

MLA Program @ Cal Poly Pomona

- Guide to fill out Program of Study (contract)

1 INTRODUCTION

All MLA students should follow this guide in filing their Program of Study, a.k.a. program contract, after one semester of study in the program or as advised by the graduate coordinator. Students can also refer to the program catalog on the university's webpage <https://catalog.cpp.edu/>. If there are inconsistencies between a contract and the catalog that a student has chosen, the catalog describes the final rule. Please inform your advisor and graduate coordinator asap if any inconsistency is identified so that the Program of Study can be updated in a timely manner to avoid issue and conflict. Any change to a filled contract should be done through submitting a graduate petition via polydoc.

[Graduate Academic Petition Link \(PolyDoc\)](#)

[Graduate Academic Petition Student User Guide](#)

[Graduate Academic Petition Approver User Guide](#)

2 STEPS TO FILL OUT THE PROGRAM OF STUDY

2.1 Verify the catalog year

Make sure you know what year's catalog you are using for your Program of Study. Typically, this is the year that you join the program or the year that you graduate from the program. Consult your graduate coordinator if you are unsure which catalog you want to use. Your contract should follow the catalog year you intend to use.

2.2 Fill out your personal information

Fill out your name and bronco ID. Provide both your CPP email account and phone number if you think it is helpful.

2.3 Choose the Appropriate Track

Check which track that you are in. You should be notified during admission which program track you are admitted to. General Standing Track is for students who without previous bachelor's degree in landscape architecture, architecture, or closely aligned disciplines (as determined by the MLA program). Certificate in landscape architecture and associate degree are not considered replacement for bachelor's degrees. Typically, General Standing track takes three years to finish. Check General Standing box if you are in this track. Advanced Standing Track is for students with a bachelor's degree from landscape architecture, architecture, or closely aligned disciplines (as determined by the MLA program). Students are admitted to

the advanced track during admission process. Typically, it takes two years to finish the advanced standing track. Please check the advanced standing box if you are admitted to this track.

2.4 Fill out the required course list

If you are a general standing track student, simply fill out the semester and grades for courses that you have taken and leave the rest of the course unfilled. If you have courses satisfied in another institution taken previously or currently, refer to 2.6 for more details.

If you are an advanced standing track student, on Section I., fill out the semester and grades for courses that you have taken and leave the rest of the courses unfilled. You should not include any courses with only a star (*) next to it as they are only for General Standing Track Students. You may take those with *# though for electives. You will have to make sure that 21 units are left on Section I Required courses list. If you have more than 21 units on Section I, you can use the extra units for electives and list them in part III (Program Electives). Consult your graduate coordinator before using any course in section I as electives.

2.5 Culminating Experience Courses

Culminating Experience Courses are required courses. Don't fill this area out unless you have taken these courses. LA5990s listed in this section refer to those LA5990s provided to support the cumulating experience master projects. Not all LA5990s are qualified for this section, so please consult with your graduate coordinator to make sure you are registered in the correct LA 5990 courses or if you have questions about this section.

2.6 Fill out elective course list

Fill out elective courses that you have taken or are planning to take. If you are not sure what courses to take to fulfill elective units, you can leave this area blank. Elective courses can be department electives (any course 4000 or above level except for undergraduate studios) or pre-approved electives from other department. Refer to the pre-approved elective list for a complete list of electives.

2.7 Courses satisfied in other institutions – for General Standing Track Only

If you are a student in the general standing track and you were informed by the graduate coordinator that your courses were waived based on your previous academic record, you can put SAT under the Grade column of a specific course. SAT must have been approved by the graduate coordinator. Students should not put SAT to any course without approval. If you have a course deemed satisfied by courses that you have taken at another institution, put the information under the SAT area below section I. First put down the LA Prefix. and course number, then followed by the other institution, course pref. course number and grade that you received at the other institution. If you have SAT on your contract, you must also file a graduate petition to update graduate studies about this change. Refer to 3.0 on how to do that. Consult the graduate coordinator if you have questions.

Advanced track students do not have this option. Please consult your graduate coordinator about your Program of Study in the advanced standing track.

3 File graduate academic petition for courses satisfied in other institutions for General Standing Track Only

If you have been approved to satisfy MLA courses by courses taken at another institution, besides listing those courses on the contract, you should also file a graduate academic petition via PolyDoc. Use the following link to access PolyDoc.

[Graduate Academic Petition Link \(PolyDoc\)](#)

[Graduate Academic Petition Student User Guide](#)

[Graduate Academic Petition Approver User Guide](#)

Below is an example on how you should file the petition. Please try to follow the guidance as close as possible. For more information on how to use the petition, refer to the above Student User Guide for Graduate Academic Petition.

Modification to a Program of Study

Please fill out this section to indicate course substitution(s) and/or correct any errors on your program of study (e.g., course title, units)

First list the course that is now in the contract. Then list the course you have taken that you want to use to substitute or modify the course on contract.

Example:

Contract Course Dept	Course Number	Course Title	Units	Substitute Course Dept	Course Number	Course Title	Term & Year Taken	Units
BIC	5000	Intro to Bicycling		YOG	5001	Advanced Yoga	SPRING 2019	5

Your Course(s)

Contract Course Dept*	Course Number*	Course Title*	Units	Substitute Course Dept*	Course Number*	Course Title*	Term & Year Taken*	Units*
LA	5xxx	designingxxxxxxxx	3	MLA	5xxx	designingxxxxxxxx	Fall20xx	3

State explanation/reason for course substitution(s) or modification(s) *

MLA 5xxx satisfies course requirements of LA 5xxx.

4 File graduate academic petition to transfer courses to Cal Poly Pomona (for both tracks)

MLA students in both tracks can transfer up to 9 semester units of courses to Cal Poly Pomona toward their MLA degree. If you have any upper division or graduate courses taken at other institutions that have never been used toward any degree or minors, you can transfer them to Cal Poly Pomona.

Transferred courses are to substitute electives only. Therefore, if you have any courses transferred to

CPP, list them under Section III Elective list. File a graduate academic petition via PolyDoc to request to transfer courses. You will need to provide proof such as transcript for the transfer course(s) taken and/or syllabi along with filing the petition to determine if transfer courses are appropriate for approval. All requests for transfer coursework need to be reviewed and approved by the department and the Registrar's Office. It's possible that a request for transfer coursework may not be approved, so please make sure that you have enough units toward graduation.

[Graduate Academic Petition Link \(PolyDoc\)](#)

[Graduate Academic Petition Student User Guide](#)

[Graduate Academic Petition Approver User Guide](#)

5 Sign and Submit your Program of Study

Sign your contract and submit it via the online Form using link below. Please refer to the guides for students before using the system to submit your program of study. Improper submission or an incorrect email address for an advisor you list may lead to delay of the process. All signatures will be collected via the online system, and you no longer are required to submit any hard copy unless there is an issue with the online system or if there is a special circumstance. You will receive a notification from Polydoc when you have submitted your contract and any status update. Please be patient with the system update. Please keep a copy of your signed contract for your own reference.

[Program of Study \(Master's Contract\)](#) (Online Form)

[PolyDoc Program of Study-User Guide for Graduate Students](#) (PDF)

[PolyDoc Program of Study-User Guide for Approvers](#) (PDF)

6 Change your Program of Study

If you make any changes on your program of study (e.g., for listing your SAT courses or transfer courses), you will go through the graduate academic petition via PolyDoc instead of filing a new contract. Refer to the Graduate Academic Petition guide for more details on how to do that. Contact your graduate coordinator if you have any questions.

[Graduate Academic Petition Link \(PolyDoc\)](#)

[Graduate Academic Petition Student User Guide](#)

[Graduate Academic Petition Approver User Guide](#)