



Master of Architecture Thesis Review Guidelines

The Thesis Review is an opportunity to demonstrate your thesis project, the culmination of your academic work at the Academy. The Thesis Project will be presented as well-designed multi-page PDF booklets, accompanied by a verbal presentation. After reviewing your thesis proposal, and following your final thesis presentation and thesis class (ARH 810 Master of Architecture Thesis), you will be assessed on whether you are able to pass thesis and earn your M.Arch. degree.

1. ELIGIBILITY FOR FINAL REVIEW

All Final Reviews must be held at the end of the semester in which you complete your regular program units. You must declare your graduation term before a tentative date can be set. The process has three steps:

1. You **MUST** be enrolled in ARH 810 Master of Architecture Thesis.
2. **DECLARATION:** In the semester prior to your Final Review, you can either contact your advisor to declare your graduation term or go through your self-service page.
3. **REGISTRATION:** Register for your final semester of coursework with your advisor or online through your [Online Student Registration Profile](#).

NOTE: If you do not pass ARH 810 within two semesters, you will need to reapply to the Graduate School to graduate.

Enrollment in ARH 810 Master of Architecture Thesis is a pre-requisite for Thesis Review eligibility. In turn, in order to enroll in the ARH 810 Master of Architecture Thesis course you must have completed all the core requirement classes for your program of study (M.Arch. Track 1 or 2), with ARH 690 serving as a pre-requisite for the ARH 810 Master of Architecture Thesis course. Core courses may be waived with academic director approval only.



2. SCHEDULING YOUR FINAL REVIEW

A. Review Date

Final Reviews are conducted in the spring, and fall semesters during the ARH 810 Master of Architecture Thesis class. Presentations typically start in the fourteenth week of the fall or spring semester in this class, though they may take place before or after, depending on director availability.

You do not need to sign up for a Thesis review – students enrolled in 810 Master of Architecture Thesis will automatically be scheduled for a review. The School of Architecture will contact you with your presentation date and time during the semester that you are enrolled for ARH 810.

B. Review Orientation

Discuss any questions you may have about the review with your Graduate Student Services Advisor, your Thesis Advisor, and/or a faculty member. Typically, your Final Review will be presented online if you are enrolled in ARH 810 online, or on campus if you are enrolled in ARH 810 on campus.

C. Attendance & Cancellations

Final Review attendance is mandatory. All Final Reviews must be held at the end of the semester in which you complete your regular program units. If you do not attend the Final Review will be considered a “No Show” and will be noted as “Not Approved”.

Cancellations or postponements may be approved as a rare exception, and all requests must be organized through the School of Architecture at least 5 working days prior to the scheduled review date. Late cancellations or postponements will be considered “No Show” and will be noted as “Not Approved” for the Final Review.

Students are asked **not** to invite non-committee members, friends or family to their Final Review. Please do not provide food at the Final Review.

3. DELIVERABLE DETAILS & DUE DATES



Your Final Review will consist of the following components: thesis book and oral presentation.

[Link to tutorial on uploading work to LMS](#)

IMPORTANT: If your Thesis Book is not received prior to your scheduled presentation, your Final Review will be cancelled and you will need to retake 810 Master of Architecture Thesis the following semester.

A. Thesis Proposal

The thesis book should consist of a written proposal accompanied by images that support the requirements listed in the Thesis Deliverables Checklist, which will be provided to you by your ARH 810 instructor.

The proposal must be professionally executed, grammatically correct and free of spelling errors and typos. The overall dimension of your booklet should not exceed 17" in any given direction on a single page. Upload the thesis in the LMS (Thesis Icon) as a PDF file at least one day prior to your scheduled review date.

C. Oral Presentation

Practice your oral presentation in advance of your review to ensure your comfort level during the presentation. Be prepared to answer questions when you are finished. You will only present your thesis proposal (not your portfolio). Ensure that you present your thesis proposal within 10 minutes to the Thesis Review Committee. You may use notes, flashcards, or prompts as cues to help you remember the information during your oral presentation. Do not read your entire presentation.

4. THESIS REVIEW PROCESS

A. Review Expectations and Structure

Thesis Reviews are approximately 90 minutes in duration. Your presentation should not exceed 15 minutes. The Midpoint Review Committee members will ask questions for approximately 20-30 minutes following your presentation, asking for clarification and further elaborations on your work.

Following this discussion, and for the remainder of the time, the Thesis Review Committee



will meet privately to discuss the thesis project, during which time they will reach a decision on whether the proposal is approved. Once a decision is reached the Thesis Review Committee will meet with you and announce the results of the review. The final decision will also be posted in the LMS.

B. Results

The approval of your Thesis Review is linked to the grade you receive for ARH 810 Master of Architecture Thesis. You will receive one of the following outcomes following your Final Review presentation.

Approved: You have passed, are eligible to earn a passing grade in ARH 810 Master of Architecture Thesis.

Not Approved, Resubmit: Following specific Thesis Review Committee requirements, your project requires changes that can and must be corrected and re-submitted within approximately 3 weeks (though the exact date of resubmission will be posted with your final review outcome in the LMS.) The resubmission will be reviewed again by the Thesis Review Committee, and if the resubmission meets the requirements, the Thesis Proposal is approved and marked as such in the LMS.

Not Approved: You have not passed, and will have to repeat the ARH 810 Master of Architecture Thesis class.

C. Program Learning Outcomes Evaluation

The work you submit will be assessed using the Graduate School of Architecture program learning outcomes. At the Final Review the review committee is looking at your progress towards achieving the stated program outcomes.

5. CONTACT INFORMATION

Final Review Coordinator for AAU	finalreview@academyart.edu (415) 618-6390
Contact for Online Students	onlinegradreview@academyart.edu (415) 618-3614



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