

POLICY ON ACADEMIC PERFORMANCE
(University Policies Also Apply)

LANDSCAPE ARCHITECTURE DEPARTMENT
College of Architecture and Environmental Design
Cal Poly, San Luis Obispo
August 2026

A. Introduction

Student learning is at the core of the program's Mission, Goals and Program Learning Objectives. This document summarizes Landscape Architecture Department expectations that support student learning and academic progress and should be used together with current University policies, the Cal Poly Catalog, and individual course syllabi. It is not intended to replace those sources; students should consult the applicable current policy, syllabus, or academic advisor when questions arise about specific requirements or circumstances.

B. Course Syllabus

Every Landscape Architecture course will have a syllabus to establish course content, learning objectives, course format, student performance, grading standards, course policies governing student use of generative artificial intelligence and other automated systems, and techniques to be used for assessing student achievement, along with any other information deemed necessary for the student to successfully complete the course. The syllabus will be distributed at the start of each course and establishes the course expectations for the instructor and student. If a student has any questions or concerns regarding the syllabus, they should resolve these items during the first week of the course with the instructor. The instructor is responsible for informing students enrolled in their class of any changes to course requirements that may be necessary following the original presentation of the course, and for ensuring that such changes can be fairly accommodated. Each student is responsible for having knowledge of any changes to the syllabus made and presented by the instructor for the class during the semester.

C. Learning Outcomes and Assessment

All Landscape Architecture department courses have established Course Learning Objectives (CLOs). CLOs provide what each student should know or be able to perform at the conclusion of the course. Lectures, projects, activities and assignments support student learning and achievement of the CLOs. Techniques are determined by each instructor and applied according to the best measures to assess student learning. Any clarification of assessment techniques or procedures should be resolved with the instructor at the beginning of the course and/or with each project assignment.

D. Course Grades

Grade standards for student assessment will be communicated to each student via the course syllabus and course assignments. Faculty have final responsibility to determine grading criteria and grading judgment. The Cal Poly Catalog offers general definitions of Academic Grading Symbols, Credit/No Credit Grading, Administrative Grading Symbols (including Incomplete (authorized) grades), Course Repeats, and the Withdrawal grade and process.

No Major or Support courses may be selected as credit/no credit in the Landscape Architecture curriculum with the exception of LA 4371 – Landscape Architecture Internship, which is only offered C/NC.

Grade concerns should first be discussed with the instructor of record at the earliest possible time. Grade changes are limited to correcting clerical, administrative, calculation, or recording errors and

may not be based on additional work or reexamination beyond established course requirements. See the [Cal Poly Catalog – Grading](#) for University grading policies.

Students who believe a grade was assigned in error or unfairly should first seek resolution with the instructor of record and then the Department Head. If the matter remains unresolved, students may follow the [Academic Senate Fairness Board](#) grade appeal procedures. Appeals involving academic dishonesty are handled through the [Office of Student Rights and Responsibilities \(OSRR\)](#).

An Incomplete (“I”) grade may be assigned when a portion of required coursework cannot be completed because of unforeseen but fully justified circumstances and there remains a possibility of earning credit in the course. Students are encouraged to communicate regularly with their instructors and to reach out as early as possible if they are having difficulty keeping up with course requirements or anticipate circumstances that may affect their ability to complete the work. If an Incomplete is being considered, the student should provide pertinent information to the instructor, who determines the remaining course requirements and establishes the terms and deadline for completing the work in a written Incomplete Grade Agreement. Students should not re-enroll in the course to complete an Incomplete and should refer to the [Cal Poly Catalog – Grading](#) and [Academic Programs and Planning – Incomplete \(I\) Grades and Agreements](#) for University requirements and deadlines.

E. Attendance and Participation

Each student is expected to attend all classes during assigned class times unless agreed upon by the instructor. Students are also expected to directly participate in classes through active discussion, sharing of ideas and information, dialog with instructors, and being present when required for class activities defined by the instructor. Students are expected to attend all classes and to be active participants and learners for the duration of the course. See also: [Academic Programs and Planning - Class Attendance](#)

F. Late Work and Make-Up Work

The landscape architecture program is a professional curriculum. The skills and knowledge taught are intended to prepare students for entry into the professional discipline of landscape architecture. Students are expected to demonstrate a professional approach to their studies. This includes submitting assignments according to prescribed due dates, times and locations determined by the instructor. Students should expect that late work policies identified in the course syllabus will be strictly adhered to.

G. Advancement through the Curriculum

All students accepted into the Landscape Architecture Department are expected to make timely progress toward the degree by completing the major, support, general education, and elective requirements prescribed by the curriculum and the University Catalog applicable to the student. Students should check corequisites and prerequisites for all department courses.

Where prerequisites and course sequences apply, the student will not be permitted to continue if prerequisite and course sequence requirements are not adequately met.

Several design studios require that a student receive a grade of C- or better to progress to the next studio in the sequence. The following grade prerequisites are required in order to advance through the studio sequence:

- A C- or better in LA 1120 Studio I to enroll in LA 2220 Studio II.
- A C- or better in LA 2220 Studio II to enroll in LA 2222 Studio III.

- A C- or better in LA 2222 Studio III to enroll in any 3rd or 4th year studio (LA 3320 Studio IV; LA 3322 Studio V; LA 4420 Studio VI; and either LA 4422 or LA 4424).
- A C- or better in 3rd and 4th year studios (LA 3320; LA 3322; LA 4420; and either LA 4422 or LA 4424) to enroll in LA 4461 Senior Project.

Students not receiving a grade of C- or better, must successfully repeat the noted course before continuing in the curriculum. While studio prerequisites also note ‘Consent of Instructor’, students should not take for granted that they will be allowed to progress with grades below C-. An administrative course grade of WU is equivalent to a failing grade for this purpose and does not satisfy prerequisites.

Students are not permitted to concurrently enroll in two design studios.

H. Student Academic Rights and Responsibilities

Refer to the [2026–28 Cal Poly Catalog](#) and [Academic Programs and Planning - Academic Policies](#) for University policies that apply to all students, including:

- [Academic Rights and Responsibilities](#) including University expectations for academic conduct, student academic rights and responsibilities.
- [Academic Senate Fairness Board](#) procedures for resolving and appealing academic grade disputes
- [Academic Integrity / Office of Student Rights and Responsibilities \(OSRR\)](#) policies and procedures regarding academic dishonesty, cheating, plagiarism, and related appeals
- [Academic Standards](#) including Expected Academic Progress, Notice and Subject to Dismissal Policy, Petitions and Grievances, Conduct and Discipline

I. Academic Dishonesty

Students are expected to abide by University and course rules prohibiting academic dishonesty, including cheating and plagiarism. Academic dishonesty may include the unauthorized use of generative artificial intelligence or other automated systems (“AI systems”).

University policy states that students must comply with instructor directions regarding whether the use of AI systems is permitted, limited, or prohibited for a course or assignment and regarding the required disclosure of any authorized AI use. Any use of AI systems in submitted academic work must be disclosed as specified by the instructor. When instructor directions are absent or unclear, the use of AI systems should be treated according to the same standards that apply to assistance from another person.

University resources regarding academic dishonesty include:

Academic Programs and Planning: Academic Dishonesty: [Cheating and Plagiarism](#)

Office of Student Rights & Responsibilities: [Academic Integrity](#)

Broad definitions include:

A. Academic Dishonesty — Academic cheating or plagiarism.

B. Academic Cheating — Obtaining or attempting to obtain academic credit or an improvement in evaluation through dishonest or deceptive means, or assisting another student in doing so. Cheating may include the unauthorized use of AI systems to perform academic work or failure to disclose AI use as required by the instructor.

C. Plagiarism — Presenting the work, concepts, ideas, designs, writings, calculations, or other work of another as one’s own without proper acknowledgment, or using the ideas or work of an AI system without the proper disclosure.

Within the Landscape Architecture Department, the submission of identical or substantially identical work by multiple students is not permitted, regardless of the medium or method of reproduction, unless expressly permitted by the instructor.

Where students are permitted by the instructor to work together, whether on homework or on projects, their collaboration is to be consultative only. Each student is independently responsible for doing the work assigned. An exception may be made where the instructor expressly assigns or permits a sharing of workload and responsibility.

If an instructor suspects academic dishonesty, the student should be given an opportunity to discuss the allegation and provide relevant information before a determination is made. In cases involving possible misuse of AI systems, the instructor should consider the totality of the available evidence; results from automated AI-detection software alone are not sufficient to establish academic dishonesty. When academic dishonesty is determined, the instructor is required to report the incident to the Office of Student Rights and Responsibilities (OSRR) in accordance with University policy.

J. Student Advising

It is the responsibility of each student to meet periodically with a faculty advisor in the department and to understand the requirements for successfully progressing through the curriculum to degree. Faculty advisors and the Department Head are available to clarify and determine requirements for student progress. Advisors also monitor student progress and assist with any student academic matters related to progress and performance, course substitutions and transfer credits. Additional support is available at the CAED Advising Center and University Advising. The department Administrative Coordinator is not an advisor.

Summary of links referenced in this policy:

- **2026-28 Catalog**
 - <https://catalog.calpoly.edu/>
- **Cal Poly Catalog – Grading**
 - <https://catalog.calpoly.edu/academic-standards-policies/grading/>
- **Cal Poly Catalog – Academic Standards**
 - <https://catalog.calpoly.edu/academic-standards-policies/academic-standards/>
- **Academic Senate Fairness Board**
 - https://academicsenate.calpoly.edu/content/acadsen_comm/fairness
- **Office of Student Rights and Responsibilities (OSRR)**
 - <https://osrr.calpoly.edu/home>
- **Office of Student Rights and Responsibilities: Academic Integrity**
 - <https://osrr.calpoly.edu/academic-integrity>
- **University Policies – Student Academic Rights and Responsibilities**
 - <https://catalog.calpoly.edu/welcome/university-policies/>
- **Academic Programs and Planning – Incomplete (I) Grades and Agreements**
 - <https://academicprograms.calpoly.edu/content/academicpolicies/i-agreement>
- **Academic Programs and Planning – Class Attendance**
 - <https://academicprograms.calpoly.edu/content/academicpolicies/class-attendance>
- **Academic Programs and Planning – Academic Policies**
 - <https://academicprograms.calpoly.edu/content/academicpolicies/index>
- **Academic Programs and Planning – Academic Dishonesty**
 - <https://academicprograms.calpoly.edu/content/academicpolicies/Cheating>

Please sign and date below and deliver this acknowledgement page to the Landscape Architecture Department office (Bldg. 34, Room 251). Keep the other pages for your reference and records.

I have received, read and understand the **August 2026** Landscape Architecture Department, Cal Poly State University, San Luis Obispo Policy on Academic Performance.

Student Name (print)_____

Student Signature_____Date:_____