Tyler School of Art / Division of Architecture and Environmental Design

Susan Cahan, Dean
2001 North 13th Street
Philadelphia, PA 19122
215-777-9000
tyler.temple.edu
tyler@temple.edu

Introduction

In January 2016, the departments of Architecture, Landscape Architecture and Horticulture, and Planning and Community Development were joined to form the division of Architecture and Environmental Design as a part of the Tyler School of Art.

Architecture and Environmental Design is comprised of three departments, 10 degree programs, and a number of certificates and minors.

Department of Architecture:

- Bachelor of Science in Architecture
- Bachelor of Science in Historic Preservation
- Bachelor of Science in Facilities Management
- Undergraduate degrees are also pathways to the Master of Architecture program (4+1, 4+2 and 4+3 track depending on professional preparedness at the undergraduate level)

Department of Planning and Community Development:

- Bachelor of Science in Community Development (including a +1 accelerated option for the Master of Science in City and Regional Planning)

Department of Landscape Architecture and Horticulture:

- Bachelor of Science in Landscape Architecture
- Associate in Science in Horticulture
- Bachelor of Science in Horticulture

Certificate Programs:

- Environmental Sustainability
- Historic Preservation
- Horticultural Therapy
- Landscape Plants
- Native Perennial Garden Design
- Sustainable Food Systems

Minors:

- Community Development
- City and Regional Planning
- Ecological Planning and Design
- Environmental Horticulture
- Landscape Studies
- Sustainable Food Systems

Summer classes, pre-college programs and weekend workshops are available. For information on graduate programs, please go to the Tyler web site at tyler.temple.edu or to the Graduate Bulletin (http://bulletin.temple.edu/graduate).

History

The Department of Architecture was founded in 1969. The program was initiated by the Philadelphia Chapter of the American Institute of Architects as a means of expanding architectural education in the city of Philadelphia. The department awards three undergraduate degrees (Bachelor of Science in Architecture, Bachelor of Science in Historic Preservation, a Bachelor of Science in Facilities Management accredited by IFMA, the International
Facility Management Association) and a Master of Architecture degree accredited by NAAB, the National Architecture Accrediting Board. Highly qualified undergraduate students may apply to the competitive +1 accelerated degree program: a Bachelor of Science in Architecture and a Master of Architecture completed in five years (with two summer semesters of graduate coursework).

The Department of Landscape Architecture and Horticulture traces its origins to the Pennsylvania School of Horticulture for Women, founded in 1911 at Ambler Campus. The department offers an Associate and Bachelor of Science in Horticulture, a Bachelor of Science in Landscape Architecture, and a Master of Landscape Architecture degree. Both the bachelors and masters degrees in landscape architecture are accredited by LAAB, the Landscape Architecture Accrediting Board. Students in the Department of Landscape Architecture and Horticulture take courses on both the Main and Ambler campuses of Temple University. Go to the Ambler Campus (http://bulletin.temple.edu/undergraduate/campuses/ambler-campus) section of this Bulletin for a listing of the full degree programs and for additional information on campus facilities, services, and programs.

The Department of Planning and Community Development was established in 2002 in affiliation with the Temple Center for Sustainable Communities. The department offers a Bachelor of Science in Community Development and a Master of Science in City and Regional Planning accredited by the PAB, Planning Accreditation Board. Highly qualified undergraduate students may apply to the +1 accelerated degree program: a Bachelor of Science in Community Development and Master of Science in City and Regional Planning completed in 5 years.

Mission
The Tyler School of Art educates, motivates and inspires individuals who will enter society as artists, architects, art historians, designers and educators with the highest aspirations for achievement, producing innovative work that is publicly presented and critically considered. Founded upon the ideals of progressive education emphasizing exposure to a variety of experiences before selecting a major, attention to each student's mastery of technique, and the shaping of a personal artistic vision within the framework of a research university, the objective of the Tyler School of Art is to create an engaging and critical environment that:

- Promotes cutting edge curriculum initiatives through a broad spectrum of philosophical and aesthetic approaches
- Through its relationship with Temple University, provides access to students who otherwise would not consider art and design as a career path
- Fosters interdisciplinary insights and collaborations promoting artistic and intellectual freedom, creativity and experimentation in a diverse and heterogeneous environment
- Demonstrates to students, through the faculty's own practice and scholarship, that the study of art and design is process-oriented and research-based
- Interacts with a broad spectrum of local, national and international artists, scholars and communities in the exploration of art and its role in society
- Builds upon our outreach to the Temple University community, to the local neighborhoods and to cultural organizations.

Accreditations
The Master of Architecture degree (4+1, 4+2, and 4+3 tracks) is accredited by NAAB, the National Architectural Accrediting Board. According to the NAAB, "In the United States, most state registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit U.S. professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted a 6-year, 3-year, or 2-year term of accreditation, depending on the extent of its conformance with established educational standards. Master's degree programs may consist of a preprofessional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the preprofessional degree is not, by itself, recognized as an accredited degree."

The Facilities Management program is accredited by IFMA, the International Facility Management Association.

The Bachelor of Science in Landscape Architecture and the Master of Landscape Architecture are both accredited by LAAB, the Landscape Architectural Accreditation Board of the American Society of Landscape Architects.

The Master of Science in City and Regional Planning is accredited by PAB, the Planning Accreditation Board.

Admissions Information
Tyler Admissions Office
Suite 100
2001 N. 13th Street
Philadelphia, PA 19122
215-777-9090
tyler.temple.edu/admission-process
tylerart@temple.edu

Tamryn McDermott, Director of Admissions
Grace Ahn Klensin, Assistant Director
Katie Reed, Admissions Counselor
Laura Godshalk, Admissions Counselor
Dan Levine, Administrative Assistant

**General Information for Freshman and Transfer Applicants to All Architecture and Environmental Design Programs (B.S., A.S.)**

Applicants to any Tyler program must meet the deadlines established by the Undergraduate Admissions Office. Please refer to Admission Process (https://tyler.temple.edu/admission-process) for updated undergraduate deadline information as well as information regarding the academic requirements for admission. After the priority deadline dates listed by Temple Undergraduate Admissions, applications are accepted on a rolling admissions basis.

For detailed information on freshman and transfer applications, as well as intra-university transfer, please see the appropriate program pages on the Tyler Admissions web site using the links provided below.

• B.S. in Architecture, B.S. in Historic Preservation, B.S. in Facilities Management (https://tyler.temple.edu/architecture-department)
• B.S. in Community Development (https://tyler.temple.edu/planning-community-development)
• B.S. in Landscape Architecture, B.S. and A.S. in Horticulture (https://tyler.temple.edu/landscape-architecture-horticulture)

**General Information for Intra-University Transfer Students**

Temple students who wish to transfer into a Tyler program or Tyler students who wish to transfer into a different Tyler program should contact the Tyler Admissions Office for policies and procedures.

**Readmission Policy (Re-Enrollment)**

Please refer to Leave of Absence/Re-Enrollment information listed in Tyler’s Academic Policies section of this Bulletin for further information.

**Financial Aid and Scholarships**

Student Financial Services  
Carnell Hall, Ground Floor  
1801 N. Broad Street  
215-204-2244

**Financial Aid**

Please see the Student Financial Aid (http://bulletin.temple.edu/undergraduate/student-financial-aid) section of the Bulletin. Detailed information can also be found on the Student Financial Services (http://sfs.temple.edu) web site. Applications for financial aid (Free Application for Federal Student Aid) are available through the Student Financial Services office, 215-204-2244.

**Scholarships**

Tyler offers merit-based and merit/financial need-based scholarships for incoming students dependent upon available funding. A limited number of portfolio scholarships, ranging from $1000 to $10,000, are awarded to undergraduate students entering in the fall semester. Some of these scholarships may continue dependent upon available funds, cumulative grade point average, and/or demonstrated financial need. All scholarships and guidelines for consideration are posted on the Tyler web site at tyler.temple.edu/financial-aid-scholarships.

Students who wish to compete for portfolio scholarships must follow the deadlines and application procedures indicated on the Tyler Admissions web site.

In addition to portfolio-based scholarships, a number of scholarships for entering students based on academic achievement are awarded through Temple University to Tyler School of Art. For more information about these awards, please contact the Temple University Office of Undergraduate Admissions or go to sfs.temple.edu.

Matriculated students also have the opportunity to compete for Tyler-specific scholarships. Information about merit scholarships for continuing students is posted annually on the Tyler web site at tyler.temple.edu/scholarships-grants.

**Study Away Programs**

Education Abroad & Overseas Campuses  
200 Tuttleman Learning Center  
1809 N. 13th Street  
215-204-0720  
https://studyabroad.temple.edu/
Study Abroad

After careful consultation with their advisors, students in Architecture, Landscape Architecture, Horticulture and Community Development programs may elect to enroll in a semester abroad. Many options are available, including the Rome and Japan campuses. For more information about Study Abroad options, see Education Abroad (http://bulletin.temple.edu/undergraduate/about-temple-university/academic-opportunities/#education-abroad).

Career Center

Temple University Career Center
220 Mitten Hall, 1913 N. Broad Street
215-204-7981

The Career Center provides students and alumni with up-to-date material on career planning, résumé preparation, interviewing skills, and job search techniques. Students are encouraged to schedule appointments for career conversation and advisement. For more information, see the Career Center (http://bulletin.temple.edu/undergraduate/about-temple-university/student-services/#career-center) section of the Bulletin, or go to their web site at www.temple.edu/provost/careercenter/ or telephone the office at 215-204-7981.

The Tyler Student Life Blog posts networking and career events and advertises career events and employment and internship opportunities through the weekly e-newsletter, the WHAT (Week Here At Tyler). Review the WHAT archives on the Tyler web site: tyler.temple.edu.

Additional career counseling, résumé development and internship search support is also available through appointment with Miranda Westrick (tuh41424@temple.edu) and/or Kari Scott (miss.kari@temple.edu).

Honor Societies

Landscape Architecture and Horticulture Honor Societies

Pi Alpha Xi is the national honor society for students majoring in horticulture. To be admitted to the society, a student must be a junior or senior, have a cumulative grade point average of at least 2.75, and have a grade point average of at least 3.0 in all horticulture courses. This chapter sponsors several fundraising events during the academic year, the largest being the annual Plant Sale that takes place in early May.

 Sigma Lambda Alpha is the honor society for landscape architecture majors. To be admitted to the society, a student must be a junior or be in the fifth semester of their program and have a cumulative grade point average of at least 3.2. A student who does not qualify in the junior year may be elected in the senior year.

Student Life

Kari Scott, Assistant Director, Tyler Student Life
Tyler Building 210N
miss.kari@temple.edu
215-777-9141

Student Life information can be found at our Tyler Student Life (https://tyler.temple.edu/student-life) web site.

Tyler's Student Life Office on Main Campus

The Assistant Director for Student Life acts as an ombudsperson for students and facilitates a number of events and activities for Tyler students. These include career networking events, Main campus graduation ceremony and convocation, student organizations and student government, and extracurricular activities. The Assistant Director for Student Life mentors the Tyler Living Learning Community and serves as an advisor to the Dean's Student Advisory Committee. The Assistant Director for Student Life coordinates exhibitions and installations in the public spaces in and around Tyler. Student Life sends out a weekly e-newsletter, The Week Here At Tyler (The WHAT), to all Tyler students with events, artist talks, exhibitions, and other fun things to do at Tyler, at Temple and in Philadelphia. This includes scholarships, internships, jobs, gigs, and artist calls.

Landscape Architecture and Horticulture students who take the majority of their coursework at the Ambler campus also have access to the Student Life Office for the Ambler Campus.

Office of Student Life on Ambler Campus

Bright Hall 101
267-468-8425
https://ambler.temple.edu/campus-life/clubs-and-organizations

This office supports and complements the university's academic mission by promoting social, cultural, educational, and developmental programs for the students at Ambler. The office provides opportunities through campus-wide programming and student organizations for students to develop special skills and interests, to interact regularly with other students, to plan and manage events, to participate in leadership training and self-governance, and to become involved in community-service projects.
Student Chapters of Professional Associations

American Institute of Architecture Students (AIAS)
Our organization, as Temple's chapter of the national American Institute of Architecture Students, works towards professional development and experience outside of studio. Through the Freedom by Design program we also offer community service opportunities.

Landscape Architecture and Horticulture Student Association
This organization, which incorporates a Pennsylvania/Delaware Student Chapter of the American Society of Landscape Architects (ASLA), holds annual fundraising events, such as plant sales, and sponsors a student-mentoring program.

Temple Student Planning Organization (TSPO)
The Temple Student Planning Organization is affiliated with the American Planning Association. Its mission is to promote awareness of the benefits of regional and sustainable city planning by participating in educational programs, engaging in outreach through community service, and encouraging an open dialogue about important issues such as equity and the built environment. TSPO is open to all undergraduate and graduate students interested in planning and development.

Temple University Facility Management Association (TUFMA)
Temple University Facilities Management Association is affiliated with the International Facilities Management Association. The purpose of this association is to promote professional development among students, provide networking opportunities, educational experiences, and awareness of the Facilities Management field.

National Organization of Minority Architecture Students (NOMAS)
The Architecture and Environmental Design departments have recently started Temple's Chapter of National Organization of Minority Architecture Students, which is affiliated with the National Organization of Minority Architects (http://www.noma.net).

Student Organizations

Temple Student Government
Two elected Tyler representatives participate in the Temple Student Government. This organization provides an integral link between students on all campuses and assures an ongoing dialogue with the administration.

Dean's Student Advisory Committee (DSAC)
Students who seek leadership opportunities may join the Tyler School of Art Dean's Student Advisory Committee. Recent DSAC projects include the Philadelphia Art School Mixer reception for the Annual Student Exhibition, an all Philadelphia art school exhibition at the Comcast Center, and "Craft and Create," a community service event. The DSAC also serves as Tyler's GAF advisory committee to help determine how activity funds Tyler receives form the University are used for arts and cultural enrichment for the University.

In addition, all students may participate in other student organizations which may be accessed at https://temple.campuslabs.com/engage/organizations. Students in Landscape Architecture and Horticulture are encouraged to participate in other Ambler Campus student organizations. Further information about these opportunities may be found in the Ambler Campus (http://bulletin.temple.edu/undergraduate/campuses/ambler-campus) section of this Bulletin.

Student Contact Information

Administration
Susan Cahan, Dean
Tyler Building, Suite 210
215-777-9000
tyler@temple.edu

Kate Wingert-Playdon, Associate Dean and Director of Architecture
Architecture Building, Room 306
215-204-7903
mwingert@temple.edu

Chad Curtis, Associate Dean and Graduate Program Director
Tyler Building, Suite 210
215-777-9167
cdcurtis@temple.edu
Academic Policies & Regulations

Temple University's policies and regulations (http://bulletin.temple.edu/undergraduate/academic-policies) generally apply to all undergraduate students and provide a framework within which schools and colleges may specify further conditions or variations appropriate to students in their courses or programs. Policies specific to Tyler School of Art, division of Architecture and Environmental Design are as follows:

Academic Credit

A credit hour is a measure of the amount of work represented in intended learning outcomes and verified by evidence of student achievement. A credit hour is an institutionally established equivalency that reasonably approximates:

1. not less than one hour of classroom instruction or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester of credit or the equivalent amount of work over a different amount of time; or
2. at least an equivalent amount of work for other academic activities such as studio work. For example, a three-credit studio course allows for not less than nine hours of work which can include five hours of in-class studio and at least four hours of out-of-class student work.

Additional academic credit hour (http://bulletin.temple.edu/undergraduate/academic-policies/academic-credit) information may be found in the Academic Policies section of this Bulletin.

Academic Residency Requirements

All undergraduates must take at least 45 of their last 60 semester hours at Temple University. Community Development majors must complete at least half of the courses required in the major at Temple. While candidates for a degree at Temple, students wishing to take academic work at another institution, either classroom or online courses offered during the regular year or in summer sessions, must have an advisor's prior approval before enrolling at the other institution. Refer to the policy on Permission to Complete a Course at another Institution after Matriculation (http://bulletin.temple.edu/undergraduate/academic-policies/permission-complete-course-institution-matriculation).

Courses Inapplicable to Graduation

Credits earned in Mathematics 0015 and lower-level courses in Military Science are not included in the minimum number of credits required for graduation. A maximum of 4 courses or up to 12 semester hours for upper-level Military Science (Army ROTC), Naval Science (Navy ROTC), or Aerospace Studies (Air Force ROTC) courses will be applicable toward graduation credits.

For the Department of Landscape Architecture and Horticulture (LAH), HORT 1001, unless it is the student's first LAH course or part of a successful credit certificate, is not applicable toward degree credit.

Courses transferred from other institutions or taken at Temple University that do not satisfy major coursework or General Education requirements are elective. Division of Architecture and Environmental Design programs vary in the number of elective credits applicable toward the degree. If the elective credits are in excess of the amount needed for the degree, a student will need additional credits to graduate beyond the minimum number stated for the curriculum. Students should check with their advisor when selecting courses.
Dean's List
Each fall and spring semester, those undergraduates who have met the credit hour and academic criteria for their school or college are placed on the Dean's List. See the Dean's List (http://bulletin.temple.edu/undergraduate/academic-policies/deans-list) policy for specific GPA and credit-hour requirements.

Double Major within Tyler
Some undergraduate students may be interested in pursuing a double major within Tyler. Students within Tyler need to fulfill all of the major requirements for each major including the required Capstone courses. In majors where the same course is required in both curricula, the course applies towards both majors. Please check with an academic advisor to discuss the course requirements for each major to see if double majoring works with your academic plan. See the Double Major (http://bulletin.temple.edu/undergraduate/academic-policies/double-major-across-colleges) policy for more information regarding second majors outside of Tyler.

Grievances
Please refer to the University grievance policy (http://bulletin.temple.edu/undergraduate/about-temple-university/student-rights/#grievances), located in the Student Rights section of this Bulletin.

Student Academic Grievance Policy and Procedure
Title IX of the Education Amendments Act of 1972 requires that each college or university establish due process for the resolution of academic grievances. Students enrolled at Temple University have the right to appeal academic decisions that they dispute. Each school and college at Temple University has established and adheres to its own grievance procedure. The following procedures are specifically applicable to all degree programs of Tyler School of Art.

Students should be advised that filing a formal grievance beyond the level of the instructor is serious and should be avoided until all informal methods of adjudication have been employed.

Step 1 – Faculty Member: A student with an academic grievance must first attempt to discuss the problem with the faculty member. In most cases, the grievance can be settled in this manner.

Step 2 – Chairperson: If the grievance cannot be resolved in Step 1, the student may submit a letter of grievance to the chairperson of the faculty member's department stating the following: course reference number, course number and section, faculty member teaching the course, and specific reason(s) for the grievance. The chairperson shall review with the student his/her reasons for the grievance. The chairperson, with letter of grievance, shall meet with the faculty member to discuss the problem. The chairperson shall transmit, in writing, the outcome of this meeting and his/her decision to the student and faculty member. Note: If the faculty member in the grievance is the department chairperson, the letter of grievance should be submitted directly to the Assistant Dean's Office.

Step 3 - Advising Director: If the student remains dissatisfied, he/she may appeal to the Advising Office. The Advising Director shall schedule a meeting first with the faculty member and the chairperson to discuss the grievance. Following this discussion, the student is invited to join the meeting to discuss the matter further and hear the decision. A report regarding the outcome of the meeting is written by the Advising Director and forwarded to the Dean's Office.

Step 4 - Student Appeal and Grievance Committee: If the student decides to pursue the matter further, he/she may appeal the case to the Dean's Office. The Dean shall call a meeting of the Student Appeal and Grievance Committee which consists of the four at-large members of the Tyler Executive Council. The Dean shall appoint one of these members as Chair without vote. The committee shall also consist of two undergraduate students and one graduate student provided by the Tyler Student Alliance (see Tyler School of Art By-Laws, Article III, Section B., No. 1). The Student Appeal and Grievance Committee shall make recommendations to the Dean on each appeal or grievance. All recommendations to the Dean shall reasonably summarize the student's claim, provide the basis for the committee's recommendation, and state clearly the committee's recommended disposition of the student's claim.

Step 5 - Dean of Tyler: The Dean of Tyler shall investigate the matter thoroughly and, if necessary, discuss the case with all those involved. The Dean's decision shall be forwarded, in writing, to the student and committee.

Step 6 - University Administration: Should the student decide to appeal further, he/she will be directed to the appropriate University administrator: the Vice Provost for Undergraduate Students or the University Dean of the Graduate School. All materials will be forwarded to the appropriate office for further consideration.

Step 7 - Provost: Appeals for contesting a grade or any academic matter are directed from the Vice Provost for Undergraduate Students or the University Dean of the Graduate School to the Provost's Office. This is the final step and highest level for student academic appeals.

Fall and Spring Semester Time Limit For Academic Appeals
The time limit within which a grade grievance can be entered is one (1) semester after the grade has been made a part of the student's transcript.
Summer Session Time Limit For Academic Appeals
Due to the condensed schedule of the summer sessions, the limit within which summer grade grievances can be entered is two (2) weeks after the grade has been made a part of the student's transcript.

For further information on academic grievance procedures, please inquire in the Advising Office.

Grievances Other Than Academic Appeals

- Students who believe they have been discriminated against because of gender, race, national origin, age or disability, should consult the Office of Equal Opportunity Compliance (http://www.temple.edu/eoc), Sandra A. Foehl, Director, Equal Opportunity Compliance 215-204-8890 or sandra.foehl@temple.edu. You may also contact one of the University Ombudspersons (http://www.temple.edu/eoc/ombudspersons.htm); Tyler's designated Ombudsperson is Kari Scott (215-777-9141 or miss.kari@temple.edu). You may contact any Temple Ombudsperson regardless of department.

- Students who have other non-academic complaints about a faculty member's conduct (without regard to grading), should refer those concerns in writing to the Chair of the Department or, if the faculty member is also the chair, to the Dean.

Students are welcome to contact David Logan, Advising Director, at david.logan@temple.edu or 215-777-9229 to discuss grievance policies and procedures.

Incomplete Coursework Policy

An instructor will file an "I" (Incomplete) only if the student has completed the majority (51% or more) of the work of the course at a passing level, and only for reasons beyond the student's control. This may include severe illness, broken limbs, family situation, etc. An incomplete may not be used to give students extra time to improve their grades. There must be a compelling reason behind each incomplete grade assigned. An instructor may file an "I" when a student has not completed the work of a course by the time grades must be submitted but has completed the majority of the work at a passing level and has a written agreement with the instructor and the department regarding completion of the work, including the nature of the work to be completed. The completion date may be no later than one year from the end of the semester in which the student took the course. The agreement shall also specify a default grade to be received if the work is not completed by the date indicated. Four copies of the agreement must be made: One copy shall be retained by the instructor, one shall be given to the student, one shall be filed with the department office and one shall be filed in the Tyler Academic Advising office in the student's record file (note that the University form states that one copy goes to the Dean's office - Tyler holds those copies in the student's file in Advising).

When reporting the grade of "I" for a student, the instructor shall also file a report of the default grade. If the instructor does not change the grade of "I", pursuant to the agreement with the student, by the end of one year from the time the grade of "I" was awarded, the appropriate University official shall automatically change the grade of "I" to the reported default grade and the default grade shall appear on the transcript and be used for all other grading purposes as the actual grade received in the course.

Faculty advisors and staff advisors have the option of not permitting a student to register for an "overload" if the student is carrying one or more active incomplete courses, or for a "full load" if the student is carrying two or more active incompletes.

Independent Study Policy

The following are the guidelines and standards for "Independent Study" Undergraduate credit for students and faculty at Tyler School of Art, Division of Architecture and Environmental Design:

- There will be a maximum of 1 student in Independent Study per full-time faculty per fall and spring semester.
- The intended area of study must supplement, not supplant, the existing curriculum.
- An Independent Study course may count for 1-3 credits, with a maximum of 6 credits applicable toward the degree. Students may not take more than two Independent Study courses in their career.
- Independent Study courses shall carry upper level numbers. Students must be classified as Juniors or Seniors. Students should have prior experience with the faculty member teaching the Independent Study course.
- A written proposal must be developed and agreed upon in advance of the beginning of the semester, describing the intended area of the investigation. At the end of the Independent Study, a paper must be submitted describing the outcome of the learning experience.
- Only after the student receives written permission from the faculty member and the department chair may they register for the class.

Installation Policy

Students or faculty who wish to have work or performances installed outside the studio must complete an Installation form (https://drive.google.com/file/d/0ByCsdKBgsFZ-WDZiTOfyWcN/vw/view), and have it approved by the appropriate University personnel. Students or faculty must also have an approved installation form to place work outside the building, anywhere on campus. The Student Life office requires 7 business days to ensure enough time to get the appropriate approvals. In many cases extra time is needed to revise a proposal due to safety issues or otherwise unavailable space. Forms filed less than seven (7) days will risk being denied. The Assistant Director for Student Life will work with the student and faculty and
University personnel to locate appropriate space for student installations. Please note that approvals are not automatic, and can be denied on the basis of non-compliance with University policies.

Students who place projects without approval, or who abandon or incompletely de-install projects, or who do not properly restore sites, buildings, or other university property will be subject to fine and, potentially, disciplinary action. Please refer any questions or concerns to Kari Scott via e-mail (miss.kari@temple.edu).

**Leave of Absence/Re-enrollment**

Tyler School of Art students who wish to voluntarily withdraw from the university for one or two semesters (fall and/or spring) are strongly encouraged to apply for a Leave of Absence (LOA). If approved, these students remain eligible for the same requirements as when they declared their major and will have access to Temple e-mail, university library systems, and priority and self registration for the approved semester of return.

If a student leaves the university without notice or does not return the semester following an approved LOA, the student must apply for re-enrollment to the university. All students who wish to be considered for readmission (re-enrollment) to Tyler must fill out the request to re-enroll form (http://www.temple.edu/vpus/documents/request_to_reenroll.pdf) available at Temple University's Office of the Senior Vice Provost for Undergraduate Studies. Students should contact the Tyler Admissions Office for more information at 215-777-9090.

Students who seek re-enrollment will be considered for matriculation into the current catalog year.

Students who are dismissed from Tyler or who left on academic probation must review the academic standing policy (http://bulletin.temple.edu/undergraduate/academic-policies/academic-standing) located in the Academic Policies section of this Bulletin.

Any student who has taken studio art credits at another college or university must upload a portfolio to temple.slideroom.com (https://temple.slideroom.com) for evaluation to determine if the work completed elsewhere is comparable to studio requirements at Tyler. Academic credits will be accepted into the Tyler degree programs as determined by Temple University policy for the semester in which the student is applying for readmission.

The final decision regarding readmission will depend both on the recommendation of the transfer committee as well as the review of academic credentials by the Tyler Admissions Office. Please note well: Any student applying for readmission must be aware that Tyler may not accept studio credits that are more than 10 years old into any Tyler curriculum from transfer or readmission applicants regardless of where those credits were completed.

**Loss or Damage**

Temple University is not responsible for loss of property of any student or other individual due to fire, theft, or other cause. The university may require residence hall students to present proof of insurance against loss by fire, theft, or other cause before assignment to any university housing.

**Permission to Take Courses At Another Institution**

Consistent with University policy, students will not receive transfer credit for courses taken at another institution while they are matriculated (Degree Seeking) at Temple University unless prior permission has been obtained from Tyler Advising. The required Permission to Take Courses Elsewhere form is available under the University Forms Channel on TUPortal. Full instructions regarding the permission process are available at: http://www.temple.edu/vpus/documents/permission_courses_elsewhere.pdf.

**Program Performance**

Matriculating (Degree-seeking) Tyler School of Art students must maintain a minimum grade point average (GPA) of 2.0 or may be subject to academic action including academic warning, probation, and dismissal from the university. Please consult the academic standing (http://bulletin.temple.edu/undergraduate/academic-policies/academic-standing) policy within this Bulletin for further information.

**Second Degrees**

The division of Architecture and Environmental Design does award second bachelor's degrees if the first degree is unrelated to the field of study. Students may pursue a second bachelor's degree in Architecture and may qualify for an accelerated path to complete the undergraduate degree. Students are eligible earn a second bachelor's degree in Landscape Architecture or Horticulture, but they should also consider the Master of Landscape Architecture degree. Students interested in Community Development should consider enrolling in the City and Regional Planning Master of Science degree program.

See Second Degrees (http://bulletin.temple.edu/undergraduate/academic-policies/second-degrees) in the Academic Policies section. For information on graduate programs, refer to the Graduate Bulletin (http://bulletin.temple.edu/graduate).

**Student Work**

The school reserves the right to keep work submitted for course credit. In practice, this privilege is exercised sparingly.

Tyler School of Art records images of student work for use in Tyler publications and web sites. Tyler reserves the right to reproduce without notification such images of any work produced by students while attending Tyler for promotional or other purposes, including in print publications, institutional
web sites, e-communications, multimedia presentations, and documents about Tyler or Temple University for admission recruitment, fundraising, or institutional informational purposes.

When the student work is reproduced in Tyler publications, either in print form or electronic form, every effort will be made to give credit to the student. No compensation is provided to students for such uses of images of student work.

Please see the Installation Policy (p. 8) above regarding placing student work in the public spaces at Tyler and in any Temple building or on Temple grounds.

**General College Graduation Requirements**

Students in the division of Architecture and Environmental Design must meet all degree requirements mandated by Temple University, as well as requirements from individual departments and programs.

Students are responsible for following the course requirements and department policies as listed in the Undergraduate Bulletin and in departmental handbooks, curriculum and advising publications. Please note that Tyler has minimum grade requirements for required courses for the majors. Current students should refer to their DARS and advising check sheets to review progress towards the degree.

**Program Requirements**

**Planning a Program of Study**

The information in the following requirements sections is designed to provide students with guidance in planning their program of study. The requirements, electives, and, in some cases, sequences are detailed. If students do not follow their program as designed, they may face conflicts or not have required prerequisites that will necessitate enrolling for additional semesters to complete their requirements.

Transfer students should meet with an academic advisor to review progress after their initial orientation session to create an academic plan for subsequent semesters and to determine length of time to earn their degree.

**Requirement Modifications**

The requirements for the degrees are under continuing review and are, therefore, subject to modification. See the latest departmental degree requirements for any changes and meet with an advisor to ensure these changes are met.

**Additional Notes**

The total number of credit hours at graduation may be greater for some students based on initial placement exams, transfer evaluations, individual curricular choices, and academic progress.

Students must fulfill the necessary prerequisites for any given course or course sequence. See the Prerequisites and Co-requisites Policy (http://bulletin.temple.edu/undergraduate/academic-policies/prerequisites-corequisites) in the university-wide Academic Policies section of this Bulletin.

**Academic Advising Information**

Please note: Non-Tyler students who are interested in learning more about the majors and/or admissions requirements should contact the Tyler Admissions staff at tylerart@temple.edu or by calling 215-777-9090.

Division of Architecture and Environmental Design offers academic advising at both Main Campus and Ambler Campus.

**Tyler School of Art Advising - Main Campus**

Tyler Building, Room 212
215-777-9229
mctyler@temple.edu
https://tyler.temple.edu/academic-advising
online appointment scheduling (https://apps.cst.temple.edu/advising.pl)

The Tyler Advising Team on Main Campus provides academic advising to any student pursuing a major, minor or certificate offered in Tyler School of Art and division of Architecture and Environmental Design.

**Academic Advising and Career Development - Ambler Campus**

West Hall 109
267-468-8200
tuaadvis@temple.edu
https://ambler.temple.edu/academics/advising-and-support
The Office of Academic Advising and Career Development at the Ambler Campus, may advise Tyler students majoring in Landscape Architecture and Horticulture. Students pursuing these majors take a substantial amount of their coursework at the Ambler campus. Having professional advisors available for appointments at Ambler allows a student to take advantage of their time on campus.

**Academic Advising**

Dedicated professional academic advisors help students choose a program of study that is suited to their educational and career goals. While the students are ultimately responsible for knowing their academic status and requirements for their degree programs, advisors assist with information about program requirements and university policies and procedures.

Academic Advising should be contacted if there are questions concerning courses that require placement assessment or concerns about General Education (GenEd [http://bulletin.temple.edu/undergraduate/general-education](http://bulletin.temple.edu/undergraduate/general-education)) requirements or developmental courses in English and Mathematics.

Students interested in studying abroad should speak with their academic advisor early in the college career to discuss the optimal semester(s) for study abroad and to ensure prerequisite courses are accounted for in the student's academic plan to prevent needing additional time to graduate.

Professional academic advisors meet with all students on academic warning, academic probation or designated "at-risk" by virtue of multiple mid-term deficiency notices to ensure students know about resources that may help students find success in their courses.

**Faculty Advising**

The division of Architecture and Environmental Design also utilizes faculty to assist students with major course selections in student's major, opportunities in the field, and career planning. Students may outreach to the department chairs for guidance. Contact information is listed in the about section of each major in this *Bulletin* or on the Tyler School of Art ([https://tyler.temple.edu](https://tyler.temple.edu)) web site.