's degree progress report should be made by contacting the Academic Program Manager.

All students shall be responsible for having their records cleared by the Academic Program Manager and DGS to be certain that all of their graduation requirements have been fulfilled. A student's diploma will not be issued until all degree requirements have been completed.

GRADUATION PROCEDURES

In order for a Ph.D. student to be cleared by the Graduate School for graduation, the following steps must be completed:

- Graduating students **MUST** complete their reenrollment application in TigerHub in early April. This is to notify the Graduate School officially that the student intends to complete all degree requirements and will not need to re-enroll for the following term.
- Complete the Exit Questionnaire: gradschool.princeton.edu/exit-questionnaire. Upon completion, print a copy of the confirmation page or save it as a PDF and turn this in to the Academic Program Manager.
- Complete the online Advanced Degree Application by logging on to TigerHub. Please be sure to include a non-Princeton e-mail address on the form so we can contact you after OIT shuts off your account.
- If planning to attend graduation ceremonies, complete Reservation Reply Form for Hooding & Commencement and order regalia. Tickets are required for both events. A Hooding Checklist can be found on the Graduate School's website: princeton.edu/gradschool/studentlife/hooding.
- Complete the End of Enrollment Form. You must be cleared by Housing (if you live on campus), the Library and Student Accounts. Submit completed form to the Academic Program Manager no less than two weeks prior to graduation.

Mailboxes are located on the 3rd floor mezzanine level of the design studios and are provided for all departmental majors and students in the Program in Architecture and Engineering. E-mail and mailboxes are the two principal means of communicating with students. Students are encouraged to check these sources daily.

The Main Office will accept delivery of packages for students, but retrieval of these packages should be prompt. The School does not accept any responsibility for lost or damaged packages received on behalf of students.

During the summer, the School will not forward student mail. Therefore, students who will be away from Princeton should arrange to have someone check their mailboxes for them or have the U.S. Postal Service forward all mail to their permanent or summer addresses.

Mailboxes will not be available for continuing non-enrolled students. Upon completion of coursework, students should complete a change of address card with the U.S. Postal Service to have their mail forwarded. Mail received for non-enrolled students will be returned to sender.

The Ph.D. Room (The Green Room)/N-108

The Green Room is a key-access study and workspace set aside in the Architecture Building for Ph.D. students in both the History/Theory and Building Tech/Computation tracks. With twenty individual carrels (12 large and 8 small), as well as a large shared desk space, couches, coffee machine, fridge, microwave, and numerous bookshelves, the Green Room is intended to provide a “home base” for all of students in the SoA’s Ph.D. program.

CARREL ASSIGNMENTS

Towards the end of the summer, a “Carrel Rodeo” takes place to assign the 20 carrels to students in need of dedicated on-campus workspace for the coming academic year (typically conducted by a rising 2nd year student). Priority for the large carrels is given to students in coursework (years 1-2), followed by those preparing for their generals exam (year 3). Depending on how many carrels remain, those in year 4 and above can petition for an individual carrel if they will be working **PRIMARILY** at Princeton during the year (weekly), a shared carrel if they will be only intermittently working on campus during the academic year (monthly), or dedicated shelf space if they are unlikely to be on campus during the academic year (such as when conducting archival research abroad). We request that students be honest about their space needs during the year, and that individual carrel requests be made by advanced students (post-generals) **ONLY** if they plan to be working on campus and in the Green Room a **MINIMUM** of one day per week. Even then, we cannot guarantee that everyone requesting a carrel will be able to have one.

For those who are not assigned a carrel, the large table in the Green Room is a wonderful option for the days when you will be on campus and in need of a quiet space to work that isn’t Firestone.

There are also a **LIMITED** number of carrel assignments available for SoA use in Marquand Library. To request a carrel at Marquand, please contact Gabriela Karl-Johnson in the Architecture Library.

COMPUTING/PRINTING

The Green Room is equipped with free black and white printing, as well as a large-bed scanning station. Color printing is available on the ground floor or in the lab; students will be charged for color printing through Papercut.

RULES FOR USE

As a space dedicated to work and study (and the occasional mid-day nap), the Green Room is a quiet and respectful environment: basically, a library space. It is not a space for skype calls, AI office hours, or other loud and potentially distracting activities (headphones are required for those who prefer to study to music). However, the Green Room is occasionally used for large program-wide discussions, brainstorming sessions, casual and collegial lunches, coffee breaks, and as a space to unwind from the rigors of research, writing, and graduate school. In effect: follow the vibe of the moment.

KITCHEN AREA

As a shared space, we expect everyone to be attentive to their kitchen and food items and require that dishes and utensils be washed, dried, and stored immediately after use. Please be attentive to food left in the fridge, and clear things out regularly to prevent mold and spoilage. When the coffee machine needs to be refilled with water (or emptied of used coffee packets), please pitch in. While trash and recycling are emptied on a daily basis, we request that anything particularly pungent be disposed of in the garbage located just outside the door to the Green Room.

SoA Laboratory Systems

Up-to-date hours, information, tutorials, and resources can be found on our website, archfab.princeton.edu.

HOURS

Monday–Thursday	9am–10pm
Friday	9am–5pm
Saturday–Sunday*	12pm–8pm

*Weekend hours are subject to change based on shop monitor availability. Please check the sign posted on the shop door or our website for more up-to-date hours or changes in schedule. Extended hours may be offered during reviews and other busy times.

CONTACT INFORMATION

Email	soashops@princeton.edu <i>General shop inquiries</i>
Marie-Odile Baretsky	marie.baretsky@princeton.edu <i>Manager of Digital Fabrication, Technology, and Research</i>
William Tansley	wtansley@princeton.edu <i>Shop Technician (daytime hours)</i>
John Hunter	jhunter@princeton.edu <i>Shop Technician (evening hours)</i>

The School of Architecture has two facilities available as a resource to School of Architecture faculty and students enrolled in their courses. The first is the School of Architecture Laboratory (aka SoA Lab), a full-service model laboratory located on the School of Architecture's ground floor. It houses some of the latest computer-driven fabrication tools, a list of which can be found below. All can be utilized after the completion of orientation and training sessions. There are always shop staff or trained student shop monitors on duty when open.

The second facility is the Embodied Computation Lab (ECL), which is located behind Frick Chemistry and in front of Jadwin Gymnasium off Washington Road. It is available for supervised use to all students when a monitor is present. This facility houses a robotics lab, a gantry crane, metal shop, and ample space to pursue and build complex architectural mock-ups.

Orientations regarding shop safety, machine operation and nomenclature, and digital fabrication machine use are mandatory for all architecture students using either of the labs and are given at the beginning of every semester. Students using any of the SoA Laboratory Systems resources will be responsible for the purchase of individual supplies. The shop is not responsible for stocking any materials or equipment except for that which allows for a safe and productive use of the equipment. Careful treatment of the equipment is expected.

The School of Architecture laboratory systems makes every attempt to assist students with material procurement, but delivery, acceptance of delivery, payment, and transport are students' responsibility. The Architectural Laboratory staff are not responsible for any delivery or transport of materials ordered by students. The material will be stored in the shop for no more than two weeks, at which point it will be sacrificed to shop ownership.

There should be no spray painting in and around the Architecture Building and on the grounds by the building; violators will be subject to disciplinary action. There is a spray booth located in the woodshop available during regular shop hours. Only approved paints and chemicals may be used in the spray booth. Please find a list of these approved chemicals on the School of Architecture website. Any other chemicals purchased by students for use in their projects must have all accompanying MSDS documents and be stored off of the School of Architecture property. Any chemical product left at the School without appropriate documentation will be confiscated and discarded in accordance with University policy.

Students are responsible to adhere to all university shop and lab policies when operating within the shops. This is in tandem with any machine or shop specific policies. We ask students to please clean up after themselves and to be considerate of the resources we provide. Additionally, the shop reserves the right to deny access to students if they fail to adhere to the stated policies.

Digital Fabrication: SoA Laboratory Systems

The following is a list of digital fabrication tools available for School of Architecture students to use at the SoA. For specific use policies, please visit archfab.princeton.edu.

- Zund G3 Digital Cutter
- 2 Universal Laser Systems PLS 6.150 75-watt CO2 Laser Cutters
- CAMaster Python 4'x8' CNC Router Table
- Formech 686 Thermoformer
- 10 Dremel DigiLab 3d45 3d printers
- 2 Creality Ender 3 pro

Digital Fabrication: Embodied Computation Lab (ECL)

The following is a list of digital fabrication tools available for School of Architecture students to use at the ECL. For specific use policies, please visit archfab.princeton.edu.

- ABB IRB 7600 Robotic Arm
- 2 ABB IRB 4600 Robotic Arms mounted on 12' tracks (linked together)
- 2 ABB IRB 120 Robotic Arms
- 2 UR3 Robotic Arms

Additionally, the shop houses an array of metal working machines and tools, a small woodshop, a 5-ton gantry crane, and the space to construct large architectural mock-ups.

Library

ACADEMIC YEAR HOURS

Monday–Thursday	8:30am–12am
Friday	8:30am–9pm
Saturday	11am–9pm
Sunday	1pm–11:45pm

SUMMER HOURS

Monday–Friday	9am–5pm
Saturday–Sunday	closed

CONTACT INFORMATION

Website	library.princeton.edu/architecture
Email	ues@princeton.edu
Phone	609–258–3256
Gabriella Karl-Johnson	gjk@princeton.edu <i>Architecture Librarian</i>

The SoA Library opened in 1964 as the Library for Urban and Environmental Studies, with the Bureau of Urban Research constituting its charter collection. Today, the library, still familiarly referred to as UES, is one of ten libraries within the Princeton University Library system. The collection's strengths include modern and contemporary architecture and urban design, architectural history, theory, and practice. Additionally, the Library supports green design, sustainable architecture, social factors in design, architecture and the visual arts, architecture in developing countries, landscape architecture, and building technology. Together, with the resources housed throughout the Princeton University Libraries, the SoA Library provides access to a comprehensive collection supporting the fields of architecture, architectural research and theory, and urban planning and design.

COLLECTIONS

Among the SoA Library holdings are more than 22,000 volumes onsite with tens of thousands more in the Library's Annex and ReCAP off-site locations. The SoA Library subscribes to a suite of online architectural, design, and engineering databases and online image collections, and regularly acquires architecture and urban studies related video and multimedia material. The Library subscribes to more than 350 domestic and foreign periodicals, ranging from professional practice and design titles to academic journals and peer institutional publications. A small collection of semi-rare materials and the most recent SoA senior theses are held in the library for onsite use. Other rare architectural materials are held offsite at ReCAP and in Firestone Library. These items can be requested for in-library usage.

Collections of interest beyond the SoA Library include the Marquand Library with some 400,000 volumes on all aspects of archaeology and art, including architectural history prior to the 20th century; the Stokes Library for Public and International Affairs and its Population Research Collection; the Engineering Library with its technical and civil engineering resources; and the Map and Geospatial Information Center (offering GIS resources and services) in the Fine Hall Annex.

CIRCULATION POLICIES

The SoA Library is a fully circulating collection. Faculty, staff, graduate students, and undergraduate seniors may borrow any circulating materials for a period of one academic term while all other undergraduates may borrow items for up to 8 weeks, depending on the library from which the materials are loaned. Reference materials, periodicals, Librarian's Office items, and restricted ReCAP collections will not circulate.

Materials may be renewed but are subject to recall. Overdue materials are generally fined \$0.25 per day and a patron's account is blocked when \$20 in fines have accrued. Fines for recalled material or overdue reserves are higher.

RESEARCH SERVICES

The Library offers focused orientations for incoming M.Arch and Ph.D. students each fall, as well as a number of classes on research methodologies, citation management systems, and one-on-one tutorials and consultations. Library research consultations can help ensure that all relevant PUL, regional, consortial, and international collections are identified in your research process, as well as refer you to other pertinent

subject specialists on campus and further afield. Individual research consultations with the SoA Librarian are available on a drop-in basis and by appointment.

STUDENT SHELVES & CARRELS

UES has discontinued the assignment of study carrels to SoA seniors working on their theses and M.Archs in the final semesters of their programs. Carrel spaces are available for casual patron use on a daily basis. Materials left in or on carrels will be reshelfed at the end of each day.

The collections of Marquand Library do not circulate outside the library, and all SoA students can request shelf space in Marquand when utilizing the collections. SoA Ph.D. students may request a study carrel in Marquand Library by contacting the SoA Librarian. All carrels and shelves are available on a first come, first served basis.

Computing

The computing facilities are open 24 hours a day, 7 days a week, year-round. Princeton ID is required for building access after normal hours.

HELP DESK HOURS

Monday–Friday 9am–6pm

Additional help desk hours subject to student monitor availability:

Monday–Friday 6pm–10pm

Saturday 12pm–8pm

Sunday 12pm–4pm

CONTACT INFORMATION

Office N-09
Website archcomp.princeton.edu
Email archcomp@princeton.edu

Andrew Ona ao3057@princeton.edu
609–258–2250
*Manager of Architectural Visualization
and Classroom Instruction*

David T Santoro Jr dsantoro18@princeton.edu
609–258–8031
Technical Support Specialist

COMPUTING FACILITIES

The following policies should be observed while using the School's computing facilities:

- Please report all computer-related problems to the School's IT staff immediately by submitting the following form: archcomp.princeton.edu/help-request. Please include the name of the computer and a description of the problem.
- Take all personal belongings with you when you leave the lab. You may leave resources at your workstation if you are in the middle of a project and leave momentarily.
- Please discard all scrap paper and draft prints in the recycling bins. You are responsible for cleaning up after yourself.

All paper on the floor or left on the tables for more than one day will be discarded.

- Eating and drinking in the computing facilities is discouraged. If you bring food or beverages into the computer lab please discard all waste and clean up any spills.
- Personal folders and files are not to be saved to the hard drives on any of the computers in the lab. Personal files and folders are deleted at the end of the school year. Please save all personal folders and files to an external drive, cloud storage, or the central file server.
- The School's computer facilities are for SoA-related design work only. E-mail, word-processing and web searches are permitted but must yield to architectural design projects. At no time should audio, video, or other recreational files or applications be downloaded to the machines in the lab without first consulting the IT Department.
- Plotters should be used to print large-scale drawings only. Text documents should be printed to the Canon laser printers.
- All computers, monitors, computer accessories, manuals, and chairs are the property of the School of Architecture and belong in the computer lab at all times.

The School's IT Department reserves the right to restrict access to the School's computing equipment in the event that a major problem occurs. In addition, the lab may be closed at certain, announced times for regular maintenance. The lab will be closed during this time. This restriction may include access to the printers.

NETWORK

In order to use the School's software, access the Internet, share files, and print to the plotters, students are required to maintain a network connection. The wireless network is accessed via Eduroam. If requesting a wired ethernet connection, visit the following page for more information: kb.princeton.edu/KB0011604.

TECH SUPPORT

The resources in the lab and throughout the school are to be used in a manner consistent with the University policy and law. To review this policy, visit itpolicy.princeton.edu.

The School provides numerous software applications including Architecture specific software, a high-end computer lab, two Canon color printers

(letter and tabloid), 5 high-end plotters (HP and OCE Colorwave), one wide-format Contex scanner, equipment loans, a Photo Room and several Media Carts (65" Vizio LCD panels on a mobile cart with Apple TV and MacMini connected).

The SoA Helpdesk (N-09 Window) provides support for most of the resources in the School (computing, printing, software, equipment loans, etc). Princeton University's Office of Information Technology (OIT) offers support for computers through the OIT HelpDesk. The nearest helpdesk to the Architecture Building is in Frist.

Students are strongly encouraged to use a cable lock to secure their computer equipment to their desks. Feel free to reach out to staff for recommendations. The School takes no responsibility for computer equipment that is damaged or stolen while in the building.

I.T. orientation for new students will be offered at the beginning of the year to explain how to access software and printing resources. Staff are available Monday-Friday during normal business hours to offer technical support. In addition, the University offers a 24/7 helpdesk (258-HELP) and an extensive knowledge base on the University's website.

PRINTING POLICIES

In order to print from a personal computer, all users will be required to download and install a printing client, Papercut. Instructions will be posted on the computing website archcomp.princeton.edu.

Students will be charged for printing activities at the School of Architecture (excluding PH.D. students). The Dean provides each student with a \$150 allowance per semester. Using the print management system, PaperCut (separate from the rest of the University) students can add additional funds to their account by logging into the PaperCut portal with their NetID and password. Student accounts will be charged at the end of each semester for any additional funds added to their printing account. Using the PaperCut portal, students can check balances, job transactions, print jobs, and request refunds. Pricing for printing to the plotters and laser printers is posted on the SoA website and in the computer lab.

A variety of plotter paper will be provided by the School, including regular bond, heavyweight bond, Vellum, Mylar and Clear Film. If students want to use their own paper, please see the IT Department for instructions and to confirm that the paper will work with SoA plotter.

RESOURCE FEE

An annual resource fee of \$350 is charged to Graduate (non-Ph.D.) student accounts at the beginning of each Fall semester. This provides access to the School of Architecture software, around-the-clock use of the SoA computer lab, unlimited access to and maintenance of all the available resources in the building including printers, plotters, computers, equipment loans, Media Carts, shop, and facilities.

AV EQUIPMENT LOANS AND PHOTO STUDIO

The School maintains and circulates a number of DSLR cameras, lenses, camcorders, digital audio recorders, tripods, digital/analog projectors, and a photo room equipped with two backdrops (black and white; green available by request) and a variety of light fixtures. To borrow equipment, SoA students should visit the SoA Helpdesk during normal business hours to check-out. The School uses Cheqroom to track and loan equipment. To retain borrowing privileges, students must return equipment promptly and in good order. Loans are typically for one day or one night only, unless by arrangement. Review the website for the most updated information.

WORKSPACE

The space adjacent to the 3D Printers on the Ground Floor is a “dirty” workspace. Students can use the space to assemble models and finalize projects. Students are responsible for cleaning up after themselves and disposing of materials properly.

Archive

Located on the ground floor of the Architecture Building, the Archive houses the School’s archival multimedia collections (image, audio, video, works on paper) and historic faculty/staff administrative files.

ARCHITECTURE COLLECTIONS OVERVIEW

The image collection includes analog and digital content. Approximately 64,000 35mm teaching slides cover American and western European architecture from the 19th and 20th centuries. Digital image holdings include slide scans, born digital teaching images, photography of exhibitions and studio reviews, and student work. Digital images from the SoA and other repositories on campus are available to search and download for research and class presentations in Almagest, Princeton’s online media catalog, and Artstor Digital Library, a digital archive containing over two million images from 290 collections, including Princeton-specific holdings.

The audio visual Collection—about 1,300 analog cassette tapes, VHS, MiniDV, and Hi-8 video tapes—includes recordings of lectures, conferences, and public reviews held at the School of Architecture from 1975 to the present. Video recordings from events since 2009 are available on Vimeo and the SoA website. Older recordings, on cassette tapes, are digitized on request and as time permits. A FileMaker Pro database is available so that patrons can search the catalog.

The student work collection contains approximately 600 studio and thesis projects from c.1920s through c.1969. Between the 1920s and 1980, undergraduate and graduate students documented studio and thesis projects by submitting hand-illustrated 30"x 40" (or larger) boards to the School. These projects reflect the shifting pedagogical focus of Princeton architecture faculty, including Jean Labatut, Neville Epstein, Robert Geddes, Alan Chimacoff, and Michael Graves. Most of these early MFA thesis and studio projects by students like Charles Moore, Hugh Hardy, and Robert Venturi are now digitized thanks to the generous support of the David A. Gardner '69 Fund in the Humanities Council. As part of that project, the SoA built a FileMaker database to allow faculty and students to search the catalog and view digital images for work up to 1970. Later projects, documented on slide film and

born-digital since the early 2000s, are slowly being catalogued, although the images are readily available. This archive serves as a reference tool for faculty and students.

The SoA Archive is a repository of faculty collections, administrative records from 1930 to the present, syllabi, models, works on paper, and miscellaneous objects. At present, there is material related to two faculty members: Jean Labatut (1899–1986) and Martin L. Beck (1900–1989). The Labatut Collection includes papers, 35mm and lantern slides, films, blueprints, drawings, project files, and student works donated to the School by Professor Jean Labatut, Chief Design Critic and Director of Graduate Studies from 1928 to 1967. The Beck Collection consists of personal and professional files from 1925 to 1980. A 1928 graduate from Princeton’s School of Architecture, Martin L. Beck taught at the School until the war effort pulled him away on government contracts in the 1940s. His papers include lecture notes, slides, sketchbooks, plans and photos, and correspondence. These faculty collections remain uncatalogued at this time, but substantial materials from the Labatut collection (and the School) are available in the Department of Rare Books and Special Collections’ Manuscript Division (Firestone Library) and the Princeton University Archives and the Public Policy Papers (Seely G. Mudd Manuscript Library). The SoA object collection includes framed drawings by Frank Gehry, Robert Venturi, Jean Labatut, models used in Victor Olgyay’s book *Design with Climate* (1963) and a pair of drawings Le Corbusier executed in chalk on 18-foot-long rolls of tracing paper while lecturing in Princeton in 1935.

ACCESSING THE ARCHIVES

Instructions for accessing the Archives is provided via the website each semester. Please reach out to archcomp@princeton.edu with any questions.

Student Archiving Requirements

Given the importance of the archive, every student must submit their studio work to the SoA Archive at the conclusion of each semester. This is required to be submitted before the beginning of the next semester, and the thesis work is to be submitted before graduation. Work collected may be used by Princeton University for promotional purposes and accreditation.

The submission process and requirements are as follows:

- Complete the Student Work Cataloging Form:
soa.princeton.edu/content/student-work-cataloging-form
- Complete the Release and Hold Harmless Form:
soa.princeton.edu/content/student-work-release-form
- Gather digital files and photography:
 - Export full layout boards to .pdf at the “high quality print” setting
 - Extract key, or essential, images as individual files:
 - For the web: Key images should be jpgs or pngs saved for web at maximum 1920x1080 pixels, 72 pixels per inch (ppi). Please provide a caption for each image
 - For publication: Vector line drawings and graphics should remain vector files (.ai or .eps), and should also be saved to .pdf. Make sure to include all linked files by embedding images and fonts. Photoshop documents should be flattened and saved as .tif files. Photographs (including model photos) and scanned images should also be saved as .tif files, and, if possible, no images should be smaller than 9x12 inches at 300 ppi (2700x3600 pixels).
 - Include animations in Quicktime MPEG-4 format (.mov or .mp4)
- Organize your files:
 - Files should be clearly labeled and arranged into titled folders (e.g. “Final Boards,” “Plans,” “Model Photographs,” “Renderings,” “Key Images”)
 - Discs should be labeled with student name, title of thesis, course name, faculty name, and date
- Visit soa.princeton.edu/zone/archive#137 and click the Dropbox links to upload your files. Please zip your files as one file, and upload the zip to Dropbox.

International Students

The Davis International Center offers specialized support for international students and scholars, including resources to help adjust to life at Princeton. Their team of dedicated advisers can assist students with questions about immigration status and practical adjustment to the United States. Through their programs and events, students will have an opportunity to develop social connections and gather information that will help them settle into the U.S. culture. Learn more at davisic.princeton.edu/.

Optional Practical Training (OPT) for International Students

F-1 visa holders may be authorized for up to a total of twelve months of full-time optional practical training (OPT) at each education level (i.e., undergraduate, graduate, post-graduate). OPT may be taken during the course of study (pre-completion OPT) or after degree completion (post-completion OPT). Any questions about OPT should be referred to the Davis IC. Students must apply for OPT a minimum of three months before their expected completion date and should speak with their international adviser at the Davis IC to discuss the application process. International students who have studied science, technology, engineering, or mathematics at the bachelor's or higher level may qualify for a 24-month STEM OPT extension. Students should inquire at the Davis IC for more information. Only international degree-seeking students are eligible to apply for OPT. In accordance with Graduate School policy, non-degree international students cannot be approved to work off campus after completion of the academic objective that associates them with Princeton University. Learn more at davisic.princeton.edu/immigration/current-students/optional-practical-training.

NAAB Statement

In the United States, most registration boards require a degree from an accredited professional degree program as a pre-requisite 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 U.S. 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, three-year, or two-year term of accreditation, depending on the extent of its conformance with established educational standards. Doctor of Architecture and Master of Architecture degree programs may require a preprofessional undergraduate degree in architecture for admission. However, the preprofessional degree is not, by itself, recognized as an accredited degree. Princeton University School of Architecture offers the following NAAB-accredited degree program(s):

- Master of Architecture (non-preprofessional degree + 108 graduate credit hours)
- Master of Architecture (preprofessional degree + 72 graduate credit hours)

Next accreditation visit for all programs: 2024

The 2024 accreditation visit will follow the NAAB 2020 Conditions for Accreditation and the 2020 Procedures for Accreditation: naab.org/accreditation/conditions-and-procedures

In order to promote transparency in the process of accreditation in architecture education, the following documents are available to the public in the Dean's Office, located at S-110 Architecture Building:

- Annual Reports
- NAAB responses to the Annual Reports
- Final decision letter from the NAAB
- Architecture Program Report (2014–2015)
- Visiting Team Report (2015)

Also available are the NAAB 2014 Conditions for Accreditation (naab.org/wp-content/uploads/01_Final-Approved-2014-NAAB-Conditions-for-Accreditation.pdf) and the 2015 Procedures for Accreditation (naab.org/wp-content/uploads/2016/03/Full-Documents.pdf).

Student Engagement

Student Groups

The SoA is home to multiple student groups. Details, links and contact information at soa.princeton.edu.

NOMAS

The Princeton University Chapter of the National Organization of Minority Architecture Students is an organization of BIPOC students and allies within the SoA, and the larger architectural student body of Mercer County, who are dedicated to advancing visibility and opportunity for minority groups in architecture. NOMAS serves as a resource for employment, fellowships, grants, and professional mentorship opportunities. Through events, lectures, and other programming NOMAS fosters an inclusive community environment for the graduate and undergraduate student bodies.

SALON SERIES

Salon Series are evenings of participatory conversations held at the SoA's South Review Space curated around a central topic, in which SoA students and emerging voices within and adjacent to the discipline can share work and engage in dialogue.

SOA HAPPY HOUR

A monthly Happy Hour organized and hosted by the Happy Hour Society comprised of SoA graduate students, themed (for fun!) and occasionally co-hosted with other SoA Student Groups.

SOA RADIO

Hosted on Mixlr (psoa_radio), SoA Radio broadcasts a variety of media, including: breakfast shows and studio jams, songs about buildings, book readings, and interviews with SoA Faculty, along with cross-programming with other SoA Student Groups, like *Pidgin Radio*.

PIDGIN MAGAZINE

Pidgin is a publication edited and designed by graduate students at the Princeton University School of Architecture. The name *Pidgin* encapsulates the spirit of the journal: a type of communication formed by a lack of common language, and a homonym for a low-tech, feathered dispatch. From its inception in 2005,

Pidgin has provided a platform for the written and visual detritus of students, faculty, practitioners, historians, and theorists at Princeton and beyond, emphasizing current critical work across formats rather than polished products. By assembling a range of contributors and work, each issue creates an eclectic compilation of contemporary thought in architecture and its related disciplines.

RUMOR

Rumor is a monthly publication and installation. Each *Rumor* reviews* a work of architecture** and comes with an interactive launch intervention in or around the School of Architecture at Princeton University. *Rumors* spread via email, across desks, and on air. They're forwarded, or printed, folded, and passed as notes.

*Working in the language of critiques and proposals rather than abstract speculation, each issue takes on a single work of architecture, reviewed by one or more authors.

**What is a work of architecture is a matter of language. *Rumor* defines it as anything that fits together separate parts, or assembles materials into a structure. It is a piece of the world, physically constructed in the 21st century.

WOMXN IN DESIGN AND ARCHITECTURE (WDA)

A graduate student group formed in 2014, WDA presents an annual conference that celebrates the work and legacy of a pivotal architect or designer with contributions from international historians and scholars, in addition to artists, curators, and practitioners.

Exhibitions

The SoA presents one to two exhibitions in the North Gallery each semester; find details and dates on the website. SoA staff hires M. Arch students to assist with production and installation; contact the Exhibitions Manager for details.

Student Representatives

Student representatives for every class are elected in September, details will be posted on the SoA website.

University Policies

Students are required to abide by and review the following University policies:

1. Emergency Action Plan
Visit emergency.princeton.edu/how-to-prepare/emergency-action-plans to review the University's Emergency Action Plan.
2. Fire Emergency Plan
Visit emergency.princeton.edu/more-info/policies/fire-emergency-policy to review the University's Fire Emergency Plan.
3. First Aid Policy
Visit emergency.princeton.edu/more-info/policies/first-aid-policy to review the University's First Aid Policy.
4. Smoking Policy
Visit ehs.princeton.edu/health-safety-the-campus-community/smoking-campus to review the University's Smoking Policy.
5. Alcohol Policy
Visit uhs.princeton.edu/health-resources/alcohol to review the University's Alcohol Policy.
6. Travel Information
Visit travel.princeton.edu to review the University's Travel Information.

2023-24

Princeton
University
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Handbook