Welcome to the Landscape Architecture and Environmental Planning Department. This Graduate Program Guide is intended to help you navigate through the University maze. Please keep this Graduate Guide while you are a student at the LAEP Department. Its format utilizes a "hands on" approach to the University and departmental policies and procedures.

The Department of Landscape Architecture and Environmental Planning is a small department and encourages personal contact between students and faculty. You are urged to participate in departmental social events and to attend the seminars and lectures arranged to supplement classes. These events provide excellent opportunities to meet alumni and other members of the landscape architecture professional community.

We hope that the information contained in the handbook will be useful and help you to get the most out of your Berkeley experience. As the Graduate Student Affairs Officer, I am also here to help. Please stop by the Graduate Office (206 Wurster) during office hours if you have any questions or concerns.

Welcome and best wishes for a creative and stimulating time while at Berkeley.

Tony Tieu
Student Affairs Officer
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ENROLLMENT PROCEDURES

University Publications

**General Catalog.** The catalog lists all the courses offered on the Berkeley campus as well as University of California policies and procedures. The most current catalog information is listed on the following website: [http://www.berkeley.edu/catalog/](http://www.berkeley.edu/catalog/)

**Schedule of Classes.** The schedule contains the time, location, and instructor of each class. In determining your finalized class schedule, be sure to refer to the specific departments to confirm class times and locations because changes frequently occur. Students may access the on-line schedule of classes at: [http://schedule.berkeley.edu/](http://schedule.berkeley.edu/).

Advising

Upon entering the Department, you will be assigned a Program Advisor. Faculty names and office numbers are listed in this program guide. Students should sign up for an advising appointment with their Program Advisors during the faculty advising period. Students can also sign up for advising appointments during the year by signing up on the sign up sheet located at most faculty office doors. You should meet to discuss your Fall 2011 study plan with the Student Affairs Officer (SAO), if your course of study differs significantly from the M.L.A. course of study charts in this guide. Two-year students (with Landscape Architecture backgrounds) should work closely with their Program Advisors as the two-year program is much more flexible than it appears from the charts on the following pages. Course waivers are often granted and students have the opportunity of designing an individual program of study. The Program Advisor will be able to suggest appropriate electives. Three-year students have a highly structured program of study and generally have only one elective in their first year of study. If students have taken equivalent courses elsewhere and would like a waiver, they must petition to do so. Petitions are available outside the 206 office and should be given to the SAO no later than the first week of classes for the term you are planning to waive the course for that semester. Do not wait until the last semester to get all your waivers approved. There is a chance that it may not be approved, and it’s the students’ responsibility to complete all the required courses on time.

If, for any reason, at any time during your graduate studies, you are dissatisfied with your Program Advisor, students may change advisors depending on availability. To change advisors, obtain a Change of Advisor form from Student Affairs Officer to be signed by both current and proposed advisor. Also, your advisor may be changed on a temporary basis if he/she is on leave.

Registration

To be considered as a registered student, students must: 1) enroll in at least one course through Tele-BEARS and, 2) payment of registration fees in full, or if on the Deferred Payment Plan, payment of the first installment.

Enrolling in Courses

Course enrollment is done through the interactive Tele-BEARS system. Instructions on using this system are available from the Tele-Bears website: [https://telebears.berkeley.edu/telebears/home](https://telebears.berkeley.edu/telebears/home). In order to register, you will need your Student ID number and your Calnet Pass phrase. You will also need the class control numbers (available from the online Schedule of Classes). Student ID and Calnet Pass phrase will be activated when students fill out that they will attend Berkeley on the Statement of Intent to Register Form.
Late Registration Fee of $150 will be charged to all students not enrolled by the end of third week of classes.

**Payment of Registration Fees**

Check the Bear Facts website for payment options: [https://sis.berkeley.edu/bearfacts/](https://sis.berkeley.edu/bearfacts/)

Students should be billed early August for Fall, mid December/January for Spring.

**Late Fees:** Fees must be paid on time. A late fee will be assessed for late payments.

DO NOT PAY YOUR FEES WITHOUT CHECKING BEAR FACTS TO SEE THAT YOU HAVE BEEN BILLED.

**Note:** International students are required to check in at the Berkeley International Office, 2299 Piedmont Avenue. Phone: (510) 642-2818. The schedule and information can be found on their website:

[http://internationaloffice.berkeley.edu/students/New/check_in.php](http://internationaloffice.berkeley.edu/students/New/check_in.php)

**Cal 1 Card – Photo ID**

Upon arrival on campus, students should obtain their Cal 1 Card (student ID card) from the Cal 1 Card Office (Lower Sproul). The first Photo ID is free of charge; replacements cost is $25.00 each. Proof of registration is indicated by a validated bar code on the Cal 1 Card. More information about the card is available at: [http://services.housing.berkeley.edu/c1c/static/index.htm](http://services.housing.berkeley.edu/c1c/static/index.htm)

**New Student Information**

New students should check the following website [http://www.grad.berkeley.edu/new_students/](http://www.grad.berkeley.edu/new_students/) for useful and helpful information.

**Student Access to Information – Bear Facts**

Students may check their registration status, course enrollments, waiting list status, and/or print unofficial transcripts, and CARS billing by using Bears Facts System on the web ([http://bearfacts.berkeley.edu](http://bearfacts.berkeley.edu)). Local and permanent address changes may also be made at this website.

Tele-BEARS Registration Period: Graduate students may add and/or drop courses or change the grading option by using the Tele-BEARS System until the end of the third week of classes.

OLADS (On-line Add/Drop System): Beginning the fourth week of classes, students must add and drop classes through the OLADS (On-Line Add/Drop System). To use OLADS, students must submit the Change in Confirmed Class Schedule form to the Student Affairs Officer.

- **Deadline to Add/Drop without a Fee:** End of third week of classes
- **Deadline to Add/Drop (with Fee) and to Change the Grading Option:** End of fourteenth week of classes

Please note that all Adds require the instructor's signature. For further information, refer to the University Petitions section of this guide.
If you have signed up for a course and this course appears on your Confirmed Class Schedule, you are responsible for that course until you drop it. If you do NOT drop the course and do not attend class, you will receive an F.

Lower division courses are numbered 1 through 99, upper division courses are numbered 100-199, and graduate courses are numbered 200-299. Only units earned in upper division and graduate courses can be counted toward the required unit total necessary for the M.L.A. or Ph.D. degrees.

Course Loads

First Professional Degree students normally enroll in 14-15 units per semester during their first year of study. First Professional Degree students in their second and third years, Second Professional Degree and Environmental Planning students typically enroll in 14 to 15 units. A graduate student is considered full-time whenever he/she registers for 12-13 or more units. All fellowship recipients, students receiving financial aid must be enrolled full time. If a student takes less than 12 units for any semester, it will be necessary to take more than 12-13 units during another semester in order to complete the degree requirements on time. Please contact the Student Affairs officer if you have questions about course load.

NOTE: Some of our courses are only offered only once in the year. If you don’t take a class that is a prerequisite for another sequential class, you may be putting yourself in danger of not completing the degree requirements on time.

Minimum GPA

Graduate students must earn a GPA of 3.0 or higher. If a student falls below a 3.0 GPA, they will be placed on academic probation and given one semester probation period to raise their GPA. If the student does not raise the GPA by the end of the probation period, they will be subject to dismissal from the university.

M.L.A. PROGRAM

There are three courses of study in the Master of Landscape Architecture (M.L.A.) program. A more in-depth description of these options together with specific course and unit requirements may be found in the College of Environmental Design/departmental website.

(http://laep.ced.berkeley.edu/programs)

The options are:

- First Professional Degree (three-year M.L.A.)
- Second Professional Degree (two-year M.L.A.)
- Environmental Planning

Second Professional Degree students (with a landscape architecture background) have the greatest amount of flexibility in their program.

Concurrent Degree Program in City Planning and Landscape Architecture Environmental Planning or Urban Design (M.C.P./M.L.A.)

The Department of Landscape Architecture and Environmental Planning and the Department of City and Regional Planning offer a three-year program of study with an emphasis in urban design or environmental planning. Upon completion, the student receives--the Master of Landscape Architecture and the Master of City Planning. This program is for highly qualified students who have a B.A. degree or its equivalent in
landscape architecture, architecture, or city and regional planning and who can demonstrate outstanding academic and professional achievement and must be completed within three years. Consult the Concurrent Degree Program brochure for more information. Students currently enrolled in either of the two-year tracks (Environmental Planning or Second Professional Degree) must apply to add the City and Regional Planning major by the early December admissions deadline of their first year of study. First Professional Degree students are ineligible for the three-year concurrent degree program. They may be eligible for the four-year program, which differs from the three-year concurrent degree program. Please ask the SAO for more information.

Concurrent Degree Program in Architecture and Landscape Architecture (M.Arch/M.L.A.)

The Department of Architecture and the Department of Landscape Architecture and Environmental Planning also offer a three-year program of study in Building and Site Design that leads to two professional degrees: Master of Architecture and Master of Landscape Architecture. This program brings together two closely connected branches of environmental design: the design of sites and the design of buildings. This degree program is designed for exceptionally qualified students who have an undergraduate degree in architecture or landscape architecture and who satisfy the admission requirements for the 1- or 2-yr. M.Arch program and/or the 2-year M.L.A. Second Professional Degree students must apply to add the Architecture major by the mid December admissions deadline of their first year of study. First Professional Degree students are ineligible for the concurrent degree program.

Academic Residency Requirement

There is a two- or three-year academic residency for the M.L.A. degree. The residency requirement for the concurrent degree program is three years. Length of residency requirement is determined when a student enters the M.L.A. program. The University defines academic residency as the number of specified semesters that a student must enroll in and complete a minimum of 8 units of upper division and/or graduate courses per semester. Summer Session does not count in computing academic residency.

Programs of Study

To aid students in planning their course work and to ensure that all departmental requirements are met in a timely manner, the Department has formulated the following typical Programs of Study. Two-year students (with Landscape Architecture backgrounds) have much more flexibility than these charts may indicate. Three-year students must first discuss any program changes with their program advisors, and then submit a curriculum petition to the Curriculum Committee for approval. Three-year students should follow the programs of study as shown as many of the classes are building blocks for later courses. The first two years of the First Professional Degree program provide an intensive background to the field for non-design students; consequently, most three-year students have only a few electives in their first two years of study.
**M.L.A. Option: 1st Professional Degree (Three-Year Program)**

Proposed Program of Study — 84 Units Required

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<th>YEAR ONE</th>
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<th>YEAR TWO</th>
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<th>YEAR THREE</th>
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<tr>
<td>Fall</td>
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<td>Spring</td>
<td>Units</td>
<td>Fall</td>
<td>Units</td>
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<td>Units</td>
<td>Spring</td>
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<tr>
<td>LA 200A</td>
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<td>LA 200B</td>
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<td>LA 201</td>
<td>5</td>
<td>LA 202</td>
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<td>LA 134A</td>
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<td>LA 112</td>
<td>4</td>
<td>Social Factors</td>
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<td>LA 121</td>
<td>4</td>
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<td>4</td>
<td>LA 135</td>
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<td>LA 252B†</td>
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<td>LA 160</td>
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<td>LA120</td>
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<td>or</td>
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* Choose from LA 203, CP 248, or Arch 201 by petition for the fall term; final degree studio LA 204 or CP 248 in the final spring term.

** LA 111 may be taken in place of LA 112 for students with a horticultural background. Please consult with the SAO before you exercise this option.

† Thesis/Professional Project Option.

**Social Factors Courses**
- LA 140 Social and Psychological Factors in Open Space Design
- LA 232 The Landscape As a Sacred Place
- LA C 241 Research Methods in Environmental Design
- LA C 242 Citizen Involvement in the City Planning Process
- ARCH 211 Theory and Methods in the Social and Cultural Basis of Design
- ESPM 155 Sociology of Natural Resources
**M.L.A. Option: 2nd Professional Degree (Two-Year Program) — Undergraduate Degree in Landscape Architecture**

**Proposed Program of Study — 49 Units Required**

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<thead>
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<tr>
<td><strong>Fall</strong></td>
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<td>or</td>
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<td>LA 206</td>
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<td>LA 160</td>
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**Note:** Students with undergraduate degrees in Landscape Architecture may be able to waive some of the above classes based on previous coursework or professional experience. Curriculum Committee approval required for all waivers.

* Comprehensive Exam Studio Option: choose from LA 204, CP 248, LA 205.

** Choose from LA 202, LA 205, CP 248, Arch 201, or LA 204 on space availability.

† Thesis/Professional Project Option.

**Structures/Infrastructures Courses:** LA 121, LA 226, CP 213, CP 214, CP 217.

**History Courses:** LA 170, LA 171, CP 240, ED 169A, ED 169B or equivalent.

**Social Factors and Natural Factors Courses:** See attached lists.

**Plants and Applications Courses:** Choose from LA 111, LA 112, LA 225.
### Natural Factors Courses

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<td>LA 225</td>
<td>Urban Forestry</td>
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<td>LA 227</td>
<td>Restoration of Rivers and Streams</td>
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<td>Wildlife Ecology</td>
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<td>ESPM 115C</td>
<td>Fish Ecology</td>
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<td>ESPM 116B</td>
<td>Range Ecology, Improvements, and Management</td>
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<td>ESPM 116C</td>
<td>Tropical Forest Ecology</td>
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<td>ESPM 117</td>
<td>Urban Garden Ecosystems</td>
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<td>ESPM 118</td>
<td>Agricultural Ecology</td>
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<td>ESPM 119</td>
<td>Chemical Ecology</td>
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<td>ESPM 120</td>
<td>Soil Characteristics (chemistry background)</td>
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<td>ESPM 121</td>
<td>Development and Classification of Soils (prerequisites)</td>
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<td>ESPM 126</td>
<td>Environmental Soil Chemistry</td>
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<tr>
<td>ESPM 181</td>
<td>Wildland Fire Science</td>
</tr>
<tr>
<td>ESPM 185</td>
<td>Applied Forest Ecology</td>
</tr>
<tr>
<td>Geog 140A</td>
<td>Physical Landscapes: Process and Form</td>
</tr>
<tr>
<td>Geog 140B</td>
<td>Physiography and Geomorphologic Extremes</td>
</tr>
<tr>
<td>IB 102</td>
<td>Introduction to California Plant Life</td>
</tr>
<tr>
<td>IB 105</td>
<td>General Ecology</td>
</tr>
<tr>
<td>IB 151</td>
<td>Plant Physiological Ecology</td>
</tr>
<tr>
<td>IB 154</td>
<td>Plant Ecology</td>
</tr>
</tbody>
</table>

### Social Factors Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 140</td>
<td>Social and Psychological Factors in Open Space Design</td>
</tr>
<tr>
<td>LA 232</td>
<td>The Landscape As a Sacred Place</td>
</tr>
<tr>
<td>LA C 241</td>
<td>Research Methods in Environmental Design</td>
</tr>
<tr>
<td>LA C 242</td>
<td>Citizen Involvement in the City Planning Process</td>
</tr>
<tr>
<td>ARCH 211</td>
<td>Theory and Methods in the Social and Cultural Basis of Design</td>
</tr>
<tr>
<td>ESPM 155</td>
<td>Sociology of Natural Resources</td>
</tr>
</tbody>
</table>

*Please Note — Course offerings may vary by semester. For a current list of courses please visit the schedule of classes at: [http://www.berkeley.edu/catalog/](http://www.berkeley.edu/catalog/).*
**M.L.A. Option: 2nd Professional Degree (Two-Year Program) — Undergraduate Degree in Architecture**

**Proposed Program of Study — 55 Units Required**

<table>
<thead>
<tr>
<th>YEAR ONE</th>
<th></th>
<th></th>
<th>YEAR TWO</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
<td>Units</td>
<td>Spring</td>
<td>Fall</td>
<td>Units</td>
</tr>
<tr>
<td></td>
<td>Units</td>
<td></td>
<td>Units</td>
<td>Units</td>
<td></td>
</tr>
<tr>
<td>LA 201</td>
<td>5</td>
<td>LA202 or LA205</td>
<td>5</td>
<td>LA 203</td>
<td>5</td>
</tr>
<tr>
<td>Elective</td>
<td>2</td>
<td>LA 170</td>
<td>3</td>
<td>Social Factors</td>
<td>3</td>
</tr>
<tr>
<td>LA 120</td>
<td>3</td>
<td>LA 112</td>
<td>4</td>
<td>LA135</td>
<td>3</td>
</tr>
<tr>
<td>LA 110</td>
<td>5</td>
<td>Elective</td>
<td>2-3</td>
<td>LA 252B or</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>14-15</td>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Note:** Students with undergraduate degrees in Architecture may be able to waive some of the above classes based on previous coursework or professional experience. Curriculum Committee approval required for all waivers.

* Choose from LA 204, LA 205, or CP 248 by petition.
** LA 202, LA 205, or CP 248 by petition.
*** Can typically substitute LA 226. If petitioning to waive, turn in waiver in the first semester of the program.
† Thesis/Professional Project Option.

**Social Factors Courses**

- LA 140 Social and Psychological Factors in Open Space Design
- LA 232 The Landscape As a Sacred Place
- LA C 241 Research Methods in Environmental Design
- LA C 242 Citizen Involvement in the City Planning Process
- ARCH 211 Theory and Methods in the Social and Cultural Basis of Design
- ESPM 155 Sociology of Natural Resources
**M.L.A. Option: Environmental Planning (Two-Year Program)**

**Proposed Program of Study — 55 Units Required**

<table>
<thead>
<tr>
<th>YEAR ONE</th>
<th>Fall</th>
<th>Units</th>
<th>Spring</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 200A</td>
<td>5</td>
<td>LA 205</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>LA 134A</td>
<td>3</td>
<td>Natural Factors</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>2</td>
<td>LA 221</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>LA C188</td>
<td>4</td>
<td>LA C237</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>LA 254</td>
<td>1</td>
<td>Elective</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
<td>16-17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR TWO</th>
<th>Fall</th>
<th>Units</th>
<th>Spring</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Factors</td>
<td>3-4</td>
<td>Elective</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>LA 206</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>LA 252B</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>12-13</td>
<td>12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* May be waived for students who have had a previous GIS course.

**Social Factors Courses:** LA 232, LA C 241, LA C 242, or ESPM 155.

**Natural Factors Courses:** LA 222, LA 225, or LA 227.

Please note that some of the courses will be offered out of sequence due to faculty availability. Take the required course when it is offered. Do not wait, or it may not be offered again by the time you graduate. It’s up to the student to take all required courses.
M.L.A. Final Degree Requirements

Advancement to Candidacy

In order to obtain the M.L.A. degree, a student must be advanced to candidacy. The deadline for filing Advancement to Candidacy forms with the Student Affairs Officer is by the fourth Friday of the fall semester for a December degree or fourth Friday of the spring semester for a May degree.

Procedures:

1. Degree check by Student Affairs Officer.
2. Obtain and complete Advancement to Candidacy forms from Student Affairs Officer or the Graduate Division website: http://grad.berkeley.edu/policies/forms.shtml.
3. If under Thesis Plan, obtain Thesis Committee Chair signature on Advancement form.
4. Turn in Advancement form to Student Affairs Officer by deadlines listed above.

The Master's Degree requires the satisfactory completion of a written thesis under Plan I, or the successful completion of a comprehensive examination (professional project or comprehensive examinational studio) under Plan II.

Plan I - Thesis

The thesis is an original academic research report on a topic in Landscape Architecture or Environmental Planning. The thesis is prepared with the goal of broadening knowledge in the field, for possible dissemination of information to a professional or academic audience, and for the benefit of the research. The style and organization of the thesis are set by the Graduate Division and must include a review of the literature, footnotes, and a bibliography.

The thesis is submitted to a committee of three members of the faculty proposed by the student but appointed by the Dean of the Graduate Division. Students must submit a completed committee signature sheet to the Student Affairs Officer by the first week in November of their final year (see page 50, Petitions, for form). Students following Plan I should have an outside member on the thesis committee, i.e., an Academic Senate faculty member outside the student’s major field; however, some exceptions have been made to include faculty from another university. Contact the Student Affairs Officer if you have questions on which faculty members can serve on your thesis committee.

Preparing a thesis is a multi-faceted, two-semester process which includes preparing several full drafts and a final thesis document. During this process the student is required to confer with all members of her/his committee while undertaking the work. Responsibility for submitting the completed thesis to committee members by the appropriate deadlines rests with the student. Once the final thesis draft has been prepared and if all three members of the committee approve the thesis, they sign the approval page (prepared by the student). If any member of the committee doubts the acceptability of the thesis, the chair convenes the committee to discuss it. If the committee then reaches agreement on acceptability, the thesis is signed and filed with the Graduate Division. If there is a disagreement concerning acceptability of the thesis between the committee members or if the student wishes to appeal the decision of her/his committee members, the thesis is sent to the Dean of the Graduate Division together with a brief statement of each committee member's opinion and the student’s if applicable.

Updated August 2014
Note 1: Students in the Concurrent Degree program in Architecture and Landscape Architecture (M.Arch/M.L.A.) should complete a joint university thesis as their final degree requirement. If completing via a “departmental thesis” in Architecture, these concurrent students can opt to do a separate university thesis, professional report or final comprehensive studio in Landscape Architecture.

Note 2: Students in the Concurrent Degree program in City Planning and Landscape Architecture (M.C.P./M.L.A.) should complete a joint university thesis as their final degree requirement. If completing via a profession report in City Planning, these concurrent students can opt to do a separate university thesis, professional report or final comprehensive studio in Landscape Architecture.

Thesis Formatting and Submission

The thesis is to be filed with the Graduate Division which has strict rules about formatting. It is to submitted electronically, however the signature page must be in hardcopy form. For specific guidelines on the organization and format of the thesis consult the Graduate Degrees Office website:

http://grad.berkeley.edu/academic-progress/thesis/

Please note: The Graduate Division is transitioning to the electronic filing of theses but for the Spring 2011 paper theses filing will still be required. This will change in the future.

Plan II - Professional Project

The professional project is the documentation of a project similar to work prepared by a professional landscape architect or environmental planner in a private office or public agency in the fields of landscape design, urban design, community design, or environmental planning/policy. The professional project is prepared for the broadening of knowledge in the field, for specific design or study of a site, processes or policies related to an actual project, and for the development of the professional skills of the student.

The student’s professional project committee is comprised of a chair (from the Department of Landscape Architecture and Environmental Planning faculty), another faculty member (from our department or a related department), and a third member from outside the University community (generally a person involved in the project such as a client or a professional). Students must submit a completed committee signature sheet to the Student Affairs Officer by the first week in November of their final year (see page 50, Petitions, for form).

Preparing a professional project is a multi-faceted, three-semester process which includes preparing several full drafts and a final report or plan. The student is required to confer with the members of the committee before undertaking the work to review the content and set the style and organization of the document. Responsibility for completing the work rests with the student. Before completion the student should obtain a sample of the title and signature pages from the Student Affairs Officer. The student must obtain signatures indicating approval of the final project from all three committee members.

If any member doubts the acceptability of the project, the chair convenes the Committee to discuss the problem. If the committee reaches agreement on acceptability, the project is signed and filed with the Student Affairs Officer. If there is a disagreement about the project's acceptability between committee members or the student wishes to appeal the decision of her/his committee members, the project is sent to the Curriculum Committee with a brief statement to that effect.
Professional Project Formatting and Submission

A hardcopy signature page and an electronic copy (via email + on a compact disc) of the final professional project is to be submitted to the Student Affairs Officer. Please check with your committee members before submitting your profession report – committee members can insist on receiving a hardcopy. In this case, the document must be in a printed form with graphics of professional quality suitable for clear reproduction by printing or photocopy machines. Projects must be printed on paper containing at least 25 percent cotton fiber. Text with graphic displays may be printed on either one or both sides of the paper. The documents must be bound (in clear plastic, front and back) and must have a title page with the signatures of all committee members indicating final approval.

NOTE: Students in the Concurrent Degree Program of City Planning and Landscape Architecture (M.C.P./M.L.A.) may do a professional project in lieu of a thesis but must get the approval first from the LAEP Concurrent Degree Committee before proceeding.

Plan II - Comprehensive Examination Studio

1st and 2nd Professional Degree students may elect to fulfill the final degree requirement through the successful completion of a comprehensive examination studio. Comprehensive Examination Studios are existing studios, such as LA 204, LA 205, CP 248. (Note: Students may not use a studio course that is part of their required curriculum to fulfill the Comprehensive Examination Studio requirement). This option is not available to students in the following options: Environmental Planning program, M.Arch/M.L.A. Concurrent Degree program, and M.C.P./M.L.A. Concurrent Degree program.

Schedule for Final Degree Requirement

Students who are completing a thesis or professional project must enroll in the following thesis prep classes: LA 252B, and LA 206.

Spring Semester (before final year)

By the last day of classes of the spring semester, a research proposal for the thesis must be submitted to the Farrand Committee. If the proposal is accepted the student will receive a modest research stipend consistent with Farrand Fund resources and other student proposal requests.

Fall Semester (final year)

It is recommended that students initiate and make significant progress on fieldwork by the end of the summer before their final year. In the fall semester of the final year students take LA 252B. During the semester students prepare a detailed outline; write a draft of each chapter; and participate in pin up reviews where faculty critique the project idea, method, data, analysis, and initial design, planning, or policy proposals. A comprehensive first draft of the thesis/professional project is due to all committee members by the last day of classes. If a 1st or 2nd Professional Degree student fails to submit a satisfactory draft to his/her committee, he/she will be expected to enroll in a comprehensive examination studio for the spring semester.
Spring Semester (final year)

In the last semester students enroll in the LA 206 studio. They are required to solicit a response from their committee on the first draft, prepare a second draft for review in March, participate in class pin up reviews, and submit a final version of the thesis/professional project for committee signatures at least three weeks prior to the university filing deadline, providing adequate time for the committee to thoroughly review the work. Students are also required to present their project at the end of the semester at a departmental review.

Final copies of the thesis or professional project, with committee members' signatures, must be filed with the Graduate Division (thesis) or with the Student Affairs Officer (professional project) by the last day of the semester. Deadlines are posted on the Graduate Division website:

http://grad.berkeley.edu/academic-progress/deadlines/

Committee for the Protection of Human Subjects

Federal law and University policy requires that all research, on or off campus, that involves human subjects in any way conducted by graduate students in pursuit of an advanced degree must be approved or exempted by the Committee for the Protection of Human Subjects (CPHS) before the research is begun. Research that involves human subjects and that is conducted without the approval of CPHS is invalid and the degree will not awarded. Only CPHS can determine whether a student's research is eligible for exemption or will require a full review. Each student must be granted individual approval by CPHS.

As of September 1, 2005, before approval is granted for a research protocol, any graduate student listed as Lead Investigator or Key Personnel on an application to CPHS must complete training in human subjects research by taking and passing the online CITI Program (https://www.citiprogram.org), a basic course in the Protection of Human Research Subjects. Students should take either the Social-Behavioral or Biomedical sequence of modules as is most appropriate for the type of research they are conducting.

Graduate students who plan to use human subjects in their research must complete the CITI course and print out the certificate of completion prior to applying for advancement to candidacy. This certificate must be submitted with the advancement form.

To ensure compliance with federal law and University policy, the student should call the Committee at 642-7461 or go to the Committee's office, 2150 Shattuck Avenue, Suite 313. The Committee can advise students on writing a research protocol for the Committee's review. Students may obtain the Committee for Protection of Human Subjects guidelines from the CPHS website: http://cphs.berkeley.edu/

PH.D. PROGRAM

Ph.D. Final Degree Requirements

The Ph.D. degree is granted after successful completion of the following steps:

1. Course Work
2. Foreign Language Requirement
3. Qualifying Examination
4. Dissertation Prospectus
5. Advancement to Candidacy
6. Dissertation
Course Work

A minimum of thirty-two (32) units of course work is required for the Ph.D. degree. The academic residency is two years (four semesters). Students are required to enroll in LA 255 (Doctoral Seminar in Environmental Planning) until they pass their Qualifying Exam (typically the fifth semester). After advancement to candidacy, Ph.D. students are no longer required to enroll in the Ph.D. Seminar, but are required to present progress reports on their research once per year to the Ph.D. Seminar. It is the students’ responsibility to arrange a presentation date with the instructor of the Ph.D. Seminar sufficiently early in the academic year so that the candidates’ presentations can be accommodated. Course work plans are individually formulated (by Ph.D. Advisor and student) to fit the student's particular interests in Environmental Planning. It is the student's responsibility to plan his/her program and sequence of courses (with the help of the Ph.D. Advisor). Each semester Ph.D. students must meet with their Advisors to discuss and review their progress in relation to their overall curriculum plan.

Course Work Restrictions

- No more than eight units of LA 299 will be credited toward the thirty-two unit requirement;
- No more than 10 units of total units may be taken on a Satisfactory/Unsatisfactory basis; and,
- No more than sixteen units of LA 602 may be taken by the student in preparation for the foreign language and qualifying examinations.

Foreign Language Requirement

This requirement is to make certain that a Ph.D. candidate has the ability to acquire a wide knowledge in his/her field of study and to keep up with foreign developments in the field. Before admission to the Qualifying Examination, the student must demonstrate a reading knowledge of one language by passing an examination in it. Non-native English speaking students may use English as their second language if their native language is on the department's list of approved languages. Native English speakers must demonstrate competence in a foreign language that is relevant to their research and professional development and is on the department's list of approved languages. Competence will be defined as follows: the student will read a journal or other appropriate piece of professional literature of approximately 3,000 words in length from a journal proposed by the student and approved by the major professor. The student will identify in writing (in English) the key themes of the article. The student will then translate in writing a passage of approximately 300 words selected by the examiner from the piece. The total time for the language exam must not exceed three hours. The foreign language exam is graded on an S/U basis.

Qualifying Examination

Before taking the Qualifying Examination, an Application for the Qualifying Examination must be completed. The Dean of the Graduate Division must then approve this form. Application forms are available from the Student Affairs Officer and must be submitted to the Graduate Division (302 Sproul Hall) at least three weeks prior to the date of the Qualifying Examination.

In order to sit for the Qualifying Examination, the student must meet the following eligibility criteria:

- Must be registered for the semester in which the exam is taken;
- Must have a minimum of B average in all work undertaken in graduate standing;
- Must have no more than two courses graded incomplete; and,
- Must have completed the foreign language requirement (see above).

This exam tests the student's comprehension of the field of landscape architecture and environmental planning. The papers for the Qualifying Examination cover three topic areas:
1. **Theories Underlying the Field of Environmental Planning**

The theory exam is intended to probe the breadth of the student's knowledge of the classical and contemporary literature in the field. The student should demonstrate comprehensive knowledge of the relevant literature.

2. **Research Methods Paper**

The purpose of this paper is to ensure that a Ph.D. degree recipient has a firm grasp of some set of methods and skills with which to carry out research. These methods can range from methods of analyzing aspects of natural ecology to methods of visual analysis, behavior and organizational research, or survey research. The student should be prepared to compare and discuss these alternate approaches as they relate to the general area of the dissertation.

3. **Inside Field Paper**

This paper lays the groundwork or includes a substantial portion of the prospectus for the dissertation. The paper must demonstrate that the student has a working knowledge in the substance of the proposed dissertation topic.

**Procedures**

The student may suggest, after consultation with his/her Ph.D. Advisor, to the Chair of the PhD Committee, a committee of four members (one of whom must be from outside the Department of Landscape Architecture and Environmental Planning) to serve on the Qualifying Examination. The Chair of the PhD Committee, after consultation with the Ph.D. Committee, recommends the Qualifying Examination Committee, which may or may not be the same as the one suggested by the student.

After Graduate Division has approved the Qualifying Examination Committee, the student meets with the chair of the Qualifying Examination Committee. At this time, the student will present his/her proposals for the general subject matter of all three papers. The committee chair will then write questions for each of the three papers which, after circulation to all committee members, will be given to the student by the Student Affairs Officer five weeks before the oral examination is scheduled. The student must answer them in not more than three weeks from the date of receipt and return five copies to the Student Affairs Officer for distribution to committee members and one to keep on file in the Graduate Office. The combined answers to all three questions shall not exceed 12,500 words in length. Responses in excess of 12,500 words will not be accepted. The answers to the questions will be evaluated and discussed as part of the Qualifying Examination. At the oral examination, the examining committee will recommend one of the following actions to Graduate Division: 1) pass; 2) partial failure; 3) failure, does recommend re-examination; or 4) failure, does not recommend re-examination.

**Dissertation Prospectus**

After the Ph.D. student has passed the Qualifying Exam, he/she must prepare the dissertation prospectus in consultation with the Dissertation Chair. Upon completion of an approved prospectus, the Dissertation Chair signs the Advancement to Candidacy Form. Student then turns in signed copy of the prospectus (with the Advancement to Candidacy form) to the Student Affairs Officer.

**Advancement to Candidacy**

Advancement to Candidacy is contingent on several steps: 1) receiving a "pass" on the Qualifying Examination; 2) completion of a dissertation prospectus; and, 3) approval of Dissertation Committee by the Chair of Graduate Advisors. Please note that the final authority on approval of Dissertation
Committee rests with Graduate Division. The deadline for advancement to candidacy is by the end of the fifth semester.

The Advancement to Candidacy application form is submitted to the Graduate Division after the Dissertation Chair has approved the prospectus. The completed form must be signed by both the Dissertation Chair and Chair of the Graduate Advisors prior to submission to Graduate Division. A fee of $90 must accompany this form.

New for incoming doctoral students entering in Fall 2010 and after, the Graduate Division has enacted a Doctoral Completion Fellowship (DCF) which provides an incentive for students to complete their degree within a reasonable time. Note: The DCF replaces the Dean’s Normative Time Fellowship (DNTF). If a student advances to candidacy within the normative time set for the department, he/she becomes eligible for the DCF (see Fellowships, Prizes, and Financial Resources in this guide). Normative time is the time limit established by the Graduate Division for normal progress toward the Ph.D. degree. The normative time for the Ph.D. degree in Environmental Planning is five years – five semesters for completion of coursework, foreign language examination, Qualifying Examination, Dissertation Prospectus, and five semesters for independent fieldwork or research and writing of the dissertation. After advancement to candidacy, each Ph.D. candidate is allowed a maximum of two semesters of approved withdrawn status without jeopardizing his/her normative time classification. For more information regarding eligibility questions, contact the Graduate Services Degrees staff (318 Sproul Hall, 510-642-7330). For details concerning activating and receiving the award, contact the Graduate Services Fellowships staff (318 Sproul Hall, 510-642-0672).

**Dissertation**

A dissertation covering the independent research activities of the student must be completed. The Graduate Division presents workshops on Practical Strategies for Writing a Dissertation every semester. Each Ph.D. Student is expected to take this workshop before the end of the sixth semester. The student must meet with the Dissertation Committee on a regular basis to ensure that the dissertation will be approved by the end of the fifth year. It is important to begin writing early. Most of people write slowly, so it’s dangerous to assume that you can write everything up in a month at the end of your last semester. It’s a good idea to begin writing, realistically assess your rate of writing, and use this rate to estimate the time needed to finish. For example, if you anticipate that your dissertation will be 200 pages and you write about 10 pages per week, this means that you will need 20 weeks or five months to complete your writing. You will also need to allow time to make any revisions to the document that your Dissertation Committee may require. One rule of thumb is that it always takes longer to write your dissertation than you expect.

The format of the Ph.D. dissertation is similar to that outlined in the M.L.A. Final Degree Requirements, Thesis section. Further information on the dissertation format is available from Graduate Degrees Office website: [http://www.grad.berkeley.edu/degrees/pdf/disguide.pdf](http://www.grad.berkeley.edu/degrees/pdf/disguide.pdf)

Once the dissertation is approved, one copy must be submitted to the Graduate Division (original), and one to the Student Affairs Officer (for the Environmental Design Library and the department). In addition, Graduate Division requires that a dissertation abstract (in duplicate and not to exceed 350 words) be filed at the same time as the dissertation. The dissertation chair must sign abstracts. Specific dates for filing the dissertation must be observed. See Graduate Division website for more information: [http://www.grad.berkeley.edu/policies/degree_filing_deadlines.shtml](http://www.grad.berkeley.edu/policies/degree_filing_deadlines.shtml).

**Ph.D. Withdrawal Policy**

Ph.D. students must register for every semester until they have advanced to candidacy (typically, the first five semesters of the program). Ph.D. students are allowed two semesters of approved withdrawal status while in candidacy. If the withdrawal is taken before being advanced to candidacy, students may forfeit
the full DCF. Please contact the Graduate Services Degrees staff for more eligibility requirements (510-642-7330).

International students should consult Berkeley International Office prior to going on approved withdrawal status.

Students who exceed the maximum number of semesters of withdrawal may be placed on probation for not making normal progress toward the degree. Failure to register could result in termination from the program.

**Ph.D. Reviews**

Students will be reviewed by the Ph.D. Committee at the end of their second, third, fourth, sixth and eighth semesters. At least one week prior to your review, complete the appropriate review form, and if indicated, attach 1) your list of courses to date and proposed future courses and 2) your current research proposal. Your research proposal should be 2 to 3 pages with a clear problem statement and a statement of objectives, full explanation of methods, and clear articulation of the planning context and theoretical basis. It is understood that your research proposal will be preliminary for the End of the 2nd Semester Review.

If a student is making adequate progress toward the degree, the Ph.D. Committee may waive the sixth semester review. If the sixth semester review is waived, students must meet with their Dissertation Committee. If a student is not making satisfactory progress, the Dissertation Chair may recommend that the Ph.D. Committee review the student at any time. At the end of the eighth semester, students will be reviewed by the Ph.D. Committee to ensure that the dissertation will be completed by the end of the fifth year. After the eighth semester review, a letter will be written to the student informing him/her that he/she must file by the end of the fifth year.

**Ph.D. Timelines**

By the end of the fifth semester, students must have completed the following: a) foreign language requirement; b) Qualifying Examination; c) Approved Dissertation Prospectus; d) Advancement to Candidacy form (to be filed with the LAEP Graduate Office by no later than the last day of the fifth semester).

By the end of the fifth year, Ph.D. students are required to file their dissertation. No fellowships, grant monies, or teaching appointments will be awarded to doctoral students after this time.

Ph.D. Students who do not file their dissertation by the end of the fifth year must request an extension from the Ph.D. Committee for an additional time.
CURRICULUM, GRADING INFORMATION, AND STUDENT REVIEW

Special Studies

LA 295 - Supervised Research (2 Units)
Offered: Fall, Spring; S/U basis only.

A maximum of two units per semester may be awarded for each semester in which the student is employed as a Graduate Student Researcher.

Procedure:

1. Obtain LA 295 approval form from Student Affairs Officer.
2. Complete form and obtain appropriate signatures (supervising faculty and Program Advisor).
3. Turn in signed form to Student Affairs Officer.
4. Obtain course control and class entry numbers from the Student Affairs Officer.

LA 296 - Directed Dissertation Research (1-12 Units)
Offered: Fall, Spring; S/U basis only.

This course is open to qualified students who have been advanced to candidacy for the Ph.D. degree and are directly engaged upon the doctoral dissertation. Obtain course control and class entry code numbers from the Student Affairs Officer.

LA 297 - Field Study Course (2-3 Units)
Offered: Fall, Spring; S/U basis only.

This course provides the student with an opportunity to gain academic credit for field or office work outside the University. While work in a professional office is the most usual employment opportunity sought by students, there is no precise limitation on the type of employer or the actual work experience. Urban core work for a municipality, nursery experience, or construction work for a contractor is alternate examples of employment situations, which may be acceptable.

Procedure:

1. Obtain LA 297 student information sheet and approval form from the Student Affairs Officer.
2. Complete approval form and obtain appropriate signatures (supervising faculty member, Program Advisor, and Supervisor/Employer).
3. Turn in signed form to Student Affairs Officer.
4. Obtain course control and class entry code numbers from the Student Affairs Officer.

Final report containing a review of the field study goals as well as analysis comparing the intent of the field study with the actual work experience is required. Final reports and employer
evaluations must be received by the final day of instruction of the semester in which credit is
granted. Credit is earned in direct proportion to the number of hours worked. Two units are given
for each 8 hours of work per week or equivalent (120 hours per semester). Maximum of three
units (12 hours of work per week or 180 hours per semester) may be earned per semester.

**LA 299 - Supervised Independent Study and Research (1-4 units)**

Offered: Fall, Spring; Letter Grade or S/U basis.

This course provides the opportunity for individual research. A maximum of four units will be
ganted for thesis or professional project research work. No more than six units of LA 299 course
work will be counted toward the required unit totals for the M.L.A. degree.

**Procedure:**

1. Obtain LA 299 approval form from the Student Affairs Officer.
2. Complete form, attached detailed work outline and performance schedule, and obtain
appropriate signatures (supervising faculty member and Program Advisor).
3. Turn in signed form to the Student Affairs Officer.
4. Obtain course control and class entry code numbers from the Student Affairs Officer

**LA 300 - Supervised Teaching (2 units)**

Offered: Fall, Spring; S/U basis.

A maximum of two units per semester may be awarded for each semester that the student is
employed as a Graduate Student Instructor. Although Graduate Division does not grant credit
toward the M.L.A. degree for 300 units, these units may be waived from the total degree unit
requirement up to a total of four units provided that no credit has been granted for LA 295 or LA
297.

**Procedure:**

1. Obtain LA 300 approval form from Student Affairs Officer.
2. Complete form; obtain appropriate signatures (supervising faculty member and Program
Advisor).
3. Turn in signed form to Student Affairs Officer.
4. Obtain course control and class entry code numbers from the Student Affairs Officer.

**RESTRICTIONS ON ABOVE CLASSES (LA 295, LA 296, LA 297, LA 299, and LA 300)**

1. All forms must be completed and required signatures obtained before any course control numbers
will be given out to students. If a student does not fill out a form, they will forfeit the credit.

2. No more than six units of any combination of LA 295, LA 297 and LA 300 will be counted
toward the required unit totals for the M.L.A. degree.
3. Work for LA 295, LA 297, LA 300 units may be accomplished over the summer for credit granted the subsequent fall. However, all approvals should be secured prior to commencement of work.

4. Ph.D. students should refer to “Ph.D. Program” in this guide for LA 299 unit restrictions.

**LA 375 – Methods of Teaching in Landscape Architecture and Environmental Planning (2 units)**

*Offered: Fall; S/U basis.*

This course presents general pedagogical principles and methods adapted to teaching in the fields of landscape architecture, environmental planning, and environmental sciences. LA 301 course will be a required for all graduate students who have been appointed as first-time Graduate Student Instructors.

**LA 601 – Individual Study for Master’s Students (1-8 units)**

*Offered: Spring; S/U basis.*

This class is designed to help students complete their final degree requirements (thesis or professional project) during their last semester. This course must be taken in conjunction with a minimum of 4 units of upper division and/or graduate course (100 or 200 series courses. LA 601 units do not count toward the required unit totals for the M.L.A. degree.

Obtain course control and class entry code numbers from the Student Affairs Officer.

**LA 602 - Individual Study for Doctoral Students (1-8 units)**

*Offered: Fall, Spring; S/U basis.*

This class is designed to allow individual study by doctoral students in order to provide them with an opportunity to prepare themselves for the foreign language and qualifying examinations. LA 602 units do not count toward required unit totals or residency requirement for the doctoral degree. Ph.D. students may not enroll in more than a total of 16 units of LA 602. Obtain course control and class entry code numbers from the Student Affairs Officer.

**Satisfactory/Unsatisfactory**

The Satisfactory/Unsatisfactory grading option may be used for classes in which the course material is unfamiliar or competition from majors is particularly strong. This option may also be used for classes in which the student has an interest, but regular Landscape Architecture course demands are too heavy to allow a great deal of effort to be spent on the S/U course.

**Restrictions:**

1. In order to earn an S grade, a graduate student must earn a letter grade equivalent of B- or higher.

2. Students may take up to one-third of the total units in the graduate program on an S/U basis.

3. Students cannot elect to take required M.L.A. courses on an S/U basis (unless a course is offered only on that basis).

4. Classes taken on an S/U basis are not computed in your GPA.
Ph.D. students should refer to “Ph.D. Program” in this guide for other restrictions on this grading option.

**Incomplete Grades**

The “incomplete” grade may be assigned if the student's work in a course has been of passing quality, but is incomplete for reasons beyond the student's control, such as illness or a family emergency. Incomplete grades may not be given because the student's workload is too heavy. To receive an incomplete grade, special arrangements must be made with the instructor. In assigning the incomplete grade, instructors are required to specify the reason.

Procedures for removing an incomplete grade:


2. Complete one petition per course and take to Cashier's Office, 128 Sproul Hall. A $5.00 fee will be assessed for each petition.

3. **Xerox a copy of the cashier-stamped petition and retain for your records.**

4. When work for the course in which an incomplete grade was assigned is complete, student should give cashier-stamped petition to instructor with the completed project or course work.

5. Faculty member assigns grade and submits petition to the Student Affairs Officer. Students are not allowed to touch the form once it’s given to the instructor. If the student touches the form, after the instructor assigns a grade, the form becomes invalid.

It is the student's responsibility to follow up and make sure that the Office of Admissions and Records processes all grade changes. It is departmental policy that students are given one calendar year to remove an incomplete grade in a required class. In addition, departmental policy restricts students from advancing in the studio course sequence without completion of prerequisite studios and limits the number of incompletes that a student can carry in any term to two courses.

If the course is not required, students may request that the incomplete grade be retained permanently on their record. This request should be made to the Student Affairs Officer by no later than the deadline for submission of advancement to candidacy forms (fourth Friday of student’s last semester).

Administrative procedures in removing incomplete grades can take up to a month so students are advised to file the Petition for Grade and Grade Points as soon as possible. Removing incomplete grades is both time-consuming and frustrating. If at all possible, it is wise to avoid having incomplete grades assigned.

**Concurrent Enrollment Units Taken Through UC Berkeley Extension**

Credit for classes taken through Concurrent Enrollment (usually before official admittance to the University) will not be counted toward the required unit totals for the M.L.A. or Ph.D. degrees. This is a University regulation and applies to all courses, even those that are specifically required for the M.L.A. degree. Students may waive such courses, but not the units.

**PETITIONS**

There are two types of petitions: University and Departmental. Students should be aware that petitions are carefully reviewed by the appropriate supervisory committees and are not automatically approved.
University Petitions

All University petitions are available from the Student Affairs Officer, the Graduate Degrees Office (318 Sproul), or from the Office of Admissions and Records (120 Sproul). Forms are also available online. University petitions are generally of three types:

1. Change in Confirmed Class Schedules
2. Changes in Status
3. Final Degree Requirement Changes

Change in Confirmed Class Schedule/Grading Option

Petition for Change in Confirmed Class Schedule (Registrar’s form)

This petition is used when a student wishes to make a change in his/her confirmed class schedule (such as adding, dropping or changing the grading option) after the end of the third week of classes. Prior to this time, students may make adjustments to their schedules by using the on-line Tele-BEARS registration system (https://telebears.berkeley.edu/telebears/home).

At the beginning of the fourth week of classes, students should submit the Petition for Change in Confirmed Class Schedule to the Student Affairs Officer who will make the change using the OLADS (On-Line Add/Drop Systems).

Deadlines are as follows:

Add/Drop (without fee): End of the third week
Add/Drop (with fee)/Changing the Grading Option: End of the fourteenth week

Adds: $5.00 per course
Drops: $10.00 per course

There is no charge for changing the grading option.

Charges for adding and dropping courses will appear on student's monthly billing statements (CARS).

After obtaining the petition form, the student should obtain the instructor's signature for all adds. No signatures are required for drops or to change the grading option.

After the above deadlines, students must submit a written memo by the instructor supporting the drop/add request and the reason why it warrants approval, along with the petition form. The petition may or may not be approved by graduate division. Please turn the form in on time to avoid the hassle of changing your schedule after the deadline for OLADS. The process will take at least a month or longer. It may delay your degree if it’s done on your last semester.

Petition for Grade and Grade Points in an Incomplete Course (Registrar’s form)

This petition is used when a student has completed the work for a class in which an incomplete grade has been assigned. For detailed instructions on how to complete and process this petition, see “Incomplete Grades” in this guide.
Change in Status Petitions

Graduate Petition for Change of Major or Degree Goal (Registrar’s form)

This petition is used when a student wishes to add another major (e.g., City Planning or Architecture concurrent degree programs) or to change his/her major. The student should consult the proposed department or school for specific application requirements and/or pertinent deadlines.

The student is not responsible for securing any signatures on this form--he/she completes the petition and files it with the appropriate Graduate Office. The Student Affairs Officer will obtain the appropriate signatures. If you obtain signatures yourself, the petition will become void.

Notice of Withdrawal: Graduates (Registrar’s form)

The on-line withdrawal petition is used whenever a student who is enrolled in a graduate program wishes to withdraw from the University, even if such withdrawal is only for one semester. Students who wish to withdraw should consult with the Student Affairs Officers to ensure that the correct procedure is followed and that all the requisite forms are filed in a timely manner.

The Department of Landscape Architecture and Environmental Planning has a strict policy on the number of semesters that graduate students may be on approved withdrawal status.

M.L.A. Students: Master’s students may be withdrawn no more than two semesters and must submit a written petition detailing the specific reasons for withdrawal to the Curriculum Committee.

Ph.D. Students: Ph.D. students must be registered until they have advanced to candidacy. After candidacy, Ph.D. candidates may be on approved withdrawal status for no more than two semesters.

NOTE: Not all the fees may be refunded back to you when you withdraw. The registrar’s office pro-rates a refund according to the time the online withdraw was processed.

Application for Re-admission: Graduates (Registrar’s form)

The Re-admission Petition must be filed by students who did not register for any semester or who formally withdrew from the University. A $70.00 re-admission fee must accompany this petition. This petition requires the signatures of the Chair of the Graduate Advisors and the Dean of the Graduate Division. Deadlines for filing this petition are listed on the back of the petition.

Please note that readmission is not a guarantee. Students should be in good standing before they withdraw. If students were not on good standing, readmission may be denied. Also, students not on approved withdrawn status (withdrawn for more than 2 semesters allotted) may also be denied readmission.

Request for a Change in Higher Degree Committee (Graduate Division’s form)

This petition is used whenever a change is made in a higher degree committee. Higher degree committees include: Thesis, qualifying examination and dissertation committees.

Application for Use of the Filing Fee (Graduate Division’s form)

This petition is used for filing the thesis, professional project, or dissertation. Students must be registered in the semester prior to use of the filing fee. The filing fee may be used only once during a student’s tenure. If students do not file their final degree requirements during the semester in which they are on...
filing fee status, full registration fees will be assessed at time of filing. Please note that you must submit readmission paperwork to be enrolled after the use of filing fee status to be registered.

Students must submit the application for use of filing fee to the LAEP Graduate Office by no later than the first day of instruction and the dissertation, thesis, or professional project must be filed by the last day of the semester. A filing fee of about $225, equal to one-half the University Registration Fee (subject to increase) will be assessed on the CARS billing statement.

Timeline for Use of Filing Fee:

**M.L.A.** Students have one semester from the last date of registration to utilize the filing fee option and to file the thesis (Graduate Division) or the professional project (Student Affairs Officer).

**Ph.D.** Ph.D. students have the option of using the filing fee in the last semester of the doctoral program (typically, the tenth semester). However, they must be registered in the semester prior to use of filing fee.

**Departmental Petitions**

These petitions are available from the Student Affairs Officer.

**Curriculum Petition**

This petition is used to waive required courses on the basis of the following criteria:

a) Substitution of a similar course;

b) Equivalent course work done previously; and/or

c) Relevant field experience.

This petition must also be used whenever a 1st or 2nd Professional Degree student wishes to substitute a course for the natural factors and/or social factors breadth requirements. Whenever a curriculum petition is filed, strong justification with supporting documentation (samples of previous course work, course syllabi etc.) is required. Petitions must be approved by the instructor of the course (if the course is a core requirement) and by the student's Program Advisor prior to submission to the Curriculum Committee, via Student Affairs Officer.

**Petition to Change Graduate Advisors**

This petition is used when a student wishes to change his/her Program Advisor. This form requires the signatures of both the proposed and the current advisor. Changing advisors is not uncommon and students should not be hesitant to do so. However, students should check with the Student Affairs Officer on the availability of specific Program Advisors.
FELLOWSHIPS, PRIZES, AND FINANCIAL RESOURCES

University Fellowships

University Fellowships generally range from $1,000 to $5,000 per academic year. Continuing students may obtain the Continuing/Returning Graduate Student Fellowship Application from the Student Affairs Officer after November. Although the deadline for continuing students to submit the application and supporting materials is in late January, it is advisable for students to submit their fellowship materials by the end of the Fall Semester. University Fellowships are very competitive and are given to students with the strongest overall academic records and design excellence as evidenced by transcripts and faculty letters of recommendation.

Departmental Scholarships

The Department of Landscape Architecture has several departmental fellowships. These are Randall Evans Scholarship, Farrand Memorial Scholarship, Beatrix Farrand Scholarship, Samuel Heller Scholarship, and Harry W. Shepherd. Students must be in good academic standing to be eligible for departmental scholarships.

Departmental fellowship stipends are paid in two installments at the beginning of the fall and spring semesters, typically in a combination of fees and stipend. Application forms are the same as those used for University-wide fellowships. Application deadline is late January.

Professional Degree Supplemental Tuition (PDST) Award

The departmental policy is return about one-third of the PDST to all registered MLA students (including first-year students) who pay the PDST in the form of an award. Student must meet the minimum requirements listed below to receive the award. The amounts are all the same and are determined by dividing the available PDST funds available by the number of qualifying students. The PDST award does not vary as a function of GPA or other factors, except as noted below. Every qualifying student gets the same amount of PDST award.

Continuing Student Fellowships

These awards are reserved for our outstanding students, identified based in large part on GPA but also other factors such as difficulty of courses taken, independent work, competitions, and leadership. Another factor is other support, such as from Berkeley fellowships, GSI positions, GSR positions, external grants, etc. The students need not apply for the fellowships to be eligible for awards.

Minimum Requirements for MLA students to Qualify for PDST Award and Fellowships

Cumulative GPA 3.0 or above
Last completed semester GPA 3.0 or above
No incompletes
Student is making progress within normative time and still within the student’s LAEP-supported years.
Prizes, Awards, and Grants

*Thomas Church Award*

This is a design competition that yields prizes of varying amounts. During the beginning of the spring semester, an announcement is circulated that delineates the design project as well as the conditions and deadlines of this competition.

*ASLA Certificate of Merit and Certificate of Honor*

At the beginning of the spring semester, the Landscape Architecture faculty nominates outstanding undergraduate and graduate students for the ASLA design competition. The Prizes and Awards Committee then invites the top candidates to make a 15-20 minute presentation of up to three individually-executed design or construction projects to a jury consisting of Landscape Architecture faculty members and representatives from the Northern California Chapter of the ASLA.

*CLASS Fund Scholarship*

The LAF/CLASS (California Landscape Architectural Student Scholarship) Fund is designed to assist undergraduate and graduate students enrolled in programs in landscape architecture in California. The award is given to an undergraduate and graduate student who show promise and commitment to the profession. The prize amount is $1,000 each. The Prizes and Awards Committee select recipients.

*Eisner Prize in the Creative Arts*

Eisner Prizes in the Creative Arts are given in five departments of the University: English, Music, Art, Dramatic Art, and Environmental Design. In the Department of Landscape Architecture, awards are given annually and the competition is open to both undergraduate and graduate students. There is a monetary prize of $2,000 per year.

*Geraldine Knight Scott Traveling Fellowship*

The traveling fellowship is specifically designated for significant travel. There are no restrictions as to geographical region or scholarly focus, but a travel objective and detailed budget are essential. The award amount ranges from $5,000 to $8,000. Applications are available to graduate and undergraduate students in their last year with an early April deadline.

*Outstanding Graduate Student Instructor Award*

This award is given to the graduate student instructor who has received the highest ranking on student teaching evaluation sheets and faculty nominations. A certificate and prize amount of $300 is presented at the Departmental Prizes and Awards Ceremony at Blake Garden in May.

*San Francisco Garden Club Competition*

This is a garden design competition that is funded by the San Francisco Garden Club and is open to both undergraduate and graduate students. The original concept was that the garden should follow the design principles of Thomas Church. There is usually a first and second prize and the total prize amount ranges from $1,000 to $3,000. A jury of the San Francisco Garden Club selects recipients.
**Stephen Lenci Award**

This award is given to support students following a discipline of study bridging architecture and landscape architecture with an emphasis on history. Award is open to both Architecture and Landscape Architecture graduate students. Award amount is approximately $600. A jury of Architecture/Landscape Architecture faculty selects recipients.

**H. Leland Vaughan Memorial Fellowship**

This prize is open to all graduate students who have completed two or more semesters and have a GPA of 3.3 or above in Landscape Architecture, and are active in departmental affairs. The award is approximately $1,000. A separate application is required as well as a design project.

The chart below clarifies when the announcements are made and when they are due. Please make sure to watch out for the email announcements by the Student Affairs Officer.

**PRIZES AND AWARDS – 2010-2011**

<table>
<thead>
<tr>
<th>Award Name</th>
<th>Information Available</th>
<th>Application Deadline</th>
<th>Applicant Notification</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASLA Certificate of Honor</td>
<td>N/A</td>
<td>N/A</td>
<td>March</td>
<td>Yes</td>
</tr>
<tr>
<td>ASLA Certificate of Merit</td>
<td>N/A</td>
<td>N/A</td>
<td>March</td>
<td>Yes</td>
</tr>
<tr>
<td>Thomas Church Design Award</td>
<td>January</td>
<td>Early March</td>
<td>March</td>
<td>Yes</td>
</tr>
<tr>
<td>CLASS Fund Award</td>
<td>Late January</td>
<td>February</td>
<td>March</td>
<td>Yes</td>
</tr>
<tr>
<td>Eisner Prize in Landscape Architecture</td>
<td>February</td>
<td>Early March</td>
<td>March</td>
<td>No</td>
</tr>
<tr>
<td>Stephen Lenci Award</td>
<td>February</td>
<td>Early March</td>
<td>March</td>
<td>No</td>
</tr>
<tr>
<td>H. Leland Vaughan Award</td>
<td>Early March</td>
<td>Late March</td>
<td>April</td>
<td>No</td>
</tr>
<tr>
<td>Outstanding GSI Award</td>
<td>N/A</td>
<td>N/A</td>
<td>April</td>
<td>Yes</td>
</tr>
<tr>
<td>San Francisco Garden Club Design Competition</td>
<td>February</td>
<td>March</td>
<td>April</td>
<td>No</td>
</tr>
<tr>
<td>Scott Traveling Fellowship</td>
<td>November</td>
<td>Late January</td>
<td>February</td>
<td>No</td>
</tr>
</tbody>
</table>

For additional information on specific scholarships and/or awards, refer to previous pages.

**Other Financial Resources**

**Farrand Grants for Thesis/Professional Project Research**

These grants are designed to help offset research costs that are incurred during the preparation of the thesis/professional project. Grant amount is typically $500. Applications for these funds are available in mid-April of the student's penultimate year and are due in early May. Students who do not submit an application at this time forfeit the opportunity to apply for these funds in the future.
Miscellaneous Grants and Loans

The Department of Landscape Architecture has other monies that become available to students on an irregular basis. Students should check the departmental bulletin boards regularly for information.

For further information on loans and scholarships, U.S. citizens should consult the Graduate Financial Aid Office, 2nd Floor, Sproul Hall. International students should seek consult the Berkeley International Office, International House, 2299 Piedmont Avenue. Phone: (510) 642-2818.

The following website is an excellent resource for obtaining extramural and/or intramural fellowships: http://www.grad.berkeley.edu/financial/index.shtml

Financial Aid Office Supplies Supplement

It is often possible for students on Financial Aid (U.S. citizens only) to increase their Financial Aid Award amount by submitting detailed receipts for draft and art supplies. Although drawing and design supplies vary year to year and from student to student, typical expenses incurred by Landscape Architecture graduate students are estimated below. It is recommended that students purchase any new supplies after they attend first week of classes:

<table>
<thead>
<tr>
<th>Permanent Supplies*</th>
<th>Consumable (Repeat) Supplies*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Parallel Ruler</td>
<td>55.00</td>
</tr>
<tr>
<td>2 mechanical pencils</td>
<td>10.00</td>
</tr>
<tr>
<td>1 BORCO Mat</td>
<td>40.00</td>
</tr>
<tr>
<td>1 Mat Knife</td>
<td>4.00</td>
</tr>
<tr>
<td>1 Exacto Knife</td>
<td>4.00</td>
</tr>
<tr>
<td>4 Rulers (Scales/Metal)</td>
<td>27.00</td>
</tr>
<tr>
<td>3 Angles</td>
<td>46.00</td>
</tr>
<tr>
<td>1 Pair of Scissors</td>
<td>5.00</td>
</tr>
<tr>
<td>1 Desk Lamp</td>
<td>20.00</td>
</tr>
<tr>
<td>Cutting Board (18 X 24)</td>
<td>28.00</td>
</tr>
<tr>
<td>1 Table Brush</td>
<td>3.00</td>
</tr>
<tr>
<td>1 Digital Camera</td>
<td>150.00</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td>$392.00</td>
</tr>
<tr>
<td>Paper (per semester)</td>
<td>110.00</td>
</tr>
<tr>
<td>Markers</td>
<td>12.00</td>
</tr>
<tr>
<td>Lead/Colored Pencils</td>
<td>60.00</td>
</tr>
<tr>
<td>Various Erasers</td>
<td>3.00</td>
</tr>
<tr>
<td>Drafting Tape</td>
<td>20.00</td>
</tr>
<tr>
<td>5 Mat Boards</td>
<td>15.00</td>
</tr>
<tr>
<td>Model Making Supplies</td>
<td>50.00</td>
</tr>
<tr>
<td>Glues</td>
<td>15.00</td>
</tr>
<tr>
<td>Pins/Tacks</td>
<td>3.00</td>
</tr>
<tr>
<td>Blades (per 100)</td>
<td>15.00</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td>$303.00</td>
</tr>
</tbody>
</table>

* Prices quoted are from Inkstone and ASUC Design Store (prices are estimates and may not reflect the actual price of the items).

Other expenses to consider include books/magazines, site visits, electric pencil sharpener, templates — circles, desk lock, notebooks, etc.

Laptop computer is not required, but is advantageous. Berkeley has wireless access available. You may want to speak to the LAEP lab manager about specifications before purchasing a laptop.

The total cost of printing for students varies but on average LAEP students spend around $100 per semester. Per page costs are: 3 cents/page black & white, 15 cents/page color, 75 cents/square foot for plots.

Financial Resources for Ph.D. Candidates

Farrand Dissertation Research Grants

Students who have advanced to candidacy are eligible to apply for the Dissertation Research Grant to offset expenses incurred for field research. Allowable expenses will include, but are not limited to, travel
to and from sites, survey preparation, postage, Xeroting, etc. Ph.D. candidates must submit an expense report (including receipts) as a condition of this award. Maximum award amount is $5,000. Applications for this award are available from the LAEP Graduate Office in early September. Deadline is in mid-September. Applications should be submitted to the Management Services Officer (204 Wurster).

**Doctoral Completion Fellowship (DCF)**

This fellowship is awarded when a Ph.D. student has advanced to candidacy by the normative time set for each department (end of 5th Semester for the Landscape Architecture and Environmental Planning program). If you are advanced within the normative time for advancement to candidacy established for your major, you will receive a two-semester stipend plus fees (and nonresident tuition for international students). Please contact the Graduate Services Fellowships Staff for more information (510-642-0672).

**Eligibility**

- Be advanced to candidacy within the number of semesters established as the Normative Time to Advancement in their major
- Be in good academic standing with a minimum GPA of 3.0
- Have a current, satisfactory annual progress report on file with Graduate Division
- Have participated in PhD completion activities or in other requirements, as directed by their program
- Submit an application for Advancement to Doctoral Candidacy to Graduate Degrees by the deadline date specified for DCF in Dates for Completion of Requirements for Higher Degrees for that semester.

http://grad.berkeley.edu/academic-progress/deadlines/

**Claiming the DCF Award**

Students who qualify may accept the award at their discretion any time between their advancement to candidacy and filing their dissertation or the end of the year Normative Time to Degree (NTD) plus one year. Departments may choose to establish more specific guidelines regarding the timing of the award for their students. Filing of the dissertation is expected to occur before the end of year NTD+1; consequently, no university funding is available after year NTD+1 (except for loans) for students who choose to accept the DCF. The Filing Fee option is available to students at any time they qualify. Note to international students: Doctoral candidates may be eligible for a nonresident tuition waiver for three calendar years after advancement to doctoral candidacy. Beyond that period, non-resident tuition is again owed. More information on how to claim your award will be posted on this website as the Fall 2010 entering cohort nears Advancement to Candidacy.

**Reduction in Non-Resident Tuition**

Upon advancement to candidacy, international students are eligible for a 75% fee offset in non-resident tuition for up to a period of three years.

However, any student who continues to enroll, or re-enrolls after the three-year period will be charged the full non-resident tuition.

For more information on available University financial resources please visit the Graduate Division’s Fellowship and Awards 2010-2011 at: http://www.grad.berkeley.edu/financial/deadlines.shtml
STUDENT EMPLOYMENT

Academic Student Employees (ASE)

In May 2000, the Academic Student Employees elected AGSE (Association of Graduate Students Employees) to be their exclusive bargaining agent with the University. The following Academic Student Employee titles are covered by the AGSE-UAW Contract: Graduate Student Instructor (GSI) I-V, Graduate Student Researcher (GSR) and Reader. The AGSE contract sets the working conditions for the above titles. The complete AGSE-UAW contract is available on the following website: http://hrweb.berkeley.edu/hrlabor.htm

The Department of Landscape Architecture and Environmental Planning posts the job descriptions and minimum qualifications for all available GSI/Reader positions as well as the application form on the LAEP website (http://laep.ced.berkeley.edu/employment/students)

Graduate Student Instructors, Readers and Graduate Student Researchers are also eligible for a fee/SHIP remission from the funding source if their appointment is 25% or more. Fee remission amounts and related information are described in the “Fee Remission Program Information for Graduate Students” table below. The funding source for Graduate Student Instructor and Reader positions is the Graduate Division. The funding source for Graduate Student Researcher positions is typically the faculty member’s grant. Graduate Student Researchers who hold an appointment of 45% time or more and who meet the remission eligibility criteria will receive a full fee/SHIP offset as well as a non-resident tuition remission if applicable. Both the full fee/SHIP remission and the non-resident tuition remission are payable from the funding source (typically, the faculty member's grant). Maximum workload for a 25% ASE position is 170 hours per semester.

Deadline for Processing of Fee Remission

All GSIs, GSRs, and Readers must have completed all employment papers, and have paid at least 20% of their fees and enrolled in at least one course by the end of the second week of classes in order to be eligible for any fee/SHIP offsets.

Federal Insurance Contribution Act (FICA) Withholding Tax

Graduate students who hold appointments of 50% time or more or who are enrolled in fewer than 8 units must pay FICA taxes on the entire amount of their earnings. Non-resident international students holding F-1 or J-1 visas are exempted from the FICA withholding tax.

GSI Appointments/Training

Comprehensive information regarding what you need to know about being a GSI, GSR, Reader, or Tutor can be found at:

http://www.grad.berkeley.edu/appointments/pdf/apptknow.pdf

The full document of the Graduate Division’s Policy on Appointments and Mentoring of GSIs can be found at:

http://evecp.chance.berkeley.edu/GSIMentoringPolicy.pdf

1. Every first-time GSI must attend the Orientation Conference sponsored by the GSI Teaching and Resource Center held each semester during the week prior to the beginning of classes. First-time international GSIs should also attend the International GSI Orientation Conference, held annually in the fall semester on the Thursday prior to the beginning of classes. Conference schedules can be found at http://gsi.berkeley.edu.
2. By no later than the end of the third week of classes, every first-time GSI must successfully complete an online short course on professional ethics and standards in teaching. The course has been developed and is administered by the GSI Teaching and Resource Center. Instruction will include information on such topics as academic integrity, sexual harassment, teaching students with disabilities, academic freedom, political speech, confidentiality, Title VI, and Title IX. GSIs can register and take the course by going to the GSI Teaching and Resource Center's website.

3. First time GSIs must be enrolled in LA 301 – Methods of Teaching in Landscape Architecture and Environmental Planning. GSIs who fail to pass LA 301 must retake and pass the course before they are eligible to teach again. If the department is not offering the course please check the course offerings in the Department of Architecture and the Department of City and Regional Planning.

4. First time Academic Student Employees are also required to attend an ASE meeting. The dates can be found at: http://hrweb.berkeley.edu/labor/ase_orientdate.htm
Fall 2014 Fee Remission Program Information
For Graduate Students

Check your current CARS account status on the Bear Facts Web site (http://bearfacts.berkeley.edu/).

Fee remissions are a benefit to offset either a portion or all of your assessed fees. The amount of the fee remission you may be eligible for depends on the type of appointment you will hold this semester. Students on Filing Fee status are not eligible for fee remissions.

To qualify for a fee remission you must meet ALL of the following criteria:

1) Be registered by established university deadlines, but no later than by the end of the third week of classes (September 12, 2014, for fall 2014). To be considered registered, you must (a) be enrolled in at least one class; (b) have no current blocks on your record; and (c) pay at least 20% of your fees. Registration status can be confirmed on the Office of the Registrar Web site (http://registrar.berkeley.edu/regweb.html) or the the Bear Facts Web site (http://bearfacts.berkeley.edu/). You are responsible for meeting all university deadlines for registration and enrollment.

2) Be enrolled in at least 12 units, unless already advanced to doctoral candidacy, not later than September 12, 2014, and remain enrolled in at least 12 units for the semester.

3) Be appointed for the semester. For dates, see calendar Web site (http://registrar.berkeley.edu/calendarDisp.aspx?terms=current).

4) Be appointed in a fee remission eligible title at 25% time or greater.

5) Meet the academic requirements (minimum GPA, no more than 2 incompletes, etc.) for your type of appointment.

Supporting department time and leave records must substantiate the appropriate percentage of effort throughout the semester.

Failure to meet any of the above requirements will make you ineligible to receive a fee remission.

HERE’S HOW YOUR FEE REMISSION STATUS IS DETERMINED

<table>
<thead>
<tr>
<th>TYPES OF FEES REMISSIONS</th>
<th>FEES PAID BY REMISSION</th>
</tr>
</thead>
</table>
| Partial Fee Remission for Graduate Student Instructors (GSIs), Readers, and Tutors working 25% or more time, and Graduate Student Researchers (GSRs) working 25–44% time. | Student Service Fee  
Tuition  
Health Insurance Fee * |
| Full Fee Remission for GSRs working at least 45% time. | Student Service Fee  
Tuition  
Health Insurance Fee *  
Berkeley Campus Fee  
Class Pass (AC Transit) Fee |
| Full Fee and Nonresident Supplemental Tuition Remissions for GSRs working at least 45% time. | Student Service Fee  
Tuition  
Health Insurance Fee *  
Berkeley Campus Fee  
Class Pass (AC Transit) Fee  
Nonresident Supplemental Tuition Fee |

* Student Health Insurance Plan (SHIP) premiums are automatically remitted as part of the fee remission program unless you have a waiver of health insurance coverage on record at the University Health Services. If a student has a SHIP waiver, then fee remission amounts will be reduced by the amount of the insurance fee. Undergraduate GSI appointees may be eligible for Tuition and Student Services fee remissions only.

(over)
The fee remission information reflected in your Campus Accounts Receivable System (CARS) account is based on information prepared by your hiring unit, which submits the data directly to the Office of Human Resources. Questions about your appointment and the fee remission should be directed to your hiring unit.

Since this process may take up to two weeks from the time your hiring unit submits your appointment information to the Office of Human Resources, you should consult your hiring unit for details regarding your specific appointment and to ensure that you have completed all necessary hiring paperwork. If your appointment paperwork is incomplete or not submitted on time, your paycheck and fee remission may be delayed; you are still responsible for covering 20% of your assessed fees by the university deadline and enrolling in at least 12 units, unless already advanced to doctoral candidacy, by the end of the third week of classes.

If you become ineligible for fee remission at any time in the semester, the entire fee remission credit will be reversed on your CARS account, and you will be responsible for payment of your registration fee balance.

DEFINITIONS OF TYPES OF REMISSIONS

Partial Fee Remission: This type of remission is equal to the amount assessed in CARS for the Tuition, the Student Services Fee, and the Health Insurance Fee if the student has not had the health insurance requirement waived by University Health Services. A partial fee remission does not include the Class Pass (AC Transit) Fee, the Berkeley Campus Fee or any other assessments such as professional degree supplemental tuition (PDST) or the document management fee. For eligible undergraduate GSI appointees, this program only covers Tuition and Student Services fees.

Full Fee Remission: This type of remission is equal to the amount assessed in CARS for the Tuition, the Student Services Fee, the Class Pass (AC Transit) Fee, the Berkeley Campus Fee, and the Health Insurance Fee if the student has not had the health insurance requirement waived by University Health Services. A full fee remission does not include any other assessments such as professional degree supplemental tuition (PDST) or the document management fee.

Full Fee Remission + Nonresident Tuition Remission: This type of remission is equal to a Full Fee Remission (see above) plus the amount assessed in CARS for Nonresident Supplemental Tuition. A full fee remission + nonresident supplemental tuition remission does not include any other assessments such as professional degree supplemental tuition (PDST) or the document management fee.

HOW TO DETERMINE THE DOLLAR AMOUNT OF EACH FEE CHARGED BY THE UNIVERSITY

To determine the dollar amount of the Tuition, Student Services Fee, Health Insurance Fee, Berkeley Campus Fee, Class Pass (AC Transit) Fee or Nonresident Supplemental Tuition Fee, look at your CARS bill or check the fee schedule on the Registrar’s web site at http://registrar.berkeley.edu/Registration/feesched.html

LAWRENCE BERKELEY NATIONAL LABORATORY APPOINTMENTS

Students who have Graduate Student Research Assistant (GSRA) appointments at Lawrence Berkeley National Laboratory (LBNL) must remain at LBNL for the entire semester to be eligible for any remissions associated with the appointment. If the appointment is terminated before the end of the semester, the remissions will be canceled, and the student will be required to repay the entire amount of the LBNL remission via a billing in CARS. If the student begins a GSR appointment on campus at any point after the first day of the semester, that appointment may not meet the criteria to qualify for the remissions.
REGULATIONS

Student Records

The Graduate Office maintains graduate students' files, including the following documents: all materials submitted at the time of application (previous transcripts, departmental application, letters of recommendation), UC cumulative grade sheets, any correspondence between the Graduate Office and the student, copies of petitions submitted, and copies of fellowship and award notification.

Files are maintained under the supervision of the Student Affairs Officer. Each student is entitled by law and University policy to examine his/her file, with the exceptions noted below. Student records are confidential and access is given to University officials and employees who have a legitimate educational interest in the records. Records will be released to other third parties only with prior consent of the student. University policy concerning these matters are detailed in the BERKELEY CAMPUS POLICY GOVERNING DISCLOSURE OF INFORMATION FROM STUDENT RECORDS, available in the Office of the Director of Student Activities, 103 Sproul Hall or from the web.

Exceptions to Access of Student Records: Students may not access any confidential statements or letters of recommendation upon which the student has voluntarily waived his/her access rights. In addition, students may not access records which involve more than one student. Access is granted for only that portion which pertains to the student.

In general, the Department of Landscape Architecture will provide access by the student to his/her student records upon request. At times, the nature of the workload may require some administrative delay, but in no case will access be denied for more than two business days. Students may, at their own expense, copy any item(s) in their student records.

The Graduate Office also maintains a database with students' current email addresses, and telephone numbers. Email addresses and phone numbers are given out on request, mostly to staff, other students and faculty, unless a student has indicated on his/her Student Address form that he/she does not wish either or both to be known. We will not release your contact information to people outside the university if you indicated that you do not want your information released.

Policy on Copyright Ownership

Copyright is the intangible property right granted by Federal statute for an original work fixed in a tangible form of expression. Copyright provides the owner with the following exclusive rights in a work: to reproduce, to prepare derivative works, to distribute by sale or otherwise, to perform publicly and to display publicly. Policy on copyright ownership is applicable to all student work. Student Work is defined as a work produced by a registered student without the use of University funds (other than Financial Aid) that is produced outside of University employment, and is not a sponsored, contracted facilities, or commissioned work. Ownership of copyrights to student works shall reside with the originator (i.e., the student).

Specifically excluded from the Policy on Copyright Ownership are works that are done for specific design competitions, such as Thomas Church Design Award, San Francisco Garden Club competition, etc. For the full text of the University of California’s Policy on Copyright Ownership, consult the following website: http://otl.berkeley.edu/page.php?nav=43
Student Conduct

When you enroll in the University, you assume an obligation to conduct yourself in a manner compatible with the University’s function as an educational institution. The complete Code of Conduct, information on grounds for discipline, student rights, and procedure for disciplinary actions can be found on the website at:

http://students.berkeley.edu/uga/conductii.asp

Examples that would be grounds for discipline are:

- Academic Dishonesty
- Other Dishonesty
- Forgery
- Theft
- Theft or Abuse of Electronic Resources

Additional Information on Cheating and Plagiarism

Following the General Catalog on cheating and plagiarism:

An instructor has the right to give you an F on a single assignment produced by cheating without determining whether you have a passing knowledge of the relevant factual material. That is an appropriate academic evaluation for a failure to understand or abide by the basic rules of academic study and inquiry. An instructor has the right to assign a final grade of F for the course if you plagiarized a paper for a portion of the course, even if you have successfully and presumably, honestly passed the remaining portion of the course. It must be understood that any student who knowingly aids in plagiarism or other cheating, e.g., allowing another student to copy a paper or examination question, is as guilty as the cheating student.

If an instructor has cause to believe that cheating or plagiarism has occurred in violation of the student code of conduct the faculty member can refer the matter to Student Judicial Affairs for action. Information on Student Judicial Affairs is available at:

http://students.berkeley.edu/osl/sja.asp?id=928

Please remember to cite all references correctly on final papers, and to keep your exams covered during tests to avoid being accused of plagiarizing or cheating.

Examples of books to help you correctly cite your sources/references are:


In addition the UC Library Website has online resources regarding citation styles at:

http://www.lib.berkeley.edu/Help/guides.html
Landscape Architecture and Environmental Planning: Student Appeals (Departmental)

The Department of Landscape Architecture is committed to resolving all grievances in a timely, confidential, and fair manner. The following procedures have been established to afford graduate students in the Department of Landscape Architecture the opportunity to resolve complaints about dismissal from graduate standing, placement on probation status, denial of readmission, and other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional degree goals.

Steps in the Grievance Process:

1. **Student brings grievance to the attention of the Student Affairs Officer or Program Advisor.**

2. **If resolution is not possible at Step 1, the student should submit a description of his/her grievance in writing, including the actions that he/she has taken to attempt a resolution of the situation. This written statement should be given to the Student Affairs Officer or Program Advisor who will bring it to the attention of one of the following committees: M.L.A. student - Curriculum Committee; Ph.D. student - Ph.D. Committee. The appropriate committee then makes a recommendation for grievance resolution to the Chair within 30 days.**

3. **The Chair also meets with the student for an interview. After careful review of the grievant's case and the appropriate committee's recommendation, the departmental Chair makes the final grievance resolution decision for the department and notifies the student in writing within 30 days.**

4. **If student still wishes to appeal, then departmental resources are considered to have been exhausted and the student may refer the grievance to the Dean of Graduate Division. Graduate Division policy requires that the grievant file a formal written appeal in the Office of the Dean of the Graduate Division within ten days of the notification of the result of the Departmental resolution process.**

At any point in the above process, the student may contact the Ombudsperson at (510) 642-5754.

*Specifically Excluded:* Grades, and those matters which concern decisions of Committees which have been appointed by the Graduate Council, such as the Thesis Committee, Qualifying Examination Committee, Dissertation Committee, etc. Academic Student Employee (ASE) issues are covered by the AGSE-UAW contract and Labor Relations:

http://hrweb.berkeley.edu/hrlabor.htm

**Sexual Harassment Policy**

The Berkeley campus is committed to creating and maintaining a community in which all students can feel free from harassment and intimidation. To ensure this, the University makes available a Title IX Compliance Officer who is responsible for ensuring that any allegation of sexual harassment is investigated and resolved. Campus policy on sexual harassment states that unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is made a condition of instruction, employment, or participation in a university activity; when submission to such conduct is used as a basis for making decisions affecting the individual; when such conduct unreasonably interferes with an individual's performance; or when such conduct creates an intimidating, hostile or offensive University environment.

If you feel you have experienced any form of sexual harassment you are encouraged to try resolving the problem informally within your department. If you feel you can comfortably talk to the person in question about their behavior, you might directly express your concern to them and try to come to a resolution of the problem. Another option is to get together with other students who have experienced or witnessed the
same behavior and ask to meet the individual as a group. If you do not feel comfortable talking to the individual directly you can express your concern to a trusted faculty member, who can then discuss it with the individual or request the involvement of the appropriate administrative officer, such as the department chair or dean. Another way to attempt an informal resolution is to contact the Title IX Compliance Officer (currently, Nancy Chu 200 California Hall, 643-7985) and request what the university calls a "mediation process." The Title IX Officer will attempt to facilitate the resolution of the dispute without the filing of any written complaint. However you elect to do it, this informal process is supposed to result in some agreement between you and your department that "appropriate corrective actions" will be taken. If you do not feel comfortable attempting an informal resolution or if the process of the informal resolution does not remedy the problem, you should contact the Title IX Compliance Officer and make a written complaint. This constitutes the beginning of what the university calls the "complaint resolution process." Once the Title IX Officer receives the written complaint she will begin a full investigation. She will then prepare a report for the appropriate campus official (depending on whether the alleged harasser is a student, non-academic staff member, or faculty member), including a recommendation as to what action should be taken. If you are not satisfied that the action taken has resolved the complaint, or if you decide to bypass the mediation and complaint resolution process, you can file a formal complaint alleging the University has violated its policy prohibiting discrimination on the basis of sex. The Title IX Office can furnish additional information on the formal complaint process and on further avenues you can pursue if your complaint cannot be resolved through any of the above described procedures.

The time limit for filing a written complaint with the Title IX Compliance Officer to begin the complaint resolution process is 90 calendar days from the time you knew of the act of sexual harassment. If you have attempted to resolve the dispute informally, you have 30 days from the time the informal process is completed (or 90 days from the time you knew of the act of harassment, whichever is longer). The total time period for the investigation of your complaint should not exceed 90 days, and the decision of the appropriate campus official should be made within 15 working days of the time they receive the Title IX Officer's report.

University policy explicitly states that no person shall be subject to reprisal for using the mediation and complaint resolution process or for participating in the formal complaint process. In the mediation and complaint resolution process every reasonable effort will be made to protect the privacy of all parties, including the alleged harasser. As the complainant, you will not necessarily be given access to information about the action taken against the person you have accused of sexual harassment. Records relating to the investigation by the Title IX Officer and the disposition of the complaint will be made available to the parties involved in the complaint only in accordance with appropriate laws and University regulations.

Website is located at: http://ccac.berkeley.edu/index.shtml

**Campus Resources on Sexual Harassment Matters**

- ASUC Student Advocates Office: 204 Eshleman Hall, 642-6912
- Campus Police Department: 1 Sproul Hall, 642-6760
- Care Services-Faculty and Staff 2222 Bancroft Avenue, 643-7754
- Office for Faculty Equity: 200 California Hall, 642-1935
- Ombudsperson for Students, Carmen McKines 102 Sproul Hall 642-5754
- Ombudsperson for Faculty, Andrea Green Rush 320 Stephens Hall 642-7213
- Personnel Office - Employee Relations, 2200 University Hall, 642-7163
- Rape Prevention Education Program: 2222 Bancroft Avenue, 642-7202
- Sexual Assault Counseling: 2222 Bancroft Avenue, 642-6074 or 643-7197 after hours
- *Title IX Compliance Officer: Nancy Chu, 200 California Hall, 643-7985
- Gender Equity Resource Center: 202 Cesar Chavez Student Center 642-4786

* Indicates official Complaint Resolution Officer (CRO).
Students with Disabilities

The campus offers many different resources for graduate students with disabilities. The purpose of an academic accommodation is to offer the graduate student an equal opportunity to meet the department’s academic standards and requirements. The Disabled Students Program http://dsp.berkeley.edu at (510) 642-0518 serves graduate students with disabilities (who complete the process for establishing eligibility) by authorizing academic accommodations. Disabled Access Services http://access.berkeley.edu (510) 643-6473 or 643-6456 can usually assist with accommodations to extra-curricular events. Most physical access issues are addressed in the Campus Access Guide http://acads.chance.berkeley.edu/CAG/.

Finally, problems with accommodations may be reported to the campus Disability Resolution Officer http://acads.chance.berkeley.edu/ada.shtml (510) 642-2795.

California Residency

For tuition purposes, U.S. citizens or permanent residents who are not residents of California are able to establish California residency after their first year of study.

To become a California resident for tuition purposes, you must show that you have lived in California and have established the intent to make California your permanent home for more than one year prior to the first day of classes for the semester in which you are seeking residency status. You must begin to document your presence in the state as soon as you arrive. Be sure to:

Obtain a driver's license or a California Identification Card (if you have never had an out-of-state driver's license) within ten days of settling in California. You must have a valid California operator's license to drive a car, motorcycle, or moped in the state; you can obtain a license at any of the local Department of Motor Vehicles (DMV) offices in nearby Oakland or El Cerrito. If you have a driver's license from another state, you will be required to pass a written test of California vehicle laws, pass an eye exam, and provide a certified copy of your birth certificate. A driving test is required if you do not have a valid license from another state or if you plan to operate a motorcycle.

Register your vehicles in the state of California within 20 days of settling in California. Vehicles are registered at the local DMV office.

Open a local bank account as soon as possible and close all non-California bank accounts. Retain official documents showing the opening and closing of your accounts.

Register to vote and vote in California elections. Voter registration forms are available from the Graduate Division, at voter registration tables on Sproul Plaza, public library, or DMV office. The form is postage-paid; just fill it out and mail. You should receive verification from the County Registrar within four weeks of submitting your application. If you do not receive confirmation of your voter's registration, you should immediately contact your county's Registrar of Voters.

Use your California address as your permanent address. Do not list your parents or any other out-of-state address as a permanent address on any University form or other legal documents.

Remain in California when school is not in session. Travel for purposes of research, fieldwork or a fellowship may not necessarily jeopardize your resident classification if the absence is part of a regular requirement for your degree program or fellowship. Contact the Residence Affairs Unit at 39 Sproul Hall for more information regarding any absences outside California.

Your physical presence in California must be demonstrated during nonacademic periods. You should keep all dated material that proves your presence in the state, including airline tickets; paycheck stubs from work; credit card receipts; and bank and credit card statements showing ATM, credit card, and debit card activity. The credit card receipts need not be signature copies. Please note that the foregoing items are primary indicators of physical presence and will be weighed heavily in determining your status.
Items such as copies of lease agreements, rent or utility checks, etc., are much lesser indicators of physical presence and are not acceptable alone. Your intent will be questioned if you are absent from California during the period in which you are establishing resident status for tuition purposes. Graduate students who are planning to travel outside of California during nonacademic periods should contact the Residence Deputy, Office of the Registrar, 120 Sproul Hall, Berkeley, CA 94720-5404, telephone (510) 642-5990, to seek advising prior to filing for classification and leaving the state.

For more information, contact the Residence Deputy, Office of the Registrar, 120 Sproul Hall, Berkeley, CA 94720-5404, telephone (510) 642-5990 or see the handout "Establishing Legal Residence for Tuition Purposes at the University of California," available from the Graduate Division, in your department, or on the Office of the Registrar Website (http://registrar.berkeley.edu/Residency/legalinfo.html).

Note: This summary is not a complete explanation of the law regarding California residence. Please note that changes may be made in the residence requirements between this publication date and the relevant residence determination date.

The best time to start the application process for residency reclassification is at the end of the spring semester so that non-resident fees will not be assessed for the following fall semester. Please make sure to check deadlines with the residency office.

At the time of your residency reclassification appointment, you will be required to provide documentation for all statements made on your Reclassification Application. Documentation can include rent receipts, voter registration forms, drivers' licenses, car registration forms, checkbook registers and saving account passbooks. Checkbook registers and saving account passbooks will be scrutinized for large deposits that will have to be explained in detail.

Final approval for reclassification as a State resident rests with the Residency Deputy, 120 Sproul Hall. For more detailed information regarding State residency, that office should be consulted.

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**BUILDING AND FACILITIES**

Wurster Hall is open during the following hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>7:00 A.M. to 9:00 P.M.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:00 A.M. to 6:00 P.M.</td>
</tr>
<tr>
<td>Saturday</td>
<td>1:00 P.M. to 5:00 P.M.</td>
</tr>
<tr>
<td>Sunday</td>
<td>3:00 P.M. to 7:00 P.M.</td>
</tr>
</tbody>
</table>

Students must have an activated Cal Photo ID (Cal 1 Card) in order to gain entrance to Wurster after 9:00 P.M. and on the weekends.

**Landscape Architecture Departmental Facilities**

200-A Wurster (510) 642-3713

**Equipment Storage Room.** This room contains audiovisual equipment and other instructional equipment as well as the departmental student archives. Completed student work is submitted through the exterior wall slots. Responsibility for checking out equipment from the Equipment Storage Room is the charge of student lab assistants. Therefore, the hours that this room is available vary from semester to semester.

202 Wurster

**Departmental Office.** This is the main office of the Department of Landscape Architecture and Environmental Planning. To minimize interruptions in the main office, graduate students are advised to consult with the Student Affairs Officer (206 Wurster) whenever a problem arises. If another staff member’s services are required, the Student Affairs Officer will be able to refer you to the appropriate person.
Graduate Student Services Office. The Student Affairs Officer is here to assist you with any advising/bureaucratic issues. This is a "user friendly" office, so don't hesitate to ask for assistance. Drop in hours are usually 9-12, and 1-4, unless posted otherwise on the door.

CED Library. Most library resources used in conjunction with classes in the College can be found in the C.E.D. Library. Tours of the library are conducted at the beginning of fall semester. Consult the Reference Librarian for dates and hours.

CED Computer Facility. This is the main computer facility available to both graduate and undergraduate students and is equipped for GIS and Computer Aided Design (CAD). Equipment includes IBM PCs, slide scanners, flatbed scanners, plotters, and printers. To gain access to the computer lab, you must have a validated Cal Photo ID (Cal 1 Card). In addition, each student must be issued a computer account in order to use the college-wide network.

Fabrication Shop. The Shop is provided for your use in the completion of class projects. Students cannot use this facility unless they have completed a shop orientation.

LAEP Studio. Studio space is available to both undergraduate and graduate students. (It is not advisable for students to work in the studios alone in the evenings. As a precaution against theft, each graduate student should obtain the studio combination to the LAEP studio. As a safety precaution, do not give out combination or prop doors open. Thefts have occurred in the studios in a manner of minutes. If you see someone in the studio who looks suspicious, do not be afraid to ask them who they are and what they want (nicely, of course).

Ph.D. Room. There are 8 LAEP Ph.D. workstations in the shared LAEP/DCRP Ph.D. Room. Desk assignments are made in the Fall Semester of each academic year.

Blake Garden

In addition to the facilities of Wurster Hall, students of Landscape Architecture are encouraged to utilize the ten-acre facility at the Blake Estate in Kensington. Recent uses of the garden include an outdoor laboratory for plant identification, planting design, problems in spatial relationships, and other studies in Landscape Architecture. In addition, a large greenhouse and attached classroom with ample space for study, propagation, and cultivation of plants is located in the southeast corner of the grounds.

Lauri Twitchell, Manager at Blake Garden, encourages the use of the facility for Departmental or College social gatherings. Permission to do so must be obtained in advance from Manger of Blake Garden.

The Blake Estate is located at 70 Rincon Road, Kensington, CA, 94707. A map is available from the Department Office. The Blake Estate is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. Their telephone number is (510) 524-2449.

LAEP Computing Resources

The Department of Landscape Architecture and Environmental Planning houses a main computing facility as well as computer installations on the studio floors of the building. The main computing facility is located in room 212 Wurster Hall.

The main mission of this facility is to teach undergraduate and graduate students in the areas of Computer Aided Design (CAD), data base management (DBMS), Geographic Information Systems (GIS), and general network and World Wide Web navigation and communication.
The majority of the landscape computer classes are taught within Wurster Hall with all laboratory sections taught in room 212 Wurster Hall. In addition to serving as a teaching facility, the computer lab is also used to conduct research and for work on special projects like design competitions.

The main computer facility includes:

1. **Teaching Laboratory Equipment:** 18 workstations (Windows XP, AMD dual core, 4 GB RAM), each equipped with a 19 or 22 inch flat-panel display, 1 legal-sized flatbed scanner, 1 tabloid-sized flatbed scanner, 1 slide scanner, 1 black/white laser printer (HP Laserjet 4200), 1 tabloid-sized color laser printer (HP Color Laserjet 5550), 1 large-format 36 inch-wide plotter (HP Designjet 1050c), 1 ceiling-mounted digital projector.

2. **Teaching Laboratory Software:** GIS application software (ESRI ArcGIS 9.3, ArcView 3.3); CAD software (AutoCAD 2005, Vectorworks 11.5); 3D rendering software (Rhino, SketchUp Pro); word processing / spread sheet (MS Office); graphics / design (Adobe Creative Suite 2); and various communications software.

Two file servers (Sun Fire X4150, about 3 TB hard disk space) running Novell Open Enterprise Server 2 operating system are jointly managed by the Department of Landscape Architecture & Environmental Planning and the Department of City and Regional Planning. They provide shared server storage space that is accessible from all workstations in both departments, as well as from all laptops connected through the wireless network or the Internet.

Seven more workstations, a black/white laser printer, a plotter (HP Designjet 5500), and a flat-bed scanner with transparency scanning option are installed on the 3rd studio floor close to the drafting tables of the students. The printer in the studio is also accessible through the wireless network, so students can print directly from laptops at their desks.

Questions about the computing resources should be addressed to the IT Manager.

**Policy for Students Using LAEP Space in Wurster Hall**

Students must follow the guidelines outlined below regarding the use of the LAEP space in Wurster.

**Studio Space (315 Wurster)**

Bicycles and dogs/pets are not allowed in the studio for health and fire safety reasons. Unless you have a seeing guide dog, please do not bring your pet(s) with you. Bicycles are prohibited in the building. Lock up your bikes at the bike racks outside the building.

You will be assigned desk space according to your studio class. Please keep your area clean and do not leave anything of value in the drawers. We are not responsible for lost or stolen items. Be courteous and do not encroach into others’ desk space. Clean out the desks at the end of the semester. Any items left in or on the desk will be thrown out.

The refrigerator and sink area are there for students’ use. Please keep it clean. Do not leave dirty dishes in the sink and clean out the fridge often. There are no janitors that will clean it for you.

**CED Computing Facility (214 Wurster)**

There are times when classes are held in the computing lab. Please view the schedule near the door before entering. Do not disturb classes in session. If you require the use of the computer when there are classes in session, use the computing stations in the studio.

Do not assume staff members can get you in the computing lab. Always bring your ID card for access.
**LAEP Courtyard (for Events)**

Plan your event at least two weeks ahead. Mary Anne Clark in 202 Wurster, schedules the use of the LAEP courtyard space. The Chair, Linda Jewell, must also authorize the use of this space before Mary Anne schedules it.

If you intend to have alcoholic beverages on campus, you are required by campus to submit a "Notice of Event at Which Alcoholic Beverages Will Be Served" form. The department chair must sign off on the permit request and the staff member listed on the permit must be in attendance at the event. The authorized UCPD permit must be at the event and a copy needs to be given to department. UCPD requires this form be submitted seven business days BEFORE the event.

The policy and form are provided in the links below:

http://police.berkeley.edu/formsandapplications/

If you are intending to you use the barbecue in the courtyard, you are required to submit a request for a fire permit. Please contact MSO Susan Retta for these forms and guidelines, if necessary.

Since the space is adjacent to the library, please be respectful of the librarians and the students using the library. This means keeping the BBQ grill away from open windows, cleaning up after the event, throwing away trash and keeping the noise to a dull roar.

DO NOT LEAVE ALCOHOL IN THE 315 STUDIO or it will be confiscated. This is not a storage area for these types of items after the happy hour is over. Arrange to store it somewhere else.

**Cal Photo ID Bar Code Activation**

Access to Wurster and the LAEP Computer Room is accomplished by activation of the Cal Photo ID bar code. Bar code activation is done by the CED Card Key Office (477 Wurster Hall) upon payment of a non-refundable fee. Computer Lab Fees must be paid by check.

**Studio Combination Locks**

Studios have combination locks. Combinations may be obtained from Student Affairs Officer. For security reasons, studio combinations are changed at the end of each semester. Studio has restricted access during the summer.

**Departmental Key Policy**

Departmental keys are under the control of Luis Barranco, Financial Analyst/Office Manager. To obtain departmental keys, faculty permission must be secured. Faculty are asked to designate the appropriate return date. When a student has finished his/her course work, all departmental keys must be returned.

A key deposit fee of $20.00 is charged for each key issued or replaced. This applies to all faculty, staff, students and visitors. When a key is issued by the LAEP administrative office, the $20.00 deposit will be taken. The deposit will be returned when the key is returned.

It is campus policy to return keys when employment or education has been completed.

**E-mail Accounts**

Graduate students in Landscape Architecture and Environment Planning must have an e-mail account for communication with faculty, staff and other students. Free e-mail accounts are available from the web (http://calmail.berkeley.edu/). Graduate students are expected to read their e-mail regularly for information on deadlines, policy and procedural changes, etc.
Electronic Funds Transfer

Students who are receiving fellowships, financial aid, or other monies from the University are strongly advised to sign up for Electronic Funds Transfer (EFT). The Electronic Funds Transfer system allows monies to be deposited directly into a student's bank account rather than picked up from the Cashier’s Office (140 University Hall). This is a separate system from the direct deposit of payroll monies. Forms are available from the web (http://eftstudent.berkeley.edu).

Parking and Transportation

Since Berkeley is a busy urban campus, parking for students near campus is severely limited, and on street parking in the surrounding areas is limited. However, Berkeley is well served by public transit and many students easily walk or bike to campus.

Bicycles must be registered. UCPD and the Parking & Transportation department offer FREE bicycle licensing services to campus affiliates once a week on upper Sproul Plaza. Be sure to pick up a copy of the campus Bike Book for riding and parking information. Further information about registering your bicycle is available from their website at:

http://pt.berkeley.edu/transportation_alternatives/bicycle_information/index.html

Always lock your bicycle securely with a lock, as bicycle theft is common on the campus. Bicycles are not allowed in the studio space.

AC Transit Class Pass

The AC Transit Class Pass gives Cal students’ unlimited rides on AC Transit for every semester that they are registered. Each student’s billing statement is assessed $68.00 per semester whether they use AC Transit or not. Students may apply for the AC Transit Class Pass on-line at the Parking and Transportation’s website: http://pt.berkeley.edu/transportation_alternatives/classpass/index.html

Parking Permits

Students who live more than two miles from campus may purchase a daily park permit. Please be advised that a parking permit does not guarantee a parking space. In order to find a parking space, you should plan on arriving on campus prior to 9:00 A.M. There is also a Late Night/Week-end Permit that allows students to park in Staff/Student Lots after 5:00 P.M. and after 8:00 P.M. in Central Campus Lots on weekdays and on all day on weekends. Cost of this permit is less than the daily permit. All parking permits are pro-rated from purchase date until the last day of the semester. For further information: http://pt.berkeley.edu/parking/permits/student.html

Mailboxes

Each graduate student in the department is given a mailbox located next to the Equipment Storage Room (200A). Mailboxes are arranged alphabetically. Faculty and departmental announcements, as well as personal notes, are commonly distributed in these boxes. To avoid extra work for the departmental office staff, we ask that graduate students do not have personal mail sent to the department. This is to the student's advantage as well, as mail can take up to three days longer when it is delivered through the University mail system. Also the mailboxes are in a public area, and the department will not be responsible for any missing/stolen mail. The faculty has individual mailboxes in the department office.

Studio Clean-up

By the last day of each semester, everything must be cleared out of the studio. This includes items in student desks and flat files. In late December and early June, all locks will be cut on desks and flat files.
and the studio combinations will be changed. Please note that the Department does not have space for storage of student projects. Students also must return any departmental desk keys to 202 Wurster.

STUDENT ORGANIZATIONS AND ACTIVITIES

College of Environmental Design Organizations

- Asian Architectural Association (AASA)
- Black Environmental Design Students' Association (BEDSA)
- CED for Peace and Justice
- Chicano Architectural Students' Association (CASA)
- Ecological Design Group
- Gays and Lesbians of Wurster (GLOW)
- Spoonbill Action Voluntary Echo (SAVE)

Watch for posters announcing the activities of the above groups.

University Organizations

Graduate Assembly (GA). The Graduate Assembly represents graduate student interests at the various University policy-making organizations, such as the Graduate Council, the ASUC, the Student Body President's Council. In addition, the Graduate Assembly offers various workshops as well as awards, grants and other monies to graduate students for special projects. For further information, contact the Graduate Assembly in Anthony Hall (642-2175).

Professional Organizations

The American Society of Landscape Architects (ASLA) encourages student participation at their meetings. Consult the ASLA’s website at: http://www.asla.org/ for membership, meeting times and locations, job information, etc.

The ASLA Student Chapter sponsors various events, holds elections for Board officers and coordinates student participation on departmental committees. Announcements about ASLA Student Chapter meetings will be circulated on e-mail or check with the ASLA Student Chapter President.

Departmental Events

Faculty/Staff/Student Welcome Party

On the second Friday of the Fall Semester, a welcome party for entering students is held at Blake Garden. This is an opportunity for the new students to meet the faculty, staff, and continuing students in an informal setting.

Reception for Graduating Students

At the end of the year, a reception is held in honor of graduating students at Blake Garden. The Departmental Prizes and Awards Ceremony will also be presented at this event. Attendance is by invitation only.
AFTER GRADUATION

Obtaining a Job in the Profession

If you intend to work in the profession of Landscape Architecture upon graduation, it is advisable to prepare a portfolio of work from your courses as you go along. Your portfolio should include samples of computer graphics, hand graphics and lettering and design. The ASLA features job listings on their website: http://online.asla.org/scriptcontent/index_careers.cfm?section=joblink.

A CED Job Fair is an annual event in February. Please watch for email announcements.

Entering the Licensed Profession

The practice of Landscape Architecture is licensed in California and in most other states. Students with a Master's degree in Landscape Architecture may take the licensing exams in California after working for one to three years in a professional office under the supervision of a licensed landscape architect.

It is possible, of course, to work in a landscape architecture office without being licensed. It is illegal, however, to practice landscape architecture as the principal landscape architect without a license. For further information about the licensing examination, contact:

Board of Landscape Architects
Department of Consumer Affairs
1021 O Street
Sacramento, CA 95814
(916) 445-4954

Academic Employment

A good resource for academic employment is the Chronicle of Higher Education’s website: http://chronicle.com/

MISCELLANEOUS

Glossary of Terms

BEAR FACTS – An interactive computer system which allows students to access their personal records regarding registration status, class schedules, wait-list status, unofficial transcripts, financial aid records, billing statements, etc. Students can also make changes to their local and permanent addresses on this system. Please note that any changes made on the Bear Facts system take 24 hours to take effect. The Bear Facts web address is:

https://bearfacts.berkeley.edu/bearfacts/

CAL PHOTO ID CARD (Cal 1 Card) - All registered students are required to obtain a Cal Photo ID card from Lower Sproul Plaza. Proof of registration is indicated by a validated bar code for the current semester. The Cal Photo ID card is necessary to use all University facilities such as the library, the Recreational Sports Facility, University Health Service, LAEP computer room, Wurster access, etc.

CARS - Most student charges are billed through the Campus Accounts Receivable System (CARS). Items on your CARS account may include registration fees, campus housing and telephone, University Health Services, CalSO, library fines, and other miscellaneous debts.

CHAIR OF THE GRADUATE ADVISORS/HEAD GRADUATE ADVISOR - The Chair of the Graduate Advisors is the faculty member who is responsible for approving all University petitions,
Advancement to Candidacy forms, as well as writing all memos to the Dean of the Graduate Division in which requests are made for exceptions to the standard policies and regulations.

**COLLEGE OF ENVIRONMENTAL DESIGN (CED)** - The College of Environmental Design is made up of four departments: Architecture, City and Regional Planning, Landscape Architecture & Environmental Planning, and Urban Design.

**CURRICULUM PETITION** - Petition to waive courses on the basis of the criteria listed in this program guide. All changes to the standard program of study must be accomplished through the petition process. Curriculum petitions must first be approved by the Student’s Program Advisor and then by the Curriculum Committee.

**CURRICULUM COMMITTEE** - This is a faculty committee that reviews and approves or denies any changes to the standard programs of study. This committee is also responsible for the development and implementation of all curriculum changes.

**GRADUATE DIVISION** - Graduate Division, located on the 3rd floor of Sproul Hall, was designed to meet the special needs of graduate students. Graduate Division approval is required on all University forms and petitions. Graduate Division is responsible for the implementation of policy and formulation of regulations for all graduate students.

**OLADS (ON-LINE ADD/DROP SYSTEM)** - System for adding and dropping classes or changing the grading option that commences at the beginning of the fourth week of classes. Please consult Student Affairs Officer for further information or to obtain the petition form. Only the Student Affairs Officer has access to the system.

**PROGRAM ADVISOR** - The Program Advisor is a faculty member who has been assigned to a particular student to assist with academic or professional matters. The Program Advisor meets with his/her advisees during the advising periods to assist in the development and to approve the student's program. He/she also makes recommendations to the Curriculum Committee to approve or deny his/her advisees' departmental petitions.

**OFFICE OF REGISTRAR (OR)** – This office, located at 120 Sproul Hall, is responsible for all registration and transcript matters, both routine and problematical, for the entire University. With over 33,000 graduate and undergraduate students, errors are inevitable. When errors occur, it is the student’s responsibility to follow up and make certain that all necessary corrections are made.

**SCHEDULE OF CLASSES** - The on-line schedule of classes may be found on the following website: [http://schedule.berkeley.edu](http://schedule.berkeley.edu). The schedule lists current classes, class times and locations. You may wish to verify the on-line information with the individual departments as changes occur frequently.

**STUDENT AFFAIRS OFFICER** - The Student Affairs Officer is a staff member whose primary function is to act as a liaison between the University bureaucracy and the student. He/She can assist you in most academic matters. He/She is the one to consult first whenever a problem arises or when clarification is needed. Please make sure to double-check what faculty tells you in regards to Berkeley policy.

**TELE-BEARS REGISTRATION SYSTEM** – On-line interactive enrollment system that allows students to register through the use of the web ([https://telebears.berkeley.edu/telebears/home](https://telebears.berkeley.edu/telebears/home)). It also allows students to add or drop courses and to change the grading option until the end of the third week of classes.
LAEP Faculty

Bosselmann, Peter  
202-A Wurster  
(510) 643-9335  
pbossel@berkeley.edu  
Environmental simulation; urban design; communication to the public of land use and design issues and choices; computer applications to visual simulation.

Dronova, Iryna  
304 Wurster  
(510) 642-2930  
idronova@berkeley.edu  
Landscape ecology; ecosystem analysis across scales, impact of human interventions in ecosystems, field ecology combined with remote sensing to facilitate monitoring and assessments of ecosystems.

Hill, Kristina  
301 Wurster  
(510) 643-0618  
kzhill@berkeley.edu  
Urban design; urban ecological dynamics in relationship to physical design and social justice issues; urban water systems; climate change and sea-level rise adoptions of urban environments.

Hindle, Richard  
476 Wurster  
(510) 642-4892  
rlhindle@berkeley.edu  
Landscape and plant technologies including horticultural and material processes, innovation, and patents; green roof technologies; landscape related technologies across a range of scales, from ecosystem to site.

Hood, Walter  
382-C Wurster  
(510) 642-7419  
wjean@berkeley.edu  
Landscape design; community development; citizen participation, particularly ethnic groups; the design of architecture and the landscape simultaneously.

Jewell, Linda  
202 Wurster  
(510) 642-2980  
ljewell@berkeley.edu  
Landscape design; urban landscape design; the relationship of landscape design and landscape construction, material selection and ornamentation; site planning.

Kondolf, G. Mathias  
300 Wurster  
(510) 642-2904  
kondolf@berkeley.edu  
Hydrology; environmental geology; environmental impact assessment; riparian zone management. Emphasis on stream channel processes as they relate to natural resource management.

Kullmann, Karl  
308 Wurster  
(510) 643-0620  
karl.kullmann@berkeley.edu  
Landscape design, urban design, digital media, landscape & urban theory, mapping.

Mozingo, Louise  
310 Wurster  
(510) 643-9804  
lmozingo@berkeley.edu  
Urban design and planning; design history; social and cultural factors in landscape design.

Radke, John  
412 Wurster  
(510) 643-5995  
ratt@berkeley.edu  
Geographic information systems; database design and construction; spatial analysis; pattern recognition; computational morphology; environmental assessment; landscape characterization; potential modeling.
Sullivan, Charles  
**302 Wurster**  
(510) 642-2938

Site planning; garden history and the symbolic meanings of the garden as a metaphysical metaphor. The design of gardens as passive heating and cooling devices. The use of new methods and mediums to express the garden as an art form.

Emeriti Professors

Beatty, Russell A.  
rbeatty@berkeley.edu

Marcus, Clare  
clare@mygarden.com

Restoration of historic gardens and cultural landscapes, vegetation management, and urban forestry, with a focus on Mediterranean design traditions for California’s climate and gardens. Social behavior and the physical environment in housing and open space; social implications of cluster housing; children's environments; personal design values; design for the elderly; post-occupancy evaluation; design guidelines; site planning.

Hester, Randolph

Sacred landscapes; site planning; neighborhood design; environmental anomic; community participation; environmental justice; localism; community development, planning and design, place-appropriate economic development.

McBride, Joe  
jrm@nature.berkeley.edu

Vegetation and ecological analysis; urban forestry; historic landscape restoration.

Southworth, Michael  
msouthw@berkeley.edu

Analysis, design, and management of large-scale urban environmental quality; representation and communication of spatial form; educative potentials of urban form; preservation and reuse; innovative approaches to open space design; theories of urban form.

Twiss, Robert  
(510) 308-0331  
twiss@regis.berkeley.edu

Environmental assessments for regional planning and land regulation; public land management planning; plan implementation.

Adjunct Professors

Meyer, David  
**208 Wurster**  
(510) 643-6831  
david@meyersilberberg.com

Philosophy of inquiry through a full-on exploration of design, the discipline of design development, and the weird, wonderful things that manifest themselves in the process of actually building an idea.

LAEP Department Staff

Susan Retta  
**204 Wurster**  
skretta@berkeley.edu  
(510) 642-2963

Management Services Officer. Manages department office including administration, budget, academic and non-academic Senate, staff, student payroll and personnel.

Mary Anne Clark  
**202 Wurster**  
(510) 643-9335  
maclark@berkeley.edu

Chair’s Assistant/Scheduler. Chair’s Assistant, responsible for the Chair’s Calendar and correspondence. Coordinates class scheduling, room reservations, and course materials. Coordinates lecture series.
Tony Tieu
206 Wurster
(510) 642-2965
tonytieu@berkeley.edu

Graduate Student Affairs Officer. Advises graduate students on University and departmental policies and procedures. Formulates student course work plans and does periodic degree checks. Answers all graduate admissions questions.

Blake Garden Staff

Manager

Lauri Twitchell
(510) 524-2449
twitchel@berkeley.edu

Gardeners

Janet DeHaven
(510) 524-2449

Dawn Kooyumjian
(510) 524-2449

Mike Frappier
(510) 524-244

Frequently Used Aliases

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<tr>
<th>Alias</th>
<th>Description</th>
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<tr>
<td><a href="mailto:mlastudents@lists.berkeley.edu">mlastudents@lists.berkeley.edu</a></td>
<td>All M.L.A. Students</td>
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<tr>
<td><a href="mailto:mudstudents@lists.berkeley.edu">mudstudents@lists.berkeley.edu</a></td>
<td>All M.U.D. Students</td>
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<tr>
<td><a href="mailto:envplan_phd@lists.berkeley.edu">envplan_phd@lists.berkeley.edu</a></td>
<td>All Ph.D. Students</td>
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<tr>
<td><a href="mailto:laep-faculty@lists.berkeley.edu">laep-faculty@lists.berkeley.edu</a></td>
<td>All LAEP Faculty</td>
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<td><a href="mailto:laep-lecturer@lists.berkeley.edu">laep-lecturer@lists.berkeley.edu</a></td>
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Frequently Used Websites

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<td>Graduate Division Home Page</td>
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<td>On-line Student Systems Home Page</td>
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<td>Electronics Fund Transfer</td>
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<td><a href="http://www.asla.org">http://www.asla.org</a></td>
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<td>Academic Employment</td>
</tr>
</tbody>
</table>
Department of Landscape Architecture and Environmental Planning - Petition

Committee Signature Sheet for Thesis or Professional Report

Note: when complete give the Graduate Student Affairs Officer (206 Wurster Hall) the original, a copy to the instructor of LA 252B, and keep a copy for yourself.

Student’s Name

_____________________________________

Year of Graduation

____________

Degree

_____________________________________

Committee

______________________________ ________________________________ Chair

Print Name           Signature

______________________________ ________________________________ Committee Member

Print Name           Signature

______________________________ ________________________________ Outside Committee Member

Print Name           Signature

Project Title (working title is fine)

________________________________________________________________________

Project Description (one sentence)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________