



**STATE UNIVERSITY OF NEW YORK
COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY**

THE GRADUATE SCHOOL

TO: Students in the Master of Landscape Architecture (M.L.A.) degree program

FROM: The Graduate School

SUBJECT: Graduate Student Program of Study (Form 3B)

Your program of study must include the sequence of courses you must complete and a plan for research. The program of study, developed by you with the advice and approval of your major professor and other members of your steering committee, must be submitted to your Department Chair for approval, and then forwarded to the Graduate School at least by the end of your third semester. This program of study can be changed during the course of your studies. Changes must be approved by your major professor, Department Chair, and the Graduate School.

The Master of Landscape Architecture is a first professional degree in landscape architecture. This degree requires successful completion of a minimum of 66 credit hours of which at least 42 must be graduate coursework. The student's program of study must be approved by the major professor and Department Chair.

Communication Skills

All students entering graduate programs at ESF are expected to be proficient in communication skills, including technical writing and library skills. Students are required to have completed at least one course in technical writing and one course in library usage, either as an undergraduate or as a graduate student. Credits for such courses taken during the graduate program are not counted towards degree requirements. Alternatively, graduate students can meet the requirement by demonstrating the equivalent in experience in writing and library skills, as determined by the steering committee.

Seminars

Participation in seminars, including the preparation and presentation of technical material, is vital to the student's graduate education. Each graduate student is expected to participate in topic seminars, including presentations, as determined by the individual department. This requirement can be fulfilled, with appropriate approval, by seminars offered at Syracuse University or the SUNY Health Sciences Center.

Students completing the Master's degree are required to present a "capstone seminar" (LSA 800). The purpose of the capstone seminar is to provide an opportunity for the graduate student to present technical information to a critical body of professionals and peers. Each seminar is open to the College community and will be announced College-wide to encourage attendance by students and faculty.

Academic Performance

All graduate students are required to maintain at least a 3.000 cumulative grade point average (4.000 =A) for graduate level courses. Students who do not maintain this average, or who receive two or more grades of Unsatisfactory (U) for work on the project, will be placed on probation or suspended from ESF by the Dean of the Graduate School upon the recommendation of the College Subcommittee on Academic Standards.

Credit Hour Load

To meet academic requirements, graduate students must be registered for at least one credit each semester, excluding summers, from the first semester of matriculation until all degree requirements have been completed. Failure to register for each semester will result in the student being withdrawn from graduate study and, if the student wishes to return in the future, a new application must be filed and reviewed prior to readmission. Audited courses may not be used to satisfy full-time status. Students are required to register for at least one credit of thesis/dissertation research, professional experience, or independent study in the summer if they will complete all requirements during that time. There is no full-time credit-hour load to meet academic requirements.

Graduate students who hold an assistantship and/or a tuition scholarship must be in full-time status each semester while holding such an award. Registration for nine credits usually equates to full-time status for a student holding an assistantship.

Graduate students not holding an assistantship are considered full-time if they are registered for at least 12 credits each semester.

Doctoral candidates (i.e., those who have successfully completed their doctoral candidacy examination), master's students (M.F., M.P.S., M.L.A. and M.F.) who have met all academic requirements, and master of science (M.S.) students who have requested the appointment of a defense committee and intend to defend a thesis may be considered full time if registered for at least one credit of thesis/dissertation research, professional experience, or independent study and submit a "Request for Full-time Certification Form" to the Graduate School.

Transfer Credit

Credit hours appropriate to the graduate degree in which a minimum grade of B was earned from an accredited institution can be transferred to the college, but grades and grade points cannot be transferred.

Up to six credits of graduate coursework **not used to complete another degree** may be accepted toward completion of a master's degree as approved by the steering committee.

Students may transfer no more than nine credits of credit-bearing **non-degree ESF** coursework to graduate degree programs.

All transfer credit will remain tentative until official, final transcripts are received. It is the student's responsibility to ensure that official, final transcripts are sent to and received by the college.

Time Limits

Graduate students must complete all requirements for the Master of Landscape Architecture degree within four years of the first date of matriculation.

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