



G C A

Undergraduate Student Handbook 2018-2019

For Architecture, Environmental Design, Construction Science, and
Interior Design

Christopher C. Gibbs College of Architecture Leadership

DEAN

Hans E Butzer, AIA, AK NW, LEED AP

ASSOCIATE DEAN

Leehu Loon, Associate Professor

DIRECTOR, DIVISION OF ARCHITECTURE

Stephanie Pilat, Associate Professor

DIRECTOR, HASKELL & IRENE LEMON CONSTRUCTION SCIENCE DIVISION

Ben Bigelow, Associate Professor

DIRECTOR, DIVISION OF INTERIOR DESIGN

Elizabeth Pober, Associate Professor

Campus Resources

Academic Records office	330 Buchanan Hall	(405) 325-2012
Registration office	230 Buchanan Hall	(405) 325-1083
Admissions office	130 Buchanan Hall	(405) 325-2252
Bursar office	105 Buchanan Hall	(405) 325-3121
Financial Aid	216 Buchanan Hall	(405) 325-4521
Goddard Counseling	201 Goddard Health Ctr.	(405) 325-2911
Writing Center	270 Wagner Hall	(405) 325-4336
Disability Services	730 College Ave	(405) 325-3852
Career Services	323 OMU	(405) 325-1974
Action Tutoring	www.ou.edu/univcoll/action_tutoring.html	

Christopher C. Gibbs College of Architecture Advising

Phone: (405) 325-2444

Appointments for advising are made on iAdvise (iadvise.ou.edu/).

Walk-in hours are Monday-Friday 9-11 a.m. and 2-4 p.m.

CNS Advisor: Dave Kyncl, dkyncl@ou.edu

ARCH, EnD & ID Advisor: Erin Tyler, etyler@ou.edu

Important Dates for Fall of 2018

ADD/DROP (Altering a Portion of Your Enrollment)

NOTE: It is important after you have dropped a course that you check your OZONE enrollment to make certain it is no longer on your schedule. **An add/drop is not official until you receive a confirmation email from Registration.** Pay very close attention to drop dates. You may not be able to drop a course after the specified date below.

CLASSES BEGIN	August 20
Final Day to Receive 100% Refund on Drop	Aug 31
No Refund on Dropped Course After	Aug 31
Final Day to Add a Class	Aug 24
No Record of Grade on Dropped Courses if Dropped Prior to This Date:	Aug 31
Automatic “W” for Dropped Courses by This Date	Sept 4-Nov 9
Petition to Dean and Professor’s Signature Required for Drop with a “W” or “F” Awarded	Nov 12- Dec 7
Final Exam Preparation Period (Dead Week)	December 3-9
Final Day of Classes	December 7
Final Examinations	December 10-14
HOLIDAYS and VACATION DAYS	
Labor Day Holiday	September 3
Thanksgiving Vacation	November 21-25

Dates are subject to change. Please check the official OU Academic Calendar for changes at: http://www.ou.edu/admissions/home/academic_calendar.html

Important Dates Spring 2019

ADD/DROP (Altering a Portion of Your Enrollment)

NOTE: It is important after you have dropped a course that you check your OZONE enrollment to make certain it is no longer on your schedule. **An add/drop is not official until you receive a confirmation email from Registration.** Pay very close attention to drop dates you may not be able to drop a course after the specific date below.

CLASSES BEGIN	January 14
Final Day to Receive 100% Refund on Drop	January 28
No Refund on Dropped Course After	January 28
Final Day to Add a Class	January 18
No Record of Grade on Dropped Courses if Dropped Prior to This Date:	January 28
Automatic “W” for Dropped Courses by This Date	April 12
Petition to Dean and Professor’s Signature Required for Drop with a “W” or “F” Awarded	April 15-May 3
	April 29-May 5
Final Exam Preparation Period (Dead Week)	May 3
Final Day of Classes	May 6-10
Final Examinations	
HOLIDAYS and VACATION DAYS	
Martin Luther King Jr. Day	January 21
Spring Vacation	March 16-24

Dates are subject to change. Please check the official OU Academic Calendar for changes at: http://www.ou.edu/admissions/home/academic_calendar.html

Bachelor of Architecture

Division Director: Stephanie Pilat, spilat@ou.edu

The Bachelor of Architecture is a five-year professional program accredited by the National Architectural Accrediting Board (NAAB). It satisfies the educational requirement for persons planning to take the professional architectural license examination. NAAB Conditions for Accreditation (including the Student Performance Criteria) is available at::

<http://www.naab.org/>

[ACCREDITATION/2004_CONDITIONS_2.ASPX](http://www.naab.org/ACCREDITATION/2004_CONDITIONS_2.ASPX)

Bachelor of Construction Science

Division Director: Ben Bigelow, bigelow@ou.edu

The Bachelor of Science in Construction Science program is designed to prepare students for careers as managers of a broad range of project types in the construction industry, and provide a basis for the management of people, time, money, equipment and materials. The program is four years in length, and is accredited by the American Council for Construction Education (ACCE).

Bachelor of Interior Design

Division Director: Elizabeth Poher, epoher@ou.edu

The Bachelor of Interior Design is a four-year professional program accredited by the Council for Interior Design Accreditation (CIDA), and meets all professional standards set forth by national, professional and educational associations. It satisfies the educational requirements for students planning to take the professional interior design licensure exam (NCIDQ).

What is Enrollment Management?

You will hear advisors and faculty talk about enrollment management. What is it, and how will it affect your future in one of the three undergraduate programs in the Christopher C. Gibbs College of Architecture?

Many professional programs around the country have very stringent admission standards that must be met prior to taking courses in a professional program. Here, at OU, we allow any student to declare one of our majors as a freshman and enroll in courses. By putting the students into the courses of their major in the first year a student will quickly determine if the major is the right one to pursue.

The minimum GPA for retention in and graduation from the Gibbs College of Architecture is required. The grade of 'C' or better is required for major courses. All courses listed on the curriculum sheet in the first four semesters are required to be successfully completed by the end of the spring semester of the second year of study. At that time, the second year student in the Gibbs College of Architecture is assessed to determine his/her readiness through established criteria referred to as 'enrollment management'. These criteria help the students and faculty determine who has the most interest and proven talent for our programs. Only those students selected through what becomes a careful screening process will move forward into the third year of the Architecture, Construction Science or Interior Design programs. This advancement represents full admission to the professional program.

This process is one that has caused much concern for students and their parents. It is designed to be as fair as possible to each student. Portfolio reviews and presentations are conducted for Interior Design majors. The students are graded by each of the faculty in the Interior Design division. GPAs are a factor in the process for Architecture, Interior Design, and Construction Science.

The completion of all course work for any given semester is required. These courses provide the foundation for all of the courses that follow. Students build their professional study just as one builds a building: upon a strong foundation, and one brick at a time.

Finally, it is important to remember that the majority of students who do not complete our programs make that decision for themselves. Only a very few will find themselves involved in a decision not of their own making.

If you have any questions about this process, please see an academic advisor in the Gibbs College of Architecture.

Architecture Majors

First Year Review:

- All students must maintain a **minimum** 2.50 retention GPA in their OU, combined, and curriculum GPA to be in good standing with the college.
- All courses listed in the first year of the curriculum sheet must be completed before moving into any second year ARCH courses.
- Students must earn a “C” or better in all courses with an ARCH prefix .

Second Year Review:

- Architecture students are required to present their final project in Studio IV for review at the end of the second year of study. Professors in the College as well as working Architects will grade these projects.
- A minimum GPA of 2.5 is required to be considered for acceptance into the third year of the professional program. Review of the pool of applicants is based upon; final project from Studio IV, GPA and the required completion of all courses in the first two years of the curriculum have been completed. The competitive GPA has been, and may continue to be, higher than 2.5.

Construction Science Majors

Second Year Review:

- All courses listed in the first two years of the program curriculum sheet must be completed by the end of the second semester of the second year.
- All courses with a CNS prefix must be completed with a “C” or better.
- All students must maintain a **minimum** 2.50 retention GPA in their OU, combined and curriculum GPA to be in good standing with the college.
- Students are evaluated after grades are recorded for the spring semester of the second year of the program. The above criteria is used at that time to determine whether a student will be allowed to move into the third year (the top 40 students advance).

Interior Design Majors:

Second Year Review:

- Interior Design students are required to present a portfolio for review at the end of the second year of study. Professors in the studio classes will assist the student in preparing their drawings and other materials for this portfolio. Each student will make a presentation to the faculty based on their portfolio. Ultimately, the responsibility for this process resides with the student.
- A minimum GPA of 2.5 is required to be considered for acceptance into the third year of this professional program. Review of the pool of applicants is based upon portfolio, GPA and whether or not all of the courses in the first two years of the curriculum have been completed.
- All courses with an ID prefix must be completed with a “C” or better (admission is limited to the top ID students based on criteria above).

NOTE TO STUDENTS IN ALL MAJORS:

It is **STRONGLY** advised that official transcripts for all courses taken at transfer institutions be presented to the Admissions Office, 130 Buchanan Hall, and recorded on your permanent record, within 10 days after the posting of grades for the semester in which the courses are completed. A missing transcript may affect your ability to progress into the subsequent semester or graduation.

Academic Advising

As a student, you should assume the primary responsibility for planning an academic program that achieves your educational objectives and satisfies the requirements for graduation. It is your responsibility to follow the course requirements for graduation. Your advisor will assist you based on your records and enrollment at the time of each advising session. ***Failure to follow the advisor's recommendations can prolong the time required to earn your degree.*** The advisor has the authority to withhold his/her approval if your selection of courses is inappropriate or unwise for your given major.

You must be advised each semester **before** you register for classes. The college advisors facilitate and approve your enrollment during individual advising sessions conducted during fall and spring semesters. Students will be notified about the dates for advising via their OU email account. It is important for students to routinely check their OU e-mail account for this, and other important information.

Advising sessions are held mid-semester in both the fall and spring. Fall semester you will be advised for spring and summer, spring semester you will be advised for fall. ***Postponing advisement for any given semester could make completing your program more difficult due to problems which arise when courses are full.***

Math Placement Exams

All students must complete a math placement exam before enrolling in math courses at OU. The placement exams are given Monday through Friday from 8 to 4 p.m. in Room 270, Wagner Hall.

DO NOT POSTPONE TESTING. It is important that you know where you must start to complete MATH 1823 for Construction Science and Architecture majors. Do not assume that you will place into the math course you need for your degree.

College Enrollment Contract

A student whose OU and/or combined GPA falls below the 2.5 minimum will be asked to sign an enrollment contract prior to enrollment in any given semester that such GPAs are deficient.

This contract clearly defines what grades the student must earn, in order to reach the minimum GPA required to be in good standing with the College. Failure to adhere to the stipulations of the contract may result in dismissal from the Christopher C. Gibbs College of Architecture's programs.

Drop, Add and Audit Policy

When dropping or adding courses, see your academic advisor first! You must check the academic calendar and make certain of the process regarding your request to add or drop courses. If you are having difficulties managing your schedule or feel you may need to drop a course, it is imperative that you do so as quickly as possible. Consulting with your academic advisor could save you a delay of a year in completing your degree.

When you drop or add online, the transaction is not official until you have received an email of confirmation from the Registration office. You should check your enrollment after every online drop or add to make certain your enrollment is correct. Failure to check your enrollment for accuracy may result in a charge for a course you did not intend to take, or a failing grade in a course you did not attend.

Students will be limited to five (5) drops with the grade of W during the **student's undergraduate career** at the University of Oklahoma. This does not include complete withdrawal for a semester/term.

A change from **credit to audit or audit to credit** must be made in the first two weeks of a regular semester.

University Repeat Policy

Students may repeat up to four courses, not to exceed 18 hours (whichever comes first), in which the original grade was a “D” or an “F”. Only the second grade will be included in the calculation of the retention/graduation grade point average. The original grade will still appear on the student’s permanent record, but will not be calculated into the student’s retention/graduation grade point average or total hours earned.

The repeat policy is now automatic. Repeat Policy is applied to specific courses in chronological order.

The GCA Library

The OU Christopher C. Gibbs College of Architecture Library is located within newly-renovated Gould Hall. The highlight of the collection is an archive of blueprints by renowned architects Frank Lloyd Wright and Bruce Goff, a former faculty member of the College of Architecture. In addition, the Witt Collection, established in memory of a student killed in WW II, contains material devoted to Wright and Goff as well as books on the history of architecture and the personal library of former OU professor Mendel Glickman, Frank Lloyd Wright’s main engineer for more than thirty years.

Student Life in the College

The GCA is organized around a "collaborate, create, and construct" continuum. In some senses, the College is more like a small community than a traditional university academic unit and shares community resources such as classroom space, the Computer Lab and the College of Architecture Library with the other disciplines. Students have 24-hour access to Gould Hall.

Student activities and organizations provide a means for meeting and interacting with other students and faculty outside the classroom or studio. There are also college lectures that occur during the academic year, displays of student and faculty work in the gallery, and Design Week for the entire college during the spring semester.

Scholarships Offered by the College of Architecture

Various scholarships are available to students in the GCA. Applications can be downloaded at our website. Please pay close attention to the accompanying documents that are required. Letters of reference and transcripts can take time to acquire so it is important to begin the process early.

The deadline for all scholarships offered by our College is published on the website. There are no extensions available, all materials requested including transcripts and letters of reference, must be included in order for your application to be considered.

ATTENTION:

All email correspondence from the Christopher C. Gibbs College of Architecture will be sent to your OU email account. This includes information about scholarships. Please be aware that if you forward your OU email to another account you may not receive all of the material you need from the College.