Guide to the UW Master of Landscape Architecture Program

Department of Landscape Architecture
College of Built Environments
University of Washington

Updated October, 2017

Welcome to the UW MLA Program!

The purpose of this guide is to help students familiarize with the policy 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!

FINANCIAL AID INFORMATION - TYPES OF AID AVAILABLE

      Scholarships and Fellowships

      Work/Study

      Part-Time and Summer Employment

      Permanent Employment

      Teaching and Research Assistantships

FACILITIES AND EQUIPMENT

      Mail Folders

      Lockers

      E-Mail

      Keys/Codes

      Telephones

      Use of Duplication Facilities

      Parking

      Psychological Counseling

      Housing

      Photo Laboratory

      The Dean's Office

OTHER DEPARTMENTAL INFORMATION

      Departmental Committees and Student Representation

      Departmental Meetings

      Office Hours

      Student Files

INTRODUCTION

We are pleased that you have chosen to undertake your graduate studies in landscape architecture at the University of Washington. Many of the resources available to you are identified in this manual. Included is information regarding department faculty, students, facilities, and random helpful hints. The information included is by no means exhaustive. The greatest resource you have is each other. We encourage each of you to participate fully in all Department activities. Your participation in the academic and extra-curricular affairs is certain to enrich the program and yourselves. Above all, such shared participation is the basic step in learning to be a landscape architect in the service of society. We hope you find that this guide in some way adds to your educational and personal experiences at the University.

The Department of Landscape Architecture is one of five departments in the College of Built Environments. The others are Architecture, Construction Management, Urban Design & Planning and Real Estate. The Landscape Architecture graduate enrollment includes approximately 75 students. The Department is a member of the Council of Educators in Landscape Architecture, and is accredited by the Landscape Architectural Accreditation Board of the American Society of Landscape Architects.

The Department of Landscape Architecture offers two professional degrees: (1) the Bachelor of Landscape Architecture (BLA), a five-year professional program providing design knowledge and focusing on traditional projects in a liberal arts context. The primary objective is to educate professional landscape architects with a broad range of competence in landscape planning and design; a second is to provide opportunities for specialization in selected professional areas. (2) The MLA in Landscape Architecture, a professional program emphasizes the connection between design and research, and focusing on environmental issues, emerging design subject areas, and projects typically new to the profession. The degree for this program is awarded after the completion of two years if students have completed a professional degree program in landscape architecture (BLA) or architecture (B Arch), or in three years if undergraduate work is in another field not aligned to landscape architecture.

VISION

Our Vision for Landscape Architecture is to lead the allied design and planning fields towards helping to create 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 both functional and artful. We have made a long-term commitment to lead an interdisciplinary approach to project-based learning in Urban Ecological Design with emphasis in our research and studio projects on ways that we might address issues of *Ecological Infrastructure, Culturally-Based Place-Making, 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 the interaction of cultural forces on natural environments. Over time, human cultures simultaneously adapt their natural 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 understand the fit between culture and the natural environment that is expressed in each place so that our design work may respond 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.

ENROLLMENT PROCESS

Enrollment Confirmation Deposit

Once you have accepted your offer online, through the Graduate School, you will need to pay the Enrollment Confirmation Deposit (ECD). This goes to the Registrar Office and will be applied towards your tuition. See http://www.washington.edu/students/reg/newstd.html for details. International students must send a money order in USA. currency. Include your name, UW student number, Landscape Architecture Department, Masters, Autumn 2015. Please send to:

Registrar's Processing Center
Schmitz Hall, Room 225, Box 355850
Seattle, WA 98195

Proof of Measles Immunization

If you have questions about whether the UW has received your Proof of Measles Immunization Form, you will need to contact UW Hall Health at:

http://depts.washington.edu/hhpccweb/content/clinics/uw-measles-requirement/uw-measles-requirement-and-health-sciences-immunization-progr or measles@uw.edu

Deliver the Proof of Measles Immunization Form to Hall Health Center:

- E-mail forms to measles@uw.ed
- Mail forms to Hall Health Center UW Measles Requirement Box 354410, Seattle, WA 98195-4410
- Fax to 9206) 221-0922 (Hall Health Center UW Measles Requirement)
- Drop off in-person at the Patient Service Center at Hall Health, which is located at 4060 E. Stevens Way N.E, across the street from the HUB (Student Union Building).

Official Transcript

Send your official transcript directly to the Graduate School:

University of Washington
Graduate Enrollment Management Services
Box 353770
Seattle, WA 98195-3770

University of Washington NetID

Create your UW NetID - To establish a UW NetID, you will need your PAC (Private Access Code) and

Student Number. To find this information, you can log into your UW application and click on "Status."

https://www.grad.washington.edu/applForAdmiss/

Establishing a UW NetID gains you access to the University's online resources, such as online course registration, course schedules, grades, student account statements, MyUW, UW email accounts, printing, use of computer labs, library, etc.

To establish your UW NetID, go to: http://www.washington.edu/itconnect/accounts

CURRICULUM AND REQUIREMENTS

Course Credit Requirements

In order to be awarded a Master of Landscape Architecture degree, the student must satisfactorily complete a minimum of 72 credit hours of 400+ level work in landscape architecture and related fields (63 credits of coursework and 9 of thesis). Approved 400-level courses **outside** the Department of Landscape Architecture can be used for elective credits.

Full-time students normally take 12-15 credits per quarter (10 credits is the minimum for international students or students receiving financial aid- MEMO 9).

A 3.0 cumulative grade point average in all courses is required for graduation and a 3.0 average is required in all MLA core courses. Please see the Grading Policies below for further information as well as the Graduate School Memo 16.

Curriculum Requirements

The MLA curriculum at UW consists of two parts – *Basic Core Curriculum* and *Graduate Curriculum*. Typically, students with a previous degree in landscape architecture or architecture begin their coursework with the Required Graduate Curriculum studios, while students from other educational backgrounds begin with the Basic Core design studios.

The Required Graduate Curriculum sets the minimum academic work required for the degree at 72 approved 400+ level credits. Students in the MLA I (3-year) program will take significantly more credits due to the requirements of the preparatory year. An area of specialization ought be developed in the area of a student's individual interests, drawing on the 12 credits of electives (at 400+ level). This encourages students to deepen their knowledge in a particular area, while maintaining substantial flexibility for each individual.

In general, specific program requirements are arranged to fit each student's individual background. To outline the individual course of study, a student must meet with the Graduate Program Coordinator during the first quarter of their study to determine which requirements can be waived and what courses must be taken. *Any changes after the first quarter must go through the curriculum petition process.*

Basic Core Curriculum
Studios: L Arch 301; 302; 303

Advanced Plant Design: L Arch 424
Construction: L Arch 331; 332; 432; 433
Digital Media: L Arch 440
Graphics: L Arch 411
History: L Arch 552, 553 (1 required).
Site Planning: L Arch 341
Human Experience of Place: L Arch 561*
Ecological Design and Planning: L Arch 563*
Professional Practice: L Arch 473
Plant Identification: ESRM 331, BIOL 317 (or courses with plant component)
(*Students with equivalent prior course work can take a more advanced, elective course upon approval of the Graduate Program Coordinator.)

Graduate Core Curriculum
Graduate Design Studios: L Arch 501, 502, 503/ 504; 507/508*.
Media: L Arch 441, Media Selective

Theory & Scholarship: L Arch 570
Research Methods: L Arch 571 or another advanced methods course
Capstone Seminar: L Arch 590
MLA Capstone (Thesis, Group Project, or Studio option): L Arch 700/701/702 (9 credits)
Development Law, Policy or Finance: (3 credits)
Electives: (12 credits)
(*4 studio courses are required; one of which can be substituted by a studio outside the department or regular sequence.)

Waiver of Required Core Courses

In certain cases, where a student has completed prior academic work in landscape architecture and/or has had substantial professional working experience in landscape architecture, a waiver of a required course or courses may be approved. Requests for such core course waivers, are reviewed by the Graduate Program Coordinator, on a case-by-case basis.

Incoming graduate students will meet with the Graduate Program Coordinator when they are admitted to the program but no later than the end of their first quarter in the program to agree upon their course of study. This will include decisions on waivers of required courses that are made based on prior coursework or professional experience. The GPC may refer students to individual faculty for approval of specific waivers. The GPC will review all proposed waivers with the faculty during a faculty meeting during the first quarter of the academic year.

Beyond the first quarter of your study, requests will require a written petition to the Department explaining in specific terms why the student considers the waiver appropriate. Request for Curriculum Petition forms are available from the Department Staff. Faculty associated with the required course should be consulted, by the student, prior to correspondence with the Graduate Program Coordinator. 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 Department's Program Coordinator (who will consult the Curriculum Committee as deemed appropriate). It is advised that students maintain a copy of these waivers for their personal records. *Courses for which waivers are approved do not provide credits toward the degree requirements.*

Waiver of LARC 441_Advanced Digital Media

Each student is required to take a minimum of 3 credits in the topic area of advanced digital media. The department annually offers Digital Media II (LARC 441) though approved courses may be substituted for this requirement. If students demonstrate proficiency in Rhinoceros, Grasshopper and AutoCAD, they may be waived from the requirement.

Waivers are available only to students who are studying abroad or have other significant circumstances that prevent them from taking LARC 441. The course instructor and the BLA or MLA Program Coordinator must approve requests for waivers ahead of time and, later, materials submitted for the waiver. Failure to request a waiver ahead of time and/or to submit required waiver materials will forfeit the possibility of a waiver.

For details on 441 waiver options please visit https://catalyst.uw.edu/workspace/bspen/57178/

Approval of Credits for Coursework Done Elsewhere

Up to 12 credits for relevant graduate-level coursework done **as a graduate student** at another University or college and not applied toward another degree may be approved for use in fulfilling the Master's degree credit requirements. This procedure requires a formal petition to the Department's Graduate Program Coordinator and the Graduate School. Forms for petition are available from the Department Staff.

Electives

All courses taken to fulfill the 72-credit degree requirement and not included in the required curriculum are termed electives, and may be selected from among courses offered by the Department of Landscape Architecture or other departments of the University. Students are encouraged to investigate the course offerings of other departments through reference to the *General Catalog* and direct contact with various departments. Only credits taken at the 400-level or above can be counted towards a graduate degree.

Concurrent degrees

The Department offers concurrent degrees with the MUP in the Department of Urban Design and Planning and the M Arch in the Department of Architecture. Please see the Department Program Coordinator and the Department Website for more information. In addition, students are able to obtain informal concurrent degrees by pursuing two degrees from different departments simultaneously. For those interested in pursuing the informal concurrent degrees, please consult with the Graduate Program Coordinator.

Certificate Programs

The College offers a number of certificate programs. The programs that are most often pursued by landscape architecture students include: *Preservation Planning and Design* and *Urban Design*

Information regarding these programs is available to students at http://www.be.washington.edu/academics/certificates/home. 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.

Graded and Non-Graded Courses

All courses that are not required core courses and not specified as Credit/No Credit (CR/NC) courses, may be taken on a non-graded basis. At the time of registration, the student must specify those courses s/he has elected to take in this non-graded manner. The faculty member assigns a number grade regardless of the student's non-graded option, and is not informed of the student's choice in this matter. The University administration then converts the assigned grade to Satisfactory (S) or Non-Satisfactory (NS). Those courses assessed on an S/NS basis do not count in a student's GPA.

Students are generally ineligible to elect S/NS (satisfactory/not satisfactory) for any LARCH prefixed courses unless all other course requirements for the Master of Landscape Architecture degree (and any certificate) have been met. If the tenth day class sheet indicates a student is registered for this option, check with the student and/or graduate advisor about the appropriateness of this option.

Removal of Incomplete Grades

A student may request a grade of "incomplete" for coursework for reasons specified in both the *Time Schedule* and the *General Catalog*. There is a restriction on the length of time taken to remove an incomplete grade. To obtain credit for the course, a student must convert an incomplete into a passing grade by the last day of the next quarter in residence. This rule may be waived, by the dean of the school or college, in which the course is offered. In no case may an incomplete be converted into a passing grade after a lapse of two years or more.

Capstone

The Department has compiled the *Capstone Guidelines* that are available on the Department Website. The Capstone is a 9-credit research and/or design inquiry on a topic related to the student's area of specialization. See the Guidelines for details.

Procedure for Receipt of MLA Degree

(See the Graduate School website: http://www.grad.washington.edu)

1. Application for Graduation
It is necessary to be enrolled in the University for a minimum of 2 credits during the quarter in which one intends to graduate. Application for graduation must be made online during the first two weeks of that quarter.

2. Review of Curriculum
When an Application for Master's Degree is received from the Graduate School by the Department, the Graduate Program Assistant reviews the student's file to determine that all Departmental and Graduate School requirements have been fulfilled. Consequently, it is advisable to check with the assistant 3 quarters before applying for graduation, in order to make sure that all graduation requirements have been met. If the assistant does find any problems, s/he will get in touch with you as quickly as possible.

3. Deadlines
Under the thesis option, for graduation in a particular quarter, the student must file two completed copies of the thesis, signed by his or her Thesis Committee Chair, along with the Application for Degree signed by the Chair and all committee members, with the Graduate School by the last day of

final exams. In either case, if the work is not submitted and accepted by the last day of finals, the student must register for the following quarter for at least 2 credits.

STUDENT ADVISING

Graduate Program Coordinator

The Graduate Program Coordinator is a faculty member who is an official representative of an academic unit that offers a graduate degree program. S/he advises, counsels, and assists students on curriculum and program related issues. Currently, Associate Professor Julie Johnson is serving as the Graduate Program Coordinator.

The Graduate Program Coordinator arranges for and oversees the academic advising of students, participates in the admission 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 Graduate Program Coordinator.

The Graduate Program Coordinator provides individual program advising for MLA students through regular office hours and by individual appointments. Typically, an advising meeting open to all MLA students is also held before the registration period begins in each quarter. For technical issues concerning registration and credit requirements, students may consult with JoAnne Edwards, the Program Advisor.

Program Advisor

The Program Advisor is a staff member who provides a number of services to students in the Department including assisting with registration, providing information on College and University policies and procedures, reviewing student progress toward graduation, and providing information to prospective students. The Advisor maintains student files and receives and inputs admission applications. The Advisor is available on a walk-in basis or by appointment during regular working hours. JoAnne Edwards serves as the Program Advisor.

Quarterly Advising Meetings

Each quarter, before registration for the following quarter begins, an advising meeting will be held by the Graduate Program Coordinator, in which course opportunities, program changes, and department updates are announced. Students will be reminded of the courses they need to take to stay on sequence. This is also an opportunity for students to ask questions and seek advice.

LANDSCAPE ARCHITECTURE COURSE OFFERINGS

General Catalog Courses

All courses regularly offered by the Department are described in the *General Catalog of the University of Washington*, and also in the Department prospectus. Copies of the Departmental listing are available in the Department office and on the Department Website.

Special Topics – L Arch 498 and 598

Each year, a number of courses are offered as sections of 498 and 598. These special topics courses provide an opportunity to present experimental courses that may later become regular offerings under other permanent course numbers, and to present courses on current issues or using temporary faculty resources, in which case the course may only be offered once. Normally, the Department publishes descriptions of 498 and 598 courses to be offered the following quarter 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

The faculty of the Department recognizes the value of its L Arch 600 course offering. Graduate School Memorandum #36 describes the purpose of this course as providing an opportunity for "individual readings or study, including independent study in preparation for doctoral examination, research, etc." Since L Arch 600 requires substantial faculty time with the student, the sponsoring faculty member should ascertain whether the proposal by the student could be adequately addressed by other available coursework.

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, required by the Department in order to register for L Arch 600, requires that the student and sponsoring faculty agree to (1) a statement describing the proposed program of study or research and (2) a statement of expected output or product. The completed form must be approved by the Graduate Program Coordinator, prior to issuance of a course entry code. Copies of the form are given to the student and supervising faculty; the original is placed in the student's file. L Arch students may take a maximum of **12** credits of L Arch 600 coursework. Independent study may be taken either for a grade or as credit/no credit. If it is graded, the grade will not affect the student's grade point average.

International Programs

The field of landscape architecture increasingly requires cross-cultural knowledge and international perspectives. In the face of growing cultural diversity and transnational flow of people and ideas, study abroad programs at UW enables students to acquire those important skills. The department's curriculum supports international exchange through programs abroad and collaboration with partner institutions overseas. Past programs include design/build studios in Bosnia, Croatia, Guatemala, Japan and 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. These programs also include a Landscape Architecture in Rome program, and exchange agreements with the Chiba University (Japan). Programs for a given year are usually announced at a quarter before the program begins. Please look out for announcements from the department and individual faculty.

Departmental Course Time Schedule

Before registration dates, the Department publishes a listing of courses to be offered the following quarter, along with identification of those courses for which entry codes are required. A copy of this listing is available in the Department office. This same information also appears in the University's

Time Schedule but may not include changes made after its publication. The Department copy is the most current listing.

Course Descriptions

Most information is most up to date as found online on the University, College, and Department websites. Please check there first. Bulletin boards in the halls or office may supplement this information.

Course Evaluations

At the end of each quarter, most courses are evaluated by the students. The evaluation forms and review services provided by the Educational Assessment Center of the University are used for this purpose. An online assessment is requested, or a multiple choice evaluation form as well as a comment sheet is distributed to all members of a class in the last week or so of classes. These forms are collected by someone other than the faculty member and sent to the Assessment Center where they are processed and the results returned to the Department and the faculty member. If the faculty member for the course approves such publication, the results of the evaluation are available in the Educational Assessment Center on the fourth floor of Schmitz Hall. They are then also distributed to all the campus libraries for student inspection.

REGISTRATION PROCEDURES

All continuing students are eligible to register for the next quarter. Notification of the appropriate periods to register is included in the *Academic Calendar*, http://www.washington.edu/students/reg/calendar.html. Courses offered are listed in the quarterly *Time Schedule*. It is a good idea to register early to reserve space in the desired courses. If the free registration period is missed a late fee is charged.

It should be noted that registration does not necessarily mean final selection of courses for the next quarter. During the first week of each quarter, it is possible to change registration (add and drop) 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. A $20 fee is charged for changes made after 6 pm on the seventh calendar day (usually a Sunday) after the quarter begins. A $25 fee is charged to register for classes during the first two weeks of the quarter if the student has not yet registered for any class. Please carefully read the quarterly *Academic Calendar* for information about last dates to add or drop classes, late fees, and tuition forfeiture for late changes.

Course Entry Codes

Courses may require entry codes for various reasons. Courses requiring entry codes are indicated on the Departmental course listing. Entry codes are available from the Program Advisor, in the department that offers the course. Since possession of an entry code virtually assures the student a place in the classroom, they often go quickly.

L Arch 600, 601, 700 Forms

L Arch 600, 601 and 700 require a student-faculty agreement form that outlines the nature of the work to be carried out during the quarter. These forms are to be filled out by the student and signed

by the faculty supervisor and Graduate Program Coordinator for independent study in the case of L Arch 600, and by the Thesis Committee Chair, Committee Members, and Graduate Program Coordinator in the case of L Arch 700. The completed form must be submitted to the Departmental Staff in order to obtain an entry code for that course. Please allow a week lead time prior to the registration date so there will be sufficient time for a credit check prior to issuing the course entry code.

STUDENT STATUS

Full time, Part time, or On Leave

1. **Full-time** - A graduate student is considered to be full-time if taking at least 10 credits per quarter. Graduate students normally take 12 credits of coursework per quarter in order to meet the MLA degree requirement of 72 credits by the end of six quarters in the program.
2. **Part-time** - A part-time student is one who is taking less than 9 credits of work per quarter.
3. **On-Leave** - If a student is not going to enroll for a quarter he/she **must** go "on-leave" by filling out an "on-leave" form, which requires the signature of the Graduate Program Coordinator. A student may go on-leave for a maximum of <u>one</u> quarter only, unless the circumstances are exceptional and an alternative plan is approved by the Graduate Program Coordinator.

If a student discontinues enrollment and fails to go on leave, he/she will be dropped from the University and will be required to reapply for admission in order to reenter the program. **If the University's maximum enrollment target has already been met, the Grad School will not allow the student to re-enter until a subsequent quarter when space becomes available.**

ACADEMIC PERFORMANCE EVALUATION FOR MLA STUDENTS

Department of Landscape Architecture Graduate 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 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. This guideline has drawn from the policies of all the departments in the College of Built Environments.

Grading for MLA Students

In reporting grades for graduate students, graduate degree-offering units 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.
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   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 **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** the work shows consistent improvement and creativity; there is evidence of recognition and understanding of the salient issues.

3.0 - 3.1 **Competent performance**; well-reasoned and complete, but not especially creative or insightful; Understanding, while competent, warrants improvement.

A 3.0 is the minimum grade allowed for a required course or studio in the MLA program; any lower grade will require MLA students to repeat the course or studio for it to apply to MLA degree requirements.

2.6- 2.9 **Minimally competent performance**: 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.

2.3 - 2.5 **Unsatisfactory performance:** with indications that understanding of the important issues is less than complete and perhaps inadequate in other respects.

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

1.7-1.9 **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.

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

The following letter grades also may be used:

I **Incomplete.** An incomplete may be given only when the student 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. A written statement giving the reason for the Incomplete and indicating the work required to remove it must be filed by the instructor with the head of the unit in which the course is offered.

To obtain credit for the course, a student must convert an Incomplete into a passing grade by the last day of the next quarter in residence. This rule may be waived by the dean of the school or college in which the course is offered. In no case may an incomplete be converted into a passing grade after a lapse of two years or more.

N **No grade.** Used only for hyphenated courses and courses number 600 (Independent Study and Research), 601 (Internship), and 700 (Thesis). An N grade indicates that satisfactory progress is being made, but evaluation depends on completion of the research, thesis, or internship, at which time the instructor of Supervisory Committee Chairperson should change the N grade(s) to one reflecting the final evaluation (normally CR/NC).

S/NS   **Satisfactory/Not-Satisfactory.** A graduate student, with the approval of the Graduate Program Coordinator or Supervisory Committee Chairperson, may elect to be graded S/NS in any numerically-graded course for which he or she is eligible. The choice must be indicated at the time of registration or during the official change period. The instructor will submit a numeric grade to the Registrar's Office for conversion to S (numeric grades of 2.7 and above) or NS (numeric grades lower than 2.7).

CR/NC   **Credit/No Credit.** With the approval of the faculty in the academic unit, any course may be designated for grading on the CR/NC basis by notice in the appropriate 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 courses numbered 600, 601 and 700 may be graded with a decimal grade, a CR/NC or N at the Instructors' option.

W   **Withdrawal.** Official withdrawal from a course during the first ten class days of a quarter will not be entered on the permanent academic record. After the first two weeks and through the seventh week of the course, a graduate student may withdraw from a course by filing a form with the Registrar's Office. A grade of W will be recorded. No official withdrawal from a course will be permitted after the seventh week of the quarter except under the conditions described in the Withdrawal Policy, Graduate Student and Research section of the General Catalog.

Unofficial withdrawal from a course shall result in a grade of 0.0. The grade W 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.

Grade calculation and submission for all LARCH courses

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 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.

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

Of the minimum credits required for a graduate degree, a graduate student must show numerical grades in at least 18 quarter credits of course work taken at the University of Washington. These numerical grades may be earned in approved 400-level courses and 500-level courses.

A graduate student's grade point average will be calculated entirely on the basis of number 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.

15

MLA ACADEMIC PERFORMANCE POLICY

Purpose:

The purpose of the Academic Performance policy is to identify and assist Master 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).

As noted by the UW GRADUATE SCHOOL "A cumulative GPA of 3.00 or above is required to receive a degree from the Graduate School. A graduate student's GPA 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 3.00 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.

MLA Academic Requirements

MLA students must earn a minimum grade of 3.0 in each of course that is applied to the requirements of the program (electives are not included as required courses). In addition the 3.0 GPA must be met during each quarter of the first year regardless of the fact that these courses are primarily at below the 400 plus graduate level, and thus do not become a part of the Graduate School's record of the GPA.

Performance of students with a grade falling below the required minimum in any of the required courses will be subject to review by the Graduate Program Coordinator in consultation with the faculty for the specific course and the Department Chair as appropriate. Such cases shall not be considered grounds for a full review unless the student GPA also falls below 3.0.

MLA Unsatisfactory Performance and Progress Policy

The UW Graduate School states that "reviews of students who maintain a 3.0 grade point average (GPA) is at the discretion of the graduate program [i.e. department] but is expected to be undertaken at least annually. Students whose cumulative or quarterly GPA falls below a 3.0 must be reviewed quarterly and be provided with an explanation of performance expectations and a timetable for correction of deficiencies."[1]

---

[1] Memo 16: Unsatisfactory Performance and Progress, Revised March 2010

The following section provides greater detail about probationary status and outlines the essential components of a written agreement of the student in question and the department, as represented by the Graduate Program Coordinator or the Department Chair, as determined by the Department Chair.

In evaluating the student's performance and progress when their GPA has fallen below a 3.0, all of the following should be reviewed: [2]

1. Performance in the fulfillment of degree program requirements.
2. Maintenance of a minimum GPA of 3.0 cumulatively and for every quarter of coursework. Cumulative and quarterly GPA's are computed on courses taken while the student is enrolled in the UW Graduate School. Computation is based only on courses numbered 400-599; courses graded I, S/NS, and CR/NC are excluded, as are the 600-800 series.
3. Performance during informal coursework and seminars.
4. Research capability, progress, and performance.

A determination of satisfactory performance and progress may be made upon review of the factors indicated above and consideration of the student's progress relative to other students (part-time/full-time) in the program or to an individually negotiated schedule. Full or partial withdrawal from a quarter may be considered as failure to maintain satisfactory progress and a student may be dropped as a result if he or she was on final probation for the previous quarter.

When review of a student's performance and progress result in a determination that it has been unsatisfactory, the name of the student and recommendation for action–i.e. probation, final probation, or drop–must be transmitted by the Graduate Program Coordinator or the head of the graduate program to the Dean of the Graduate School by the appropriate deadline dates. All recommendations of unsatisfactory performance and progress must be accompanied by a well-documented statement of the circumstances involved and evidence that the action requested is supported by the majority of the graduate faculty, delegated representatives, or supervisory committee involved. Students must receive written notification of this action which includes information regarding the necessary steps the student must take to maintain good standing in their graduate student status[3].

Review Determination

A review of a graduate students performance can result in one of three general courses of action: (1) no action; (2) a warning; or (3) probation. The following outlines University Graduate School Actions. https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-16-unsatisfactory-performance-and-progress/

No Action
Recommended for those students whose cumulative GPA is above 3.0 but whose **most recent quarter's work** is below 3.0, if the review has determined that this condition is not cause for immediate concern.

---

[2] Excerpted from Memo 16: Unsatisfactory Performance and Progress, Revised March 2010
[3] Excerpted from Memo 16 section entitled "Review Process."

Warn

This status is initiated and documented by the graduate program, but is not reported to the Graduate School and does not appear on the student's transcript. The graduate program is expected to notify each student in writing and place any documentation in the student's file.

1. Recommended for students whose cumulative GPA has dropped slightly below 3.0–i.e. 2.99-2.95.
2. Recommended for students who have failed to meet expectations for performance and progress as determined by the graduate program.

Probation

A graduate program may recommend numerous quarters of probation for a student, but the Graduate School recommends no more than three consecutive quarters (each quarter must be recommended separately). All students must be informed of the graduate program's policy regarding the length of probationary periods.

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

Final Probation

After at least one quarter of probation, a graduate program may recommend final probation. Final probation may only be recommended for one quarter, though the Graduate School will consider one additional quarter in extenuating circumstances. A graduate program must recommend one quarter of final probation before recommending a student be dropped from the program. Exceptions to this policy will be considered by the Graduate School in extenuating circumstances.

1. Recommended for students who have not corrected the condition(s) that caused the probation recommendation within the time limit specified by the graduate program.
2. Recommended for students who may have corrected previous probation conditions but failed additional performance requirements and did not progress toward completion of the graduate program.

Drop

A graduate program may recommend a student be dropped from their program after one quarter of final probation. Exceptions to this policy will be considered by the Graduate School only in extenuating circumstances. If the Graduate School accepts a drop recommendation, the Registrar is notified by the Graduate School and the student is immediately removed from the graduate program.

1. This is the final action to be recommended for students who have not corrected the condition(s) that caused the final probation recommendation within the time limit specified by the graduate program.

MLA Probation Process

Students who have fallen below the 3.0 UW Cumulative GPA for more than one quarter 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 Graduate Program Coordinator 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 specify a 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 Graduate School's Low Scholarship report, the Graduate Program Coordinator will conduct a review of all graduate 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 Dean of the Graduate School (including probation, final probation or drop) 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:

a. Completion of 9 credits of L Arch 700 thesis registration without having presented an acceptable final draft to the supervisory committee.

b. Passage of one calendar year from the date of first registration for L Arch 700 thesis credit without having presented an acceptable final draft to the supervisory committee.

c. 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.

d. Failure to complete core requirements within two calendar years of admission. This requirement may be waived by the Graduate Program Coordinator, if the student presents a plan of study, which s/he intends to follow and which is approved in advance by the Graduate Program Coordinator.

e. 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.

f. 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 MLA program.

Any of the above circumstances will generate a warning letter from the Graduate Program Coordinator to 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 Graduate Program Coordinator will recommend probationary status to the Dean of the Graduate School.

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 Dean of the Graduate School. After one

quarter on Final Probation a student must have satisfied the conditions of Probation and changed his/her status to a graduate student in good standing or be dropped from the University.

If the student has formed a thesis committee, the Graduate Program Coordinator will confer with the committee before making any recommendation to the Graduate School. Probation, Final Probation and Drop are actions which are recorded on the student's unofficial transcript, but do not show on the official or permanent transcript.

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

This recommendation is not binding on the Chairperson. The Chairperson may decide to support the GPC's recommendation, in which case s/he need take no action, or make another recommendation to the Dean of the Graduate School. The Chairperson will inform the student, the MLA Committee members and the Graduate 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 Academic Grievance Procedures described in Graduate School Memorandum #33, which may be obtained from the Department Program Advisor or the Graduate School.

UNIVERSITY ACADEMIC REFERENCES AND RESOURCES

Standard Grading System

See https://www.washington.edu/students/gencat/front/Grading_Sys.html#GRADE

Student appeals of course grades

See "Grading Procedures" at
http://www.washington.edu/students/gencat/front/Grading_Sys.html#GRADING

"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 non-departmental 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 non-departmental 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 https://grad.uw.edu/policies-procedures/general-graduate-student-policies/scholarship/

For "Low Scholarship" policies
>
> See https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-16-unsatisfactory-performance-and-progress/

FINANCIAL AID INFORMATION

Scholarships and Fellowships

> The Department currently administers a limited number of scholarship/fellowship funds, and encourages students to apply for awards from other sources. The best ways to find out about possibilities are to 1) consult with the Department's Program Advisor and, 2) to visit the Financial Aid Division of the Graduate School for advice.

> A limited number of merit- and need-based scholarships are available to continuing students in the program. An announcement will be sent out before the application deadline each year. The application form can be downloaded from the Department's website. Additional information on financial aid is available from the Graduate School at http://www.grad.washington.edu/students/fa/ **Students interested in Financial Aid should complete a Financial Application for Federal Student Aid (FAFSA) available at the Financial Aid Office, Schmitz Hall.** Watch deadlines (usually about mid February).

> Student Awards include the Jay Bee Scholarship, TRA Scholarship, WASLA Scholarship, Washington State Garden Club Federation, Nehammer Scholarship, Terry Gerrard Memorial Scholarship, Sakuma Scholarship, Jones & Jones Scholarship, WASLA Student Awards, National ASLA Awards, and Tau Sigma Delta. Students are nominated by faculty, for some of these awards; for others they must apply. Watch for announcements regarding application deadlines.

> 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.

Work/Study

> Students may seek to qualify for work-study funding by filling out a FAFSA and Financial Statement. Both forms are available at the Financial Aid Office in Schmitz Hall. Financial need is evaluated on the basis of the student's financial statement. The deadline for application is usually mid February of each year for the following Autumn quarter.

> Applicants for Federally sponsored work-study must find an eligible employer (through the Financial Aid Office or the Landscape Architecture Department). A current job list is kept on file for inspection in the Financial Aid Office.

If the student is a Washington State Resident, he or she may participate in the Washington State Work-Study Program. Under the State Work-Study Program, public agencies, and private organizations are eligible to participate as employers, provided jobs are related to the Landscape Architecture Program curriculum.

Internships

Internship positions are often offered by local firms, public agencies, and non-profit organizations. They provide invaluable opportunities for students to acquire professional experiences while in school. Announcements for internship positions are often distributed via email. Students are also encouraged to contact firms and agencies. To receive course credits for professional internship, a student must fill out a L Arch 601 form and have the required signature (see the 601 form for specific guidelines and requirements). See the Department website, *Resources, Current Students, LARC 476/600 Practicum*.

Part-Time and Summer Employment

Part-time and summer job announcements from various agencies and private consultants are posted or emailed throughout the year.

Permanent Employment

Students are encouraged to use the University of Washington Placement Facility, located in 301 Loew Hall, which also provides services such as resume-writing classes and explanation of the appropriate procedures in applying for permanent positions.

Teaching and Research Assistantships

There are a limited number of graduate student assistantships available, which provide quarterly stipends. Normally the TA-ships are awarded on a quarter-by-quarter basis. Research Assistantships are more project-oriented and are usually funded out of research contracts. They are consequently less predictable in terms of availability and length of appointment. Decisions regarding appointment rest with the Department Chair. In the Spring quarter of each year, students are invited to apply online for positions open in the following academic year. Students will be notified if they are selected. 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 TA/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 GPA of 3.0, and steady and substantial progress

toward completion of thesis

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.

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 normally not made on a continuing basis, year after year.

FACILITIES AND EQUIPMENT

Digital Resources

The College's digital resources are centralized in the Digital Commons located in the basement -- http://be.uw.edu/spaces/computing/digital-commons/ Gould 114 also serves as a digital classroom/lab, which is set up for the use of personal laptops. Additional terminals are also located in the CBE Library. Students may also borrow laptops, projectors, and digital cameras from the CBE Library.

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 Department Office.

Studio Space

The studio space is 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 space in the studio. 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. See Department Studio Policy for further details.

Mail Folders

Each graduate student has a mail folder located just inside the 312 Studio entrance. 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 <u>faculty and others.</u>

Faculty, lecturer and staff mailboxes are located in the Department office. Students are encouraged to put messages in these. No student has a reason to read or remove anything from any mailbox other than his or her own.

Lockers

Graduate students may request a locker for storage of books and other materials. The lockers are located on the third floor of Gould Hall. Students should see the Departmental staff for a locker assignment. Students must provide a lock for their locker.

E-Mail

Each student entering the department sets up a UW e-mail account. Many communications from the Chair and Faculty as well as important announcements from the staff are communicated to this account. Students are expected to read their <u>UW e-mail</u> account on a daily basis as many of the messages need to be responded to in a timely way.

Keys/Codes

Students' UW Husky Cards are validated for access to the 312 Studio, outside door of Gould Hall and the Digital Commons. They must obtain an entry code for the thesis studio in Gould 106.

Telephones

Telephones in the Department offices are not for student use. The one exception is when faculty permission is given to use the lines for long-distance calls to governmental or other agencies. Personal messages may be received by the staff and put in the student's box in EMERGENCIES ONLY.

Use of Duplication Facilities

Because of budget limitations, students may not use the photocopying machine in the Department office or in the College work room, but instead should use the copy machines in the Library or the duplication facilities in the basement of Schmitz Hall, or the Administration Building, or the 4th Floor of Suzzallo Library. Nearby off-campus facilities are also available on University Way for this purpose.

Parking

Parking for students on campus is very limited. Contact the Parking Division, 3917 University Way NE, for 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.

PROFESSIONAL RESOURCES

ASLA (American Society of Landscape Architects)

All students are eligible for associate membership in this professional organization, and qualify for a substantial discount in membership fees as full-time students. Membership materials are available from the ASLA student representative.

WASLA Student Chapter

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 http://students.washington.edu/uwasla/index.html.

UNIVERSITY RESOURCES

CAMPUS JOBS - See here for campus-wide employment listing --

Library Jobs - http://www.lib.washington.edu/about/employment/students/seattle

Work-Study Jobs - http://www.washington.edu/students/usfa/ugaid/workstudy.positions.html

International Students - https://iss.washington.edu/employment/f1-employment/on-campus

Husky Jobs Career Center - https://careers.washington.edu/Huskyjobs/students

UW GRADUATE SCHOOL – http://www.grad.washington.edu/students
The website contains everything you need to know to survive and prosper as a graduate student at the University of Washington.

UW STUDENT GUIDES - http://www.washington.edu/students/
A comprehensive reference for UW students. It includes the time schedule, academic calendar, and tuition rates.

INDEX OF GRADUATE SCHOOL MEMORANDA AND POLICIES
https://grad.uw.edu/policies-procedures/graduate-school-memoranda/
This includes concurrent degrees, grading, low scholarship, on-leave procedures, and re-admission.

STUDENT HEALTH & WELLNESS
The Counseling Center, 401 Schmitz Hall (543-1240), 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.

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. They also have several useful pamphlets, for example on Washington's Landlord-Tenant Act and on tenant's rights. See http://hfs.washington.edu/ Campus and city newspapers advertise rentals and places to share. The graduate student "grapevine" can also be very helpful.

COLLEGE RESOURCES

CBE COMPUTING

http://www.be.washington.edu/spaces/computing/ has useful information including plotting, equipment for loan, and access to software.

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 -- http://www.lib.washington.edu/aup/.

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 (http://www.be.washington.edu/Resources/DigitalFab/). 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.

PHOTO FACILITIES

The Photography Lab is located in the basement of Gould Hall. It is open for use by all students in the College, who may become familiar with lab procedures and policies by taking a special introductory course (Arch 313). To use an enlarger, sign up on the sheet outside the door of the lab. There is also a sign up sheet for general use of the studio and for rental equipment. Appointments must be made, and if one does not show up within 15 minutes, the allotted time is forfeited.

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 his assistant, Susanne Adamson.

OTHER DEPARTMENTAL INFORMATION

Department Website

http://larch.be.washington.edu
Everything you need to know about the department and the faculty is here!

Departmental Committees and Student Representation

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

Faculty Meetings

Regularly scheduled and publicized faculty meetings are held, usually on a weekly basis, for discussion of Departmental matters and for all Departmental policy making. Voting members include the faculty. Departmental meetings are open to all.

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.

Faculty advising hours and locations will be posted online each quarter. Appointments can be made through the Department Website -- http://larchwp.be.washington.edu/people/office-hours/