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**Introduction**

This document has been assembled to familiarize undergraduate students, especially entering first-year students, with the program, policies and procedures of Building Construction Science (BCS) at Mississippi State University. Additional information regarding general university policies can be found in the *MSU Bulletin* and on the MSU web page at [www.msstate.edu/dept/stulife](http://www.msstate.edu/dept/stulife).

The four-year BCS undergraduate curriculum prepares students for the comprehensive practice of building construction in a rapidly changing world. The BCS degree program is designed to prepare graduates for careers in construction or construction-related fields. In particular, graduates will be able to manage both construction projects and the business of construction. The curriculum is interdisciplinary and provides a knowledge base in business, engineering, architecture pedagogical, and construction sciences. It also embraces a unique approach. We introduce students to the real world of work by creating the work environment in the classroom in which they act as professionals under the mentorship and direction of instructors.

This process commences in the Freshman year; as students are engaged in both construction projects and the business of construction in a studio environment. They gather critical skills required to be successful at various levels of management within construction organizations. The instructional approach emphasizes the use of case studies, precedents, and integration of multiple subject areas. This integration of a broader scope of design, engineering, construction, and business practices differs from the traditional construction technology pedagogy that separates subject areas into distinct courses. The curriculum foundational areas are based on a problem-based learning (PBL) pedagogy that emphasizes the use of case studies, precedents, and integration of multiple subject areas. This integration of a broader scope of design, engineering, construction, and business practices differs from the traditional construction technology pedagogy that separates subject areas into distinct courses.

The Building Construction Science curriculum includes a general education foundation of mathematics, science, and business and construction-specific courses including construction systems, building technology, structures, materials and methods of construction, estimating, scheduling, health and safety, construction and project management, financial management, and construction law. We are in the process of seeking accreditation from the American Council for Construction Education (ACCE). When the program receives accreditation all students in the classes that have graduated will be considered as having graduated from an accredited program.

I. **Vision**

Leadership in innovative construction education

II. **Mission**

By means of a problem-based learning andragogy that involves the use of case studies, precedents and integrated of multiple subject areas, the Building Construction Science program will prepare graduates with a clearly defined management skill set for careers in construction or construction-related fields where effective decision-making, problem-solving and multiple forms and levels of management are required.

III. **Values**
• Mutual respect
• Honesty
• Integrity
• Excellence
• Democracy
• Accountability
• Innovation
• Equity

IV. History

In 2007, the Mississippi Institute for Higher Learning Board approved the formation of the undergraduate program in Building Construction Science.

V. Curriculum

I. English Composition

EN 1103  English Composition I  3
or EN 1163  Accelerated Composition I
EN 1113  English Composition II  3
or EN 1173  Accelerated Composition II

Mathematics ¹

MA 1613  Calculus for Business and Life Sciences I  3
ST 2113  Introduction to Statistics  3

Science

PH 1113  General Physics I  3
PH 1123  General Physics II  3
BCS 2713  Passive Building Systems  3

Humanities

See General Education courses  6

Fine Arts

ARC 1013  Architectural Appreciation  3

Social Sciences

EC 2113  Principles of Macroeconomics  3
EC 2123  Principles of Microeconomics  3

BCS Major Core

CE 2213  Surveying  3
ID 3363  3/D CAD/Modeling  3
BCS 3723  Active Building Systems  3
BCS 3904  Structures I  4
BCS 3914  Structures II  4
BCS 1116  Building Construction Studio A  6
BCS 1126  Building Construction Studio B  6
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BCS 2116</td>
<td>Building Construction Studio 1</td>
<td>6</td>
</tr>
<tr>
<td>BCS 2226</td>
<td>Building Construction Studio 2</td>
<td>6</td>
</tr>
<tr>
<td>BCS 3116</td>
<td>Building Construction Studio 3</td>
<td>6</td>
</tr>
<tr>
<td>BCS 3126</td>
<td>Building Construction Studio 4</td>
<td>6</td>
</tr>
<tr>
<td>BCS 4116</td>
<td>Building Construction Studio 5</td>
<td>6</td>
</tr>
<tr>
<td>BCS 4126</td>
<td>Building Construction Studio 6</td>
<td>6</td>
</tr>
<tr>
<td>BCS 3213</td>
<td>Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>BCS 3323</td>
<td>High Performance Construction</td>
<td>3</td>
</tr>
<tr>
<td>BCS 4222</td>
<td>Professional Communication and Practice</td>
<td>2</td>
</tr>
<tr>
<td>ACC 2013</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2023</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BL 2413</td>
<td>The Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

Computer Literacy Requirement
Satisfied by successful completion of the BCS studio courses

Oral Communication Requirement
Satisfied by successful completion of the BCS studio courses

Writing Requirement
Satisfied by successful completion of the BCS studio courses

**Total Hours 124**

1 MA 1313 College Algebra and MA 1323 Trigonometry should be completed prior to beginning studies in the BCS program. Students with 24 or higher on the math portion of the ACT are excused from MA 1313. Students may also take the College Level Exam (CLEP) to place out of MA 1313. Students with a grade of "B" or better in a full semester of high school trigonometry may be excused from MA 1323. College Algebra and Trigonometry may also be taken at a community college or another university. Incoming freshmen and transfer students should be aware that demonstrated proficiency in algebra and trigonometry is required prior to enrolling in PH 1113.

**MSU Admissions BCS Curriculum listing**

**a. General Information**

The curriculum outline for the Bachelor of Science (Building Construction Science) degree is outlined below:

The *MSU Undergraduate Bulletin* should be consulted for course descriptions and prerequisites. The following is a suggested outline of courses to take each semester.
# Building Construction Science Curriculum

## BEFORE FIRST SEMESTER
- College Algebra* MA 1313
- College Trigonometry* MA 1323

## YEAR ONE

### FALL
- BCS Studio A BCS 1116 (6)
- English Comp I EN 1103 (3)
- Gen Physics 1 w/ Lab PH 1113 (3)
- Calculus for Business MA 1613 (3)

### SPRING
- BCS Studio B BCS 1126 (6)
- English Comp II EN 1113 (3)
- Gen Physics II w/ Lab PH 1123 (3)
- Arch Appreciation ARC 1013 (3)
- 3D CAD Modeling ID 3363 (3)

## YEAR TWO

### FALL
- BCS Studio 1 BCS 2116 (6)
- Passive Bldg Systems BCS 2713 (3)
- Structures I w/ Lab BCS 3904 (4)
- Surveying I CE 2213 (3)

### SPRING
- BCS Studio 2 BCS 2226 (6)
- Structures II w/ Lab BCS 3914 (4)
- Active Building Systems BCS 3723 (3)
- Principles of Macro Econ EC 2113 (3)

## YEAR THREE

### FALL
- BCS Studio 3 BCS 3116 (6)
- Statistics I ST 2113 (3)
- Electrical Systems BCS 3213 (3)
- Principles of Micro Econ EC 2123 (3)

### SPRING
- BCS Studio 4 BCS 3126 (6)
- Prin of Fin Accounting ACC 2013 (3)
- High Perform Const BCS 3323 (3)
- Legal Environment/Bus BL 2413 (3)

## YEAR FOUR

### FALL
- BCS Studio 5 BCS 4116 (6)
- Principles of Mgmt Acct ACC 2023 (3)
- Humanities Elective (3)
- Elective (3)

### SPRING
- BCS Studio 6 BCS 4126 (6)
- Pro. Comm and Practice BCS 4222 (2)
- Elective (3)
- Humanities Elective (3)

**TOTAL CREDITS 124**

### SUGGESTED HUMANITIES ELECTIVES
- ARC 2313 History of Architecture I
- ARC 3313 History of Architecture II
- ARC 3323 History of Architecture III
- EN 2203 Introduction to Literature
- EN 2213 English Literature
- EN 2223 English Literature
- EN 2243 American Literature
- EN 2253 American Literature
- EN 2273 World Literature
- EN 2283 World Literature
- FL 1113 Elementary Foreign Language*
- FL 1123 Elementary Foreign Language*
- FL 2133; 2143 InterForeign Language
- HI 1063 Early U.S. History
- HI 1073 Modern U.S. History
- HI 1163 World History Before 1500
- HI 1173 World History Since 1500
- HI 1213 Early Western World
- HI 1223 Modern Western World
- HI 1313 East Asian Civilizations to 1300
- HI 1323 East Asian Civ. since 1300
- PHI 1103 Introduction to Logic
- PHI 1123 Introduction to Ethics
- PHI 3023 History of West Philosophy: Part 1
- PHI 3033 History of West Philosophy: Part II
- PHI 3153 Aesthetics
- REL 1103 Introduction to Religion
- REL 3213 World Religions: Part I
- REL 3223 World Religions: Part II

* Must be completed before entry to BCS Program.
b. University Electives
In addition to the BCS Curriculum all BCS students are required to successfully complete six Humanities electives.

c. Special Electives
Individual students or small groups under the direction of a faculty member may undertake elective credits in specialized topics. The credit received may apply toward one of the required elective courses. A student should first discuss his/her proposed topic with a faculty member who must agree to direct the special topics course. The student must then complete the Special-Topics Approval Form (Appendix, F) and obtain approvals from the instructor, the advisor and the Associate Dean within the first week of the semester. Criteria for approval include: exceptional topical value, content (not available) under any other structured format, faculty expertise in a specialized area and the student’s proven ability to perform well with minimum supervision.

VII. Program Implementation

a. Administration
The following individuals are responsible for the administration of the BCS program, namely

  Mr. James L. West, AIA: Dean
  Dr. Craig Capano, Director
  Laura Mitchell, Administration Assistant I

In addition, three full-time BCS faculty members and a varying number of full-time and adjunct faculty in other departments teach the broad range of professional courses.

b. Teaching Methods
A studio problem-based pedagogy is employed in BCS studios. At each year level, one professor acts as the coordinator of each studio. Some studios may be taught on a team-teaching basis accompanied by occasional lectures and critiques by external industry experts.

c. Class Responsibilities
Professors provide course syllabi and make assignments either verbally or in the form of printed handouts with due dates and times. Students are responsible for obtaining information on assignments if they miss any class.

Students are expected to act in a professional manner in all classes and during all field trips. Each student is encouraged to maintain a notebook throughout his/her four-year course of study. Notebooks are useful in training students to document and record ideas and as a means of communication.

Students are expected to be prepared for a critique or review during any studio class period. For current projects, both resolved work (based on previous sessions) and new work should be available for critique and review.

Students are expected to work in the studio, unless meeting for critique or review or participating in group discussions, during the entire scheduled studio time from 1:00-5:00 p.m. MWF.

d. Studio
Six-credit studio courses are the core of the BCS curriculum. In addition to the 12 hours of class time, an average of 18 hours of work time per week is expected for each studio. This average includes weeks when formal class is not held due to University observed holidays. Students are expected to work in studio after class hours and to collaborate with their peers.

Professional conduct is expected from all students. Participating in the following activities in studio will result in suspension from the studio: drinking alcohol, smoking in the building, possession of any illegal substances, using toxic materials in non-designated areas, pouring solvents in the sinks where these exist, leaving food and garbage in the studios, harassing colleagues, or violation of shop safety regulations.

Students are required to have the following, and have available for work while in studio and for all field trips.

- Hardhat – BCS Issued
- Steel toe safety shoes/boots
- Safety goggles/glasses – BCS Issued
- Reflective safety vest – BCS Issued
- Ear plugs
- Laptop computer with REVIT software installed
- Scales
- Personal chair for studio

The Building Construction Science Program requires all students to purchase a laptop (with related software and peripherals) when they enter the studio course sequence. It should be purchased and operational by the commencement of that semester.

When purchasing a computer students should consider the expandability of the system. How big is the hard drive? Can it be replaced? How much RAM (random access memory) does the computer have? What is the maximum amount that can be added? How good is the video card? Note that laptop video cards CANNOT be replaced. How many peripherals ports such as USB and firewire are available? It is likely that students may need to upgrade their computers (in two years) and possibly replace it in 3 to 4 years. As new software versions become available, the computer may need to be more powerful and have more storage.

Software used in the building construction fields have minimum system requirements that must be addressed carefully. Most software used in the studio and supporting classes is upgraded yearly.

Please refer to the following laptop guidelines and requirements:

<table>
<thead>
<tr>
<th>Processor:</th>
<th>Dual or Quad core Intel or AMD processor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard Drive:</td>
<td>Minimum 750GB</td>
</tr>
<tr>
<td>Memory (RAM):</td>
<td>Minimum 8GB (Recommended 12GB)</td>
</tr>
<tr>
<td>Video Adapter:</td>
<td>Minimum Video Adapter 512MB Nvidia must Be Autodesk Revit Compatible. Check Here: Autodesk Revit Graphics Hardware List</td>
</tr>
<tr>
<td>Storage:</td>
<td>CD/DVD/RW Required, 1-8 GB portable flash drive. (250GB or</td>
</tr>
<tr>
<td>Screen size:</td>
<td>greater External Hard Drive Recommended</td>
</tr>
<tr>
<td>Network:</td>
<td></td>
</tr>
<tr>
<td>Ethernet</td>
<td></td>
</tr>
<tr>
<td>Wireless</td>
<td></td>
</tr>
<tr>
<td>Other (required):</td>
<td></td>
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</tbody>
</table>

**Operating System Requirements:**

Windows 8.

Apple computers are strongly NOT recommended.

**Software:**

Each studio level has specific software requirements. Lecture courses will also have specific requirements (not unlike textbook requirements). Required software for all courses will be documented in each course syllabus.

- **Word Processing:**
  - Microsoft Office (latest version) Student License Available
- **CAD Software:**
- **3D Modeling:**
- **Building Information Modeling (BIM):**
  - AutoDesk Revit: Free download available to students
- **Scheduling:**
  - Microsoft Project: (latest version) Verify class requirements
- **Other:** Verify studio requirements.

### Attendance and absences

Upon registration, the student accepts the responsibilities of attending all classes, arriving on time, and doing any work the instructor may prescribe. Attendance is required at each class session and grades may be affected by unexcused absences. There will be no allowance for unexcused absences. Illnesses or emergencies will be excused with documentation in writing. Students must contact the instructor BEFORE studio meeting time if they are unable to attend class because of an illness or emergency. The absence policies outlined in your syllabus are established by the instructor and will be upheld within accordance of the MSU absence policy.

When absence from class is essential, the student is responsible for providing satisfactory evidence to
the instructor to substantiate the reason for absence. The student is also responsible for making arrangements that are satisfactory to the instructor in regard to work missed and those arrangements should be made prior to the absence. The instructor is not obligated to accept work that was due during an unexcused absence.

The following are considered excused absences by the University:

- Participation in an authorized university activity;
- Death or major illness in a student’s immediate family;
- Illness of a dependent family member;
- Participation in legal proceedings or administrative procedures that require a student’s presence;
- Religious holy day;
- Illness that is too severe or contagious for the student to attend class;
- Required participation in military duties; and
- Mandatory admission interviews for professional or graduate school that cannot be rescheduled.

It is the student’s responsibility to secure documentation of illness from a physician who cannot be a parent. The documentation must contain the date and time the treatment was sought by the student.

Based upon the documentation, the instructor will decide whether makeup work will be allowed. All the required documentation is due to the instructor no later than 2 weeks after the student’s absence.

Because absence from class is detrimental to the learning process, faculty may choose to penalize a student for excessive absences, which may result in a lower grade. Building construction science faculty will specify their attendance requirements as related to grading in the course outline.

With the exception of freshmen whose absences must be reported, faculty may choose to record and report the absences of all students on both the midterm and final grade reports. All attendance information submitted to the Registrar will become part of the student’s file. Faculty may also report students with continued consecutive absences to the Division of Student Affairs.

**A full letter grade will be taken off of midterm and final grades on each third unexcused absence.** [For example, on the third unexcused absence, a student with a grade of C will be reduced to a D; on the sixth unexcused absence, the grade will be reduced to an F. Tardies and leaving class early each count as half an unexcused absence.

Attendance at all project reviews is mandatory whether the assigned work is completed or not. An unexcused absence from a project review will automatically result in a failing grade for that section of the project.

**NOTE:** Unless otherwise informed, there will be class on the last studio meeting day before all holidays and spring break. Absences on these days will be considered an unexcused absence.

A medical excuse is required for students requesting any extension of due dates or make-up exams. Upon returning to class, the student must make a written request to the appropriate instructor for an extension or permission to make up an exam and provide supporting written documentation.
ii. **Assignment Due Dates**

The due dates for assigned projects will be strictly adhered to and must be handed in by each student in person in class. Unexcused late projects will automatically receive a failing grade. Only in the case of illness or emergency documented in writing may due date extensions be requested. Submission of a request does not automatically imply that the request has been granted.

iii. **Reading Day and Finals Week**

The due date for the end of the semester work may not fall on the Reading Day.

f. **Field Trips**

Field trips, an important part of building construction science education, are required as part of the class activities.

Field trip fees are assessed by the University along with tuition. The fees are:
- $500 each fall semester for Studio 3; and
- $1,250 each Spring semester for Studio 6.

**NOTE: Field trip fees are non-refundable for any student enrolled in studio on the first day of classes. No exceptions or excuses**

However, in the event that these field trips do not take place, all charges will be reversed.

Students need to be aware that they represent the university and the program during field trips and their conduct is expected to be exemplary at all times. In addition, students must behave in a manner that is compliant with any guidelines or rules upheld by the Dean of Students. During visits to construction sites and offices all students are expected to wear the following, namely

- Hardhat – BCS Issued
- Safety shoes
- Safety goggles – BCS Issued
- Reflective vest – BCS Issued
- or any additional P.P.E. designated faculty or job superintendent

Failure to do so will result in students being prevented from going onto the construction site or into the offices being visited. Which will result in an absence or zero for any assignment associated with site visits or as outlined in the course syllabus.

g. **Faculty Evaluations**

BCS students are given the opportunity to evaluate the teaching performance of each of their instructors as part of the process of continuous improvement. Students need to be aware that student evaluations by themselves are not the only criterion used to review the teaching performance of any instructor. Used alone, evaluation results may or may not provide accurate and appropriate information upon which to base judgments about teaching effectiveness. By themselves, student evaluations of teaching may indicate trends and provide faculty members with useful information about methods of
instruction and practices. Used in combination with other types of information about teaching performance, student evaluations can yield useful information about teaching effectiveness.

Instructors will conduct official student evaluations of teaching performance during the last two weeks of the fall and/or spring semester, and during a regularly scheduled class period in the absence of the instructor. The completed survey sheets must be handed in to the main College office by the student designated to conduct the survey. This student should preferably be a member of the BCS Student Council. The survey will be conducted strictly in accordance with the accompanying written instruction and measure aspects of each of the following categories: (i) the course, (ii) the instructor, and (iii) the method of delivery.

h. **Co-operative education**

A Cooperative Education program is available to students having completed the third-year BCS studio. Co-op is a 12-15 month paid internship with a licensed contractor.

Interested students should notify either the BCS office or the Cooperative Education office located at 335 McCain. A student must have a MSU GPA of 2.5 to participate in the co-op program.

i. **Academic Standing**

Credits earned at Mississippi State University are expressed in semester hours, and units transferred from another institution are expressed in, or converted to, semester hours. In the building construction science design program, an average load of 15-18 hours per semester with a “C” or better average will enable the student to progress towards graduation. A cumulative MSU average of 2.00 must be attained in order to graduate.

The following requirements guide each student’s advancement through the program:

1. **Incoming freshmen and transfer students** should be aware that demonstrated proficiency in College Algebra and College Trigonometry is required prior to enrolling in General Physics I (PH 1113). Proficiency in algebra can be demonstrated by a 26 or higher on the math portion of the ACT. Proficiency in trigonometry can be demonstrated by a “B” or better in a semester-long high school trigonometry course, or by passing a CLEP test. College Algebra and College Trigonometry can also be taken at a community college or another university.

2. **Once accepted into the BCS program**, students are required to maintain a cumulative 2.00 MSU GPA in order to remain in the program. Any student not meeting the minimum academic qualification of 2.00 will not be allowed to enroll in the BCS program. Only courses taken at MSU or through the MSU correspondence program will raise or lower the MSU average.

**Academic Probation**

The following information is from the Academic Operating Policy (AOP) 12.15 entitled Academic Probation for Undergraduate Students.
Students whose cumulative MSU GPA falls below 2.00 at the end of any term will enter the next term on academic probation and will remain on probation until the GPA reaches 2.00 or higher. The course load for students on academic probation is restricted to a total of 14 credit hours; a student on academic probation who enrolls concurrently in excess of this limit in correspondence courses or at another institution will not receive credit at Mississippi State University for such courses.

After having been notified of probationary status, a student must schedule an appointment with his/her academic advisor or with the departmental probationary advisor (if the department has a probationary advisor) to devise a plan to improve their academic performance.

**Academic Suspension and Dismissal**

Students with a semester GPA of less than 2.00 who have attempted at least 24 hours of coursework at Mississippi State University AND who fail to meet the following MSU cumulative GPA requirements will be suspended.

**Degree Requirements**

To earn the Bachelor of Science (Building Construction Science) degree a student must:

a. fulfill all requirements specified by the BCS curriculum as well as the university core curriculum and other requirements listed in the current *MSU Undergraduate Bulletin*, and

b. satisfactorily complete the curriculum requirements with an overall 2.00 GPA in “all hours attempted” at all institutions attended (cumulative GPA) and “all hours attempted” at Mississippi State University (MSU GPA).

**Schedule Changes and Procedures**

To add or drop a course, students are advised to first consult with their academic advisor. They should also follow deadlines published in the *MSU Undergraduate Bulletin* and in the class master schedule for each semester. After the 30th day of classes, students may not drop a class except under specific circumstances outlined in the *MSU Undergraduate Bulletin*. Refer to Part I, Section III, Item A 9, “Schedule Changes,” of the *MSU Undergraduate Bulletin* for additional information.

**Withdrawal**

Students withdrawing from the university prior to the end of the period of enrollment, except for temporary absences, should initiate withdrawal procedures at the Building Construction Science office located in Room 140, Giles Hall. Refer to Part I, Section III, Item E, “Withdrawal,” of the *MSU Undergraduate Bulletin* and AOP 12.02: Withdrawal from the University for additional information.

**Academic Load**

Students with a GPA below 2.00 are limited to an academic load of 14 semester hours. However, designated academic support courses, such as developmental math, are excluded.

Students with a GPA between 2.00 and 2.99 are limited to 19 hours. Any student without a cumulative GPA
GPA, such as a freshman or a transfer student, will be limited to 19 hours.

Students with a GPA of 3.00 or higher may elect to take additional hours. Students in this category must secure permission from their advisor to schedule more than 19 hours and pay an “overload” fee for each hour above 19.

For additional information refer to AOP 12.22: Undergraduate Student Course load.

Grade Appeal

Student performance is evaluated according to academic criteria. The evaluation is not based on personalities nor is it affected by student conduct in matters unrelated to academic standards.

A student disputing a grade must first discuss the matter with the instructor. If that does not resolve the dispute, the student may submit a written grade appeal to the coordinator of the year level with copies sent to the Associate Dean and the Dean. The appeal is then reviewed at each level. If the dispute cannot be resolved by review of the instructor, the Associate Dean, or the Dean, it may be referred to the University Academic Review Board for a formal hearing. Refer to AOP 13.14: Grade Appeal and Academic Review Board for more information.

Academic Honesty

Academic dishonesty is defined in The Bulldog as the “unauthorized giving, taking, or presenting of any information or material by a student with the intent of aiding himself/herself or another on any academic work which is to be considered in the determination of the course grade or completion of other academic requirements” For further information consult AOP 12.07: Academic Misconduct on the MSU web page at www.msstate.edu/dept/audit/1207.html. Both students and faculty members are responsible for reporting cases of academic dishonesty.

There is no more important value held in any academic setting than academic honesty because the work submitted by a student represents that student’s efforts and achievements. In the Building Construction Science, an incident of plagiarism or cheating may constitute grounds for dismissal from the course and automatic failure. Traditional academic conventions for giving credit to sources must be followed.

Work for class assignments is expected to be produced by each student and carried out in its entire substantive content solely by that individual. Help on drawings, model building, etc. is generally not allowed unless it is approved in advance and done within clearly defined limits. Violations of this policy will result in an academic penalty appropriate to the circumstance.

The MSU Academic Honesty Committee conducts hearings on charges of academic dishonesty, decides guilt or innocence, and when guilt is determined, imposes sanctions. For further information consult “Policies and Procedures for Handling Academic Dishonesty” or gain access to this information on the web at www.msstate.edu/web/security.html. (Once you have reached this site choose the following: “University Policies Relating to Students and Student record” “Academic Misconduct,” “Academic operating Policy and Procedure” “Attachment A—Policies and Procedures for Handling Academic Misconduct”).
Ownership of Student Work

All work produced by students for class assignment is the property of the Building Construction Science program and will be returned only at the discretion of the faculty. It is common practice to retain projects for exhibition and accreditation purposes.

Grading Standards

Grades are viewed as a means to communicate evaluation of student work and progress. Specific evaluation criteria will be provided with each project. Work will be evaluated through in-studio feedback and written commentary. Projects will be assigned a point value corresponding to the complexity and proportion of time that the schedule allots.

Projects during the semester may be given letters “A”, “B”, etc. Each project “A”, “B”, etc., will be evaluated and those evaluations provided to students. Students will receive a provisional cumulative grade indicating their progress in the course. Following the final project and the completion of end-of-semester assignments, they will receive a final cumulative grade.

The studio evaluation will be based on the learning which is exhibited in studio and through the process of project investigation and solution. Assigned grades are considered professional judgments based upon the stated project goals and criteria, widely accepted principles of construction practice, and the standards of the BCS program. Grading policies will follow the university guidelines below. Satisfying the expected requirements of a project demonstrates competent, professional work, and is graded as a C. Exhibiting more engagement and understanding will result in a higher grade, less will result in less.

Incomplete: A grade of I (incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in his or her immediate family, or similar circumstances beyond his or her control, is unable to complete the course requirements or to take final examinations. All grades of I must be removed within thirty (30) calendar days from the date of the student’s next enrollment, but only that part of student work may be made up which was missed during the emergency for which the incomplete was granted. If a grade of I is not resolved into a passing grade within the allotted time, the grade becomes an F.

The university grading system is as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Level of Achievement</th>
<th>Quality points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>L</td>
<td>In Progress</td>
<td>-</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactorily</td>
<td>-</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactorily</td>
<td>-</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn without penalty</td>
<td>-</td>
</tr>
</tbody>
</table>

For more information on credit, grades and academic standing, refer to AOP 12.12 at
www.msstate.edu/dept/audit/mainindex.html.

To calculate the grade-point average, divide the number of grade points earned by the number of hours attempted. Students are advised to comprehend this process fully in order to keep abreast of their progress.

As a professional program, the Building Construction Science program must correlate its standards with those of the profession. Therefore, the BCS program elaborates on the MSU grade interpretations as follows:

“\textit{A}” represents outstanding accomplishments that go beyond the stated objectives of the problem and conventional wisdom; represents exemplary work that contributes new insights or perspectives on those issues; solutions provoke questions.

“\textit{B}” represents solving the stated problem with a high degree of skill and craft; represents good accomplishments within the stated objectives and conventional wisdom; mature concepts, development, and communication.

“\textit{C}” represents a competent solution to the stated objectives of the problems and represents a satisfactory response to what was asked for but does not go beyond what is expected.

“\textit{D}” represents a minimally competent response to the stated objectives of the problem; important aspects of the problem have not been solved; represents less than expected accomplishments within the stated objectives; does not provide what is asked for and what is expected.

“\textit{F}” represents a significant failure to meet the acceptable level of accomplishments within the stated objectives and issues, even though the project may be complete.

“\textit{F-zero}” represents little or no effort.

“\textit{I}” (incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in his/her immediate family, or similar circumstances beyond his/her control, is unable to complete the course requirements or to take final examinations. All grades of I (incomplete) must be removed within thirty (30) calendar days from the date of the student’s next enrollment, but only that part of his/her work missed during the emergency for which the incomplete was granted may be made up. If a grade of I is not resolved into a passing grade within the allotted time, the grade then becomes an F.

Grade values for projects in Building Construction Science are:

- a. \textit{A+} = 10.0
- b. \textit{A} = 9.5
- c. \textit{A-} = 9.2
- d. \textit{A-/B+} = 9.0
- e. \textit{B+} = 8.8
- f. \textit{B} = 8.5
- g. \textit{B-} = 8.2
- h. \textit{B-/C+} = 8.0
- i. \textit{C+} = 7.8
- j. \textit{C} = 7.5
- k. \textit{C-} = 7.2
- l. \textit{C-/D+} = 7.0
- m. \textit{D+} = 6.8
- n. \textit{D} = 6.5
- o. \textit{D-} = 6.2
p.  \[ D-/F+ = 6.0 \]
q.  \[ F+ = 5.8 \]
r.  other F’s range from 5.5 to 0.0

Each student should recognize that an accurate evaluation of studio and class performance goes beyond numerical values. For this reason, the faculty retains the right to raise or lower grades. This might be done, for example, to reflect a student’s improvement during the semester. Other factors that may affect the final grade include class attendance and participation.

Assignments will be smaller pieces of work that will develop particular knowledge and management skills. Quizzes when given will test specific information. Tests when given will evaluate theoretical knowledge of critical concepts and constructs. The attendance grade will allow the instructor to evaluate students on their ability to work in groups on projects and discussions in class. Peer assessments of each group member for each phase of a project will influence final grades. All projects and assignments will require the application of various software applications and be presented in appropriate technical reporting format.

**Completion of Work**

All projects will be graded on the basis of work submitted on, or before, the assigned due date. An incomplete project is unacceptable and will adversely affect the final grade. BCS studio syllabi and course outlines will indicate more specific policies on incompleteness at a given year level.

**Practice, Ethics, and Liability**

Building Construction Science students are often approached by relatives, friends, or others to perform building construction services. Students must be very careful when they do any building construction work without the active supervision of a licensed contractor or consultant. Students must be very explicit in informing the person that they are a student - not contractor or consultant - and that they are neither competent nor legally or ethically permitted to do the work of a licensed contractor or consultant.

If anything goes wrong with a project the student is legally and financially liable. The student will be liable even if the person tells them - or they put it in writing - that they would never sue them. A third party could be injured by their work and their client cannot waive that person's right to legal recourse.

**Additional University Procedures**

For further information regarding university procedures, requirements, and regulations, consult the current issue of the *MSU Undergraduate Bulletin* or the MSU web page at [www.msstate.edu/dept/stulife](http://www.msstate.edu/dept/stulife).

**VIII. Howell Hall**

**g. Operating Procedures**

h. Howell Hall is open 24 hours a day during the fall, spring, and summer terms. After 5 p.m. (17h00),
entrance, door are operated by a card system for BCS students & Art only. It is important that students observe this security policy in order to assure the safety of personnel and property. The doors are not to be propped open.

i. Neither Building Construction Science nor Mississippi State University has any insurance program to cover the cost of theft that may occur in conjunction with the BCS program. Therefore, each student is responsible for maintaining and protecting his/her own property and should seek to protect the property of others. Any theft of property should be reported immediately to the office and a police report filed.

j. Sound equipment with speakers is not allowed in Howell Hall. Headphones must be worn for all sound equipment (including TVs) at all times. Misused equipment will be confiscated for the day.

k. The use of cellular telephones during any class time is prohibited. Students who bring their cell phones into the classroom outside of class time must keep the phones in a silent or vibrate mode and must exit the classroom to take or make phone calls. This policy will be enforced in order to protect the interests of all students. Violators will have their cell phones confiscated for the day.

l. Students may build models and work on other projects in studio areas of the building. However, if this material is not removed by 7:00 a.m. (07h00) each morning, it is subject to being thrown away. Students are prohibited from using any type of aerosol, including spray paint, in the building. Using spray paint on the grass and exterior walkways is also prohibited.

m. Students may use homosote areas as pin-up space when directed by the faculty.

n. Students are not permitted to bring animals inside the building, and may not leave animals on leashes outside the building.

o. Students are not permitted to bring bicycles or motorcycles inside the building. Students should park bicycles and motorcycles only in designated areas. Bicycles found inside the building will be confiscated.

p. Cigarettes or other tobacco products are not permitted in the building at any time.

q. No alcoholic beverages are permitted in the building at any time.

r. Any student involved in criminal behavior may be subject to prosecution by civil authorities.

s. At the end of each semester, all projects and equipment must be removed from the classrooms and hallways by the last day of final exams. Equipment and projects left behind will be thrown away.

t. Any maintenance problems should be immediately reported to the administrative offices so that a work order can be prepared.

u. Fire extinguishers and first-aid kits are located in various parts of the building. Students should familiarize themselves with the locations. The extinguishers are to be used only in case of emergency. The first aid kits will be checked regularly and restocked. Student representatives of each class on the BCS Student Council will take responsibility for this function.

v. All trash collected in the building shall be placed in the dumpster on the loading dock, or in bags at locations designated by the faculty.
w. A 6”-0” egress path must be maintained at all times along the north and south walls of the studio spaces in the building. Any projects, equipment, or furniture found blocking these paths will be discarded.

x. No cutting directly or the use of sharp instruments on the workstation surfaces is permitted. Rather cutting pads of suitable thickness must be used.

y. No changes, alterations, marking, defacing and damaging of any part of the workstations will be tolerated.

z. The workspace/station of other students will be respected at all times.

aa. No graffiti or defacing of any surfaces in any rooms in Howell is permitted.

bb. No tampering with the mechanical system in any studio is permitted

Giles Hall

b. Description

Giles Hall has evolved from a structure used as a livestock-judging pavilion and a motor pool to a space that complements and fosters creative endeavors. The original structure houses classrooms, design studios, offices, IT plotting and support and the Educational Design Institute (EDI).

The 50,000 square-foot addition has three levels that contain a gallery, a 200-seat auditorium, administrative and faculty offices, the School of Architecture and Building Construction Science library and slide room, a jury room, seminar rooms, design studio and review space, the Carl Small Town Center (CSTC), the Design Research and Informatics Lab (DRIL), woodworking shop and archives. An outdoor theater that seats 150 is also available for lectures and programs.

c. Operating Procedures

1. Giles Hall is open 24 hours a day during the fall, spring, and summer terms. After 5 p.m., the studio doors in the original building are operated by an I.D. card-reader coded for BCS and SARC students only. It is important that students observe this security policy in order to assure the safety of personnel and property. Also, starting 30 minutes after the library closes, limited access to the building is provided to those students enrolled in BCS through a card reader security system.

2. Specialized facilities such as the computer lab and woodworking shop are available to authorized students during posted hours of operation, or by special arrangements. The shop should never be used without proper training and supervision.

3. The School of Architecture, Building Construction Science or Mississippi State University do not have any insurance program to cover the cost of theft that may occur in conjunction with the BCS program. Therefore, each student is responsible for maintaining and protecting his/her own property and should seek to protect the property of others. Any theft of property should be reported immediately to the office and a police report filed.

4. The multilevel spaces in the building create visual excitement and enhance the learning
environment. At the same time, multilevel spaces present the potential for bodily harm if not used as intended. Students are expected to act as mature individuals and to refrain from behavior that might result in injury to themselves or others, or damage to the building.

5. Sound equipment with speakers is not allowed in Giles Hall. Headphones must be worn for all sound equipment (including TVs) at all times. Misused equipment will be confiscated.

6. The use of cellular telephones during any class time is prohibited. Students who bring their cell phones into the classroom outside of class time must keep the phones in a silent or vibrate mode and must exit the classroom to take or make phone calls. This policy will be enforced in order to protect the interests of all students. Violators will have their cell phones confiscated.

7. Students may build models and work on other projects in the carpeted areas of the building. However, if this material is not removed by 7:00 a.m. each morning, it is subject to being thrown away. Students are prohibited from using any type of aerosol, including spray paint, in the building. Using spray paint on the grass and exterior walkways is also prohibited.

8. Students may use corridor wall areas as pin-up space only when directed by the faculty. However, if this material is not removed by 7:00 a.m. each morning, it is subject to being thrown away. The glazed greenhouse section adjacent to the library may never be used for pin-up space. When using public space for pinning up and discussing work, it is the student's responsibility to clean all surfaces of tape residue.

9. Students are not permitted to bring animals inside the building, and may not leave animals on leashes outside the building.

10. Students are not permitted to bring bicycles or motorcycles inside the building. Students should park bicycles and motorcycles only in designated areas. Bicycles found inside the building will be confiscated.

11. Cigarettes or other tobacco products are not permitted in the building at any time.

12. No alcoholic beverages are permitted in the building at any time.

13. Any student involved in criminal behavior may be subject to prosecution by civil authorities.

14. At the end of each semester, all projects and equipment must be removed from the classrooms, hallways, and the Gallery by the last day of final exams. Equipment and projects left behind will be thrown away.

15. Any maintenance problems should be immediately reported to the administrative offices so that a work order can be prepared.

16. Fire extinguishers and first-aid kits are located in various parts of the building. Students should familiarize themselves with the locations. The extinguishers are to be used only in case of emergency.

17. All trash collected in the building shall be placed in the dumpster on the loading dock, or in bags at locations designated by the faculty.

d. Shop Operation
The School of Architecture and Building Construction Science have a well-equipped shop for student use in developing projects for class assignments. The shop supervisor has established a set of rules for the healthy, safe and effective operation of the shop. These rules of operation are based upon the following concerns: 1) the health and safety of all those using the shop; 2) the care and maintenance of the tools and equipment; and 3) the development of a “craft culture.”

The failure to comply with the procedures listed below will result in the loss of shop privileges.

I. Never use the shop when a supervisor is not present.

II. An orientation session, during which the healthy and safe operation of the major pieces of equipment is demonstrated, is given to all entering students. Students may not use any piece of equipment unless they have been trained to use it. They should not use any piece of equipment that they do not feel confident using. If students have work to do that they believe to be beyond their capabilities, they must wait until the shop supervisor can help them.

III. Students are required to own and use protective eye wear whenever operating power equipment.

IV. It is the student’s responsibility to clean up all debris generated by projects, to leave the shop in a healthy, safe and useful condition for the next student, and to return all tools in their proper places.

Shop procedures:
1. Students must check in with the shop supervisor upon entering the shop and present their MSU I.D. card;
2. They must observe all posted warnings while using the shop;
3. They must be aware of where other people are working, making sure not to endanger them or be endangered by them;
4. Students must clean up debris and put tools away when finished with work. They must check-out with the shop supervisor and return any borrowed tools in exchange for their I.D. card. If they do not check-out properly, their I.D. will be turned in to the main office and they will not be permitted to use the shop again until they have retrieved their card.

CC.

j. Honors, Recognition, Awards, and Scholarship

- The University Honors Program

Building Construction Science actively encourages qualified students to participate in the University Honors Program designed to enhance the academic experience of outstanding students. Honors courses substitute for regular courses, employ smaller sections taught by selected faculty, and focus on individual instruction. The Honors Forum is a one-credit-hour course composed of presentations by diplomats, musicians, international visitors, artists, computer specialists, writers, scientists, and other scholars and professionals. Participants in the University Honors Program may compete for University Honors Program Scholarships and benefit from other Honors activities. Each student determines his/her degree of personal participation in the University Honors Program. He/she may take a single course or pursue any one of several distinctions, all of which are identified on all academic records.

Phase I: By taking twelve hours of honors coursework and two forums, a student may earn this
certification.

Phase II: By taking two honors seminars and completing the honors requirements of a major field, a student may earn the distinction and be identified as a University Honors Scholar on both transcript and Diploma.

In Building Construction Science, studios in years two and three may be taken for honors credit. To apply for honors credit, a entering (freshman) student should have a minimum composite ACT of 25 and/or an outstanding academic record. An upper level or transfer student must have a 3.4 grade-point average.

I. Phi Kappa Phi

Phi Kappa Phi is the university-wide honor society. Initiates are limited to third-year students in the upper 5% of their class and fourth-year and graduate students in the upper 10% of their class.

Membership in the Honor Society of Phi Kappa Phi is earned. Admission is by invitation and requires nomination and approval by a chapter. The governing bylaws of the Society set extremely high standards for membership:

i. Undergraduate students in any department of a college or university having a Phi Kappa Phi chapter who have completed at least twenty-four (24) semester hours or the equivalent at that institution.

ii. Because Phi Kappa Phi recognizes and promotes academic excellence in all fields of higher education, one's field of study may be in any discipline.

iii. Juniors must have completed at least seventy-two credit hours and rank scholastically in the top 7.5 percent of their class.

iv. Seniors must rank in the top 10 percent of their class.

v. Graduate students must rank in the upper 10 percent of their class.

vi. Eligibility may be determined separately for each academic unit within a member institution, e.g., department, school or college.

vii. Transfer credits are considered in determining class rank.

viii. Faculty, professional staff, and alumni who have achieved scholarly distinction also may be eligible for membership.

I. Sigma Lambda Chi

I. Purpose

The purpose of Sigma Lambda Chi is to recognize outstanding students in construction. Objectives include the rendering of service to the field of construction, the development of good relations among academia, industry, and the public, and the recognition of outstanding professionals in construction and allied fields.

II. Eligibility

Undergraduate students shall have completed the equivalent of two academic years of study toward their degree, shall have done resident study at the present institution for the preceding six months, and shall have an overall scholastic average in the upper 20% of qualified students in their program. Graduate and post-baccalaureate students shall have completed the equivalent of one half of fulltime study toward their graduate degree, shall have done resident study at the present
institution for the preceding six months, and shall have an overall scholastic average in the upper 30% of qualified graduate students within their program.

Doctoral students who have finished 50 percent of qualifying coursework shall be eligible for SLC membership at the discretion of the SLC chapter advisor.

III. Major activities
An international convention is held annually in conjunction with the Associated Schools of Construction national conference. Major chapter activities include service projects for the school and the community, sponsoring local scholarships and awards banquets, promoting construction industry awareness, fund raising, and providing outstanding student, faculty, and constructor recognition.

IV. Official contact
Wesley G. Crawford, SLC Intl. Executive Director, Sigma Lambda Chi Intl., Purdue University, BCM, 401 N Grant St., Knoy 453, West Lafayette, IN 47907-2021
Tel: (765) 494-2468 Fax: (765) 496-2246
Email: wgcrawford@purdue.edu Website: www.slc-intl.org

j. President’s and Dean’s Scholars
President’s and Dean’s scholars are recognized each year on the basis of fall semester grades. President’s Scholars are those students who achieve a 3.80 grade point or above; Dean’s Scholars are those who achieve a 3.50 grade-point average or above.

k. Graduating Distinctions
Students maintaining exceptional grade-point averages are recognized at graduation with the following distinctions: Summa Cum Laude: 3.80; Magna Cum laude: 3.60; and Cum Laude: 3.40. Students who successfully complete the University Honors Program graduate “With Honors”

l. University Scholarships
In its commitment to recognize outstanding students whose academic credentials confirm their potential for success, Mississippi State University offers numerous scholarships to students at all year levels. In addition to applying for a variety of privately funded scholarships, entering freshmen are particularly encouraged to apply for University Academic Scholarships. These scholarships are awarded to students with outstanding ACT scores, and to National Merit and National Achievement semifinalists and finalists. In order to maintain the scholarship, students must keep their cumulative GPA above a 3.00. For more information on university scholarships and memorials, contact the University’s Office of Admissions and Scholarships by phone at 662. 325.2224 or visit the web site at www.admissions.msstate.edu.

a. Building Construction Science Scholarships
Each year, Building Construction Science makes a special effort to recognize student achievement through scholarships, competitions, and annual awards. These monetary awards are made possible by friends and alumni of the program, as well as by building and industry suppliers, and are awarded on
the basis of demonstrated academic excellence and financial need.

b. **Building Construction Science Awards**

Each year Building Construction Science presents a number of awards. The recipients are selected in the spring, and the awards are presented at the Annual Awards and Recognition Dinner.

a. **Student of the Year Awards**
   These awards recognize the overall academic performance using their overall cumulative GPA of a full-time student in each year of study, namely Freshman, Sophomore, Junior, and Senior. Students receive a plaque recognizing their achievement.

b. **The Director’s Medallion**
   This medallion is awarded to a full-time student in their Senior or final year of study in recognition of their demonstrated leadership and dedication to the program during his/her entire college years of study in service and scholarship.

M. **Student Organizations**

In addition to the organizations and activities open to students campus-wide, the following BCS activities and organizations are available:

a. **Associated Builders and Contractors (ABC) Student Chapter**

The Associated Builders and Contractors Student Chapter is the student counterpart of the Associated Builders and Contractors (ABC). The ABC chapter sponsors many professional, social and educational events throughout the year.

All students are invited and encouraged to become active participants. Officer elections are held in the spring of each year.

   o **Dean’s Council**

The Dean’s Council consists of two students from each of the first four years of architectural study and one student from the school’s graduate program. The students are elected by their peers. This group acts as a liaison between the student body and the administration. It meets monthly with the Dean and the Associate Dean.

   o **BCS Women’s Council**

The BCS Women’s Council consists of all female students in the program. All female students are invited and encouraged to become active participants. This group meets with Council Representatives once per semester.

N. **Events**

a. **Annual Awards and Recognition Dinner**
At the end of the spring semester, faculty, students, parents, and friends of the program gather to recognize graduates and present awards. Distinguished alumni, industry representatives, advisory council members, educators, and politicians are also invited to recognize the graduating class.

b. Annual BCS Alumni Activities

During one or multiple home football games in the fall semester, BCS alumni gather with students and program representatives each year.

c. BCS Advisory Council Meetings

The BCS Advisory Council meets at least once in each of the Fall and Spring semesters.

O. Academic Advising Guidelines

a. Goals

1. To provide students with the most fruitful academic experience while enrolled in Building Construction Science.
2. Provide students with more personal guidance throughout their academic career.

b. Students

The reason for establishing the faculty advising system is to provide each student with a faculty member with whom he/she may discuss personal strategy for his/her academic careers. The faculty is not there to simply sign off on the Registration forms.

Students should take an active interest in their academic career. They need to continually think about what they desire from their academic career—what do they want to learn; will courses in building construction science provide them with everything that they need to satisfy this objective, or are there other courses on campus in which they need to enroll?

Students must prepare a plan for their academic career. They should write it out in the form of a proposal along with courses that they believe satisfy this plan. They should send this plan to their advisor ahead of their pre-registration meeting so he/she is aware of their intentions. This plan should respond to desires and needs; therefore, it is mutable.

Students should not assume that the prescribed curriculum precisely outlines all of the courses and schedule of their academic career. Students should as early in their academic career develop a strategy for their electives, or for a concentration in another discipline, or whether they want to co-op after third year, or attend one of the overseas programs.

Students should make all necessary appointments with their faculty advisor. They should come to the meeting with a plan not only concerning the upcoming semester but about their future in the program. They should be prepared to discuss.

Students should bring all necessary material, paperwork, or forms to pre-registration meetings with their faculty advisor. It is the faculty member’s responsibility to discuss the strategy with them, not
define it for them. It is their responsibility to guarantee complete accuracy of their schedule and compliance with all university regulations regarding both registration and financial aid.

c. Faculty

The number of students assigned to a faculty member will depend on the number of full-time faculty and number of students enrolled any given semester. It is expected that each faculty member will advise approximately 20 to 25 students each year.

Each faculty member will be assigned a proportional number of students from each of the years of study.

Each faculty member will be responsible for advising their students before and during all registration periods, attending all studio reviews when possible, responding to faculty concerns on particular student’s problems, having the student’s file on hand when advising, meeting with students to discuss their academic careers, which may include everything from choosing academic interests outside of building construction science, to choosing approved electives, to whether or when a student should co-op, and whether a student should remain in building construction science.

Stay in contact with students who are co-oping, ease the transition both into co-oping and back into the school environment.

Contact the Director or staff if significant problems or questions arise.

Confirm all information that a student gives faculty regarding course work, transcripts, and procedures with Gracie, the Director, or appropriate MSU department.

d. General Requirements

All students must successfully complete the University Core, which for building construction science students entails Eng Comp 1 + 2, Physics 1 + 2, 6 hours of Social + Behavioral Science, 3 hours Fine Arts, 6 Humanities, and Business Calculus. All first-year students must successfully complete all of the prescribed first-year courses before they are admitted into the second year.

Insure that a student has successfully completed all prerequisites before admitting him/her into a course. Err on the side of satisfying a prerequisite over consent of instructor.

To receive the Bachelor of Building construction science degree, students need a total of 124 credit hours.

a. Pre-registration Meetings and Registration Week

For Spring Semester courses, pre-registration conferences with students will generally occur between the last week in October and the second week in November. Registration for classes will occur during the first week in November.

For Summer and Fall Semester courses, pre-registration conferences with students will generally occur between the last week in March and second week in April. Registration for classes will occur during the first week in April.
I. Practical Information for Registration

At each registration period, the student will receive a Registration sheet, which contains personal information and his or her registration access code or RAC number. The RAC number is needed in order to pre-register.

The student will also receive a Registration Worksheet, which is the one with both a white and a yellow sheet. It has text at the top and a table for completing the course schedule. Both the advisor and the advisee are to sign this sheet. The faculty advisor may not sign the sheet until the student has completed the form.

II. Advising Guidelines

i. Advising is available to and encouraged of all students.

ii. A sign-up sheet to meet with their advisor will be posted in the main office on the glass doors or other prominent position.

iii. It is the student’s responsibility to sign up for an advising appointment. If they do not participate in advising, it is assumed that they understand the process and take responsibility for their registration.

iv. Registration Access Code (RAC) numbers will not be released until the end of the advising period unless they have either had their advising appointment or signed the waiver of advising.

III. Advising Procedure

Prior to the advising meeting, the student must complete and bring all the documents listed below. If the student has not completed all items, he/she will not be advised and will have to reschedule.

1. Advising Form: The form must be signed.

2. Current cumulative transcript from the MSU Banner system: Verify that it is correct and includes all courses from MSU and other institutions. It is the student’s responsibility to verify this information. Inaccuracies and missing information must be resolved by the student with the MSU Registrar.

3. CAPP Report from the MSU Banner system.

4. Marked up curriculum with all classes successfully completed or transferred as well as classes currently enrolled in.

5. MSU Registration Worksheet: This is available in the main office of Building Construction Science.

   - Academic Probation and Financial Aid Issues

A student with a GPA below 2.00 MSU GPA will automatically be placed on academic probation, and will not be allowed to enroll in BCS studios. If there are questions, the student should contact his/her advisor.

A student receiving financial aid with less than a 2.00 MSU GPA may only apply courses taken at MSU to
raise his/her GPA. If there are questions, contact the Admissions and Financial Aid office at 325-7428.

- **BCS Consecutive D Policy**

  A student receiving a “D” in two sequential BCS studios be it fall, then spring of the same year level or spring then fall of different year levels, must repeat both BCS studios. If the student chooses to repeat the studios, he/she must receive at least a “C” in both studios to proceed in the BCS curriculum.

  The advisor will be notified if one of his/her students receives the consecutive D’s. A meeting with the student should be arranged to discuss the causes for the poor grades and options, including whether the student should remain in Building Construction Science.

- **Procedure for Add/Drop**

  Student meets with instructor of class to inform him/her that they intend to add or drop the class. Student obtains the signatures in this order:
  - Faculty of record
  - Advisor (If faculty member is advisor sign at both locations)
  - Associate Dean

- **Deadlines**

  All university deadlines for registration, adding and dropping courses, withdrawing from a class or the university, or any other procedure must be honored. Students will not be allowed to process these requests after these dates have passed. These dates are posted in the University Bulletin and found on the MSU website.