

Course Justification Form

Use this form to justify the inclusion of coursework that you will be submitting for transfer equivalency. Justification for inclusion of such coursework will be assessed by the Transfer Coordinator and the Architecture Department faculty. The course justification process represents an evaluation of the student's currency in the subject matter relevant to the pursuit of the Bachelors of Architecture degree.

The information is required when transfer credits or courses are being considered for credit will be counted towards one of the following courses:

ARCH 305 - Topics in Theory
ARCH 350 - Sustainable Systems II
ARCH 401 - Portfolio Preparation
ARCH 410 - Professional Practice

ARCH 330 - Architectural Design III
ARCH 370 - Architectural Design IV
ARCH 430 - Architectural Design V
ARCH 470 - Architectural Design VI

Last Name

First Name

Date _____

Please list the institution you took the course, the title of the course taken, and what course the transfer credits you would like the courses applied to below:

[illegible]

Required Documentation:

Cover Letter

8.5 x 11, with name, date, last six digits of your Delhi ID number if you have it, your contact information, and the name and contact of the Program Director for Architecture.

Course Justification Write Up

A course justification must be submitted for each relevant course, detailing how the course objectives, assignments, and content correspond to the course for which you are seeking credit (see transfer policy for more details).

Academic Records

Unofficial copy of transcript(s) from prior institution(s) for transfer credit evaluation

Course Syllabi

The course outline showing course content, required reading, course schedule, learning outcomes, etc.

Work Portfolio (For Credit of Advanced Design Studios)

To receive credit for any studio above ARCH 240 you will need submit an architectural portfolio that demonstrates the graphic material showing not just the final work but also all relevant assignments for the semester. The portfolio should be in addition to the course justification form (see portfolio rubric for more information).

Please Note

It is your responsibility to follow all instructions carefully in order for your transfer credit to be considered. Failure to do so in a timely manner may delay the processing of your request and could result in your transfer justification not being reviewed. If transfer credit is recommended upon completion of the review, this information will be forwarded to both the registrar and admissions staff on the students' behalf.

BARCH Portfolio Review Rubric

Portfolios must demonstrate competence in each of the following areas. A score of 3 in any given area indicates that the applicant meets the standard of competence in that specific area. To pass the review, a total score of 15 or more across all areas is required, reflecting that the applicant has met the admission standard for advanced placement to the BArch program. A total score below 15 indicates that the applicant has not met the required standard for admission. Each portfolio should be reviewed by at least three faculty members to ensure a comprehensive and fair evaluation.

Student Name:

Date Reviewed:

Reviewer:

CATEGORY	GRADE	SCORE	
Exhibits an understanding of 2D representation, including drawings, paintings, sketches, and other related forms.	Meeting	3	Pass
Exhibits an understanding of 3D representation, including sculpture, models, built work, and related elements.	Approaching	2	Not Passing
Portfolio is neat, organized, and explanatory,	Approaching	2	Not Passing
Exhibits understanding of the built environment, its context, the site, and relevant design considerations.	Approaching	2	Not Passing
Demonstrates awareness of graphic communication within the portfolio and effectively utilizes visual elements.	Approaching	2	Not Passing
The portfolio is free of errors, including graphic and spelling mistakes.	Meeting	3	Pass
	Final Outcome	14	Not Passing

Portfolio Notes

BARCH Portfolio Review Rubric

Portfolios must demonstrate competence in each of the following areas. A score of 3 in any given area indicates that the applicant meets the standard of competence in that specific area. To pass the review, a total score of 15 or more across all areas is required, reflecting that the applicant has met the admission standard for advanced placement to the BArch program. A total score below 15 indicates that the applicant has not met the required standard for admission. Each portfolio should be reviewed by at least three faculty members to ensure a comprehensive and fair evaluation.

Rubric Area	Exceeding: 4	Meeting: 3	Approaching: 2	Not Meeting: 1
Exhibits an understanding of 2D representation, including drawings, paintings, sketches, and other related forms.	Little evidence of two-dimensional drawing skills.	The visual evidence is approaching the required standards for two-dimensional drawing skills.	The visual evidence is meeting the required standards for two-dimensional drawing skills.	The visual evidence exceeds the required standards for two-dimensional drawing skills.
Exhibits an understanding of 3D representation, including sculpture, models, built work, and related elements.	Little evidence of three-dimensional modeling or building skills.	The visual evidence is approaching the required standards for three-dimensional modeling and building skills.	The visual evidence meets the required standards for three-dimensional modeling and building skills.	The visual evidence exceeds the required standards for three-dimensional modeling and building skills.
Portfolio is neat, organized, and explanatory,	Images are presented without any written descriptions to accompany the work shown.	The submission is close to meeting the required organizational skills, but the work identification is generally lacking.	The submission meets the required organizational skills, and most of the work is identified in some manner.	The submission surpasses the required organizational skills, and the work is clearly identified.
Exhibits understanding of the built environment, its context, the site, and relevant design considerations.	Images are presented without any written descriptions to accompany the work shown.	The minimal visual evidence demonstrates a basic awareness of buildings and spaces.	The minimal visual evidence reflects a fundamental understanding of buildings and spaces.	Most or all visual evidence demonstrates an advanced understanding of buildings and spaces.
Demonstrates awareness of graphic communication within the portfolio and effectively utilizes visual elements.	The graphic quality of the work presented falls short, showing a lack of understanding in composition, organization, image quality, and consistency.	The graphic quality of the work presented is approaching the standard and shows an understanding of composition, organization, image quality, and consistency.	The graphic quality of the work presented meets the standards and demonstrates a solid understanding of composition, organization, image quality, and consistency.	The graphic quality of the work presented exceeds the standards and demonstrates a solid understanding of composition, organization, image quality, and consistency.
The portfolio is free of errors, including graphic and spelling mistakes.	The written work is advanced and free of spelling, capitalization, grammar, and punctuation errors.	The written work is basic and contains noticeable spelling, capitalization, grammar, and punctuation errors.	The written work meets the portfolio requirements and is free from spelling, capitalization, grammar, and punctuation errors.	The written work is excellent and free of spelling, capitalization, grammar, and punctuation errors.