

# **Application for substantive changes to the existing Master of Architecture program at the University of Hartford**

**Application Date:** June 5, 2018

**Application Contact:** Seth H. Holmes, AIA, LEED AP  
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May 23, 2018

Ellen S. Cathey, AIA  
Associate Director  
National Architectural Accrediting Board  
1101 Connecticut Ave, NW, Suite 410  
Washington, DC 20036

**RE: Application for Substantive Change – University of Hartford**


Dear Associate Director Cathey,

This letter represents a request by the University of Hartford (UHart) to modify its existing Master of Architecture program per NAAB requirements stated in the “NAAB Procedures of Accreditation, Section 6, Substantive Changes Requiring Review by the NAAB.” The existing M.Arch program at UHart is a single-track 64-credit program. The University would like to add another track to this program to provide an accelerated pathway for exceptional UHart undergraduate architecture students to complete an M.Arch. This 48-credit M.Arch track will utilize the same Student Performance Criteria matrix as the existing 64-credit track, but will take advantage of an existing UHart policy allowing undergraduate seniors to take graduate coursework. Conditionally accepted seniors will take 16 credits of graduate courses that will count toward their undergraduate architecture degree; they will therefore complete 25% of the M.Arch criteria prior to graduate school. Following their undergraduate commencement, these students will matriculate into the graduate program and take three straight 16-credit semesters (summer, fall, spring) allowing them to graduate with a master’s degree one year after gaining a bachelor’s degree. The university requests this change to help boost recruitment and stay competitive with regional schools offering similar programs (Northeastern, Wentworth, and Roger Williams).

As the Provost, I am the chief academic officer at the University of Hartford and recently granted final approval to the M.Arch program change to add the 48-credit track. My final approval followed an extensive internal process that included approvals from the department, college, faculty senate, and university deans. Regarding state and regional approvals, the state of Connecticut provided UHart (and other large universities in the state) with an exemption for creating and modifying academic programs; the university simply provides documentation to the state describing the change. We have also communicated with our regional accrediting body (NEASC) and they approved the change. Please review all the enclosed documents detailing the M.Arch program change and the necessary approvals.

Thank you for reviewing our application and please feel free to contact us with any questions. Please send all inquiries regarding this change to Seth Holmes, the Architecture Graduate Program Director ([sholmes@hartford.edu](mailto:sholmes@hartford.edu)).

Sincerely,

  
H. Frederick Sweitzer  
Provost, University of Hartford

## Summary

Per “Section 6. Substantive Changes Requiring Review by the NAAB” in the 2015 NAAB Procedures for Accreditation, the University of Hartford (UHart) Department of Architecture hereby submits an application for substantive changes in regards to its existing NAAB-Accredited first-professional Master of Architecture Degree (M.Arch).

The current M.Arch degree program at UHart has only one degree “track” available to students: a 64-credit (2-year/4-semester) track that accepts qualified students who hold pre-professional architecture degrees from qualified institutions. The UHart Department of Architecture also offers a Bachelor of Science in Architectural Engineering Technology (AET) that qualifies as a Pre-Professional architecture degree. Currently, the configuration of UHart’s AET and M.Arch architecture programs requires all UHart AET students who matriculate into the UHart M.Arch program to take the same 64-credit track along with students coming from other pre-professional architecture schools. With that in mind, the department recognizes that other regional “4+2” programs offer “accelerated” M.Arch tracks for students who graduate from their in-house pre-professional architecture programs. For instance, Northeastern University and Wentworth Institute of Technology offer 1-year M.Arch tracks for their own undergraduate students. With this marketplace for recruiting in mind, the UHart Department of Architecture would like to create a separate accelerated track within the M.Arch program for exceptional UHart undergraduate architecture students. The accelerated M.Arch will be a 48-credit (12-month /3-semester) option known as “Track 1”, and the existing 64-credit (2-year /4-semester) option will be maintained and rebranded as “Track 2”; track numbers are based on number of years to degree completion. The university is also planning to develop a “Track 3” (3.5 year / 7 semester) option for students with any bachelor's degree; however this substantial change application does not include that proposal at this time and only focuses on creating the 64-credit Track 1 accelerated option.

The proposed Track 1 (48-credit) M.Arch will require the same courses and utilize the same student performance criteria matrix used in the existing M.Arch program (page 3); however Track 1 will require conditionally accepted seniors in the UHart AET program to take 16 credits of graduate level courses that are normally required in the first semester of the existing/Track 2 (64-credit) M.Arch. Per university policy, seniors are allowed to take 500 level graduate courses; similarly, the BS pre-professional degree program includes numerous elective courses that students can use for these required graduate courses. Immediately after graduating from the undergraduate program, accepted Track 1 students will matriculate into the 48-credit Track 1 M.Arch program and take a full semester of courses over the summer equivalent to semester 2 of the existing/Track 2 M.Arch. Following the summer semester, Track 1 students will take fall and spring courses aligned with the 2nd year of the existing/Track 2 M.Arch. The result of this is that Track 1 students can graduate with an M.Arch degree one year after graduating with their BS AET degree. Please review Table 1 (Page 4) for a visual explanation of the course sequencing for both Tracks 1 & 2.

This program change has been approved at all levels of administration at the University of Hartford (Department, College, Faculty Senate, Council of Deans and, Provost). Furthermore, as the attached documents illustrate, approvals are in place from the Connecticut Office of Higher Education and the university’s regional accrediting agency (NEASC).



Department of Architecture: Proposed Accelerated M.Arch Track

2/16/2018

Existing: AET (Senior yr) + "Track 2" M.Arch sequence		Addition: AET (Senior yr) + Accelerated "Track 1" M.Arch sequence		Notes
COURSE TITLE	CRDTS	COURSE TITLE	CRDTS	
<i>First 3 years (6 semesters) of AET program</i>		<i>First 3 years (6 semesters) of AET program</i>		No changes
Total Credits	99	Total Credits	99	
<i>Fall (AET Senior year)</i>		<i>Fall (AET Senior year)</i>		in place of Professional Elective
PE Professional Elective	3	ARC 513 Advanced Building Systems	3	
AET 472 Architectural Des VI	4	AET 472 Architectural Des VI	4	
AET 474 Des Steel Structures	3	AET 474 Des Steel Structures	3	
TS Technical Specialty (Elective)	4	ARC 515 Advanced Urban Issues	4	
LS Lab Sci Elec	4	LS Lab Sci Elec	4	
Total Credits	18	Total Credits	18	in place of Technical Specialty Elective
<i>Spring (Senior year)</i>		<i>Spring (AET Senior year)</i>		
AUCW All-Univ Curric	3	AUCW All-Univ Curric	3	
AET 484 Reinforced Concrete Des	3	AET 484 Reinforced Concrete Des	3	
AET 489 Senior Capstone Project	4	ARC 511 Architectural Studio I	6	
PE Professional Elective	3	PE 500 level Prof Elec	3	
TC 481 Engl III: Adv Tech Comm	3	TC 481 Engl III: Adv Tech Comm	3	in place of Capstone Studio
Total Credits	16	Total Credits	18	still a professional elective, just 500 level.
<b>Undergrad Degree credits</b>	<b>133</b>	<b>Undergrad Degree credits</b>	<b>135</b>	
<i>Summer (Session 1+2)</i>		<i>Summer sessions 1+2 (M.Arch semester 2)</i>		Summer Session 2 Summer Session 1 Summer Session 2 Summer Session 1
no classes		ARC 521 Architectural Studio II	6	
		ARC 523 Advanced Structural Systems	3	
		ARC 612 Advanced Design Theory	4	
		PE Professional Elective	3	
	0		16	
<i>Fall (M.Arch semester 1)</i>		<i>Fall (M.Arch Semester 3)</i>		taken 1 year ahead of schedule taken 1 year ahead of schedule taken 1 year ahead of schedule taken 1 year ahead of schedule
ARC 511 Architectural Studio I	6	ARC 611 Architectural Studio III	6	
ARC 513 Advanced Building Systems	3	ARC 512 Advanced Building Economics	3	
ARC 515 Advanced Urban Issues	4	ARC 613 Thesis Research	4	
PE Professional Elective	3	PE Professional Elective	3	
	16		16	
<i>Spring (M.Arch semester 2)</i>		<i>Spring (M.Arch semester 4)</i>		taken 1 year ahead of schedule taken 1 year ahead of schedule taken 1 year ahead of schedule taken 1 year ahead of schedule
ARC 521 Architectural Studio II	6	ARC 621 Master's Thesis	6	
ARC 523 Advanced Structural Systems	3	ARC 522 Advanced Site Planning	4	
ARC 612 Advanced Design Theory	4	ARC 623 Advanced Professional Practice	3	
PE Professional Elective	3	PE Professional Elective	3	
	16		16	
<i>Fall (M.Arch semester 3)</i>				0
ARC 611 Architectural Studio III	6			
ARC 512 Advanced Building Economics	3			
ARC 613 Thesis Research	4			
PE Professional Elective	3			
	16		0	
<i>Spring (M.Arch semester 4)</i>				0
ARC 621 Master's Thesis	6			
ARC 522 Advanced Site Planning	4			
ARC 623 Advanced Professional Practice	3			
PE Professional Elective	3			
	16		0	
<b>Grad Degree credits</b>	<b>64</b>	<b>Grad Degree credits</b>	<b>48</b>	
Grad credits achieved in Undergrad	0	Grad credits achieved in Undergrad	16	

## Implementation Plan

Per section 6 of the procedures for accreditation: *This plan must identify a course of action for implementation of the substantive change within not more than two academic years after receiving approval from the NAAB. The plan must include the following:*

- a. Securing resources not already available to the program (e.g., faculty, space, financial support), if necessary.*

The proposed Track 1 (48-credit) M.Arch will utilize existing course offerings and associated faculty and classrooms. Though additional courses will be run for a summer semester, this is common at UHart and summer tuition payments by students will cover additional expenses required for faculty, space, equipment, etc. The Department Faculty (including those who will teach required courses offered over the summer) have agreed to the proposed offering and will be available to teach summer course offerings.

The existing Track 2 (64-credit) M.Arch is unchanged and therefore needs no new resources.

- b. Developing and implementing new courses and/or curricular sequences, if necessary.*

The proposed Track 1 (48-credit) M.Arch utilizes the same existing required and elective courses; however Track 1 does require new sequencing of some existing courses as explained below. To gain entry into the Track 1 M.Arch, qualified seniors in the UHart undergraduate AET program will apply for a conditional acceptance and be required to take four (4) graduate courses their senior year using existing elective slots in the AET program. These required courses are the same courses offered in the first semester of the existing/Track 2 (64-credit) M.Arch program. These courses include:

- ARC 511 Architecture Studio 1 (6-credits),
- ARC 513 Advanced Building Systems (3-credits),
- ARC 515 Advanced Urban Issues (4-credits),
- a 500 level professional elective (3-credits).

With the exception of ARC 511, the other three courses will be offered in their normal semester sequence (ARC 513 + 515 = Fall; elective = spring). Conditionally accepted seniors will take those three courses with the 1st year graduate students from the existing/Track 2 M.Arch. A special section of the ARC 511 studio course for conditionally accepted seniors will be offered during the spring semester; this out-of-sequence offering is necessary in order to coordinate and optimize the class schedule in relation to other required courses senior year.

The “Track 1 (48-credit) M.Arch” is designed as an “accelerated” M.Arch degree that allows students to graduate from UHart with a pre-professional architecture degree (AET), and then graduate with an M.Arch one calendar year later. In order to achieve this, the Track 1 students will take a summer semester, equivalent to the existing/Track 2 M.Arch second semester, immediately following graduation from the BS program. Therefore, summer courses will now be consistently offered for the following existing courses: ARC 521 Architectural Studio 2 (6-credits), ARC 523 Advanced Structures (3-credits), ARC 612 Advanced Architectural Theory

(4-credits), and a graduate professional elective (3-credits). Once Track 1 students finish the summer semester, they will be aligned with the second year of the existing/Track 2 M.Arch and will join those students in all the normally scheduled course offerings. Please review Table 1 (Page 4) of course offerings for both Track 1 and Track 2 for a visual explanation of the course offering sequencing.

The existing Track 2 (64-credit) M.Arch is unchanged and therefore needs no new course offerings.

*c. Proposed last academic year in which students will be admitted to the program in its current configuration.*

The program's current configuration (64-credit M.Arch) will be maintained and simply rebranded as "Track 2"; this track will continue to be offered to students holding pre-professional architecture degrees from any qualified institution.

*d. Plans for ensuring that students in the existing configuration are able to complete the program on time.*

Not applicable as the existing 64-credit configuration (Track 2) will be maintained continuously through the rebranding process.

*e. Proposed first academic year in which students may enroll in the new program configuration.*

The new "Track 1 (48-credit) M.Arch will enroll students for the first time in the summer of 2019.

*f. Proposed academic year in which the first cohort of students will complete the newly configured program.*

2019/2020 (Spring 2020).

*g. A plan for communicating with current students, newly admitted students, faculty, staff, alumni and the state registration/licensing board if the program change is approved by the NAAB. NOTE: If approved, program changes may not be applied retroactively.*

If the program change is approved by the NAAB, the department will produce numerous forms of communications material to be distributed to students, faculty, administration, and relevant agencies. The primary communication source will be the department web page which will have information regarding both the Track 1 and Track 2 options as well as the sub-pages for both the BS and M.Arch degree programs. An all-department email will be sent to existing students at the undergraduate and graduate levels, faculty, and related administration and staff. A similar email will be sent to relevant State and regional accreditation agencies. Finally, the program brochures for both graduate and undergraduate programs will be revised to document the two M.Arch tracks and how they relate to the undergraduate program.

*h. A timeline showing all key dates for the institutional change, including, but not limited to:*

**State required approvals**

1. The State of Connecticut requires approval for changes to existing programs. However, at this current time, the State has provided application exemptions to certain universities (including the University of Hartford). In lieu of a full application and approval procedure, exempt universities in Connecticut must simply complete a Program Change Form and submit it to the state. A copy of the submitted Program Change form is located on page 14.

### **Regional Accrediting Agency Required Approvals**

1. The University of Hartford regional accrediting agency is the New England Association of Schools and Colleges (NEASC). The M.Arch program director (Seth Holmes) emailed NEASC's President, Barbara Brittingham, describing the program change and asking what approvals were needed. Professor Holmes received the following response from NEASC:

*Dear Seth,*

*Thank you for your note and your clear explanation. It all makes good sense, and as far as we are concerned you can proceed without the need for Commission review. Thank you for checking.*

*Best, Barbara*

Please see the record of this email exchange in the attached document on page 15.

### **Effective dates (in chronological order)**

Please note that the existing Track 2 (64-credit) M.Arch track is being maintained and therefore does not have an end date for enrolling and/or graduating students. The only change to the track is adding the term "Track 2" to its description which will take place at the same time that the new Track 1 starts.

1. *First academic year for which students to be enrolled under the new Track 1 (48-credit) M.Arch configuration: **2018/2019 (Summer 2019).***
2. *First academic year in which students will graduate from the new Track 1 (48-credit) M.Arch configuration: **2019/2020 (Spring 2020).***



## **Additional Materials Required for Substantive Change Proposals.**

*i + iii. New or additional tracks for completing the NAAB-accredited degree program. Proposals for new or additional tracks for completing a NAAB accredited degree program must include all of the same materials as for a Professional Degrees and Curriculum Change. Professional Degree and Curriculum Change proposals must include the following:*

1. *Description of the current degree program.*

- a. *This should be similar to the program's response to Condition II.2.2 Professional Degrees and Curriculum in its most recent Architecture Program Report.*

The accredited professional degree program in the Department of Architecture at the University of Hartford is the Master of Architecture program. This degree program qualifies our Master of Architecture graduates to take a state professional ARE licensing examination after a required internship period.

The Department of Architecture at the University of Hartford established its undergraduate four year Bachelor of Science degree program in Architectural Engineering Technology in 1991. The creation of the two-year Master of Architecture degree program fits the "4+2" structure, with the first professional architecture degree awarded at the graduate level after attaining the pre-professional degree. The Master of Architecture degree program is intended to provide our graduates with the requisite educational background to enter the professional practice of architecture. The professional program balances theoretical, technical, and creative knowledge in the civic, social, and professional realms of architecture. Students are encouraged to round out their education with professional electives offered through the Hartford Art School, the College of Engineering, Technology, and Architecture, and the Barney School of Business.

The University of Hartford's undergraduate pre-professional architecture degree program is ETAC/ABET accredited. Recipients of the four-year pre-professional architectural degree may apply for admission directly into the Master of Architecture program. The graduate curriculum, which requires at least 64 credit hours for completion, is built upon the undergraduate pre-professional degree foundation.

Fundamental to the graduate curriculum is the architectural design studio sequence. Informing and enriching the studio experience for students in the Master of Architecture Program are courses in site planning, building systems, building economics, structures, architectural history and theory, professional practice, and urban planning. Great emphasis is placed on the student's ability to integrate and synthesize the information in these courses into appropriate architectural form in the design studio, which ideally engages the civic, social, and professional realms of architecture.

- b. *The matrix for Condition II.1 Student Performance Criteria, for the current degree program.*

**(Current matrix on next page)**

**Existing Master of Architecture Program: 64-Credit M.Arch**

Matrix showing Criteria addressed in Required Courses

Bachelor of Science and Master of Architecture

NAAB Student Performance Criteria	REALM A			REALM B			REALM C			REALM D																	
	A1	A2	A3	A4	A5	A6	A7	A8	B1	B2	B3	B4	B5	B6	B7	B8	B9	B10	C1	C2	C3	D1	D2	D3	D4	D5	
Required Undergraduate Architecture Courses																											
AET 110 Introduction to Architectural Graphics	○																										
AET 123 Architectural Design I	○			○																							
AET 155 Ancient through Renaissance Architecture	○						●	○																			
AET 156 19th & 20th Century Architecture	○						○	○																			
AET 232 Materials & Methods of Construction and Documentation	○								○																		
AET 233 Architectural Design II	○																										
AET 241 Environmental Systems for Architecture	○																										
AET 242 Construction Documents	○																										
AET 244 Architectural Design III	○																										
AET 352 Architectural Design IV	○																										
AET 355 Engineering Mechanics	○																										
AET 364 Strength of Materials/Design of Wood Structures	○																										
AET 371 Architectural Design V	○																										
AET 474 Design of Steel Structures	○																										
AET 484 Design of Reinforced Concrete Structures	○																										
Required Graduate Architecture Courses																											
ARC 511 Architectural Studio I	○			●																							
ARC 512 Advanced Site Planning	○																										
ARC 513 Advanced Building Systems	○																										
ARC 521 Architectural Studio II	○																										
ARC 522 Advanced Building Economics	○																										
ARC 523 Advanced Structures	○																										
ARC 611 Architectural Studio III	○																										
ARC 612 Advanced Design Theory	○																										
ARC 613 Thesis Research	○																										
ARC 621 Master's Thesis	○																										
ARC 622 Advanced Urban Issues	○																										
ARC 623 Advanced Professional Practice	○																										

**Legend:**  
 REALM A: CRITICAL THINKING AND REPRESENTATION  
 REALM B: BUILDING PRACTICES, TECHNICAL SKILLS, AND KNOWLEDGE  
 REALM C: INTEGRATED ARCHITECTURAL SOLUTIONS  
 REALM D: PROFESSIONAL PRACTICE

Ab: Ability  
 Un: Understanding  
 ●: Student Performance Criteria Addressed - Primary courses  
 ○: Student Performance Criteria Addressed - Secondary courses

2. *Proposed new track for completing the NAAB-accredited degree program.*

a. *A description of the changes that will be made to the program while also ensuring it conforms to NAAB and institutional requirements:*

The creation of the 48-credit Track 1 option is simply a mechanism to allow exceptional undergraduate architecture students at the University of Hartford to begin their graduate studies early. These students will use electives and a senior studio to take four graduate courses normally taken in the first semester of the 64-credit M.Arch (Track 2). All of the required undergraduate and graduate courses that are indicated in the Student Performance Criteria matrix are maintained and consistent between both the new 48-credit and existing 64-credit tracks. The program modification has been approved at all required levels of department, college, and university administration. Additionally, the state of Connecticut and the New England Association of Schools and Colleges (regional accrediting authority) have provided approval for the change to the existing program.

i *A narrative that responds to the requirements of Condition II.2.2.*

Condition II.2.2 of the NAAB Conditions for Accreditation requires M.Arch students to have a minimum total of 168 credits between both their Bachelors and Masters degrees comprised of at least 30 credits of graduate study, 45 credits of general education courses (non-major, single institution), and 10 credits of electives. The remaining credits are typically professionally focused and credit quantity is at the discretion of the program. The following table indicates the total credits for each of these categories for both the Track 1 (48-credit) and Track 2 (64-credit) M.Arch tracks.

<b>Credit Distribution comparison (NAAB Minimum vs UHart programs)</b>					
	<b>Single Institution: UHart</b>			<b>Pre-professional Plus</b>	
	<b>Minimum NAAB requirements</b>	<b>BS AET + M.Arch Track 1</b>	<b>BS AET + M.Arch Track 2</b>	<b>Minimum NAAB requirements</b>	<b>Other Pre-prof + UHart M.Arch Track 2</b>
<b>General Studies</b>	45	46	46	Defined by baccalaureate required for admission	Defined by baccalaureate required for admission
<b>Optional Studies</b>	10	16	26	10	12
<b>Professional Studies</b>	as defined by the program	125	121	as defined by the program	≥ 110
<b>Undergraduate Credits</b>	as defined by the program	119	133	as defined by the program	≥ 104
<b>Graduate Credits</b>	30	64	64	30	64
<b>Total Credits</b>	168	183	197	168	≥ 168

- ii *A new matrix for Student Performance Criteria for the accredited program under its new configuration.*

Both the 48-credit and 64-credit M.Arch Tracks at the University of Hartford utilize the same Student Performance Criteria (SPC) matrix. The only difference between the two tracks is when the students take the courses present in the SPC matrix. Students in Track 1 (48-credits) will take four graduate level courses during their senior year using electives and a senior studio in their undergraduate degree program. These four courses are equivalent to the first semester of the existing Track 2 (64-credit) M.Arch. All of the SPC requirements present in the undergraduate portion of the SPC matrix (the 4 in the 4+2) are still accounted for in both Track 1 and Track 2. The SPC matrix table on page 3 shows the current SPC matrix and indicates which courses are relevant in pursuing the new Track 1 option.

- iii *Any prerequisites.* To qualify for the Track 1 (48-credit) option, prospective students must 1) receive a BS in Architectural Engineering Technology from the University of Hartford, 2) have a minimum 3.4 GPA, and 3) have successfully completed the following 16 credits of graduate coursework during their BS degree:

- ARC 511 Architectural Studio (6 credits)
- ARC 513 Advanced Building Systems (3 credits)
- ARC 515 Advanced Urban Issues (4 credits)
- a 500 level elective course (3 credits)

The qualifications for the existing/renamed Track 2 (64-credit) option will not change: 1) students must hold a pre-professional degree in architecture, 2) students must have a minimum 3.0 GPA, 3) students must pass a portfolio review, and 4) students must submit 3 letters of recommendation.

- iv *Assessment of the effect of the proposed changes on Conditions I.2.1-I.2.5 (Resources).*

*I.2.1 Human Resources and Human Resource Development.* The new 48-credit Track 1 M.Arch will require faculty to teach summer courses as the program will be marketed as a 12-month degree that includes a full summer semester. During the fall and spring semesters, faculty teaching loads will be unchanged allowing faculty adequate time for research, advising, and service commitments. Regarding the summer course offerings implemented with the Track 1 option; the department faculty have discussed the summer teaching possibilities and have developed a plan that will include 3-4 faculty teaching summer courses for Track 1 (comprised mainly of full-time faculty). Beyond full-time faculty, the department has a plethora of consistent adjunct faculty that it can employ for additional teaching loads if necessary (particularly electives). The university offers summer courses in two sessions; therefore the Track 1 courses will be offered as two courses per session with no one professor teaching in both sessions. By phasing courses in this manner (as opposed to running 4 courses for the full summer), summer teaching faculty will be granted at least ½ of the summer off to work on professional development, service, research, etc.

All advising and architectural licensing advising remains unchanged from current status. All Track 1 students will have academic advisors available in all terms (summer, fall, spring) and the architectural licensing advisor (Associate Professor Elizabeth Petry) will remain in her role for both the Track 1 and Track 2 students.

*I.2.2 Physical Resources.* During the Fall and Spring terms, the studio and lab spaces utilized by the department will be unchanged from their current utilization. Architecture students throughout the total 6 years of the BS and M.Arch programs all occupy studio and lab space each semester; therefore, prospective Track 1 students taking graduate courses in their senior year will occupy no more space than they would have as a regular senior. Historically, during the summer semester, the studio and lab spaces are relatively empty with the exception of one undergraduate vertical studio course (~12 students). Therefore, by offering ARC 521 (Graduate Architecture Studio 2) during the summer for the Track 1 students, the studio and labs will be better utilized during the “off season”.

*I.2.3 Financial Resources.* With the exception of the ARC 511 studio, all courses that Track 1 accelerated students will take during the fall and spring semesters are already regularly offered. The department does not predict that these courses will be overloaded by including Track 1 students and/or forced into multiple sections. Therefore no additional costs will be incurred by most of the fall and spring course offerings. As for the ARC 511 course, this studio will be run for Track 1 students in the Spring (normally it is offered in the fall) and will therefore require a special section. An additional adjunct or faculty cost will be incurred if this course displaces an instructor from another course; however, this adjunct/overload cost is minimal and is not atypical to an average semester of teaching load management. Furthermore, depending on enrollment, the ARC 511 studio could be combined with another studio as a vertical studio if necessary, thus eliminating an additional adjunct/overload cost. The summer teaching load for the Track 1 students is considered “overload” pay from normal faculty salaries. However, overload pay in the summer is paid by the University using student summer tuition dollars; therefore the summer courses effectively pay for themselves. No additional financial resources are required to run Track 1 in relation to Track 2.

*I.2.4 Information Resources.* All information resources (Library, online databases, computer labs, printers, etc.) will remain available to all students at the undergraduate and graduate level during summer, fall, and spring semesters. The University’s Libraries are fully staffed and open 12 months a year.

*I.2.5 Administrative Structure and Governance.* The administrative and governance structure remain unchanged due to this program modification. The Architecture Department administration does not believe that the inclusion of the 48-credit accelerated track will require further changes to the administration or governance of the program. In effort to further promote student engagement in curriculum development, the architecture graduate program director discussed the concept of the accelerated Track with the student AIAS chapter executive board and received support and encouragement towards its development.

3. *An assessment of the implications of the new track for the existing program.*

The department believes the implementation of the 48-credit accelerated Track 1 alongside the existing 64-credit Track 2 will have the following implications on the existing program:

- Increased retention from Bachelors to Masters. More undergraduate students from the University of Hartford will apply to the architecture graduate program thus boosting retention within the department. In “trial balloon” discussions with students who would/could be eligible for the accelerated track, the graduate program director found a sharp increase in positive answers to the question “are you considering UHart for an M.Arch degree?” when students were told about a possible accelerated track as proposed here. Furthermore, by retaining accelerated students for consecutive programs without a multi-year gap between degrees, the accelerated students themselves become marketing agents to their classmates. This indirect marketing could boost enrollment of UHart BS graduates in the existing 64-credit Track 2 simply due to knowledge gained or positive peer-pressure from classmates/friends in the Track 1 graduate program.
  - Increased undergraduate enrollment indirectly increases enrollment to the grad program. Similarly, in discussions with prospective undergraduate students, the department chair and graduate director have received numerous questions regarding accelerated-type programs offered at competing schools (RWU, Northeastern, and Wentworth). By offering the accelerated track, the grad program will likely see an enrollment increase 4-years after implementation and marketing begins for the accelerated program.
  - More diverse cohort structure. The accelerated track will resequence how studios are taken by graduate students during their first year as students in the existing 4-semester Track 2 will not take studio with Track 1 students during year one, but will take studio together for their final 2 semesters. The Track 1 and Track 2 students will take support courses together for the full 4-semester that track 2 students are on campus. This structure will undoubtedly change the existing studio cohort culture; however a more diverse cohort is likely to emerge. By placing prospective Track 1 seniors and Track 2 grad students in the same studio space (even if not the same studio course) and having them take support courses together, a new cohort can form that hopefully transcends the boundary (real or perceived) between undergraduate and graduate students and allow a more diverse exchange of ideas.
  - Content unchanged. Though there are differences between Track 1 and Track 2 that have been addressed above, generally the course offerings and sequencing are unchanged; the main difference is when students take the courses. The department does not view the addition of Track 1 as a dramatic overhaul of the existing program and believe there will be no significant implications to the existing 64-credit track student outcomes.
4. *Copies of other institutional or state-required approvals for the change. The NAAB will not consider substantive change requests that have not met all other requirements for institutional or state-required approvals.*
- a Please see the letter from the Provost (Page 1) indicating that 1) the University fully supports implementation of the new “accelerated” 48-credit Track 1 M.Arch option and adding the term “Track 2” to the existing 64-credit track; 2) The University of Hartford has submitted the appropriate documentation to the State of Connecticut for the substantive change to the program (page 14); and 3) the New England Association of Schools and Colleges (NEASC) has approved the change (page 15).



# STATE OF CONNECTICUT

Office of Higher Education

## Program Actions Form

This form is to be used for updating institutional program information for the Office of Higher Education's Program Inventory. Please submit a completed form to Vi Nguyen ([vnguyen@ctohe.org](mailto:vnguyen@ctohe.org)) for each new program, program change, or status change. If you have any questions, please call (860) 947-1822.

Name of Institution University of Hartford

Name of Program Architecture

CIP Code (optional) \_\_\_\_\_.

OHE # (to be assigned by OHE for new programs) \_\_\_\_\_

Degree Level Masters

Number of Collegiate Credits 64

Date of Action (mm/dd/yyyy) 05/16/2018

**Nature of Request – check one:**

- Licensure and accreditation
- Program change
- Phase-out program (2-year period)
- Terminate program (no students enrolled)

**Delivery – check all that apply:**

- On-ground (100% on-ground courses)
- Online (100% online courses)
- Hybrid (on ground and online courses)

Request SAA Approval for Veterans Benefits – accredited programs only:  Yes  No

**Description of Program or Change:**

The current M.Arch program has one "track" for completion: 64-credits, 4-semesters. The program will add another 48-credit, 3-semester track that includes the same course requirements and sequencing as semesters 2, 3, and 4 of the existing 4-semester track. Eligible students for the new track must hold a Bachelor of Science in Architectural Engineering Technology from the University of Hartford (GPA >3.4) and must have already completed 16 credits of graduate coursework (specifically the same required courses from semester 1 of the existing program).



**H. Frederick Sweitzer**

Name & Title of Chief Academic Officer

**Provost**

**05/17/2018**

Signature of Chief Academic Officer  
(Electronic signature acceptable)

Date (mm/dd/yyyy)

## Holmes, Seth

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**From:** Brittingham, Barbara <BBrittingham@NEASC.ORG>  
**Sent:** Tuesday, February 6, 2018 4:43 PM  
**To:** Holmes, Seth; O'Brien, SND, Patricia M.  
**Cc:** Fuller, James  
**Subject:** Re: University of Hartford - Architecture program change question

Dear Seth,

Thank you for your note and your clear explanation. It all makes good sense, and as far as we are concerned you can proceed without the need for Commission review.

Thank you for checking.

Chest,  
Barbara

Barbara Brittingham  
President  
Commission on Institutions of Higher Education, NEASC  
Direct: 781 425 7747  
<http://cihe.neasc.org>      [bbrittingham@neasc.org](mailto:bbrittingham@neasc.org)

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**From:** Holmes, Seth <sholmes@hartford.edu>  
**Sent:** Tuesday, February 6, 2018 4:15:14 PM  
**To:** Brittingham, Barbara; O'Brien, SND, Patricia M.  
**Cc:** Fuller, James  
**Subject:** University of Hartford - Architecture program change question

Barbara and Pat,

I found your contact information on the [NEASC website](#) in relation to requesting information about program changes. My name is Seth Holmes and I am the graduate program director in the Department of Architecture at the University of Hartford in West Hartford, CT; I am writing to ask for clarity on a program change that we are working on. It is my believe that our program change is only minor and unlikely to trigger a formal change; however I wanted to get your confirmation on our proposal. (FYI: I have added hyperlinks throughout the email that may be useful references).

Our [department](#) operates two existing accredited degree programs:

- 1) Bachelor of Science in [Architectural Engineering Technology](#) (AET) which is 133 credits (8 semesters) and accredited by the Accreditation Board for Engineering and Technology.
- 2) [Master of Architecture](#) (M.Arch) which is 64 credits (4 semesters) and is accredited by the National Architectural Accreditation Board or NAAB).

The BS AET program is considered a Pre-professional architecture degree by NAAB; a pre-professional degree is required for acceptance into our M.Arch program. This Pre-Professional + M.Arch arrangement is common in many architecture schools and is often referred to as a 4+2. Most 4+2 programs accept students from their "in-house" undergraduate program as well as students from other 4-year pre-professional architecture program. Recently, many schools operating under this model have created a mechanism for students from within their BS program to have an accelerated option through their own Master's program. For instance [Wentworth](#) has a 1-year M.Arch program that is only available for



students who pass through Wentworth's BS architecture program; [Northeastern](#) and [Roger Williams](#) have similar options.

With this marketplace for recruiting in mind, our University would like to create a separate accelerated "track" for our own undergraduate students. The new accelerated track will be a 48-credit (3 semesters) program only for students with a UHart AET degree, while the existing program will remain the same at 64-credits (4 semesters) and continue to enroll students with degrees from any pre-professional program. We are calling the new accelerated 48-credit track "Track 1" and the existing 64-credit track "Track 2"; track numbers are based on years to completion as Track 1 is to be a 12-month program. The accelerated Track 1 students will still take the same courses as Track 2, the main difference being that Track 1 students will use senior year electives to take four specific 500-level graduate courses. These 4 graduate courses are the same required courses normally taken in the first semester of the existing (Track 2) M.Arch program. Following graduation from the undergrad program, accelerated Track 1 students will matriculate into the M.Arch program and take a full semester of courses over the summer equivalent to semester 2 of the existing (Track 2) M.Arch program. The following fall, Track 1 students will then be aligned with the 2<sup>nd</sup> year of the existing (Track 2) M.Arch program allowing them all to graduate the following spring. The result of this is that Track 1 students can graduate with an M.Arch degree 1 year after graduating with their BS AET degree. Please review the attached table for a comparison of the program tracks, courses, and sequencing. I should also note that we have conditional approval from all levels of administration at UHart as well as from NAAB; however the paperwork involved for officially submitting this change to NAAB does require that we show we are in compliance with state and regional accrediting bodies – hence my email to you.

So, I know this is relatively complex, but effectively both tracks require the same exact courses; the difference is that we are giving motivates seniors the ability to use electives to get a head start on their M.Arch, as long as they stay at UHart. I can certainly provide you with any additional information as you see fit. I look forward to your response and can also be available by phone if you have any other questions.

Thanks you both for your time.

-Seth

**Seth H. Holmes, AIA, NCARB, LEED bd+c**

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Graduate Program Director

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August 7, 2017

Walter Harrison, President  
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Dear President Harrison,

At their July 2017 meeting, the directors of the National Architectural Accrediting Board (NAAB) reviewed the Visiting Team Report (VTR) for the University of Hartford.

On behalf of the Board, it gives me great pleasure to inform you that the **Master of Architecture** degree program was granted eight-year term of accreditation. The term is effective January 1, 2017 and the program is scheduled for its next visit for continuing accreditation in 2025.

Please be reminded that continuing accreditation is predicated on two reporting requirements:

- a) Annual Statistical Reports. These reports capture statistical information on the institution and the program. The next statistical report is due on or before November 30, 2017.
- b) Interim Progress Reports. Programs that receive an eight-year term of accreditation must submit an Interim Progress Report (IPR) two years after a visit and again five years after the visit. The University of Hartford's first interim progress report is due November 30, 2018. There is more information on the IPR process in Section 10 of the *NAAB 2015 Procedures for Accreditation*.

Finally, public dissemination of both the Architecture Program Report and the VTR is a Condition of accreditation. These documents must be made public electronically in their entirety. Please see Condition II.4.4 of the *2014 Conditions for Accreditation* and Section 5 of the *NAAB Procedures for Accreditation, 2015 Edition*.

On behalf of the NAAB and the visiting team, thank you for your support of accreditation in architectural education.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Judith Kinnard', is written over a large, stylized circular flourish.

Judith Kinnard, FAIA  
President

cc: James E. Fuller, Chair  
Nathaniel Quincy Belcher, AIA, Team Chair

Enc: Final Visiting Team Report

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