COLLEGE OF ARCHITECTURE, ART AND PLANNING

Overview

A leader in creativity, innovation, and impact, the College of Architecture, Art, and Planning (AAP) at Cornell University is about acts of transformation, bringing critical inquiry, design, and imagination to build a more sustainable, just, and resilient world. AAP houses five departments across three campuses where students and faculty from around the world come together to invent, explore, and produce new knowledge around the greatest challenges of our time.

Website: aap.cornell.edu (https://aap.cornell.edu/)

General Information

Admission Requirements

Architecture

The Department of Architecture seeks to bring together a cohort of students that reflects a dynamic cultural environment, reflective of a diverse body of students and faculty that continuously exchange ideas and blend new perspectives. Architecture is a broad, dynamic, and continuously evolving discipline that includes research and creative practice drawing from design, history, theory, technology, fabrication, sustainability, social justice, community engagement, spatial policy, building construction, architectural practice, representation, urbanism, landscape design, and ecology, among many others. Cornell architecture faculty are characterized by their wide range of disciplinary research interests and expertise, often collaboratively working across disciplines with other researchers, community partners, clients, or policymakers. Unsurprisingly, as a whole, Cornell architecture faculty represent and cover a wide range of disciplinary backgrounds, careers, degrees, areas of expertise, and geographies. Our students are equally diverse in their personal backgrounds, educational experiences, research interests, and their attitudes towards architecture.

The B.Arch. program combines the intensity and rigor of a five-year professional education with access to the resources of a renowned research university that offers a broad field of study. In our applicants, we value and are looking for one or more of the following attributes:

- Expressive Designers: convey legible design intent through the synthesis of diverse inputs.
- Creative Thinkers: articulate and give form to innovative ideas and concepts.
- Spatial Changemakers: critically and passionately challenge the status quo of buildings and cities.
- Cultural Innovators: seek new forms of individual or collective design.
- Rigorous Makers: proactively develop and refine thorough technical and creative abilities.
- Empathic Individuals: care to co-create a just and sustainable built environment.
- Broad Thinkers: interests span from the sciences to the humanities and beyond.

In addition to the general requirements (https://admissions.cornell.edu/how-to-apply/) for applying to Cornell University, admissions requirements for the five-year Bachelor of Architecture (B.Arch.) program reflect the focused, professional nature of the curriculum. Applicants need to present evidence of creative ability and commitment to the field of architecture in addition to having strong academic credentials. The portfolio requirements help the faculty assess strengths in these more subjective areas. The portfolio requirements must be met for the application to be considered.

Portfolio Requirements

A portfolio is required and is a critically important component of the application. All B.Arch. applicants must submit their portfolio online via Cornell AAP SlideRoom. (https://cornellaap.slideroom.com/#/Login) If you have difficulty uploading your portfolio to Cornell AAP Slideroom, please email us at aap-admissions@cornell.edu. The portfolio should contain several examples of freehand drawings, including sketches as well as fully developed work. In addition to drawing, a range of artistic media needs to be demonstrated, but each applicant should emphasize the work where their skills and passion are expressed most strongly. Painting, printmaking, sculpture, photography, video, woodworking, and other crafts can convey artistic experience and aptitude.

Please submit 15-20 slides with no more than two dedicated to the same project. Images must be clear, with no text on the page unless it is integral to the artwork. A carefully crafted caption for each slide should state the intent, elaborate on the process and method, and reflect on the outcome. Include a note that lists the size and medium of each piece, as well as whether the work was completed in class or independently. Any group projects should be credited accordingly, and the task performed by the applicant noted specifically.

Video Interview

Please provide your responses to the following questions in video format. Each answer should be no longer than one minute. The video interview should be submitted via Cornell Slideroom. (http://cornellaap.slideroom.com/#/Login) If you have difficulty uploading your portfolio to Cornell AAP Slideroom please email aap-admissions@cornell.edu.

- How do you express your creativity?
- Describe the design process and impact of one of your creative projects in art, design, architecture, or activism.
- Why do you want to study architecture?

The deadlines for portfolio submissions are:

- November 1 (early decision first-year applicants)
- January 2 (regular decision first-year applicants)
- March 1 (fall transfer applicants)

Portfolios are added to the applicant's admissions file for review by the architecture department admissions committee. An application is not considered complete until all requirements have been received, including the online portfolio submitted through Cornell Slideroom. If you have difficulty uploading your portfolio to Cornell AAP Slideroom please email aap-admissions@cornell.edu.

Transfer Applicants

Please note: Cornell AAP's B.Arch. program admits a limited number of transfer applicants to the five-year professional B.Arch. program as space allows. Applicants transferring from another accredited five-year professional B.Arch. program are given priority consideration.

When available, admission to the B.Arch. program is offered to a limited number of transfer applicants who have either completed a portion of their architecture studies in other schools or have developed a strong,

well-thought-out interest in architecture but have no formal education in the discipline. Each applicant's case is considered individually. Placement is determined by the faculty admissions committee based on the applicant's portfolio and the amount of architecture coursework completed.

Credit for many courses can be transferred, but applicants must complete a minimum of 70 credits and four terms in residence. Thirty-five of the 70 credits must be taken in the Cornell architecture department.

Transfer Applicants

- External transfer application deadline: March 15
- Portfolio deadline: March 1

Internal transfer is an option for current Cornell students who wish to transfer between colleges at Cornell. It is also an option for current AAP students who wish to transfer into a different AAP program.

Students interested in transferring into an AAP program must follow a college-specific internal transfer application process. All questions regarding the process for transferring can be emailed to the Office of Admissions at aap-admissions@cornell.edu.

Students considering a transfer into the B.Arch. program should be aware that, if admitted, a transfer credit evaluation will take place. This process requires syllabi from any class for which an admitted student seeks credit, as well as a portfolio of work for any studio or visual representation classes. Applicants should prepare these materials in advance so they can be submitted promptly if an offer of admission is made. Admitted transfer students will have two weeks from the date of admission to submit all transfer credit materials. AAP will not accept transfer credit materials before an offer of admission is made.

- Internal transfer application deadline: December 1 (spring) and May 1 (fall)

Internal transfer is an option for current Cornell students who wish to transfer between colleges at Cornell. It is also an option for current AAP students who wish to transfer into a different AAP program.

Students interested in transferring into an AAP program must follow a college-specific internal transfer application process. All questions regarding the process for transferring can be emailed to the Office of Admissions at aap-admissions@cornell.edu.

Art

In addition to the university's general requirements (https://admissions.cornell.edu/how-to-apply/), B.F.A. applicants are required to submit a portfolio online via Cornell AAP SlideRoom (https://cornellaap.slideroom.com/#/Login).

The Art Department at Cornell is a school for the artist scholar and scholar artist. We offer the same rigor you would find in an art school within the context of a world-class research institution. Students are expected to inform their art through one of the widest selections of fields of study.

The visual arts evolve through the fusion and synthesis of different forms and content. Different forms stem from different cultural traditions, and the diversity of content stems from a multitude of lived experiences. The Art Department seeks to bring together a cohort of students that reflects a dynamic and diverse cultural environment. Thus, students and faculty engage and contribute together in this process of cross-pollination and

fusion. Art is aesthetic, not anesthetic. Be curious, think critically, solve problems creatively, and do it all within your means.

We value and are looking for one or more of these:

- Form: A language informed by your culture or sub-culture
- Content: A creative voice informed by your experiences
- Drive: Self-initiated and pro-active
- Rigor: You search for the form that resonates with your content / you search for the content that resonates with your form
- Empathy: The world through your voice
- Passion: You create because you care

Portfolio Requirements

Applicants must submit their portfolios online at Cornell AAP SlideRoom. (https://cornellaap.slideroom.com/#/login) If you have difficulty uploading your portfolio to Cornell AAP Slideroom, please email us at aap-admissions@cornell.edu. The portfolio should consist of high-quality images of 10 pieces of work. The media of the work represented is optional, but it is to the advantage of the applicant to include work representing several of (but not necessarily limited to) the following media: drawing, digital media, painting, photography, print media, and sculpture/installation. Applicants should choose media that best reflect their highest conceptual and technical development level. While there is no requirement that any particular subject or style of work be included in the portfolio, the faculty admissions committee would like to see a selection of work that has been made both independently and in school and that reflects the applicant's creative interests at this point.

Step-by-step instructions for portfolio submission are available online at Cornell AAP SlideRoom. Acceptable file formats include image files (JPG, PNG, GIF) and video files (MOV, MWV, FLV, MP4). Portfolios will be added to all other admissions materials for review by the Department of Art admissions committee.

Please take note of the following guidelines when submitting your portfolio. If you have any questions, please email aap-admissions@cornell.edu.

 In addition, submit seven works that directly respond to the Department of Art's Home Test.

1. Create a rubbing that reveals the unseen.
2. Visually map your centers and peripheries. Observe how one's periphery is another's center and all form part of a whole.
3. Say something without saying it.
4. Create a structure that is a form of support for another species.
5. Design and create a flag that represents you. Document your flag at a site of personal significance.
6. Create a piece that is inspired by an artwork that changed your life.
7. Resonance

Do not use recycled works or repurposed class assignments to answer the prompts.

Cropped images will not be accepted. Please show the work in its entirety for your documentation.

Do not submit a description of your work on the uploaded work file. Please save the image description for slideroom. We recommend no more than 50 word count.

Do not submit multiple-angle shots of artwork in one image file or close-up shots.

Do not outsource your portfolio or home test to a third party. This includes AI-generated images.

The Department of Art admissions committee will not begin to consider an application until all requirements, including a portfolio, have been submitted.

Transfer Applicants
- External transfer application deadline: March 15
- Portfolio deadline: March 1

Students considering a transfer into the B.F.A. program should be aware that, if admitted, a transfer credit evaluation will take place. This process requires syllabi from any classes for which an admitted student seeks credit, as well as a portfolio of work for any studio classes. Applicants should prepare these materials in advance so they can be submitted promptly if an offer of admission is made. Admitted transfer students will have two weeks from the date of admission to submit all transfer credit materials. AAP will not accept transfer credit materials before an offer of admission is made. Students who transfer into the B.F.A program must complete a minimum of four semesters in residence and a minimum of 60 academic credits (30 of 60 in the Department of Art) after entering the program.

Internal Transfer
- Internal transfer application deadline: December 1 (spring) and May 1 (fall)

Internal transfer is an option for current Cornell students who wish to transfer between colleges at Cornell. It is also an option for current AAP students who wish to transfer into a different AAP program.

Students interested in transferring into an AAP program must follow a college-specific internal transfer application process. All questions regarding the process for transferring can be emailed to the Office of Admissions at aap-admissions@cornell.edu.

Bachelor of Science in History of Architecture and Urban Development

Please know that B.S. HAUD is a transfer-only option and is not available to first year applicants. This means that students cannot be directly admitted into B.S. HAUD from high school. Rather, they are required to have completed at least a year of coursework at an accredited institution. Applications will not be accepted for the 2024-2025 cycle.

Students considering a transfer into the B.S. HAUD program should be aware that, if admitted, a transfer credit evaluation will take place. This process requires syllabi from any classes for which an admitted student seeks credit. Applicants should prepare these materials in advance so they can be submitted promptly if an offer of admission is made. Admitted transfer students will have two weeks from the date of admission to submit all transfer credit materials. AAP will not accept transfer credit materials before an offer of admission is made.

Internal transfer is an option for current Cornell students who wish to transfer between colleges at Cornell. It is also an option for current AAP students who wish to transfer into a different AAP program.

Students interested in transferring into an AAP program must follow a college-specific internal transfer application process. To find out more about the undergraduate programs within AAP, and the process

for transferring, you must meet with a member of AAP's Office of Admissions.

Students may also transfer (https://admissions.cornell.edu/how-to-apply/transfer-applicants/) from outside of Cornell.

Bachelor of Science in Urban and Regional Studies

In addition to the general requirements (https://admissions.cornell.edu/how-to-apply/) for applying to Cornell University, successful applicants to the urban and regional studies (URS) program demonstrate intellectual potential and commitment, and a combination of ability, achievement, motivation, diligence, and use of educational and social opportunities. Above all, the department seeks students with a high level of enthusiasm and depth of interest in the study of urban and regional issues.

Transfer Applicants

Prospective transfer students need a minimum of 6 credits in English. In addition, students should have taken basic college-level classes distributed across the natural and social sciences, humanities, and mathematics. Applicants whose previous course work closely parallels the general education requirements (https://aap.cornell.edu/academics/crp/undergraduate/) of the urban and regional studies curriculum will have relative ease in transferring. In addition, students with other academic backgrounds, such as engineering, architecture, fine arts, management, and agriculture are eligible to apply.

Transfer application deadlines:

- External transfer application deadline: March 15

Students considering a transfer into the URS program should be aware that, if admitted, a transfer credit evaluation will take place. This process requires syllabi from any course for which an admitted student seeks credit and recommends a writing sample from each course. Applicants should prepare these materials in advance so they can be submitted promptly if an offer of admission is made. Admitted transfer students will have two weeks from the date of admission to submit all transfer credit materials. We will not accept transfer credit materials before an offer of admission is made. Students who transfer into the B.S. program must complete a minimum of four semesters in residence and a minimum of 60 academic credits (30 of 60 in the Department of City and Regional Planning) after entering the program.

Internal Transfer
- Internal transfer application deadline: December 1 (spring) and May 1 (fall)

Internal transfer is an option for current Cornell students who wish to transfer between colleges at Cornell. It is also an option for current AAP students who wish to transfer into a different AAP program.

Students interested in transferring into an AAP program must follow a college-specific internal transfer application process. All questions regarding the process for transferring can be emailed to the Office of Admissions at aap-admissions@cornell.edu.

Master of Architecture (Professional)

The Department of Architecture has the following admissions requirements for the professional Master of Architecture (M.Arch) program:

- Individuals must hold a bachelor's degree in any field. Some students may have previous backgrounds in a design discipline or may hold preprofessional undergraduate degrees in a design discipline.

- Admission may also be offered to individuals with no previous experience in design, but who exhibit talent and promise in a design-related activity or interest. Individuals who have completed a four-year bachelor of arts or bachelor of science degree in a field other than architecture are eligible for admission. Preference for admission is given to individuals who have completed a balanced undergraduate education, including studies in the arts, sciences, and the humanities.
- Once admitted into the program, applicants receive class equivalency information. Applicants will have the opportunity to submit class syllabi and other materials from previous class work for review by a faculty member charged with reviewing that area of study (history, building technology, professional practice, etc.). Faculty members then determine if equivalency is appropriate. If a student is awarded equivalency for a course, the student will be waived from the course requirement, but they will be required to complete the credits through open electives. Applicants should prepare these materials in advance so they can be submitted promptly if an offer of admission is made. We will not accept course equivalency materials before an offer of admission is made.

Application and Portfolio Requirements

The deadline for receiving application materials for the M.Arch program is January 3. This includes the portfolio, which must be submitted at the same time as the rest of the application. There is no spring semester admission. Students interested in the M.Arch program must submit an online application (https://applyweb.collegenet.com/account/new/create/?origin=https%3A%2F%2Fwww.applyweb.com%2Fshibboleth%2Fgatekeeper%3Fdest%3Dhttps%253A%252F%252Fwww.applyweb.com%252Fcornellg%252F) with supporting documentation including:

- Two letters of recommendation.
- Transcripts from each college or university previously attended.
- All applicants must meet the English Language Proficiency Requirement (https://gradschool.cornell.edu/admissions/prepare/english-language-proficiency-requirement-2/)
    - For applicants to the M.Arch. program who must submit TOEFL/IELTS scores, AAP has a preferred minimum overall score of 100 for the TOEFL iBT and an overall band score of 7 for IELTS. Section minimums set by the graduate school must also still be met.
- Academic Statement of Purpose
    - One- or two-page printed statement outlining interests and intents for graduate study in the M.Arch program. Please relate these intents to previous design and academic experience, and to future goals.
- A portfolio of creative work must be submitted online via the CollegeNET application. Portfolios must be no larger than 20 MB or they will not successfully upload. All applicants are required to submit a portfolio that consists of a maximum of 20 pages representing the applicant's best work, including drawings, images of two- or three-dimensional work, and models. The entire portfolio must be uploaded as one PDF file, using a landscape (horizontal) format for each page, to ensure that the width of the screen is maximally used to view each portfolio page (approximately a 4:3 ratio). If any project, drawing, or model has been produced by several designers, or if the design was produced in a professional setting, each drawing must be labeled, clearly stating the number of designers, which drawings were produced by the applicant, and a list of the names of all members of the group project. If the project was produced in an office, an office setting, or as an assistant to an author, the office name, supervisor, and all members of the team must be identified.

Please note: The portfolio must be uploaded at the same time as the application (deadline January 3). Please plan your application process accordingly.
- Resume/CV optional but strongly encouraged.
- The GRE general test is no longer a required component of the application.

Master of Fine Arts Creative Visual Arts

The Department of Art has the following admissions requirements for the M.F.A. in Creative Visual Arts program:

- Applicants must have a four-year bachelor's degree, but it does not have to be related to art.
- The M.F.A. in Creative Visual Arts program does not accept transfer credits from other institutions.

Application and Portfolio Requirements

The deadline for receiving application materials to the M.F.A. in Creative Visual Arts program is January 15. This includes the portfolio, which is submitted in Slideroom. There is no spring admission. Students interested in the M.F.A. in Creative Visual Arts program must submit an online application with supporting documentation, including:

- Three letters of recommendation.
- Statement of purpose.
- Resume/CV
- Transcripts are required from every college or university you have attended.
- All applicants must meet the English Language Proficiency Requirement. (https://gradschool.cornell.edu/admissions/prepare/english-language-proficiency-requirement-2/)
    - For applicants to the M.F.A. CVA program who must submit TOEFL/IELTS scores, AAP has a preferred minimum overall score of 100 for the TOEFL iBT and an overall band score of 7 for IELTS. Section minimums set by the graduate school must also still be met.
- All applicants must submit a portfolio with their application. The portfolio should consist of no more than 20 electronic files. These may include any combination of still images, videos, URLs, sound-based work, web-based work, or other work. Directions for properly preparing these materials are below, please follow these instructions exactly. Submitted portfolios that do not conform to the instructions below will not be reviewed. Portfolios are to be submitted through Cornell AAP SlideRoom (https://cornellaap.slideroom.com/#/Login).
    - Still Images: Still images must be in JPG or TIFF format with maximum dimensions of 1280 x 1024 at 72 dpi. No image may exceed 1024 pixels in height (including portrait images) or 1280 in width (including panoramic images). File sizes larger than 4 MB will neither be opened nor reviewed.
    - Videos: Video, video installation, performance, kinetic sculpture, and/or gaming/interactive work are also to be submitted through SlideRoom, which accommodates links from YouTube, Vimeo, and SoundCloud. Each video should be no longer than five minutes in length. Please note that each video is to be considered as one file within the 20-file requirement.
    - Web-based Work: Web-based work submitted for consideration must be uploaded and operative on the World Wide Web for the duration of the application process (until you are notified of acceptance or rejection). Please note that each URL is to be considered as one file within the 20-file requirement.

- Sound-based Work: Sound-based work should be submitted in AIFF or MP3 format. Each selection should be restricted to five minutes. Please note that each sound file is to be considered as one file within the 20-file requirement.
- Other: For any work you may wish to submit that does not fall into the above categories, please contact the AAP Office of Admissions at (607) 255-4376.
- Interviews are not required as part of the initial application process; however, shortlisted candidates will be asked to interview either in person or via Skype. Students interested in arranging a tour of the campus should contact the Program Assistant at (607) 255-6730. For more information about visiting campus, please visit AAP's Ithaca Campus page (https://aap.cornell.edu/about/our-locations/ithaca/visit-aaps-ithaca-campus/).

Master of Fine Arts Image Text

The Department of Art has specific requirements for the M.F.A. in Image Text program:

- Admission is open only to U.S. citizens, permanent residents, and individuals with current valid U.S. immigration status. Individuals who would require immigration status and sponsorship to enter the U.S. are not eligible for this hybrid degree. Please note that no Student Status Visa(s) or student immigration documentation can be issued at this time.
- Applicants must have a four-year bachelor's degree. We welcome applicants with backgrounds in writing, photography, film/video, digital and studio arts practices, and artists working across these forms and disciplines.
- The M.F.A. in Image Text program does not accept transfer credits from other institutions.

Application and Portfolio Requirements

The priority review deadline for receiving application materials for this program is February 1. All materials must be received by the appropriate deadline, including the portfolio which is submitted in SlideRoom. (http://cornellaap.slideroom.com/) Applications received after posted deadlines will be reviewed at the discretion of the Directors. There is no spring semester admission. Students interested in the M.F.A. in Image Text program must submit an online application (https://gradschool.cornell.edu/admissions/apply/apply-now/) with supporting documentation, including:

- Two recommendations.
- Statement of Purpose.
- Resume/CV.
- All applicants must submit a portfolio with their application. The portfolio should consist of a PDF of no more than 20 pages. There are no word or image count requirements beyond the 20-page limit. Additionally, applicants may submit links to no more than 3 supplemental work samples in any media (websites, Vimeo URLs, etc.). Portfolios are to be submitted through Cornell AAP SlideRoom. (https://cornellaap.slideroom.com/) If you have difficulty uploading your portfolio to Cornell AAP Slideroom, please email us at aap-admissions@cornell.edu.
  - Statement of goals. The statement of goals should address why you are applying to M.F.A. Image Text and what you hope to learn and achieve as a graduate student in the program. Please limit to 500 words. Statements should be uploaded via Cornell AAP SlideRoom (https://cornellaap.slideroom.com/)
  - Statement of creative work. The statement of creative work is an artist statement; it is an opportunity to frame and give context to the work that you are submitting in your portfolio. Please limit to 500 words. Statements should be uploaded via Cornell AAP SlideRoom (https://cornellaap.slideroom.com/)
- Interviews are not required as part of the initial application process; however, shortlisted candidates will be asked to interview virtually. Students interested in arranging a tour of the campus should contact the Art Department at (607) 255-6730 or through email. Learn more about visiting the campus here (https://aap.cornell.edu/about/our-locations/ithaca/visit-aaps-ithaca-campus/).
- Substantial partial tuition scholarships are available on a competitive basis.

Master of Regional Planning

The Graduate School at Cornell is organized into fields of study; applicants interested in the Master of Regional Planning (M.R.P) should apply to the field of City and Regional Planning. Applicants interested in real estate should reach out to the Paul Rubacha Department of Real Estate or find more information on the M.R.P./M.P.S. RE dual degree.

In addition to the requirements outlined at the Graduate School, the Department of City and Regional Planning has the following specific requirements: Applicants must hold a bachelor's degree from a recognized educational institution. A variety of undergraduate backgrounds have proven to be good preparation for studying planning and making a successful career.

Deadlines

Fall, January 10; there is no spring semester admission.

Master of Science Advanced Architecture Design (Post-Professional)

The Department of Architecture has specific requirements for the admissions process for the Master of Science in Advanced Architectural Design program:

- Students holding a professional bachelor of architecture degree (B.Arch.) or a professional master of architecture degree (M.Arch.) may be admitted as candidates for the post-professional M.S. AAD program. International students must submit an official certification that the degree held is a professional degree entitling them to practice architecture in their country.
- The M.S. AAD program has a summer start term; there is no fall or spring semester admission.
- Applicants still enrolled in a B.Arch. or M.Arch. at the time of application must have a conferral date no later than May 31 in order to be eligible for admission.

Application and Portfolio Requirements:

The deadline for receiving application materials for the M.S. AAD program is January 3. This includes the portfolio, which must be submitted at the same time as the rest of the application. Students interested in the M.S. AAD program must submit an online application (https://applyweb.collegenet.com/account/new/create/?origin=https%3A%2F%2Fwww.applyweb.com%2Fshibboleth%2Fgatekeeper%3Fdest%3Dhttps%253A%252F%252Fwww.applyweb.com%252Fcornellg%252F) with supporting documentation, including:

- Two letters of recommendation.
- Transcripts from each college or university previously attended.
- All applicants must meet the English Language Proficiency Requirement (https://gradschool.cornell.edu/admissions/prepare/english-language-proficiency-requirement-2/).

- For applicants to the M.S. AAD program who must submit TOEFL/IELTS scores, AAP has a preferred minimum overall score of 100 for the TOEFL iBT and an overall band score of 7 for IELTS. Section minimums set by the graduate school must also still be met.
- Academic Statement of Purpose
  - A one- or two-page academic statement of purpose or statement of research intents for graduate study in the M.S. AAD program. This statement should describe a critical topic you wish to investigate at Cornell, including any past work in this area.
- A portfolio of creative work must be submitted online via the CollegeNET application. Portfolios must be no larger than 20 MB or they will not successfully upload. All applicants are required to submit a portfolio that should represent the applicant's best work and consist mainly of reproductions of 20 to 30 pieces of creative drawings, two-or-three dimensional work, and models. The entire portfolio must be uploaded as one PDF file, using a landscape (horizontal) format for each page, to ensure that the width of the screen is maximally used to view each portfolio page (approximately a 4:3 ratio). If any portfolio project, drawing, or model has been produced by several designers or if the design was produced in a professional setting, each drawing must be labeled, clearly stating the number of designers, which drawings or details of drawings were produced by the applicant and a list of the names of all members of the group project. If the project was produced in an office, an office setting, or as an assistant to an author, the office name, supervisor, and all members of the team must be identified. Please note: The portfolio must be uploaded at the same time as the application is submitted (deadline January 3). Please plan your application process accordingly.
- Resume/CV optional but strongly encouraged.
- The GRE general test is not a required component of the application but is optional.
- The application process for the M.S. AAD should be used by students applying to the three-semester (one-year) post-professional program. Students interested in applying to the four-semester option should contact arch-grad-info@cornell.edu for more information and instructions.

Master of Science Advanced Urban Design (Post-Professional)

The Department of Architecture has specific requirements for the admissions process for the M.S. AUD program:

- Students holding a professional bachelor of architecture degree (B.Arch.) or a professional master of architecture degree (M.Arch.), or a professional degree from a closely related field may be admitted as candidates for the post-professional M.S. AUD program. International students must submit an official certification that the degree held is a professional degree entitling them to practice architecture in their country.

The deadline for receiving application materials for the M.S. AUD program is January 3. This includes the portfolio, which must be submitted at the same time as the rest of the application. There is no spring semester admission. Students interested in the M.S. AUD program must submit an online application (https://applyweb.collegenet.com/account/new/create/?origin=https%3A%2F%2Fwww.applyweb.com%2Fshibboleth%2Fgatekeeper%3Fdest%3Dhttps%253A%252F%252Fwww.applyweb.com%252Fcornellg%252F) with supporting documentation, including:

- Two letters of recommendation
- Transcripts from each college or university previously attended
- All applicants must meet the English Language Proficiency Requirement (https://gradschool.cornell.edu/admissions/prepare/english-language-proficiency-requirement-2/)
  - For applicants to the M.S. AUD program who must submit TOEFL/IELTS scores, AAP has a preferred minimum overall score of 100 for the TOEFL iBT and an overall band score of 7 for IELTS. Section minimums set by the graduate school must also still be met.
- Academic Statement of Purpose
  - A one- or two-page academic statement of purpose or statement of research intents for graduate study in the M.S. AUD program. This statement should describe a critical topic you wish to investigate at Cornell, including any past work in this area.
- A portfolio of creative work must be submitted online via Slideroom. Portfolios must be no larger than 20 MB or they will not successfully upload. All applicants are required to submit a portfolio that should represent the applicant's best work and consist mainly of reproductions of 20 to 30 pieces of creative drawings, two-or-three dimensional work, and models. The entire portfolio must be uploaded as one PDF file, using a landscape (horizontal) format for each page, to ensure that the width of the screen is maximally used to view each portfolio page (approximately a 4:3 ratio). If any portfolio project, drawing, or model has been produced by several designers or if the design was produced in a professional setting, each drawing must be labeled, clearly stating the number of designers, which drawings or details of drawings were produced by the applicant and a list of the names of all members of the group project. If the project was produced in an office, an office setting, or as an assistant to an author, the office name, supervisor, and all members of the team must be identified. Please note: The portfolio must be uploaded at the same time as the application is submitted (deadline January 15). Please plan your application process accordingly.
- Resume/CV optional, but strongly encouraged.
- The GRE general test is not a required component of the application but is optional.

Note on Professional Accreditation - Architecture

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 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 consist of a pre-professional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the pre-professional degree is not, by itself, recognized as an accredited degree.

The Department of Architecture at Cornell University's College of Architecture, Art, and Planning offers two NAAB-accredited degrees: the Bachelor of Architecture (154 undergraduate credits) and the Master of Architecture (pre-professional degree + 113 graduate credits).

Next accreditation visit for the B.Arch.: 2033

Next accreditation visit for the M.Arch.: 2029

Expected Supply Fees

Architecture: Architecture students should allow a minimum of $1,100 up to $3,000 for expendable supplies each academic year, depending on academic level, courses selected, and projects chosen.

Art: Art students should expect to spend a minimum of $1,000 and up to $3,000 for expendable supplies each academic year, depending on academic level, courses selected, and projects chosen.

Career Development

Undergraduate and graduate students are provided extensive resources for career advising including job search, networking, resume, cover letter, portfolio review, interview prep, professional communication skills as well as coaching. We offer career programming such as panel discussions, career fairs, recruiting events with employers and networking opportunities with alumni. AAP students are encouraged to utilize 1:1 advising with our trained Career Advising staff to support them in achieving their career goals. Additionally, our staff provides support with internships, jobs, and research opportunities both domestically and internationally.

Facilities

Comprehensive and up-to-date information regarding college facilities can be found online at https://aap.cornell.edu/top-resources (https://aap.cornell.edu/top-resources/).

Departments

- Architecture (https://aap.cornell.edu/academics/architecture/)
- Art (https://aap.cornell.edu/academics/art/)
- City and Regional Planning (https://aap.cornell.edu/academics/crp/)
- Real Estate (https://realestate.cornell.edu/)
- Design Tech (https://designtech.cornell.edu/academics/designtech/)

Special Academic Opportunities

Cornell in Rome

Semester Study in Rome, Italy

Cornell in Rome classes can be applied to Cornell graduation requirements and participation in the program does not necessarily require extra semesters of study or delay graduation. Interested AAP students should speak with the College Registrar to determine how classes will be applied toward degree requirements.

Cornell in Rome provides housing to all students, and it is mandatory for students to live in the provided housing. Students must register their Cornell in Rome semester with the Cornell Travel Registry and sign up for emergency international health care coverage through Cornell.

Study at Cornell in Rome is open to: Bachelor of Fine Arts (B.F.A.) students in the Fall semester, Undergraduate Urban and Regional Studies (B.S. URS) and Master of Regional Planning (M.R.P.) students, and Bachelor of Architecture (B.Arch.) students in either semester.

Cornell in Rome is only open to AAP students.

The Gensler Family AAP NYC Center

Semester or Year Study in New York City

Program Details

AAP NYC (https://aap.cornell.edu/academics/nyc/) classes can be applied to Cornell graduation requirements and participation in the program does not necessarily require extra semesters of study or delay graduation. Interested AAP students should speak with the College Registrar to determine how classes will be applied toward degree requirements.

AAP NYC does not provide housing for students. All students are responsible for finding their own housing during their semester(s) in the program.

AAP NYC is only open to AAP students and M.L.A. students from CALS. Some course offerings may be available to Cornell Tech students.

Architecture Students

A semester at AAP NYC is optional for Bachelor of Architecture (B.Arch.) and professional Master of Architecture (M.Arch.) students. M.Arch. students may apply to study for a full year in NYC at department discretion. All post-professional Master of Science in Advanced Architectural Design (M.S. AAD) students begin their degree in the Summer term at AAP NYC. Additionally, the post-professional Master of Science in Advanced Urban Design (M.S. AUD) is delivered entirely at AAP NYC.

City and Regional Planning Students

A Fall semester at AAP NYC is optional for undergraduate Urban and Regional Studies (B.S. URS) and Master of Regional Planning (M.R.P.) students. Master of Landscape Architecture (M.L.A.) students from the College of Agriculture and Life Sciences (CALS) may participate in the urban studies program at AAP NYC with approval from their college.

Applying to Cornell in Rome and AAP NYC

Application Guidelines

Application timelines may vary from year to year, but estimates are given below. For exact dates, students should refer to the Experience Cornell website for the program in which they are interested.

Applications for both Cornell in Rome and AAP NYC open in late September and are due in early October, for both Fall and Spring of the following academic year. AAP NYC application cycle for B.S. URS, M.R.P., and M.L.A. applicants is an exception: this application opens in late January and is due in early February.

Students whose applications are due in October will receive their application decisions the first week in December. Students whose applications are due in February will receive their application decisions the first week in March.

Applications must be submitted through the Experience Cornell (https://experience.cornell.edu/) site.

Application criteria may vary between departments and degree programs. All AAP students must submit an academic plan to be reviewed by the AAP Registrar Office to ensure that a semester in Cornell in Rome or AAP NYC will not interfere with degree progress or ability to graduate on time. M.L.A. students must obtain approval from CALS to participate in AAP NYC.

To be eligible for acceptance to an optional semester at Cornell in Rome or AAP NYC, students must be in good academic standing. Departments may establish additional criteria at their discretion.

Students who are waitlisted will be notified if space becomes available in the program and semester to which they applied. The last possible time to join the Fall semester is the first week in March. The last possible time to join the Spring semester is the third week in August. After the cutoff points, waitlisted students will have their applications withdrawn and will be notified of such.

There will be a late application window in late January for both Fall and Spring of the following academic year for both locations. Late applicants will be notified of their application decisions in early March. Applications from the initial application cycle will be given priority; late applications will be considered only if space remains. No late applications will be considered outside of this window.

Academic Conditions
In their application decision letters, applicants will be notified of whether or not they are in good academic standing at the time of application, regardless of whether the application is accepted, waitlisted, or denied.

If an applicant is not in good academic standing at the time of academic plan review, they may still be considered for acceptance if it is determined that their academic plan will put them back in good academic standing before their semester in Rome or NYC.

Each department may determine their own GPA minimum, including whether this GPA must be maintained between the time of application and the semester in Rome or NYC. Because participation in Cornell in Rome and/or AAP NYC is mandatory for Architecture applicants, there is not a minimum GPA except that which is required for good academic standing (2.3).

Eligibility to attend Rome or NYC is contingent on being in good academic standing. Students who come up for academic review will have this noted in their Academic Review Committee (ARC) letters when applicable.

If a student comes up for academic review in the semester directly preceding their semester in Rome or NYC, ARC will determine if the student will be allowed to enroll in the special semester as planned.

Withdrawing Applications
Students wishing to withdraw from optional semesters in Rome or NYC should contact the Advisor listed on the Experience Cornell site for the program to which they applied. It is not necessary to petition or to provide a reason for withdrawing from an optional semester.

College of Architecture, Art and Planning Graduation Requirements

Students are responsible for knowing and fulfilling the requirements for graduation and for alerting the college to any problems with their records. Detailed information and graduation requirements for each undergraduate degree, professional master's, and delegated graduate degree can be found on the respective program pages in this catalog.

All AAP students are obligated to satisfy university and degree-specific graduation requirements and are all held to college policies and procedures. AAP undergraduate students are required to complete AAP 1100 in addition to the university and degree-specified graduation requirements.

Degree Programs

Undergraduate Majors
- Architecture (BArch) (https://catalog.cornell.edu/programs/architecture-barch/)
- History of Architecture and Urban Development (BS) (https://catalog.cornell.edu/programs/history-architecture-urban-development-bs-haud/)
- Fine Arts (BFA) (https://catalog.cornell.edu/programs/art-bfa/)
- Urban and Regional Studies (BS) (https://catalog.cornell.edu/programs/urban-regional-studies-bs-urs/)

Undergraduate Minors
- Architecture Minor (https://catalog.cornell.edu/programs/architecture-minor-for-non-departmental-students/) - (for Non-Departmental undergraduate students)
- Fine Arts Minor (https://catalog.cornell.edu/programs/fine-arts-minor-for-non-departmental-students/) - (for Non-Departmental Students)
- Urban and Regional Studies Minor (https://catalog.cornell.edu/programs/urban-regional-studies-minor/)
- Real Estate Minor (for Non-Nolan) (https://catalog.cornell.edu/programs/real-estate-minor-non-nolan-ug-students/) - (for Non-Nolan undergraduate students)
- Real Estate Minor (for Nolan) (https://catalog.cornell.edu/programs/real-estate-minor-nolan-school-ug-students/) - (for Nolan School undergraduate students)

Graduate and Professional Degrees
- Architecture (MArch) (https://catalog.cornell.edu/programs/architecture-march/) - professional
- Advanced Architectural Design (MS) (https://catalog.cornell.edu/programs/advanced-architectural-design-ms-aad/) - post-professional
- Advanced Urban Design (MS) (https://catalog.cornell.edu/programs/advanced-urban-design-ms-aud/) - post-professional
- Creative Visual Arts (MFA) (https://catalog.cornell.edu/programs/creative-visual-arts-mfa/)
- Image Text (MFA) (https://catalog.cornell.edu/programs/image-text-mfa/)
- Real Estate (MPS) (https://catalog.cornell.edu/programs/real-estate-mps-re/)
- City & Regional Planning and Real Estate (MRP/MPS) (https://catalog.cornell.edu/programs/regional-planning-real-estate-mps-re-mrp/) - Dual Degree Program
- Landscape Architecture and City & Regional Planning (MLA/MRP) (https://catalog.cornell.edu/programs/mla-mrp/) - Dual Degree Program

Graduate Minors
- City and Regional Planning Graduate Minor (https://catalog.cornell.edu/programs/city-regional-planning-graduate-minor/)
- Historic Preservation Planning Graduate Minor (https://catalog.cornell.edu/programs/historic-preservation-planning-graduate-minor/)
- Real Estate Graduate Minor (https://catalog.cornell.edu/programs/real-estate-minor/)

Administered by the Graduate School:

- City & Regional Planning (MRP) (https://catalog.cornell.edu/programs/city-regional-planning-mrp/)
- Historic Preservation Planning (MA) (https://catalog.cornell.edu/programs/historic-preservation-planning-ma/)
- Regional Science (MA) (https://catalog.cornell.edu/programs/regional-science-ma/)
- Regional Science (MS) (https://catalog.cornell.edu/programs/regional-science-ms/)
- Design Technology (MS) (https://catalog.cornell.edu/programs/design-technology-ms/)
- History of Architecture and Urban Development (PhD) (https://catalog.cornell.edu/programs/history-architecture-urban-development-phd/)
- City & Regional Planning (PhD) (https://catalog.cornell.edu/programs/city-regional-planning-phd/)
- Regional Science (PhD) (https://catalog.cornell.edu/programs/regional-science-phd/)

Policies and Procedures

The following policies apply to all undergraduate (B.Arch., B.F.A., and B.S.) and professional master's and delegated graduate degree students (M.Arch., M.F.A. Image Text, M.F.A. Visual Arts, M.R.P., M.P.S. RE, M.S. AAD, and M.S. AUD) students in the College of Architecture, Art, and Planning.

Student Laptops

AAP has moved to a mobile, cloud-based computing environment. As a result, all students are expected to have a personal laptop computer powerful enough to support the demanding video and computational requirements necessary for coursework, as well as have adequate storage to accommodate new software releases. For additional information, please refer to the AAP Student Laptop Recommendations (https://aap.cornell.edu/resources/computer-support-services/student-laptop/) on the college website.

Course Enrollment

Students use Student Center (http://studentcenter.cornell.edu/) to request classes for the upcoming semester during the pre-enrollment period[1] and to add or drop classes for the current semester during the add/drop period. Detailed information regarding course enrollment is available in the Course Enrollment section of this catalog and in Student Essentials (https://studentessentials.cornell.edu/).

[1] Pre-enrollment is an enrollment request; it is not a guarantee of enrollment. Prior to the beginning of each semester, changes can be administratively made to a student's pre-enrollment request without the student being notified. At the beginning of the add/drop period, it is the student's responsibility to confirm their schedule in Student Center (http://studentcenter.cornell.edu/). Students are responsible for knowing and fulfilling the requirements for graduation and for alerting the college to any problems with their records.

Enrollment Changes Outside the Add/Drop Period

Any changes to enrollment outside of the add/drop period require an approved petition. Petition forms are available online on the AAP Academic Forms page (http://aap.cornell.edu/resources/student-services/academic-forms/). This policy also applies to independent study classes. Petitions should be submitted only if there are clearly extraordinary circumstances that merit special consideration.

Course Withdrawals

After the drop deadline, and by the last day of classes (which is published in the academic calendar), students may petition the college to withdraw from a course, if no issue of academic integrity is at stake. Courses officially withdrawn after the drop deadline will be noted on the transcript with a "W" where the grade would normally appear. Petitions to withdraw from courses may not be submitted after the published deadlines, except in exceptional circumstances.

A meeting with a college Student Services advisor might be required if there are questions about the above criteria or if a student petitions to drop below 12 academic credits.

It is expected that all enrollment changes to "W" will be completed prior to the end of each term. Any retroactive change to a "W" after the end of the semester is a revision of record and should only occur for exceptional circumstances (e.g. in response to health leaves) and with college and university approval.

Enrollment in Required Courses for the Major

AAP students may be administratively pre-enrolled in required courses. It is expected that students follow the prescribed semester-by-semester curriculum, and any deviation from the prescribed curriculum requires an approved petition in advance. It is also expected that students will be present for all classes. Students who have been administratively enrolled in a required class and do not attend by the add deadline (or earlier, depending on the faculty member's grading policy) may be administratively withdrawn from the class.

Studio Attendance

All AAP students enrolled in studio classes are expected to be present during regular class hours for instruction and critique.

Nonacademic Credit

Nonacademic credit refers to all Cornell courses numbered 1000−1099, all physical education courses, and Reserve Officer Training courses offered under the subjects of Air Force science (AIRS), military science (MILS), and naval science (NAVS) unless cross-listed with an academic department.

- Courses numbered 1000−1099 count toward the minimum 12 credits/semester required for full-time status; however, they do not count toward the total number of academic credits required for graduation, nor do they count toward the required credits for good academic standing in a semester.
- Physical education courses and Nonacademic Reserve Officer Training do not count toward the minimum 12 credits/semester required for good academic standing or the total number of academic credits required for graduation.
- Audited courses do not count toward degree requirements or the minimum credits amounts needed for good academic standing in a semester.

Students enrolled in the M.P.S. RE program may count 3 ELSO credits toward their degree requirements. For all other Professional Master's and Delegated Graduate Degree ELSO courses do not count toward their degree requirements.

Repeated Courses

Repeated courses are courses taken a second (or subsequent) time, even if a passing grade was earned.

- Repeated course credits count toward the minimum credits per semester required for good academic standing.
- Credits earned from repeating a course do not count toward the minimum number of credits required for graduation.[1]
- If a course is repeated, both courses and both grades are included on the official transcript (i.e., if a course is repeated, the second course does not replace the first course on the official transcript).
- If taken for a letter grade, both grades are included in the calculation of the GPA.
- Some courses, such as special topics courses in which content is significantly different, do grant credit when the course is taken more than once (ex: CRP 3850/CRP 7850, ARCH 3819/ARCH 5819).

[1]   Exception for architecture studio courses: In the case of architecture studio courses which are repeated because the minimum grade of 'C' or better was not achieved, the credits from the course with a non-advancing grade will count toward the minimum number of credits required for graduation if a minimum grade of D- was achieved. Those credits will be applied as departmental free elective credits.

Grading

The following college grading policies apply to all AAP students, in addition to all university and program grading guidelines.

Minimum Grades

The following programs have specific grade requirements:

- Architecture studio courses require a minimum grade of C in order for the credit to be applied toward the design sequence and to advance to the next design studio in the sequence.
- M.R.P. students must receive a C or better in all core courses; no grade below a C- is acceptable for meeting the 60 credit requirement; and no more than 6 credits of grades of C-, C, or C+ will be accepted for meeting the 60 credit requirement.
- MPS RE students must receive a C or better in all courses; no grade below a C is acceptable for meeting the 62 credit requirement; and no more than 6 credits of grades of C or C+ will be accepted for meeting the 62 credit requirement.

Satisfactory-Unsatisfactory Grade Option

For classes that satisfy any specific requirement (i.e., distribution requirements, core requirements for the major, and department required courses), the class must be successfully completed with a letter grade, unless a particular class is offered exclusively under the satisfactory/unsatisfactory grading basis (SX/UX). Otherwise, the satisfactory-unsatisfactory grading option may be used only with free electives. For additional information, please refer to the university S/U guidelines.

Incompletes

The grade of incomplete (INC) is appropriate only when two basic conditions are met:

1. The student has substantial equity at a passing level in the course with respect to work completed. As a guideline, at least two-thirds of all course requirements should have already been satisfactorily completed, or all work should have been completed except for a final paper, final exam, or final project.

2. The student has been prevented by circumstances beyond the student's control, such as illness or family emergency, from completing all of the course requirements on time.

Ordinarily, the request for an INC must be submitted by the last day of classes, and an INC should be resolved within one calendar year from when it was assigned unless otherwise indicated by the program. An instructor may set a shorter time frame for completion, if appropriate. An instructor would need approval from the college to set a time frame longer than one year.

When assigning an incomplete grade, the instructor must complete an Explanation of Incomplete Grade form in which they provide a default grade that the student would receive if no further work is completed, along with other essential information. The instructor can update the assigned grade, factoring in additional work the student completes by the deadline, by completing a Change of Grade form.

Ordinarily, a student cannot re-enroll in a course in which they have an unresolved INC. This does not prevent the student from attending some of the course sessions if that aids the completion of the INC. If under exceptional circumstances, a student would benefit from re-enrolling in the class, the student would need to submit a petition to request permission to enroll. Once the INC is resolved, the college policy on repeating a course applies.

All academic work must be completed by the official conferral date in order to receive a degree on that date. Incomplete academic work will result in a later conferral date.

Additional information regarding the grade of Incomplete:

An incomplete may not be given merely because a student fails to complete all course requirements on time. Such a practice would be open to abuse; by deferring completion of some major course requirement, a student could gain advantage over his or her classmates by obtaining additional time to do a superior job.

An incomplete is not an option that may be elected at the student's own discretion. While it is the student's responsibility to initiate a request for a grade of incomplete, reasons for requesting one must meet the above conditions and be acceptable to the instructor, who establishes specific make-up requirements and deadlines for completion within the above parameters.

Students should be aware that they will not have access to college or university resources to complete an incomplete unless they are officially registered with the university. The AAP Office of Admissions and Student Services can advise students on options.

The consequences of failure to complete all coursework within the time permitted or prior to graduation should be determined when the incomplete is assigned and should be documented on the Explanation of Incomplete form. Once a grade has been assigned, the option to make up the work is lost. It is the responsibility of the student to see that all incompletes are made up within the deadline and that the grade change has been properly recorded with the AAP Office of Admissions and Student Services.

Important note regarding sequence courses:

The grade of incomplete in a sequence course prevents a student from enrolling in the next course of the sequence unless the student petitions the appropriate program committee to be allowed to continue in the sequence.

For additional information, please refer to university guidelines on incompletes.

Audited Courses

Undergraduate students may not audit any classes. Graduate students are permitted to audit a course, if the course grading option exists, but those credits do not count towards degree requirements or good academic standing.

Academic Review

At the end of each semester, the college's Academic Review Committee (ARC) reviews the record of each student who is not in good academic standing and decides an appropriate action. It is the student's responsibility to be aware of any potential academic actions given to them if they do not meet the good academic standing criteria. These actions are not necessarily sequential. A student who has received a warning may be placed on a required leave of absence or required withdrawal at the end of the next semester if the performance during that semester is deemed to be grossly deficient. Similarly, a student may be placed on a required leave of absence without first having been issued a warning or placed on final warning.

Warning: This means the student's performance does not meet expectations. Unless improvement is shown in the subsequent semester, the student may be placed on final warning or given a required leave of absence or required withdrawal from the college. A student on warning may be required to meet with an advisor in Student Services or the program director to discuss their academic plans.

Final Warning: This indicates the student's record is unsatisfactory. Unless considerable improvement is shown in the subsequent semester, the student may be given a required leave of absence or required withdrawal from the college. A student on final warning may be required to meet with an advisor in Student Services or program director to discuss their academic plans. They may also need to achieve a specific semester GPA and no failing grades in a subsequent semester.

Required Leave of Absence: The student may not continue studies in the college and may not attend classes at Cornell University, including through the School of Continuing Education and Summer Sessions. The ARC and department may set conditions appropriate to the student's individual circumstances. Conditions could include the successful completion of coursework (new or incomplete), involvement in community service or an internship, or the submission of evidence that the factors that necessitated the leave have been addressed. The maximum length of a required leave of absence is five years for undergraduate students and three years for professional master's and delegated degree graduate students. Students who do not return to study within this time period will be withdrawn from the college.

A return to study in the college after a required leave is at the discretion of the college's ARC. Students wishing to return from a required leave should submit a Request to Return from Leave of Absence form, found online on the AAP Academic Forms page (http://aap.cornell.edu/resources/student-services/academic-forms/), an academic plan for completing all remaining degree requirements, and evidence that all conditions have been satisfied and the time has been well used. If employed, the student must submit a letter from the employer(s) verifying employment. If coursework has been completed, official transcripts should be included with the request to return. Requests for spring-semester return must be made by October 1, and requests for fall-semester return must be made by March 1. The ARC decision regarding readmission is final and cannot be appealed. Students denied readmission can reapply the following semester.

A second required leave of absence is a de facto dismissal, and the student will be permanently withdrawn from the college.

Required Withdrawal: The student is dismissed from the College of Architecture, Art, and Planning and is permanently prohibited from continuing studies in it.

Appeals: A student who has been placed on a required leave of absence or a required withdrawal from the college has seven days from the time of the decision notification to appeal the ARC decision in writing. The appeal should explain any extenuating circumstances that contributed to the student's academic performance. Only new information will be considered in the appeal. To ensure timely receipt of the appeal, the appeal should be submitted to the AAP Office of Admissions and Student Services at aap-studentservices@cornell.edu (aap-studentservices@cornell.edu?subject=Attn%3A%20Academic%20Review%20Committee). The college decision on the appeal is final. No further appeals will be considered.

A student who has been denied readmission from a required leave cannot appeal that decision. The student can reapply for readmission in a subsequent semester.

Leaves of Absence

The College of Architecture, Art, and Planning grants three types of leaves of absence - personal leave of absence, health leave of absence, and required leave of absence. In absentia status is not currently an option for AAP undergraduate, professional master's, or delegated graduate degree students.

Students on any type of leave of absence from AAP are not permitted to enroll in courses at Cornell during their leave, including through the College of Continuing Education and Summer Sessions. Students may take courses at other institutions while on a leave. Credit for courses completed at foreign institutions during a leave of absence will not be accepted for transfer credit unless the student is enrolling in an institution in their country of permanent residence. Before enrolling in classes while on leave, students are strongly encouraged to discuss options and policies with the AAP Registrar in the Office of Admissions and Student Services.

Students who are considering taking a personal leave or health leave, as well as those who are placed on a required leave of absence, should check with other university offices including the Bursar's Office, Office of Financial Aid and Student Employment, and Housing and Dining to find out about financial implications. It is recommended that international students connect with the Office of Global Learning regarding any visa implications. It is particularly important for students who have educational loans to contact the Office of Financial Aid. Eligibility for other services, such as insurance, may also be affected during a student's leave of absence. It is the student's responsibility to communicate with relevant offices and service providers regarding the leave.

Students who are granted a leave of absence during the affected semester are responsible for any outstanding tuition or other university charges incurred through the effective date of the leave of absence. Some charges, such as on-campus housing and dining, may continue to accrue until the student no longer utilizes the services, regardless of the official leave date.

All leaves of absence have a maximum term limit dependent on the degree. The maximum length of a leave of absence is five years for undergraduate students and three years for professional master's and delegated graduate degree students. Students who do not return to study within the time limit will be withdrawn from the university.

1. Personal leaves of absence may be granted for a variety of reasons. The student may request a personal leave of absence by submitting a completed Leave of Absence Request (http://withdrawal.cornell.edu/) form. If a personal leave is being requested for health reasons, the college may recommend that a health leave of absence be requested instead. Students considering a personal leave request after the drop deadline are strongly encouraged to meet with the AAP Office of Admissions and Student Services to discuss options prior to submitting the request.

   The student's academic status is subject to review at the time of the leave and upon the student's return. The college and department may approve the leave with conditions. Conditions could include the successful completion of coursework (new or incomplete), involvement in community service or an internship, or the submission of evidence that the factors that necessitated the leave have been addressed. For students in the M.Arch program, leaves granted through semester five will be granted for a minimum of one-year in length.

   Students wishing to return from a personal leave should submit a Request to Return from Leave of Absence form with an academic plan for completing all remaining degree requirements to the AAP Office of Admissions and Student Services (aap-studentservices@cornell.edu?subject=Leave%20of%20Absence). The Request to Return from Leave of Absence form can be found online on the AAP Academic Forms Page (http://aap.cornell.edu/resources/student-services/academic-forms/). Requests for spring-semester return should be made by October 1, and requests for fall-semester return should be made by March 1.

   If the leave of absence was granted with conditions, the request to return should clearly state how the conditions of the leave have been satisfied and should include any required documentation. If it is determined that the conditions of the leave have not been satisfied, the request will be denied. The student may appeal in writing within seven days of the decision. The decision on the appeal is final. Students denied readmission can request a return in the following semester.

2. A health leave of absence is recommended when a student's medical or mental health condition is found—collaboratively with the student and their health care provider(s)—to significantly impair their ability to function successfully or safely as a student. It is expected that the student uses the time away from the university for treatment and recovery. A health leave of absence will be granted by the college upon the recommendation of Counseling and Psychological Services (CAPS) or Cornell Health.

   The student's academic status is subject to review at the time of the leave and upon the student's return.

Students wishing to return from a health leave of absence must notify both Cornell Health and the college. The college strongly encourages students to follow the college deadlines as they differ from those of Cornell Health and are earlier. Completing the request to return process as early as possible affords students more time to prepare for their return to study.

A checklist for returning from a health leave of absence can be found online on the Cornell Health website (https://health.cornell.edu/get-care/health-leave-absence/). Please note that Cornell Health deadlines and procedures may change, and students should always refer to the Cornell Health website (https://health.cornell.edu/get-care/health-leave-absence/) for the most up-to-date information regarding health leaves of absence.

3. Required leaves of absence for academic reasons may be required by the Academic Review Committee if the student is not in good academic standing. A required leave may supersede a previously approved personal leave of absence. Please see the detailed description in the Academic Review section.

Prorated Tuition

In exceptional circumstances, students may be eligible for prorated tuition in their final semester of study. Students must have already completed the minimum number of semesters expected by their degree program.

Specifically:

- B.Arch. students who have completed ten full-time semesters (or equivalent) may be eligible for prorated tuition in the eleventh and final semester;
- B.F.A. students who have completed eight full-time semesters (or equivalent) may be eligible for prorated tuition in the ninth and final semester;
- B.S. students who have completed eight full-time semesters (or equivalent) may be eligible for prorated tuition in the ninth and final semester;
- M.Arch. students who have completed seven full-time semesters (or equivalent) may be eligible for prorated tuition in the eighth and final semester;
- M.F.A. Creative Visual Arts, M.P.S. RE, M.R.P., and M.S. AAD four-semester students who have completed four full-time semesters (or equivalent) may be eligible for prorated tuition in the fifth and final semester;
- M.S. AUD and M.S. AAD three-semester students who have completed three full-time semesters (or equivalent) may be eligible for prorated tuition in the fourth and final semester;
- M.F.A. Image Text students do not qualify for prorated tuition.

Students applying for prorated tuition are required to meet with the AAP Office of Admissions and Student Services to confirm eligibility. Eligible students may apply to prorate up to 9 credit hours during the final semester. The application deadline for prorated tuition is the third week of classes in the affected semester, and earlier submission is strongly encouraged. Applications require both college and university approval.

For students in the AAP Professional Master's and Delegated Graduate Degree programs, approval of the student's Program Director (or designee) and the college registrar is required for all prorated tuition requests. Approval is conditional until grades are finalized for the

semester immediately preceding the semester for which prorated tuition is requested. If final grades indicate more than the approved number of credits is required for graduation, the application to prorate tuition must be reconsidered. In the case where graduation requirements are not met during the semester of prorated tuition, full tuition will be charged for subsequent study at Cornell during the fall or spring semesters.

Deviating From the Curriculum, Policies, or Procedures

Students wishing to deviate from degree requirements and/or request exceptions to any college or department policy or procedure must petition the academic department for permission. All petitions must be submitted prior to the act and with the faculty advisor's signature. Course enrollment petitions may also require the instructor's signature. Petitions should be submitted only if there are clearly extraordinary circumstances that merit special consideration. Petitions that are granted can only be reversed by subsequent petition. Petitions that are denied, can be appealed, but cannot be re-petitioned. Petition forms are available online on the AAP Academic Forms page.

Appeals: A student has seven days from the time of the petition decision notification to appeal the decision in writing. Late appeals will not be considered. Appeals should be submitted directly to the academic department for review and vote by the faculty. Appeal forms are available online on the AAP Academic Forms page. The faculty decision on the appeal is final. No further appeals will be considered. Failure to comply with any petition decision may result in review by the ARC.

AAP Undergraduate Academic Policies

The following academic policies apply to all undergraduate students (B.Arch., B.F.A., and B.S.), in the College of Architecture, Art, and Planning in addition to program-specific policies.

Academic Standing

To be in a good academic standing, an AAP undergraduate student must:

1. Successfully complete a minimum of 12 academic credits[1] each semester; and
2. Earn a minimum semester grade point average (GPA) of 2.300; and
3. Comply with college and department curriculum and rules.

In addition, a minimum GPA of 2.000 is required for graduation.

[1] Please review the college policies on nonacademic credit and repeated courses with regard to academic standing.

Course Load and Credit Limit

Each semester, students are expected to enroll in the courses stipulated in their published curriculum. AAP students are required to enroll in a minimum of 12 and a maximum of 20 academic credits.

Transfer Credit

The AAP Registrar in the Office of Admissions and Student Services reviews all transfer credit to ensure that it meets the minimum college and university transfer credit criteria. This requires the submission of an official, sealed transcript. If the coursework meets college and university criteria, it will be applied as free/out-of-department elective credit.

Current AAP students wishing to receive credit toward a specific degree requirement must submit a petition. Consult with the AAP Registrar regarding this process. Please note that First-Year Writing Seminars and mathematics and quantitative reasoning courses have their own approval processes. More information is available at the following links:

- First-Year Writing Seminar Transfer Credit (https://knight.as.cornell.edu/fws-guidelines/#ap-transfer-credit)
- Mathematics and Quantitative Reasoning Transfer Credit (https://math.cornell.edu/transfer-credit/)

Questions about transfer credit should be directed to the AAP Office of Admissions and Student Services (aap-studentservices@cornell.edu?subject=Transfer%20Credit).

For information about how transfer credit is defined, reviewed and accepted by the university, please refer to University Transfer Credit Policy (https://registrar.cornell.edu/credit_evaluation/).

[1] Regional accrediting organizations include: Accrediting Commission for Community and Junior Colleges (ACCJC); Commission on Institutions of Higher Education; Higher Learning Commission (HLC); Middle States Commission on Higher Education (MSCHE); New England Association of Schools and Colleges (NEASC-CIHE); Southern Association of Colleges and Schools Commission on Colleges (SACSCOC); WASC Senior College and University Commission (WSCUC); and Western Association of Schools and Colleges.

Transfer Credit for Courses Taken While in High School

Cornell University does not accept credit for courses sponsored by colleges or universities but taught in the high school to high school students, even if the college provides a transcript of such work.

Course work completed while in high school may be considered for credit if there is sufficient evidence that:

1. The course was a standard course available to all students registered at the college/university;
2. The course syllabus, text(s), examinations, and evaluation processes are the same for all enrolled students at all teaching sites;
3. The course was taught at the offering college or online (cannot be taught in the high school);
4. The course instructor is a faculty member (includes adjunct) at the offering college; and
5. The course was not used to fulfill high school requirements

Students must submit an Application for Credit Earned while in High School and an official college transcript to the AAP Office of Admissions and Student Services. The Application for Credit Earned while in High School is available online on the AAP Academic Forms page (http://aap.cornell.edu/resources/student-services/academic-forms/).

After all documentation has been verified, coursework will be applied as free/out-of-department elective credit as outlined above. Please contact the AAP Office of Admissions and Student Services (aap-studentservices@cornell.edu?subject=Transfer%20Credit) for additional information.

Advanced Placement Credit

Advanced placement credit refers to college credit that students earn before they enter Cornell as first-year students. Credit may be earned from Advanced Placement Examinations (AP Exams) from the College Examination Board (CEEB), General Certification of Education Advanced Level ("A" Level Exams) and International Baccalaureate Examinations, and Cornell department examinations (CASE). Its primary purpose is to exempt students from introductory courses and to place them in advanced courses. Its value is that it allows students to include more advanced courses in their course of study.

Advanced placement credit is applied as free/out-of-department elective credit only, with the exception of up to one First-Year Writing Seminar for B.F.A. and B.S. URS students. B.F.A. and B.S. URS students earning a score of 5 on one English literature and English language exam will receive 3 credits which will be applied towards one First-Year Writing Seminar. B.F.A. and B.S. URS students earning a score of 5 on both English literature and English language exams will receive 3 credits towards one First-Year Writing Seminar and 3 credits towards the free elective requirement. B.Arch. students cannot apply Advanced Placement credit towards their one required First-Year Writing Seminar. B.Arch. students earning a score of 5 on either English literature or English language will have the corresponding credits applied towards the free/out-of-college elective credit only.

Advanced placement credit may not be applied toward core major requirements or requirements in the humanities and social sciences (ALC, ETM, GLC, HST, SCD SSC), physical and biological sciences (PBS, BIO, PHS), or mathematics and quantitative reasoning (MQR, SDS, SMR, MQL).

For additional information, please refer to the university guidelines regarding advanced placement credit.

AAP Professional Master's and Delegated Graduate Degree Academic Policies

The following academic policies apply to all professional master's and delegated graduate degree students (M.Arch., M.F.A. Image Text, M.F.A. Visual Arts, M.R.P., M.S. AAD, and M.S. AUD) in the College of Architecture, Art, and Planning in addition to program-specific policies.

Academic Standing

To be in a good academic standing in a professional master's and delegated graduate degree student must:

- Successfully complete a minimum of 12 academic credits for full-time programs; and
- Earn the minimum semester grade point average (GPA) as outlined by program; and
- Follow the prescribed program curriculum and comply with all university, college, and program policies including any grade requirements for core courses.

Please review the college policies on nonacademic credit.

Course Load and Credit Limit

Students are required to follow the semester-by-semester required curriculum outlined in this catalog by program. Full-time students are required to enroll in a minimum of 12 and a maximum of 22 academic credits per semester unless otherwise indicated by the program. M.R.P students may enroll in a maximum of 18 academic credits. M.P.S. RE students may enroll in a maximum of 18.5 academic credits. M.F.A Image Text students are required to enroll in a minimum of 5 and a maximum of 11 academic credits per semester as indicated by the program curriculum. Students must petition the program committee for permission to enroll in over or under the credit limit. Petitions must be submitted prior to enrollment. Students deviating from the schedule of non-elective courses outlined in the curriculum must have an adjusted curricular plan approved by petition.

Online Instruction Limit

Full-time students have a 3-credit limit of online instruction per semester.

Faculty

A

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