

Master of Landscape Architecture PROGRAM GUIDELINES

Department of Landscape Architecture
College of Built Environments
University of Washington

Updated | September 2020

Welcome to the UW MLA Program!

The purpose of this guide is to help students familiarize themselves with the policies and requirements concerning the MLA degree program at the University of Washington and make their graduate study a productive experience. For specific university and departmental policies, please visit the UW Graduate School and Departmental websites.

Enjoy the adventure!



Ken Yocom, PhD
Associate Professor and Department Chair



Julie Parrett, PLA ASLA
Associate Teaching Professor and Graduate Program Coordinator

IMPORTANT CONTACTS

Graduate Program Coordinator
Julie Parrett, Associate Teaching Professor
Gould 348D, Dept. Office
parrettj@uw.edu

Administrative / Advising Assistant
Jennie Li
Gould 348, Dept. Office
jencyli@uw.edu

Department Chair
Ken Yocom, Associate Professor
Gould 342
kyocom@uw.edu

Program Administrator
Vanessa Lee
Gould 348A, Dept. Office
vn12@uw.edu

Department Office
Gould Hall, Room 348
Open Mon – Fri - 9:00 am – 5:30 pm

To Schedule an Appointment:
Dept website: PEOPLE/OFFICE HOURS

IMPORTANT PROGRAM RESOURCES

MLA Program Guidelines:	information about policies and requirements, facilities and helpful hints.
MLA Curriculum Description:	explains course requirements, sequencing, and waiver requirements.
MLA Curriculum Summary Chart:	quick reference chart for curriculum requirements
Degree Audit Request System:	(DARS) Grad School – online audit of progress fulfilling degree requirements
MLA Degree Checklist:	Department form to track student's progress fulfilling degree requirements
MLA Typical Sequence Chart:	outlines when courses should be taken to complete degree on time
MLA Capstone Guidelines:	explains capstone options and requirements

IMPORTANT WEBSITES

Department Website:	everything you need to know about the MLA program and department larch.be.uw.edu/
Graduate School Requirements:	details all policies, procedures, and requirements for graduate study at UW grad.uw.edu/for-students-and-post-docs/degree-requirements/
UW Course Catalog:	course description and quarter offered for all courses at UW washington.edu/students/crscat/
UW Time Schedule:	listing of all courses offered for a specific quarter (faculty, times, location) washington.edu/students/timeschd/
UW Academic Calendar:	dates for registration, add/drop, instruction, tuition fee deadlines + holidays washington.edu/students/reg/calendar.html
UW Tuition Rates:	current tuition rates and FAQ - washington.edu/opb/tuition-fees/
Academic Support Programs:	all resources available to students - https://webster.uaa.washington.edu/asp/website/campus-resources/

HOW TO USE THIS GUIDE

This guide is intended as a resource for all students in the UW Master of Landscape Architecture degree program. Although it is recommended that students review the whole Guide, students can refer to individual sections for guidance without reading the Guide in its entirety. Students are expected to review and adhere to the information, protocols, and policies described in the Guide. If additional information is required, students should contact the Graduate Program Coordinator.

LIST OF COMMONLY USED ABBREVIATIONS

BLA	Bachelor of Landscape Architecture
CBE	College of Built Environments
AAA	Administrative/Advising Assistant
GPC	Graduate Program Coordinator
ISS	International Student Services
LA	Department of Landscape Architecture
LARCH	Prefix for courses offered by the Department of Landscape Architecture
MLA	Master of Landscape Architecture
MLA I	Master of Landscape Architecture 3-year track
MLA II	Master of Landscape Architecture 2-year track
UW	University of Washington

DISCLAIMER

The Program Guidelines for the Master of Landscape Architecture (MLA) is an official document of the Department of Landscape Architecture at the University of Washington. The information provided is reviewed, and if necessary, updated annually. The procedures and policies described form the operational foundation of the program but are not all encompassing. New issues and concerns regarding the MLA program are raised periodically. The department reserves the right to create new or adjust existing procedures and policies based on current conditions.

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LAND ACKNOWLEDGEMENT

The Department of Landscape Architecture acknowledges the Coast Salish peoples of this land where we work and study. The land which touches the shared waters of the Duwamish (Dkhw'Duw'Absh) people and all the tribes and bands of the Muckleshoot (bəqəlšutucid), Suquamish (suq'wabšucid) and Tulalip (dx'w'lip).

INTRODUCTION

We are pleased that you have chosen to undertake your graduate studies in landscape architecture at the University of Washington (UW). Many of the resources available to you are identified in this Guide. Included is information regarding department policies and requirements for students, information about CBE facilities, and helpful hints. The information included is by no means exhaustive but is meant as a resource and provides direction for more detailed information where necessary. We hope you find that this Guide adds to your educational and personal experiences at the University.

During your time at UW, we encourage you to participate fully in department and college activities. Your participation in academic and extra-curricular opportunities is certain to enrich the program and enhance your education. Above all, shared participation with your colleagues and community is the basic step in learning to be a landscape architect in the service of society.

The Department of Landscape Architecture is one of five departments in the College of Built Environments (CBE). The other departments are Architecture, Construction Management, Real Estate, and Urban Design + Planning. The Landscape Architecture graduate enrollment includes approximately 90 students. The Department is a member of the Council of Educators in Landscape Architecture (CELA) and is accredited by the Landscape Architectural Accreditation Board (LAAB) of the American Society of Landscape Architects (ASLA).

The Department of Landscape Architecture offers two professional degrees: Bachelor of Landscape Architecture (BLA) and Master of Landscape Architecture (MLA). The BLA is a five-year professional program providing design knowledge and focusing on traditional projects in a design education context. The primary pedagogical objectives are to educate future professional landscape architects with a broad range of competencies in landscape design and provide opportunities for specialization in selected professional areas. The MLA is a professional program emphasizing the connection between design and research with a focus on urban environmental issues, emerging areas of design inquiry, and projects that seek to expand the boundaries of the profession. The MLA degree is awarded after the completion of two years if students have completed a previous professional degree program in landscape architecture (BLA) or architecture (BArch) or after three years for students with a previous degree in fields other than landscape architecture or architecture.

VISION: URBAN ECOLOGICAL DESIGN

Our Vision for Landscape Architecture is to lead the allied design and planning fields towards creating a future that is sustainable and enhances quality of life. We look to accomplish this through **Urban Ecological Design**, which integrates site, landscape, and people in a design practice that is functional and artful. We are committed to an interdisciplinary approach to project-based learning in Urban Ecological Design with emphasis in our teaching, research, and scholarship to deepen our collective knowledge in *Ecological Infrastructure*, *Culturally-Based Place-Making*, *Design Activism*, *Design for Ecological Literacy*, and *Human and Environmental Health*.

Culture plays a significant role in our perception, interpretation, and expression of place. Each place is the product of interacting social and cultural forces on our surrounding environments. Over time, communities simultaneously adapt their environments to their needs and become adapted to the unique conditions in which they occur. These interactions create distinctive places that embody each culture's functional needs and values. Landscape architecture seeks to explore this relationship between culture and the environment so that our work in design emerges responsively to the unique needs and values of each place. Landscape architects also play a significant role in addressing historic and cultural landscapes. We recognize the potential of powerful contemporary social, economic and technological forces to disconnect culture from place with the resulting sense of individual alienation and displacement. While we do not have singular answers to these problems, our approach to design attempts to consider and reconcile these factors in our work.

JUSTICE, EQUITY, DIVERSITY AND INCLUSION

Inclusive Learning

The Department of Landscape Architecture supports and promotes the development of a learning community that is inclusive and respectful. Diversity may be reflected by differences in race, culture, age, religion, sexual orientation, socioeconomic background, and myriad other social identities and life experiences. The goal of inclusiveness, in a diverse community, encourages and appreciates expressions of different ideas, opinions, and beliefs, so that conversations and interactions that could potentially be divisive turn instead into opportunities for intellectual and personal enrichment.

A dedication to inclusiveness requires respecting what others say, their right to say it, and the thoughtful consideration of others' communication. Both speaking up and listening are valuable tools for furthering thoughtful, enlightening dialogue. Respecting one another's individual differences is critical in transforming a collection of diverse individuals into an inclusive, collaborative and excellent learning community. Our core commitment shapes our core expectation for behavior inside and outside of the classroom.

In this course, we will support elective gender pronoun use and self-identification. As the course includes group work and in-class discussion, it is vitally important for us to create an educational environment of inclusion and mutual respect.

Department's Commitment to Social Justice, Equity and Outreach

The Department of Landscape Architecture recognizes the value that diverse perspectives brings to professional education and scholarly endeavor. Accordingly, we are committed to improving our recruitment and retention of students, faculty and staff from groups that are historically underrepresented in our department and profession.

We have identified the following strengths in the department and recognize that we should build on these assets as we improve our efforts to increase the diversity of our applicant pool and to improve the retention of current students, faculty and staff.

- Faculty research and teaching addresses a broad range of issues relevant to the needs and concerns of underprivileged and/or underrepresented communities.
- Justice, Equity, Diversity and Inclusion Committee for faculty, staff, and students.
- Outreach to K-12 is already a strong part of our studio curriculum and the subject of research of several faculty members thus expanding the community that understands what landscape architects do and what the profession offers.
- Faculty members lecture and serve as guest reviewers in programs around the world offering opportunities to reach out to potential applicants from multiple and diverse places, cultures and backgrounds
- Our faculty is a diverse body of scholars, practitioners and teachers comprised of tenure-track academics as well as adjunct and affiliated faculty members and lecturers that come from the profession and practice.
- Community service-learning is a major component of our BLA and MLA curricula. Through service-learning studios, students and faculty work with underprivileged communities where they interact with community members including parents and youths and engage in cross-cultural learning.
- Studios and courses are offered that focus on social equity in local communities thus bringing all students into discussions of social, economic and environmental justice and equity.

College of Built Environments Race + Equity Initiative

The College of Built Environments is committed to fostering a diverse and inclusive community of built environments scholars. Our work as stewards of the built environment demands that we continually engage and incorporate diverse and culturally relevant perspectives and approaches. As practitioners, professionals,

organizers, activists and community leaders, we care deeply about the places in which we live and the direction in which our communities are going. We know that innovative thinkers and collaborators are vital to the needs of our increasingly urban lives. Thus our goals are simple – to produce graduates who will lead their professions and contribute to the creation of smart, healthy and inclusive communities; and to pursue research that addresses solutions to the issues of equity, justice, urbanism, globalism and sustainability. Learn more about the [CBE Race + Equity Initiative](#).

University's Commitment to Social Equity

UW President Ana Mari Cauce launched a [Race and Equity Initiative](#) in Spring 2015 with a challenge: that all of us — students, faculty, staff and university leadership — take personal responsibility for addressing our own biases and improving our university culture.

Diversity Resources

See the Department website for a list of resources available to students of diverse backgrounds at UW.

Justice, Equity, Diversity and Inclusion information - <http://larch.be.uw.edu/about/diversity/>

STUDENT ADVISING

Graduate Program Coordinator

The Graduate Program Coordinator (GPC) is a faculty member who is an official representative of an academic unit that offers a graduate degree program. They advise, counsel, and assist students on curriculum and program related issues. The GPC provides individual program advising for all MLA students through regular office hours and by appointment.

The GPC arranges for and oversees the academic advising of students, facilitates and participates in the admissions process, advises on successful completion of departmental and Graduate School degree requirements and on exceptions to established rules or procedures, as well as any matter concerning the Graduate School. Concerning the latter, petitions to the department and to the Graduate School, must be acted on by the GPC.

Current GPC: Julie Parrett, Associate Teaching Professor
Gould Hall 348 (Landscape Architecture Office)
parrettj@uw.edu

Weekly Drop-in hours: via zoom - <https://washington.zoom.us/j/95579085386>
Schedule a Meeting: www.calendly.com/parrettj or via email

Administrative/Advising Assistant

The Administrative/Advising Assistant (AAA) is a staff member who provides a wide range of services to students in the department including assisting with registration, reviewing student progress toward graduation, and aiding with admissions, and providing information to prospective students.

Current AAA: Jennie Li
Gould Hall 348 (Landscape Architecture Office)
jencyli@uw.edu

Quarterly Advising Meetings

Each quarter in the week prior to registration opening (usually Week 5 of the quarter), the GPC hosts an advising meeting for all MLA students to announce course opportunities, program changes, and department updates. Students will be reminded of the courses they need to take to stay in sequence. This is also an opportunity for students to ask questions and seek advice.

First Quarter Meeting with GPC

All students should meet with the GPC during their first quarter in the MLA program to discuss any modifications to their degree requirements based on a review of their previous academic degrees and coursework and professional experience. During the first quarter in the MLA program, modifications can be made directly by the GPC. After the first quarter, a Curriculum Petition form is required for all modifications.

International Student Services

The UW is home to over 8,000 international students representing more than 100 countries. ISS staff advises international students with F-1 or J-1 visas who are enrolled in undergraduate, graduate, and professional degree programs on the Seattle campus of the University of Washington. ISS can provide help with:

- guidance on maintaining F-1 or J-1 immigration status while attending the UW
- F-1 and J-1 immigration benefits
- navigate university policy and understand F-1 and J-1 visa restrictions
- ensure university and student compliance with immigration policies
- provide educational tools, including workshops and tutorials

STUDENT STATUS

Full-time Status

A graduate student is considered full-time if taking at least 10 credits per quarter. MLA students normally take 12-17 credits of coursework per quarter to meet the MLA degree requirements. Students may take up to 18 credits without incurring additional tuition costs. International students must maintain full-time status due to visa requirements. Students receiving financial aid must maintain full-time status to receive their full aid.

On-Leave Status

Graduate students are required to maintain graduate status during their program of study by being enrolled on a full-time, part-time or official on-leave basis. Failure to maintain either continuous enrollment or On-Leave status constitutes evidence that the student has resigned (withdrawn) from the Graduate School (and UW) and should the student wish to resume their MLA degree, they will be required to file a request for reinstatement to UW.

Students who desire to take a quarter off without withdrawing, must apply for On-Leave status. Students request On-Leave status by submitting the online “Request for On-Leave Status” via MyGrad Program. The request will be reviewed and approved by the department GPC. Upon approval, students will receive a confirmation email that the request has been approved. For additional details, see Grad School Memo 8.

- Per the Department, a student may be “on-leave” for one quarter only, unless the circumstances are exceptional and an alternative plan is approved by the GPC.
- International students must obtain pre-approval to request On-Leave status through the International Student Services (ISS) office.
- Students must submit a “Request for On-Leave Status” form and pay a fee for **each** quarter they do not enroll.

IMPORTANT: Student may be “on-leave” for one quarter only.

Graduate On-Leave Status Eligibility and Procedures

<https://grad.uw.edu/policies-procedures/general-graduate-student-policies/graduate-on-leave-status/>

Grad School Memo 9: On-Leave Status to Maintain Graduate Status:

<grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-9-on-leave-policy-to-maintain-graduate-student-status/>

Note: Policy Adjustment for Extraordinary Circumstances Quarters – [see Appendix A](#)

Re-Admission into the MLA Program

If a student discontinues enrollment and fails to change their status to “on-leave”, they are withdrawn from the University and are required to file a request for reinstatement to the Graduate School. Requests will first be reviewed and approved by the department. If the department approves the request and the Graduate School has confirmed the student’s eligibility for reinstatement, the student will be notified to pay a non—refundable reinstatement fee before registering for the requested quarter of reinstatement.

Students who have left the program for one academic term or longer and have not filed for [on-leave status](#) through the University must meet all University requirements for [readmission](#) and provide the Department Chair and GPC with the following materials:

- (1) A clear statement of willingness and ability to complete the remaining requirements of the program, as outlined and defined by the current **MLA Degree Requirements**.
- (2) A written plan for completing outstanding credits.

(3) For students in their final year of the program: the student is required to provide an agreement signed by the student and both members of a 2-person capstone advisory committee. The Chair of the Advisory Committee must be a LA core faculty member. The other committee member may be a LA core faculty member or another Graduate School faculty member. See the MLA Capstone Guidelines for a list of eligible LA core faculty. The advisory committee will oversee the completion of the student's Capstone project.

DEGREES OFFERED

MLA I and MLA II Tracks

Within the professional MLA curriculum at the University of Washington there are two tracks. The MLA I (3 year) track is a first professional degree and the MLA II (2 year) track is for students with a previous professional degree in either Landscape Architecture or Architecture. Each student is assigned to a track based on their educational and professional experience background.

Concurrent Degrees

The department offers concurrent degrees with the Master of Urban Planning in the Department of Urban Design and Planning (MLA/MUP) and the Master of Architecture in the Department of Architecture (MLA/MArch). Students apply to both departments' degree programs individually as if applying to only a single degree program, i.e. just MLA. If accepted into both departments' degree programs, the departments will coordinate the concurrent degrees. Students may apply to a concurrent degree program when first applying to UW or during their course of study at UW. However, it is recommended students apply no later than their first year at UW to ensure they are able to complete coursework on the expedited concurrent degree schedule.

Information about the concurrent degrees and admissions is available on the department website: <http://larch.be.uw.edu/programs/graduate/concurrent-mla-degrees/>

In addition, students may obtain informal concurrent degrees by pursuing two degrees from different departments simultaneously. For those interested in pursuing informal concurrent degrees, please consult with the Graduate Program Coordinator.

Certificate Programs and Areas of Specialization

The College of Built Environments (CBE) offers specialized certificate programs. The certificate programs include: *Historic Preservation, Urban Design, Housing Studies and Real Estate*. While these programs provide structured opportunities for professional specialization, students are free to, and commonly do, design their own sets of courses for this purpose. The MLA Capstone project provides an excellent opportunity for an informal focus and students may include faculty from other departments on their Thesis Committee (if they pursue the Thesis option for their capstone project). Students should consult with the Certificate Coordinator to review options for completing the certificate.

Information about CBE Certificate Programs: be.washington.edu/academics/college-wide-certificates/

Academic Advisors for CBE Certificate Programs: <http://be.washington.edu/academics/academic-advising/>

Students may also pursue certificates offered outside of CBE such as Global Health or Climate Change. Students should first consult with the department offering the certificate to understand the certificate requirements and then meet with the GPC to determine a path for completing both the MLA degree and certificate requirements.

Procedure for Receipt of MLA Degree

A MLA degree will be awarded to the student when all degree requirements have been met. Refer to the Graduate School's website for specific requirements to **apply to graduate**.

1. Application for Graduation

It is necessary to be enrolled at UW for a minimum of 2 credits during the quarter in which a student intends to graduate. Students can apply to graduate from the 1st day of the quarter until the last day of the quarter.

2. Review of Curriculum and Earned Credits

When the department receives an application for a Master's Degree from the Graduate School, the GPC will review the student's transcript, Degree Audit (DARS) and curriculum checklist to ensure all departmental and Graduate School requirements have been fulfilled. Students should confirm their eligibility to graduate with the GPC the quarter BEFORE they plan to graduate to identify any issues.

3. Graduate School Deadlines for Thesis Capstone Option

If a student has chosen the Thesis option for their capstone project, the student must upload the completed thesis signed by their Thesis Committee Chair and the application for degree signed by the Thesis Committee Chair and all committee members to the Graduate School by the last day of final exams of the quarter in which the student intends to graduate. If the work is not submitted **and accepted** by the last day of final exams, the student must register for the following quarter for at least 2 credits. See the MLA Capstone Guidelines for additional information about requirements.

IMPORTANT: Students must be enrolled for at least 2 credits in the quarter they plan to graduate and must submit a Master's Degree Request.

Graduate School – Preparing to Graduate: grad.uw.edu/for-students-and-post-docs/degree-requirements/preparing-to-graduate/

CURRICULUM AND REQUIREMENTS

Curriculum Overview

As the MLA degree is an accredited professional degree overseen by the Landscape Architecture Accreditation Board (LAAB), the curriculum is composed mainly of courses that students are required to take. However, we believe that students (and ultimately the profession) benefit most when students tailor their degree to an area of specialization based on their individual academic and professional interests and goals. While meeting LAAB requirements, the curriculum is sufficiently flexible to fit each student’s specific background and interests. Within the MLA Curriculum, students may customize their learning through required selectives, open electives, and the capstone options.

Minimum Credit Requirements

In order to earn a MLA degree, students must successfully complete a minimum number of credit hours of 400-level and above coursework in landscape architecture and related fields. Only 400-level and above courses may be used for credits applied to a graduate degree. The minimum number of credit hours per degree and track are indicated below:

	MLA I	MLA II
MLA	120	84
MLA / MArch (combined credits)	160	115
MLA / MUP (combined credits)	121	105

Additional Course Requirements

MLA II students are required to take the following courses in addition to the minimum credit requirements unless the student has taken equivalent coursework from a previous degree. The GPC will review previous degrees and transcripts to determine which courses are required for each MLA II student:

Course	Credits
LARCH 431 Grading and Drainage	3
LARCH 432 Materials, Craft, and Construction	3
LARCH 433 Design Implementation	3
Plant ID Selective	3

Curriculum Structure

The Curriculum is composed of 9 topics areas, students take various courses within each topic area.

- Studios
- History + Theory
- Media
- Construction
- Plants
- Professional Practice
- Law, Policy or Finance
- Open Electives
- Capstone

Basic and Advanced Graduate Curriculum

The MLA curriculum is structured into two components – *Basic Graduate* and *Advanced Graduate*. MLA I (3 year) track students primarily complete the Basic Graduate curriculum in their first year while typically students in the MLA II (2 year) track begin their coursework with the Advanced Graduate curriculum.

MLA I students complete both Basic and Advanced MLA Curriculum.

MLA II students fulfill Advanced MLA Curriculum

Basic Graduate Curriculum	Advanced Graduate Curriculum
<u>Studios:</u> L Arch 401 Design Foundations L Arch 402 Urban Systems L Arch 403 Ecological Systems	<u>Studios:</u> (4) MLA Advanced Studio
<u>Media:</u> L Arch 411 Landscape Representation L Arch 440 Digital Media I	<u>Media:</u> L Arch 441 Digital Media II <i>Media Selective</i>
<u>Construction:</u> L Arch 431 Grading + Drainage L Arch 432 Craft, Materials + Construction L Arch 433 Design Implementation	<u>Construction:</u> <i>Soils + Hydrology Selective</i>
<u>Plants:</u> <i>Plant Identification Selective</i>	<u>Plants:</u> L Arch 424 Advanced Planting Design
	<u>History + Theory:</u> L Arch 570 Theory + Scholarship L Arch 571 Introduction to Faculty Research <i>History of the Built Environment Selective</i> <i>Socio-Political Dimensions of Design Selective</i> <i>BioPhysical Ecology Selective</i> <i>Research Methods Selective</i>
	<u>Professional Practice:</u> L Arch 473 Professional Practice
	<u>Law, Finance + Policy:</u> <i>Advanced Law, Finance + Policy Selective</i>
	<u>Open Electives:</u> Any 400+ level course at UW (min. 12 credits required)
	<u>MLA Capstone:</u> Individual Thesis, Group Project, or Capstone Studio (12 credits required) See <i>MLA Capstone Guidelines</i> for details.

Required Grade Point Average

A 3.0 cumulative grade point average in all courses is required to graduate. Additionally, a minimum 3.0 grade is required in all required courses for the MLA degree. Required courses include all courses listed as a required course as well as all courses taken to fulfill selective credit requirements. For open electives, a minimum 2.7 grade is required per UW Graduate School policy.

For more details, see the ***Academic Performance Evaluation*** section of this guide and Graduate School Memo 16 - grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-16-unsatisfactory-performance-and-progress/

MLA Curriculum Course Guidelines + Summary Chart

The *MLA Curriculum Course Guidelines* provides a summary chart and details about the MLA curriculum with specific information about course requirements. The guide is organized by topic areas and includes detailed information about each requirement:

- Type of requirement – required course, required selective, open elective per degree and track (ie, MLA I, MLA II/MUP, MLA II/MArch, etc)
- Course content description and objectives
- Sequencing requirements
- Waiver requirements
- For required selectives the guide also includes Department Recommended courses and a list of Approved Alternative courses.

HELPFUL TIP: The MLA Curriculum Summary Chart is a quick reference guide for curriculum requirements per degree and track.

The MLA Curriculum Course Guidelines and MLA Curriculum Summary Chart are on the department website: larch.be.uw.edu/student-resources/

Course Sequencing + Typical Course Sequence Charts

The order of courses within the MLA curriculum begins with a strong foundation adding complexity, skills, and knowledge in a manner that supports and enhances student learning. Some courses must be taken in a specific sequence while other courses may be taken at the student's preference. Students should refer to the Typical Course Sequence chart for their track available under student resources on the department website and in the *MLA Curriculum Course Guidelines*.

Typical Course Sequence Charts are on the department website: larch.be.uw.edu/student-resources/

Degree Audit Reporting System (DARS)

Academic progress for MLA students is tracked through DARS. The DARS report, or degree audit, shows how your UW courses, transfer courses, and courses in progress apply toward degree requirements. The Degree Audit Report is an internal document to be used as a tool to assist you and the department in planning your future coursework. Students may request and view a degree audit in MyPlan.

Degree Audit Reporting System (DARS) - <http://www.washington.edu/students/reg/dars/>

MLA Degree Requirements Checklist

The Department tracks each student's progress toward fulfilling their degree requirements on a *MLA Degree Requirements Checklist*. The Administrative/Advising Assistant (AAA) updates each student's *Checklist* at least once annually with grades for completed courses and currently enrolled courses and emails. Students will be informed after their checklist is updated including any identified issues. Students are able to access their *Checklist* through their UW G-suite account with a link provided by the Department. Each student is responsible for reviewing their *Checklist* thoroughly and contacting the AAA or GPC with any errors or omissions. *Checklists* may also be reviewed with the Graduate Program Coordinator.

Blank MLA Degree Requirements Checklists are on the department website: larch.be.uw.edu/student-resources/

Required Courses

For Required Courses, student must take the specific course listed to fulfill degree requirements. See the *MLA Curriculum Course Guidelines* for a description of the course objectives, sequencing requirements, and waiver requirements. Some Required Courses may not be waived.

The MLA Curriculum Course Guidelines is on the department website: larch.be.uw.edu/student-resources/

Required Selectives

Required Selectives fulfill credit hour requirements in specific topic areas while allowing flexibility for student to tailor courses to their interests. Student may opt to take the Department Recommended course or may select a courser from the list of Approved Alternatives. Courses on the list of Approved Alternatives have already been vetted and approved to meet the requirements for the Required Selective; student can register for these courses without getting approval by the Graduate Program Coordinator. If a student believes another course they would prefer to take also meets the requirements, the student must first provide the course number, name and syllabus (if possible) to the Graduate Program Coordinator for approval. Please allow a minimum of 2 weeks for approval. See the *MLA Curriculum Descriptions Guide* for a description of the course objectives as well as the Department Recommended course and list of Approved Alternative courses.

HELPFUL TIP: GPC can approve alternative courses for required selectives.

The MLA Curriculum Course Guidelines is on the department website: larch.be.uw.edu/student-resources/

Open Electives

Open Elective courses allow the greatest flexibility in customizing the student's education to meet their interests. Student may take any course offered at the University of Washington provided it is 400-level or above. For Open Electives, student may take any number of courses provided the total credits of all open elective courses meets the minimum number of credits required. Students are encouraged to investigate course offerings of other departments and colleges by reviewing the UW General Catalog and/or by contacting faculty in other departments directly. Classmates and students in the year(s) above are also excellent sources for open electives suggestions.

IMPORTANT: Courses must be 400-level or above to be used to fulfill degree requirements.

UW General Catalog - washington.edu/students/genocat/

MLA Capstone

The capstone program is a 12-credit focused investigation taken over the course of the final year of the program. MLA students may choose from three capstone options: Thesis, Group Project, or Capstone Studio. Concurrent degree students (MLA/MArch and MLA/MUP) are required to do the Thesis option. The majority of the capstone program is taken over the winter and spring quarters of the final year. Please review the *MLA Capstone Guidelines* for more details about preparation courses taken prior to the final year, capstone options and requirements.

IMPORTANT: MLA students may choose from three capstone options: Thesis, Group Project or Capstone Studio. MLA/MArch and MLA/MUP students are required to do the Thesis option.

The MLA Capstone Guidelines is available on the department website - larch.be.uw.edu/student-resources/

Waiver of Required Courses + Curriculum Petitions

In certain cases, where a student has completed prior academic work in landscape architecture at a graduate level and/or has had substantial professional working experience in landscape architecture, a waiver of a required course(s) may be approved. The Graduate Program Coordinator (GPC) will review requests for course waivers on a case-by-case basis.

Incoming graduate students should meet with the GPC during their first term in the program to review and agree upon their course of study. This discussion will include decisions on waivers for required courses based on prior coursework or professional experience. The GPC may refer students to individual faculty for approval of specific waivers. Some required courses may not be waived.

HELPFUL TIP: Meet with the GPC during your first term to review your course of study in the MLA program.

Waiver requirements for individual courses can be found in the MLA Curriculum Course Guidelines: larch.be.uw.edu/student-resources/

After the first quarter in the program, waiver requests require a written Curriculum Petition explaining in specific terms why the student considers the waiver appropriate. *Request for Curriculum Petition* forms are available on the department website. Prior to submitting the written petition to the GPC, the student should consult with the instructor of the required course to confirm a waiver is appropriate. When a decision is made, the original request will be included in the student's file and a copy returned to the student with a notation of the decision by the GPC (who will consult the Curriculum Committee as deemed appropriate). Students are advised to maintain a copy of these waivers for their personal records.

The student does not receive credit hours for the waived course consequently, the waived course does not count toward the total credit hours necessary to meet degree requirements.

In most cases, the student can replace the waived course with an open elective (400+ level if credits needed to meet degree requirements) course. The GPC will confirm course replacement requirements.

IMPORTANT: A maximum of 12 quarter credits of Advanced Graduate coursework may be waived. After the first quarter in the program, waiver requests require a written Curriculum Petition form.

The Request for Curriculum Petition form is on the dept. website: larch.be.uw.edu/student-resources/

Approval of Credits for Coursework Done at another Recognized Academic Institution

Up to 6 quarter credits for relevant graduate-level coursework done **as a graduate student** at another recognized academic institution and not applied toward another degree may be approved to fulfill degree credit requirements. The student must submit a formal petition to the Department's Graduate Program Coordinator and to the UW Graduate School.

IMPORTANT: Maximum 6 quarter credits of transfer credits allowed to fulfill degree credit requirements.

More information is found on the UW Graduate School website - <http://grad.uw.edu/policies-procedures/masters-degree-policies/transfer-credit/>

Approval of Credits for UW Graduate Non-matriculated Student

Up to 12 quarter credits for relevant graduate-level coursework done as a UW Graduate Non-matriculated Student and not applied toward another degree may be approved to fulfill degree credit requirements. The student must submit a formal petition to the Department's Graduate Program Coordinator and to the UW Graduate School. No more than 12 credits derived from any combination of UW Graduate Non-matriculated credits and transfer credits can be applied to the total credits.

IMPORTANT: Maximum 12 quarter credits may be approved to fulfill degree credit requirements, including UW Graduate Non-matriculated and transfer credits from another recognized academic institution.

More information is found on the UW Graduate School website - grad.uw.edu/policies-procedures/masters-degree-policies/transfer-credit/

Graded and Non-Graded Courses

All required courses used to fulfill degree requirements must be numerically graded, unless specified as Credit/No Credit (CR/NC) on the *Time Schedule*. The course instructor determines if a course will be graded as CR/NC. A student, with the approval of the Graduate Program Coordinator may elect to be graded as Satisfactory/Not-Satisfactory (S/NS) in lieu of a numerical grade. **Required courses and required selective courses may NOT be graded S/NS if used to meet degree requirements. Only open electives may be graded S/NS.**

IMPORTANT: All required courses and required selective courses fulfilling degree requirements must be numerically graded.

For more information about grading options and requirements, see the [MLA Grading System](#) section.

Note: Policy Adjustment for Extraordinary Circumstances Quarters – see [Appendix A](#)

Incomplete Grades

A student may request a grade of *Incomplete* for coursework. Such requests must be made to the instructor prior to the beginning of final exams week of that term. Students should prepare and submit a written plan listing work to be completed and when it will be completed. The instructor must agree to this plan.

For the grade to be converted from an Incomplete to a numeric grade, the work must be submitted on-time and approved by the instructor. In no case may an Incomplete be converted into a passing grade after a lapse of two years or more per the Graduate School.

A request does not mean that the Incomplete will be granted. The student must provide a detailed reason and

hardship for needing the Incomplete.

IMPORTANT: Several courses in the department and college are taught by Lecturers rather than permanent faculty. Often Lecturers are hired for a single quarter and are no longer employed by UW after the quarter ends. **In cases where an Incomplete is requested in a course taught by a Lecturer, the student must also consult with the Graduate Program Coordinator.**

See also *MLA Grading System – Incomplete*, in this Guide.

Time Limit to Complete Degree

Per the Graduate School, **a student must complete all degree requirements within six years.** The timeframe/clock begins on the first day of the quarter that the Graduate student uses a course to satisfy degree requirements when they are coded as either a Graduate Non-matriculated student (department code with class 6) or as a Graduate student (department code with class 8) in the department. UW Graduate Non-matriculated credits used towards the total credits are counted in the six years. Quarters spent On-Leave and out of status are counted in the six years.

IMPORTANT: Student must complete all degree requirements within 6 years.

For all UW Graduate School Master's Degree Requirements: grad.uw.edu/policies-procedures/masters-degree-policies/masters-degree-requirements/

LANDSCAPE ARCHITECTURE COURSE LISTS + SPECIAL COURSES

Courses Lists, Descriptions + Flyers

All courses regularly offered by the Department are described in the *MLA Curriculum Course Guidelines* and the *UW Course Catalog*. The Department also produces quarterly "Course Lists" for all courses offered by the Department and a limited selection of relevant courses offered by other departments.

Additional information for relevant courses may be available through course "flyers" posted on the [CBE Intranet](#) and the department bulletin board (outside the LA department office) and/or throughout Gould Hall. Typically, faculty provide course "flyers" for advanced studios and other "selective" and "elective" courses in the quarter before they are taught. Course descriptions and "flyers" for the next quarter will also be provided at the Quarterly Advising Meetings.

For non-L Arch courses, see other department's websites or the *Time Schedule* (which lists courses offered the following quarter) and the *Course Catalog* (which lists course descriptions for all courses taught at UW not just those offered the following quarter) on the University's website. The University *Time Schedule* is updated daily.

MLA Curriculum Description – department website: larch.be.uw.edu/student-resources/
Course Lists - department website: larch.be.uw.edu/student-resources/courses/
CBE Intranet - http://intranet.be.uw.edu/search/?_sft_post_tag=courses
UW Course Catalog: www.washington.edu/students/crscat/
UW Time Schedule: www.washington.edu/students/timeschd/

Special Topics – L Arch 498 and 598

Each year, several courses are offered as Special Topics (L Arch 498/598). These courses provide an opportunity for faculty to engage in experimental courses (which may later become offered regularly) and/or to develop courses on current issues or using temporary faculty resources (in which case the course may only be offered once). Typically, the Department publishes descriptions of L Arch 498/598 courses shortly before registration to inform students of these opportunities. Students who wish more information on such a course should speak with the faculty member offering the course.

Independent Study – L Arch 600

Independent Study courses provide an opportunity for "individual readings or study, including independent study in preparation for research, etc." To conduct an Independent Study, the student should speak directly with faculty to recruit a faculty sponsor. Remember that if accepted, your request will be an additional teaching load for the supervising faculty member, therefore, the independent study should be taken seriously and the student assumes the primary responsibility for outlining the proposed work and generating a timeline for completion.

The student must complete a *Student-Faculty Agreement (L Arch 600 Request form)* that describes the work to be completed. The form is to be filled out by the student and signed by their faculty supervisor for L Arch 600. In the interests of equity and propriety, the quality and quantity of work per credit of L Arch 600 should be at least comparable to that required by other graduate level courses. The *Student-Faculty Agreement* form will request the following information and must be signed by the faculty sponsor.

- Independent study title
- Statement describing the proposed program of study or research
- Statement describing expected output or product
- Number of credits
- Grading system

The completed form must be approved by the Graduate Program Coordinator (GPC) in order to obtain an entry code. Please allow at least one week prior to the registration date for sufficient time for a credit check prior to

issuing the course entry code.

See also the [Course Registration](#) section of this Guide.

Copies of the form are given to the student and supervising faculty and placed in the student's file.

MLA students may take a maximum of 12 credits of L Arch 600 coursework. Independent study may be taken either for a grade or as CR/NC, if approved by the supervising faculty. If it is graded, the grade will not factored into the student's grade point average.

STEPS:

- Step 1: Meet with your potential faculty sponsor to define focus of the independent study.
- Step 2: Submit L Arch 600 Request / Student Faculty Agreement to Faculty Sponsor for approval.
- Step 3: Submit L Arch 600 Request / Student Faculty Agreement to GPC for approval.
- Step 4: Get Entry code.

IMPORTANT:

No more than 12 credits of L ARCH 600 may be applied to fulfill degree requirements.
Independent Study may be numerically graded or CR/NC (if approved by faculty sponsor)

L Arch 600 Request / Student Faculty Agreement form on department website: larch.be.uw.edu/student-resources/

See Graduate School Memo #36 for more info: grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-36-graduate-courses/

Internship – L Arch 601

Internships provide invaluable opportunities for students to acquire professional experiences while in school. Internship positions are available through local and non-local firms, public agencies, and non-profit organizations. Academic credit may be earned for both paid and unpaid internships. While students are encouraged to consider an internship, the Department does not require or guarantee internships. Students interested in a professional internship are responsible for soliciting and securing their internship. Announcements for internship positions are posted on the Department's LinkedIn page. Students are also encouraged to check firm and agency websites for listed opportunities, especially firms and agencies where alumni are working.

If you are interested in a professional internship, see L Arch 601 Request / MLA Internships for Academic Credit form on the department website: larch.be.uw.edu/student-resources/

MLA Capstone Courses – L Arch 700, 701, 702, and 703

All students earning an MLA degree must complete a capstone project. MLA students may select from three options: Thesis, Group Project, or Capstone Studio. MLA/MArch and MLA/MUP students must select the Thesis option. Students need to complete their Research Methods Selective prior to beginning their capstone. Typically, the capstone project is completed over the student's final two quarters. Detailed information about L Arch 700, 701, 702, and 703 and other information about the MLA Capstone can be found in the MLA Capstone Guidelines.

The MLA Capstone Guidelines are on department website: larch.be.uw.edu/student-resources/

International Programs (Study Abroad)

Landscape architecture increasingly requires cross-cultural knowledge and international perspectives. In an effort to foster cultural exchange and transnational flow of people and ideas, the Landscape Architecture Department offers a variety of study abroad opportunities as part of its curriculum for MLA students. Recent programs have brought students to locations across five continents for exploration, design-build studios, and more. The Department's curriculum supports international exchange through programs abroad and collaboration with partner institutions overseas. Study Abroad programs that include a design studio led by department faculty are eligible for Advanced Studio credit requirements. Programs are usually announced a several months in advance. If interested, please watch for announcements from the Department and individual faculty.

Past department led/organized programs include design/build studios in Bosnia, Croatia, Guatemala, Japan, Nepal, Mexico, and Peru; summer field studios in China and Taiwan; field trips to Denmark, the Netherlands, and Germany; and distance collaborative studios with Chiba University in Japan and Tamkang University in Taiwan. The Department also offers students an opportunity to study for a quarter at UW's Rome Facility through the Landscape Architecture in Rome program and in Japan through exchange agreements with Chiba University (Japan).

Students may participate in international programs through other departments in the College or University provided courses offered through the program will fulfill the student's MLA degree curriculum requirements. Students interested in a program from another department must meet with the Graduate Program Coordinator before enrolling to determine credit eligibility.

IMPORTANT: Before enrolling meet with the GPC to discuss courses you will miss while studying abroad and potential impacts to staying in sequence.

See department website for study abroad opportunities: larch.be.uw.edu/programs/study-abroad/

For information about studying at another recognized academic institution (not through a UW study abroad program), refer to the [***Approval of Credits for Coursework Done at Another Recognized Academic Institution***](#) section in this guide.

Course Evaluations

At the end of each quarter, students evaluate most courses. Evaluation forms and review services provided by the Educational Assessment Center of the University are used for this purpose. Students complete the assessment online and will receive email notification when the assessments are available. It is very important for students to complete the assessments. It is an opportunity for students to provide anonymous feedback to faculty about their teaching and the course. Faculty performance evaluations are impacted by the assessments and the feedback is regularly used to adapt and in some cases restructure courses in future quarters.

COURSE REGISTRATION

Registration Procedures

All continuing students are eligible and encouraged to register for the next quarter prior to the beginning of the quarter. Dates for registration periods and deadlines are included in the *Academic Calendar* on the UW website. A listing of courses offered is provided in the quarterly *Time Schedule* also on the UW website. Students are highly encouraged to register early to reserve space in desired courses. *If the free registration period deadline is missed, a late fee is charged.* Students should see the Administrative/Advising Assistant if they are unable to register for a required course because the course is listed as full.

Even after registering, students may adjust their courses (add/drop) during the first week of the quarter without financial penalty *if the student has registered already for at least one course.* This leeway gives students the opportunity to assess the appropriateness of elective courses that they think will be of interest to them. Students should refer to the *Academic Calendar* on the University website for deadlines to add or drop classes, late fees, and tuition forfeiture for late changes.

UW Time Schedule - www.washington.edu/students/timeschd/
UW Academic Calendar - www.washington.edu/students/reg/calendar.html

Course Entry Codes

Courses may require entry codes for various reasons. Students requiring an entry code for a course should contact the Program Advisor of the department offering the course. The Program Advisor may consult with the course instructor and/or Graduate Program Coordinator prior to providing an entry code. Since possession of an entry code virtually assures the student a place in the classroom, they often go quickly.

L Arch 600 (Independent Study), L Arch 601 (Internship) and L Arch 700 (Master Thesis) Registration Requirements

To register for L Arch 600, 601, or 700, student must submit the appropriate “Agreement/Request form” that describes the work to be completed during the quarter prior. Prior to completing the form, the student may need to meet with specific faculty, the GPC and/or the Department Chair. It is best to begin this process in the beginning of the preceding quarter.

The Administrative/Advising Assistant will provide an entry code for the course once the appropriate form is approved. Please allow at least 1 week for review of your Degree Audit before issuing entry code.

IMPORTANT

Submit form for L Arch 600 Independent Study to Faculty Sponsor + Graduate Program Coordinator
Submit form for L Arch 700 Thesis to Thesis Committee Members + Graduate Program Coordinator
Submit form for L Arch 601 Internship to Department Chair

L Arch 600 Request form: larch.be.uw.edu/student-resources/
L Arch 601 Request form: larch.be.uw.edu/student-resources/
L Arch 700 Request form: larch.be.uw.edu/student-resources/

ACADEMIC PERFORMANCE EVALUATION FOR MLA STUDENTS

MLA Grading Policy

The Department of Landscape Architecture considers the careful and fair evaluation of student work, using grades and other formalized methods, to be a crucial part of the assessment of student work. The Grading Policy elaborated here is guided by University of Washington policies as well as guidelines published in the UW's Faculty Resources on Grading. Furthermore, this policy is drawn from the policies of all the departments in the College of Built Environments.

All course syllabi include a clear description of assessment measures and grade calculations. Grades should reflect the student's academic performance in the course. University policy and federal law assert that faculty may not grade on the basis of student behavior. However, in many department courses, interpersonal interaction and contribution to overall class effort are essential aspects of student learning; in these cases the student's participation in class (but not merely attendance or behavior) can and should be evaluated.

MLA Grading System

Per the University, in reporting grades for graduate students, the department shall use the system described herein. Grades shall be entered as numbers, the possible values being 4.0, 3.9, ... and decreasing by one-tenth until 1.7 is reached. Grades below 1.7 will be recorded as 0.0 by the Registrar and will not count toward total credit count, or grade and credit requirements.

A minimum of 3.0 is required in each required course in the MLA Program. Required courses include all courses listed as a required course and required selective. For open electives, a minimum 2.7 grade is required per UW Graduate School policy. **Any lower grade than the 3.0 or 2.7 minimum will not fulfill degree requirements and will require MLA students to repeat the course (or for selective courses and open electives, an equivalent course).** **A cumulative grade point average of 3.0 is required in ALL courses for graduation.** See MLA Curriculum Course Guidelines for a listing of all required courses and required selectives.

All courses used to fulfill MLA degree requirements must be graded using numeric grades, unless specified as Credit/No Credit (CR/NC) on the Time Schedule. In our department, all advanced studios, some technical courses, and courses numbered 600, 601, 700, 701 and 702 may be graded with a numeric grade or CR/NC at the Instructor's option. See also, *Graded and Non-Graded Courses* in this Guide.

Numeric Grades

The numeric grades with interpretive statements serve as a guideline only, as grading standards are at the discretion of the faculty. *Minimum grades noted below for MLA students are requirements.*

Grade	Interpretative Statement
3.8 – 4.0	Exceptional performance: work at this level is creative, thorough, well-reasoned, insightful, well executed, and shows clear recognition and an incisive understanding of the salient issues. Work of exceptional, professional quality.
3.5 – 3.7	Strong performance: work at this level shows signs of creativity, is thorough and well-reasoned, and demonstrates clear recognition and good understanding of the salient issues.
3.2 – 3.4	Good performance: work at this level is well-reasoned and complete and shows some signs of creativity with a growing recognition and understanding of the salient issues.
3.0 – 3.1	Competent performance: work at this level is well-reasoned and complete, but not especially creative or insightful; Understanding, while competent, warrants improvement.

3.0 is the minimum grade allowed for all required courses and required selectives in the MLA program; any lower grade will require MLA students to repeat the course for it to apply to MLA degree requirements.

2.9 – 2.7 **Minimally competent performance:** work at this level is moderately well-reasoned with indications that understanding of the important issues could be improved upon and expanded, it does not meet professional degree expectations for MLA students.

2.7 is the minimum grade allowed for all open elective courses in the MLA program; any lower grade will require MLA students to repeat the course for it to apply to MLA degree requirements.

2.6 – 2.3 **Unsatisfactory performance:** with indications that understanding of the important issues is less than complete and perhaps inadequate in other respects.

2.2 – 2.0 **Poor performance:** understanding of salient issues is incomplete.

1.9 – 1.7 **Unacceptable work:** the understanding of salient issues and overall performance indicate further study is required prior to continuing to more advanced work in the professional program.

1.6 – 0.7 Grades below 1.7 will be recorded as 0.0 by the Registrar and will not count toward residency, total credit count, or grade and credit requirements

Letter Grades

The following letter grades also may be used:

[I] **Incomplete.** An Incomplete may be given only when the student has been in attendance and has done satisfactory work to within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control.

When a student requests a grade of *Incomplete* for coursework, they should prepare and submit a written plan which includes a listing of the work to be done and a timeline for when the work must be completed. The instructor must agree to this plan. For the grade to be converted from and Incomplete, the work must be submitted on-time and approved by the instructor.

To obtain credit for the course, a student must successfully complete the work and the instructor must submit a grade. **In no case may an Incomplete be converted into a passing grade after a lapse of two years or more.** An incomplete received by the graduate student does not automatically convert to a grade of 0.0 but the "I" will remain as a permanent part of the student's record.

Students should note that several courses in the department and college are taught by Lecturers rather than permanent faculty. Often Lecturers are hired for a single quarter and are no longer employed by UW after the quarter ends. In cases where an Incomplete is requested in a course taught by a Lecturer, the student must also consult with the Graduate Program Coordinator.

A request does not mean that the *incomplete* will be granted. The student must provide a detailed reason and hardship. See also [Curriculum and Requirements - Incomplete Grades](#) in this Guide.

[N] **No grade.** Used only for hyphenated courses (courses which continue beyond a single quarter) and courses numbered 600 (Independent Study), 601 (Internship), and 700 (Master Thesis). An N grade indicates that satisfactory progress is being made, but evaluation depends on completion of the independent study, master thesis, or internship, at which time the instructor, Committee Chair, or Department Chair should change the N grade(s) to one reflecting the final evaluation (typically CR/NC).

[S/NS] **Satisfactory/Not-Satisfactory.** S/NS grading is UW's grading option that allows students to select to take a course "pass/fail". A graduate student, with the approval of the Graduate Program Coordinator may elect to be graded S/NS in any numerically-graded course for which they are eligible. **Courses used to meet program requirements for the degree may not be graded in this**

manner. The choice must be indicated at the time of registration or during the official change period. The instructor is not informed and will not know if a student elects S/NS grading for a course. The instructor will submit a numeric grade to the Registrar's Office where the grade is converted S (numeric grades of 2.7 and above) or NS (numeric grades lower than 2.7). [See Policy Adjustment for S/NS grading for Extraordinary Circumstance Quarters.](#)

[CR/NC] Credit/No Credit. CR/NC is grading is UW's grading option that allows faculty to select to offer a course "pass/fail". The faculty must approve designating a course for grading on the CR/NC basis. The designation will be indicated in the Time Schedule. For such courses, the instructor will submit a grade of CR or NC to be recorded by the Registrar's Office for each student in the class at the end of the quarter. All advanced studios, some technical courses, and courses numbered 600, 601, 700, 701 and 702 may be graded CR/NC at the instructor's option.

[W] Withdrawal. Refer to the University of Washington time schedule or homepage at www.washington.edu/students/reg/wdoffleave.html. The University has strict policies with hard deadlines for course withdraws.

[HW] Hardship Withdrawal. Grade assigned when a graduate student is allowed a hardship withdrawal from a course after the seventh week of the quarter.

Unofficial withdrawal from a course shall result in a grade of 0.0. The grade W and HW will count neither as completed credits nor in computation of grade-point average. Graduate students who withdraw from the University (dropping all courses for the quarter) during the first week of two consecutive quarters (Summer Quarter excepted) will not be eligible to register as a continuing graduate student for the third quarter. Such graduate students must reapply as former graduate students returning to the University.

IMPORTANT:

3.0 or higher grade required for all Required Courses and Required Selectives to earn degree credit

2.7 or higher grade required for all Open Electives to earn degree credit

3.0 grade point average or higher required each quarter to remain in good academic standing

3.0 cumulative grade point average or higher required in ALL courses to graduate

UW Graduate School grading policy (Grad School Memo 19): grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-19-grading-system-for-graduate-students/

Note: Policy Adjustment for Extraordinary Circumstances Quarters – see [Appendix A](#)

Grade Point Average Calculation

Per UW Policy, a graduate student's grade point average will be calculated entirely on the basis of numerical grades in 400- and 500- level courses. The grades of S, NS, CR, NC, and N will be excluded, as will all grades in courses numbered 600, 601, and 700, and in 100-, 200-, and 300- level courses.

MLA ACADEMIC PERFORMANCE POLICY

Purpose

The purpose of the Academic Performance policy is to identify and assist MLA program students whose academic performance indicates they are not acquiring adequate knowledge and skills necessary for satisfactory professional performance. This policy addresses academic success as reflected in course grades and the grade point average (GPA).

UW Graduate School Policies

The UW Graduate School oversees graduate programs at UW through policies, procedures, and requirements. For some policies, the Graduate School sets a minimum requirement which the department has raised.

For a full listing of all Graduate School Master's Degree policies, procedures, and requirements: grad.uw.edu/for-students-and-post-docs/degree-requirements/

Low Scholarship

As noted by the UW GRADUATE SCHOOL "A cumulative GPA of 3.0 or above is required to receive a degree from the Graduate School. A graduate student's GPC is calculated entirely on the basis of numeric grades in 400- and 500-level courses. The grades of S, NS, CR, NC, and N are excluded, as are all grades in courses numbered 600, 601, 700, 750, and 800, and in courses at the 100, 200, and 300 levels.

Failure to maintain a 3.0 GPA, either cumulative or for a given quarter, constitutes low scholarship and may lead to a change-in-status action by the Graduate School. Failure to maintain satisfactory performance and progress toward a degree may also result in a change-in-status action by the Graduate School.

Per the Graduate School Guidelines "Admission to the Graduate School allows students to continue graduate study and research at the University of Washington **only as long as they maintain satisfactory performance and progress** toward completion of their graduate degree program."

IMPORTANT: Student must maintain a 3.0 GPA for a given quarter and cumulatively.

Department MLA Academic Performance Requirements + Academic Probation

Per department grading standards, students must receive at least 3.0 grade point average in all required courses. Additionally, a minimum 3.0 grade is required in all courses fulfilling degree requirements for the MLA degree. Required courses include all courses listed as a required course and required selective courses. For open electives, a minimum 2.7 grade is required per UW Graduate School policy.

For more details, see the ***Academic Performance Evaluation*** section of this guide and Graduate School Memo 19: grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-19-grading-system-for-graduate-students/

A student may be placed on academic probation if, in the judgment of the Department Chair and Graduate Program Coordinator, they are making insufficient progress towards meeting the criteria for graduation.

Specifically, if a student fails to meet the standards set by the department to earn a passing grade in any course taken for degree requirements, they may be placed on warn status which could lead to academic probation. Once on warn status, failure to earn a passing grade in a subsequent course fulfilling degree requirements may result in academic probation and dismissal from the program.

Unsatisfactory Performance and Progress

Each student's progress will be assessed at least annually by the Graduate Program Coordinator. Any concerns or failure to meet the department's academic performance standards will be communicated verbally and/or in writing to the student and the Department Chair. The Graduate Program Coordinator and/or Department Chair will meet with the student to discuss the situation.

Warn

If a student fails to meet the department's Academic Performance Standards, specifically to earn a passing grade in any course taken for degree requirements, the student will be placed on warn status. The student will receive a written warning outlining a course of action to be completed and timeline to resolve the problem. The student will meet with the Department Chair and the Graduate Program Coordinator and will be asked to sign an unsatisfactory academic performance letter.

A student is eligible for consideration for removal from the warn status when the following conditions related to being placed on warn status have been met:

- (1) satisfactory remediation of all unsatisfactory coursework
- (2) satisfactory completion of two quarters of full-time coursework
- (3) absence of any other issues of concern related to the student's progress towards completing the degree

Warnings are internal to the department. A record of the warning will be included in the student's department file but will not be recorded on the University transcript. Failure to resolve the situation as outlined may result in the student being placed on probation.

Probation

If a student fails to resolve problems with their performance or progress as outlined in their written warning, the student will be placed on probation. The department will send a probation recommendation to the student with a copy to the Graduate School no later than the 10th business day of the probation quarter. The letter will include:

- The reason for the probation
- The steps the student must take to remove the probation
- The consequences the student will face if steps were not taken to remove the probation.

A student is eligible for consideration for removal from probation when the following condition(s) related to being placed on probation have been met:

- (1) satisfactory remediation of all unsatisfactory coursework
- (2) satisfactory completion of two quarters of full-time coursework
- (3) absence of any other issues of concern related to the student's progress towards completing the degree

Students are removed from probation once they have met the criteria specified.

The Graduate School will review the probation letter and, if accepted, place a probation notice on the student's record. The student will remain on probation issued by the Graduate School for two quarters prior to Final Probation.

Final Probation

If a student fails to resolve the documented problems in their probation status as submitted to the Graduate School, the department will send a final probation recommendation to the student with a copy to the Graduate School no later than the 10th business day of the final probation quarter. The final probation letter will include:

- The reason for the final probation
- The steps the student must take to remove the final probation
- The consequences the student will face if steps were not taken to remove the final probation.

The Graduate School will review the final probation letter and, if accepted, place a final probation notice on the student's record. The Graduate School will send a letter to the student informing them of their status. The student will be on final probation for one quarter prior to being dropped from the program.

A student may be placed on probation status while the student is on leave. The Department may not change a student's probationary status while the student remains on leave. The student must apply for leave status each quarter which is then approved by the department (see Graduate School Memo 9).

Drop

The department may recommend a student be dropped from the program if the student does not improve after being placed on Final Probation. Drop is an official action that terminates a student's enrollment from the MLA program.

Recommendation for dismissal from the graduate program is the final action for students who have not corrected the condition(s) that caused the final probation recommendation within the time limit specified. Once approved the Graduate School, the drop status will appear on the student's official transcript. When dropped a student is not eligible to complete the program or return later to complete the degree.

UNIVERSITY ACADEMIC REFERENCES AND RESOURCES

Standard Grading System: www.washington.edu/students/gencat/front/Grading_Sys.html#GRADE

Student Appeals of Course Grades / Grading Procedures:
www.washington.edu/students/gencat/front/Grading_Sys.html#GRADING

Required Scholastic Standards: grad.uw.edu/policies-procedures/general-graduate-student-policies/scholarship/

"Low Scholarship" Policies / Grad School Memo 16: grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-16-unsatisfactory-performance-and-progress/

Academic Support Resources

[Master List of UW Student Resources](#): (can filter by tags like "English Language Learner" or "Writing")

[UW Seattle CLUE Tutoring Center](#)

[UW Seattle Odegaard Writing and Research Center](#)

[Odegaard Writing and Research Center "Writing from Home" Tips for Grad Students](#)

[Center for Teaching and Learning](#)

SCHOLARSHIPS, FELLOWSHIPS + ASSISTANTSHIPS

Scholarships

The department fully recognizes the commitment our students make to advance their education through graduate studies and understands that it often comes with a financial burden that can be difficult to shoulder. We have worked hard over the years to raise funds in an effort to help mitigate some of this burden for incoming and current students. Scholarships and student support funds range from several hundred dollars to full tuition and are dependent upon merit and financial need. It is the department's aim to offer funding to as many students as possible.

For internal Endowed Scholarships and Student Support Funds, those administered by UW, faculty identify and nominate student recipients according to the eligibility rules and selection criteria for each scholarship or fund. Award amounts vary per scholarship and may vary year-to-year. Some examples of these include:

- Richard Haag Endowed Scholarship in Landscape Architecture
- David C. Streatfield Endowed Fund for Student Support in Landscape History
- Class of 1959 Endowed Scholarship in Landscape Architecture
- Landscape Architecture Study Abroad Support Fund
- Terry Clark Gerrard Memorial Endowed Scholarship in Landscape Architecture
- Landscape Architecture Design/Build Endowed Scholarship
- Top Scholar

External scholarships are also offered frequently. The department notifies students of opportunities sent to the department, but it is the responsibility of individual students to apply. External scholarship opportunities are generally emailed to students as well as posted on the department's LinkedIn page. UW's Grants & Funding Information Services Center (GFIS) is also a valuable resource to help students identify grant and scholarship opportunities internal and external to UW. Some common external scholarships include:

- WASLA Scholarship
- National ASLA Awards
- Tau Sigma Delta Honor Society
- Washington State Federation of Garden Clubs
- Landscape Architecture Foundation

Travel Grants

The Valle Scholarship Fund provides scholarships for UW students in civil engineering and closely related fields (i.e. Landscape Architecture). The application process usually opens early Winter quarter, with a deadline of January 15. These scholarships offer substantial stipends. Watch closely for announcements.

Limited Travel Funds are available for students to present work at a conference from the Graduate School. Please contact the Graduate Program Coordinator if you are interested.

Support for BIPOC Students

UW Graduate Opportunities and Minority Achievement Program (GO-MAP) is at the heart of the Graduate School's commitment to expanding graduate education to underrepresented minoritized (URM) communities. GO-MAP helps create an inclusive and equitable campus environment through its focused efforts on outreach and recruitment; graduate funding; scholarship and research; advocacy, consulting and advising; educational, personal and professional development opportunities; and social networking events.

UW GO-MAP website - grad.uw.edu/diversity/go-map/

Teaching and Research Assistantships

Each year the Department offers Graduate Student Assistantships (GSA) to aid faculty in the teaching and administration of some of the Department's courses. GSA opportunities are on a quarterly basis and the majority provide hourly pay for between 10-15 hours/week over the quarter. However, there are a few GSA opportunities that provide salary, a tuition waiver, and student insurance for the quarter.

Research Assistantships (RA) are often project-oriented and are usually funded out of research contracts. RA opportunities may include salary and a tuition waiver, but are dependent upon the scope of work and research funding available. Consequently, they vary in terms of availability, award amount, and length of appointment.

In the spring quarter each year, students are invited to apply online for GSA opportunities open in the following academic year. Decisions regarding appointments are made by the Department Chair in consultation with faculty. Students are then notified if they are selected. The following Departmental Policy on Graduate Student Appointments is supplemental to Chapter 6 of the University Handbook.

General Criteria

1. Students selected shall have demonstrated high achievement and potential in the field of landscape architecture and be judged likely to render a high level of performance in teaching, research, or related activities.
2. It is not necessary to appoint students to the highest category for which they are eligible. Limited funds may dictate appointment levels below eligible categories in order to distribute GSA/RA appointments to the largest number of students.
3. The Department will only appoint students who are making satisfactory progress toward completion of the degree program. Guidelines in this regard pertain to those listed in Chapter 6, UW Handbook, including continuing enrollment in the Graduate School, satisfactory completion of program course work at a reasonable rate, minimum GPAC of 3.0, and steady and substantial progress toward completion of thesis. Students on departmental academic probation are not eligible.
4. Appointments are determined by the availability of financial support. The type and duration of appointments will be adjusted to reflect the availability of departmental financial resources.

Part Time Appointments

The Department uses its limited resources for part time appointments in order to:

- a. provide qualified students with in-service training in teaching and research.
- b. provide qualified students with opportunities to work with faculty in efforts to secure outside financial support to benefit the student and faculty.
- c. support achievement of departmental objectives in teaching and research and department development.

Reappointments

Appointments are ordinarily made on a quarter-by-quarter basis. Because of limited resources, appointments are typically not made on a continuing basis, year after year.

WICHE / WRGP Resident Tuition Rate

The State of Washington has been a member of the Western Interstate Commission for Higher Education (WICHE) since 1955. WICHE is a 15-state commission working to improve access to higher education for students in the western region.

The University of Washington’s Master of Landscape Architecture (MLA) is part of WICHE’s Western Regional Graduate Program (WRGP) which makes this program available at a more affordable cost to students living in the following 14 states and 2 US territories. Residents from any of these states who are accepted into the MLA degree program may apply for the WRGP rate – UW’s resident tuition rate instead of the non-resident rate that out-of-state students would normally pay.

- Alaska
- Arizona
- California
- Colorado
- Guam
- Hawaii
- Idaho
- Montana
- Nevada
- New Mexico
- North Dakota
- Northern Mariana Islands
- Oregon
- South Dakota
- Utah
- Wyoming

Refer to the department website for more information and eligibility rules:
<http://larch.be.uw.edu/admissions/financial-aid/wiche-wrgp-tuition-rate/>

Note: Policy Adjustment for Extraordinary Circumstances Quarters – see [Appendix A](#)

FINANCIAL AID AND EMPLOYMENT

Loans

Information about financial aid is available here:
Department Financial Aid webpage - larch.be.uw.edu/admissions/financial-aid/
UW Graduate School Funding webpage - grad.uw.edu/graduate-student-funding/for-students/
UW financial aid webpage - washington.edu/financialaid/
Information about financial aid for DREAMers - washington.edu/financialaid/hb-1079-real-hope/

Work/Study

Work Study is a great way to help pay for your education while working part-time. The Federal Work Study and state sponsored Washington State Work Study Programs give you the opportunity to work part-time (up to 19 hrs/wk) while going to school. To qualify for Work Study jobs you must demonstrate financial need and have a Work Study award as part of your overall financial aid award. If you have financial need and haven't been awarded Work Study you can talk to a financial aid counselor about being placed on the Work Study waiting list. Please keep in mind that Work Study is only one type of job on campus. There are non-work study positions on-campus and other part-time employment jobs off-campus too.

In a Work Study program, a portion of the student's wages are subsidized by federal or state funds. Work Study students can therefore find jobs and may be able to keep their loan debt down by earning part of their aid, rather than borrowing. Jobs may be located on or off campus with non-profit organizations or private corporations. Many offer career-related and/or community service experience. A student may work up to 19 hours per week and pay rates are the same as for comparable, non-Work Study jobs. No job pays less than the prevailing minimum wage.

UW Work/Study information - washington.edu/financialaid/types-of-aid/work-study/

On-Campus Employment

The following website provides all information needed for finding an on-campus job:
washington.edu/studentlife/career-prep/work-on-campus/

Also consult the Student Employment Handout found online here: s3-us-west-2.amazonaws.com/uw-s3-cdn/wp-content/uploads/sites/117/2015/11/24184511/Student-Employment1.pdf

Part-Time and Summer Employment

Part-time and summer job announcements from various agencies and private consultants are posted to the Department's LinkedIn site and/or emailed throughout the year. Students should apply directly with the agency or firm.

Internships

See *Internships – L Arch 601*, in this Guide.

Employment + Internships for International Students

Students with a F-1 visa have several opportunities for employment including on-campus employment, curricular practical training (CPT), and optional practical training (OPT). Additionally, students graduating with a MLA are eligible for the STEM OPT extension. Immigration regulations about employment and internship experience are complex. Violations can put your visa in jeopardy so international students are highly encouraged to review all regulations through UW's [International Student Services](#).

International students must follow all procedures and requirements for Curricular Practical Training (CPT) when doing an internship. CPT requirements are conditions of your visa; failing to follow CPT procedures and requirements can put your visa in jeopardy. Students must first have an offer of internship before applying for CPT. CPT internships may be paid or unpaid. CPT can be used for any quarter of the regular academic year or summer quarter. CPT cannot be used for work during academic breaks. Students should allow 3 weeks for processing a CPT application. Students must begin work and end work on the dates listed in their CPT authorization. Students may not begin their internship until they receive CPT authorization. Students should review all eligibility information and requirements for CPT on UW's International Student Services website before applying - <https://iss.washington.edu/employment/f1-employment/cpt/>

UW ISS Employment, Internships and Volunteering - <https://iss.washington.edu/employment/f1-employment/>

GENERAL DEPARTMENTAL INFORMATION AND RESOURCES

UW NetID | UW Email Account

Each student at UW has a unique UW NetID (which also serves as your UW email (ending in @uw.edu)). Your UW NetID provides access to all UW information and online services. The Department, College, and University will use your UW email address for all communications. If you prefer to use a different email account, please set up message forwarding on your UW email account so you do not miss any emails.

Department MS Teams

Beginning with the 2020-21 academic year, the department is using MS Teams as a discussion forum for students and faculty. All students are members of the Department Team (UWCBE_LARCH) and should actively use the forum for asking questions, communicating with other students, and learning about department updates and events. Contact the AAA to gain access to the Department Team.

Student Files

Each student and graduate of the program has a confidential file containing admissions materials, grade slips, and copies of correspondence. See the "University Policy on Student Education Records" (Washington Administrative Code 478-140-010 - copies are available at the Registrar's Office, Schmitz Hall), for specifics on student access. Student files are private, and access is available only to those persons and for those purposes specified by University policy. Student files are not to be removed from the Department Office.

Student Mail Folders

Each graduate student has a mail folder located just inside the 312 Studio entrance (entrance by the department office). These folders are primarily for University mail. U.S. Mail may be received c/o the Department for a short period until the student has a local address. The Department is not responsible for the safety of mail placed in student folders. For privacy and safety, students are urged to have their U.S. Mail delivered to their local residence rather than the Department. Students are encouraged to check their folders frequently for Departmental notices and notes from faculty and others.

No student has a reason to read or remove anything from any mailbox other than their own.

Faculty, Lecturer and Staff Mailboxes

Faculty, lecturer and staff mailboxes are located in the Department office. Students are encouraged to put non-urgent messages in these. **Messages that require a timely response are best sent via email, particularly for Lecturers who typically are not on campus daily or during quarters in which they are not actively teaching.**

Faculty, Lecturer and Staff Office Hours

Appointments to meet with Faculty, Lecturers and Staff can be made through the department website.

Department Website - larch.be.uw.edu/student-resources/office-hours/.

Faculty Meetings

Regularly scheduled and publicized faculty meetings are held for discussion of Departmental matters and for all Departmental policy making. Voting members include the faculty. Departmental meetings are open to all.

Departmental Committees and Student Representation

Most Departmental Committees include student membership, normally elected by the students and appointed by the Department Chair. All committee and Departmental meetings are open to all students except some promotion and tenure meetings.

Department Office Hours

The Department office is open 9:00 a.m. to 5:30 p.m., Monday through Friday. Any business you may have with the office should be conducted during these hours.

Department Activities, News + Social Media

Everything you need to know is here – UW//LA website – larch.be.uw.edu
Facebook – facebook.com/uwlarch
Instagram - @uw_landscapearchitecture

CBE FACILITIES AND EQUIPMENT

Gould Hall, Architecture Hall and Community Design Building

The College of Built Environments is housed in three buildings on the Seattle Campus – Gould Hall, Architecture Hall and the Community Design Building.

More information about CBE's facilities can be found on the CBE website - be.uw.edu/spaces/facilities/

Building Access

Students' UW Husky Cards are validated for access to the 312 Studio, outside doors of Gould Hall and Architecture Hall, and the Digital Commons. Graduate students assigned to the thesis studio space (Gould 106) must obtain an entry code for the door from their instructor or the Assistant to the Chair. Husky cards for students enrolled in a course in the Community Design Building are validated for access to outside doors.

CBE Library

The CBE Library is conveniently located on the third floor of Gould Hall. It is an essential resource for research and learning. Familiarize yourself with the resources available at the CBE by visiting its website. Students have access and borrowing rights from all UW Libraries.

Students may also borrow laptops, projectors, and digital cameras from the CBE Library.

UW Library website: lib.washington.edu/

CBE Computing

CBE Computing has useful information including plotting, equipment for loan, and access to software.

CBE Computing: be.uw.edu/spaces/computing/

Software + Tutorials

Landscape architecture requires strong visual communication skills including both hand drawing and digital composition. If digital tools are new to you, spend some time learning your way around the computer and some of the basic software programs for design. Professionals make use of a wide variety of programs including ArcGIS, Rhino, AutoCAD, Sketch Up (download for free) and Adobe Photoshop, Illustrator, and InDesign. The more familiarity you arrive with, the easier the transition will be.

UW IT Connect offers free and discounted software and several online tutorials for enrolled students in web publishing, graphics and design, digital video, and digital audio.

UW IT Connect: be.uw.edu/spaces/computing/

Lynda.com also offers several online tutorials. You can access Lynda.com for free through the Seattle Public Library. You will need to first create an account with SPL.

Seattle Public Library: spl.org/

CBE Digital Commons

CBE's digital resources are centralized in the Digital Commons located in the basement of Gould Hall. The Digital Commons has individual MAC and Windows workstations, a 30-seat classroom, scanners, printers, and plotters and meeting areas. See the Digital Commons website for details about hours of operation, support and use of equipment.

Digital Commons: be.uw.edu/spaces/computing/digital-commons/

Archnet

Archnet is a design studio technology services group within the College of Built Environments. Archnet provides technology and design studio computing resources, supporting Windows and Mac OS design studio workstations, personal computers, design applications, scanners, printers, and plotters to the CBE community. The Archnet help desk, printers, and plotters are located in Architecture Hall, room G51.

Archnet website: be.uw.edu/spaces/computing/archnet/

CBE Fabrication Laboratories

Located on the ground floor of Gould Hall, the CBE Fab Lab is a large, fully staffed, and equipped wood and metal shop that provides students with the opportunity to design and build projects. Laser cutters and other digital fabrication tools are available for use with appropriate training and orientation. It is a great resource for model making. The facility is available during open fab lab hours posted at the entrance of the lab. For instructions on using the lab facilities, please speak with the lab technician or the lab manager.

Digital Fabrication Lab: be.uw.edu/spaces/maker-spaces/fabrication-labs/

Third Floor Laser Cutter

An additional laser cutter is available for reservation and use outside of the third floor studio entrance by the department office. Use of laser cutters is for students and faculty who have received specialized training from Fabrication Lab staff. Individuals requesting training should send request to belaser@uw.edu.

Photo Laboratory

The Photo Lab and Lighting Studio, in the basement of Gould Hall (Gould 019), houses a traditional film darkroom and a studio space for lighting and shooting models, furniture, and other student work.

Lighting studio staff are available to assist students photograph their work on student personal devices. The BE Library has some photography equipment available for student checkout; inquire at the library circulation desk, Gould 334.

The darkroom is open to currently enrolled students in ARCH 410 or 413, with current hours posted outside the Photo Lab door. On a space-available basis, students with prior training in the lab may pay a quarterly materials fee to use the facility.

Photo Lab: be.uw.edu/spaces/maker-spaces/photo-lab/

Design Studio Spaces

The studio spaces are a primary place for working and learning during the program. It is also a communal space shared by the entire department. Each student who takes a studio class is typically assigned a desk in the studio space. The location of their desks may shift from one quarter to the next depending on the size of the class and the need for studio arrangement. It is essential that students keep their work area clean, particularly

at the end of each quarter, in order to maintain a healthy and enjoyable environment for everyone. At the end of each quarter, all students must participate in cleaning the studio space.

See Department Studio Policy for further details: larch.be.uw.edu/student-resources/

Fishbowl

The Fishbowl is a communal meeting/work space located within the third floor studio that can be reserved by faculty, staff and students for courses, program related meetings or social gatherings. Use for courses will be prioritized.

Make reservations via the Department website - larch.be.uw.edu/student-resources/fishbowl/

Gould Pavilion

Gould Pavilion is comprised of both exhibition and educational space in the form of three galleries and a multifunctional studio/classroom. The creation of the gallery and studio space allows CBE to showcase and enhance all of the disciplines through exhibition, contribute valuable flexible educational space for seminars and studios, and foster a culture of cross-disciplinary ideas and research that impact our community at large.

The Buzz BE Café

A small café and gathering space is located in the main courtyard of Gould Hall.

COLLEGE RESOURCES

The Dean's Office

Dean's office is located in 224 Gould. The Dean's Office is always open to visits by students. If you would like to make an appointment with the Dean, see Assistant to the Dean, Susanne Adamson.

CBE Website

Everything you need to know about the College is here! be.washington.edu/

CBE Intranet

The CBE Intranet is a great resource for learning about courses offered by all departments of the College, student activities, and lectures and events.

CBE Intranet: <http://intranet.be.uw.edu/>

UNIVERSITY RESOURCES

Husky Card

The Husky Card is the official identification card for members of the UW community. It provides access to a variety of services and opportunities, including access to campus libraries.

For more information: hfs.uw.edu/Husky-Card-Services

Student Health & Wellness

The Counseling Center, 401 Schmitz Hall (206-543-1240) (www.washington.edu/counseling/), provides a variety of services which may be broadly described as psychological in nature and which are aimed toward maximizing one's potential for intellectual and social growth. Besides individual counseling, the Center also runs stress reduction programs for test anxiety, dissertation procrastination, single parents, returning students and so on. The center also maintains an occupational library in conjunction with its career-planning program. Except for this library, the Center operates on a fee schedule.

Hall Health Center, 4060 E. Stevens Way NE (206-685-1011) offers high-quality primary and specialty care to the UW community. UW-Seattle students are eligible for a number of health services at no further cost as a part of the UW Services & Activities Fee. Note: students are only eligible during quarters that they are enrolled in UW-Seattle classes.

Hall Health: <http://depts.washington.edu/hhpcweb/>

Access + Accommodations

Disability Resources for Students (DRS), supports students who have a temporary health condition or permanent disability that requires accommodations (conditions include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts). Students are encouraged to contact DRS at 206-543-8924 or uwdrs@uw.edu or <http://depts.washington.edu/uwdrs/>. DRS offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions. Reasonable accommodations are established through an interactive process between you, your instructor(s) and DRS. It is the policy and practice of the University of Washington to create inclusive and accessible learning environments consistent with federal and state law.

Religious Accommodation

Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW's policy, including more information about how to request an accommodation, is available at [Religious Accommodations Policy \(https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/\)](https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/). Accommodations must be requested within the first two weeks of this course using the [Religious Accommodations Request form \(https://registrar.washington.edu/students/religious-accommodations-request/\)](https://registrar.washington.edu/students/religious-accommodations-request/)

Undocumented Student Resources

UW wholeheartedly welcomes and supports undocumented students of all ethnicities and nationalities in all graduate and undergraduate programs. The Graduate Opportunities and Minority Achievement Program (GO-MAP) of the University of Washington Graduate School has compiled information and resources for departments and individuals seeking status (self-identified DREAMers, HB 1079 eligible, and/or DACA approved).

GO-MAP - <https://grad.uw.edu/equity-inclusion-and-diversity/go-map/undocumented-graduate-students/>

Housing

Since the housing market is very tight in the Seattle area, students should make housing arrangements as early as possible, ideally several weeks before classes begin. The University has a Housing Office in 301 Schmitz Hall which maintains University residence halls and has a rental listing referral board. The graduate student "grapevine" can also be very helpful.

U-Pass and Parking

The U-PASS is a bus pass plus more. Loaded right onto the Husky Card, the U-PASS provides students with a variety of low-cost transportation options—from unlimited rides on buses, commuter train service and light rail, to vanpooling and discounted impromptu carpooling. Student U-PASS is a universal program for eligible students on the Seattle campus. All students who pay the Service & Activities Fee (SAF) are automatically U-PASS members and are required to pay the U-PASS fee. Students not eligible for a universal U-PASS can purchase U-PASS membership.

U-Pass: facilities.uw.edu/transportation/student-u-pass

Parking for students on campus is very limited. Contact [Transportation Services](#) additional information.

Parking for Physically Handicapped: Physically handicapped students must obtain a certificate from a physician and a Disability Parking Request from Hall Health Center indicating that a special parking assignment is essential in order for them to perform their assigned duties or to attend classes.

UW Graduate School

The UW Graduate School website contains everything you need to know to survive and prosper as a graduate student at the University of Washington.

Graduate School website: grad.uw.edu/

Index of Graduate School Memoranda and Policies

This includes concurrent degrees, grading, low scholarship, on-leave procedures, and re-admission.

Graduate School Policies + Procedures: grad.uw.edu/policies-procedures/

UW Student Guides

A comprehensive reference for UW students. It includes the time schedule, academic calendar, and tuition rates.

Student Guide: [washington.edu/students/](https://www.washington.edu/students/)

PROFESSIONAL RESOURCES

American Society of Landscape Architects (ASLA)

All students are eligible for student membership in this professional organization and qualify for a substantial discount in membership fees as full-time students.

WASLA is the local Washington State Chapter of the ASLA. WASLA has several committees that may be of interest such as Advocacy or Student and Emerging Professional.

Membership materials are available on the ASLA website: www.asla.org
WASLA: <https://www.wasla.org/>

WASLA Student Chapter (UWASLA)

The University of Washington Student Chapter of the American Society of Landscape Architects (UWASLA) represents both the graduate and undergraduate student bodies in the department. It offers a mentorship program and hosts a variety of social and educational activities throughout the school year.

For the current activities, visit the website: uwasla.org or Facebook: UW Student Chapter of the ASLA.

Landscape Architecture Professional Advisory Council (LA PAC)

The Professional Advisory Council (PAC) is a volunteer group of practicing landscape architects, formed to support the Department's teaching, outreach and fundraising efforts.

The PAC participates in various departmental events, serves as a sounding board for the Chair, and provides valuable input to the Department on professional issues, trends and opportunities as they relate to the teaching of landscape architecture. In doing so, it connects the Department with the professional community, grounds the program in actual practice, and expands the capacity of the Department at a time when University resources are limited.

See the department website for a list of current members: larch.be.uw.edu/support/professional-advisory-council/

Professional Organizations for Allied Disciplines

There are several professional organization chapters for allied disciplines in Seattle, often with student groups. Students are encouraged to contact allied organizations directly as related to their interests. Some to consider are AIA Seattle and Center for Architecture and Design (Architecture), Urban Land Institute (Urban Development), American Planning Association (Urban Planning).

APPENDIX A: EXTRAORDINARY CIRCUMSTANCES QUARTERS + POLICY ADJUSTMENTS

Extraordinary Circumstance Quarters

An extraordinary circumstances quarter (ECQ) is one that has had extenuating circumstances that globally or by individual campus have had an impact on grading and student success. UW, the Graduate School and the Department have adjusted some policies for these quarters. These policy adjustments apply only for officially designated Extraordinary Circumstance Quarters.

The University has deemed Spring quarter 2020, Summer quarter 2020, and Autumn quarter 2020 as extraordinary circumstances quarters.

Grad School COVID-19 Information - <https://grad.uw.edu/about-the-graduate-school/graduate-school-covid-19-information/>

Grad School Program Adjustments in response to COVID-19 - <https://grad.uw.edu/about-the-graduate-school/graduate-school-covid-19-information/guidance-regarding-program-adjustments-in-response-to-covid-19/>

Extended Leave of Absence Policy Adjustment

Currently enrolled students may opt to take a leave of absence in any or all quarters of the 2020-21 academic year due to COVID-19/health, F1 visa/travel issues, unexpected changes to financial ability, family emergency or other reasons. Students are not subject to the 1 quarter on-leave restriction. Students are encouraged to communicate with the GPC prior to submitting a request form. Students must complete the Department request form. International students should consult with ISS for additional information prior to taking a leave of absence. Students are responsible for understanding all department and Graduate School policies and procedures related to on-leave status.

Deferred Enrollment Policy Adjustment

An admitted student who cannot enroll in their program in autumn 2020 due to COVID-19/health, F1 visa/travel issues, unexpected changes to financial ability, family emergency or other reasons may request to postpone their initial enrollment. Students must complete the Department request form.

- **MLA I (3 year track)** students are eligible for a deferral for 1 year (start Autumn 2021).
- **MLA II (2 year track)** students are eligible for a deferral for 1 quarter (start Winter 2021) or 1 year (start Autumn 2021).

Conditions for deferred enrollment:

- Deferred Enrollment will be granted to students who have already accepted their offer and paid their Enrollment Confirmation Deposit. Students who have not accepted their 2020 offer of admission and would like to start autumn 2021 should reapply for 2021 admission.
- A Student must withdraw from all courses *before* submitting the request for deferred enrollment.
- Recruitment scholarships or tuition waivers awarded to the student for the 2020-21 academic year may not be eligible to be deferred.
- Deferred students will be considered for funding opportunities with the 2021 admissions cohort.
- Because we will be reserving a place for you in the 2021 class, we will ask you to reconfirm your intention to enroll by January 15, 2021 before we begin our 2021 admissions cycle. We will contact you around December 15, 2020 with a reminder.

Grad School COVID-19 Deferral Policy - <https://grad.uw.edu/admission/covid-19-admissions->

[faqs/#Deferrals](#)

WRGP Documentation for Students Who Defer Enrollment

- For students who defer for a full year: WRGP status approved based on original proof of residency (student does not need to maintain residency during gap year)
- Students who defer for full year who did not originally qualify but establish residency in a WRGP state for prior to enrolling: review on a case-by-case basis as part of the current admissions cycle
- Students who reapply (by choice): new proof of residency will be required

Grading Policy Adjustments – S/NS grading option | Minimum Grade Requirement

- **S/NS graded courses will count for MLA degree requirements.** Typically, S/NS grading cannot be used for courses fulfilling degree requirements (required courses and selective courses) because the threshold for an “S” grade is 2.7 but the threshold for MLA degree requirements is 3.0. However, for ECQ, the department will accept 2.7 and above for courses fulfilling degree requirements.
- **S/NS grading option may be selected for any course** including required courses, selective courses and elective courses.
- **A minimum 3.0 GPA for the quarter and a 3.0 cumulative GPA is still required to remain in good academic standing.** If you will receive a 2.7-2.9 numerical grade in a course, you are encouraged to shift to S/NS grading so that your GPA does not drop below a 3.0.
- **You can select S/NS grading for as many or as few courses as you would like.** There is no limit or minimum to the number of courses or credits that can be changed to S/NS grading.
- **If you earn a 2.7-2.9 for a course during an ECQ, please request to change to S/NS.** DARS will automatically accept an “S” grade for degree requirements for courses taken during ECQ. However, DARS will not accept a numerical grade below 3.0.
- **Grading Option Change Requests** must be made by the stated deadlines on the UW Academic Calendar under the “Adding/Dropping Courses or Complete Withdrawal”. Students may use the Extraordinary Circumstances Quarter Late Grading Option form after grades have posted until they apply to graduate. Students using the ECQ Late Grading Option will be assessed the \$20 late grade fee. Students may request to shift from numeric to S/NS or S/NS to numeric. See the website below for the form, full details and specific deadlines for each quarter deemed ECQ.

Office of the Registrar Late Grading Option Change Request -
<https://registrar.washington.edu/students/ec-grading-change-request/>

Capstone Thesis Option: Fee Waiver for 2-week submission extension

This policy applies for students doing the THESIS CAPSTONE OPTION and graduating in an extraordinary circumstance quarter only. This does not apply to students who are doing the Capstone Studio and students doing a Group Project.

The Graduate School has extended the deadline to electronically submit your thesis (ETD) to the end of the typical 2-week extension period and removed the typical fee if you extend. However, students should discuss the appropriate deadline for submitting their thesis project with their committee as students should be aware that our faculty on are 9-month contracts and faculty are off contract before the end of the 2-week extension. Typically we only allow the extension in exceptional cases otherwise faculty are obligated to work past their contract date. Thesis committees will determine if students may submit their thesis after the typical deadline on a case-by-case basis.

Details from the Graduate School for Spring quarter 2020.

- Students who are registered for spring quarter, have submitted a [Master's Degree Request](#) for spring quarter or passed their Final Exam during spring quarter, and submit their ETD by **June 26th** will be graduated Spring 2020. They are not required to pay the \$250.00 [Graduate Registration Waiver](#)

Fee. Students who are registered spring quarter and have already paid the \$250.00 Graduate Registration Waiver Fee will receive a refund.

- Any student who submits their ETD after June 26th must register for Summer 2020.
- This two-week extension applies only to ETD submission for Spring 2020.

Grad School Two-week extension for ETD Submission - <http://depts.washington.edu/uwgrad/2020/05/two-week-extension-for-spring-2020-etd-submission/>

English Language Proficiency Admissions Requirement Policy Adjustment

Applicants from countries in which the official language is not English, must demonstrate proficiency in English. The most common way is to submit TOEFL test scores. TOEFL test scores are valid for two years and must be valid on the date the application is submitted. The online application will prompt you to self-report your test scores. Test scores must be received by the application deadline.

TOEFL iBT / TOEFL iBT Special Home Edition

- Minimum score for admission: 92
- Report official TOEFL scores to UW Institution code: 4854
- Self-report scores on the online application

As of 6/2/2020 the Graduate School is temporarily accepting official test scores for both the [Duolingo English Test](#) and the [TOEFL ITP Plus For China](#) to assist international students with remote testing options.

Students admitted with the Duolingo English Test or the TOEFL ITP Plus for China will be required to take all sections of the UW [Academic English Language Program \(AEP\) Placement Exam](#) and take any AEP courses indicated by the exam outcome. Students who receive a Teaching Assistantship will also be required to take the [Versant](#) English test and meet the Versant requirements described in [Memo 15](#). The UW Office of Educational Assessment has indicated the AEP they are developing an online version for students beginning in Autumn 2020. Please check their website for updates.

See [UW Grad School COVID-19 Admissions FAQs](#) for all details and requirements.

TOEFL ITP Plus for China (Level 1 Test)

- Minimum score for admission: 627 (C1)
- Report official scores: see [UW Grad School COVID-19 Admissions FAQs](#) for full instructions
- Self-report scores: see [UW Grad School COVID-19 Admissions FAQs](#) for full instructions

Duolingo English Test

- Minimum score for admissions: 115
- Report official scores: see [UW Grad School COVID-19 Admissions FAQs](#) for full instructions
- Self-report scores: see [UW Grad School COVID-19 Admissions FAQs](#) for full instructions

For more information about English Language Proficiency requirements and additional ways to demonstrate English proficiency, see [UW Graduate School — Understanding the Application Process](#) and [UW Graduate School Memo 8](#).