Welcome

Embark on a Transformative Horticultural Journey at the School of Professional Horticulture (SoPH) at the New York Botanical Garden (NYBG)!

Since its establishment in 1932, the School of Professional Horticulture at the New York Botanical Garden has been at the forefront of hands-on horticulture training globally. Over the course of a two-year program, SoPH seamlessly integrates academic learning with practical experience, providing graduates with a robust foundation for exciting and fulfilling careers in the rapidly expanding and diverse green industry. The School is committed to educating and training motivated individuals within a supportive environment, to become horticulturists of the highest caliber equipped to succeed in green industry leadership positions in both public and private sectors.

Throughout the SoPH program, students delve into the cultural requirements of over 1,000 plants and gain insights into common pests and diseases, all within NYBG’s cutting-edge facilities spread across our world-class 250-acre campus. The curriculum covers a spectrum of topics, including native plants, ecological restoration, conservation, urban agriculture, composting, and sustainable practices. This knowledge is imparted through coursework, horticulture rotations, plant walks, field trips, and participation in special lectures and symposia organized by the School and the Garden. With class sizes limited to 15 students, you can benefit from a personalized and immersive learning experience that sets SoPH apart.

Upon graduation, SoPH students are in high demand for both internships and permanent positions. Recognizing their exceptional professional skills, private businesses and public gardens actively seek out our graduates. Our remarkable 100% placement rate over the past 13 years speaks volumes about the caliber of our alumni. Join a network of accomplished alumni holding prestigious positions like Executive Director of Bowman’s Hill Wildflower Preserve, Vice President of Horticulture at Green-Wood Cemetery, Head of Horticulture at Little Island Park, and Senior Gardener at the High Line. Many alumni have ventured into entrepreneurship, starting successful businesses—often in collaboration with fellow SoPH graduates.

If you are eager to acquire essential skills and knowledge for the preservation and care of landscapes and plants, cultivate your future with the School of Professional Horticulture! Thrive in a supportive community where faculty, staff, and fellow students are committed to your success. We eagerly anticipate welcoming you to the Garden, where you will embark on a transformative journey, shaping your career and impacting the global landscape.

Richard M. Smith
Director
School of Professional Horticulture

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The New York Botanical Garden
2900 Southern Boulevard
Bronx, New York 10458-5126
nybg.org/soph

The School of Professional Horticulture is a division of and is controlled by The New York Botanical Garden, which is a 501(c)(3) New York Not-For-Profit Corporation.
Introduction

Garden History

In 1891 an eminent Columbia University botanist, Nathaniel Lord Britton, and his wife, Elizabeth, also a botanist, inspired by their 1888 visit to the Royal Botanic Gardens, Kew, determined that New York should possess a great botanical garden. A site was selected in the Bronx, part of which had belonged to the estate of Pierre Lorillard, a leading tobacco merchant. The land was set aside by the State Legislature for the creation of “a public botanic garden of the highest class” for the City of New York. Prominent civic leaders and financiers, including Andrew Carnegie, Cornelius Vanderbuilt, and J. Pierpoint Morgan, agreed to match the City’s commitment to finance the buildings and improvements—initiating a public/private partnership that continues today.

School of Professional Horticulture

Begun in 1919 at The New York Botanical Garden as a horticulture vocational training program for returning war veterans, the School was expanded into a professional gardener-training program in 1932 by distinguished horticulturist Thomas H. Everett. An alumnus of the Royal Botanic Gardens, Kew, Everett modeled the School after the programs at British botanical gardens such as Kew and Edinburgh, which combined practical and academic work in horticulture.

The School’s mission is to educate and train motivated individuals in a supportive environment to become horticulturists of the highest caliber equipped to succeed in green industry leadership positions in both the public and private sectors. The School combines academic studies with hands-on practical training in a two-year, full-time program. Students learn the botanical and horticultural sciences in the classroom and practice what they learn on the Garden grounds. After successfully completing the program, students receive The New York Botanical Garden’s Diploma in Horticulture.

The School of Professional Horticulture is a key component of the Education Division at The New York Botanical Garden. Since the Garden’s founding more than 130 years ago, it has maintained a strong commitment to public engagement, offering a full spectrum of programs focused on the science, function, and beauty of plants, and the relationship between plants and people.

Garden Landscape

The 250-acre grounds of The New York Botanical Garden include dramatic rock outcroppings, wetlands, ponds, a cascading waterfall, and a 50-acre, uncut tract of the native forest that once covered much of New York City. Among the many horticultural attractions are 50 gardens and plant collections, including the Edible Academy, Native Plant Garden, Enid A. Haupt Conservatory, Thain Family Forest, Ross Conifer Arboretum, Benenson Ornamental Conifers, Perennial Garden, Home Gardening Center, Rock Garden, and Peggy Rockefeller Rose Garden, as well as outstanding collections of orchids, New World tropical and desert plants, ferns, daffodils, and flowering trees and shrubs.

Sustainability Projects

Projects include the Coleman P. and Susan Burke Oak Collection (2022), the Green Materials Recycling Center (2017)—where all plant materials from the Garden are recycled to produce mulches, compost, and soil for use throughout NYBG’s landscape, and the Edible Academy (2018)—a state-of-the-art campus, with a classroom, lab, greenhouse, and outdoor gardens, which serves as the hub for garden-based education at NYBG. In the Enid A. Haupt Conservatory, world-class exhibitions delight and educate visitors about plants and gardens, including the popular Orchid Show and Holiday Train Show.

Our Graduates

School alumni include hundreds of professional horticulturists around the world. Recent graduates include:

- Gardeners and landscape designers at The Plant Shed, Untermyer Garden, U.C. Berkeley Botanical Garden, Governors Island, The High Line, Dumbarton Oaks
- Horticulturists at Winged Foot Golf Club
- Arborist at Bayard Cutting Arboretum
- Chief Horticulturist, The Battery Conservancy
- Lead Grower & IPM Coordinator, Curio Wellness
- Director of Gardening and Horticulture at City Field, home of the New York Mets
- Executive Director, Mountain Top Arboretum
- Director of Horticulture at Green-Wood Cemetery
- Entrepreneurs and business owners, such as CFgardens.com, HarlemHorticulture.com, Flora Landscapes, Gardens by Gabriel, Inc.
- Business partners at Foras Studio, LLC, and Watson & Salembier Studio

To see what other alumni are doing, visit our website, nybg.org/learn/school-of-professional-horticulture

Alumni Network

Alumni remain an integral part of the School, and students have numerous opportunities to network with them. The School holds an Alumni Reunion every two years in the fall, featuring a guest speaker and reception for alumni to get reacquainted with classmates and meet and network with current students.

Program Overview

Classes, horticulture rotations, plant walks, field trips, group projects, student garden plots, and lectures expose the student to a myriad of concepts, practices, and philosophies designed to best develop each student’s mastery in botanical and horticultural sciences.

The program begins in February. Students tackle core courses in botany as well as horticultural and soil sciences. As the growing season approaches, the program shifts from the classroom to horticulture rotations. Students participate in installing exhibitions in the Conservatory, growing display crops in the Nolen Greenhouses, scouting pests in the different plant collections, and planting displays in various outdoor gardens. At the same time, students begin planting their individual 100-sq.-ft. garden plots and participate in weekly plant walks and regularly scheduled field trips. In the fall, students return to the classroom to continue studies in botany, landscape design, and plant propagation. In addition to the coursework, the students complete their herbarium collection project and explore their second-year specialized training opportunities that are designed to allow students to expand their horticultural skills and focus on career goals. The second-year internship affords students a unique opportunity to gain real-world experience while focusing on a select area of study. Students often choose internships in the greater New York City area, but have also ventured farther within the United States and abroad.

After completing their six-month specialized training, students return in late September to finish their coursework, take the two-day plant final exam, and deliver an oral presentation and written paper on their internships before graduating in early March.

Licenses & Certificates

The School of Professional Horticulture has been recognized for its high standards and holds the following certifications:

- Licensed by New York State Education Department Bureau of Proprietary School Supervision
- Accredited by the Accrediting Council for Continuing Education & Training (ACCET), which is listed by the U.S. Department of Education as a nationally recognized accrediting agency
- Certified by U.S. Department of Education as a Title IV school
- Certified by U.S. Department of Homeland Security for International M-1 visa applicants
- Certified by N.Y. State Division of Veterans’ Affairs

“The day I entered the NYBG SoPH program, I knew almost nothing about plants. Looking back since I graduated, I am astounded by how much I learned as a student and the connections I’ve made. I am ready to launch a successful career in horticulture!”

Delaney Pitman, Class of 2022
### Schedule

#### Year 1

**Winter**
- **February and March (9 weeks)**
  - Plant Structure: BOT 315 (24)
  - Morphology of Flowering Plants: BOT 411 (16)
  - Introduction to Public Speaking: COM 101 (12)
  - Soil Science I: Physical Properties: HRT 301 (18)
  - Pruning Principles & Practices: HRT 321 (14)
  - Vegetable Gardening: HRT 431 (10)
  - Landscape Design History: LAN 301 (16)

**Course hours: 118**

**Rotation hours: 100**

**Spring**
- **April to June (12 weeks)**
  - Plant Diversity: BOT 317 (24)
  - Pressing Plants for Art and Science I: BOT 338 (6)
  - Landscape Techniques: HRT 311 (12)
  - Landscape Plants: Spring Perennials: HRT 316 (9)
  - Landscape Plants: Bulbs: HRT 342 (12)
  - Insect Pests of Landscape Plants: HRT 381 (18)
  - Landscape Plants: Spring Trees & Shrubs: HRT 384 (12)
  - Graphics I: LAN 311 (24)

**Course hours: 120**

**Rotation hours: 225**

**Summer**
- **July and August (8 weeks)**
  - Career Preparation: COM 102 (10)
  - Horticultural Techniques: Turf Equipment: HRT 315 (12)
  - Landscape Plants: Annuals: HRT 341 (8)
  - Tropical Plants: HRT 361 (14)

**Course hours: 44**

**Rotation hours: 225**

**Fall**
- **September to December (15 weeks)**
  - Pressing Plants for Art and Science II: BOT 338 (6)
  - Systematic Botany: BOT 432 (21)
  - Landscape Plants: Fall Trees and Shrubs: HRT 331 (12)
  - Landscape Plants: Broad-leaved Evergreens: HRT 332 (8)
  - Landscape Plants: Late Season Perennials & Grasses: HRT 338 (12)
  - Plant Propagation I: HRT 431 (18)
  - Disease Identification & Management: HRT 481 (18)

**Course hours: 95**

**Rotation hours: 200**

**Year 2**

**Winter**
- **January to March (13 weeks)**
  - Plant Physiology: BOT 316 (21)
  - Soil Science II: Chemistry & Nutrition: HRT 302 (18)
  - Landscape Plants: Conifers: HRT 311 (12)
  - Plant Propagation II: HRT 412 (16)
  - Winter Tree Identification: HRT 440 (10)
  - Landscape Design I: Site Analysis & Schematic Design: LAN 401 (24)

**Course hours: 101**

**Rotation hours: 200**

**Spring/Summer Internship**
- **April to September**
  - Internship Hours: 1,000

**Course hours: 103**

**Fall**
- **October to December (10 weeks)**
  - Advanced Presentation Skills: COM 103 (10)
  - Horticultural Techniques: Basic Horticultural Construction: HRT 314 (12)
  - Introduction to Plant Communities: HRT 353 (6)
  - Landscape Management: HRT 443 (24)
  - Invasive Weed ID & Management: HRT 482 (12)
  - Nursery & Greenhouse Management: HRT 491 (24)
  - Principles of Ecological Landscape Design: LAN 350 (15)

**Course hours: 56**

**Year 3**

**Winter**
- **January to February (9 weeks)**
  - Introduction to Business Management: COM 104 (12)
  - Preparation for Pesticide Applicator Certification Exam: HRT 357 (30)
  - Tree Management: HRT 422 (14)

**Graduation: First Friday of March**

**Courses**
- Horticulture Rotations, Group Projects, Plant Walks, etc.
- Internship

**Total Hours:**
- **637 hours**
- **983 hours**
- **1,000 hours**
- **2,620 hours**

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“As a career changer, I wanted to learn superior horticulture skills and radically expand my plant knowledge base—the SOPH at NYBG is allowing me to do just that with intensive classes and expert guidance from staff horticulturists, curators, and teachers in just two years.”

David Wheir, Class of 2025

“I joined the program hoping to learn how to integrate designed landscapes into their broader ecological and environmental context. I left with that plus an amazing professional network.”

Adam Beneke, Class of 2021
Courses

Designed by horticulturists, botanists and landscape designers, the academic courses introduce and explore the multifaceted green industry field. Students are pre-registered for all required courses. Students complete 657 clock hours of academic courses and have the option to take up to 60 hours of elective courses for personal enrichment.

**BOTANY courses encompass a broad range of topics, i.e., anatomy, morphology, physiology, systematics, ecology, evolution, and field studies.**

**Plant Structure**
Get a solid grounding in the basic plant body, including the cell, roots, stems, leaves, flowers, and fruits. Use dissecting and compound light microscopes to observe plant anatomy. Learn the base-level chemistry required for understanding the world of plants.

- Hours: 24
- BOT 315

**Plant Physiology**
The role of plant hormones in growth and development is discussed, as well as plant movement, water transport through the plant body, and plant metabolism, including photosynthesis and anaerobic and aerobic respiration.

- Hours: 21
- BOT 316

**Plant Diversity**
Survey the plant kingdom through the study of morphological, anatomical, and life-cycle diversity of the major divisions. An introduction to the principles and mechanics of evolution and classification provides the framework for understanding how these divisions are defined. The fundamental nutrient cycles and ecological concepts are presented.

- Hours: 24
- BOT 317

**Pressing Plants for Art and Science**
Preserved plant specimens have been used for centuries as the foundation for scientific, cultural and economic innovation. This course combines ancient plant preservation methods with techniques of the 21st century. Students will gain the knowledge and skills to develop their own herbarium to use as a permanent floristic record, identification aid, and creative portfolio.

- Hours: 12
- BOT 338

**Morphology of Flowering Plants**
Angiosperms are the dominant plants in most of the habitats of the world today. Through laboratory demonstrations and dissections, examine the morphology of flowers, fruits, and vegetative plant parts, and learn about the development of these structures.

- Hours: 16
- BOT 411

**Systematic Botany**
Survey major angiosperm families. Learn the characters and principles used to classify them, newly recognized higher order groupings of species, evolutionary trends in floral and vegetative structure, and recently reconstructed evolutionary phylogenies of flowering plants.

- Hours: 21
- BOT 432

**Horticulture courses are designed to increase and enhance understanding of plant identification, culture, selection, and sustainable landscape management practices.**

**Soil Science I: Physical Properties**
Soil is a dynamic, living organism and the foundation of sustainable horticulture and agriculture. This course focuses on the texture, structure, density, and color of different soils and the dynamic relationship that exists among soil, water, and plants. Learn irrigation and drainage techniques and the importance of soil organic matter and microbiology in relation to plant health and soil conservation.

- Hours: 18
- HRT 301

**Soil Science II: Chemistry and Nutrition**
Gain an understanding of the cornerstone of soil chemistry, pH and its effects on nutrient availability to plants, and the ionic exchange capacities of soil. Study the macronutrient cycles in the soil with emphasis on the complex nitrogen cycle and its importance to environmental sustainability. Explore the use of organic and inorganic fertilizers and composted soil amendments. Perform an analysis of your own soil sample in class.

- Hours: 18
- HRT 302

**Horticultural Techniques: Landscape Techniques**
Learn the basic techniques and practical skills of landscape gardening. Topics include soil preparation, efficient water and fertilization practices, planting and transplanting, cultivation techniques, and maintaining healthy plants.

- Hours: 15
- HRT 311

**Horticultural Techniques: Landscape Construction**
Learn basic techniques such as installing posts and rails, mixing and using concrete, installing paving stones and path edging, building stone walls, carpentry, plumbing repairs, and painting.

- Hours: 12
- HRT 314

**Horticultural Techniques: Turf Equipment**
This introductory course covers the equipment used in the maintenance of grounds, arboriculture, and turfgrass. Proper use, care, and safety will be discussed. Students will operate various pieces of equipment, and maintenance techniques will be demonstrated.

- Hours: 12
- HRT 315

**Pruning Principles and Practices**
This course combines class study and hands-on pruning, matching knowledge to practice. Topics include woody plant structure and physiology as they relate to pruning; correct techniques and tools; timing; and pruning as an integral part of plant health care. Creation and maintenance of hedges and pollarding techniques are considered.

- Hours: 14
- HRT 321

**Landscape Plants: Fall Trees and Shrubs**
Examine the identification and landscape use of major groups of shade trees and shrubs grown for ornamental foliage and fruit. Major groups studied include Acer, Quercus, Viburnum, and other genera that are particularly ornamental in autumn.

- Hours: 12
- HRT 331

**Landscape Plants: Broadleaf Evergreens**
Learn about native and exotic broadleaf evergreens; become familiar with their cultural requirements, identification features, and ornamental value. Learn how to incorporate this plant material into naturalistic and formal landscape settings. Major groups studied include Ilex, Rhododendron, Buxus, and groundcovers.

- Hours: 8
- HRT 332

**Landscape Plants: Conifers**
Learn the identification, classification, and landscape use of ornamental conifers. Major plant groups studied include Chamaecyparis, Picea, Pinus, and other genera that may be grown in the northeastern United States. Gain a working knowledge of the best species and cultivars of conifers for naturalistic and formal landscape designs.

- Hours: 12
- HRT 333

**Landscape Plants: Spring Trees and Shrubs**
Learn the identification, classification, and landscape use of spring-flowering trees and shrubs. Major plant groups include Magnolia, Malus, Prunus, Viburnum, and other genera that are particularly ornamental in spring.

- Hours: 12
- HRT 334

**Landscape Plants: Spring Perennials**
Learn the identifying characteristics, classification, scientific and common names, and landscape uses of approximately 60 spring-blooming perennials.

- Hours: 9
- HRT 336

**Landscape Plants: Late Season Perennials and Grasses**
Learn identifying characteristics, classification, scientific and common names, and landscape uses of approximately 60 summer- and fall-blooming perennials.

- Hours: 12
- HRT 338

**Landscape Plants: Annuals**
Become familiar with the identification, culture, and landscape use of plants commonly used as annuals. Review major and unusual groups of common annuals. Learn how to select low-maintenance plants. Topics include a review of scientific names, common names, and identification of approximately 60 annuals.

- Hours: 8
- HRT 341

**Landscape Plants: Bulbs**
Learn about the biology identification and classification of commonly used bulbs. Learn about colchicum and unusual spring-, summer-, and autumn-flowering bulbs.

- Hours: 12
- HRT 342

**Introduction to Plant Communities**
Plants surround us in a profusion of forms. But in naturally occurring landscapes, these combinations are far from random, and are often dictated by complex factors, which limit or encourage the growth of particular plants. In this workshop you will gain insight into how, where and why these “plant communities” form. The concepts will fundamentally change the way you view natural landscapes, and give you a new toolbox for designing plantings inspired by plant communities.

- Hours: 6
- HRT 353

**30-Hour Pesticide Technician Training Course**
Required by the New York State Department of Environmental Conservation require of all pesticide applicators. We’ll cover the handling, use, storage, and application of pesticides; safety and environmental considerations; and insect and disease problems. At least three years of work experience or 30 hours of class instruction are required to be eligible to take these exams.

- Hours: 30
- HRT 357

**Tropical Plants**
Learn the identification, classification, and culture of houseplants, greenhouse, and conservatory plants. Major plant groups to be studied include aroids, bromeliads, Marantaceae, and other ornamental tropical plants grown indoors.

- Hours: 14
- HRT 361
Courses

Insect Pests of Landscape Plants
Learn to identify the insects common to the northeastern United States that feed on woody and herbaceous plants and the damage that they cause. Learn to judge the severity of an infestation and select and implement control measures based on the insect's biology.
Hours: 18  HRT 381

Plant Propagation I: Basic Principles
Learn the principles and techniques of sexual and asexual plant propagation. Explore various forms including: growing ferns from spores, starting plants from seed, stem and leaf cuttings, how to propagate geophytes, and types of layering.
Hours: 18  HRT 411

Plant Propagation II: Applications
Through lectures, laboratories, and field trips, learn how to propagate plants using the advanced methods of grafting, budding and micropropagation. Learn about tissue culture at NYBG’s Plant Research Laboratory, and tour a retail nursery for a hands-on grafting project that you can take home.
Hours: 16  HRT 412

Tree Management
Explore a holistic approach to keeping trees healthy and vigorous. Topics include planting and transplanting, pruning, fertilization, root system management, common problems, tree defenses, and lightning protection. Samples of tree problems, supplies, and tools are exhibited.
Hours: 14  HRT 422

Vegetable Gardening
Students will practice techniques for designing and growing a vegetable garden from soil preparation to harvest. Study heirloom varieties, crop selection, seed sowing, planting, fertilizing, pest and disease management, and harvest.
Hours: 10  HRT 431

Winter Tree Identification
Learn the basic techniques of winter tree identification using dormant-season characteristics: buds, bark, fruit, and growth habits on deciduous plants as well as unique aspects of conifers are taught. Specialized techniques and tools of the trade are discussed.
Hours: 10  HRT 440

Landscape Management
Examine the most important factors in the management and maintenance of commercial, residential and institutional landscapes using sustainable techniques. Learn to develop plans that reduce adverse effects on the environment, including alternative approaches to conventional lawn management. Focus on how to keep plants healthy, solve problems, and maximize resource allocation.
Hours: 24  HRT 441

Disease Identification and Management
Learn about common diseases of woody and herbaceous ornamentals and turfgrass caused by bacteria, fungi, nematodes, viruses, and abiotic factors and the cultural, biological, and least toxic strategies for their control. Discuss diagnoses of plant problems, including identification of disease- and nutrient-related symptoms.
Hours: 18  HRT 442

Invasive Weed Identification and Management
Learn how to identify and manage common turf and landscape weeds found in residential and commercial sites. Examine a variety of weed control methods, including herbicides and non-chemical approaches. Study weed biology, biochemical pathways, and equipment calibration and care, as well as seasonal weed control programs.
Hours: 12  HRT 443

Nursery and Greenhouse Management
Learn the basic principles and best practices of greenhouse and nursery construction and design, and commercial greenhouse and field plant production. Understand how to manage a commercial growing operation, including site selection, planning and layout, and production methods of greenhouse and nursery crops, both in the field and in containers. The course includes a field trip to area nurseries.
Hours: 24  HRT 444

LANDSCAPE DESIGN courses include graphics, ecological design, development, and construction of sustainable outdoor landscapes.

Landscape Design History
Study theories and principles that have shaped the design of landscapes from antiquity to the present. Explore Eastern and Western garden traditions. Survey all types of gardens and landscapes, including corporate and public spaces, through visual presentations, assigned readings, projects, a field trip and classroom discussion. Landscape designs will be considered in the context of the times and societies in which they were created.
Hours: 24  LAN 401

Graphics I
Graphics are essential in developing and communicating your design ideas. Practice various graphic techniques and learn how to organize and render landscape plans on paper for optimal presentation to clients. Work with a range of drawing materials and drafting equipment.
Hours: 12  LAN 411

Principles of Ecological Landscape Design
Yes, a landscape can be stunning and low maintenance, and a haven for urban wildlife, and a self-sustaining ecosystem, all at the same time. Landscape health starts with smart design. Using successful projects at NYBG as examples, students explore the intricate relationships within ecosystems and how to work with them to create beautiful and healthy landscapes based on a suite of ecological principles.
Hours: 15  LAN 430

Landscape Design I: Site Analysis and Schematic Design
Turning a vision into a plan is the designer’s first challenge. Learn how to analyze existing landscapes and formulate the programmatic and functional requirements of a design project. Translate these into schematic design solutions. Take part in class discussions and critiques, and present projects. Extensive out-of-class design homework is required.
Hours: 24  LAN 441

Communications and Business Management
Courses help students prepare for the horticulture profession by providing them with skills for public speaking, job acquisition, and business management. All COM courses are compulsory and are taught in workshop style.

Introduction to Public Speaking
Possessing effective public speaking skills is as crucial as knowing how to edge a display border. Learn the skills to become a good public speaker: how to research, write, and deliver. Students will deliver several presentations during the course.
Hours: 12  COM 101

Career Preparation
How do I start? Where do I look? These are some common questions that people have, whether they are seasoned horticulturists or looking for a career change. Learn how to prepare resumes with key industry terms, target public gardens, and dress for the interview. This course prepares students to embark on their externship search.
Hours: 10  COM 102

Advanced Presentation Skills
This advanced level course focuses on how to create presentations for different purposes, how to utilize audio-visual equipment and computer programs, and how to deliver speeches. Students prepare and deliver speeches of varying lengths.
Hours: 10  COM 103

Introduction to Business Management
Learn different components of business management: staffing, marketing, operations, financial management, and customer service development. Students will prepare a marketing plan in this class taught in a workshop style.
Hours: 12  COM 104

Elective Courses
Students have the option to take up to 60 hours of electives for personal enrichment in any of the courses listed in the Garden’s Adult Education course catalogs. Students are responsible for the payment of any materials fees and for any courses above 60 hours. Students have one (1) year beyond graduation to use the 60 hours of course electives.

If a student registers for an elective course and then wishes to drop it, they must submit a written request to the Director at least five (5) business days before the start date for that course. Failure to do so will result in the student incurring a $25 drop fee for that course. If dropped after the course begins, then the student will forfeit the elective hours for that course. Sufficient and reasonable excuse must be given.
Rotations

During their first year, students receive hands-on training in four areas of major concentration (Outdoor Gardens, Arboretum and Grounds, Nolen Greenhouses, Enid A. Haupt Conservatory), along with plant health care and plant records practices. There are four rotations: Spring, Summer, Fall, and Winter. Each rotation is approximately 200 hours and takes place in NYBG’s esteemed landscape, living collections, and glasshouses. NYBG horticulturists provide in situ training in essential horticulture skills. There are also opportunities to take part in special projects around the Garden as they occur throughout the year.

Rotation Evaluations and Student Exit Survey

All students are evaluated on their horticulture rotation. In order to be evaluated, a student must have worked a minimum of 85% of the hours for that evaluation. If a student has worked less than the 85% of the scheduled hours, the student must make up missed hours before evaluation. All students must work the total number of assigned hours in their first year in order to graduate.

Students evaluate their rotation through the Student Exit Survey (evaluation forms are found in the Student Manual). The Student Exit Survey must be handed in to the School upon completion of the rotation. Students are evaluated by the rotation supervisor on: Professional Development, Quality of Work, and Attitude. All students are to maintain an average GPA of 2.0 “Good” on each rotation. (Refer to the Student Manual for a detailed breakdown of rotation grades.) Failure to do so will place the student on probation for the next rotation. At graduation, the student possessing the highest rotation grade point average (GPA) will receive the Thomas H. Everett Horticultural Achievement Award.

Skills Tests

At the end of the fall rotation, students are tested on their mastery of horticultural skills covered in the rotations, such as planting, propagation, watering, pruning, perennial care, and fertilization techniques.

<table>
<thead>
<tr>
<th>Rotation</th>
<th>Skills Learned and Utilized</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enid A. Haupt Conservatory</td>
<td>How to plant for indoor displays and exhibitions, caring for conservatory plants and tropical collections, grooming, watering, syringing, misting, soil preparation and amending. Specific culture for succulents and cacti, aquatics, tropicales, and other.</td>
<td>Conservatory</td>
</tr>
<tr>
<td>Nolen Greenhouses</td>
<td>Climate control systems: heating, cooling, humidity, shade, and ventilation. Basic techniques: fertilizing, soil mixture preparations, replanting, pruning, transplanting, crop production, seeding and cutting transportation, forcing bulbs, growing annuals, and container growing.</td>
<td>Nolen Greenhouses</td>
</tr>
<tr>
<td>Outdoor Gardens</td>
<td>Planting and maintaining perennials, annuals, and bulbs for outdoor seasonal displays: grooming, watering, transplanting, deadheading, edging, pruning, and staking. Work with Plant Records and learn about living collections records management, making plant labels, and updating BG-Base &amp; Garden Navigator.</td>
<td>Outdoor gardens and collections</td>
</tr>
<tr>
<td>Arboretum and Grounds</td>
<td>Caring for turf areas: irrigation, edging techniques, fertilizing (equipment and type of fertilizer), weed control, leaf raking and blowing. Trimming hedges, pruning techniques, tree and shrub planting.</td>
<td>Various gardens and collections</td>
</tr>
</tbody>
</table>

Special Projects may include:

- Aquatic Planting
- Bulb Planting
- Composting
- Ecological Research
- Glasshouse Exhibitions and Collections
- Turf Renovation
- Greenhouse Management
- Invasive Species Management
- Irrigation
- Nursery Management
- Vegetable Gardening
- Ornamental Pruning
- Plant Health Care
- Plant Sale
- Rose Pruning
- Topiary Planting
- Tree Transplanting
- Workplace Safety

Specialized Training

Plant Walks and the Plant ID Final

Plant walks are designed to help students learn to identify more than 1,000 plants based on morphological similarities and differences in preparation for the second-year two-day Plant Final exam to test students on their Main Plant List. The exam is scheduled at the end of October, and students are required to identify plants from specimens by plant family, genus, and specific epithet, and know the major horticultural characteristics of each plant studied.

Field Trips

During their first year, students participate in 10 to 12 field trips to public and private gardens, nurseries, celebrity estates, and ecological areas. These trips encourage students to explore opportunities, meet practitioners in the field, and see how a variety of sites function.

Student Garden Plots

The Student Garden allows first-year students to creatively apply newly acquired skills. Each student is assigned a plot and provided instruction on how to design, install, care for, and dismantle a vegetable and flower garden that measures about 100 square feet. Students are responsible for day-to-day care of the site and will receive a grade after the final evaluation.

Second-Year Training

Second-year hands-on training is designed to further expand students’ horticultural skills and to work on their professional development. Second-year students commence their six-month internships in April and end them in September (total of 1,000 hours). Students are responsible for identifying areas and businesses or institutions they would like to explore for their internships and for securing approval from the Director prior to starting. Upon completion, students deliver a 10-minute presentation and write a 10-page paper on their experiences.

Conferences, Lecture Series & Symposia

Students in the School are able to attend the many lecture series and symposia sponsored by the Garden throughout the year. Among them are the Landscape Design Portfolios Lecture Series, the Humanities Institute Symposia, the Winter Lecture Series, and other special events. Because of the world-class reputation of the Garden, these lectures and symposia showcase leading experts in the field on topics such as native plants, ecological design and restoration and urban farming, thereby enriching students’ knowledge of their chosen fields.
The Garden is committed to providing a safe and secure environment for students, staff, and visitors. The grounds are protected by licensed security personnel of Title IV schools. The School submits an annual Security Report to the U.S. Department of Education as is required from Title IV schools.

Post-Graduation Job Placement

Jobs are posted on the "Job Listings" board in the Watson Education Building. In addition, the School provides placement assistance on an informal basis. However, the School cannot promise or guarantee employment.

Notable Alumni

Check out nybg.org/learn/school-of-professional-horticulture/alumni-speak/some-success-stories/ to see what our Alumni are currently doing. If you would like to ask a question of a specific graduate, e-mail the Director, cm@nybg.org, who will put you in touch with the respective alumnus.

Recent Completion and Placement Rates:

<table>
<thead>
<tr>
<th>Graduation Year</th>
<th>Completion Rate (%)</th>
<th>Placement Rate (%)</th>
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Recent Completion and Placement Rates:

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NYBG Shop

Students enjoy a 20% discount at NYBG Shop, which stocks a wide range of horticultural and botanical books, plants, gardening equipment, and gifts.

Student E-Mail and Computer Access

Computers are available 24 hours a day in the Student Room, M-280. Students will be assigned a NYBG e-mail address. In addition, there is Wi-Fi service in the Watson Education Building and other buildings on the campus.

Holidays and Vacation Days

The School regularly observes the following 13 holidays: New Year’s Day, Martin Luther King, Jr. Day, Lincoln’s Birthday, Presidents’ Day, Memorial Day, Juneteenth Independence Day, Labor Day, Federal Holiday (10.10.22 and 10.9.23), Election Day, Veterans’ Day, Thanksgiving, and Christmas. The week of Memorial Day and the last two weeks of August and December are class breaks.

Food

The Garden’s Fine Tree Café and Hudson Garden Grill are open Tuesdays through Sundays, and students enjoy a 20% discount at both. The Café serves pizza, panini, salads, snacks, and beverages. The Hudson Garden Grill is a more formal dining option on Garden grounds. There also are several moderately priced diners, cafes, and pizzerias within walking distance of the Garden.

NYBG Shop

Students enjoy a 20% discount at NYBG Shop, which stocks a wide range of horticultural and botanical books, plants, gardening equipment, and gifts.
Amelia Huckel-Bauer is a Bronx-based actor and teaching artist. She holds a BFA in Acting from Tisch School of the Arts, NYU and a Master’s in Educational Theater from Steinhardt School of Education, NYU. She is the founder of a theatrical company, Elora Theater Arts, and as an actor, she works primarily with Red Monkey Theater Group of Riverdale, Bronx.

Kelly Ivanoski is the Manager of Nolen Greenhouses at the Garden and a graduate of The New York Botanical Garden’s School of Professional Horticulture. She holds a BS in accounting from Bentley University and worked for KPMG with a focus in manufacturing and operations.

Colin Kirk joined New York Botanical Garden in 2021 at the Marjorie G. Rosen Manager of Outdoor Gardens. He has previously worked as a lead gardener at Queens Botanical Garden in Flushing, New York. He is responsible for creating the current curriculum for the Woody Identification Class at Brooklyn Botanic Garden where he has also taught for the last five years. Before this, Colin was the lead horticulturist at New York Green Roofs, a boutique green roof design firm, where he oversaw greennroofing projects on the Javits Center, the Empire State Building, and the Bronx County Courthouse. He studied Horticulture at the University of Georgia, working under Dr. Allan Armitage in the department of horticulture.

Mark Kokinchak is the Director of Living Collections and Gardening at New York Botanical Garden in Danbury, CT. He then worked for 15 years for Lesco, Inc. where he used his knowledge of plants from the Royal Botanic Garden in Edinburgh. He is passionate about science communication to the public and has experience teaching in both formal and informal settings.

Bill Logan is an ISA-certiﬁed arborist, a member of the American Society of Consulting Arborists, founder and president of Urban Arborists, Inc., and author of four acclaimed books: Dirt, Oak, Air, and the most recent, Sprout Lands: Tending the Endless Gift of Trees.

George Lozefski is an Environmental Soil Scientist and the Laboratory Manager/Education Outreach Coordinator at the NYC Urban Soils Institute. George received his B.S. Geology from Queens College, CUNY and a M.A. Environmental Science at Brooklyn College. CUNY. George has conducted environmental research at Columbia University’s Lamont Doherty Earth Observatory for over 10 years and has been teaching geoscience courses for over 10 years at CUNY.

Marta McDowell holds a Certicate in Landscape Design from NYBG and is a writer, lecturer, and gardener. She has published six books with Timber Press, including Unearthing the Secret Garden and Emily Dickinson’s Gardening Life, and was awarded the Garden Club of America’s Sarah Chapman Francis Medal for Exemplary Achievement from the Garden Club of America in 2019.

Michael Ng is the Manager of Arboretum and Grounds. He has been with NYBG since 2007, starting as an entry-level Botanical Garden Aide and coming up through the ranks to Gardener and Manager. He also spent 7 years as a representative and advocate for union staff members. Michael earned a Bachelor’s of Science in Agriculture from Rutgers University.

Lydia Paradiso is currently a Ph.D. student at the City University of New York and NYBG. Her research focuses on Larix (Pinaceae), a genus of deciduous conifers. She previously received a MSc in Biodiversity and Taxonomy of Plants from the University of Edinburgh, Edinburgh. Lydia is passionate about science communication and has experience teaching in both formal and informal settings.

Bill Logan is a New York Botanical Garden’s School of Professional Horticulture staff member. She earned a BFA in Acting from Tisch School of the Arts and a Master of Environmental Studies from the University of Pennsylvania.

“NYBG is such a great community that connects horticulturists across different locations and walks of life, and it’s great that there are connections to be made internationally.”

Louise Webster, Class of 2019

“NYBG is such a great community that connects horticulturists across different locations and walks of life, and it’s great that there are connections to be made internationally.”

NYBG is such a great community that connects horticulturists across different locations and walks of life, and it’s great that there are connections to be made internationally.”

Louise Webster, Class of 2019

Horticulture Rotation Supervisory Staff

Toby Adams, Gregory Long Director of the Edible Academy

Colin Kirk, Marjorie G. Rosen Associate Director of Outdoor Gardens and Sustainable Horticulture

Vincent Galatolo, Director of Plant Health

Toby Adams, Gregory Long Director of the Edible Academy

Michael Ng, Manager of Arboretum and Grounds

Kristine Paulus, Living Collections Information Manager

Eric Pioselli, Foreman of Gardeners

Mobee Weinstein, Foreman of Gardeners

“NYBG is such a great community that connects horticulturists across different locations and walks of life, and it’s great that there are connections to be made internationally.”

Olivia Goldberg, Class of 2024

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Calendar

<table>
<thead>
<tr>
<th>Holidays</th>
<th>Year One: Dates To Note</th>
<th>Year Two: Dates To Note</th>
<th>Year Three: Dates To Note</th>
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<tbody>
<tr>
<td>January</td>
<td>New Year’s Day</td>
<td>Orientation</td>
<td>Winter classes begin</td>
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<td>(last week)</td>
<td>Winter classes begin</td>
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<td>Internships</td>
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<tr>
<td>February</td>
<td>Lincoln’s Birthday</td>
<td>Classes begin</td>
<td>Hort. Rotation begins</td>
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<td>Presidents’ Day</td>
<td>(first full week)</td>
<td>Rotations end</td>
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<td>Graduation first Friday</td>
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<td>March</td>
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<td>Hort. Rotation begins</td>
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<td>April</td>
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<td>Internship begins</td>
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<td>May</td>
<td>Alumni Reunion</td>
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<td>June</td>
<td>Memorial Day</td>
<td>Spring Break (one week)</td>
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<td>August</td>
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<td>Labor Day</td>
<td>Fall classes begin</td>
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<td>Internship ends (end of month)</td>
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<td>September</td>
<td>Federal Holiday</td>
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<td>Fall classes begin</td>
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<td>Plant ID exam (last week)</td>
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<td>October</td>
<td>Election Day</td>
<td>Fall Rotation begins</td>
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<td>November</td>
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<td>Christmas Week</td>
<td>Fall Rotation ends</td>
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<td>Winter Break (last two weeks)</td>
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<td>December</td>
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<td>Internship presentations</td>
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Intern Field Day

Each July the School hosts its Annual N.Y.C.-Area Hortie Hoopla Intern Field Day. This free event for horticultural interns from around the tri-state area offers them the chance to learn about the diverse opportunities in the green industry and to meet and network with peers and professionals. The industry-sponsored event features talks from top horticulturists and garden designers, tours of the Garden’s amazing collections, and a BBQ finale complete with games and prizes.

“The School of Professional Horticulture at NYBG brings the students into a space of insight and opportunity, providing education and resources to explore...to learn, work, and cultivate paths made available by the multitude of resources at this institution and beyond, truly making the two-years worthwhile.”

Krysten Watson Class of 2024

FAQs

What's the advantage of attending the School of Professional Horticulture versus earning an associate's or bachelor's degree in horticulture? The advantage can be summarized with one word—skills! The School’s strength is that it teaches students valuable horticulture skills, which give our graduates a competitive advantage over other programs based solely on academic coursework. The School’s program combines the theoretical and the practical, teaching not just how to grow plants, but why plants grow the way they do. It is due to this kind of education that our students are highly sought after, not just for internships, but also for full-time employment upon graduation.

As someone who is switching careers, what is it like to work in the horticulture industry? It is a close-knit community of dedicated and passionate professionals who are willing to share their knowledge, experience, information, and employment opportunities. As a student, you meet many key people in this profession from around the world in diverse areas of horticulture, and as a graduate, you become part of that community. One of the biggest benefits of attending the School is making lifelong contacts here at NYBG and beyond.

What is the typical demographic of students in the School? Students come from all over the country and the world. Most students have some college background, and many have degrees in fields other than horticulture. The majority of students are career changers and range in age from their early 20s to mid-50s.

Will I be able to find a job when I graduate? The School has a job placement rate of 100% for the past 11 years. Our alumni are highly sought after by botanical gardens, public parks, celebrity estates, and even major league sports stadiums. Exceptional students also are often hired at NYBG upon graduation when a position is available. However, the School does not promise or guarantee employment.

What kind of starting salary can I expect to receive? Generally, private industry pays more than public parks and gardens. The starting salary range in private industry is typically $50,000-$70,000; for non-profits it is $45,000-$65,000.

Will I be able to find a job when I graduate? The School has a job placement rate of 100% for the past 11 years. Our alumni are highly sought after by botanical gardens, public parks, celebrity estates, and even major league sports stadiums. Exceptional students also are often hired at NYBG upon graduation when a position is available. However, the School does not promise or guarantee employment.

What if I have fewer hours of experience by the application deadline? Should I still apply? Yes; contact the Director to assess your situation.

How many hours of studying can I anticipate? Due to the intense schedule of academic courses and work rotations, in addition to various lectures, field trips, and plant walks, it’s nearly impossible to hold a part-time job, find time to study, and stay in good academic standing for the two-year program.

How is the two-year program divided? The program is divided into nine terms. Academic classes are concentrated between rotations and include evening sessions.

What if I have fewer hours of experience by the application deadline? Should I still apply? Yes; contact the Director to assess your situation.

Contact Information

Richard M. Smith, Director
718.817.8797
rsmith@nybg.org

School of Professional Horticulture
The New York Botanical Garden
2900 Southern Boulevard
Bronx, New York 10458-5126

Website: nybg.org/learn/school-of-professional-horticulture

“Having lived and worked at multiple gardens during the course of my career, my advice to current students is to look for various opportunities to work outside the garden setting. From farms to nurseries to urban parks, the world of horticulture is vast and the options are limitless.”

Elena Day, Class of 2020

“I found the horticulture rotations through all four horticultural areas at NYBG to be invaluable. They gave me the knowledge and confidence I needed to become a professional gardener.”

Elena Day, Class of 2020

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Admissions

Admission is selective and based on a combination of academic achievement, practical experience, and demonstrated commitment to the field of horticulture.

Requirements

1. Non-refundable application fee of $75 in U.S. currency by check or money order, made payable to The New York Botanical Garden (NYBG). NYBG is an Affirmative Action and Equal Employment Opportunity employer. The School will make reasonable accommodations for applicants with disabilities and for bona fide religious beliefs and practices of applicants. If you have questions about this policy or if you require an accommodation, please contact the Director.
2. Hands-on experience in horticulture is defined as the action of planting, transplanting, maintaining, pruning, recording, and/or removing live plants. Cashiering or working in one’s own garden does not qualify. Experience must be under the guidance of a horticulturist. Examples of acceptable work experience are horticulture internships, nursery work, growing, landscape installation, and gardening.
3. Prior to entering the School, applicants must possess a degree in horticulture or having more than five years of work experience. Examples of acceptable work experience are nursery work, growing, landscape installation, and gardening.
4. Must possess 500 hours of hands-on experience in the field of horticulture prior to entering the School. This experience may be volunteer work experience. (Most public institutions have volunteer opportunities.) These hours must be fulfilled under the guidance of a horticulturist. If working full-time at 40 hours per week, applicants may expect to complete the 500-hour requirement in about three months.
5. Proof of work experience such as letters from employers stating start and end dates and the field of horticulture. Must possess at least a high school or a New York State equivalency diploma. Two years of post-secondary education are strongly encouraged and preferred. All transcripts must be submitted.
6. Must be at least 18 years of age at the time of entrance in the School.
7. Must be able to do rigorous work both indoors and outdoors.
8. Must possess 500 hours of hands-on experience in the field of horticulture prior to entering the School. This experience may be volunteer work experience. (Most public institutions have volunteer opportunities.) These hours must be fulfilled under the guidance of a horticulturist. If working full-time at 40 hours per week, applicants may expect to complete the 500-hour requirement in about three months.

Application Procedures

The following must be submitted:
1. Completed application form
2. Non-refundable application fee of $75 in U.S. currency by check or money order, made payable to School of Professional Horticulture.
3. Photocopy of birth certificate or other official proof of age and nationality, such as a passport
4. Transcripts of all post-secondary education; if none, then high school transcripts are required
5. Proof of work experience such as letters from employers stating start and end dates and the hours completed
6. Three letters of reference. This can be combined with documentation of practical experience. At least one letter should be a horticultural reference
7. Medical examination report on the form supplied by the School

International Applicants

The School does not accept applications from foreign nationals and is authorized by the U.S. Immigration and Customs Enforcement to accept non-immigrant foreign students. All international applicants must submit, in English, the eight items previously listed, as well as the results of the Test of English as a Foreign Language (TOEFL) with a minimum score of 600 (paper based), and 100 (Internet based). The School also accepts the International English Language Testing System (IELTS) with a minimum band score of 7 in the academic module. Applications must include a photocopy of the applicant’s passport ID page along with a letter of financial support in English or translated into English from the applicant’s bank. If accepted, non-immigrant foreign students will be enrolled under the M-1 visa status.

Note: Applicant’s proficiency in English should be sufficient to understand class instruction, to converse comfortably, and to write effectively.

Interview Process

Interviews are scheduled for the third week of September. The Admissions Committee is made up of approximately 10 members of horticulture staff, instructors, administrators, and alumni. Applicants should be prepared to discuss all aspects of their horticulture experience, their career aspirations, and how the School can help them achieve their goals. Applicants from outside the New York area will be interviewed online.

Non-Discrimination and Anti-Harassment Policy

The School of Professional Horticulture (SoPH) is committed to maintaining an environment that encourages and fosters professional conduct and is free from harassment or discrimination. Accordingly, SoPH prohibits discrimination and harassment of applicants for admissions, students, employees, or any affiliates based on race, color, national origin, alienage or citizenship status, religion or creed, gender, gender identity, pregnancy, disability, age, military status, prior record of arrest or conviction, marital status, genetic predisposition or carrier status, sexual orientation, or status as a victim of domestic violence, a sex offense, or stalking, and unemployment status. The School of Professional Horticulture exists within The New York Botanical Garden (NYBG). NYBG is an Affirmative Action and Equal Employment Opportunity employer. The School will make reasonable accommodations for applicants with disabilities and for bona fide religious beliefs and practices of applicants. If you have questions about this policy or if you require an accommodation, please contact the Director.

Application Deadline: August 1

1. All application materials must be postmarked by
August 1

"The SoPH program was probably the most incredible transformative experience I have ever had in adult education. It is not for the faint hearted, and for those that are committed to pursuing a career in horticulture I can’t think of a better place to obtain a deep learning of plant science, contemporary horticulture techniques, and green industry experience.

Rebecca Cittadini, Class of 2021"
## Tuition

### Tuition and Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee</td>
<td>$75</td>
</tr>
<tr>
<td>(non-refundable)</td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$18,200</td>
</tr>
<tr>
<td>(two-year total)</td>
<td></td>
</tr>
<tr>
<td>Total cost</td>
<td>$18,275</td>
</tr>
</tbody>
</table>

Tuition and fees are subject to Administrative Committee approval and may change.

### Payment Schedule

**1st Year**
- $75.00 application fee due by August 1
- $200.00 tuition deposit (refundable)
- $4,150.00 due by first day of Orientation
- $4,550.00 due by June 15

**2nd Year**
- $4,550.00 due by January 15
- $4,550.00 due by June 15

Tuition must be paid in full on or before the due date. If a payment is more than five days late, a $25 late fee will be charged automatically each month until the balance is paid in full. The payment plan fee is $50 until the next tuition payment is due. The installment payment will depend on the amount, $1,000 being the minimum down payment. There is no interest charged on monthly payments.

### Payment Methods

We accept cash, personal check, bank check, and money orders. Payments are due according to the above schedule.

### Delinquent Accounts

In order to graduate, a student must have made all tuition payments in full. Should a student be unable to make a payment on time, the School will arrange a payment schedule with the student to pay a certain amount each month until tuition payment is complete.

In the event that a student's check or credit card charge is not honored by the bank or other institution for any reason, the School will charge the student's account a $50 service fee. In addition, the School will accept future payments only in the form of a certified check or money order.

### Refund Policy

A student who cancels within seven days of signing the enrollment agreement receives all monies. Thereafter, a student will be liable for the tuition, plus the cost of textbooks or supplies accepted.

### Tuition Liability

Pursuant to N.Y. State Education Law 5002(3) CC, tuition liability is calculated as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program.

Note: The failure of a student to notify the Director of withdrawal in writing may delay refund of tuition due pursuant to Section 5002(3) of the N.Y. State Education Law.

### Financial Aid

Financial aid is available in several forms (i.e., tuition scholarships, grants, and loans).

Tuition scholarship awards are made by Vice President for Education, and Director of the School of Professional Horticulture. Tuition scholarship applications are distributed biannually in mid-May and in mid-November to currently enrolled students. Notification will be by mid-June and mid-December, respectively.

Scholarship award amounts are variable and are based on:

- Financial need
- Good academic standing
- Overall performance and professionalism

### Title IV

The School of Professional Horticulture is certified by the U.S. Department of Education to administer Title IV funds (Federal Pell Grant Program and Federal Direct Student Loan Program) to qualified students. Students may apply online at [fafsa.ed.gov](http://www.fafsa.ed.gov).

### Veterans Administration Educational Benefits

In accordance with Title 38 US Code 3679 subsection (e), our school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Our school will not:

- Prevent nor delay the student's enrollment
- Assess a late penalty fee to the student
- Require the student to secure alternative or additional funding
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

To qualify for this provision, students will be required to produce the Certificate of Eligibility by the first day of class and provide a written request to be certified. Contact the Director for further information.

### Financial Assistance

<table>
<thead>
<tr>
<th>Federal/State Financial Assistance Programs</th>
<th>Total Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2021 to June 30, 2023</td>
<td></td>
</tr>
<tr>
<td>Federal Direct Student Loan</td>
<td>6</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>1</td>
</tr>
<tr>
<td>AmeriCorps</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Students</strong></td>
<td>8</td>
</tr>
</tbody>
</table>
Licensing and Accreditation

What you should know about N.Y. State Licensed Private Schools

The School is a department within NYBG, which is complex in its organization, consisting of many departments and individuals. It is realistic, therefore, that certain problems will be more difficult to resolve than others.

1. Students are encouraged to bring their complaints to the attention of the Director, either by telephone, e-mail, or in writing. Many potential problems can be resolved by early discussion with the School's staff.

2. Students not satisfied with this informal resolution should formally notify the Director in writing, with appropriate documentation, of any unresolved problem or complaint. The Director will research the problem and will respond to the student in writing.

3. The School is accredited by the nationally recognized and internationally certified Accrediting Council for Continuing Education and Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of the School and ACCET to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the School to find a fair and reasonable solution.

However, in the event that a student has exercised the channels available within the School to resolve the problem(s) by way of the School's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

4. The student should contact the ACCET in writing by mail, fax, or e-mail. Complaints received by phone will be logged, along with a request for a written follow-up; an initial letter speeds up the process.

5. The letter of complaint must contain the following:
   a. The nature of the problem(s);
   b. The approximate date(s) that the problem(s) occurred;
   c. The name(s) of the individual(s) involved in the problem(s), including both institutional staff and/or other students who were involved;
   d. Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions);
   e. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
   f. Signature: All complaints should be signed. Complainants will receive an acknowledgment of receipt within 15 days.

Send to: ACCET
Chair, Complaint Review Committee 1722 N Street, NW
Washington, DC 20036
Tel: 202.955.1113
Fax: 202.955.1118 or 202.955.5306
Website: accet.org

6. The student may also file a written complaint to the state licensing agency, the N.Y. State Education Department's Bureau of Proprietary School Supervision at 160 West 23rd Street, 2nd Floor, New York, NY 10011, or visit the Bureau's Web site at www.doe.nyc.gov. The Bureau cannot investigate any complaint made more than two (2) years after the date of occurrence.

Tuition Refund and Cancellation Policy

All tuition refunds are calculated based on that which is most favorable to students.

BPSS Refund Policy: 4 tuition payments, each $4,550

<table>
<thead>
<tr>
<th>Payment</th>
<th>% Tuition Refund</th>
<th>Amount of Tuition Refund to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Payment</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>During week 1</td>
<td>100%</td>
<td>$4,550.00</td>
</tr>
<tr>
<td>During week 2</td>
<td>80%</td>
<td>$3,640.00</td>
</tr>
<tr>
<td>During week 3</td>
<td>65%</td>
<td>$2,957.50</td>
</tr>
<tr>
<td>During week 4</td>
<td>50%</td>
<td>$2,275.00</td>
</tr>
<tr>
<td>After week 5</td>
<td>30%</td>
<td>$1,365.00</td>
</tr>
</tbody>
</table>

2nd, 3rd, and 4th Payments

<table>
<thead>
<tr>
<th>Payment</th>
<th>% Tuition Refund</th>
<th>Amount of Tuition Refund to Student</th>
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<td>50%</td>
<td>$2,275.00</td>
</tr>
<tr>
<td>During week 4</td>
<td>30%</td>
<td>$1,365.00</td>
</tr>
<tr>
<td>After week 4</td>
<td>0%</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

ACCET Refund Policy:

A. The School retains a $100 administrative fee associated with the withdrawal or termination.

B. During week 1, tuition charges withheld will not exceed ten percent (10%) of the tuition up to a maximum of $500.

C. After the first week and through fifty percent (50%) of the period of financial obligation of six months, tuition retention will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period not completed. After fifty percent (50%) of the period of financial obligation is completed, the School may retain the full tuition paid.

D. Thereafter, a student will be liable for the non-refundable application, plus the cost of any textbooks or supplies accepted.

E. The refund due will be calculated using the last date of attendance and be paid within thirty (30) calendar days from the documented date of determination. The date of determination is the date the student writes a verbal or written notice of withdrawal from the School or the date the School terminates the student by applying for the School's Attendance, Conduct, or Satisfactory Academic Progress policies.

F. If an applicant accepted by the School cancels prior to the start of scheduled classes, or never attends class, the School will refund all monies paid, less the non-refundable application and registration fees.

G. If the School cancels or discontinues its program, the School will make a full refund of all tuition paid for that period.

Federal Return of Title IV Funds Policy:

This policy governs the school's (BPSS, Federal financial aid funds disbursed for a student who completes withdrawals from a term, payment period, or period of enrollment. The School of Professional Horticulture (the School) at The New York Botanical Garden adheres to Federal policy regarding Return of Title IV funds. Return of funds procedures are fair and equitable and administered uniformly. The School will use the forms and software developed by the U.S. Department of Education in determining the refund to the financial aid program and in determining any repayment due from the student.

Withdrawal Process

Withdrawal information is obtained from the Director's office in line with the School's withdrawal policies. The date of withdrawal used to calculate the last date of attendance will be the date of withdrawal noted in the School's record. Students who withdraw during the add/drop period will undergo a Return of Title IV funds calculation even though no institutional charges may have been assessed.

Their official date of withdrawal will be noted on the administrative computer system and will be used in the refund calculation process, as follows:

1.) An otherwise eligible student who began attendance at the School and was disenrolled or could have been disenrolled Title IV grant or loan funds prior to a withdrawal has earned a portion of those Title IV funds and must undergo a Return of Title IV calculation, or
2.) If the student began attendance but was not and could not have been disenrolled Title IV grant or loan funds, the student is not considered to have been a Title IV recipient and a return of Title IV funds calculation is not required.

The last date of attendance will be the date submitted or the date of the last documented academically related activity, whichever is earlier. Students who leave without completing an official withdrawal form or for whom an official withdrawal form is not completed will have their last date of attendance by the date of the last documented academically related activity.

Policy Guidelines

Students who withdraw before sixty percent (60%) of the term is completed will have their Federal financial aid eligibility calculated in direct proportion to the length of the enrollment. The percentage of the term the student remained enrolled is the percentage of disbursable aid for that period that the student earned. A student who remains enrolled beyond the sixty percent (60%) point earns all aid for the period. The responsibility to repay unearned aid is shared by the School and the student in proportion to the aid each is assumed to possess. The School's share is the lesser of the total amount of unearned aid or institutional charges multiplied by the percentage of aid that was earned. The student's share is the difference between the total unearned amount and the institution's share. The return of Title IV funds will be in the following order:

- Unsubsidized Direct Loan
- Subsidized Direct Loan
- Federal (Title IV) funds

Other Title IV Programs

After the student's share is fully allocated among the Title IV programs, any amount owed to a grant program is reduced by half. Return of Federal (Title IV) funds calculation is performed independently of the School's costs incurred for the period of enrollment. The School will return its share of unearned Title IV funds no later than 45 days after determination of withdrawal. The student may be entitled to a post-withdrawal disbursement of Federal financial aid if the return of funds calculation indicates that the student earned more aid than was disbursed prior to withdrawal. Post-withdrawal disbursements will be credited first toward unpaid institutional charges. Any portion of a post-withdrawal disbursement that exceeds unpaid institutional charges will be offered as a disbursement to the student. Students must accept this disbursement within 14 days of the offer. If a response is not received or if the offer is declined, these excess funds will be returned to the appropriate Title IV program.

Non Title IV Funds

The School will calculate return of non Title IV funds in accordance with the appropriate institutional and state refund policies. Refunds (after Title IV aid has been included in the formula) will be made to students in the following order: state, institutional, private. Institutional funds will be returned on a case-by-case basis upon appropriate administrator review of financial assistance awarded and balance due.
All students are required to meet with the Director at regular intervals. In addition, these meetings serve to assess students by the Director to determine not be making satisfactory progress or exhibiting extenuating circumstances, they may be granted an additional two (2) semesters to improve their academic progress. All clock hours attempted during non-Term IV Eligibility count towards the minimum time frame in which they are Non-Term IV Eligible will be eligible to receive financial aid and continue to receive Federal Financial Aid (Title IV Funds).

5. Making an Appeal
Students who wish to continue to receive Federal Title IV Funds after being placed on Financial Aid Probation must file an appeal in writing. The appeal may be based on the following factors: the death of a student’s immediate family, an injury or illness of the student, or other special circumstances. The appeal must contain (1) information detailing why the student failed to make satisfactory academic progress in the situation applicable, and (3) what has changed in the student’s situation that will allow the student to make satisfactory academic progress at the next evaluation point. The appeal must be filed within (5) business days from the time placed on Financial Aid Probation. If the student’s appeal is accepted, the student may continue to receive Federal Financial Aid for the next evaluation point. The Office of Financial Aid will inform the student of the determination of the appeal no later than (5) business days from the date that the appeal is filed.

Probation
When a student fails a course or the student’s weighted GPA falls below 3.0, they will be placed on academic probation. A student on academic probation is not to be making satisfactory academic progress as long as no more than two (2) classes are failed. A student on academic probation will not be eligible for Title IV Federal Financial Aid.

Failure to meet satisfactory academic progress at the end of any marking period of the student’s program, excluding approved leaves of absence, will result in the student not being made eligible for Title IV Federal Financial Aid. The student will be placed on Financial Aid Probation.

2. Financial Aid Probation
A student who does not meet the GPA requirements for federal financial aid is placed on Financial Aid Probation. Students who fail to meet the minimum GPA requirements noted above at the end of any evaluation period will be placed on Financial Aid Probation.

Students who fail to meet satisfactory academic progress at the end of any marking period of the student’s program, excluding approved leaves of absence, will not be eligible to receive Federal Financial Aid. Any student who fails to meet satisfactory academic progress at the end of any marking period of the student’s program, excluding approved leaves of absence, will not be eligible to receive Federal Financial Aid. Any student who fails to meet satisfactory academic progress at the end of any marking period of the student’s program, excluding approved leaves of absence, will not be eligible to receive Federal Financial Aid.

4. Non-Term IV Eligibility
Students who request to be placed on Financial Aid Probation, a student may, in certain circumstances, be dismissed from the school, as deemed appropriate by the Director. If the appeal is denied, the student may request an appeal in writing. The appeal may be based on the following factors: the death of a student’s immediate family, an injury or illness of the student, or other special circumstances. The appeal must contain (1) information detailing why the student failed to make satisfactory academic progress in the situation applicable, and (3) what has changed in the student’s situation that will allow the student to make satisfactory academic progress at the next evaluation point. The appeal must be filed within (5) business days from the time placed on Financial Aid Probation. If the student’s appeal is accepted, the student may continue to receive Federal Financial Aid for the next evaluation point. The Office of Financial Aid will inform the student of the determination of the appeal no later than (5) business days from the date that the appeal is filed.

Probation
When a student fails a course or the student’s weighted GPA falls below 3.0, they will be placed on academic probation. A student on academic probation is not to be making satisfactory academic progress as long as no more than two (2) classes are failed. A student on academic probation will not be eligible for Title IV Federal Financial Aid.

Failure to meet satisfactory academic progress at the end of any marking period of the student’s program, excluding approved leaves of absence, will result in the student not being made eligible for Title IV Federal Financial Aid. The student will be placed on Financial Aid Probation.

1. SATISFACTORY ACADEMIC PROGRESS
Students must maintain an overall average of 70% on a 100% scale, or a 2.0 on a 4.0 scale, and must pass all courses with a minimum grade of C- in order to complete the minimum of 90% of their cumulative registered clock hours; however, a student must complete 100% of the required rotation hours. Students who do not meet the 90% cumulative completion standard will be placed on probation.

Courses for which a student receives a letter grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D- (passing) are included in the calculation of cumulative clock hour completion percentage as courses successfully completed. Courses for which a student receives a letter grade of INC and completeness. Students are required to meet these minimum standards at each marking period of the student’s program, excluding approved leaves of absence, will not be eligible to receive Federal Financial Aid. Any student who fails to meet satisfactory academic progress at the end of any marking period of the student’s program, excluding approved leaves of absence, will not be eligible to receive Federal Financial Aid.

Students are required to maintain an academic average of 70% on a 100% scale, or a 2.0 on a 4.0 scale, and must pass all courses with a minimum grade of C- in order to complete the minimum of 90% of their cumulative registered clock hours; however, a student must complete 100% of the required rotation hours. Students who do not meet the 90% cumulative completion standard will be placed on probation.

Courses for which a student receives a letter grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D- (passing) are included in the calculation of cumulative clock hour completion percentage as courses successfully completed. Courses for which a student receives a letter grade of INC and completeness. Students are required to meet these minimum standards at each marking period of the student’s program, excluding approved leaves of absence, will not be eligible to receive Federal Financial Aid. Any student who fails to meet satisfactory academic progress at the end of any marking period of the student’s program, excluding approved leaves of absence, will not be eligible to receive Federal Financial Aid.
be completed within 14 calendar days (2 weeks) at the end of the course. In general, all make-up work must be completed within 2 weeks, unless circumstances prevent the student from doing so. Students who still have uncompleted assignments or tests on the last day of a course are required to complete the required assignments or tests within the 2-week time frame in order to receive a passing grade for that course. All make-up work may be subject to a grade reduction as explained in each course syllabus.

II. GENERAL

Program Dismissal and Withdrawal

The School requires a notice of withdrawal be submitted in writing to the School. The School reserves the right to dismiss students who: a) fail more than two (2) classes; b) have falsified information required by the admissions process; c) are dishonest involving assignments or examinations; d) have repeated disruptive or unprofessional behavior; e) have delinquent accounts; and f) fail to sign and return a Notice of Academic Probation.

Upon dismissal or withdrawal, the student’s tuition obligation to the School is calculated based on the refund policy as published in this catalog and in the student enrollment agreement. Refunds, when due, are made to the student within 30 days of dismissal or withdrawal.

Withdrawal and Re-Admission Policy

Students who wish to withdraw from the School may contact the School Director to review their progress and options for completing their education at the School at a later date. Approval for return to the program will be determined based on course schedule and other factors at the discretion of the School. Students must also meet with the Director to review their accounts for refunds or remaining balance owed to the School. All students seeking to return to School must be in good standing with regard to all financial obligations, including prior balances that were due at the time of withdrawal or dismissal from the School. Returning students will be responsible for any differences in tuition between the original enrollment period and their return.

Disciplinary Actions

Students are expected to establish good working relationships with their supervisors, fellow students, and all other members of the Gardener’s staff. It is the policy of the School to treat all students equitably and to impose a suspension or termination whether or not there has been prior disciplinary action.

- Oral Reprimand and/or Student Counseling
- A Written Reprimand
- A Final Written Reprimand
- Probation (one term)
- Dismissal

A student who wishes to appeal may present their case to the Administrative Committee. The School will not tolerate the following misconduct and students will be subject to disciplinary action up to and including dismissal, falsifying documents, cheating, consumption of alcohol, dangerous conduct, disturbing the peace, disruptive or unprofessional behavior, profanity, harassment, physical abuse, verbal abuse, plagiarism, property damage, sexual harassment and/or assault, arson, theft, unauthorized use of Botanical Garden property, using or possessing fire arms, use and/or possession of drugs or drug-related paraphernalia. For more information on alcohol or other substance abuse problem, contact the New York State Office of Alcoholism and Substance Abuse Services to request a listing of local rehabilitation and treatment centers. New York City office, 501 7th Avenue, New York, NY, 10018, 877.846.7469. Visit www.ny.gov/privacy

The School of Professional Horticulture complies with the Family Education Rights and Privacy Act (FERPA) of 1974. FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. 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, previous education institutions attended by the student. Any student may request that any of the above information not be released without their prior consent.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

Copyright Infringement

Students must adhere to the following copyright and software license infringement standards. “Copyright infringement occurs when a person reproduces someone else’s copyrighted items without permission. This would also include public display on a copy of copyrighted work. If it is determined that a person is guilty of copyright infringement, penalties could include a court order to stop producing that work, confiscation of the items, fines, and attorney’s fees. In addition, penalties for students found in violation of copyright laws may be as severe as expulsion from the School. Use of copyrighted material for reference purposes must be cited as indicated by the author/publisher of the material and following generally accepted grammatical rules of reference.”

Cheating/Plagiarism

Concern exists in all educational institutions over student cheating and plagiarism. The School views all breaches of academic integrity as serious.

A. Definition of Cheating/Plagiarism

1. Any direct copying of another student’s material.
2. Directly copying any other author’s work and presenting it as one’s own, without clearly citing the source and using quotations.
3. Any plagiarizing or copying of another student’s work on assignments or homework. Word for word reproductions are clear violations. Plagiarism exists when a clear preponderance of a student’s work is copied or changed only slightly from another source.
4. Any illegal acquisition, theft, reproduction or other method of securing testing materials before test material administration.

B. School Procedures

1. School faculty will advise the Director that cheating/plagiarism has taken place. Faculty will submit the test, posting or assignment in question to the School.
2. The School will advise the student(s) in writing of the instructor’s finding.

C. Penalties

1. Upon first violation, an immediate failure for the course will be given. No averaging of tests or other criteria will even be considered. The student receives a zero for the course.
2. Upon any subsequent violation the student will be dismissed permanently from the School and a citation of that dismissal will be noted on the School’s permanent record.

D. Appeal Rights

1. If a student disagrees with an instructor’s finding of cheating or plagiarism, the student will formally notify the Director, in writing, of the student’s desire to appeal the finding. The appeal must list the reasons why the finding is unjustified, and other pertinent data the student feels necessary in a review of the case. The student has 30 days from the date of notification of the finding to exercise this right.
2. The decision of the Director and Vice President is final, and cannot be further reviewed within the School.

Medical Examination Report

Dear Doctor:

has applied for admission as a student at The New York Botanical Garden’s School of Professional Horticulture. This is an intensive two-year program to train professionals in the field of horticulture, and combines classroom work with practical training on the grounds and in the glasshouses at the Garden. The practical training sometimes involves rather strenuous physical exertion. The following are examples of the type of work that a student may be called upon to do under proper supervision:

- Work in adverse weather conditions
- Lift 50 pounds
- Dig trees with hand tools
- Climb trees using rope and saddle

After examination, please inform us as to the applicant’s general health and whether they would be able to complete a two-year training program of this kind. Please note your appraisal and recommendations in the space provided and return this form to:

Director, School of Professional Horticulture
New York Botanical Garden
2900 Southern Boulevard
Bronx, NY 10458-5126

Date

Comments

Doctor’s Name (Print)

Doctor’s Signature

Address

Phone

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2900 Southern Boulevard
Bronx, NY 10458-5126

Date

Comments

Doctor’s Name (Print)

Doctor’s Signature

Address

Phone
Application Form

Application Deadline: Postmarked by August 1

Please send the items listed to:
Director, School of Professional Horticulture
The New York Botanical Garden
2900 Southern Boulevard
Bronx, NY 10458-5126

- $75 U.S. (non-refundable) check or money order
- Résumé
- Proof of Age and Nationality
- Transcripts
- Documentation of 500 hours of work in horticulture
- Three (3) letters of reference
- Medical examination report on form provided on page 28
- International students: TOEFL or IELTS score and proof of financial support

Please print in black ink or type:
Name
Address for all correspondence
Phone
E-mail
How did you hear about the School? (If from a website or publication, which one?)
Horticultural Work Experience:  (If you require more space to write, please use an attached sheet.)

Job Title/Description Dates Name of Business Name of Supervisor

Number of Hours

Paid (P) or Voluntary (V)

On a separate sheet please provide the following: (Your name and phone number must be on every attachment.)

1. In 300 words or less, describe your career goals and how the School of Professional Horticulture can help you achieve them.
2. Describe the areas in the green industry in which you have experience.
3. List schools attended, starting with high school. Provide school names, degrees or diplomas earned, and years attended.
4. List the names, addresses, and telephone numbers of your three (3) references.

I certify that all the above and attached information was completed by myself and is accurate.

Name
Date

Directions
The Garden is easily accessible by car, Metro-North commuter railroad, subway, and bus. Please call the Garden's general number, 718.817.8700, or visit the website at nybg.org for detailed information. Learn more about public transportation options at mta.info

Catalog Disclaimer:
The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the School Director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the School's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the School's catalog may not be approved at the time that a student enrolls in the School or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the School Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.
NEW YORK BOTANICAL GARDEN