

Department of Landscape Architecture Curriculum Petition

See instructions on next page.

Name: _____ BLA or MLA _____

Email: _____ Year in Program: _____

Phone: _____ Current Quarter: _____

Expected Date of Graduation: _____

Petition Statement: *State your curriculum request. Attach supporting documentation.*

Your Signature: _____ Date: _____

For non-LARCH course requirements, the Coordinator's review is sufficient.

Coordinator review: approve not approve

comments: _____

Signature: _____

For an LARCH course requirement, Coordinator and the course Instructor Review is needed.

Instructor Review: approve not approve

comments: _____

Signature: _____

If the review by the Coordinator and Instructor is not in agreement, Curriculum Committee review is needed.

Curriculum Committee Review: approve not approve

comments: _____

Signature of Committee Chair: _____

Department of Landscape Architecture Curriculum Petition Instructions

An official course description must accompany the petition for requests to substitute prior or alternate courses for required courses in the MLA or BLA programs. This can be a catalog course description or the course description/syllabus handed out in class. Provide as much information as possible to communicate the context and content of the request.

Meet with your respective BLA/MLA Coordinator to discuss and submit this petition.

If the course being petitioned is not an LARCH course, the Coordinator will review the petition, make an approval or not, and sign. If approved, the change will be updated in your record. You will be notified no later than 3 weeks after submitting the petition.

If the course being petitioned is an LARCH course, both the BLA/MLA Coordinator and the course Instructor review the petition, approve or not, and sign. If the Coordinator and Instructor agree in their response, that response is the decision. If they do not agree, the petition will be reviewed by the Department's Curriculum Committee, who will decide on the petition following discussion with both the Coordinator and course Instructor. You will be notified no later than 5 weeks after submitting the petition.

All curriculum petitions must be presented at least two quarters prior to graduation. No request will be granted simply on the basis of need to graduate or desire for early graduation.

Considerations:

Waiving of courses based on prior studies should be requested early in the program; this is best done within the first three quarters.

Conflicts of schedule or missing a course in sequence are not valid reasons to waive a course.

Waiver of a required course does not bestow credit for the course, and the credits are not waived. Students without a prior Bachelor degree must still fulfill 225 credits for graduation, regardless of courses waived.

One course cannot be used to satisfy two different requirements within the Curriculum.

If a student has prior coursework, which the Coordinator, and where necessary the Instructor and Curriculum Committee, finds acceptable in fulfillment of a specific course in the curriculum, the Coordinator and/or Committee may, at discretion, require the student to take an alternative course to increase or broaden the student's knowledge rather than waiving the requirement altogether. This is particularly likely in the case of directed electives in related fields, where suitable alternatives may be required.

Courses at the 100 or 200 level generally will not substitute for courses for upper division (300 level and above) courses on the Recommended Elective List.

Courses, which do not transfer for academic credit to the University of Washington, usually will not be allowed for fulfillment of a curriculum requirement.