

GRADUATE APPLICATION

COLLEGE OF ENGINEERING, TECHNOLOGY, AND ARCHITECTURE

Master of Architecture

A PROFESSIONAL DEGREE PROGRAM ACCREDITED BY
THE NATIONAL ARCHITECTURAL ACCREDITING BOARD



UNIVERSITY OF HARTFORD



**COLLEGE OF ENGINEERING,
 TECHNOLOGY, AND ARCHITECTURE**
 Master of Architecture

THE PROGRAM

The Department of Architecture is a diverse community of practitioners, teachers, and students dedicated to educating future architectural professionals and growing the knowledge base of the profession. Our commitment is to engage architecture in its civic, social, and professional realms for the ultimate benefit of the built environment and those who use it. The Department supports several combined or dual-degree programs in conjunction with other graduate programs at the University of Hartford. Three of the most popular at the graduate level are dual degrees in Architecture with Fine Arts, Business, or Engineering.

ADMISSION TO THE PROGRAM

To qualify for admission, applicants must have received a bachelor's degree from an accredited institution with a GPA of at least 3.0 on a scale of 4.0, and must meet the admission requirements of the University and the Department of Architecture. The student's background and preparation must be such in content and scope as to indicate the ability to complete successfully the curriculum requirements. For specific admission procedures, please refer to the information on the Graduate Application Form.

In some instances, students may be allowed to make up specific deficiencies after admission, however, credits earned through such work will not apply toward completion of program requirements. Students may apply a maximum of six credits of graduate-level course work from other accredited institutions toward fulfillment of degree requirements. Applicability of previous graduate work will be determined by the Graduate Committee.

SCHOLARSHIPS AND ASSISTANTSHIPS

Partial tuition scholarships are available for applicants to the program. The awarding of the scholarships will be determined by the Graduate Admissions Committee in consultation with the department at the time of admission. Teaching assistantships will be made available to qualified candidates as determined by the Graduate Committee. These assistantships will be awarded above and beyond scholarship awards.

FACILITIES

Graduate students in the different concentrations have full access to the facilities of the departments in which they are studying. All graduate students will be assigned to individual studios during the course of their tutorials.

Housing for graduate students may be provided on campus depending upon availability. For information concerning campus housing, please call the University of Hartford, Office of Residential Life, (860) 768-7900.

Inquiries concerning the MArch program may be directed to the Center for Graduate and Adult Academic Service, University of Hartford, 200 Bloomfield Avenue, West Hartford, CT 06117-1599, (860) 768-4371.

CANDIDACY FOR DEGREE

Students have a maximum of seven years from the time of admission into the program to complete all requirements necessary for conferral of the degree, including submission of thesis book for binding.

Students must maintain a cumulative grade point average of 3.0 on a scale of 4.0 to remain in good academic standing in the program. Failure to maintain the required minimum GPA may result in the loss of scholarship funding or dismissal from the program.

PLAN OF STUDY

A total of 64 credits is required for the Master of Architecture degree.

| | | | CREDITS | CLASS | LAB | CONTACT HOURS |
|-----------------------|-----|--------------------|-----------|-----------|-----------|---------------|
| FALL - YEAR 1 | | | | | | |
| Arch | 511 | Arch Studio I | 6 | 2 | 10 | 12 |
| Arch | 512 | Adv'd Site Plan'g | 4 | 2 | 6 | 8 |
| Arch | 513 | Adv'd Bldg Systems | 3 | 3 | 0 | 3 |
| UH | | Prof Elective(s) | 3 | 3 | 0 | 3 |
| SEMESTER TOTAL | | | 16 | 10 | 16 | 26 |

| | | | CREDITS | CLASS | LAB | CONTACT HOURS |
|------------------------|-----|-----------------------|-----------|-----------|-----------|---------------|
| SPRING - YEAR 1 | | | | | | |
| Arch | 521 | Arch Studio II | 6 | 2 | 10 | 12 |
| Arch | 522 | Adv'd Bldg Econs | 4 | 2 | 6 | 8 |
| Arch | 523 | Adv'd Bldg Structures | 3 | 3 | 0 | 3 |
| UH | | Prof Elective(s) | 3 | 3 | 0 | 3 |
| SEMESTER TOTAL | | | 16 | 10 | 16 | 26 |

| | | | CREDITS | CLASS | LAB | CONTACT HOURS |
|-----------------------|-----|------------------|-----------|-----------|-----------|---------------|
| FALL - YEAR 2 | | | | | | |
| Arch | 611 | Arch Studio III | 6 | 2 | 10 | 12 |
| Arch | 612 | Adv'd Des Theory | 4 | 2 | 6 | 8 |
| Arch | 613 | Thesis Research | 3 | 3 | 0 | 3 |
| UH | | Prof Elective(s) | 3 | 3 | 0 | 3 |
| SEMESTER TOTAL | | | 16 | 10 | 16 | 26 |

| | | | CREDITS | CLASS | LAB | CONTACT HOURS |
|------------------------|-----|------------------|-----------|-----------|-----------|---------------|
| SPRING - YEAR 2 | | | | | | |
| Arch | 621 | MArch Thesis | 6 | 2 | 10 | 12 |
| Arch | 622 | Adv'd Urb Issues | 4 | 2 | 6 | 8 |
| Arch | 623 | Adv'd Prof Pract | 3 | 3 | 0 | 3 |
| UH | | Prof Elective(s) | 3 | 3 | 0 | 3 |
| SEMESTER TOTAL | | | 16 | 10 | 16 | 26 |

| | | | | | | |
|----------------------------|--|--|-----------|-----------|-----------|------------|
| MArch PROGRAM TOTAL | | | 64 | 40 | 64 | 104 |
|----------------------------|--|--|-----------|-----------|-----------|------------|



**COLLEGE OF ENGINEERING,
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Master of Architecture

DIRECTIONS FOR APPLICATION TO GRADUATE STUDY

The Center for Graduate and Adult Academic Services and the University of Hartford Master of Architecture Program welcome your application for graduate study at the University of Hartford. In order to be considered for graduate study in the Master of Architecture Program, you must complete the items listed in the CHECKLIST below.

This packet contains a general application form, three letters of recommendation forms, one letter of intent form, and information about the Master of Architecture program. Please take time to review the material carefully. If you have questions about the application procedures, you may call the Center for Graduate and Adult Academic Services at (860) 768-4371.

Thank you for your interest in the MArch Program. We look forward to receiving your application.

- Complete the application form and submit it with a nonrefundable application fee, \$45 for domestic applicants, to the Center for Graduate and Adult Academic Services. The check should be made payable to the University of Hartford.
- Please ask all college and postsecondary institutions you attended to forward one official copy of your transcript.
- Submit, with the application, a portfolio of original artwork. This may consist of a CD, website, or printed examples of your work. The portfolio should demonstrate the applicant's ability in architectural design and communication. In addition to traditional examples in architectural design, sketches and renderings, and construction documents, work may include examples of architectural history and theory, structures, building technology, and other related areas. Professional work may also be included but a letter from the employer clearly stating the extent of the applicant's contribution must be attached. The portfolio must be in an 8 1/2" x 11" format and bound on the edge. Maximum size is 25 sheets. You may email your portfolio in PDF format to: GradStudy@hartford.edu. Portfolios will not be returned.
- Submit a Letter of Intent on the enclosed form.
- Request three letters of recommendation from professors or other individuals familiar with your work. These recommendations should be made on the enclosed forms

and forwarded to: Center for Graduate and Adult Academic Services, University of Hartford, 200 Bloomfield Ave., West Hartford, CT 06117-1599.

- Immunization Form. Please complete the Immunization Form and return to Health Services. Although the Immunization Form is not required for an admission decision, it is mandatory to be on file to register for classes. You may download the form at http://www.hartford.edu/student_affairs/departments/health_services/files/pdf/immun_form.doc

International Applicants

The following items are required in addition to the above items:

- English Proficiency Examination. The official score from the TOEFL or IELTS is to be submitted by international students who earned their baccalaureate degree in a country where English is not the first language. The University of Hartford's test code number is 3436. Visit TOEFL at: www.ets.org or IELTS at www.ielts.org. Minimum acceptable scores 80 iBT; 6.5 IELTS.
- Transcript Evaluation. International transcripts must be evaluated by the World Evaluation Services/WES. Visit: www.wes.org. You will incur an expense for the WES evaluation; therefore, the \$45.00 application fee will be waived.
- Guarantor's Statement. A certified Guarantor's Statement of financial support is required. You may download the Guarantor's Statement at: www.hartford.edu/graduate/int.

DEADLINE

Applicants accepted until class is full
Priority date February 1

Complete your application form online at:
<http://www.hartford.edu/graduate/> or complete the attached application form and return to the address above.



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[] FULL TIME [] FALL YEAR _____

PERSONAL DATA - PLEASE TYPE OR PRINT

LEGAL NAME: LAST (FAMILY) FIRST (GIVEN) MIDDLE (COMPLETE)

OTHER NAME CREDENTIALS MAY BE UNDER: _____

PERMANENT ADDRESS: STREET CITY STATE ZIP PHONE

LOCAL ADDRESS: STREET CITY STATE ZIP PHONE

BUSINESS ADDRESS: EMPLOYER CITY STATE ZIP PHONE

E-MAIL May we call you at work? [] Yes [] No
*AN E-MAIL MUST BE SUPPLIED FOR APPLICATION UPDATE AND STATUS

SOCIAL SECURITY NUMBER: DATE OF BIRTH: DAY MONTH YEAR

SEX: [] Male [] Female

CITIZENSHIP: [] US Citizen [] Eligible non-citizen [] Permanent Resident ID number
[] Non-citizen Transfer I-20? [] Yes [] No
If yes, from what institution are you transferring your I-20?
Country of Citizenship

(If you are not a citizen or eligible non-citizen, please find additional information at: www.hartford.edu/graduate/intl)

ETHNICITY: [] Hispanic or Latino [] Non-Hispanic or Latino
RACE: (please mark one or more races from the following)
[] American Indian/Alaskan Native
[] Asian
[] Black or AfricanAmerican
[] Native Hawaiian or other Pacific Islander
[] White

How did you hear about the University of Hartford? _____

Have you previously applied to the University of Hartford? [] Yes [] No If yes, when? _____

Are you seeking graduate transfer waiver/credit? [] Yes [] No If yes, from which institution(s)? _____

To what other graduate programs have you applied to other than University of Hartford? _____

FEDERAL ASSISTANCE (NON-U.S. RESIDENTS ELIGIBLE ONLY FOR GRADUATE ASSISTANTSHIPS)

To receive federal assistance, including Stafford loans, students at the University are required to file the Free Application for Federal Student Aid (FAFSA). Please contact the office of Financial Aid at 860.768.4296 or email finaid@hartford.edu

ACADEMIC HISTORY

LIST ALL POSTSECONDARY INSTITUTIONS YOU HAVE ATTENDED. (Attach additional information on separate sheet)

| Institution (List chronologically) | 4-Digit Code (if known) | Location | Attended From - To | Degree Awarded | Year | Major/Minor | GPA |
|---------------------------------------|----------------------------|----------|-----------------------|-------------------|------|-------------|-----|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

List the foreign languages in which you have a basic reading knowledge: _____

TESTING INFORMATION

Have you taken any of the following Tests? Yes No If yes, when _____

TOEFL* DATE _____ IELTS DATE _____

Have scores been forwarded to the University of Hartford? Yes No

*NOTE: International students are required to take the TOEFL (Test of English as a foreign Language) prior to admission.

RECENT EMPLOYMENT HISTORY

(Attach additional information on separate sheet)

| Institution (List chronologically) | Location | Job Title | Dates |
|---------------------------------------|----------|-----------|-------|
| | | | |
| | | | |
| | | | |

AWARDS, HONORS, PROFESSIONAL MEMBERSHIPS, AND LICENSES

(Attach additional information on separate sheet)

| | | |
|--|--|--|
| | | |
| | | |
| | | |

RECOMMENDATIONS

(Attach additional information on separate sheet)

| Name | Title | Address |
|------|-------|---------|
| | | |
| | | |
| | | |

I certify that all items on this application are answered correctly and completely. I understand that incomplete information, the withholding of information, or incorrect information may disqualify me for admission to the University of Hartford or may later be the basis for my withdrawal or dismissal.

APPLICANT'S SIGNATURE _____ DATE _____

Please return your application materials, with the nonrefundable application fee,* to the University of Hartford, Center for Graduate and Adult Academic Services, Computer and Administrative Center, 200 Bloomfield Avenue, West Hartford, CT 06117-1599. Once your application and supporting documents have been processed, they become the property of the University of Hartford.

*\$45 application fee. Check should be made payable to the **University of Hartford**.



UNIVERSITY OF HARTFORD

Center for Graduate and Adult Academic Services
Computer and Administration Center
University of Hartford
200 Bloomfield Avenue
West Hartford, CT 06117-1599
Telephone: (860) 768-4371 Fax: (860) 768-5160
E-mail: GradStudy@hartford.edu

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STUDENT'S ID/SOCIAL SECURITY NUMBER (OPTIONAL)
OR STUDENT'S TELEPHONE NUMBER
OR STUDENT'S EMAIL

LETTER OF ASPIRATION

In the space below, describe your professional and creative goals and how you expect graduate study to help accomplish them.
If necessary, continue your letter on the back of the page.

SIGNATURE



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RECOMMENDATION FOR GRADUATE STUDY – TO BE FILLED IN BY APPLICANT

NAME OF APPLICANT _____

PROPOSED DEGREE PROGRAM _____ PROPOSED MAJOR _____

Waiver (optional): I hereby waive my rights under the Family Educational Rights and Privacy Act of 1974 to inspect this letter of recommendation.

SIGNATURE _____ DATE _____

To the person completing this recommendation:

We would appreciate your candid opinion of this applicant's personality, motivation, and capacity to undertake graduate-level study. We are interested in learning of specific strengths as well as weaknesses, both personal and academic. Please be aware that the student has access to this recommendation unless he or she has signed the waiver-of-confidentiality statement.

(use reverse side, if necessary)

RECOMMENDER'S NAME _____ PHONE NUMBER _____

DATE _____ SIGNATURE _____

INSTITUTION _____ TITLE/POSITION _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

E-MAIL _____

> Please return this form to the address above.



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DATE _____ SIGNATURE _____

INSTITUTION _____ TITLE/POSITION _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

E-MAIL _____

> Please return this form to the address above.



UNIVERSITY OF HARTFORD

MAIL TO:

University of Hartford Health Services
200 Bloomfield Avenue
West Hartford, CT 06117-1599
Telephone: (860) 768-6601
Fax: (860) 768-5140

IMMUNIZATION RECORD

> Required to register for classes. Not required for admission.

The State of Connecticut's Department of Public Health mandates that a registered student must have an Immunization Record on file at the Student Health office two weeks prior to moving onto or attending classes.

The immunization requirements are intended to protect the health of the entire campus community. If you do not have a current physician or do not have records, you can do the following:

- You can have your doctor or Student Health Services run a titre blood test to check for immunity.
- You can contact your last school or educational program to see if they have records. They must keep them for a minimum of seven years.
- You can repeat the series of injections and/or have a booster vaccine done at area clinic or at Student Health Services.

You may download an Immunization Form at:

http://www.hartford.edu/student_affairs/departments/health_services/files/pdf/immun_form.doc

or visit the Student Health Services website at:

http://www.hartford.edu/student_affairs/departments/health_services/default.aspx

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UNIVERSITY OF HARTFORD

200 Bloomfield Avenue
West Hartford, CT 06117

COLLEGE OF ARTS
AND SCIENCES

HILLYER
COLLEGE

HARTFORD
ART SCHOOL

BARNEY SCHOOL
OF BUSINESS

COLLEGE OF ENGINEERING,
TECHNOLOGY,
AND ARCHITECTURE

COLLEGE OF EDUCATION,
NURSING AND HEALTH
PROFESSIONS

THE HART
SCHOOL

STATEMENT OF NONDISCRIMINATORY POLICIES

Consistent with the requirements of Title IX of the Education Amendments of 1972, as amended, the University does not discriminate on the basis of gender in the conduct or operation of its educational programs or activities (including employment therein and admission thereto). The University admits students without regard to race, gender, physical ability, creed, color, age, sexual orientation, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the University. It complies with Title VI of the Civil Rights Act of 1964, as amended, and does not discriminate on the basis of race, gender, physical ability, creed, color, age, sexual orientation, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other University-administered programs. The University of Hartford hereby provides notice to its students, employees, applicants, and others that it supports the language and intent of Section 504 of the Rehabilitation Act of 1973 (and regulations issued pursuant thereto), which prohibits discrimination on the basis of disability in its educational programs and activities, including admission to and access to the University. The Dean of Students (Gengras Student Union, telephone (860) 768-4260) is the individual designated to coordinate efforts by the University to comply with and carry out requirements under Title IX and Section 504.

Inquiries concerning the application of Title IX, Section 504, and Title VI may be referred to the Regional Director, Office of Civil Rights, U.S. Department of Education, Boston, Massachusetts 02109.