



## BACHELOR OF LANDSCAPE ARCHITECTURE PROGRAM GUIDE

Department of Landscape Architecture  
College of Built Environments  
University of Washington

Autumn 2020

### **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 Nick Dreher, BLA Academic Advisor.

## IMPORTANT CONTACTS

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To Schedule an Appointment:

Dept website: PEOPLE/OFFICE HOURS

## IMPORTANT PROGRAM RESOURCES

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

## IMPORTANT WEBSITES

Department Website:	everything you need to know about the MLA program and department <a href="http://larch.be.uw.edu/">larch.be.uw.edu/</a>
UW Course Catalog:	course description and quarter offered for all courses at UW <a href="http://washington.edu/students/crscat/">washington.edu/students/crscat/</a>
UW Time Schedule:	listing of all courses offered for a specific quarter (faculty, times, location) <a href="http://washington.edu/students/timeschd/">washington.edu/students/timeschd/</a>
UW Academic Calendar:	dates for registration, add/drop, instruction, tuition fee deadlines + holidays <a href="http://washington.edu/students/reg/calendar.html">washington.edu/students/reg/calendar.html</a>
UW Tuition Rates:	current tuition rates and FAQ - <a href="http://washington.edu/opb/tuition-fees/">washington.edu/opb/tuition-fees/</a>

## LAND ACKNOWLEDGEMENT

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

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## 1. VISION: URBAN ECOLOGICAL DESIGN

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

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

## 2. JUSTICE, EQUITY, DIVERSITY AND INCLUSION

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### Inclusive Learning

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

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

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

### Department's Commitment to Social Justice, Equity and Outreach

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

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

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

### College of Built Environments Race + Equity Initiative

The College of Built Environments is committed to fostering a diverse and inclusive community of built environments scholars. Our work as stewards of the built environment demands that we continually engage and incorporate diverse and culturally relevant perspectives and approaches. As practitioners, professionals, organizers, activists and community leaders, we care deeply about the places in which we live and the direction in which our communities are going. We know that innovative thinkers and collaborators are vital to the needs of our increasingly urban lives. Thus our goals are simple – to produce graduates who will lead their professions and contribute to the creation of smart, healthy and inclusive communities; and to pursue research that addresses solutions to the issues of equity, justice, urbanism, globalism and sustainability. Learn more about the [CBE Race + Equity Initiative](#).

### University's Commitment to Social Equity

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

### Diversity Resources

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

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

### 3. BLA CURRICULUM

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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 built environments. Please refer to the Department website to learn more regarding our focus on Urban Ecological Design:

[larch.be.washington.edu/features/urban-ecological-design](http://larch.be.washington.edu/features/urban-ecological-design).

Detailed information on the BLA curriculum including course requirements, studio and directed elective policies, and course sequence descriptions can be found in the BLA Curriculum Guide.

## 4. CHARTING YOUR COURSE—AND MAKING THE MOST OF THE JOURNEY

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### Advising

The Undergraduate Program Adviser provides advising on BLA curriculum and program questions for students, tracks course requirements for graduation, holds BLA information meetings for prospective students, and serves on the BLA Admissions Committee. You will meet quarterly with the Undergraduate Program Adviser for course planning and can schedule individual meetings as well. Nick Dreher is the current Undergraduate Program Adviser. You may set up an appointment to meet with Nick (<https://go.oncehub.com/ndreher>) or email him your questions ([ndreher@uw.edu](mailto:ndreher@uw.edu)).

The Department's Administrative/Advising Assistant, Jennie Li, addresses many administrative aspects of the Department, including managing student files and course registration. She can respond to questions you may have about University policies, financial aid, visa issues, and academic support questions. You can email her with any questions ([jencyli@uw.edu](mailto:jencyli@uw.edu)).

### 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 Autumn, 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 requirements. Completing another degree (Dual Degree) typically requires more time, unless you have made significant progress toward the other degree prior to entering the BLA program. If you wish to pursue such additional studies, schedule an appointment with the undergraduate program adviser 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://be.uw.edu/academics/college-wide-certificates/urban-design/>

Historic Preservation Certificate:

<http://www.be.washington.edu/academics/college-wide-certificates/historic-preservation-certificate/>

Minor in Urban Design and Planning:

<http://urbdp.be.washington.edu/programs/minor-in-urban-planning/>

Minor in Architecture:

<http://arch.be.uw.edu/programs-and-courses/ba-arch-2/minor-in-architectural-studies>

Minor in Construction Management

<https://cm.be.uw.edu/degrees-certificates/cm-minor>

Minor in Real Estate

<http://realestate.washington.edu/programs/minor/>

Minor in Environmental Studies

<https://envstudies.uw.edu/undergraduate-students/minor-in-environmental-studies/>

Ecological Restoration Minor

<https://sefs.uw.edu/students/undergraduate/ecological-restoration-minor/>

Environmental Science and Resource Management Minor

<https://sefs.uw.edu/students/undergraduate/esrm/environmental-science-and-terrestrial-resource-management-esrm-minor/>

### **Quarterly Course Planning Meetings**

Prior to the opening of registration for subsequent quarters, the Undergraduate Program Adviser will schedule a 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 L ARCH 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.

If you have questions specific to your situation, you should schedule an individual meeting with the Undergraduate Program Adviser 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 Undergraduate Program Adviser for questions you may have about course planning. For some questions, an email may be most useful. You can email Nick Dreher, Undergraduate Program Adviser, at [ndreher@uw.edu](mailto:ndreher@uw.edu). To make an appointment, visit <https://go.oncehub.com/ndreher>.

### **Tracking DARS**

You may already be familiar with the UW Degree Audit Reporting System (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 Undergraduate Program Adviser.

### **Your Student File**

The Department of Landscape Architecture keeps a digital 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 Undergraduate Program Adviser.

### **Faculty Office Hours**

Each faculty member in Landscape Architecture has office hours. 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 they teach or may teach, or about the profession, a face-to-face meeting may well accomplish more than an email correspondence. To make an appointment, go online and sign in at <http://larch.be.uw.edu/student-resources/office-hours/>.

### **UW Student Chapter of American Society of Landscape Architects (UWASLA)**

The University of Washington Chapter of the American Society of Landscape Architects (UWASLA) 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! 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 or for informal mentoring. This is a wonderful opportunity for you to

get acquainted with a local practitioner and learn from her/him. Watch for announcements about this program through the UWASLA 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.

## 5. BLA EVALUATION AND PERFORMANCE POLICIES

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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.

### 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	<b>Exceptional performance:</b> 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	<b>Strong performance:</b> 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	<b>Good performance:</b> work at this level is well-reasoned and complete and shows some signs of creativity with a growing recognition and understanding of the salient issues.
3.0 - 3.1	<b>Competent performance:</b> work at this level is well-reasoned and complete, but not especially creative or insightful; Understanding, while competent, warrants improvement.
2.5 - 2.9	<b>Minimally competent performance:</b> moderately well-reasoned with indications that understanding of the important issues could be improved upon and expanded.
2.0 - 2.4	<b>Poor performance:</b> with indications that understanding of the important issues is less than complete and perhaps inadequate in other respects.
Below 2.0	<b>Unacceptable work:</b> Understanding of salient issues and overall performance indicate further study is required prior to continuing to more advanced work in the professional program. While work meets University requirements, <b>it does not meet minimal professional degree expectations.</b>

*FOR BLA: BLA students maintain a 2.5 cumulative GPA and must earn a minimum grade of 2.0 in all courses required for the BLA degree program. For any grade below 2.0, the student will receive undergraduate credit for the course if it is 0.7 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:

[https://www.washington.edu/students/genocat/front/Grading\\_Sys.html](https://www.washington.edu/students/genocat/front/Grading_Sys.html)

- 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 include a clear description of assessment measures and grade calculations.

Grades will 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) is 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.

***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 BLA Academic Advisor should sign this document. This written agreement is specific to 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 also specifies 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 BLA Academic Advisor 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 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 program.

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 BLA 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/genocat/front/Grading\\_Sys.html](http://www.washington.edu/students/genocat/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/genocat/front/Grading\\_Sys.html#GRADING](http://www.washington.edu/students/genocat/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/facsenate/handbook/04-03-11.html#anchor2>)

***For "Scholastic Standards Required" see*** [http://www.washington.edu/students/genocat/front/Requirements\\_BA.html](http://www.washington.edu/students/genocat/front/Requirements_BA.html) - STANDARDS

***For "Low Scholarship" policies see*** [http://www.washington.edu/students/genocat/front/Low\\_Scholarship.html](http://www.washington.edu/students/genocat/front/Low_Scholarship.html)

## 6. GENERAL DEPARTMENT INFORMATION + RESOURCES

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### *UW NetID / UW Email Account*

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

### *Department MS Teams*

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

### *Student Files*

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

### *Student Mail Folders*

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

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

### *Faculty, Lecturer and Staff Mailboxes*

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

### *Faculty, Lecturer and Staff Office Hours*

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

Department Website - [larch.be.uw.edu/student-resources/office-hours/](http://larch.be.uw.edu/student-resources/office-hours/).

### *Faculty Meetings*

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

### *Departmental Committees and Student Representation*

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

### *Department Office Hours*

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

### *Department Activities, News + Social Media*

Everything you need to know is here – UW//LA website – [larch.be.uw.edu](http://larch.be.uw.edu)  
 Facebook – [facebook.com/uwlarch](https://facebook.com/uwlarch)  
 Instagram - @uw\_landscapearchitecture

## 7. CBE FACILITIES, EQUIPMENT AND RESOURCES

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### *Gould Hall, Architecture Hall and Community Design Building*

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

More information about CBE's facilities can be found on the CBE website - [be.uw.edu/spaces/facilities/](https://be.uw.edu/spaces/facilities/)

### *Building Access*

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

### *CBE Library*

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

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

UW Library website: [lib.washington.edu/](https://lib.washington.edu/)

### *CBE Computing*

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

CBE Computing: [be.uw.edu/spaces/computing/](https://be.uw.edu/spaces/computing/)

### *Software + Tutorials*

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

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

UW IT Connect: [be.uw.edu/spaces/computing/](https://be.uw.edu/spaces/computing/)

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

Seattle Public Library: [spl.org/](https://spl.org/)

*CBE Digital Commons*

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

Digital Commons: [be.uw.edu/spaces/computing/digital-commons/](https://be.uw.edu/spaces/computing/digital-commons/)

*Archnet*

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

Archnet website: [be.uw.edu/spaces/computing/archnet/](https://be.uw.edu/spaces/computing/archnet/)

*CBE Fabrication Laboratories*

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

Digital Fabrication Lab: [be.uw.edu/spaces/maker-spaces/fabrication-labs/](https://be.uw.edu/spaces/maker-spaces/fabrication-labs/)

*Third Floor Laser Cutter*

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

*Photo Laboratory*

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

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

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

Photo Lab: [be.uw.edu/spaces/maker-spaces/photo-lab/](https://be.uw.edu/spaces/maker-spaces/photo-lab/)

*Design Studio Spaces*

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

See Department Studio Policy for further details: [larch.be.uw.edu/student-resources/](https://larch.be.uw.edu/student-resources/)

*Fishbowl*

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

Make reservations via the Department website - [larch.be.uw.edu/student-resources/fishbowl/](http://larch.be.uw.edu/student-resources/fishbowl/)

*Gould Pavilion*

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

*The Buzz BE Café*

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

*The Dean's Office*

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

*CBE Website*

Everything you need to know about the College is here! [be.washington.edu/](http://be.washington.edu/)

## 8. UNIVERSITY OF WASHINGTON RESOURCES

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### *Husky Card*

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

For more information: [hfs.uw.edu/Husky-Card-Services](https://hfs.uw.edu/Husky-Card-Services)

### *Student Health & Wellness*

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

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

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

### *Access + Accommodations*

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

### *Religious Accommodation*

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

### *Undocumented Student Resources*

UW wholeheartedly welcomes and supports undocumented students of all ethnicities and nationalities in all graduate and undergraduate programs. Leadership Without Borders ([depts.washington.edu/ecc/lwb/for-students](https://depts.washington.edu/ecc/lwb/for-students)) provides resources and guidance for undocumented students.

### *Housing*

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

### *U-Pass and Parking*

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

U-Pass: [facilities.uw.edu/transportation/student-u-pass](https://facilities.uw.edu/transportation/student-u-pass)

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

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

### *UW Student Guides*

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

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

## 9. PROFESSIONAL RESOURCES

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### *American Society of Landscape Architects (ASLA)*

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

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

Membership materials are available on the ASLA website: [www.asla.org](http://www.asla.org)  
WASLA: <https://www.wasla.org/>

### *WASLA Student Chapter (UWASLA)*

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

For the current activities, visit the website: [uwasla.org](http://uwasla.org) or Facebook: UW Student Chapter of the ASLA.

### *Landscape Architecture Professional Advisory Council (LA PAC)*

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

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

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

### *Professional Organizations for Allied Disciplines*

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