

**POLICY ON ACADEMIC PERFORMANCE
(University Policies Also Apply)**

**LANDSCAPE ARCHITECTURE DEPARTMENT
College of Architecture and Environmental Design
Cal Poly, San Luis Obispo
September 2017**

A. Academic Performance

Academic Performance includes the standards and expectations set forth in the department that every student should successfully attain in order to advance to the awarding of the Bachelor of Landscape Architecture degree. These requirements are stated in the department's Mission and Objectives and are identified for each course through a course syllabus and particular objectives and requirements established by the faculty. Each student must also meet the university requirements for graduation from Cal Poly. (See the Cal Poly catalog.)

B. Course Syllabus

Every course in the curriculum will have a syllabus to establish course content, learning objectives, course format, student performance, grading standards, 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 forms an agreement between the instructor and student. If a student has any questions or concerns regarding the syllabus, he/she should resolve these items during the first week of the course with the instructor. The instructor is responsible for informing students enrolled in his/her 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 quarter.

C. Outcomes Assessment

All Landscape Architecture department courses have established learning objectives. Each student is evaluated based on his/her demonstrated fulfillment and attainment of the course learning objectives. Assessment techniques vary. 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. Grading Standards

Standards for student assessment will be based on the defined course objectives for each course as determined by the course instructor, and communicated to each student via the course syllabus and course assignments. For project assignments, the following definitions will apply for the attainment of respective grades. Plus/minus grading will be utilized by faculty in all but credit/no credit courses. (Also see the Cal Poly catalog.)

<u>Grade</u>	<u>Description/Criteria</u>
A	Work which shows a superior understanding and execution of learning objectives and outcomes, design quality, and/or technical ability and which is creative, logically thought out, and well presented. Design intent and resolution are clear and creative, and an excellent overall response to a decision-making process has been undertaken.
B	Work which shows a good understanding of the learning objectives and outcomes, design, and/or technical issues. Designs are well presented. Some changes might be warranted to improve the design.
C	Work which shows a minimum and satisfactory understanding and execution of the learning objectives, required outcomes, and design presentation needs.
D	Work which shows poor attainment and an inconsistent and incomplete understanding and execution of the course objectives, learning outcomes, and effective presentation techniques. Extensive revisions are necessary.
F	Insufficient work and/or a project which shows a failure to comprehend or sufficiently grasp and demonstrate completion and attainment of course objectives, learning outcomes, and required presentation techniques.
I	A portion of required work has not been completed and evaluated in the prescribed time period due to unforeseen but justified reasons, and there is still a possibility of receiving credit. The student is responsible to present pertinent information to the instructor who will determine whether the I grade should be awarded, and the means by which the remaining course requirements will be satisfied. The instructor will designate the terms of the Incomplete Grade Contract and the length of time allowed to complete the work, not to exceed one year. Where the course is one of a prerequisite series, the student may not be permitted to enroll in the next course in sequence. Failure to complete the assigned work will result in the I being counted as an F.

W The W grade is assigned when the student is permitted to withdraw from a course after the regular add/drop period with campus approval. The student must present a petition obtained at the Office of Academic Records to the instructor.

The withdrawal will only be permitted if there are serious and compelling reasons for withdrawal in the judgment of the Department Head. The student's academic advisor and instructor must sign the petition. Any student who fails to provide notification or who fails to obtain formal approval to withdraw will be subject to failing grades (WU – withdrawal unauthorized, F – Non-attainment of course objectives, or NC – No Credit).

CR/NC With exception of LA 371 – Internship, there are no Credit/No Credit courses in the landscape architecture curriculum.

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. With a short, ten weeks, quarter students are expected to attend all classes and to be active participants and learners for the duration of the course. (Also see the Cal Poly catalog.)

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. Incomplete Grades Policy - Landscape Architecture Department

The Cal Poly catalog, under “Grading” explains the policy on the Incomplete (‘I’) grade (see item Incomplete (Authorized) at the end of this document). The following guidelines are used by the Landscape Architecture Department to implement that policy.

- Before a student requests an Incomplete Grade, he/she will obtain the form “Contract for Incomplete Grade” from the Landscape Architecture office or

department website and will review the university policy under which an 'I' grade is issued. The student should discuss this policy with his/her advisor, if necessary.

- The student, in consultation with the course faculty, will complete the "Contract for Incomplete Grade" form, which will spell out the specifics of the required work to be completed, and the deadline for the completion of work.
- The student will provide written, verifiable documentation of the unforeseen event that caused the delay in completing the assignment, i.e. a doctor's note or death certificate in case of a death of a family member.
- Faculty will notify the Landscape Architecture office that an Incomplete Grade has been assigned by providing a copy of the "Contract for Incomplete Grade" so that office staff can monitor the number and status of incompletes for each student.
- An 'I' is allowed only as a last resort. It is issued only if there is proof of missed time due to an unforeseen event and if, in the judgment of the faculty, there is a reasonable possibility and expectation that if the missing work is completed, the student may earn sufficient credit to pass the course. If the faculty member determines that too much work or time is missed, an 'I' will not be issued.
- The submission of the completed work by the deadline does not guarantee a passing grade. The work will be graded using the same standards as described in the course syllabus. Grades assigned for work to be completed in the course will be compiled with the grade(s) earned prior to the granting of the 'I' as described in the course syllabus, to establish the final grade.
- A student may have on their academic record a maximum of two (2) incomplete grades within the Landscape Architecture curriculum (LA prefix) at any given time. If a student has two incomplete grades, one must be removed or resolved and the new grade must be recorded in the grade roster before another incomplete can be issued.
- If an incomplete grade is given for a class that serves as a prerequisite for a subsequent class, the incomplete for the prerequisite class must be converted to a letter grade before the start of the requisite course. This includes terms that start mid-week (i.e. Fall Quarter as a Thursday start).
- When an incomplete grade is issued for courses not affected by the above prerequisite requirement, the incomplete grade should be cleared by the end of the 7th week of the following quarter. If two incomplete grades are issued to a student in one quarter, the student has until the 7th week of the second term following the granting of these incomplete grades to remove them. A full year will be granted only in extreme circumstances and at the discretion of the instructor.
- All decisions regarding the granting and management of incomplete grade status remains at the discretion of the department and faculty.

Incomplete (Authorized)

An incomplete signifies that a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen but fully justified reasons and that there is still a possibility of earning credit. It is the student's responsibility to bring pertinent information to the instructor who determines the means by which the remaining course requirements are satisfied. A final grade is assigned when the work agreed upon has been completed and evaluated. The student is not permitted to re-enroll in the course to complete course requirements. If the

student does re-enroll, the original grade of 'I' will be counted as an F (or NC) and the reenrollment is processed as a repeated course. The instructor designates terms of the contract and length of time allowed to complete work, not to exceed one year. Failure to complete the assigned work results in the 'I' being counted as equivalent to an F (or NC) for grade point average computation. All remaining grades of 'I' are changed to F (or NC) at the time the student's degree is awarded.

H. Advancement through the Curriculum

All students accepted into the Landscape Architecture Department are expected to advance to degree in accordance with the five-year array of major, support, general education, and elective courses prescribed in the curriculum and in accordance with the university catalog to which the student is assigned. Where prerequisites and course sequences apply, the student will not be permitted to continue if prerequisite and course sequence requirements are not adequately met.

- 1) If a student receives less than C- in two (2) concurrent or consecutive design/graphics/technical courses (LA 170, 202, 203, 204, 241, 242, 243, 461, design focus studios, and integrated learning courses), the student must successfully repeat the courses before continuing in the curriculum. A grade of WU is equivalent to a failing grade for this purpose.
- 2) The instructor will notify a student, in writing, of unacceptable performance during the quarter.
- 3) Students must have successfully completed (or received credit for) all major courses through the first four years of the curriculum in order to continue with the 5th year design sequence.
- 4) Students are not permitted to concurrently enroll in two focus studios; however, it is permissible to enroll in two ILCs as long as the student work in each ILC is clearly distinct and differentiated.

I. Student Academic Rights and Responsibilities (from 2013-2015 Cal Poly Catalog)

Academic Rights

The classroom (including laboratories, field trips, independent study, etc.) is the essential part of any university where freedom to learn should flourish. The instructor has the responsibility for the manner of instruction and the conduct of the classroom. The instructor should not act in any way that denies the rights of students as set forth below:

Students are free to take reasoned exception to the data or views offered in courses. It is the responsibility of the instructor to take every precaution to ensure that what is presented is factual. If the instructor's presentation is in the area of opinion, belief, or

debatable fact, it is the instructor's responsibility to make this clear to the students. Students may be required to know thoroughly the particulars set forth by the instructor, but they are free to reserve personal judgment as to that which is presented in the classroom. The student has the right to substantial presentations appropriate to the course. Unjustified failure of the instructor to meet or prepare for classes, which results in incompetent performance, is a legitimate ground for student complaints against the instructor. The student has the right to a statement at the beginning of each quarter providing: instructor's name, office location, office telephone number, and office hours; texts and supplementary materials required for the course; purpose of the course; prerequisites; requirements for grading; frequency and types of tests; and other information to assure student's understanding of the nature and requirements of the course.

A **Fairness Board** has been established to hear grievances of students who believe their academic rights have been denied or violated. The legitimacy of the process and procedure of evaluation in the course shall be the sole criterion of the Fairness Board. Students may contact the Academic Senate at 805.756.1258, www.academicssenate.calpoly.edu/ for clarification of the description and procedures for the Fairness Board and the appeal process for grade disputes. Students should address grade disputes involving allegations of academic dishonesty to the Office of Student Rights and Responsibilities at 805.756.2794. Students may also contact the University Ombuds at 805.756.1380 for informal assistance with grade disputes.

Academic Responsibilities

Students enrolled in a class are responsible for meeting standards of performance and conduct established by the University and the instructor. Students are responsible for registering and "adding" and "dropping" classes in a timely fashion, to ensure that others have an opportunity to take classes. Students are responsible for completing and submitting all class assignments, examinations, tests, projects, reports, etc., by scheduled due dates, or face penalties. If any problem arises regarding course work or attendance, the student is held responsible for initiating communication and contact with the instructor. In addition, students are held responsible for behavior and conduct adverse to the preservation of order as established by the University and the instructor. Students are responsible for meeting their degree requirements as provided in the university catalog.

Cheating and Plagiarism

Cal Poly does not tolerate academic cheating or plagiarism in any form. Learning to think and work independently is part of the educational process. Cheating or plagiarism in any form is considered a serious violation of expected student behavior and may result in disciplinary action. All faculty and students are encouraged to review the formal policy on cheating and plagiarism (including definitions, sanctions, and appeal procedures) found in the Campus Administrative Manual, Section 684.

University policy can be summarized simply:

As a student, you are responsible for your own work and you are responsible for your actions.

Department Note: Contesting a grade is available to all students in the department. The student should first discuss the grade received with the instructor of record for the class at the earliest possible time. A change of grade may be granted is available to all students in the department. The student should first discuss the grade received with the instructor of record for the class at the earliest possible time. A change of grade may be granted based on an administrative error in computing the grade, or from a misinterpretation or application of grading standards and requirements published in the course syllabus. If the instructor and student are unable to agree on the grade the student may appeal to the Department Head. The Department Head will review the situation with the instructor and the student and explain the university appeal process via the college dean and campus Fairness Board. The grade determination shall remain the decision of the instructor of record for the course.

J. Academic Dishonesty

Students are expected to abide by rules of conduct that prohibit unethical and illegal behavior. Failure to do this may result in expulsion from the department and university.

Definitions

- A. Academic Dishonesty - The perpetration of academic cheating or plagiarism.
- B. Academic Cheating - The obtaining of aid in any form, whether oral, visual, or written, from others where it is expressly prohibited by the instructor; knowingly providing such aid; the deceitful use of aids such as crib notes during an examination.
- C. Plagiarism - Claiming the work, concepts, ideas, designs, writings, calculations, etc., of another as one's own without acknowledgment.

Clarification

The submission of identical work by students is not permitted, whether that work is photocopied or copied by hand, 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 the course instructor discovers academic dishonesty he/she will try to resolve the problem with the student's and other course instructors. In the event that the situation cannot be resolved at this level the matter will be brought before the Landscape Architecture faculty for discussion and recommendation.

K. Academic Probation and Disqualification (from 2017-2019 Cal Poly Catalog)**Academic Probation and Disqualification**

The quality of academic performance is considered in the determination of a student's eligibility to remain enrolled. Uniform standards for academic probation or disqualification, and for administrative-academic probation or disqualification, are in effect at all campuses of the California State University. Undergraduate students may be placed on academic probation and later be disqualified, or be placed on administrative-academic probation and later be disqualified, when they do not meet these standards.

Students who have been placed on academic probation, administrative-academic probation, or who have been notified of their disqualification may request review of such action by the dean of the college taking the action. Students who have been disqualified for inadequate progress or performance are not readmitted until presentation of satisfactory evidence that they have improved their chances of academic success. The request for readmission is referred to the dean of the college in which the student wishes to enroll.

Students on academic probation may not participate on intercollegiate teams nor may they hold positions of leadership in student organizations or student government groups. These include, but are not limited to, such groups as: athletic teams, debate teams, drama casts, judging teams, ASI councils, boards and committees. Such students may not hold an office in a student organization, nor may they be editors, managers, or hold similar positions on student publications. However, students on academic probation may participate in such activities as club membership, intramurals, and music that do not include travel and the official representation of the University.

Certain groups may have set higher standards than the minimum for specific positions or areas of responsibility that require considerable commitments of time and energy.

An undergraduate student becomes subject to academic probation or disqualification under the conditions shown below. (For minimum scholarship standards, applicable to graduate and post-baccalaureate students see the Cal Poly Catalog.)

K.1. Academic Probation

An undergraduate student is automatically placed on academic probation when the grade point average drops below 2.000 (C). The grade point average applies to the current term (unadjusted for any subsequent grade forgiveness), the Cal Poly cumulative, or the higher education cumulative. The student is advised promptly, by email or other means, of being placed on probation. It is the student's responsibility to check his/her campus email account regularly.

Note: For first-time freshmen with Cal Poly coursework only, academic probation in their first quarter of attendance will also equate to subject to disqualification (see below).

K.2. Academic Disqualification

- 1) An undergraduate student is subject to disqualification when any of the following is true:
 - a) The student's Cal Poly cumulative, or higher education cumulative grade point average is below 2.000.
 - b) The student is on academic probation for two consecutive quarters.
 - c) The student has been on academic probation for four non-consecutive quarters.

An undergraduate student who is subject to disqualification may be disqualified at the discretion of his/her college.

- 2) An undergraduate student will be disqualified when either of the following is true:
 - a) The student has been on academic probation three consecutive quarters.
 - b) The student has been on academic probation three or more non-consecutive quarters and has a current Cal Poly cumulative or higher education cumulative grade point average that is below 2.000.

K.3. Notice of Disqualification

Students who are disqualified at the end of a quarter are notified before the beginning of the next consecutive regular quarter. Students disqualified at the beginning of a summer enrollment break are notified at least one month before the start of the fall quarter.

The Office of the Registrar will notify the student by email. It is the student's responsibility to check his/her campus email account regularly.

K.4. Administrative-Academic Probation

An undergraduate or graduate student may be placed on administrative-academic probation by action of the dean of the college in which the student is enrolled for any of the following reasons:

1. Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. (Note: a student whose withdrawal is directly associated with a chronic or recurring medical condition or its treatment is not subject to administrative-academic probation for such withdrawal.)
2. Repeated failure to make Expected Academic Progress (see the section of the Cal Poly Catalog on Expected Academic Progress) toward the stated degree or program objective, including that resulting from assignment of 15 units of NC, when such failure appears to be due to circumstances within the control of the student.

3. Failure to comply, after due notice, with an academic requirement or regulation which is routine for all students or a defined group of students.

When such action is taken, the student is notified in writing and is provided with the conditions for removal from probation and the circumstances which would lead to disqualification, should probation not be removed.

L. Student Advising

It is the responsibility of each student to meet periodically with an academic advisor in the department and to understand the requirements for successfully progressing through the curriculum to degree. Academic advisors, along with the Department Head and the department administrative support coordinator, 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.

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 **September 2017** Landscape Architecture Department, Cal Poly State University, San Luis Obispo Policy on Academic Performance.

Student Name (print)_____

Student Signature_____Date: _____