

Fall 2020
ARCHITECTURAL DESIGN STUDIO ON-LINE ALLOCATION PROCESS
Previously known as "The Lottery"

Who must participate in option-level design studio allocation process?

- Eligible MArch students who have completed 4.153
- SMArchS students to wish to take a studio

Studio eligibility lists for option-level MArch students are posted on the Preview web site. SMArchS students who have a first professional architecture degree are automatically eligible for option studios. **No student will be accepted in studio outside of the studio allocation process.**

Virtual Schedule

1. **Thursday, August 28, 9 AM to 5 PM and Friday, August 28, 9:00 AM-12:00 PM EST:** The studio ballot is an online form, and **MArch students** will receive their unique alpha-numeric code in advance in order to complete the ballot on August 31. Chris Jenkins at jenkinsc@mit.edu will email you your code. He promises not to share the code with anyone else. Student names are not written on the ballot in the interest of anonymity during the allocation process. Chris has the option eligibility lists marked with the correct first two alpha-numeric codes for each student and he will add a third unique number. **SMArchS students** wishing to take an option studio as an elective will need to email Chris to request a ballot code starting Thursday through Friday morning. Check your email, and if you have not received your ballot code by 12:00 PM EST on August 28, please email jenkinsc@mit.edu immediately
2. **Monday, August 31, 9:00-11:00 AM EST: Preview of Fall Graduate Design Studios** presentations will be held virtually. All graduate studio instructors will present their programs for the term. This is the opportunity to gather information for studio choice. Studio instructors are listed on the Department class schedule, which is posted online at <http://architecture.mit.edu/subjects>. The link to the online ballot form will be provided to the students and will be open during Preview.
3. **Monday, August 31, 12 Noon EST:** Submit completed online studio ballot. The link to the studio ballot closes at 12:01 PM.
4. **Monday, August 31, 4:00 PM EST:** First pass studio assignment lists are announced on the appropriate email lists. Students will be assigned to studios in a way that maximizes the number of students placed in the first or second choice of studio.
5. **Tuesday, September 1, 9:00 AM: EST** Submit online request slips for studio adjustments, if needed. No names please! The link to the online adjustment will be emailed to the students. It will go live at 4 :00 PM on August 31 and will close at 9:01 AM on September 1.
6. **Tuesday, September 1, 12:00 PM EST:** Final studio assignments are announced on the appropriate email lists. Students will be listed by code and must identify themselves by sending their name and ballot code in an email to Cynthia Stewart at stewart@mit.edu. Identification must be completed by 12:00 PM EST on Wednesday, September 4.
7. **Tuesday, September 1, 5:00 PM:** Identification listed in #6 above must be complete.
8. **Wednesday, September 2, 10:00 AM EST:** Alphabetical listing of each studio will be posted and provided to studio instructors.
9. **Thursday, September 3, 1 PM:** Graduate option studios begin.

How to fill out your studio ballot

- MArch students must rank all three 4.154 studio offerings on the lottery slip in order of their preference. There will be a few spaces available for M.Arch students to take
- Students who have already taken studio with an instructor listed and do not wish to study with the same instructor at this time, should rank it as their last choice and add a note at the bottom of the ballot. This system allows students who do not wish to repeat a studio with an instructor they have already had to avoid doing so.
- SMArchS students should only select those option studios they would be interested in taking.

- All ballots are to be submitted digitally by **12 noon on Monday, August 31**.

The studio allocation process

- Coded studio ballots will be sorted by studio preference rankings for each studio so that as many students as possible are placed in their first or second choice of design studios.

First pass studio assignment lists and reasons for adjustment

The studio assignments from this first run will be emailed, and they are not yet final. The coded numbers will be listed in no particular order. Adjustments may cause movement of students who are satisfied with their assignment in the first run studio list but are moved to their second choice of studio. Again, the goal is to maximize the number of students assigned to their first or second choice of studio. Below are some reasons for possible adjustment:

- For MArch students eligible for option studios, one studio may be more complementary to pre-thesis research.
- Gender imbalance in studio.
- Balance of MArchS/SMArchS students in the studio.
- Consideration will be given to those who received their second choice in last term's studio allocation. No guarantees can be made.

Students who have reason to request an adjustment may submit their request to the department administrator in charge on the studio adjustment slip marked with their studio section and code number (no names please). The Academic Administrator will adjust the results of the posted first run in consultation with the Department Head. In the rare case a student is moved from a first choice to a second choice of studio, the student will be given a pre-emptive choice of studio in the following semester.

The appeal process

If you are seriously aggrieved by the results of the studio selection process after the adjustment phase, speak with the Head of the Department to present your case for an "educational hardship." The Department Head will make the final decision. Please be aware that it is not helpful to "lobby" the instructor whose studio you wish to enter.

Comments and advice about the studio allocation process

- Be aware that the first design studio assignments, before adjustment, may not be final. The final studio assignment list will be emailed by 12:00 Noon EST on Tuesday, September 1.
- Names are not included on the studio ballot slips to maintain student anonymity. Therefore, you must identify yourself on the final list by emailing stewart@mit.edu (list ballot code in subject line) prior to attending your first studio.
- For SMArchS students taking studio as an elective subject, if change your mind about taking studio this term after the first pass of studio assignments, you need to put in an adjustment slip removing yourself from the studio. If you fail to do so, you will be prevented from entering the studio allocation process again and all future studios will be assigned. Nor will you be allowed to take any other regular or independent studio, or workshop this term.
- You may not exchange studio places independent of the allocation process. Students found to have done so will be returned to their originally assigned studio or dropped from studio placement.
- If we believe that you received an unfortunate choice and an adjustment cannot be made, you will receive a preemptive choice for the next semester.
- The coded system ensures that studio instructors are never aware of the preference their studios were for students in their class.