

# ACADEMIC POLICIES & PROCEDURES

## GENERAL COURSE INFORMATION

### COURSE LEVELS

- 100–299 Short, non-credit courses
- 300–399 Basic (may have prerequisites)
- 400–499 Intermediate (may have prerequisites)
- 500–599 Advanced (may have prerequisites)
- 600–699 Classes with a Master
- 700–799 Symposia
- 800–899 Lectures
- 900–949 One-day, hands-on workshops
- 950–999 Intensive Programs

### COURSES WITH PREREQUISITES

In order to register for courses with prerequisites, students must have received a passing grade in the prerequisite course(s).

### WORK-STUDY OPPORTUNITIES

A limited number of work-study opportunities are available with Adult Education. Computer skills are required. Call 718.817.8741 for details.

### SCHOOL POLICIES FOR CERTIFICATE PROGRAMS

The Administrative Committee formulates policy in matters pertaining to quality of work and standards of performance in the School. It deals with the awarding of Certificates, rules of conduct, and student appeals. In these matters, communication with the Committee should be made through the Director.

#### I. Satisfactory Academic Progress Policy

Student academic progress is measured by grades.

GRADE	GPA	PERCENTILE
A	4.0	94-100
A-	3.7	90-93
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
D+	1.3	67-69
D	1.0	60-66
F	0	0-59
NC	0	NO CREDIT

All coursework (final exams, papers, projects) must be completed on time unless the instructor grants additional time for extenuating circumstances.

All incomplete grades will be converted to an F within four (4) weeks if work is not completed and a grade is not submitted by the agreed upon date. A student must then repeat the course and earn a passing grade in order to fulfill the Certificate requirements.

*Note: Non-Certificate courses are not graded.*

Grades are available by logging on to your online student account. If you are a current student and have not previously registered online, please contact the Registration Office to set up your account. Students without online access may receive their grades over the phone or request a transcript.

### CERTIFICATE REQUIREMENTS

- Certificate requirements are those stated in the catalog from which the student first registered for a Certificate course.
- To qualify for a Certificate, students must receive passing grades in all required courses.
- A student has six (6) years from the start of their first required course, to complete a Certificate.

### CERTIFICATE GRADUATION CEREMONY

The 2015 ceremony is scheduled for Sunday, June 7. Students who expect to complete their Certificate requirements, or be enrolled in their remaining classes, by May 30, 2015, must inform the Registration Office in writing of their candidacy by Friday, February 27, 2015. Students will be contacted by April 19. If you are not contacted, or want details regarding the Graduation Ceremony, please call the Registration Office at 718.817.8747 or 800.322.6924.

### STUDENT WORK

Final class assignments or projects for Certificate courses returned to the Registration Office by the instructor must be picked up by students no later than eight (8) weeks following the last day of class. After that time unclaimed assignments will be discarded.

### TRANSCRIPTS

Official (\$4 each) and Unofficial transcripts (free) are available from the Registration Office year round. Official transcripts must be requested in writing, including the name and address of the institution to which the transcript is being mailed. Transcripts are mailed within two (2) weeks and a copy is sent to the student.

### ATTENDANCE

On-time attendance is required at all classes. Unexcused tardiness and absences are not accepted and will be evaluated on a case-by-case basis. Makeup quizzes and exams must be requested by the student and will be scheduled at the instructor's discretion.

#### II. Course Exemptions Policy

A student may qualify for course exemption by completion of any of the following:

- College courses taken for degree credit from an accredited college or university
- Evaluated non-collegiate sponsored instruction
- Proficiency examinations

## PROCEDURE

Students who wish to be granted exemption from a required course must: 1) complete the Course Exemption Request form; 2) present transcripts showing an earned grade of C or higher; 3) present the course outline, syllabus, and/or other relevant supporting documentation. The School will then evaluate these submissions and make a decision on course exemption. If a student is exempted from the course, he/she is required to take an equal number of hours of an approved elective course to complete the Certificate.

### III. General Policies

#### PRIVACY

The School of Horticulture and Landscape Design complies with the Federal Education Rights and Privacy Act of 1974. The following categories of information concerning individual students and former students may be made available to the general public: name, attendance dates, telephone listing, date and place of birth, field of study, and previous education institutions attended by the student. Students may request that any of the above information not be released without his/her prior consent.

#### STATE LICENSING AND ACCREDITATION

The School of Horticulture and Landscape Design—which includes three programs: Horticulture, Horticultural Therapy, and Landscape Design—is undergoing the licensing process with the New York State Bureau of Proprietary School Supervision (BPSS), a division of the New York State Department of Education. Licensure under the state recognizes the Certificate Programs in Horticulture, Horticultural Therapy, and Landscape Design as high quality and career oriented.

What students should know about Licensed Private Schools: Students of Licensed Private Schools in the State of New York have the right to file a complaint with the New York State Education Department if they believe that the School or anyone representing the School has acted unlawfully. Students may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition, School license or registration, School and student records, private School agents, and other charges.

To file a complaint, students should write to the New York State Education Department's Bureau of Proprietary School Supervision at 116 West 32nd Street, 5th Floor, New York, NY 10001, or call the Department at 212.643.4760, requesting an interview for the purpose of filing a written complaint. All relevant documents must be brought to the interview. If you cannot attend an interview, send a letter or call the Bureau to request a complaint form. You must complete and sign the form and mail it to the Bureau, including copies of all relevant documents. The Bureau cannot investigate any complaint made more than two years after the date of alleged occurrence.