



BACHELOR OF LANDSCAPE ARCHITECTURE GUIDE

**Department of Landscape Architecture
College of Built Environments
University of Washington**

version 7.0
Autumn 2017

Welcome to the BLA Program!

This guide is intended to provide you with BLA program requirements and policies, information about Department and College resources, and selected references to University resources. For University requirements and policies, please refer to the appropriate UW website. If you have questions about or suggestions for this guide, contact Chelsea Hoffman, your BLA Program Coordinator.

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1. BLA CURRICULUM

The University of Washington Department of Landscape Architecture offers fully accredited professional Bachelor of Landscape Architecture (BLA) degree program that empowers students with knowledge and skills in Urban Ecological Design to address emerging challenges in our environments. Please refer to the Department website to learn more about our focus on Urban Ecological Design:

<http://larch.be.washington.edu/features/urban-ecological-design/>

Course Requirements

There are two types of courses you need to complete to receive your BLA degree: General Education Requirements and Prerequisites, and courses specific to the BLA degree after you are admitted into the program. As you begin your journey the BLA Program this fall, you are expected to have already completed 70 credits, including General Education Requirements and Prerequisite classes. Please refer to the UW Student Guide section on the Bachelor of Landscape Architecture

<http://www.washington.edu/students/gencat/academic/larch.html> for details. If you have not fulfilled the General Education requirements or BLA prerequisites before being admitted the BLA program, you will need to fit these into your schedule. Meet with the BLA Program Coordinator in Fall Quarter of entering the BLA Program to plan for fitting these classes with the others you need to stay in sequence.

Course requirements are shown on the following “BLA Degree Requirements Checklist”. Your studies within the BLA Program focus on landscape architecture theory, history, skills, related studies, and studio courses. Studios often involve local communities, with the capstone studio as a design-build project. For courses that fulfill Directed Electives requirement, meet with your BLA Program Coordinator for the current list.

If you have previously taken or wish to take a course or courses at UW or another institution that you do not see on the list of Directed Electives, and you believe the content would apply to your Directed Electives requirements, you may use a Curriculum Petition to request that this course replace the required course. Copies of the Curriculum Petition form are located in the vertical file case just outside the Landscape Architecture Office. This form explains the process and what materials are needed. Please review this form and prepare materials prior to meeting with the BLA Coordinator.

Credit Requirements

The BLA degree requires 182-183 credits. Some courses that you take may fulfill both General Education Requirements and/or Prerequisites or BLA Course Requirements. This overlap would give you more flexibility in choosing courses within or outside the Department to enrich your knowledge and skills. Consider taking LARCH 476 Professional Operations [Practicum], special offerings in the Department (typically LARCH 498 or 499, or as LARCH 598) or possibly a Minor.

Typical Sequence

Once admitted to the BLA Program, you may undertake a 7 Quarter or 9 Quarter Sequence. Charts on page 5 illustrate these. You need to stay in sequence, as all Landscape Architecture and several Directed Elective courses are offered only once each academic year. For the 9 Quarter sequence, LARCH 476 Professional Operations (aka Practicum) is shown in the 7th Quarter, Autumn, where there is not a BLA studio. This course is not required, but encouraged as a way to learn in a professional setting, following the knowledge you gain in LARCH 473 Professional Practice in the preceding Spring Quarter.

University of Washington | Department of Landscape Architecture

BLA Degree Requirements ChecklistEffective for Students entering **Autumn Quarter 2016+**

Name: _____ Student #: _____ Qtr./Yr. Admitted: _____

Prerequisite LARCH Courses to the BLA Program:

	credits	quarter	grade
1. LARCH 300 Intro. LA Design Studio	6	Aut Sum	
2. LARCH 352 History Landscape Arch.	5	Autumn	
3. LARCH 353 History of Modern LA	5	Winter	

General Education Prerequisites (minimum 72 credits)

English Composition	5
Quantitative & Symbolic Reasoning	4-5
Diversity	3
Writing (LARCH 352 & LARCH 353 fulfill this)	10
Areas of Knowledge	60

VLPA (20 credits), I & S (20 credits), and NW (20 credits), one class to fulfill pre-requisite for ESS 315/ENVIR 313 or ESS 301; plant biology class recommended.

LARCH 300 and LARCH courses, not required within the BLA program, may count in these areas.

BLA Program Courses

Studios--required:	credits	quarter	grade
LARCH 301 Design Foundations	6	Autumn	
LARCH 302 Urban Sites	6	Winter	
LARCH 303 Ecological Systems	6	Spring	
LARCH 402 Neighborhood Design	6	Win/Sum	
LARCH 403 Cultural Landscape	6	Autumn	
LARCH 474 Advanced Design	6	Winter	
LARCH 475 Community Design/Build	6	Spring	

Plants/Planting Design--required:	credits	quarter	grade
Plants: ESRM 331 or BIOL 317	5	Spr/Sum	
Managing Plants: ESRM 480, ESRM 474, ESRM 473, <u>or</u> ESRM 479	5	check online	
LARCH 424 Adv. Planting Design Ser	3	Aut/Spr	

Graphics--required:	credits	quarter	grade
LARCH 411 Landscape Representation	3	Autumn	
LARCH 440 Digital Media I	3	Winter	
LARCH 441 Digital Media II	3	Autumn	

History--Prerequisite courses	credits	quarter	grade
LARCH 352 History Landscape Arch.	5	Autumn	
LARCH 353 History of Modern LA	5	Winter	

Construction--required:	credits	quarter	grade
LARCH 331 Landform Grading & Drainage	3	Autumn	
LARCH 332 Landscape Construction	3	Autumn	
LARCH 433 Design Implementation	3	Winter	
LARCH 432 Urban Soils Hydrology	3	Spring	

Theory and Skills--required:	credits	quarter	grade
LARCH 341 Site Design & Planning	3	Autumn	
LARCH 361 Human Experience of Place	3	Winter	
LARCH 363 Ecological Design & Planning	3	Spring	
LARCH 473 Professional Practice	3	Winter	

Directed Electives--required (see list):	credits	quarter	grade
Ecology and Forestry--2 courses	6		
Environmental Law, Policy & Business	3		
Urban Design & Planning	3		
Land: ESS 315 (or ESS 301 when offered)	5	Winter	

Free Electives--optional:	credits	quarter	grade
LARCH 406 Individual Design	varies		
LARCH 476 Prof'l Operations(Practicum)	1-6		
LARCH 499 Undergraduate Research**	varies		

NOTES:

*Maximum 9 credits of LARCH 476

**Maximum 9 credits of LARCH 499

UNIVERSITY OF WASHINGTON | DEPARTMENT OF LANDSCAPE ARCHITECTURE
BACHELOR OF LANDSCAPE ARCHITECTURE

COURSE SEQUENCING FOR BLA THREE-YEAR (9 QUARTER) PROGRAM | ENTERING BLA IN AUTUMN 2016+

LARCH COURSE PREREQUISITES (16 credits)

1	LARCH 300	Introduction to LA studio	6
2	LARCH 352	History of Landscape Architecture	5
3	LARCH 353	Modern History of Landscape Architecture	5

GENERAL EDUCATION REQUIREMENTS (minimum 72 credits)

English Composition	5
Quantitative and Symbolic Reasoning	4-5
Diversity	3
Writing (LARCH 352 & LARCH 353 fulfill reqmt.)	10
Areas of Knowledge	60

VLPA (20 credits), I & S (20 credits), and NW (20 credits, one class to fulfill pre-requisite for ESS 315/ENVIR 313 or ESS 301; plant biology class recommended). LARCH 300 and LARCH courses, not required within the BLA program, may count in these areas

TAKE CLASSES IN BOLD IN THE QUARTER LISTED; TAKE CLASSES NOT IN BOLD AS LISTED UNLESS YOU'VE ALREADY TAKEN THEM AND THEN REFER TO DIRECTED ELECTIVES REQUIREMENTS:

	AUTUMN	WINTER	SPRING
YEAR 1	LARCH 301 Design Foundations Studio	LARCH 302 Urban Sites Studio	LARCH 303 Ecological Systems Studio
	LARCH 331 Landform Grading & Drainage	LARCH 361 Experience of Place	LARCH 363 Ecological Design & Planning
	LARCH 341 Site Design & Planning	LARCH 440 Digital Media I	ESRM 331-or-BIOL 317 Landscape Plant Recognition
	LARCH 411 Landscape Representation I	3-5 credit Directed Elective*	3 credit Directed Elective*
	Total Credits	15	Total Credits 15-17
YEAR 2	LARCH 403 Cultural Landscape Studio	LARCH 402 Neighborhood Design Studio	LARCH 432 Soils & Hydrology*
	LARCH 332 Landscape Construction	LARCH 433 Design Implementation	LARCH 424 Advanced Planting Design--or take Aut. Directed Electives or Minor*
	LARCH 441 Digital Media II	LARCH 473 Professional Practice	LARCH 476 Practicum-optional (max 9 credits)
	LARCH 424 Advanced Planting Design--or take Spring or 3 credit Directed Elective or Minor*	ESS 315 Environmental Earth Science or other 3-5 credit Directed Elective or Minor*	LARCH 454 History of Urban Landscapes*
	Total Credits	15	Total Credits 15-17
YEAR 3	LARCH 476 Practicum-optional (max 9 credits)	LARCH 474 Advanced Design Studio	LARCH 475 Community Design/Build Studio
	[ESRM 480 Land. Plant Science & Sustain. Mgt.** 5**]	[ESRM 473 Restoration in North America** 5**]	[ESRM 479 Restoration Design** 5**]
	[ESRM 474 Rstr. Problem Solving-Ecological Engrng.** 5**]	Other Directed Electives or Minor*	Other Directed Electives or Minor*
	CM 500 Design & Construction Law* 3*		CM 423 Construction Law* 3*
	Other Directed Electives or Minor*		
Total Credits	varies	Total Credits varies	Total Credits varies

* Refer to the **Directed Electives List** for other course option(s) to fulfill your Directed Electives requirements shown on the BLA Degree Requirements Checklist. If you undertake a Minor or Certificate Program, plan when to take courses to fulfill those course requirements along with the BLA Directed Electives requirements.

In YEAR 3, **ONLY ONE of these classes--ESRM 473, 474, 479, 480 -- listed in Autumn and Winter Quarters, needs to be taken to fulfill the Managing Plants requirement.

Students should meet with the BLA Program Coordinator regularly to ensure that all program requirements are met.

updated: 5/4/2017

UNIVERSITY OF WASHINGTON | DEPARTMENT OF LANDSCAPE ARCHITECTURE
BACHELOR OF LANDSCAPE ARCHITECTURE

COURSE SEQUENCING FOR BLA TWO-YEAR + SUMMER QUARTER (7 QUARTER) PROGRAM | ENTERING BLA IN AUTUMN 2016+

LARCH COURSE PREREQUISITES (16 credits)

1	LARCH 300	Introduction to LA studio	6
2	LARCH 352	History of Landscape Architecture	5
3	LARCH 353	Modern History of Landscape Architecture	5

GENERAL EDUCATION PREREQUISITES (minimum 72 credits)

English Composition	5
Quantitative & Symbolic Reasoning	4-5
Diversity	3
Writing (LARCH 352 & LARCH 353 fulfill reqmt.)	10
Areas of Knowledge	60

VLPA (20 credits), I & S (20 credits), and NW (20 credits, one class to fulfill pre-requisite for ESS 315/ENVIR 313 or ESS 301; plant biology class recommended). LARCH 300 and LARCH courses, not required within the BLA program, may count in these areas.

TAKE CLASSES IN BOLD IN THE QUARTER LISTED; TAKE CLASSES NOT IN BOLD AS LISTED UNLESS YOU'VE ALREADY TAKEN THEM AND THEN REFER TO DIRECTED ELECTIVES REQUIREMENTS:

	AUTUMN	WINTER	SPRING	SUMMER
YEAR 1	LARCH 301 Design Foundations Studio	LARCH 302 Urban Sites Studio	LARCH 303 Ecological Systems Studio	LARCH 402 Neighborhood Design Studio
	LARCH 331 Landform Grading & Drainage	LARCH 361 Experience of Place	LARCH 363 Ecological Design & Planning	3 Directed Elective*
	LARCH 341 Site Design & Planning	LARCH 440 Digital Media I	ESRM 331-or-BIOL 317 Landscape Plant Recognition	3 or 5 Directed Elective*
	LARCH 411 Landscape Representation I	ESS 315 Environmental Earth Science	3 credit Directed Elective*	3*
	Total Credits	15	Total Credits 17	Total Credits 14-17
YEAR 2	LARCH 403 Cultural Landscape Studio	LARCH 474 Advanced Design Studio	LARCH 475 Community Design/Build Studio	LARCH 432 Soils and Hydrology*
	LARCH 332 Landscape Construction	LARCH 433 Design Implementation	LARCH 424 Advanced Planting Design--or take Aut.	3
	LARCH 441 Digital Media II	LARCH 473 Professional Practice	CM 423 Construction Law** 3*	3
	LARCH 424 Advanced Planting Design--or take Spring or 3 credit Directed Elective or Minor*	[ESRM 473 Restoration in North America** 5**] or other 3-5 credit Directed Elective*	[ESRM 479 Restoration Design** 5**]	3-5
	Total Credits	15-17	Total Credits 15-17	Total Credits 12-17

* Refer to the **Directed Electives List** for other course option(s) to fulfill your Directed Electives requirements shown on the BLA Degree Requirements Checklist. If you undertake a Minor or Certificate Program, plan when to take courses to fulfill those course requirements along with the BLA Directed Electives requirements.

In YEAR 2, **ONLY ONE of these classes--ESRM 473, 474, 479 or 480 -- listed in Autumn, Winter, Spring Quarters, needs to be taken to fulfill the Managing Plants requirement.

Students should meet with the BLA Program Coordinator regularly to ensure that all program requirements are met.

updated: 5/4/2017

Bachelor of Landscape Architecture (BLA) Studio Requirements Policy

adopted by the faculty September 23, 2010

This policy outlines studio requirements for the professional Bachelor of Landscape Architecture (BLA) degree. It describes when and how students may replace a required studio with another studio course.

The BLA curriculum provides rigor and flexibility for the professional degree, and the required BLA studio sequence provides the program's essential structure. The faculty recognize the value of interdisciplinary and international studios and encourage students to pursue such opportunities. However, students cannot replace required BLA studios with other studios without prior application and approval through the "Curriculum Petition" process. One of the required studios may be replaced through this process.

required studios

The BLA program consists of seven required studios: LARCH 301, 302, 303, 402, 403, 474, and 475.

LARCH 301, 302, 303 studios are taken in conjunction with incoming 3-year MLA students. These introduce the development of design process and skills as a foundation for subsequent BLA and MLA studios. These studios are fundamental to the program, and may not be replaced by other studio courses.

The LARCH 402 (Neighborhood Design) and 403 (Cultural Landscapes) studios are taken in the second year of the BLA program. **Students may replace one (but not both) of these studios with another studio**, such as international travel or a CBE studio offering with similar content. See paragraph below "process for requesting a replacement for 402 or 403 studio"

The third-year LARCH 474 (Project Design) and 475 (Advanced Project Design) studios engage students in projects that advance and refine their professional skills, typically with community clients. Given the variability of 474 studio projects, students may apply to replace it with another studio. The 475 studio is the BLA capstone, a design-build studio in which students work with a real client to design and build a landscape. LARCH 475 integrates and applies the prior years' evolving professional skills towards a tangible place. This studio is required for all BLA majors and may not be replaced even by other design-build studios.

process for requesting a replacement for required LARCH 402 or 403 studio

Requests for replacing a required studio must be made to the BLA program coordinator no later than the 5th week of the preceding quarter, with the student submitting a complete Curriculum Petition including a syllabus or course description for the replacement studio. The BLA Coordinator will confer with the faculty assigned to teach the required studio and notify the student of the decision within two weeks of receiving a complete Curriculum Petition.

additional studios

Students may take additional studios during quarters when there is not a required BLA studio.

2. CHARTING YOUR COURSE—AND MAKING THE MOST OF THE JOURNEY!

Advising

The BLA Program Coordinator provides advising on BLA curriculum and program questions for students in the BLA program, holds BLA information meetings for students interested in the BLA program, and serves on the BLA Admissions Committee. As noted in this section, you'll meet quarterly with the BLA Program Coordinator for course planning, and can schedule individual meetings as well. This year, Chelsea Hoffman is the BLA Program Coordinator.

The Department's Program Coordinator, JoAnne Edwards, addresses many administrative aspects of the Department, including managing student files and admissions applications. She tracks course requirements for graduation as you move through the program, and can respond to questions you may have about University policies. You may set up an appointment to meet with her, or email her a question (email: slocan@uw.edu). To make an appointment, go online and sign in at: <http://larchwp.be.washington.edu/lapeople/office-hours/> Find JoAnne's name on the "select name" bar and follow instructions to sign up for a time.

Minors, Certificates, and Dual Degrees

Depending upon your own career goals and your previous studies, you may wish to pursue a Minor, Certificate, or complete another degree while undertaking your BLA. As you may have noticed in reviewing the "Typical 3-Year Program of Study", opportunities for taking courses outside the BLA Program requirements during Fall, Winter, and Spring quarters are constrained, particularly in the first and second years of the Program. However, if you have specific interests and plan strategically, you may find that you can complete a Minor or Certificate without committing to further quarters of study or excessively heavy course loads. With Minors or Certificates in related fields, the requirements for these may overlap with the BLA Directed Electives requirements. Completing another degree typically requires more time, unless you have significantly completed the other degree prior to entering the BLA program. If you wish to pursue such additional studies, schedule an appointment with the BLA Coordinator early in your studies.

Certificates and Minors in related fields you may wish to explore include—this isn't an exhaustive list:

Urban Design Certificate

<http://www.caup.washington.edu/certificates/ud.html>

Historic Preservation Certificate

<http://www.caup.washington.edu/certificates/hp.html>

Minor in Urban Design and Planning

<http://www.washington.edu/students/genecat/academic/urbdp.html#MINOR>

Minor in Architecture

<http://www.washington.edu/students/genecat/academic/arch.html#MINOR>

Minor in Environmental Studies

http://depts.washington.edu/poeweb/students/es_minor.html

Minor in Ecological Restoration

<http://depts.washington.edu/uwren/minor.html>

Quarterly Course Planning Meetings

Prior to the start of registration opening for subsequent quarters, except prior to autumn registration time, the BLA Coordinator will schedule a BLA course planning meeting for all current BLA students to attend. The meetings are usually held at lunchtime in the studio, and include an overview of what LARCH courses students will need to take, discussion about possible Directed Elective courses students may take (including insights from students who have taken certain courses) and an informal question and answer time. You must complete a "Quarterly Course Plan" form and submit it to the BLA Coordinator for his/her review and signature. The form will then be placed in your file (see section "Your Student File" below).

If you cannot make the scheduled meeting time, you need to complete a "Quarterly Course Proposal" form and leave it in the BLA Coordinator's mailbox for review and signature.

If you have questions specific to your situation, you should schedule an individual meeting with the BLA Coordinator in lieu of or in addition to the quarterly course planning meeting.

Individual Meetings

As you undertake your studies in the BLA Program, you are encouraged to meet with the BLA Coordinator for questions you may have about course planning. For some questions, an email may be most useful. You can email Chelsea Hoffman at chelhoff@uw.edu. To make an appointment, go online and sign in at: <http://larchwp.be.washington.edu/lapeople/office-hours/> Find Chelsea's name on the "select name" bar and follow instructions to sign up for a time.

Tracking DARS

You may already be familiar with the UW's "Degree Audit Reporting System" –aka DARS. If not, please refer to: <http://www.washington.edu/students/reg/dars/>

You should refer to DARS as you track your progress towards fulfilling graduation requirements. If you find errors in DARS, please contact the Department of Landscape Architecture Program Coordinator, JoAnne Edwards.

Your Student File

The Department of Landscape Architecture keeps a file folder for each student in the program, which includes documentation on planning and progress of your BLA studies. These files are kept secure. You may request your file when meeting with the BLA Program Coordinator or with the Department Program Coordinator. The file must remain within the Landscape Architecture office, Gould 348.

Faculty Office Hours

Each faculty member in Landscape Architecture has office hours, and you are encouraged to sign up and meet with faculty. If you have questions about a course you're currently taking with one, or want to learn more about a course s/he teaches or may teach, or about the profession, a face-to-face meeting may well accomplish more than an email correspondence. Typically, faculty hold their office hours in their respective offices. To make an appointment, go online and sign in at: <http://larchwp.be.washington.edu/lapeople/office-hours/> Find the faculty's name on the "select name" bar and follow instructions to sign up for a time.

UW Student Chapter of American Society of Landscape Architects

The University of Washington Chapter of the American Society of Landscape Architects (ASLA) engages students with each other, with the local professional community, and with the larger profession in myriad ways. Watch for announcements on upcoming meetings and get involved! The ASLA-UW

Student Chapter bulletin board is located on the wall next to Gould 348. You may join the ASLA as a “student affiliate”. See: <http://www.asla.org/> for more information about this organization and the profession. To learn about the Washington Chapter of ASLA, go to: <http://www.wasla.org/>

Student Mentor Program

For several years, a mentor program initiated by students has connected individual students with a local landscape architecture professional for informal mentoring. This is a wonderful opportunity for you to get acquainted with a local practitioner, and learn from him/her. Watch for announcements about this program through the UW ASLA chapter.

Student Service in the Department Activities

There are many opportunities for students to be involved in Department Activities; these are typically announced by email. Such opportunities include participation in preparing for special events that the Department hosts, taking part in events where the Department may be represented on campus, providing student work for accreditation visits, and serving on committees. An annual committee in which second and/or third year BLA participate is the Admissions Committee.

3. BLA EVALUATION AND PERFORMANCE POLICIES

adopted by the faculty September 23, 2010

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 evaluation 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. The grading guidelines have drawn on the policies of the College of Built Environments and the Department of Architecture.

Department of Landscape Architecture Grading Guidelines

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 BLA students are requirements.*

Grade	Interpretive 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	High Quality 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	Strong performance the work shows consistent improvement and creativity; there is evidence of recognition and understanding of the salient issues.
3.0 - 3.1	Good performance; well-reasoned and complete, but not especially creative or insightful; Understanding, while competent, warrants improvement.
2.6- 2.9	Competent performance; moderately well-reasoned with indications that understanding of the important issues could be improved upon and expanded.
2.3 - 2.5	Minimally Competent performance: with indications that understanding of the important issues is less than complete and perhaps inadequate in other respects. Meets professional degree expectations of competent performance.
2.0-2.2	Poor performance; barely meets the minimal professional degree expectations for the course; understanding of salient issues is incomplete.
1.7-1.9	Unacceptable work: while work meets University requirements; work does not meet minimal professional degree expectations; the understanding of salient issues and overall performance indicate further study is required prior to continuing to more advanced work in the professional program.
0.7-1.6	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

FOR BLA: BLA students must earn a minimum grade of 2.5 in all design studios required by the BLA degree program. A 2.0 is the minimum grade allowed for any other required course in the BLA program. For any grade below 2.0, the student will receive undergraduate credit for the course if it is 1.7 or above, but must repeat the course and achieve a minimum 2.0 grade in order to apply it to completion of BLA degree requirements.

Letter Grades

Landscape Architecture courses may have evaluation with letter grades instead of numeric grades, using the UW "Standard Grading System" shown here, excerpted from:

http://www.washington.edu/students/genclat/front/Grading_Sys.html - GRADE

- " N In Progress - Indicates that the student is making satisfactory progress and a final grade will be given at the end of the quarter the work is completed. Used only for thesis, research, and hyphenated courses (courses not completed in one quarter) and courses numbered 600, 601, 700, 750, and 800. An "N" grade carries with it no credit or grade until a regular grade is assigned.
- I Incomplete - An Incomplete is given only when the student has been in attendance and has done satisfactory work until 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. A written statement of the reason for the giving of the Incomplete, listing the work which the student will need to do to remove it, must be filed by the instructor with the head of the department or the dean of the college in which the course is given. ...[See website listed above for further details]
- S Satisfactory grade for courses taken on a satisfactory/not-satisfactory basis - An S grade is automatically converted from a numerical grade of 2.0 or above for undergraduates. The grade S may not be assigned directly by the instructor, but is a grade conversion by the Office of the University Registrar. Courses so graded can only be used as free electives and cannot be used to satisfy a University, college, or department course requirement. S is not computed in GPA calculations.
- NS Not-satisfactory grade for courses taken on a satisfactory/not-satisfactory basis - A grade less than 2.0 for undergraduates is converted to NS. NS is not included in GPA calculations. No credit is awarded for courses in which an NS grade is received.
- CR Credit awarded in a course offered on a credit/no-credit basis only or in courses numbered 600, 601, 700, 750, and 800 - The minimum performance level required for a CR grade is determined, and the grade is awarded directly, by the instructor. CR is not computed in GPA calculations.
- NC Credit not awarded in a course offered on a credit/no-credit basis only or in courses numbered 600, 601, 700, 750, and 800 - The grade is awarded directly by the instructor and is not included in GPA calculations.
- W Official withdrawal or drop from a course after the fourteenth calendar day of the quarter through the seventh week - to be followed by a number representing the week in which the course was dropped. An official withdrawal is not computed in GPA calculations. Students who do not officially drop a course(s) will receive a grade of 0.0. For DL-suffix courses that do not follow the quarter schedule, the grade W shall be assigned to any course dropped after the fourteenth calendar day after the start of the course and more than two weeks before the end of the maximum term for completion of the course, as specified at the time of registration. The date of withdrawal shall be noted on the transcript.
- HW Hardship Withdrawal - Grade assigned when a student is allowed a hardship withdrawal from a course after the fourteenth calendar day of the quarter. HW grades are not computed in GPA calculations."

Grade Calculation and Submission

Course syllabi should 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 (see <http://depts.washington.edu/grading/conduct/grading.html>). In many Landscape Architecture courses; however, interpersonal interaction and contribution to overall class effort are important aspects of student learning; in these cases the student's participation in class (but not merely attendance or behavior) can and should be evaluated.

Faculty assign grades to all students in their courses by deadlines stated on the University's Academic Calendar.

BLA Academic Performance Policy***purpose***

The Bachelor of Landscape Architecture degree at the University of Washington is a professionally accredited degree that contributes to criteria for gaining licensure to practice as a landscape architect. Thus, the Department of Landscape Architecture has established minimum grade requirements for students attaining this degree in order to document sufficient competency in the areas of study required by the Professional Accrediting Board (LAAB).

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

BLA academic requirements

Bachelor of Landscape Architecture majors must maintain a **2.5** GPA to graduate with the professional BLA degree. The scholastic performance of all BLA students whose cumulative U.W. GPA falls below **2.5** will be reviewed by the Department per the policy below.

BLA students must earn a minimum grade of **2.5** in all design studios required by the BLA degree program. These include but may not be limited to: LARC 301, 302, 303, 402, 403, 474, 475, 476.

BLA students must also earn a minimum grade of **2.0** in all other courses required by the BLA degree program.

Performance of students with a grade falling below the required minimum in any of the specified courses will be subject to faculty review. Additional information on grades and scholarship rules may be obtained from the Graduation and Academic Records Office, 264 Schmitz.

Failure to maintain a 2.5 GPA, either cumulative or for a given quarter during the student's tenure in the BLA program constitutes low scholarship and may lead to a change-in-status action by the department. Failure to maintain satisfactory performance and progress toward a degree may also result in a change-in-status action by the program.

BLA Low Scholarship/ Performance Policy

Departmental action when a student is not meeting academic standards may include, but are not limited to the following:

- A written notice that the student must repeat a course/courses and earn a specified grade and/or that the student must do additional coursework to demonstrate adequate mastery of the subject matter in which deficiencies are indicated.
- A requirement that the student meet with a designated faculty person or committee to develop a written contract between the student and the department outlining specific measures and goals for improvement of academic performance.
-

All departmental action documents will specify a definite time frame in which the required measures for improvement must be completed.

review determinations

A review of a student's performance can result in one of three general responses or courses of action: (1) no action; (2) a warning; or (3) probation.

1. No Action

Recommended for those students whose cumulative GPA is above 2.5 but whose **most recent quarter's work** is below 2.5, if the review has determined that this condition is not cause for immediate concern.

2. Warning

Recommended for students whose cumulative GPA has dropped slightly below 2.5 --i.e. 2.39-2.45
Recommended for students who have failed to meet expectations for performance and progress as determined by department faculty. Action taken as indicated above will be initiated and documented by the BLA program, but will not appear on the student's permanent record. The department is expected to notify each student in writing and place any documentation in the student's file.

3. Probation

Recommended for students who have not corrected the deficiency which caused the warn action within the time limit specified by the graduate program. Recommended for students who depart suddenly and substantially from scholarly achievement as defined by the graduate program. (A previous warn action is not necessary.)

4. Final Probation

Final probation is recommended for students who have not corrected the condition(s) that caused the probation recommendation within the time limit specified by the program (LA Department). This final probation is also recommended for students who fail to progress toward completion of the BLA program. A student will be carried on final probation status for one quarter before being changed to drop, probation as described above, or some other status. If this requires more than one quarter's work, the student must maintain a quarterly GPA of at least 2.5 each succeeding quarter or the student is dropped from major status for low scholarship.

fifth year student in final quarter

A senior who has completed the required number of credits for graduation, but whose work in what would normally be his or her final quarter places him or her on probation, does not receive a degree until removed from probation. A senior who has completed the required number of credits for graduation, but whose work in his or her last quarter results in his or her being dropped for low scholarship, does not receive a degree until readmitted and removed from probation.

BLA probation process

Students who have fallen below the 2.5 U.W. Cumulative GPA for more than one quarter during her/his enrollment in the BLA program will be placed on formal departmental probation. Once a student is placed on probation there must be a written agreement drawn up between the student and the department that outlines what the student must do to be removed from probationary status. Both the student and Undergraduate Program Coordinator should sign this document. This written agreement should be specific about the particular tasks required of the student (for example, re-writing a final term paper or refining a final design project) in order to be eligible for removal from probationary status. This written agreement should also specify a particular timeframe in which the student must produce the work in order to be removed from probation. Students who fulfill the terms specified for removal from probation will receive written notices that their probationary status has been removed.

In addition to the quarterly review of students who appear on the Program's Low Scholarship report, the Undergraduate Program Coordinator will conduct a review of all BLA students in the Department at least once each year. At this time s/he may send a warning letter to a student or recommend other action to the Chair of the Department (including probation, final probation) if a student has not been making adequate progress toward completion of the degree.

Any of the following circumstances will constitute inadequate progress toward the degree:

- Failure to successfully complete at least 15 credits in each calendar year, beginning at the time of admission to the program, exclusive of time when on leave.
- Failure to complete core requirements within two calendar years of admission. This requirement may be waived by the Undergraduate Program Coordinator (UPC) if the student presents a plan of study which s/he intends to follow and which is approved in advance by the UPC.
- Failure to remove incomplete grades by the end of the quarter following the one in which they are received. Incomplete grades include I, X and N grades. N grades may be continued for more than one quarter beyond the quarter in which they are received if the student's faculty sponsor sends a memorandum to the Graduate Program Coordinator explaining why the research was not completed, what progress was made during the previous quarter, what work remains to be done and when it is expected that the research will be completed.
- Accumulation of a large proportion of incomplete grades in any one quarter or development of a pattern of incomplete grades which indicates the inability of the student to handle the academic work required in the BLA program.

Any of the above circumstances will generate a warning letter from the Undergraduate Program Coordinator that will explain what the student needs to do to satisfy the provisions of satisfactory progress and the time frame for accomplishing this. If these requirements are not met within the time stipulated, the UPC will recommend probationary status.

The Department of Landscape Architecture will normally carry a student on probationary status for only one quarter. If the conditions causing the Probation are not eliminated within that quarter, a recommendation of Final Probation will be made to the Chair of the Department. After one quarter on Final Probation, a student must have satisfied the conditions of Probation and changed his/her status to “undergraduate student in good standing” or be dropped from the University.

All recommendations to the Chair will be made by the Department Undergraduate Program Coordinator. A student wishing to appeal any such recommendation may do so by writing to the Department Chair and explaining his/her reasons. The Chair will then ask the BLA Committee (excluding the ex officio members, Undergraduate Program Coordinator and Department Chair) to review the record, interview the student and make an independent recommendation to the Chair.

This recommendation is not binding on the Chairperson. The Chairperson may decide to support the Undergraduate Program Coordinator's recommendation, in which case s/he need take no action. The Chairperson will inform the student, the BLA Committee members and the Program Coordinator of his/her decision within five days of receiving the recommendation from the Committee. Students dissatisfied with the Chairperson's decision may then have recourse to the Student Academic Grievance Procedures, which may be found at: <http://www.washington.edu/admin/rules/policies/PO/EO58.html>

University Academic References and Resources

standard grading system

See: http://www.washington.edu/students/gencat/front/Grading_Sys.html - GRADE.

excerpts include:

“The UW uses a numerical grading system.... Instructors may report grades from 4.0 to 0.7 in 0.1 increments and the grade 0.0. The number 0.0 is assigned for failing work or if a student does not officially withdraw. Grades in the range 0.6 to 0.1 may not be assigned. Grades reported in this range are converted by the Office of the Registrar to 0.0.”

student appeals of course grades

See “Grading Procedures” at

http://www.washington.edu/students/gencat/front/Grading_Sys.html#GRADING which includes:

“A student who believes he or she has been improperly graded must first discuss the matter with the instructor. If the student is not satisfied with the instructor's explanation, the student, no later than ten days after his or her discussion with the instructor, may submit a written appeal to the chair of the department, or in a nondepartmental college, to the dean, with a copy of the appeal also sent to the instructor. Within ten calendar days, the chair or dean consults with the instructor to ensure that the evaluation of the student's performance has not been arbitrary or capricious. Should the chair believe the instructor's conduct to be arbitrary or capricious and the instructor declines to revise the grade, the chair (or the dean in a nondepartmental school or college), with the approval of the voting members of his or her faculty, shall appoint an appropriate member, or members, of the faculty of that department to evaluate the performance of the student and assign a grade. The dean and Provost should be informed of this action.”

The complete process is delineated in the University Handbook, Vol. IV, Part 3, Chapter 11, Section 2. (<http://www.washington.edu/faculty/facsenate/handbook/04-03-11.html#anchor2>)

For “Scholastic Standards Required” see

http://www.washington.edu/students/gencat/front/Requirements_BA.html - STANDARDS

For “Low Scholarship” policies see

http://www.washington.edu/students/gencat/front/Low_Scholarship.html

4. RESOURCES WITHIN AND BEYOND GOULD

Department Office

The Department office, Gould 348, is open 9:30 a.m. to 5:30 p.m. Monday through Friday. Periodically, the office may be closed during regular hours if staff need to leave the office. Announcements are emailed and posted on the Department website: <http://larchwp.be.washington.edu/>

The Landscape Architecture office may receive telephone messages for students for emergencies only. The number is 206-543-9240. If anyone calls for you with a non-emergency message, that person will be directed to email you.

The fax machine in the Landscape Architecture office may be used for official purposes, such as correspondence related to a particular course. If someone is sending a fax to the office, please notify staff in advance. If you need to send a fax, seek assistance from staff.

The photocopy machine in the Department office is not available for student use. The BE Library has fee-based photocopying, or there are other facilities on campus, or you may wish to use one of the photocopy shops in the neighborhood.

Faculty and staff mailboxes are located within the Department office. You can leave papers for a particular faculty or staff member in their marked mailbox. Unless the faculty member is expecting something from you, you are encouraged to follow up with an email notifying that person what you have left in their box.

Building and Studio Access

Gould Hall is open to the public for limited hours posted on the doors; you will need to use the card-activated systems at particular doors for access outside these hours. Your Husky Card will provide you access. Please check early in the quarter that your card will work. If you encounter problems, please contact Meegan Amen (meegan@uw.edu) in the Dean's Office.

When you are in the building after hours, you need to have your orange "Building Use Permit" card with you. Police can request this card and escort you out of the building if you fail to present it.

At all hours, Gould 312 studio doors are locked, with access by your Husky Card. Do not leave the studio doors propped open; theft has occurred in the past, and there are valuables in studio.

The Community Design Building is on the corner of University Ave. and 40th, across the street from Gould Hall. If your studio is held in the Community Design Building, you access it your Husky Card.

Studio Use

Gould 312 serves as the primary studio space for Landscape Architecture studio courses, periodically involving interdisciplinary studios with students from other departments. There are three bays with desks and a glass enclosed room called the "Fish Bowl," for group discussions and informal presentations. The phone in the Fish Bowl (206-616-4897) is meant to be for the purpose of calling the staff in the Digital Commons office (206-543-8531), in case you need to communicate with them for any reason. Additionally, there is a small kitchen area in the east bay, and stations with computers are placed throughout the studio space. Pin-up space is located throughout the studio; this space will be used for shared resources such as maps, as well as to post studio projects.

Because the wall space in Gould 312 is limited, and studio classes require pin-up space for class critiques and other teaching purposes, teaching and class needs have priority over individual needs for using these vertical surfaces. Please keep these surfaces accessible. Please do not hang items from the ceiling; the light covers break very easily. Please use the cutting tables provided to work on models, etc. Do not cut on the desk surfaces. Do not put heavy objects on the light tables.

When you are enrolled in a studio, you will be assigned a desk and storage space at the beginning of that studio. First year studios are located in the east bay. Second year studios and third year BLA studios are located in the middle and west bays.

You are welcome to personalize your desk area. Be mindful of others' space, comfort, access, and safety considerations. Do not move furniture, as clear passages are required. It is critical to keep a relatively straight fire lane open between the doors on either end of the studio. If you have questions about what may be done, please ask your studio faculty.

Like any commonly shared space, everyone needs to take responsibility for keeping it clean. In addition to cleaning up your own desk area, you are responsible for common spaces within your bay and the shared spaces such as the kitchen and fish bowl. The custodians do not clean up the studio. Please review the studio policy and check list that is posted in the studio space for what needs to be done. If you have any questions or concerns, please ask the Department staff or faculty.

Students are required to be in studio on the first day of finals to participate in the end of quarter wrap-up and clean-up session with their instructors.

Lockers

Lockers at each corner on the 3rd floor of Gould Hall are available to Landscape Architecture students on a first-come basis. Please see an office staff member to register for a locker at the beginning of the year.

Student Mail Files

Student mail files are located in the east end of the Gould 312 studio. Check your file regularly for returned papers or projects.

Email

If you have not yet created a University of Washington "NetID" and email account, do so as soon as possible, to facilitate communication. Create your account at:

<https://uwnetid.washington.edu/newid/>

<http://www.washington.edu/itconnect/email>

The email address that shows up on the faculty class lists is your UW email address. If you are not checking this email account regularly, be sure it is forwarded on to the email account you do check frequently.

Computing, Printing and Plotting

For information on computer and printing resources in CBE, please refer to the link below:

<http://www.be.washington.edu/facilities-resources/computing/>

There you will find information on the Gould Hall Digital Commons, as well as links to other resources.

BE Library

The College of Built Environments (BE) Library is located on Gould Hall's 3rd floor. In addition to books, there are numerous journals. Take advantage of the seating areas to seek out inspiration from a current journal, read a reserve reading, or study. Check out the BE Library website:

<http://www.lib.washington.edu/be/>

Student Loaner Equipment

You may check out a variety of equipment, including laptops and digital cameras, at the BE Library as a BLA student. UW Classroom Support Services has equipment that students may check out. To find out more, see: <http://www.be.washington.edu/facilities-resources/computing/student-loaner-program/>

College of Built Environments Dean's Office

The Dean's Office is located in Gould 224. If you wish to meet with Dean John Schaufelberger, you may set an appointment by contacting the Assistant to the Dean, Susanne Adamson, in Gould 224.

College Technology and Fabrication resources

For College Student Computing and other resources, including equipment you can check out, see:

<http://www.be.washington.edu/facilities-resources/computing/>

To learn about the College Fabricatin Labs, go to:

<http://www.be.washington.edu/facilities-resources/digital-hand-fabrication/>

Lost and Found

Lost and Found for the College of Built Environments is in the Dean's Office, 224 Gould Hall.

Lost and Found for general items lost on campus, please call:

Condon Hall 207: 206.543.1447 (this location replaces the HUB Lost and Found) or

Health Sciences Building T283: 206.685.0143

South Campus Center: 206.543.0530

UW Medical Center: 206.598.4909

Safety Getting Home at Night

If you are staying late on campus, be safe getting home. Two UW programs can help.

Husky NightWalk for an escort if you're going somewhere on campus, see:

<http://police.uw.edu/aboutus/divisions/security/husky-nightwalk/>

NightRide for a shuttle to destinations near campus. For more information, see:

<http://www.washington.edu/facilities/transportation/uwshuttles/nr>

Mental Health Counseling

Please visit the UW Counseling Center website at: <https://www.washington.edu/counseling/> or call or visit the Counseling Center, 401 Schmitz Hall, to learn about counseling resources and services available to you as a student. The Counseling Center phone number is: 206-543-1240. The website includes contact information for the Crisis Clinic (866-427-4747), to call if you in crisis when the Counseling Center is closed.

UW Police, Crime Prevention and Sexual Assault Resources

To contact the UW Police, call 911 for emergencies. For other situations, call 206-685-8973.

For diverse resources and information, see the UW Police Department's Crime Prevention webpage:

<http://police.uw.edu/aboutus/divisions/opst/crimeprevention/>

Please also refer to the UW Sexual Assault and Resources webpage:

<http://www.washington.edu/sexualassault/>

Other University of Washington Resources

The University of Washington website offers myriad resources, including several provided from the "Students" bar on: <http://www.washington.edu/>
Refer to this to learn more about the "Student Life," "Campus safety," "Health," and other resources.

You can get support with your writing at the Odegaard Writing and Research Center. See:
<http://depts.washington.edu/owrc/>

Scholarships, Grants and Funding Resources

Each spring, the Department will announce a call for applications for department scholarships . The awards are announced in the Spring Quarter.

Announcements of external scholarships, internships or jobs can be found on the bulletin board next to Gould 302 as well as on the department website.

UW undergraduate funding and research opportunities include those found at:

Office of Merit Scholarships, Fellowships & Awards

<http://expd.washington.edu/scholarships//>

Undergraduate Research Program

<http://www.washington.edu/undergradresearch/>

Mary Gates Endowment for Students

<http://expd.uw.edu/mge/>

Students may contact the Office of Student Financial Aid, 105 Schmitz Hall, telephone (206) 543-6101, to determine eligibility for types of funding. The website is: <https://www.washington.edu/financialaid/>

Employment Opportunities

While working while being in school can compromise the extent of your learning, it may be a choice you make. Generally, there are limited opportunities for employment as an assistant for classes or administrative work within the Department. Periodic opportunities related to the field that come to the Department are sent out by email through the Department listserv--be sure to read these emails as they come your way. For other employment opportunities and resources on campus, see the "Find a student job" link provided at the UW Human Resource's webpage "Jobs" > "Before you apply":

<http://hr.uw.edu/jobs/before-you-apply/>