

## 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

For information about work-study opportunities with Adult Education, please call 718.817.8802.

#### SCHOOL POLICIES FOR CERTIFICATE PROGRAMS

The Director and Program Coordinators formulate policy regarding standards of student performance, including awarding Certificates, rules of conduct, and student appeals. Please contact the Director with any questions or concerns at 718.817.8595.

#### Satisfactory Academic Progress Policy:

Student progress is measured by grades for Certificate courses, while Non-Certificate courses are not graded.

| 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.

Grades are available via your online student account. Call 718.817.8747 for help creating an online account, to receive grades over the phone, or request a transcript.

All incomplete grades will be converted to an F within 4 weeks if work is not completed by then. A student must repeat a course and earn a passing grade in order to receive a Certificate; additional course materials will be charged at cost.

#### Previous Education Credit

A student may qualify for course exemption through:

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

To be exempt from a required course, you must complete the Course Exemption Request Form, present transcripts showing an earned grade of C or higher, and present the course outline and/or relevant supporting documentation. The School will evaluate these submissions and make a decision. If exempted from the course, you must take an equal number of hours of approved elective course(s).

#### Attendance

On-time attendance is required at all classes. Unexcused tardiness and absences are not accepted, unless due to an emergency, including serious illness or death within a student's family. Absences should be reported to the Registration Office at 718.817.8720 and will be evaluated on a case-by-case basis. Students must request makeup tests, which will be scheduled at the instructor's discretion. Deficiency in any required work resulting from absence from class must be made up at the student's own expense to satisfy the instructor.

#### Student Work

Students have 8 weeks following the last day of class to pick up any work left by instructors at the Registration Office. After that time, unclaimed assignments will be discarded.

#### 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.

Students have 6 years from the start of their first required course to complete a Certificate.

#### Certificate Graduation Ceremony

The 2019 ceremony will be held on Sunday, June 2. If you expect to complete your Certificate requirements or enroll in all remaining classes by June this year, you must inform the Manager of Student Services in writing at [adultgraduation@nybg.org](mailto:adultgraduation@nybg.org) by February 23. You will be informed if you are eligible for a Certificate by April 20. Call the Registration Office at 718.817.8747 with any questions.

#### Transcripts

Official (\$4 each) and unofficial transcripts (free) are available from the Registration Office. Request an official transcript in writing, including the name and address of the institution to which the transcript should be mailed. Transcripts will be mailed within 2 weeks, with a copy sent to the student.

#### 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 their prior consent.

#### STATE LICENSING AND ACCREDITATION

The School of Horticulture and Landscape Design—which includes three programs: Horticulture, Horticultural Therapy, and Landscape Design—is licensed 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.

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 2 years after the date of alleged occurrence.

## REGISTRATION

**Registration** | *The quickest way to register for a class is to visit [nybg.org/adulted](http://nybg.org/adulted)*

Classes are filled in the order that payments are received. Many classes fill quickly, so please sign up early to avoid disappointment!

### Confirmations

Registration confirmations will be sent same day via email.

## GENERAL INFORMATION

### Entrance to the Garden on Class Days

You must bring your printed confirmation letter for admission to the Garden, and present it at the Mosholu Entrance to gain admittance and free parking.

**Storm Closings** | *Class cancellations due to inclement weather will be rescheduled.*

For closings due to weather, check our website or call 718.817.8747 at the times noted below for a recorded message on the status of your class:

7:30 am for classes beginning at 9–11:45 am

10:30 am for classes beginning at 12–3 pm

1 pm for classes beginning at 3:15–8 pm

**Refunds and Withdrawals** | *No discounts will be granted for missed classes. There are no refunds or credits 24 hours before a course begins.*

A refund will be issued if your class is cancelled due to low enrollment. If you wish to withdraw from a course before it begins, you must notify the Registration Office TEN FULL BUSINESS DAYS BEFORE THE FIRST CLASS MEETING. We will issue a refund minus a \$10 processing fee.

If you must withdraw fewer than ten days before the first class meeting:

No refunds will be granted for course levels 0–299 and 700–999

*A 75% refund minus a \$10 processing fee will be granted for course levels 300–699*

*Please note: Floral Design materials fees will not be refunded fewer than 5 business days before class begins.*

**Holidays** | *NYBG observes the following 10 holidays:*

New Year's Day; Martin Luther King, Jr. Day; Presidents' Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Thanksgiving and the following Friday (Veterans' Day observance); and Christmas

### Accessibility

The New York Botanical Garden is accessible to persons with disabilities. Please ask about special needs accommodations when you register or visit [nybg.org](http://nybg.org) for more information.

### Garden Membership

Become a Member today and receive year-round admission, access to Garden programs, discounts at NYBG Shop and on Adult Education classes, and exclusive invitations to special Member Days, Trips, Tours, and Programs. For more information, call 718.817.8703 or visit [nybg.org/membership](http://nybg.org/membership)

### Library

The LuEsther T. Mertz Library keeps Adult Education required reading on reserve, has study space with WiFi available, and offers help with class assignments. Visit [nybg.org/library](http://nybg.org/library) or contact [libref@nybg.org](mailto:libref@nybg.org) for more information.

### Gift Certificates

Need the perfect gift for that plant-loving someone? Purchase a gift certificate at [nybg.org/adulted](http://nybg.org/adulted) for a NYBG class and give the gift of learning.

## REGISTRATION IS EASY!

### Web

Register online at [nybg.org/adulted](http://nybg.org/adulted)

### Phone

718.817.8747 Registration Office  
M–F 9 am–5 pm

### In Person

Drop by the Registration Office in the Watson Education Building, Room 306, or at the Midtown Education Center.

**The Garden** | *Quick and easy to reach*  
Bronx River Parkway (Exit 7W)



Metro North Railroad to Botanical  
Garden Station



**Midtown Education Center** | Two blocks  
from Grand Central Terminal

20 West 44th Street, between 5th and 6th  
Avenues; 212.302.2054

