

BLA | MLA CURRICULUM PETITION FORM

DEPARTMENT OF LANDSCAPE ARCHITECTURE

This form should be completed by BLA or MLA students requesting to waive a curriculum requirement and submitted to their Program Advisor. Complete this form AFTER discussion with the course instructor and/or your Program Advisor. Students should refer to their Curriculum Guide for requirements to waive a course. Some courses may not be waived. Important additional information and instructions are provided on the next page. If you have questions, contact your Program Advisor.

STUDENT NAME: _____ UW EMAIL: _____

DEGREE (BLA; MLA; MLA/MARCH; MLA/MUP): _____ PHONE #: _____

YEAR STARTED: _____ EXPECTED GRAD. DATE: _____ QTR/YR: _____

PETITION STATEMENT:

CURRICULUM REQUIREMENT / COURSE YOU WOULD LIKE TO WAIVE:

HOW YOU WILL FULFILL / HAVE FULFILLED THE CURRICULUM REQUIREMENTS:

Include an official course description (catalog course description or course description/syllabus from instructor) for any course you will take as a substitution for the curriculum requirement. If you are requesting to substitute with a course you have taken at a different institute of higher education, attach a copy of your transcript to this form. If you are requesting to substitute a requirement with pre-approved coursework, attach a copy of your work. If you are requesting to substitute a requirement with professional experience, attach a copy of your resume to this form. Save form and all supporting documents as a SINGLE pdf.

Student Signature: _____ Date: _____

The Program Advisor reviews all Curriculum Petitions. Curriculum Petitions for LARCH courses are also reviewed by the Course Instructor. If the Program Advisor and the Course Instructor are not in agreement, the Petition is reviewed by the Curriculum Committee.

PROGRAM ADVISOR: _____ APPROVE _____ NOT APPROVE

Comments:

Advisor Signature: _____ Date: _____

COURSE/TOPIC INSTRUCTOR: _____ APPROVE _____ NOT APPROVE

Comments:

Instructor Signature: _____ Date: _____

CURRICULUM COMMITTEE: _____ APPROVE _____ NOT APPROVE

Comments:

Committee Chair Signature: _____ Date: _____

CURRICULUM PETITION FORM INFORMATION + INSTRUCTIONS

Meet with your Program Advisor to discuss this Curriculum Petition before submitting the form.

A separate form is required for each curriculum petition request. Students should complete only the Petition Statement section of the form. Be sure to attach all supporting documents to the form when submitting it, **create a single pdf file with the form and all supporting documents**. Submit completed packet to your Program Advisor. Students do not need to get the Course Instructor's signature prior to submitting the form.

Curriculum Petition Deadline

All Curriculum Petitions must be submitted at least two (2) quarters PRIOR to graduation. No request will be granted simply based on a student's need to graduate or desire for early graduation.

Requests to Waive a Course Based on Prior Studies

Students requesting to waive a course based on prior studies should make their request early in the program. Students who do so in their first quarter of the program are not required to submit a Curriculum Petition form, instead the student should meet with their Program Advisor. Students will be required to submit a transcript indicating their successful completion of the previous course(s) taken.

Requests to Waive LARCH Course Requirements

Petitions to waive LARCH course requirements are reviewed by the Program Advisor and the Course Instructor. If the Program Advisor and Course Instructor are in agreement to approve or not approve the Petition, their agreed upon decision is final. If they are not in agreement, the Petition will be reviewed by the Department's Curriculum Committee in consultation with the Program Advisor and Course Instructor. The Curriculum Committee's decision is final. Students will be notified within 5 weeks of submitting the Petition.

Requests to Waive Non-LARCH Course Requirements

Petitions to waive non-LARCH course requirements are reviewed by the Program Advisor. If approved, the change will be updated in your student record. Students will be notified within three (3) weeks of submitting the Petition.

Credit for Waived Courses

Waiver of a required course does not bestow credit for the course, and the credits are not waived. Students must replace the waived course with an equal or greater number of credits. Generally, students may replace the required number of credits with open elective credits. However, the Program Advisor (and where necessary the Course Instructor and/or Curriculum Committee) may require the student to take an alternative course to increase or broaden the student's knowledge.

General Restrictions

- Scheduling conflicts or missing a course in sequence are not valid reasons to waive a course.
- One course cannot be used to satisfy multiple different curriculum requirements.
- Courses at the 100- or 200-level generally will not be approved to substitute for 300-level or above courses within the curriculum requirements.
- Undergraduate level courses generally will not be approved to substitute for graduate level courses within the curriculum requirements.
- Courses which do not transfer for academic credit to the University of Washington, generally will not be all allowed for fulfillment of curriculum requirements.
- For MLA students, courses fulfilling degree requirements must be 400-level or above.