

# **Landscape Architecture/ Environmental Planning**

Graduate Program Guide  
**2018-2019**



*College of Environmental Design*  
University of California, Berkeley

**DEPARTMENT OF LANDSCAPE ARCHITECTURE  
UNIVERSITY OF CALIFORNIA, BERKELEY**

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.

As a general note of advice, the department, college and university require procedures to occur by published deadlines. While we make every effort to help you meet these deadlines, paying attention to and meeting these deadlines is your responsibility. Doing so will make your academic experience as smooth as possible

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

**LANDSCAPE ARCHITECTURE/ENVIRONMENTAL PLANNING  
GRADUATE PROGRAM GUIDE**

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## ENROLLMENT PROCEDURES

### University Publications

***Berkeley Bulletin (Berkeley Academic Guide)***. Compare programs, find detailed degree requirements, discover faculty research specialties, and learn more about the unparalleled academic opportunities available to you at UC Berkeley. The most current information is listed on the following website: <http://www.guide.berkeley.edu/>

***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/>.

### Advising

Upon entering the Department, you will be assigned a Faculty Advisor. Faculty names and office numbers are listed in this program guide. Students should sign up for an advising appointment with their Faculty 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 2017 study plan with the Graduate Student Affairs Officer (GSAO), 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 Faculty 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 Faculty 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 GSAO 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 Faculty Advisor, students may change advisors depending on availability. To change advisors, obtain a Change of Advisor form from the GSAO 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.

### Cal Central

Cal Central (<https://calcentral.berkeley.edu/>) is UC Berkeley's online portal which connects multiple campus systems into one place (registration, academic record, billing, financial aid, personal profile, GPA, exam times, required textbooks, and more).

## ***Registration***

To be considered as a registered student, students must: 1) enroll in at least one course through Cal Central 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 Cal Central. Instructions on using this system are available from the Cal Central website: <https://www.ets.berkeley.edu/calcentral-support>. You will need to authenticate with your CalNet username and passphrase. In order to register, you will 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 Cal Central website for payment options: <https://calcentral.berkeley.edu/>

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 CAL CENTRAL 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>

## ***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 – Cal Central***

Students may check their registration status, course enrollments, waiting list status, and/or print unofficial transcripts, and billing by using Cal Central on the web (<https://calcentral.berkeley.edu/>). Local and permanent address changes may also be made at this website.

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

Beginning the fourth week of classes, students must submit the Petition to Change Class Schedule form to the GSAO to request changes to their schedule.

Deadline to Drop without a Fee:                      End of second week of classes

Deadline to Add without a Fee:                      End of third week of classes

Deadline to Drop (with Fee) without  
Withdraw (W) status:                                  End of fifth week of classes

Deadline to Add/Drop (with Fee)  
and to change the Grading  
Option/Units.

**Note:** Drop will result in Withdraw  
(W) for course:

End of fourteenth week of classes

Please note that all Adds and Unit Change 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 16-17 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 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 units during another semester in order to complete the degree requirements on time. Please contact the GSAO if you have questions about course load.

International students must register for 12 or more units to maintain their student visa.



NOTE: Some of our courses are only offered once in the year. If you do not 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.

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## **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/departamental website.

(<https://ced.berkeley.edu/academics/landscape-architecture-environmental-planning/programs/master-of-landscape-architecture/>)

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 of both degree requirements, 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 GSAO 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.

Waivers and substitutions for required courses and breadth requirements is possible after consultation with the GSAO, faculty advisor and successful completion of the Curriculum Petition process. For Curriculum Petition process see section below under “Departmental Petitions.”

**M.L.A. 3-Year — First Professional Degree**  
Proposed Program of Study — 84 Units Required

<b>YEAR 1</b>	<b>FALL</b>		<b>SPRING</b>		5		
	LA 200A	Fundamentals of Landscape Design	5	LA 200B	Case Studies in Landscape	4	
	LA 110 & 110L	Ecological Analysis	5	LA 112	Landscape Plants	4	
	LA 234A	Drawing workshop 1: Intro to Drawing for Landscape Architects	3	LA 234B	Drawing Workshop 2: Landscape Modeling	3	
	LA 254	Topics in LAEP: 200A Supplemental	1	LA 170	History and Literature of Landscape Architecture	3	
	Elective		3				
	<b>Total Credits</b>			17	<b>Total Credits</b>		16
<b>YEAR 2</b>	<b>FALL</b>		<b>SPRING</b>				
	LA 201	Ecological Factors in Urban Landscape Design	5	LA 202 or LA 205	Design of Landscape Sites Studio <b>OR</b> Environmental Planning Studio	5	
	Social Factors		3				
	LA 235	Design Thinking, Art, Nature & Consciousness	3	LA 121	Design in Detail: Introduction to Landscape Materials and Construction	4	
	LA 120	Topographic Form and Design Technology	3	Elective		4	
	<b>Total Credits</b>			14	<b>Total Credits</b>		13
	<b>YEAR 3</b>	<b>FALL</b>		<b>SPRING</b>			
LA 203 or C203		Landscape Proj Design <b>OR</b> Shaping Public Realm	5				
LA 252B or Elective		Thesis and Professional Project Proposal Seminar	3	LA 204 or LA 206	Advanced Project Design <b>OR</b> Final Project Preparation Studio: Thesis and Reports	5	
Elective			4	LA 160	Professional Practice & Internship	3	
			Elective		4		
<b>Total Credits</b>			12	<b>Total Credits</b>		12	

**Social Factors:** See list on page 10.

**M.L.A. Advanced Standing 2-Year Degree— Undergraduate Degree in Landscape Architecture**

Proposed Program of Study — 49 Units Required

		FALL		SPRING			
		<b>YEAR 1</b>		<b>LA 201</b>	Ecological Factors in Urban Landscape Design	5	<b>LA 202 or LA 205</b>
		<b>LA 120</b>	Topographic Form and Design Technology	3	<b>Structures Infrastructure</b>		2-4
		<b>History</b>		3	<b>Elective(s)</b>		5-6
		<b>Elective</b>		3-4			
		<b>Total Credits</b>		13-14	<b>Total Credits</b>		12-15
		FALL		SPRING			
		<b>YEAR 2</b>		<b>Social Factors</b>		3	
		<b>Plant Applications</b>		3	<b>LA 204 or LA 206</b>	Advanced Project Design <b>OR</b> Final Project Preparation Studio: Thesis and Reports	5
		<b>Natural Factors</b>		3-4	<b>LA 160</b>	Professional Practice & Internship	3
		<b>LA 252B or Elective</b>	Thesis/Professional Project Proposal Seminar <b>OR</b> Elective	3	<b>Elective</b>		4
		<b>Total Credits</b>		12-13	<b>Total Credits</b>		12

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.

**Non-LAEP Year 1 Spring Studio by petition:** CP 248, Arch 201

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

**History Courses:** LA 170 History and Literature of Landscape Architecture (Spring), LA C171 The American Designed Landscape Since 1850 (Fall), LA C250/CP C240, ED 169A, ED 169B or equivalent.

**Social Factors and Natural Factors Courses:** See lists on page 10.

**Plants Applications Courses:** Choose from LA 111 Plants in Design (Fall), LA 112 Landscape Plants: Identification and Use (Spring), or by petition

**M.L.A. Advanced Standing 2-Year Degree — Undergraduate Degree in Architecture**

Proposed Program of Study — 55 Units Required

		<b>FALL</b>		<b>SPRING</b>					
		<b>YEAR 1</b>		<b>LA 201</b>	Ecological Factors in Urban Landscape Design	5	<b>LA 202 or LA 205</b>	Design of Landscape Sites <b>OR</b> Environmental Planning Studio	5
<b>LA 120</b>	Topographic Form and Design Technology			3	<b>LA 170</b>	History and Literature of Landscape Architecture	3		
<b>LA 110 &amp; 110L</b>	Ecological Analysis and Lab			5	<b>LA 112</b>	Landscape Plants: Identification and Use	4		
<b>Elective</b>				2	<b>Elective</b>		2-3		
				<b>Total Credits</b>		15	<b>Total Credits</b>		14-15
				<b>FALL</b>		<b>SPRING</b>			
<b>YEAR 2</b>		<b>LA 203 or LA C203</b>	Landscape Project Design <b>OR</b> Shaping the Public Realm	5	<b>LA 204 or LA 206</b>	Advanced Project Design <b>OR</b> Final Project Preparation Studio: Thesis and Reports	5		
		<b>Social Factors</b>		3	<b>LA 160</b>	Professional Practice & Internship	3		
		<b>LA 252B or Elective</b>	Thesis/Professional Project Proposal Seminar <b>OR</b> Elective	3	<b>LA 121</b>	Design in Detail: Introduction to Landscape Materials and Construction	4		
		<b>Elective</b>		3					
				<b>Total Credits</b>		14	<b>Total Credits</b>		12

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.

**Social Factors:** See list on page 10.

**M.L.A. Advanced Standing 2-Year Degree — Environmental Planning**

Proposed Program of Study — 55 Units Required

		YEAR 1				
		FALL		SPRING		
YEAR 1	LA 200A	Fundamentals of Landscape Design	5	LA 205	Environmental Planning Studio	5
	LA 234A	Intro to Drawing for Landscape Architects	3	Natural Factors		3-4
	LA 237	The Process of Environmental Planning	3	LA 221	Quantitative Methods in Environmental Planning	3
	LA C188	Geographic Information Systems	4	Elective		4
	LA 254	Special Topics in LAEP: 200A Supplemental	1			
		<b>Total Credits</b>	16		<b>Total Credits</b>	15-16
		YEAR 2				
		FALL		SPRING		
YEAR 2	LA 252B	Thesis and Professional Project Proposal Seminar	3	LA 206	Final Project Preparation Studio: Thesis and Reports	5
	Social Factors		3-4	Elective		4
	History		3	Elective		3
	Elective		3			
		<b>Total Credits</b>	12-13		<b>Total Credits</b>	12

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

**Natural Factors:** Student are expected to take LA 222 Hydrology for Planners unless alternate is approved by advisor.

**Social Factors:** See list on page 10.

**History Courses:** LA 170 History and Literature of Landscape Architecture (Spring), LA C171 The American Designed Landscape Since 1850 (Fall), LA C250/CP C240, ED 169A, ED 169B or equivalent.

*Please Note* — Course offerings may vary by semester. For a current list of courses please visit the schedule of classes at: <http://schedule.berkeley.edu/>.

### **Social Factors Courses**

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LA 140	Social and Psychological Factors in Open Space Design
LA C 241	Research Methods in Environmental Design
LA C 242	Citizen Involvement in the City Planning Process
ANTHRO 148	Anthropology of the Environment
ARCH 110AC	The Social and Cultural Processes in Architecture & Urban Design
ARCH 211	Theory and Methods in the Social and Cultural Basis of Design
ENERES C200	Energy and Society
ENERES 273	Research Methods in Social Sciences
ESPM 151	Society, Environment, and Culture
ESPM 155AC	Sociology & Political Ecology of Food Systems
ESPM 161	Environmental Philosophy and Ethics
ESPM 163AC	Environmental Justice
ESPM 166	Natural Resource Policy and Indigenous Peoples
ESPM 168	Political Ecology
ESPM 258	Race, Science and Resource Policies
ESPM 261	Sustainability and Society
ESPM 262	Race, Identity and the Environment
SOCIOL 140	Politics and Social Change

### **Natural Factors Courses**

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LA 110/110L	Ecological Analysis
LA 222	Hydrology for Planners
LA 227	Restoration of Rivers and Streams
ESPM 114	Wildlife Ecology
ESPM 115C	Fish Ecology
ESPM 116B	Range Ecology, Improvements, and Management
ESPM 116C	Tropical Forest Ecology
ESPM 117	Urban Garden Ecosystems
ESPM 118	Agricultural Ecology
ESPM 119	Chemical Ecology
ESPM 120	Soil Characteristics (chemistry background)
ESPM 121	Development and Classification of Soils (prerequisites)
ESPM 126	Environmental Soil Chemistry
ESPM 181	Wildland Fire Science
ESPM 185	Applied Forest Ecology
GEOG 140A	Physical Landscapes: Process and Form
GEOG 140B	Physiography and Geomorphologic Extremes
INTEGBI 102	Introduction to California Plant Life
INTEGBI 105	General Ecology
INTEGBI 151	Plant Physiological Ecology
INTEGBI 154	Plant Ecology

*Please Note* — Course offerings may vary by semester. For a current list of courses please visit the schedule of classes at: <http://schedule.berkeley.edu/>.

### **Elective Courses**

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LA 130	Sustainable Landscapes and Cities
LA 136	Advanced Landscape Delineation
LA C171	The American Designed Landscape Since 1850
LA C177	GIS and Environmental Spatial Analysis
LA 188	Geographic Information Systems
LA 189	Representation as Research: Contemporary Topics in Landscape Visualization
LA 221	Quantitative Methods in Environmental Planning
LA 226	Landscape Design Construction
LA 232	Sacred Landscapes
LA 237	The Process of Environmental Planning
LA 251	Theories of Landscape Architecture and Environmental Planning
LA 257	Special Topics in Design: Ground Up Journal
LA 289	Applied Remote Sensing
LA 254	Special Topics in LAEP: Underwater Seminar
LA 254	Special Topics in LAEP: Landscape of Memories
LA 254	Special Topics in LAEP: Towards a Resilient Arid Future
LA 254	Special Topics: EPA Campus RainWorks
LA 254	Special Topics in LAEP: International Studio (as occurs)



## **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 GSAO 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 the GSAO.
2. Obtain and complete Advancement to Candidacy forms from the GSAO or the Graduate Division website: <http://grad.berkeley.edu/policies/forms>.
3. If under Thesis Plan, obtain Thesis Committee Chair signature on Advancement form.
4. Turn in Advancement form to the GSAO 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 capstone project (professional project or comprehensive examination 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 GSAO 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 GSAO 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.

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 professional report in City Planning, these concurrent students can opt to do a separate university thesis, professional report or final comprehensive studio, either LA 204 or CP 248 if it is not part of their M.C.P. curriculum requirement.

### *Thesis Formatting and Submission*

The thesis is to be filed with the Graduate Division which has strict rules about formatting. It is to be 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/>.

### ***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 GSAO 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 GSAO. 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 GSAO. 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 GSAO. Please check with your committee members before submitting your professions 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 Studio is LA 204. This option is not available to students in the Environmental Planning program. Conditions under which students in M.Arch/M.L.A. Concurrent Degree program and M.C.P./M.L.A. Concurrent Degree program may take LA 206 to fulfill their thesis requirement is described in Note 1 and Note 2 above.

### *Schedule for Final Degree Requirement*

#### *Fall Semester (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 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, interim reviews by their committee, present their final thesis project at a review in April to a jury composed of their committee, departmental faculty, and external

reviewers, 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.

Final copies of the thesis or professional project, with committee members' signatures, must be filed with the Graduate Division (thesis) or with the GSAO (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/>.

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## **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 1/3 of 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. The application is available as an eForms via your Cal Central dashboard ("Higher Degree Committees Form" under Student Resources), and must be submitted 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 is submitted after the Dissertation Chair has approved the prospectus. The application is available as an eForms via your Cal Central dashboard ("Higher Degree Committees Form" under Student Resources). A procession fee of \$90 will be billed to your Cal Central account.

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 writing and filing is available from Graduate Degrees Office website: <http://grad.berkeley.edu/academic-progress/dissertation/>.

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.

### **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 application (to be submitted 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.

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## **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 the GSAO.
2. Complete form and obtain appropriate signatures (supervising faculty and Program Advisor).
3. Turn in signed form to the GSAO.
4. Obtain course registration numbers from the GSAO.

#### 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 registration numbers from the GSAO.

### 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 the GSAO to obtain course registration numbers.

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 granted 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 GSAO.
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 GSAO to obtain course registration numbers.

### 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 the GSAO.
2. Complete form; obtain appropriate signatures (instructor and faculty advisor).
3. Turn in signed form to the GSAO to obtain course registration numbers.

### ***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 375 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 registration numbers from the GSAO.

### 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 GSAO.

### **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:

1. When work for the course in which an incomplete grade was assigned is complete, student should submit the completed project or course work to instructor.
2. Faculty member assigns grade via eGrades on Cal Central.

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.

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## 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>).

Adds: \$5.00 per course

Drops: \$10.00 per course

Beginning the fourth week of classes, students must submit the Petition to Change Class Schedule form to the GSAO to request changes to their schedule.

Deadline to Drop without a Fee:

End of second week of classes

Deadline to Add without a Fee:

End of third week of classes

Deadline to Drop (with Fee) without  
Withdraw (W) status:

End of fifth week of classes

Deadline to Add/Drop (with Fee)  
and to change the Grading  
Option/Units.

**Note:** Drop will result in Withdraw  
(W) for course:

End of fourteenth week of classes

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 "My Finances" in Cal Central.

After obtaining the petition form, the student should obtain the instructor's signature for all adds and unit changes. 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 fourteenth week deadline for. 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 GSAO 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 \$80.00 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 \$255, 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 (GSAO).

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 GSAO.

### ***Curriculum Petition***

This petition is used to waive a required course 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 student wishes to substitute a course for breadth requirements or waive a breadth requirement. Whenever a curriculum petition is filed, strong justification with supporting documentation (samples of previous course work, course syllabi, transcripts, etc.) is required. Petitions must be approved by the instructor of the course (if the course is a core requirement) or the designated faculty to evaluate breadth requirements (if the student wishes to substitute or waive a breadth requirement) and by the student's Program Advisor prior to submission to the Curriculum Committee, via Student Affairs Officer.

### ***Petition to Change Faculty Advisors***

This petition is used when a student wishes to change his/her Faculty 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 GSAO on the availability of specific Faculty Advisors.

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## **FELLOWSHIPS, PRIZES, AND FINANCIAL RESOURCES**

### **University Fellowships and Departmental Scholarships**

University Fellowships are very competitive and are awarded to students based on excellent academic records and faculty letters of recommendation.

The Department of Landscape Architecture has several departmental scholarships. These are Randall Evans Scholarship, Farrand Memorial Scholarship, Beatrix Farrand Scholarship, Samuel Heller Scholarship, and Harry W. Shepherd. Awards are based on evidence of academic excellence .

Departmental awards are paid in two installments at the beginning of the fall and spring semesters, typically in a combination of fees and stipend.

Students need not apply for the fellowships and scholarships to be eligible for awards

## **Professional Degree Supplemental Tuition (PDST) Award**

The departmental policy is return about one-third of the PDST as an award 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 continuing students, identified based in large part on GPA but also other factors such as difficulty of courses taken, independent work, competitions, and leadership. Other considerations include the student's other support, such as from Berkeley fellowships, GSI positions, GSR positions, external grants, etc. Students need not apply for the fellowships to be eligible for awards.

## **Minimum Requirements for MLA students to Qualify for PDST Award and Continuing 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. At the end of the fall 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 approximately from \$5,000 to \$10,000. 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 – 2017-2018

<u>Award Name</u>	<u>Information Available</u>	<u>Application Deadline</u>	<u>Applicant Notification</u>	<u>Certificate</u>
ASLA Certificate of Honor	N/A	N/A	Mar	Yes
ASLA Certificate of Merit	N/A	N/A	Mar	Yes
Thomas Church Design Award	Mid Dec	Mid Jan	Feb	Yes
CLASS Fund Award	Late Jan	Feb	Mar	Yes
Eisner Prize in Landscape Architecture	Feb	Early Mar	Mar	No
Stephen Lenci Award	Feb	Early Mar	Mar	No
H. Leland Vaughan Award	Early Mar	Late Mar	Apr	No
Outstanding GSI Award	N/A	N/A	Apr	Yes
Scott Traveling Fellowship	Mid Dec	Mid Jan	Feb	No

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

### Other Financial Resources

#### *Farrand Grants*

##### *For Farrand Conference Funds:*

There are limited funds available to support graduate student attendance at conferences where they are presenting an original paper or poster. This is reimbursed up to \$500. Proposals for such funds will be solicited 2-3 times/year and require name, date, location of conference, copy of abstract, and confirmation letter. Graduate students may be funded to attend one conference per academic year. PhD students may be funded to attend up to two conferences in one academic year.

##### *For Thesis/Professional Project Research:*

The grant amount for thesis/professional project is UP TO \$500 per student, and does not exceed this amount.

Funds are available to support research, travel or other expenses (up to \$500) for students who pursue the Final Studio option. Master's students in either the thesis/professional project option or the final studio option can, rather than spend the funds on thesis or final project, can instead put these funds towards 1) an international workshop offered by another department or 2) to supplement expenses on a Farrand sponsored International workshop.

### ***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:

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

\* 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, Xeroxing, 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 waived from non-resident tuition for up to a period of three years (6 semesters).

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://grad.berkeley.edu/financial/fellowships/>.

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## **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://evcp.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](http://hrweb.berkeley.edu/labor/ase_orientdate.htm)



**Graduate students who hold academic appointments (GSI, GSR, Reader, Tutor) may be eligible for fee remissions that offset a portion or all of their fees.**

The amount of the fee remission students may be eligible for depends on the type of appointment that is held during the current semester. **Students on Filing Fee status are not eligible for fee remissions.**

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

1. Be registered by established university deadlines, but no later than by the end of the fifth week of classes (**September 22, 2017 for Fall 2017; February 16, 2018 for Spring 2018**). You are responsible for meeting all university deadlines for registration and enrollment.
2. Be enrolled in at least 12 units no later than **September 22, 2017 for Fall 2017; February 16, 2018 for Spring 2018**, and remain enrolled in at least 12 units for the semester.
3. Be appointed for the semester. For dates, see the [Academic Calendar](#). There are no fee remissions associated with appointments during Summer Session.
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 their 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 students ineligible to receive a fee remission.**

Students should check their current CARS account status on the **CalCentral portal** to see the dollar amount of each type of fee that has been assessed by the Registrar, or check the fee schedule on the Registrars' website  
<http://registrar.berkeley.edu/tuition-fees-residency/tuition-fees/fee-schedule>

## **Types of Fee Remissions**

### **Partial Fee Remission**

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.

Fees paid by remission

- Student Service Fee
- Tuition
- Health Insurance Fee \*

## **Full Fee Remission**

Full Fee Remission for **GSRs working at least 45% time.**

Fees paid by remission

- Student Service Fee
- Tuition
- Health Insurance Fee \*
- Berkeley Campus Fee
- Class Pass (AC Transit) Fee

## **Full Fee and Nonresident Supplemental Tuition Remissions**

Full Fee and Nonresident Supplemental Tuition Remissions for GSRs working at least 45% time.

**Note:** Only for non-California residents who are: a) pursuing the Ph.D. or professional doctorate (as defined by the student's department) as the terminal degree; b) within the departmentally-established normative time period; and c) not receiving any other support that funds nonresident supplemental tuition. U.S. citizens and permanent residents classified as non-California residents are eligible only for their first year of graduate study at Berkeley.

Fees paid by remission

- 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. Any payments made toward SHIP will be returned to the funding source. Undergraduate GSI appointees may be eligible for Tuition and Student Services fee remissions only.

Fee Remission Program Information for Graduate Students

# Eligibility, Title Codes & Remission Types

Appointment Dates	GSI	GSRs/Readers/Tutors	End of the 3rd week of classes
Fall 2018	8/1/18 – 12/31/18	8/15/18 – 12/14/18	9/7/18
Spring 2019	1/1/19 – 5/31/19	1/15/19 – 5/17/19	2/8/19

Types of Remissions	Eligibility	Title & Code	Fees Paid By Remission
<b>No fee remission</b>	<ol style="list-style-type: none"> <li>Appointment is <math>\leq</math> <b>24%</b> time; and</li> <li>Enrolled in <b>at least 12</b> units,</li> <li>Appointment eligibility requirements are met.</li> </ol>	GSR 3276 GSI I 2311 GSI II-IV 1507 Acting Instructor 2551 Reader* 2851 Tutor* 2861	None, however note that Non-GSHIP title codes will contribute to total appointment percentage, and could confer a fee remission.
<b>Partial fee remission</b>	<ol style="list-style-type: none"> <li>Appointment is <math>\geq</math> <b>25%</b> time (<b>25 – 44%</b> for GSRs) for the semester (see dates above); <i>and</i></li> <li>Enrolled in <b>at least 12</b> units,</li> <li>Appointment eligibility requirements are met.</li> </ol>	GSR 3276 GSI I 2310 GSI II – IV 1506 Acting Instructor 2550 Reader* 2850 Tutor* 2860	<ul style="list-style-type: none"> <li>Student Services Fee</li> <li>Tuition</li> <li>Health Insurance Fee *</li> </ul>
<b>Full fee remission</b>	<ol style="list-style-type: none"> <li>Appointment <math>\geq</math> <b>45% time</b> as a <b>GSR</b> for the semester (see dates above); <i>and</i></li> <li>Enrolled in <b>at least 12</b> units,</li> <li>Appointment eligibility requirements are met.</li> </ol>	GSR 3282	<ul style="list-style-type: none"> <li>Student Services Fee</li> <li>Tuition</li> <li>Health Insurance Fee *</li> <li>Berkeley Campus Fee</li> <li>Class Pass (AC Transit) Fee</li> </ul>
<b>Full fee remission and nonresident supplemental tuition remission*</b>	<ol style="list-style-type: none"> <li>Appointment <math>\geq</math> <b>45% time</b> as a <b>GSR</b> for the semester (see dates above); <i>and</i></li> <li>Enrolled in <b>at least 12</b> units;</li> <li>Appointment eligibility requirements are met; <i>and</i></li> <li>Pursuing the Ph.D. or professional doctorate (as defined by the student's department), as the terminal degree; <i>and</i></li> <li>Is within the departmentally-established normative time period; <i>and</i></li> <li>Does not receive any other support that funds nonresident supplemental tuition.</li> </ol>	GSR 3284	<ul style="list-style-type: none"> <li>Student Services Fee</li> <li>Tuition</li> <li>Health Insurance Fee *</li> <li>Berkeley Campus Fee</li> <li>Class Pass (AC Transit) Fee</li> <li>Nonresident Supplemental Tuition Fee</li> </ul>
<b>Decoupling or Separation of GSR fee remission from salary source</b>	<ol style="list-style-type: none"> <li>Appointment <math>\geq</math> <b>25%time</b></li> <li>Accommodates grants where expenditure of funds on tuition &amp; fees (benefits) is <u>disallowed</u></li> <li>Equivalent student aid award to a Partial fee remission (25% – 44%) or Full fee remission (45% or greater) must be paid to student's account.</li> <li>Does not combine with other GSI, GSR, AI-GS, Reader or Tutor appointments to generate or share cost of fee remissions.</li> </ol>	GSR 3266	Other Award replaces equivalent of partial or full fee remission (such as fellowship, block grant, departmental award, etc...)

**\* NOTES:**

(1) In accordance with Article 11 of the UC-UAW contract and the February 2002 Labor Relations memo on late Academic Student Employee (ASE) appointments (GSIs, AI-GSs, Readers, and Tutors), any ASE appointment, combination of ASE appointments, or combination of ASE appointment(s) and GSR appointment(s) that that is effectively equivalent to a 25% appointment for the duration of the semester can generate a partial fee remission, irrespective of appointment dates and percentages, and including combinations of eligible title codes. Eligible GSR appointments can combine to create a partial, full, or full with nonresident supplemental tuition fee remission.

(2) U.S. citizens and permanent residents are eligible for nonresident supplemental tuition remission only during the first year of graduate study.

(3) GSRs, and ASEs must enroll in at least 12 units, except for non-students holding Reader and Tutor appointments and students enrolled in part-time degree programs.

(4) Student Health Insurance Plan (SHIP) premiums are automatically remitted as part of the fee remission program for graduate students unless the student has a waiver of health insurance coverage on record at the University Health Services. If a student has a SHIP waiver, there is no remission for health insurance. Only graduate students are eligible for GSR, AI-GS, Reader and Tutor remissions. (5) Eligible undergraduate GSI appointees receive Tuition and Student Services fee remissions only.

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## 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/conducti-ii.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:

- *MLA Handbook for Writers of Research Papers, Sixth Edition* (Paperback), by Joseph Gibaldi
- *The Essentials of MLA Style: A Guide to Documentation for Writers of Research Papers* (Paperback), by Joseph F. Trimmer
- *A Writer's Reference: 2003 MLA Update* (Plastic Comb), by Diana Hacker

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:

Monday – Thursday	7:00 A.M. to 9:00 P.M.
Friday	7:00 A.M. to 6:00 P.M.
Saturday	1:00 P.M. to 5:00 P.M.
Sunday	3:00 P.M. to 7:00 P.M.

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.
- 206 Wurster      Graduate Student Services Office. The Graduate 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 10-12, and 1-4, unless posted otherwise on the door.
- 210 Wurster      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.
- 214 Wurster      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.
- 273 Wurster      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.

315 Wurster 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).

4th Floor Wurster 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 green house 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.

## **CED Counseling**

The College of Environmental Design has partnered as a satellite office with Counseling and Psychological Services at the University Health Services (UHS) Tang Center and the Career Center to provide i) confidential consultations related to personal, professional & academic concerns and ii) professional-development workshops, networking opportunities & assistance with internships and employment search.

Amy Honigman  
**220 Wurster**  
ahonigman@berkeley.edu  
510-642-6633  
Appointments: Monday 1P-5P  
Drop-in: Tuesday 8A-12P

Dr. Amy Honigman is a licensed psychologist with Counseling and Psychological Services. Dr. Honigman can help you make progress with any number of issues you may be struggling with, but is particularly skilled in helping students address and overcome stress, anxiety, depression, alcohol/drug abuse.

Angie Luo  
**220 Wurster**  
aluo@berkeley.edu  
Appointments: TBA  
Drop-in: TBA

Angie Luo is a Career Counselor with the UC Berkeley Career Center, partnering with CED to provide career services. Angie is here to offer career counseling to students on a one-on-one basis both at the Career Center and at CED, as well as provide opportunities through programs and workshops which highlight local employers and alumni.

## **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. Jessica Ambriz in 202 Wurster, schedules the use of the LAEP courtyard space. The Chair, Louise Mazingo, 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 Jessica Ambriz. 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 and restricted to two hours for non-residents of the area. 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](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](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.

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## 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.

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## **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](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/>

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## **MISCELLANEOUS**

### **Glossary of Terms**

**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.

**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.

FACULTY ADVISOR - The Faculty Advisor is a faculty member who has been assigned to a particular student to assist with academic or professional matters. The Faculty 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>. 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.

GRADUATE STUDENT AFFAIRS OFFICER - The Graduate Student Affairs Officer (GSAO) 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.

## LAEP Faculty

Brand, Anna  
**306 Wurster**  
(510) 642-2980  
annalivia@berkeley.edu

Intersection of Urban Planning and Landscape Architecture; Social Practice, Community Development and Participation; Racial Geographies; and Social and Cultural Elements of Design and Planning

Cooper, Danika  
**310 Wurster**  
(510) 643-9804  
danikacooper@berkeley.edu

Urban design; the design of landscapes at a range of scales by overlaying scientific, empirical data with socio-cultural conditions. History and theory of landscape representation; data visualization and 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 adaptations 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  
wjjean@berkeley.edu

Landscape design; community development; citizen participation, particularly ethnic groups; the design of architecture and the landscape simultaneously.

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  
**202 Wurster**  
(510) 643-6165  
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

Bosselmann, Peter  
pbossel@berkeley.edu

Environmental simulation; urban design; communication to the public of land use and design issues and choices; computer applications to visual simulation.

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 anomie; community participation; environmental justice; localism; community development, planning and design, place-appropriate economic development.

Jewell, Linda  
ljewell@berkeley.edu

Landscape design; urban landscape design; the relationship of landscape design and landscape construction, material selection and ornamentation; site planning

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.

Jessica Ambriz  
**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

Mike Frappier  
(510) 524-244

## **Frequently Used Aliases**

mlastudents@lists.berkeley.edu	All M.L.A. Students
mudstudents@lists.berkeley.edu	All M.U.D. Students
envplan_phd@lists.berkeley.edu	All Ph.D. Students
laep-faculty@lists.berkeley.edu	All LAEP Faculty
laep-lecturer2@lists.berkeley.edu	All LAEP Lecturers
laep-staff@lists.berkeley.edu	All LAEP Staff

## Frequently Used Websites

<a href="http://www.berkeley.edu">http://www.berkeley.edu</a>	Berkeley's Home Page
<a href="http://www.grad.berkeley.edu">http://www.grad.berkeley.edu</a>	Graduate Division Home Page
<a href="http://bearlink.berkeley.edu">http://bearlink.berkeley.edu</a>	On-line Student Systems Home Page
<a href="http://schedule.berkeley.edu/">http://schedule.berkeley.edu/</a>	On-line Schedule of Classes
<a href="http://telebears.berkeley.edu/">http://telebears.berkeley.edu/</a>	Tele-BEARS Registration System
<a href="http://bearfacts.berkeley.edu">http://bearfacts.berkeley.edu</a>	Bear Facts System
<a href="http://www.uga.berkeley.edu/fao/graduate/default.htm">http://www.uga.berkeley.edu/fao/graduate/default.htm</a>	Graduate Financial Aid
<a href="https://calmail.berkeley.edu/">https://calmail.berkeley.edu/</a>	E-mail Accounts and Information
<a href="http://eftstudent.berkeley.edu">http://eftstudent.berkeley.edu</a>	Electronics Fund Transfer
<a href="http://www.asla.org">http://www.asla.org</a>	ASLA Information
<a href="http://www.chronicle.com">http://www.chronicle.com</a>	Academic Employment

## **Department of Landscape Architecture and Environmental Planning - Petition**

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### **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**

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**Year of Graduation**

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**Degree**

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**Committee**

<hr/>	<hr/>	Chair
Print Name	Signature	
<hr/>	<hr/>	Committee
Member Print Name	Signature	
<hr/>	<hr/>	Outside Committee
Member Print Name	Signature	

**Project Title** (working title is fine)

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**Project Description** (one sentence)

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