

## Master of Architecture Midpoint Review Handbook

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This handbook contains the Architecture Midpoint Review requirements, planning guides, and resources. Please read through all of this information carefully before preparing your materials for Midpoint Review. If you have any questions or need clarification on any aspect of your upcoming Midpoint Review, you will find information about who to contact on page 17 of this handbook.

It is your responsibility to use the latest version of the Midpoint Review Handbook. If you are uncertain if this is the latest version, please refer to the Architecture page on the Graduate

Showcase: <http://gradshowcase.academyart.edu/>

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 **ONLINE ICON:** The online icon will mark items that are specific to online students only.

On campus students can skip these items.

## 1. ELIGIBILITY FOR MIDPOINT REVIEW

### A. Eligibility

Prior to scheduling your Midpoint Review, you must have done the following:

- Currently enrolled in ARH 690 Thesis Preparation
- Completed all core requirements (listed below)

These core courses must be taken by all Architecture students\*

#### 63 Unit Program

- ARH 609: Intermediate Design Studio
- ARH 606: Construction Documents
- ARH 642: Architectural Theory
- ARH 659: Digital Fabrication
- ARH 602: Graduate Design Technology 1-Structures
- ARH 620: Digitally Generated Morphology
- ARH 608: Building and Site Design Studio
- ARH 604: Materials and Methods of Construction –  
Building Detailing
- ARH 605: Graduate Design Technology II –  
Environmental Controls
- ARH 641: Architectural History 3 –  
Modernism and Its Global Impact

#### 87 Unit Program

Take all classes listed for 63 unit program and the following:

- ARH 652: Architectural Tectonics
- ARH 650: Introductory Design Studio
- ARH 651: Design Process and 2-D Media
- ARH 640: Architectural History
- ARH 653: Introductory Design Studio 2
- ARH 654: Design Process and 3D Media
- ARH 642: Architectural Theory

\* Core courses may be waived with academic director approval only

## 2. SCHEDULING YOUR MIDPOINT REVIEW

### A. Review Date

Midpoint Reviews are conducted in the spring, and fall semesters during the ARH 690 Thesis Preparation class. Presentations typically start in the thirteenth (13<sup>th</sup>) week of the fall or spring semester in this class.

**NOTE:** Please communicate with your Graduate Student Services Advisor about when would be the most appropriate time to schedule your ARH 690 course and Midpoint Review. It is important to plan ahead.



You do not need to sign up for a Midpoint review – students enrolled in ARH 690 Thesis Preparation and Development will automatically be scheduled for a review. The Midpoint Coordinator will contact you with your presentation date and time during the semester that you are enrolled for ARH 690.

## **B. Review Orientation**

We recommend you watch the online Midpoint Review Orientation prior to registering for the ARH 690 course and discuss questions about the review with your Graduate Student Services Advisor. Your Midpoint Review will be presented online if you are enrolled in ARH 690 online, or on campus if you are enrolled in ARH 690 on campus. If you will be doing your Midpoint Review online please review the [online presentation specifications](#). Please [contact](#) the Midpoint Review Coordinator if you have any questions.

## **C. Attendance & Cancellations**

Midpoint Review is a required component of your Master’s level program and must be completed before commencing the directed study or final portfolio portion of your program. Cancellations or postponements must be organized through the Midpoint Review Coordinator at least 5 working days prior to the scheduled review date. Late cancellations or postponements will be considered “No Show” and fail the Midpoint Review and connected ARH 690 Thesis Preparation and Development course.

### 3. DELIVERABLE DETAILS & DUE DATES

Your Midpoint Review will consist of the following three components: portfolio, thesis book, and oral presentation. [Link to tutorial on uploading work to LMS](#)

**IMPORTANT:** If your Thesis Book and Portfolio are not received in time, your Midpoint Review will be cancelled and you will need to retake ARH 690 Thesis Preparation and Development in the following semester.

**Portfolio:** Should include images from every design studio and selected supporting classes, as needed, to illustrate an understanding of architectural design and to assess overall skill attainment.

[Link to more detailed portfolio checklist](#)

<b>Upload/Deliver To:</b>	<ul style="list-style-type: none"> <li>• Upload to the Portfolio Icon in LMS</li> <li>• Included in the 1 hard copy of your Thesis Book</li> </ul>
<b>Due Date:</b>	Needs to be received two business days prior to review date
<b>Format:</b>	<ul style="list-style-type: none"> <li>• Upload copy is a PDF file</li> <li>• Hard copy should comply with Thesis Book specifications (see below)</li> </ul>

**Thesis Book:** The thesis book should consist of a written proposal accompanied by images that support the requirements listed in [5. CHECKLISTS](#) section of this document. Your Thesis Book will also include a section for your portfolio work.

Professional Editing: The proposal must be professionally executed, grammatically correct and free of spelling errors and typos.

[Link to more detailed thesis book checklist](#)

<b>Upload/Deliver To:</b>	<ul style="list-style-type: none"> <li>• Upload to the Thesis Proposal Icon in LMS</li> <li>• 1 Hard copy for Architecture department</li> </ul>
<b>Due Date:</b>	Needs to be received two business days prior to review date
<b>Format:</b>	<ul style="list-style-type: none"> <li>• Upload copy is a PDF file</li> <li>• Hard copy is a printed letter-size book (8 ½ x 11)</li> </ul>

**Oral Presentation:** Introduce yourself, show you portfolio and propose your thesis project.

[Link to more detailed oral presentation checklist](#)

<b>Upload/Deliver To:</b>	At the Midpoint Review
<b>Due Date:</b>	At the scheduled day/time of your review
<b>Format:</b>	<ul style="list-style-type: none"> <li>• Online students: PDF presentation</li> <li>• Onsite students: Printed on 11x17" minimum sheets to pin up in presentation room</li> </ul>
<b>Practice and Prepare:</b>	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.
<b>Notes:</b>	You may use notes, flashcards, or prompts in your PowerPoint as cues to help you remember the information during your oral presentation. Do not read your entire presentation.

[Link to online presentation details for online students](#)

## 4. MIDPOINT REVIEW PROCESS

### A. Review Expectations and Structure

Midpoint Reviews are 30 minutes in duration. Your presentation should be 10 minutes long.

The Midpoint Review meeting will follow this structure:

Midpoint Review Presentation	10 minutes
Committee Question & Answer Session	10 minutes
Committee Discussion – closed door/offline	5 minutes
Feedback	5 minutes

**Review Committee:** The Midpoint Review Committee is comprised of faculty and/or industry professionals approved by the Graduate School and the Department Directors.

**Committee Question & Answer Session:** After your presentation, questions will be asked by the Committee for clarification on your project.

**Committee Discussion & Feedback:** After the question and answer session, the committee will recess in private to discuss the merits of your proposal.

**Committee Decision:** After all reviews are complete, the committee will discuss all reviews in private, then make public the review decisions.

## **B. Results**

The approval of your Midpoint Review is linked to the grade you receive for ARH 690. Upon reconvening, the committee will present you with one of the following outcomes:

**Approved:** You have passed, are eligible to earn a passing grade in ARH 690 Thesis Preparation and Development, and can now proceed with Directed Study for the following semester.

**Not Approved:** You have NOT passed, and are NOT allowed to proceed with Directed Study.

**Resubmit:** Following specific Midpoint Review Committee requirements, your project requires small changes that must be corrected and re-submitted within 3 weeks. If the re-submission meets the requirements, the Midpoint Proposal is approved and you can proceed with Directed Study the following semester.

**OR**

**Represent:** You will NOT be eligible to earn a passing grade in ARH 690 Thesis Preparation and Development for the semester, and must retake ARH 690 and represent a Thesis Proposal.

Please follow directions outlined in the link below to view your results and written feedback after your Midpoint Review.

[http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home\\_page/pdf/ReviewResults.pdf](http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/ReviewResults.pdf)

## **C. EVALUATION QUESTIONS**

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

<http://www.academyart.edu/architecture-school/march-learning-outcome.html>

## 5. CHECKLISTS

### PORTFOLIO CHECKLIST

**Portfolio Contents:** Your portfolio consists of work from each studio and non-studio class. Include two to four pages for studio courses and two pages for non-studio courses (this is a guideline and not a strict requirement). Work should be selected to best represent the projects and the course.

Portfolio should include at least one example of each of the following:

- |                                                                                        |                                                                                          |
|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Hand sketching & drawing,                                     | <input type="checkbox"/> Site Analyses; understanding site constraints and opportunities |
| <input type="checkbox"/> Concept sketches                                              | <input type="checkbox"/> Building Systems understanding, construction details            |
| <input type="checkbox"/> Process sketches                                              | <input type="checkbox"/> Building Code & Accessibility understanding                     |
| <input type="checkbox"/> Perspectives                                                  | <input type="checkbox"/> Environmental control systems understanding                     |
| <input type="checkbox"/> Physical models                                               | <input type="checkbox"/> Sustainability concepts & applications                          |
| <input type="checkbox"/> Computer Drawings including spatial analysis                  | <input type="checkbox"/> Clear drawings, diagrams, and photographs                       |
| <input type="checkbox"/> Diagrams illustrating basic design & compositional principles | <input type="checkbox"/> Focus on plan, section, elevation, and 3D representations       |

### THESIS BOOK CHECKLIST

**Thesis Book Contents:** In your thesis book, you must include the following sections, in this order and with a separate heading for each:

- Cover Page
- Resume
- Midpoint Thesis Project Proposal

**Cover Page:** The cover page must include the following:

- |                                                                                        |                                                                    |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Project Title                                                 | <input type="checkbox"/> Identify this as your “Midpoint Proposal” |
| <input type="checkbox"/> Your Name                                                     | <input type="checkbox"/> Semester of Presentation                  |
| <input type="checkbox"/> Student ID Number                                             |                                                                    |
| <input type="checkbox"/> Academy of Art University,<br>Graduate School of Architecture |                                                                    |

**Resume :**

You will need to include a formal resume in your proposal. This is a single-page professional document that lists your work experiences, skills and education. It should include your associated activities such as professional memberships, exhibited work, published work, competitions entered, scholarships, etc. This is not the same as a narrative of your life or an autobiography. You do not need to include everything you've ever done, just what is relevant to your career as an architect.

- |                                                         |                                                                                                                                                                                              |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Name                           | <input type="checkbox"/> Recent or pertinent employment history                                                                                                                              |
| <input type="checkbox"/> Address                        | <input type="checkbox"/> Other recent information relevant to your career as an artist including teaching experience, professional memberships, volunteer experiences, relevant skills, etc. |
| <input type="checkbox"/> Phone number                   |                                                                                                                                                                                              |
| <input type="checkbox"/> E-mail and website             | <input type="checkbox"/> Dates should be listed chronologically, most recent at the top of the list                                                                                          |
| <input type="checkbox"/> Additional contact information |                                                                                                                                                                                              |
| <input type="checkbox"/> Recent projects                |                                                                                                                                                                                              |

**Midpoint Thesis Project Proposal:**

The Thesis Project proposal is the focal point of the thesis book. In this section of the document, you will relay the details of your proposed project to the Panel. Avoid direct repetition of your sentences from your abstract. You will want to address the following in an articulate and well thought-out manner.

- Mission statement:** one page maximum.
  - The concept that drives the project – theory and intended approach to the development of an innovative design project. Outcome or desirable end-state of project is described as if it were built, and specific goals of the project are defined.
  - Group or sub-set population that would be served or beneficially affected by proposed project is identified with benefits described.
  - Research that defines need and desirability of the proposed project, and defends the above propositions with research that is presented with sources identified.
- Proposed Site Area:** Three pages minimum. Site must serve, above all, the concept outlined in the mission statement. Convenience and availability of site are not solely sufficient for site selection, though physical access to the site is necessary. You must be able to argue not only for the suitability of the site for the particular building form, but for its suitability regarding the concept, theory, and mission. It must including
  - Major streets with names,
  - Transit lines & stops,
  - Neighborhood characteristics,
  - Identification of significant buildings and features,
  - Sun & wind exposure,
  - General topography, etc.
  - Identification of proposed project site.
- Site Analysis:** Two pages minimum.
  - Definition** - The proposed site identified in the proposed site area is presented at a suitable scale along with relevant information. Out of a potentially infinite amount of information, you must define the site and site area characteristics that can be expected to have a significant impact on the proposed project. The definition of these may be simplified by allocating the salient characteristics to



- categories such as constraints/opportunities, or negative/positive forces.
- Consequences** – Explain how the proposed project might attempt to capture or take advantage of opportunities or positive forces and how it might work within constraints or defend against negative forces.
  - Suitability of proposed site** needs to be effectively explained; proving the mission statement.
  - Site and Context Analysis diagrams and impression sketches** (Photographs recommended keyed to site plan)
  - Sustainability Strategy Part 1.** Preliminary Narrative and diagrammatic analysis of possible measures that allow an increased sustainability for a building proposal at the selected site.
  - Area Master Plan**, if necessary (to be determined during the ARH 690 class in discussion with the instructor) as indicated in context analysis
- Proposed Program:** Two pages maximum. Preliminary program is presented showing general functional space categories with net areas.
    - Provide a general spatial and functional relationship of principal program elements.
    - Expected gross building area is defined and compared to buildable area of proposed site.
    - Net square footage of proposed building should not exceed 50,000.
    - Spatial and Functional Program table or diagram with net square foot areas.
  - Project Development**
    - Precedent and Typology Studies.** Identify and document precedents to your proposal and/or identify and document building typologies that relate to your proposed building.
    - Conceptual study diagrams, sketches and models** showing the exploration of multiple preliminary design solutions and evaluations.
    - Spatial Analysis diagrams and sketches.**
    - Preliminary Study, Process, and Massing Models** used in your design process (include photos).
    - Building Code Summary:** Occupancy type(s), Construction Type, Fire Separations, Exiting Diagram, Allowable Areas, and Heights and Zoning Requirements (Use, Heights, setbacks, etc..)
  - Design Tool Preparation**
    - Site Plan** (show with immediate site context, with street names, sidewalks, circulation paths, loading zones, property lines, setbacks, all neighboring building footprints, contours, landscaping, street trees, dimensions, graphic scale, north arrow and outline of the proposed site).
    - Site Model in 1/32" = 1' (or alternative scale as discussed with the instructor)



## ORAL PRESENTATION CHECKLIST

**Onsite Students:** Print out 11x17" maximum sheets of your work to pin on the wall in the presentation room. Introduce yourself, present your work and your Thesis Proposal.

**Online Students:** Create a PDF presentation that includes an introduction of yourself, your Portfolio and your Thesis Proposal.

**PDF Development Guidelines for Online Students:** You will need to start with an introduction/title page and end with a final page, which indicates the end of the presentation to the panel. It is best to keep your presentation's written text in bullet-point format or very short sentences. Though there is a degree of freedom in how you develop your presentation, there are some important development guidelines you must follow:

- Font:** Use standard fonts to avoid loading issues: Arial, Times New Roman or Garamond
- Size:** Use a font size that is large enough to read
- Color:** Use a font color that is easy to read
- Images:** Make sure your images are large enough to be clearly seen
- Content:** Use bullet points instead of written paragraphs. References, copyright information, and technical notes may be included at the end

**Maximum File Size:** 50 MB. Files greater than 50 MB will not be accepted.

## 6. PREPARATION TIMELINE

Before the start of the semester	Enroll in ARH 690 Thesis Preparation
3 to 4 months before your review	Read Architecture specific Midpoint Review Handbook Watch the Midpoint Review Orientation
2 to 3 months before your review	Check <a href="#">graduate website</a> for Midpoint Review sign-up schedule Begin your research on your proposal, including site selection and program requirements Start developing your portfolio, which should include all major studio coursework from AAU, as well as supplemental classes to communicate a wide range of skills.
6 weeks before your review	Prepare your thesis book Work with an editor or contact <a href="#">ARC</a> to make sure your thesis book is grammatically correct and typo-free.
1 month before your review	Print your thesis book and have it professionally bound ● Create your PowerPoint/PDF slide show Organize and create notes for your oral presentation Work with a friend, colleague or ARC on your oral presentation
3 weeks before your review	On-campus students print your work on 11x17" sheets for oral presentation Practice your oral presentation out loud and with a timer ● Review the online-specific requirements and test all of your equipment ● Email your PowerPoint or PDF presentation to Online Graduate School
2 weeks before your review	Send to your department one bound copy of your thesis book On-campus students verify your equipment works prior to your actual presentation date ● Meet online with your Online Graduate Department Learning Coordinator to review your presentation room setup and use
1 week before your review	● Send your PowerPoint presentation to Online Graduate School via email Upload your portfolio and thesis book to the LMS Plan your attire, dress professionally Practice your presentation in front of a live audience

Tips for the day of your review	<ul style="list-style-type: none"> <li>Get plenty of rest the night before</li> <li>● If you will be using a cellphone, make sure the battery is charged</li> <li>Have a glass of water available during your presentation</li> <li>Arrive at your Midpoint Review on time and ready to go</li> <li>Greet your committee members prior to beginning your presentation</li> <li>Listen to the committee's advice and take notes</li> <li>Maintain professionalism during the entire review</li> </ul>
Following your review	View your Midpoint Review results <a href="#">here</a>
Directed Study	Once you have passed your Midpoint Review with an Approved result you will be able to start your Directed Studies. Please review Directed Study information here: <a href="http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources">http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources</a>
Directed Study Documentation	Throughout all units of Directed Study coursework you will be keeping progress notes for each course through a Directed Study Journal, or online Thesis Progress Tracking. This documentation will record the progress you have made with your project between your Midpoint and Final Review. Be sure to keep drawings, diagrams and other documents pertaining to the progress of your Final Project. For details on format requirements for your department please refer to the Directed Study Guidelines found here: <a href="http://www.academyart.edu/content/dam/assets/pdf/gradstudents/directed_study_guidelines.pdf">http://www.academyart.edu/content/dam/assets/pdf/gradstudents/directed_study_guidelines.pdf</a>



## 7. FREQUENTLY ASKED QUESTIONS

When can I schedule my Midpoint Review?	You do not have to sign up. Students enrolled for ARH 690 Thesis Preparation and Development will automatically be scheduled for Midpoint Review.
How many pages should the thesis book be?	The thesis book can take up as many pages as you think are necessary in order to convey the information required by the department. It is important that your proposal is clear, while at the same time being as concise as possible.
If I'm an online student, do I need to send in physical samples of my class work?	You are required to submit a hard copy of your thesis book and your portfolio to the Architecture Department prior to your presentation. <a href="#">Contact Information link</a>
Can we include work we've done outside of the Academy?	Work not executed at the Academy of Art University should not constitute more than 10% of your portfolio presentation.
Am I supposed to have a fully developed thesis or portfolio prepared for the Midpoint?	You will fully develop your thesis through your group directed studies after you pass your Midpoint Review. Your portfolio should be mostly complete and include your coursework thus far.
Can I use fancy text, borders and custom backgrounds for my PowerPoint presentation?	We would recommend against it. Simple, easy to read and easy to see content is best.
How many pages should my portfolio be?	Each design studio should take up no more than two pages, and each supplemental class you want to include should take up no more than one page.

## 8. IMPORTANT LINKS

Graduate Student Homepage	<a href="http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources">http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources</a>
Academy Resource Center (ARC)	<a href="http://www.academyart.edu/students/my-academy/academy-resource-center">http://www.academyart.edu/students/my-academy/academy-resource-center</a> Your resource for proofreading, ESL assistance, Midpoint Review, Writing Lab.
Accessing Your Review Results	<a href="http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/ReviewResults.pdf">http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/ReviewResults.pdf</a>
Online Chat Schedules & Recordings	Chat Schedule: <a href="http://online.academyart.edu/innovative-learning/chats.html">http://online.academyart.edu/innovative-learning/chats.html</a>  Graduate Chats: <a href="http://gradshowcase.academyart.edu/graduate-chats.html">http://gradshowcase.academyart.edu/graduate-chats.html</a>  Twitter: @aauchats
Department Specific Websites	<a href="http://www.academyart.edu/academics/architecture/graduate-degrees">http://www.academyart.edu/academics/architecture/graduate-degrees</a> <a href="http://www.architectureschooldaily.com/">http://www.architectureschooldaily.com/</a>
Graduate School Calendar	<a href="http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources">http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources</a>
Graduate Review Showcase	<a href="http://gradshowcase.academyart.edu/">http://gradshowcase.academyart.edu/</a> Here you will find a link to the Midpoint Review Orientation, and links to the Midpoint Review Guidelines and Handbooks.
Architecture Review Showcase Page	<a href="http://gradshowcase.academyart.edu/schools/architecture.html">http://gradshowcase.academyart.edu/schools/architecture.html</a>
Online Connection Through Mobile Devices	<a href="http://www.adobe.com/products/adobeconnect/feature-details/adobe-connectmobile.html">http://www.adobe.com/products/adobeconnect/feature-details/adobe-connectmobile.html</a>  Application required for using the Adobe Connect Meetings from your mobile device.
Online Presentation Do's & Don'ts	<a href="http://gradshowcase.academyart.edu/">http://gradshowcase.academyart.edu/</a>  Look under Additional Presentation Tools
Online Technical Requirements	<a href="http://gradshowcase.academyart.edu/">http://gradshowcase.academyart.edu/</a> Look under Resources → Technical Resources → Online technical requirements 
Technology Trouble Shooting	To participate in the web conference, you need to make sure that your computer has the latest versions of the Flash and Shockwave plugins and can run the web-casting software. To check this, please click on this link: <a href="http://arcps.adobeconnect.com/common/help/en/support/meeting_test.htm">http://arcps.adobeconnect.com/common/help/en/support/meeting_test.htm</a> 



Uploading Review Content	<a href="http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/Uploading_Review_Content_WI15.pdf">http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/Uploading_Review_Content_WI15.pdf</a>
Photographing & Submitting Artwork	<a href="http://media.academyart.edu/howto/index.html">http://media.academyart.edu/howto/index.html</a> <a href="http://howto.academyart.edu/submitting-artwork">http://howto.academyart.edu/submitting-artwork</a>

## 9. ONLINE PRESENTATION DETAILS

### A. Scheduling a Meeting with an Online Graduate Review Coordinator

Academy of Art University's Online Graduate Review process provides a means for Academy students to present their project proposals via the Academy's online meeting environment. An Online Graduate Review Coordinator will contact you after your review has been scheduled to test your computer, internet connection, web-camera, and telephone. The Online Graduate Review Coordinator will also show you how the online review process works and how to upload and use your slideshow during your oral presentation. Students presenting online are required to have their equipment and any required presentation materials ready to upload and test at least two weeks prior to the presentation date (1 week for the Summer Semester).

### B. Online Presentation Guidelines

You are required to provide a PowerPoint or PDF presentation with visual and written information that will go along with your oral presentation. Be sure to follow your department guidelines, as some departments have different requirements. You can also find a checklist below with details on what to include in your presentation.

- Font:** Use an easily readable font (some fonts do not load correctly in Adobe Connect for PPT files). Use a font size and color that is clear to read.
- Images:** Images need to be in JPEG format and optimized for web viewing. Review your department requirements for labeling and titling your images.
- Credit:** When including art made by other artists, credit the artist
- Content:** It is best to keep the text in bullet point format or very short clear sentences instead of written paragraphs. References, copyright information, and technical notes may be included at the end of the presentation.

Please refer to the links below for technical requirements:

[Online Technical Requirements](#)  
[Adobe Connect Diagnostic Test](#)

#### Online Graduate Review Contact Information

Email: [onlinegradreview@academyart.edu](mailto:onlinegradreview@academyart.edu)

Phone: (415) 618-3614





## 10. CONTACT INFORMATION

Midpoint Review Coordinator: [midpointreview@academyart.edu](mailto:midpointreview@academyart.edu)  
(415) 618-6390

Contact for Online Students: [onlinegradreview@academyart.edu](mailto:onlinegradreview@academyart.edu)  
(415) 618-3614

Department Contact(s): Mary Ordog  
School of Architecture  
Tel: (415) 618-3597  
Email: [MOrdog@academyart.edu](mailto:MOrdog@academyart.edu)

Send Materials To: Academy of Art University  
  
School of Architecture  
Midpoint Review  
  
601 Brannan St, Room 202  
San Francisco, CA 94107

**NOTE:** Please obtain a tracking number or return receipt of delivery for your shipments.