

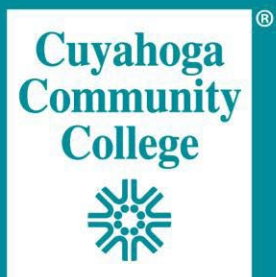
# Program Handbook 2023 - 2024

# PLANT SCIENCE & LANDSCAPE TECHNOLOGY



Last update: April 2023

The information on this version of the Plant Science & Landscape Technology Program Handbook is subject to change without notice. This handbook is a program resource and not intended to contain all policies and regulations applicable to students.



## **Introduction**

The purpose of this handbook is to inform and guide students on program specific requirements and expectations.

The Cuyahoga Community College Board of Trustees, Faculty and Administration reserve the right to change, at any time, without notice, graduation requirements, tuition, books, fees, curriculum, course structure and content, and such other matters within its control, including information set forth in this handbook.

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## **Section I – Welcome Letter**

Welcome to the Plant Science & Landscape Technology Program at Tri-C's Eastern Campus!

The Plant Science & Landscape Technology program will prepare you for a successful and rewarding career in the Green Industry. Many job opportunities exist in landscape design and construction, landscape maintenance, wholesale nursery and greenhouse plant production, garden center management, tree care, and other horticulture related areas.

Our two-year degree program features a balance of classroom, laboratory, and practical educational experiences. Many of our classes focus primarily on hands-on learning opportunities. Students may enroll in our classes on a full-time or part-time basis.

The Plant Science & Landscape Technology Program is fully accredited by the National Association of Landscape Professionals.



## **Section II – Program Description**

### **1. Mission, Vision and Philosophy**

#### **The College Mission:**

To provide high quality, accessible and affordable educational opportunities and services — including university transfer, technical and lifelong learning programs — that promote individual development and improve the overall quality of life in a multicultural community.

#### **The College Vision:**

Cuyahoga Community College will be recognized as an exemplary teaching and learning community that fosters service and student success. The College will be a valued resource and leader in academic quality, cultural enrichment, and economic development characterized by continuous improvement, innovation, and community responsiveness.

#### **The College Values:**

To successfully fulfill the mission and vision, Cuyahoga Community College is consciously committed to diversity, integrity, academic excellence, and achievement of individual and institutional goals. We are dedicated to building trust, respect, and confidence among our colleagues, students, and the community.

#### **The Program Values:**

The Plant Science & Landscape Technology Program at Cuyahoga Community College will provide an education experience that imparts to its graduates the skills they will need to be successful and productive members of the green industry.

#### **The Program Mission:**

To develop professionals for the Green Industry by fostering skills and passions through authentic learning opportunities..

### **2. Program History**

The Plant Science and Landscape Technology program began in the Fall 1991 term in response to a community needs survey conducted by Cuyahoga Community College. The program achieved initial accreditation from the Associated Landscape Contractors of America (ALCA), one of National Association of Landscape Professionals' (NALP) parent organizations, in October 1996. The program was reaccredited in 2003. In 2010, the program was once again granted Full Accreditation at the two-year Associate degree level through 2017. The program was granted an extension on its accreditation status through April 2026 by NALP.

### **3. Core Values**

To successfully fulfill the mission and vision, Cuyahoga Community College is consciously committed to diversity, integrity, academic excellence, and achievement of individual and institutional goals. We are dedicated to building trust, respect, and confidence among our colleagues, students, and the community.

3354:1-42-01 College Policy on affirmative action, inclusive excellence, equal opportunity, discrimination, and harassment.

<http://www.tri-c.edu/policies-and-procedures/documents/3354-1-42-01-college-policy-on-affirmative-action-inclusive-excellence-equal-opportunity-discrimination-and-harassment.pdf>

#### **4. Description of the Profession**

There are many different types of opportunities within the professional landscape industry. According to the National Association of Landscape Professionals, "There are professionals who spend good parts of their days outside and those who like spending time inside, on the phone, on a computer or in a science lab. There are those who work in the field and those who supply essential products and equipment to create and maintain landscapes. Landscape professionals include entry level employees, executives, and CEOs.

Regardless of the specific job duties and responsibilities, all of the men and women associated with creating and caring for the green spaces we enjoy are landscape professionals – and they are passionate about their careers."

Graduates from our program have gone on to become Landscape Maintenance Technicians, Irrigation Technicians, Arborists, Crew Leaders, Landscape Designers and countless other types of landscape professionals.

#### **5. Professional Memberships**

The program has several strong relationships with many professional organizations. Students are encouraged to join these organizations as both students and professionals:

State Organizations:

- Ohio Landscape Association
- Ohio Nursery and Landscape Association
- Ohio Chapter International Society of Arboriculture

National Organizations:

- Irrigation Foundation
- National Association of Landscape Professionals
- Tree Care Industry Association

#### **6. Program Faculty and Staff**

**Full-Time Faculty:**

- Jim Funai, Associate Professor - James.Funai@tri-c.edu
- David Richards, Associate Professor – David.Richards@tri-c.edu

**Administrative Staff:**

- Lori Zatroch, Program Director - Lauren.Zatroch@tri-c.edu

## **Section III – Program Expectations**

### **1. Professional Standards**

As proud members of the National Association of Landscape Professionals, we conscientiously commit to the following codes of professional conduct for the following reasons:

- To protect the interests of our membership.
- To ensure the highest level of professionalism within the landscape industry.

#### **Commitment to Consumers**

- Conduct business in a professional manner.
- Provide information based on honest, scientific, accurate, and factual knowledge.
- Practice honesty in advertising, proposals, and representation of capabilities.

#### **Commitment to Our Environment**

- Protect and preserve our most valuable resource, the environment.
- Operate in an environmentally safe manner.
- Follow vendor recommendations for products, chemicals, and equipment.
- Commitment to the Law
- Adhere to all contractual obligations in essence and spirit.
- Abide by all laws and regulations affecting the green industry and support the enforcement of these laws.

#### **Commitment to Fellow Professionals**

- Deal fairly with subcontractors and suppliers.
- Avoid making unfounded statements, which, in any way, might injure the professional reputation of another.
- Refrain from recruiting another company's employees during any National association of landscape professionals sponsored event.
- Respect the intellectual property rights of others.
- Recognize the importance of a strong relationship with vendors (suppliers, manufacturers, distributors, and business service providers).
- Follow all vendor directions and recommendations for products and equipment. Vendors must report product testing and use results accurately.
- Promote the standards set forth in this Code of Ethics to all customers, nonmember industry representatives, suppliers, and fellow lawn and landscape companies.

#### **Commitment to the Association**

- Adhere to the by-laws of the association.
- Strive to participate in continuing education.
- Strive to attain certification.

#### **Commitment to Employees**

- Develop, promote, and reinforce good safety practices throughout all phases of operations.
- Encourage equal opportunities in education and employment without regard to race, color, religion, sex, sexual orientation, national origin, age, citizenship status, veteran



- status, disability or any other legally protected class.
- Respect colleagues and the endeavors of colleagues.
  - Use sound management and HR practices and teach employees to treat their peers and customers respectfully.

## 2. Code of Ethics

A student enrolled in the Plant Science & Landscape Technology Program is in the beginning phases of a career as a Landscape Professional and should be aware of and adhere to the professional and ethical code of the Green Industry. In addition to the Student Code of Conduct, students within the Plant Science & Landscape Technology Program are also expected to follow the applicable standards outlined by the [National Association of Landscape Professionals](#). Any students found to violate professional and ethical standards may be referred to the College's Student Code of Conduct.

## 3. Program Learning Outcomes

Cuyahoga Community College's Plant Science & Landscape Technology program is designed to prepare students to demonstrate the following learning outcomes:

Ensure that a contract is properly executed by actively listening, understanding, and implementing instructions and effectively communicating them to other members of the team.

Provide positive motivation to crew members by displaying an impeccable work ethic and providing positive reinforcement to instill ownership of the project/product.

Apply Green Industry Standards of quality, artisanship, and environmental responsibility to all aspects of work within the scope of the industry.

Identify and describe cultural conditions for over 500 different ornamental landscape plants commonly found in the industry including deciduous and evergreen trees and shrubs, herbaceous perennials, and annuals.

Use knowledge of plants, soils, chemicals, fertilizers, and Integrated Pest Management to identify, correct, or prevent plant disease, insect pest, and physiologic issues as part of an Integrated Plant Health Care Program and be prepared to pass the State of Ohio Pesticide Core exam.

Demonstrate ability to safely operate and perform preventative maintenance on hand tools as well as small and large power equipment found within the Green Industry as well as evaluate the best tool to safely accomplish each task with efficiency.

Demonstrate effective oral and written communication skills to develop professional interpersonal relationships with suppliers, co-workers, and clients from diverse cultural backgrounds.

Learning Outcomes can be found at: <http://catalog.tri-c.edu/programs/plant-science-landscape-technology-aas/#programlearningoutcomestext>

#### **4. Professional Attire Requirements**

Several courses in the Plant Science and Landscape Technology program require that students go outside for portions of class. Students should be prepared to go outside for class at any time. Sturdy shoes and all weather clothing a highly recommended. Please see the course syllabus for specific attire requirements.

Several courses require Personal Protective Equipment (PPE) to attend class meetings. Below is a list of required PPE:

- ANSI Z87+ Rated Safety
- Hearing protection: Rated to a minimum of 25dB Noise Reduction Rating (NRR)

#### **5. Student Code of Conduct**

The College acknowledges the importance of an environment that is conducive to learning. The Student Conduct Code and Judicial System serves to provide such an atmosphere that is conducive to education growth and civility which fosters and protects the mission of the College. College Procedures on Student Conduct: [Student Conduct Code and Student Judicial System](#) , and [Student Judicial System](#).

#### **6. Health and Physical Requirements**

Students entering the Plant Science & Landscape Technology program should be prepared to spend a significant amount of class and laboratory time outdoors and may be subject to standing for periods of time. Laboratory activities will include standing, bending, stooping, climbing stairs, and the carrying of various items and equipment.

For more information on health requirements for health programs, this link provides a guide and resources: [Health Careers and Nursing Immunization and Health Requirements](#).

### **Section IV – Academic Requirements and Progression**

#### **1. Degree Requirements**

[Degree Requirements:](#)

<http://catalog.tri-c.edu/course-descriptions/pst/>

## 2. Attendance

Students are expected to adhere to established College, program and course attendance guidelines:

[Student Rights and Responsibilities - Attendance](#)

Students are expected to be seated in class at the start of class time for each meeting. Many Plant Science & Landscape Technology courses have safety briefings at the beginning of each class. Students who are not present for the safety meeting will not be able to participate in class at the discretion of the instructor.

For specific guidelines on class attendance, please refer to your course syllabus

## 3. Absence Policy

If illness, injury, or emergency should necessitate an absence from class, students should contact their course instructors. Please refer to individual course syllabi for specific language on absence policies.

## 4. Illness

Students should report an infectious disease, transmissible from person to person or by direct contact with an affected individual or the individual's discharges, or by indirect means. The Ohio Administrative Code (OAC) provides guidance through the Communicable Disease Rules:

[https://odh.ohio.gov/wps/wcm/connect/gov/84ffce4-16f1-4602-9b93-7ce4eeb34680/section-1-reporting.pdf?MOD=AJPERES&CONVERT\\_TO=url&CACHEID=ROOTWORKSPACE.Z18\\_M1HGGIK0N0J000QO9DDDDM3000-84ffce4-16f1-4602-9b93-7ce4eeb34680-mtn9-6](https://odh.ohio.gov/wps/wcm/connect/gov/84ffce4-16f1-4602-9b93-7ce4eeb34680/section-1-reporting.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=ROOTWORKSPACE.Z18_M1HGGIK0N0J000QO9DDDDM3000-84ffce4-16f1-4602-9b93-7ce4eeb34680-mtn9-6).

The Ohio Administrative Code (OAC) provides guidance through the Communicable Disease Rule. Diseases to report: <http://codes.ohio.gov/oac/3701-3-02v1>.

For a student who is infected with one of these illnesses and, if the illness occurs on campus, please use the Cuyahoga Community College Student Incident Report Form on Appendix II as well as immediately reporting the illness to the Program Director or Manager.

## 5. Scheduling

Several courses in the Plant Science & Landscape Technology program are only offered once per Academic Year. For the suggested program sequence, please visit: <http://catalog.tri-c.edu/programs/plant-science-landscape-technology-aas/#programsequencetext>

## Section V – Academic Status

The College procedure on Academic Status explains the college's academic probation and dismissal process, including the GPA requirements for each level of credit hours attempted.

Good Academic Standing, Dean's List status, probation and dismissal are explained by opening the underlined links: [College Procedure on Academic Status](#). The Standards of Academic Progress information provides details on how financial aid is impacted based on grade point average and progress toward degree completion: [Satisfactory Academic Progress](#). Federal regulations require that students make measurable progress towards completion of their course of study in order to continue to remain eligible for federal aid. The College reviews the academic progress of all students and notifies students receiving federal financial aid each semester of their status.

## **1. Grading**

The link to the [Procedure on Grading](#) explains the grades and awarding of credits, auditing of courses and pass/no pass use. At the program level, there are grading scales and/or rubrics that faculty provide to guide students on course grading.

## **2. Grade Point Average (GPA)**

See college policy: <https://www.tri-c.edu/policies-and-procedures/documents/3354-1-30-03-3-procedure-on-academic-status.pdf>

## **3. Program Withdrawal, Probation, Dismissal, and Reinstatement**

When considering withdrawing from a course, students should be mindful of the Course Withdrawal Dates. Depending on the date of withdrawal a student may forfeit refund and/or risk the possibility of receiving a failing grade. If a student encounters any extenuating issues that prevent the completion of a course or program, the student will need to follow withdrawal instructions from the program administrators.

The [College Procedure on Academic Status](#) explains the college's academic probation and dismissal process including the GPA requirements for each level of credit hours attempted.

## **4. Due Process**

Students should refer to 3354-1-90-03.5 Student Conduct Code and Student Judicial System in the [Student Handbook](#). The Student Handbook can be found at: <http://www.tri-c.edu/student-resources/student-handbook.html>

## **5. Student change of contact information**

In addition to submitting a change of address, phone or personal email through My Tri-C Space, using the "Student Tab" in the "My Info" section, please inform the program director or manager of changes in your contact information. Information for members of the Plant Science &

Landscape Technology program will be sent via e-mail. Please contact the Program Director with any changes to your contact information.

## **Section VI – Language Proficiency Requirements**

The College establishes the language proficiency requirements to enter college level courses in this page: [English Language Proficiency Requirements for Admission](#) and specific scores can be reviewed on the linked information.

## **Section VII – Student Resources**

### **1. Tutoring**

[Tutoring Services](#) are offered at each campus tutoring center. There is support for a wide variety of subject at each campus.

### **2. Student Accessibility Services**

[Student Accessibility Services](#) provides support to students with disabilities at all College campuses, site, locations or online course. To receive services, students must schedule an appointment with a student advisor and provide documentation of a disability. The [Student Accessibility Handbook](#) is another source of information for students.

### **3. Student Safety**

The college is committed to providing a safe and secure environment as outlined in the Safety and Security Policy:

3354:1-50-04 Safety and security policy

<https://www.tri-c.edu/policies-and-procedures/documents/safety-and-security-policy.pdf>

### **4. Other Resources**

The following links can help you identify additional resources for completing a degree or program:

[CLEP](#) (College Level Examination Program)

[Credit by Exam \(CBE\)](#)

[Credit for Prior Learning](#)

[Standardized Training and Certification Programs \(ACE\)](#)

[Transfer Centers](#) on each campus provide information on transferring to and from Tri-C, Credit for Prior Learning, Articulation Agreements and State Wide Transfer Guarantees.

## [Transfer Students](#)

[University Partnerships by School](#) are available for students interested in transferring to a particular institution or program.

## **Section VIII – Accreditation and Credentialing**

### **1. College and Academic Program Accreditation**

The College's accreditation by the Higher Learning Commission is maintained and updated at this link [Accreditation](#).

The Plant Science & Landscape Technology program is accredited by the National Association of Landscape Professionals.

12500 Fair Lakes Circle, Suite 200  
Fairfax, VA 22033  
703-736-9666

Accreditation Site: <http://www.tri-c.edu/programs/plant-science-and-landscape-technology/accreditation.html>

### **2. Boards, National and/or State Testing**

## **Section IX – Costs**

### **1. Tuition and Fees**

The [College Tuition and Fee Schedule](#) including program related fees and supplies are part of the program cost.

Students are responsible for providing their own Personal Protective Equipment (PPE) as outlined in the Professional Attire Requirements.

- ANSI Z87+ Rated Safety

- Hearing protection: Rated to a minimum of 25dB Noise Reduction Rating (NRR)

## **2. License, application, certification and/or examination costs**

## **3. Financial responsibility**

To determine what costs may be covered by financial aid, visit one of the college's financial aid offices located at each campus. Visit <http://www.tri-c.edu/paying-for-college/financial-aid-and-scholarships/index.html> for more information.

## **4. Supplies**

Students are responsible for providing their own Personal Protective Equipment (PPE) as outlined in the Professional Attire Requirements.

- ANSI Z87+ Rated Safety
- Hearing protection: Rated to a minimum of 25dB Noise Reduction Rating (NRR)

## **Section X – Field and Clinical Experiences**

### **1. Internships, Practicums, Field Experience, and Cooperative Education**

Students must complete PST 2950 - Field Experience in order to graduate from the program. This internship is required by our accreditor, the National Association of Landscape Professionals.

It is the responsibility of the student to secure an internship and inform program faculty and staff that you intend to enroll in PST 2950.

The job board in EEC 16 is an excellent resource to find internship opportunities.

### **2. Service Requirements**

### **3. Performance Expectations**

While interning at your site, you are representing not just yourself, but the college, the Plant Science Program and your fellow students, both current and future. Whether you do well or not at your site will have implications far beyond your current situation. Please review the following list of expectations that we have for you as a student intern:

- You are governed by the employer's employment policies, practices, procedures, dress code, and/or standards of conduct, failure to follow employer's rules may result in dismissal from employment as well as failure of PST 2950. .
- Your performance while on assignment as an intern will be measured by performance evaluations (which will be sent to you by the faculty coordinator). This evaluation is to be completed by your supervisor, signed and dated, and returned to the faculty coordinator within one week.
- You must keep your faculty sponsor, and your employer apprised at all times of your current contact information.
- Any changes in your internship status (layoff, hour reduction, dismissal) must be reported immediately to the faculty coordinator.
- If you feel uneasy, unsure, or confused by a work-related incident, you are encouraged to contact your faculty coordinator immediately.
- Due to the nature of an internship arrangement, you may not quit except in severe and justifiable circumstances as determined by your faculty coordinator, in consultation with the employer.
- You will follow all policies and procedures of the internship employer, as well as all college policies outlined in the student handbook.
- You will conduct yourself in a professional manner at all times. This includes, but is not limited to:
  - Maintaining confidentiality regarding information accessed on any clients, employees, and products/services associated with the employer
  - Reporting to the internship on-time, every day, no exceptions free of any drugs or alcohol in your system.
  - Using appropriate written and oral expression in all interactions with employer, personnel, managers, supervisors, employees, and clients.
  - Participating in any orientation, training, or testing as required by the employer
  - Observing all established safety and sanitation codes
  - Engaging in positive, professional, and legal behavior
  - Accepting responsibility and accountability for decisions and actions taken while at the internship site
  - Ensuring that all interactions with guests, clients, members, customers, the public, and fellow employees are conducted with dignity and respect towards every person
  - If, at any time during the course of your internship you have any questions or concerns, including concerns about completing the required minimum 400 hours, please contact your faculty coordinator immediately.

If closures impact the field experience or course completion, the program administration will address any adjustments or changes based on student needs.



#### **4. Holidays**

The [College holidays procedure](#) lists recognized holidays. These dates are included as part of the College closed days on the [Academic Calendar](#). In addition to these dates, the College will close for Thanksgiving Recess and Winter Break. No credit courses will be offered on campus during Spring Break.

During Field Experience, students are subject to their employer's expectations on employee attendance for holidays.

#### **5. Hours**

Students are required to complete a minimum of 400 hours at their internship to receive credit for PST 2950 – Field Experience.

#### **6. Emergency Closures and Inclement Weather**

When determining a closure the College will utilize the [Emergency Closing Procedure](#).

## **APPENDICES**

### **Appendix I – Glossary of College and Program Terminology**

\*Program terminology can be added.

**Academic Behavior:** refers to the standards that are expected for students to successfully complete coursework designated for their specific program of study, degree, and/or certificate.

**Appeal Panel:** refers to an approved body of individuals designated to review and make a determination on a decision that the student found unfavorable.

**Closing:** refers to the closure of the College or a specific campus or campuses for a designated reason (e.g. weather, natural disaster, utility outage, etc.). [Emergency Closing](#). \*See program handbook for closing guidance for students at clinical/experiential learning/practicum sites.

**Code:** refers to the Student Conduct Code (3354: 1-30-03.5) and Student Judicial System (3354:-1-30-03.6) and identifies prohibited conduct and clarifies when the code applies to student behavior.

**Complaint:** refers a matter that the complainant believes requires institutional attention. Select the appropriate category here [Student Complaints, Concerns and Compliments](#).

**Conduct:** refers to student behaviors as it relates to prohibited actions as described in the Student Code of Conduct and related College Policies and Procedures. Student Code of Conduct can be found [Student Conduct Code and Student Judicial System](#)

**Contractor/Vendor:** refers to any individual or entity that has been contracted/retained to provide a service to the College.

**Credit Course:** refers to coursework that awards academic credit towards a degree and/or certificate.

**Disciplinary Action:** refers to corrective remedies imposed as a result of findings and recommendations from a program conduct meeting, level one hearing, and/or program professional conduct committee review.

**Dismissal, College:** refers to separation of the student from the College for a definite

period of time. Conditions for readmission are outlined in the Student Code of Conduct sanction descriptions.

**Dismissal, Programmatic:** refers to separation of the student from a specific academic program. Conditions for readmission are specific to each program.

**Ethics:** refers to generally accepted professional standards of behavior as documented in the Codes of Conduct, Professional Ethical Standards, etc. of external professional organizations, licensure boards, etc.

**Expulsion:** refers to permanent separation of the student from all College locations, events and activities. An expulsion is denoted on a student's permanent transcript.

**Faculty:** refers to any permanent College employee assigned full-time to instruct credit course(s).

**Grade Dispute:** refers to a challenge to a recorded grade (final grades only — does not apply to individual assignments or midterm grades), and must be filed by a student to the Academic Affairs Office at the campus to which the course was associated no later than sixty (60) days after the disputed grade is recorded. Link: [Student Complaints, Concerns and Compliments](#).

**Grievance:** refers specifically to the ADA/Section 504 Grievance Procedure as outlined in the Student Handbook and available here: [Student Complaints, Concerns and Compliments](#).

**Guidelines:** refers to operating principles specific to a College program or department.

**Instructor/Adjunct Faculty:** refers to any individual assigned to instruct a credit/non-credit course, workshop, training seminar, summer camp, etc.

**Lecturer:** refers to a full time instructor with a specific term related contract who has all of the duties and responsibilities of a full time faculty member at the college.

**Non-Credit Course:** refers to coursework that does not award academic credit towards a degree and/or certificate.

**Peer Panel:** refers to a body of individuals consisting of faculty in a specific discipline who evaluate a student's specific request regarding a disputed grade.

**Policy:** refers to documented operating principles for the College as approved by the Board of Trustees.

**Policy and Procedure:** Policies and procedures act as the operating principles for Cuyahoga

Community College. All official College policies must be approved by the College's Board of Trustees and all official procedures must be reviewed and approved by the Office of Legal Services prior to the effective date.

**Preceptor: "Internal" / "External"**

- Internal preceptor refers to an employee of Cuyahoga Community College who works with students in matters related to experiential learning.
- External preceptor refers to an employee of a clinical or experiential site who is not an employee of Cuyahoga Community College. External preceptors supervise student experiential learning and often provide feedback and assessments of the student to the program.

**Probation, College (Academic):** refers to a status that follows after a student is not performing at a successful level. The College's Academic Probation policy is found here: [Procedure on Academic Status](#)

**Probation, College (Behavioral):** refers to a written reprimand for a designated period of time and includes the probability of more severe disciplinary action if the student violates any College rules during the probationary period. College Behavioral Probation is found here [Student Conduct Code and Student Judicial System](#)

**Probation, Programmatic:** refers to a student being placed on probation as a result of a corrective action panel specific to a program.

**Procedure:** refers to documented standard practices of how a board-approved policy is carried out.

**Professional Conduct Committee:** refers to a committee established to review a student's academic performance and/or professional behavior at the programmatic level and may make appropriate recommendations pertinent to any eligible behavioral modification and/or remedial actions.

**Professionalism and Professional Conduct:** refers to behavioral expectations and guidelines set forth in programmatic, clinical, experiential and professional associations and organizational guidelines. These expectations and guidelines may appear in various forms such as a code of ethics, clinical facility guidebooks, and /or practicum/internship expectations, etc. These expectations and guidelines are in addition to the College's official policies and procedures.

**Protocols:** refer to step-by-step processes specific to a College program or department.

**Readmission:** refers to the delineated process for the reinstatement of a student subsequent to a

period of separation from the College and/or a College program.

**Reinstatement:** refers to the process by which a student returns to good standing at the College or in a specific academic program after a period of probation/suspension/dismissal.

**Remediation:** refers to a program-specific process of improving student performance. Remedial actions are not disciplinary actions.

**Responsible Employee:** refers to any individual required to take action based on reportable misconduct. All College employees have an obligation to adhere to the reporting requirements prescribed in applicable laws, regulations and College mandates.

**Sanction:** refers to any corrective action taken as a result of a student behavioral decision.

**Staff Member:** refers to any employee (part time/full time) of Cuyahoga Community College in a non-instructional role who performs duties as assigned.

**Standards:** refers to guidelines established by accreditation and approving bodies (e.g. state governing bodies) that a program must adhere to in order to maintain status.

**Student:** refers to anyone enrolled in a course of study at the College whether in a credit or non-credit course, workshop, training seminar, summer camp, etc. Applicants may also be considered 'students' under certain delineated circumstances

**Suspension:** refers to a temporary separation from the College or a specific academic program for a defined period of time as results of academic or behavioral issues. Eligibility for readmission may be contingent upon satisfactory or specific condition imposed at the time of suspension.

**Withdrawal:** refers to the process through which a student withdraws or is removed from coursework.

## Appendix II – Handbook Acknowledgement Form

I acknowledge I have received, read, and understand the contents of the student handbook for the Plant Science and Landscape Technology. By signing this document, I affirm that I understand and agree to adhere to the contents of the program handbook.

In addition to acknowledging and affirming the statements above, by signing this document I also acknowledge and accept that the College and the program reserve the right to revise the above-referenced handbook, documentation, and guidance at any time without notice. I also understand and accept that certain information, including but not limited to student directory information, immunization records, and background check results may be disclosed in the course of my enrollment in accordance with applicable laws, regulations, and College policies and procedures.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student # \_\_\_\_\_