RAIC Syllabus Program

Student Performance and Academic Reviews

Revision History

Issued Date	Review Date	Approved Date	Approved By
2012-2013			RAIC Syllabus Director
	October 2019	January 31, 2020	RAIC Board

Purpose

Provide a framework for the Student to understand the RAIC Syllabus review and assessment policies at each stage of the program, as well as expectations of the student.

Statement

It should be noted here that the Syllabus is a long, difficult route to obtaining an architectural education and licensure. Most Diploma graduates take between 10-13 years to complete, and during those years of study are working full-time, supporting families, and juggling professional and personal responsibilities. Much study is done alone, without the support structure of a university, and students must rely on their own self-discipline and motivation.

Extensive practical experience under the direction of a practising Architect in Canada is a mandatory component.

To be successful in the program, students must possess a good command of English; University Level 100 Math to apply in calculations and drawing skills for adequate graphic communication. Students may be advised by the Registrar or design studio coordinator/instructor to enhance these skills at any time during the Syllabus program.

Student Responsibilities and Expectations

The responsibility for learning rests with the student. Opportunities for learning are provided by the Syllabus through academic course materials, feedback from instructors and coordinators. It is the student's responsibility to ensure they pay registration fees, submit CERB Logs, and follow the curriculum course sequence chart.

All course requirements must be fulfilled, including attendance at all design studio meetings, lectures or other special events, mid-term and final presentations at a post-secondary (university) level. Students are expected to fully participate in all academic activities and assist volunteer professionals in the organization and administration of local chapter events.

Students are expected to conduct themselves in a professional manner, showing respect to fellow students, and to volunteer practitioners who make the program possible.

Students are expected to keep up to date on policies, procedures, issues, news, events and deadlines via the Syllabus Student Portal, Syllabus website, Syllabus communications, and local chapter events.

Student Status: Definitions

Active Student

A student who has:

- registered and paid appropriate fees;
- is participating in design studios and/or self-study academic courses; and
- if in Part II or Part III, is working under the directions of a practicing, Canadian licensed architect for a minimum of 20hr/week.

Registered Student

A student who has:

- registered and paid appropriate fees;
- is working under the direction of a practising, Canadian Registered Architect (during Part II or III of the program); and
- is <u>not</u> participating in design studios for a period of up to four (4) consecutive terms/or two (2) academic years; or a total of six (6) accrued terms/or three (3) academic years.

Withdrawn

A student who has:

- not registered and paid appropriate fees to the RAIC Syllabus for a period of one (1) term; and/or
- is not working under the direction of a practising, Canadian registered architect (during Parts II or III of the program) for a period of up to four (4) consecutive or accrued total of six (6) terms; and/or
- is inactive in design studio or academic components of the Syllabus for six (6) consecutive or accrued terms.

Re-Entry of 'Withdrawn' Students

A student who has become 'Withdrawn' from the Syllabus per the above definition must reapply to the Syllabus Registrar for re-admission to the program. Design, academic and employment standing will be reassessed upon reapplication.

Application/Re-application Review

All applications for the Syllabus program must be completed online via the Syllabus Student Portal. Applicants will be required to submit a clear image of their face to act as a Syllabus student I.D., official transcripts and diploma to prove they have completed up to a grade 12 matriculation or/ official transcripts and diploma(s) accrued at post-secondary institutions if applicable. Students will also be required to submit a 500-word essay explaining why they would like to become an architect, two PDF letters of recommendation from someone the applicant has been accountable to, and a portfolio of previous work such as sketches, photography,

technical drawings, etc. All application fees must be made in full, before the application deadline.

The Syllabus Registrar will review the applications for completeness and contact any applicants individually if they are missing information, or if he/she has concerns that the applicant will not be a good fit for the program. The Registrar will give the applicant the chance to provide more information and discuss any concerns. Upon the receipt of a complete application the Registrar will review the applicants entrance qualifications and determine acceptance. All acceptances into the Syllabus program will be made in writing by the Registrar. This process can take up to three (3) weeks.

A student who is re-applying for the program will need to contact the Syllabus Registrar prior to their re-application and complete a program application on the Syllabus student portal with updated copies of all the above-mentioned documents. Re-applications must occur during the usual program application reviews, unless expressly stated otherwise by the Syllabus Registrar.

Academic Review

Because the Syllabus program is expected to take a student an average minimum of 10 years, the program was split into 3 sections, Part I, Part II, and Part III, with the expectation that at the end of each part, the students' progress will be reviewed before they are accepted into the next part.

Following the completion of Part I studies, students will need to apply for their Part I Certificate of Completion on the Syllabus student portal. The Syllabus Registrar will conduct a review of the student's records and may require the student request an official transcript be sent from Athabasca University. If all courses have been completed, and the student is ready to enter Part II of the program, they will receive 1 (ONE) Certificate of Completion and 2 (TWO) official signed and stamped transcripts.

The process will be the same for a student who has completed Part II of the program. For more information on Part III completion, please see Diploma Issuance Policy.

Coordinator and Design Instructor Input

In addition to the standard Academic Reviews noted above, Coordinators and Instructors may provide information on student progression at any time requiring investigation and/or consideration by the Registrar and/or Syllabus Director, which may impact the students' ability to proceed with the Professional Diploma Program.

Marking Scale

As stated, Syllabus students are expected to perform at a post-secondary (university) level. The chart below explains the marking scale in comparing percentage, letter grade, and grade point value. Please note, not all courses in the Syllabus program have the same minimum passing grade. Please see below for Minimum Passing Grade – Athabasca Courses and Minimum Passing Grades – Design Studio, for more information.

Percentage	Letter Grade	Grade Point Value	Notes
90-100%	A+	4.0	Honours
85-89%	A	4.0	
80-84%	A-	3.7	
75-79%	B+	3.3	
70-74%	B	3.0	
65-69%	B-	2.7	
60-64%	C+	2.3	
55-59%	C	2.0	Minimum Course Pass Mark
50-54%	D	1.0	
0-49%	F	0.0	

Minimum Passing Grades – Athabasca Courses

Minimum Passing Grades – Design Studio Courses
Passing grade of "C"   (RAIC 200, RAIC 300)
Passing grade of "C+"   (RAIC 350, RAIC 400, RAIC 450, RAIC 490)
Passing grade of "B"   (RAIC 655, RAIC 675)
Passing grade for 690 is equivalent to B+ (Refer to course outline for RAIC 690 for grading scale)

Repeating Design or Academic Courses

A Professional Diploma Student may register for any course a maximum of three (3) times, following which a formal Academic Review will be conducted to determine if the student may continue.

Description	Alpha Grade	Point Scale
Excellent	A+	4.0
Excellent	A	4.0
Excellent	A-	3.7
Excellent	B+	3.3
Good	B	3.0
Good	B-	2.7
Good	C+	2.3
Satisfactory	C	2.0
No credit	C-	1.7
No credit	D+	1.3
No credit	D	1.0
Failure	F	0