

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

**LANDSCAPE ARCHITECTURE DEPARTMENT  
College of Architecture and Environmental Design  
Cal Poly State University, San Luis Obispo  
September 2008**

**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. (Also see the Cal Poly catalog and the College of Architecture and Environmental Design Undergraduate Academic Probation and Disqualification Policy, attached.)

**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**

Student learning outcomes are linked to the learning objectives for each course. Each student is evaluated (learning assessment) based on his/her demonstrated fulfillment and attainment of the course objectives. Assessment techniques may vary with different courses. Techniques to be used 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 week, 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. 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 5<sup>th</sup> 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.

## **H. Student Rights and Responsibilities (excerpted from the Cal Poly Catalog)**

### **STATEMENT ON STUDENT ACADEMIC RIGHTS AND RESPONSIBILITIES**

#### **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 process and procedure of evaluation in the course shall be the sole criterion of the Fairness Board. Students may contact the Academic Senate (756-1258) for clarification of the description and procedures for the Fairness Board and the appeals process for grade disputes. Students may also contact the Dean of Students (756-0327) 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 will 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 will be held responsible for initiating communication and contact with the instructor. In addition, students will be 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 will 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.*

**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 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.

## **I. 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.

## **J. 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.

**California Polytechnic State University  
College of Architecture & Environmental Design**

**UNDERGRADUATE ACADEMIC PROBATION AND  
DISQUALIFICATION POLICY — ALL MAJORS**

**ACADEMIC PROBATION**

An undergraduate student is automatically placed on academic probation when his or her grade point average drops below 2.0 (C). The grade point average applies to the current term, the Cal Poly cumulative, or the higher education cumulative. All of these are provided on the Web via <http://www.MustangInfo.calpoly.edu> and [my.calpoly.edu](http://my.calpoly.edu). Students on Academic Probation will receive an email notification approximately one week following the last day of finals. A letter from the CAED Associate Dean identifying conditions which must be met for continued enrollment will be mailed to each student on academic probation. Students are responsible for getting a copy of these conditions from the CAED Advising Center (Bldg. 05-221) and for updating current local and permanent address information on [my.calpoly.edu](http://my.calpoly.edu).

Grade point average (GPA) is determined by dividing “Quality Points” by “Quality Hours” as shown on each quarter’s on-line Student Grade Report.

1. **Students with a current term GPA less than 2.0 for two (2) successive quarters** shall be subject to disqualification from the University.
2. **If a student’s current term GPA is below a 2.0 and CPSLO cumulative GPA is above a 2.0**, the student must complete at least 12 units with not less than a 2.0. Students failing to meet this requirement are subject to disqualification from the University.
3. **A continuing student who is an academic probation because their CPSLO cumulative GPA is below a 2.0** must complete at least 12 units with not less than a 2.5 GPA in the quarter following the quarter the student was placed on academic probation. Students failing to meet this requirement are subject to disqualification from the University.
4. **Students in their first quarter at Cal Poly who earn less than a 2.0 GPA** must complete a minimum of 12 units and earn not less than a 2.0 GPA the following quarter. Should their CPSLO cumulative GPA remain below the minimum 2.0 GPA requirement at the end of their second quarter, they must earn sufficient quality grade points to remove themselves from academic probation the following quarter. Failure to meet this requirement will subject the student to disqualification from the University.

*Example: a new student who earns less than a 2.0 GPA Fall Quarter must complete at least 12 units and earn a minimum 2.0 GPA Winter Quarter. Should their CPSLO Cum GPA remain below a “C” average, they must remove themselves from academic probation by the end of Spring Quarter.*

5. Students on academic probation must meet with their faculty advisor prior to the next quarter’s registration in order to establish a study plan for the following three (3) quarters. A list of faculty advisors is available in each department office.
6. A signed copy of this study plan must be filed with the College of Architecture and Environmental Design Advising Center (05-221) by the fifth week of class or an academic “**HOLD**” will be placed on the student’s records and they will be unable to register through POWER.
7. A student who is placed on academic probation or who is subject to disqualification at the end of an enrollment period will be notified by a message on the Student Grade Report which is issued following the end of the quarter in which the student’s performance fails to meet the prescribed conditions. In cases where a student ordinarily would be disqualified at the end of the term save for the impossibility of making timely notification, the student will be advised that the disqualification is to be effective at the end of the next term.

R. Thomas Jones  
Dean, CAED

**Please sign and date below and deliver to the Landscape Architecture Department office (Bldg. 34-213).**

I have received, read and understand the **September 2008** Landscape Architecture Department, Cal Poly State University, San Luis Obispo Policy on Academic Performance.

Student Name (print legibly)\_\_\_\_\_

Student Signature\_\_\_\_\_Date\_\_\_\_\_