

Academic Requirements and Policies

Academic Requirements

Students must successfully complete a specified number of required courses prior to graduation. Students can review their individual academic requirements anytime at www.laguardia.edu/DegreeWorks. The number of courses required differs with each major and also depends on the amount of basic skills work needed as explained below. It is important that students consult each semester with a counselor or faculty advisor to arrange an appropriate sequence of courses. The basic skills, ESL, and college-wide requirements are outlined in this section.

COOPERATIVE EDUCATION

As part of the requirements for the LaGuardia degree, all day students are required to complete successfully Cooperative Education courses or their equivalent. In addition, extended day students in the following specialized curricular areas are also required to complete successfully Cooperative Education courses or their equivalent: Human Services, Occupational Therapy Assistant, Veterinary Technology, Dietetic Technology, Childhood Education, Secondary Education, Education Associate: The Bilingual Child, Physical Therapist Assistant, and School Foodservice Management. Students in these specialized curricular areas should consult with their departments for specific guidelines regarding their Cooperative Education requirements. For further discussion of the Cooperative Education program and requirements, please refer to the Cooperative Education section of this catalog.

BASIC SKILLS PROGRAM

To be successful at LaGuardia, all students must be able to use reading, writing, and mathematical skills. The college offers a comprehensive basic skills program to help students achieve success in their college careers.

The Basic Skills Program includes:

1. careful evaluation of each student's basic skills needs;
2. a variety of courses in reading, writing, and mathematics geared to specific skill levels; and
3. extensive counseling help in making academic, vocational, and personal decisions.

Since basic skills courses are designed to teach skills needed in other subjects, students are required to attend these courses regularly and to complete these courses during their first 36 credits earned at the college. Students who need to take several basic skills courses should expect to take extra time to complete all of their LaGuardia degree requirements.

EVALUATION AND PLACEMENT

The basic skills course requirements for each student are determined by scores on placement tests, unless the student is exempt (see University Testing Policies and Procedures, page 7). When students arrive for their first semester registration appointment, they meet with staff to review their initial placement(s) and plan their first semester programs. No degree or certificate student will be permitted to register for classes without having taken the placement tests.

Students who do not pass one or more of the three parts of the placement test must take a retest when they complete their basic skills courses in that area. All tests must be passed while at LaGuardia if a student wishes to transfer to a four-year college in CUNY.

Basic skills courses

For detailed descriptions of these courses, please refer to the Course Description section of the catalog. In general, students are required to complete each course in the sequence to which they

are assigned from the point of their initial placement.

Writing: There are generally two Basic Writing courses: Basic Writing (ENA099) for those students who are placed into CSE095, and Basic Writing (ENG099) for those students who are placed into CSE099. Students who receive an “R” or “F” grade in ENA099 cannot repeat this course but must take ENG099 instead. Students taking ENG099 who are waived from or have successfully completed CSE099 may also register for an introductory course in their major.

Note: Students who receive an “R” or “F” grade in ENG099 but who successfully completed an introductory course in their major may not proceed to advanced-level courses in their major until they successfully complete ENG099. However, they may register for another introductory course.

Reading: There is one Basic Reading sequence: Essentials of Reading I (CSE095) followed by Essentials of Reading II (CSE099).

Mathematics: There are two Basic Math courses: Introduction to Algebra (MAT095) followed by Elementary Algebra (MAT096). Students must pass the mathematics retest to earn a passing grade in MAT096 and to be able to register for higher-level math courses.

Students who are required to take ENA/G099, CSE095, and MAT095 or MAT096 are recommended to take all of these courses as early as possible in their program.

The University has stated that as of Fall 2000, students must pass a retest in all basic skills programs into which they have originally been placed to exit from the program.

Tutorial laboratories and services

Each of the basic skills departments provides, in addition to classroom instruction, individual or small-group tutoring services.

The Writing Center offers help in all areas of writing, from grammar through complex essays and reports. Peer tutors, students who have successfully completed ENG104, provide a portion of the tutoring services.

The mathematics lab, and the reading lab provide personal tutoring, as well as audio-visual aids to help students master basic skills and concepts necessary for success in college and for a career.

Pairs and clusters

At times, the college may link sections of two or more courses in “pairs” or “clusters.” The purpose is to enable students to see connections between subjects by offering an integrated, multi-disciplinary, educational experience.

Some students, depending on their initial placement and/or career goals, may be required to register for paired or clustered courses. Other students may elect to take sections that are paired or clustered.

Express courses (see First-Year Institute, page 12)

During intersession periods, the college may offer express courses. Express courses offer students the opportunity to advance in basic skills areas by taking concentrated periods of computer-supported instruction. The college currently offers express courses in writing, reading, math, and ESL. Students eligible to participate in express courses will be invited to apply by the college.

ENGLISH AS A SECOND LANGUAGE

LaGuardia Community College offers through its English as a Second Language Program (ESL), housed in the Education and Language Acquisition Department, a three-level, integrated language skills program for students whose native language is not English. Students are placed in the program on the basis of their writing scores on a placement test. Students who do not qualify for ESL college courses may be referred to the CLIP Program. ESL courses offer intensive instruction in reading, writing, speaking, and listening. The sequence ranges from a beginning-level course designed for students with little or no English to an advanced course focusing on expository writing and critical reading skills. In addition, the ESL lab provides individual and small group tutoring.

The ESL sequence consists of the following courses:

ESL II (097), ESL III (098), and ESL IV (099). ESL for Select Readers (ESR098 and ESR099) are offered to new students based on high reading scores on the placement test. Students who receive an “R” or “F” grade in ESR098 or ESR099 cannot repeat these courses but must take ESL098 or ESL099 instead.

Students are generally required to complete the ESL sequence from the point of initial placement. Once the ESL sequence is completed, students can expect to take ENG099. For detailed descriptions of the courses, please refer to the Course Description section of the catalog.

LIBERAL ARTS ELECTIVE REQUIREMENTS

In general, courses offered by the departments of Education and Language Acquisition; English; Humanities; Library; Mathematics, Engineering and Computer Science; Natural Sciences; and Social Science are considered liberal arts courses and may be used to fulfill the liberal arts elective requirements specified in each degree program.

Liberal arts electives provide you with a valuable opportunity to round out your academic program. They can also help you prepare for transfer to four-year colleges and help you meet the liberal arts distribution requirements at those schools. Most courses offered by the above-mentioned departments can be used to fulfill the liberal arts elective requirement.

See next page for Courses that DO NOT count as Liberal Arts

Courses that DO NOT count as Liberal Arts

Courses that are listed below cannot be used to fulfill the liberal arts requirement but may be used as unrestricted elective credit.

Business and Technology

All courses

Communication Skills

CSE095 Essentials of Reading I
CSE099 Essentials of Reading II
CSE103 Advanced Reading and Study
CSE105 Vocabulary Enhancement
CSE200 Speed Reading
CSX099 Reading ACT Workshop
CSZ099 Academic Reading Strategies

Cooperative Education

All courses

English

ENA099 Basic Writing
ENG099 Basic Writing
ENG098 Basic Writing 2
ENG112 Writing for Business
ENZ099 ACT Writing Workshop

Education and Language Acquisition

ELB102 Educational Psychology: The Bilingual Child in an Urban Environment
ELB103 Principles and Practices of Bilingual Education and ESL
ELB200 Teaching Reading & Language Arts in the Bilingual Classroom
ELS220 Commercial Spanish
ESA099 Basic Writing (ESL)
ESL097 ESLII
ESL098 ESLIII
ESL099 ESLIV
ESR098 ESLIII for Selected Readers
ESR099 ESLIV for Selected Readers

Health Sciences

SCH111 Aging and Health
SCN195 Community Health

Human Services

HSC130 Activities for Human Services Settings
HSC135 Human Services Roles and Systems
HSC201 Cooperative Education Child Development
HSC203 Human Services Internship and Seminar 1
HSD170 Integrated Curriculum A: Framework for the Developing Child
HSD171 Integrated Curriculum B: Developing Problem-Solving Skills
HSD172 Integrated Curriculum C: Developing Creativity
HSD204 Child Development Internship and Seminar 2
HSD205 Child Development Internship and Seminar 3
HSM204 Mental Health/Gerontology Internship and Seminar 2
HSM205 Mental Health/Gerontology Internship and Seminar 3

Humanities

HUA103 Beginning Drawing
HUA104 Introduction to Design
HUA106 Three-Dimensional Design
HUA107 Form and Structure
HUA110 Beginning Painting
HUA115 Color Theory
HUA120 Beginning Sculpture
HUA125 Computer Art
HUA126 Computer Art II
HUA130 Beginning Photography
HUA131 Digital Photography I
HUA145 Studio Lighting I
HUA155 The View Camera, Large Format Photography
HUA180 Life Drawing
HUA185 Illustration
HUA190 Technical Drawing
HUA203 Intermediate Drawing
HUA210 Intermediate Painting
HUA220 Intermediate Sculpture
HUA230 Intermediate Photography
HUA231 Digital Photography I
HUA232 Digital Photography II
HUA234 Color Photography
HUA235 Color Darkroom Techniques
HUA238 Alternative Photography: The Manipulated Image
HUA245 Studio Lighting II
HUA280 Commercial Photography Seminar
HUA285 Graphic Narrative
HUC105 Voice and Diction Workshop
HUC195 Theatre Production
HUC240 Production Workshop
HUC241 Production Workshop II
HUD101 Theatrical Dance I
HUD102 Theatrical Dance II
HUM146 Music Audio Recording I
HUM151 Contemporary Vocal Ensemble
HUM155 Voice Class I
HUM156 Voice Class II
HUM170 Guitar I
HUM171 Guitar II
HUM180 Piano I
HUM181 Piano II
HUM182 Piano III
HUM190 Percussion I
HUM191 Percussion II
HUM201 The American Musical Theatre: A Production Workshop
HUN245 The New York Theatre Experience
All courses that begin with HUW

Mathematics, Engineering and Computer Science

All courses that begin with MAC
MAE101 Engineering Lab 1
MAE103 Engineering Lab 2
MAE211 Engineering Mechanics: Statics
MAE213 Electrical Circuits I
MAE219 Thermodynamics I
MAT095 Essential Math I
MAT096 Essential Math II
MAT106 Math of Medical Dosages

Dietetic Technician

All courses except SCD200 Introductory Nutrition

EMT/Paramedic

All courses

Occupational Therapy Assistant

All courses

Physical Therapist Assistant

All courses

Nursing/Practical Nursing

All courses

Veterinary Technology

All courses

Social Science

SCD105 Computers and Society (cross-listed as BTC105)

NEW STUDENT SEMINAR

New Student Seminar is an orientation course required of all entering freshmen and transfer students. Taught by the Counseling faculty, it is designed to help students adjust to college life and demands, improve their study skills, and begin the process of educational and academic planning to achieve their career goals.

URBAN STUDY REQUIREMENT

LaGuardia Community College is proud of its unique urban study graduation requirement. It reflects the college's commitment to the communities it serves and to its students as future leaders of those communities. Urban study courses promote a multi-disciplinary understanding of the urban environment enriched by a hands-on, experiential approach to learning in and through the city.

At least one urban study course must be completed by each degree candidate for graduation. A course taken at an accredited college in New York City that fulfills the criteria for the urban study course and is the equivalent of an existing LaGuardia urban study course may fulfill the urban study requirement. Some urban study courses will be offered each semester. Some urban study courses also fulfill the liberal arts elective requirement. Others fulfill only the unrestricted elective requirement.

Urban study courses:

- ▶ Focus primarily on aspects of urban life that help students understand the dynamics of cities and related controversies.
- ▶ Explore systematically the resources of New York City in order to reinforce and expand upon course concepts. Students will be required to participate in at least two field trips or hands-on, out-of-classroom research projects.
- ▶ Are scheduled in a mode that promotes using the city as a learning laboratory and that permits follow-through of conceptual material taught in the classroom.
- ▶ Are designated as Writing Intensive courses.
- ▶ Are designated as e-Portfolio courses.

The following is a list, by department, of urban study courses (any course with a three-letter designation ending in "N" is an Urban Study course; e.g., "XXN"):

Business and Technology

BTN195 Profile and Prospects of Business in New York City
BTN211 Travel, Tourism and Hospitality Marketing

Education and Language Acquisition

ELN101 Introduction to Bilingualism
ELN120 Foundations of American Education
ELN194 Puerto Rican Community: Minority Group Experience

English

ENN191 Art, Politics and Protest
ENN/SSN193 Ideal Societies
ENN195 Violence in American Art and Culture
ENN198 Creative Writing
ENN240 Literature of the City

Health Sciences:

SCN101 Introduction to Veterinary Technology
SCN194 AIDS in New York City
SCN195 Community Health

Human Services

HSN103 Community Dynamics: Impact on Human Services
HSN110 Perspectives on Homelessness

Humanities

HUN/SSN180 Introduction to Intercultural Communication
HUN191 Photojournalism: An Introduction
HUN192 Art and Society
HUN195 Art in New York
HUN196 Film and New York City
HUN245 The New York Theatre Experience

Social Science

SSN103 Introduction to Labor and Community Organizing
SSN/HUN180 Introduction to Intercultural Communication
SSN182 Urban Anthropology
SSN183 History of Minorities
SSN184 Environmental Psychology
SSN186 Sociology of the Black Community
SSN187 Urban Sociology
SSN189 The Urban Economy
SSN190 Leadership
SSN192 Practical Politics in New York City
SSN/ENN193 Ideal Societies
SSN194 Religion and Social Change
SSN199 Neighborhood History
SSN204 Crime and Justice in Urban Society
SSN210 The Politics of Sexuality
SSN240 History of New York City
SSN280 Urban Black Psychology

Academic Policies

Academic policies are generally monitored through the Registrar's Office in the Enrollment Services Center, C-107. The office serves the students of LaGuardia in a variety of ways. In addition to coordinating and implementing the registration process, the Enrollment Services Center also provides the following services: distribution of the college's academic calendar, monitoring of academic standing, allied health candidacy, certification of student enrollment, transcript requests, tuition refund requests, verification of attendance, change of data (name, address, etc.), maintenance of student records, and readmission and reinstatement applications.

In this section you will find general information regarding semester credits and credit loads, as well as specific information about the grading system and policies, academic standards, attendance policies, graduation, exemption credits and permit students.

Academic Dishonesty

Academic Dishonesty is prohibited in the City University of New York and is punishable by penalties ranging from a grade of "F" on a given test, research paper or assignment, to an "F" in the course, or suspension or expulsion from the College. Academic Dishonesty includes:

CHEATING — the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise. Examples: Copying from a student during an examination, unauthorized collaboration on take home assignments, submitting someone else's work as your own, allowing another student to take an examination for you, or unauthorized use of notes, electronic devices or other materials during an examination.

PLAGIARISM — the act of presenting another person's ideas, research or writings as your own. Examples: Copying another person's actual words without the use of quotation marks and/or footnotes, failure to acknowledge a source when using information that is not common knowledge or failure to acknowledge collaborators on homework or laboratory assignments.

INTERNET PLAGIARISM — plagiarism that includes the submitting of downloaded term papers or parts of term papers as a student's own work, paraphrasing or copying information from the internet without citing the source, as well as other forms of "cutting and pasting."

OBTAINING UNFAIR ADVANTAGE — any activity that intentionally or unintentionally gives a student an unfair academic advantage over other students. Examples: Stealing, circulating or otherwise gaining access to unauthorized examination materials, intentionally obstructing or interfering with another student's work, depriving other students of access to needed class or library materials by stealing, destroying or defacing them, retaining or circulating examination materials that clearly should have been returned at the end of the exam.

FALSIFICATION OF RECORDS AND OFFICIAL DOCUMENTS — Examples: Forging signatures or authorization, falsifying information on academic records, falsifying official documents such as grade reports, drop/add forms, ID cards or other college documents.

MISCONDUCT ON INTERNSHIPS — behavior inappropriate to a professional setting or in violation of the rules established by either the College or the internship site. Noncompliance with local, state and federal laws while on internship is also included.

(Above adapted from The CUNY Policy on Academic Integrity, June 2004)

Academic Review

The academic records of all students are reviewed each semester, and probation and suspension letters are sent to students who do not meet the scholastic requirements at LaGuardia. Not having received a letter, however, does not excuse a student from knowing the policies and adhering to them. All students are responsible for maintaining their academic standing according to the college's retention policy.

Attendance Policy

Attendance in class is a requirement and will be considered in the evaluation of student performance. Instructors are required to keep an official record of student attendance. The maximum number of unexcused absences is limited to 15% of the number of class hours.

Note: Absences are counted from the first day of class even if they are a result of late registration or change of program.

Day and Extended Day Status

After a student's first registration at the college, the student's day/extended day (evening) status cannot be changed.

Extended day classes are scheduled credit classes offered during the evening and/or weekend.

To meet the special needs of adults who have work and family commitments, extended day courses are scheduled in a variety of patterns; these permit a student to take several courses while attending just two or three evenings a week. Some courses can be completed by attending classes only one evening a week or on Saturday or Sunday.

Extended day students may also take daytime courses as their personal needs dictate; similarly, day students may enroll in evening and weekend classes.

All students benefit from the basic college services: counseling and advisement, health services, instructional laboratory facilities, bookstore, cafeteria, recreation facilities, and administrative services, and are governed by the same general college policies and regulations.

Any questions concerning extended day classes can be directed to the Enrollment Services Center, C-107, or call (718) 482-5242.

Writing Intensive Courses

In writing-intensive (WI) courses, writing is used to help students gain a deeper understanding of the material they are studying. The variety of formal and informal writing activities with which students engage serves as a means for students to become better writers as a result of instructional support and guidance. Students in writing-intensive courses are required to write both in and outside of class regularly, and written assignments must count for at least 20% of the final course grade. Class size in WI courses is limited. All Urban Study and Capstone courses are writing intensive.

Academic Credits

CREDIT LOAD

The college does not require that students enroll for a minimum number of credits. A full-time program, however, is considered to be 12.0 or more credits or equated credits (eq. cr.) per semester (a semester includes both Session I and II). Many financial aid awards require students to maintain full-time status. For further information consult with the Enrollment Services Center, C-107.

Full-time criteria:

In order to be considered full-time, students must meet the conditions of one of the following categories:

1. be registered for 12.0 or more credits;
2. be taking a full-time Co-op Internship and additional courses for a total of 12.0 eq. cr.;
3. be taking a part-time Co-op Internship and 10 additional eq. cr.;
4. be a first semester freshman and register for 3.0 credits and 12.0 eq. cr. (at least one of the courses must appear on the special value course list published in the Schedule of Classes); or
5. be registered for 6.0 credits and 12 tuition units (at least one of the courses must appear on the special value course list published in the Schedule of Classes).

Students may achieve their full-time status in Session I or take a combination of courses in Session I and II in order to achieve full-time status. *Students must register for the Session II classes when they register for Session I or the Session II class may not be considered for financial aid.* It is recommended that students attempt to be full-time in Session I.

MAXIMUM EQUATED CREDITS PER SEMESTER

Students may not register for more than 18 eq. cr. per 12-week session, or two courses (not to exceed 9 eq. cr.) per 6-week session. Exceptions may be granted through special permission. In order to receive special permission:

1. During advisement, students must consult with their faculty advisor or counselor to receive his or her recommendation.
2. Students must obtain written permission from the Vice President of Academic Affairs or designee. To obtain approval, students must have completed all basic skills and have a GPA of 3.0.

INDEPENDENT STUDY AND INDIVIDUALIZED COURSE CREDITS

Independent study

The college offers students the opportunity to pursue independent study credit(s). This format is designed for the student who is self-motivated, self-disciplined, and capable of doing advanced work. Before registering for independent study credit(s), students must secure permission from the instructor and chairperson of the appropriate academic department. This permission form is available in the Enrollment Services Center, C-107, and must be returned at registration. The completed permission form must also indicate the number of credits to be earned. The formal learning contract must be developed with the instructor and submitted to the Registrar's Office. In addition:

1. The student must have successfully completed 36 credits;
2. The student must meet the requirements for individual study set by the specific department;
3. The contract may involve in-depth exploration of a special topic not within an existing course or it may involve an in-depth exploration of a specific topic within (but not duplicating) an existing course; and
4. The student may take a maximum of 6 credits of independent study and may not engage in more than 3 credits of independent study per session.

Note: A request for waiver may be made to the Office of Academic Affairs, M-400.

Individualized courses

At the discretion of the department, the college offers students the chance to accomplish the goals of pre-existing courses in a non-traditional mode. The project must be based on and fulfill the instructional and performance objectives of the existing courses. Students interested in pursuing such a project must meet departmental prerequisites for the existing courses and must provide a transcript of work already completed to the instructor. Students must also secure permission from the instructor and the chairperson of the appropriate academic department. The permission form is available in the Enrollment Services Center, C-107, and

must be returned at the time of registration. The formal learning contract must be developed and submitted to the Registrar's Office by the deadline date. The course may be offered if any of the following conditions are met:

1. The student needs the course to graduate in the next semester;
2. The course is required for the student's progress in a sequence;
3. The course has been cancelled by the college; or
4. The course won't be offered in the current session or the next session.

In addition:

1. The student may take a maximum of 6 credits of individualized courses but may not engage in more than 3 credits of individualized course study per session (A request for waiver may be made to the Office for Academic Affairs, M-400);
2. The student must meet departmental requirements of prerequisites for individualized course study;
3. The student and faculty member must have met and formalized a learning contract within stated time requirements; and
4. The course must be among those listed as being offered for individualized course study by the department.

In order to pursue Independent Study or an Individualized Course, students must complete the following steps.

Faculty approval

The student must consult a faculty member who is willing to serve as an instructor. A Request to Register form must be signed by the instructor, student and chairperson.

Registration

The student must submit the signed request form at registration so the course can be put on a roster.

Planning the contract

The student must meet with the instructor at the beginning of the session. The purpose of this planning session is to complete the contract form. For independent study, a detailed description of course requirements must be listed on the contract. For an individualized course, the course outline must be attached and the material to be covered during the session noted. The student and instructor should determine dates for future meetings. A minimum of 7 hours and a maximum of 10 hours must be spent in discussing coursework during pre-determined sessions with the instructor.

Recording the contract

The signed contract must be submitted to the Enrollment Services Center by either the instructor or the chairperson of the department by the end of the third week of classes.

Consequences for failing to make or carry out the plan

Once registered, students are responsible for completing all

requirements as stated in the contract. Failure to meet with the instructor as agreed or to fulfill course requirements will result in a punitive grade.

Transfer Credit

For information on transferring credits previously earned at other accredited colleges or universities or for information on veteran's credit for military service, please refer to pages 7-11.

REGISTRATION

There are two registration periods per academic year: prior to the 12-week Fall session and prior to the 12-week Spring session. Students who wish to take classes during the 6-week sessions should register prior to the 12-week sessions. Some new students and readmitted students may be permitted to register for the 6-week session; however, they will not be eligible for financial aid for the session. Registration is available on the college's website: www.laguardia.edu.

Late Registration

Students will not be permitted to register for a course after the announced late registration deadline published in the Academic Calendar.

DROP / WITHDRAWAL FROM COURSES

There are two mechanisms for students to drop courses: Change of Program (Drop) and Official Withdrawal. During the change of program period students must access the Registration system at www.LaGuardia.edu, click on Register to drop a course or courses. The course will not appear on the student's transcript. You may be responsible for part of the tuition cost.

If you need to withdraw from the college or from a course after change of program has ended; you must go to the college's website, www.LaGuardia.edu, click on Register, then on Withdraw. If you withdraw during the official withdrawal period, you will receive a "W" as a grade and will be responsible for all tuition charges.

The following students may not withdraw online: College Discovery students, students registered for basic skills courses, or high school students. They must file an official withdrawal form, which can be obtained in the Enrollment Services Center, C-107. College Discovery students and students registered for a basic skills course must obtain a counselor's signature in order to withdraw from a class and return the signed form to the Enrollment Services Center by the deadline. High school students taking college courses must obtain a signature from their High School Guidance Counselor in order to withdraw from a course and return the signed form to the Enrollment Services Center by the deadline. **WITHDRAWAL FORMS WILL NOT BE ACCEPTED AFTER THE OFFICIAL WITHDRAWAL DEADLINE.**

If you do not use the above procedures to withdraw officially from a course in which you have been excessively absent, you will be assigned a failing grade of "WU" by the course instructor.

WITHDRAWAL FROM COOPERATIVE EDUCATION

Termination or withdrawal from a Cooperative Education internship is subject to the approval of the student's Co-op Faculty Advisor. It is recognized that termination of an internship may be due to a variety of justifiable reasons. Therefore, each case will be handled individually by the Co-op Faculty Advisor, subject to normal grading procedures of review and appeal of Cooperative Education grades.

MEDICAL LEAVE OF ABSENCE

Students may be permitted to take a Medical Leave of Absence if they can provide a physician's statement that includes the diagnosis, prognosis and the disability period. Students are requested to file for a Medical Leave at the Health Center immediately following the onset of the disability and no later than six months following the semester for which the medical leave is requested to avoid academic liability and academic jeopardy. The documents are then reviewed by Health Center staff for approval.

Federal regulations

Federal regulations stipulate that the Medical Leave of Absence is not to exceed 180 days within a 12-month period. In the event that the leave exceeds this time period, it is considered a withdrawal and the return of all Title IV (Pell) funds apply.

Bursar

If your Medical Leave of Absence is effective after the first day of classes but within the tuition refund period, you will be charged a tuition liability. The term tuition liability refers to the percentage of tuition and fees a student owes based on original tuition charges. Please note: If you are entitled to a refund, the amount received is based on attendance verification. If the effective date on the Medical Leave of Absence is after the last day of the refund period, and/or if the attendance verification record indicates that you attended classes after the last day of the refund period, you are liable for all tuition and fees and NO REFUND IS DUE.

Please keep in mind how a Medical Leave of Absence affects your Financial Aid if you have paid for your registration with Pell and/or TAP. Please refer to the Schedule of Classes for liability dates.

Conditions regarding academic liability

Once a Medical Leave of Absence form is fully approved, you will receive a grade of "W" for all of your courses, regardless of the effective date of the Medical Leave.

E PERMITS

If a LaGuardia Community College course is either not being offered or closed, students may take courses on permit at other colleges throughout CUNY. Students may apply for an ePermit by using the CUNY Portal. If you do not already have a CUNY Portal Account see CUNY Portal Instructions below.

To be eligible to take a course on permit at another CUNY college:

- ▶ Students must have a 2.0 (or higher) cumulative grade point average.
- ▶ Students must currently be enrolled and in attendance at LaGuardia Community College.
- ▶ The course must transfer back towards your LaGuardia degree.
- ▶ Students may take one or two courses only on permit per semester.
- ▶ Students may only take the course for which they have received permission.
- ▶ Approval of permit requests remains in the hands of the Department Chairpersons. If a request is denied, the student is notified electronically of the reason for the denial.
- ▶ Be sure to arrange for an official transcript to be sent from the "host" college to:
 - The Office of the Registrar, room C-107
 - LaGuardia Community College
 - ATTN: Permits.
- ▶ All credits and grades for courses taken at the host institution on permit will be transferred to student's record and included in cumulative grade point average.
- ▶ Non-Degree Students are not eligible to take a course on permit.

To apply for an ePermit follow these 5 simple steps:

1. Go to the CUNY homepage (www.cuny.edu)
2. Log On to your CUNY Portal account
3. After logging in , scroll down to "My Page," and click on the "ePermit" link
4. The ePermit page will open, Re-enter your 'Username' and 'Password'
5. Detailed instructions are displayed on how to use ePermit. Click on 'Create New Permit.' Located on the left menu.

CUNY Portal Instructions (www.cuny.edu):

To apply for a CUNY Portal account, follow these 6 simple steps:

1. Click on the 'Log-in' link in the lower left hand corner on the CUNY Portal home page.
2. Click on the 'Register Now!' link.
3. Select the option that best describes your current affiliation with the University.
4. On the User Validation page you must enter your Last Name, Social Security Number and Date of Birth. Click 'Next' to confirm your entry.
5. Click 'Confirm' to verify the information you entered on the previous page.
6. Select and confirm you password and email address. Then click the 'Save' button. Make sure you write down your user name and password and store them in a safe place. You will need them each time you visit the Portal!

READMISSION TO THE COLLEGE

All students who have not registered for classes for two or more semesters must apply for readmission. This includes those students who have been on a Medical Leave of Absence.

Readmission forms are available in the Enrollment Services Center, C-107, and must be completed and returned by a deadline (approximately one week prior to the semester in which they would like to return.) Call the Student Information Center, (718) 482-5935, for exact deadlines. There is a non-refundable \$10 readmission processing fee payable to the Bursar.

Students returning to the college within one year (two semesters) generally will be readmitted to the college under the same curriculum (major) requirements which were in effect at the time the student was admitted to the college. However, students returning after one year will be readmitted under the curriculum requirements in effect at the time of their readmission. In exceptional cases, where the new requirements create an unnecessary hardship (such as graduating with an excess of 72 credits), students will be eligible to petition the requirements and seek possible exception to this policy to the Academic Standing Committee. The decision of the committee is final.

Note: Readmission may be considered for the 6-week sessions; however, the student is not able to use financial aid for that session.

REINSTATEMENT

Students on academic suspension may apply in writing for reinstatement during their period of suspension. Applications must be obtained at the Enrollment Services Center, C-107, and returned before the deadline date, prior to the semester for which the student is applying for reinstatement. Students should call the Student Information Center for the reinstatement deadline. There is a \$10 non-refundable reinstatement processing fee (even if the application is rejected) payable to the Bursar. If reinstated, students are expected to show substantial improvement in academic performance. Normally this will require maintaining a semester GPA of 3.00. Students who are reinstated and do not obtain a 3.00 GPA in the semester in which they are reinstated or do not improve their GPA to within retention policy standards are once more suspended. Students suspended twice are not allowed to register at the college again. Exceptions may be granted, only under unusual circumstances, by the Academic Standing Committee or its chairperson. The decision of the committee is final.

Note: Reinstatements are not considered for the 6-week sessions.

ACADEMIC FORGIVENESS POLICY

Students who have been dismissed from, or have not been in attendance at, the College for a period of at least five years and whose academic record would prevent them from being reinstated under regular College policy/guidelines are able to be reinstated under the Academic Forgiveness Policy. For students reinstated under this policy, past grades of F, FIN, or WU will remain on their transcripts but will not be calculated in their grade point averages. This policy allows students who would otherwise not be able to return to LaGuardia a second chance to complete their studies.

Your eligibility for Financial Aid is determined by Student Financial Services in accordance with Federal and State Financial Aid regulations. The Academic Forgiveness Policy does not override financial aid regulations. Please speak to a Financial Aid Specialist regarding your eligibility for aid.

Note: Admission or readmission into the “Clinical Phase” of Allied Health Programs is not guaranteed under the Academic Forgiveness Policy, regardless of the student’s prior status in that program. Students must contact individual program offices for specific readmission policies.

Grading

GRADING SYSTEM

College-wide grading policy statement

At LaGuardia Community College, all students are encouraged to achieve their highest potential by acquiring knowledge and developing skills that lead to success both in the classroom and in the modern workplace. Academic progress is measured by the students’ mastery of the course as demonstrated by their ability to write clearly and accurately, discuss, compute, analyze, and draw logical conclusions among concepts. All students are expected to abide by the college attendance policy, complete all assignments and examinations thoroughly and on time, and participate thoughtfully and constructively in class discussions. Further information on grading is contained in the college-wide attendance policy, plus and minus grading policy, departmental grading policies, and course syllabi.

The following grading symbols are included in the calculation of Grade Point Average (GPA):

A-, A	=	90-100
B-, B, B+	=	80-89
C-, C, C+	=	70-79
D-, D, D+	=	Lowest passing grade (see D grade policy below)
F	=	Failure (see F grade policy below)
FIN	=	Failure from incomplete (see note below)
WN	=	Unofficial Withdrawal (see note below)
WU	=	Unofficial Withdrawal (see note below)

The following symbols are also used on the official transcript:

CR Exemption credit (credit earned). Students with demonstrated competence in specific areas may be granted credit for courses related to these areas.

E Excellent (used prior to Fall 1975 with GPA value of 4.00)

F The Failure grade is used when an instructor evaluates a student's work as not having met the standards for the course. Ordinarily the student is expected to retake the course. A student who has received an **F** twice for the same course must consult with and receive permission from the department chairperson or designee before attempting the course again.

FIN An **INC** (Incomplete) grade which has been converted to a failing grade will appear as a **FIN** grade.

G Good (used prior to Fall 1975, with GPA value of 3.00)

IN The Incomplete grade may be awarded to students who have not completed all of the required course work but for whom there is a reasonable expectation of satisfactory completion. A student who is otherwise in good standing in a course — defined as complying with the college attendance policy and maintaining a passing average — but who has not completed at most two major assignments or examinations by the end of the course may request an Incomplete grade. To be eligible, such a student must provide, before the instructor submits grades for the course, a documented reason, satisfactory to the instructor, for not having completed the assignment on time. Instructors giving **IN** grades must inform students in writing of the conditions under which they may receive passing grades. Departments may designate certain courses in which no Incomplete grades may be awarded.

In addition, for clinical affiliation courses or internship courses in the departments of Cooperative Education and Natural and Applied Sciences, an Incomplete grade may be given by an instructor when a supervisor's evaluation has not been received in time for grading or when a student has been given permission by the instructor to complete the internship or clinical affiliation course beyond the end of the academic term in which the student is registered.

An **IN** grade may be changed to a passing or failing grade by the instructor during the semester after which the **IN** was incurred. If a change of grade form is not submitted by the end of the following semester, the **IN** grade automatically converts to a **FIN**. **WHILE THE IN GRADE IS IN FORCE, THE STUDENT MAY NOT RE-REGISTER FOR THE SAME COURSE.**

NC No credit. Currently used only for high school students enrolled in college-level courses (used for all students prior to March 1977; calculated as an F in the GPA if earned between September 1976 and March 1977; not calculated for any other period).

P Passing (used prior to Fall 1975; not calculated in GPA).

R The Repeat grade is awarded only in Basic Skills courses. In general, the student has satisfactorily completed all assignments and has demonstrated satisfactory progress toward the goal of

the course but has not reached the level required to pass the course. To earn a grade of **R**, students who do not pass the course must:

1. Comply with the college's attendance policy. Students who have stopped attending on or before the official withdrawal date must receive a grade of **W**;
2. Complete all assigned work; and
3. Make substantial progress in appropriate skills improvement.

S Satisfactory. This grade is used only in courses that carry no credit, such as New Student Seminar; Co-op Prep; and Nursing, OTA, PTA, and VTA candidacies.

TCR The Transfer Credit grade is given to students who have transferred into LaGuardia with credits earned at other accredited colleges and universities. Based on guidelines established by the academic department, transfer credits are evaluated by the Transfer Credit Office, M-147, prior to or during the first semester of attendance at LaGuardia. Students may receive a maximum of 10 transfer credits toward a certificate and 30 transfer credits toward a degree.

U Unsatisfactory. This grade is used only in courses that carry no credit, such as New Student Seminar, Co-op Prep; and Nursing, OTA, PTA, and VTA candidacies.

W Official Withdrawal. This grade is given when a student officially withdraws from a course after the change of program period, but prior to the official withdrawal deadline.

WA Administrative Withdrawal. For example, this grade is used for students who have not been cleared for immunization.

WN is assigned to a student who has never attended a class or for whom there is no documented evidence of the student's participation in a course prior to the official withdrawal date. The **WN** grade has a numerical value of 0.0.

WU is assigned to a student who has attended at least one class or for whom there is documented evidence of the student's participation in a course prior to the official withdrawal date. If the student stopped attending after the official withdrawal date, a grade of **F** is given. The **WU** grade has a numerical value of 0.0.

Y Indicates completion of the first quarter of a two-quarter course (used prior to Fall 1980).

Z This "temporary" grade indicates that a student's official grade was not received by the Registrar in time to be recorded on the official transcript. The actual grade usually appears on the next issued transcript.

@ Waiver of requirement (without credit). A student may obtain a waiver for a course when the appropriate department chairperson or designee determines that such a waiver is warranted.

Students may not register for credit courses that they have successfully completed with a grade of **A, B, C, (+) CR, E, G, INC, P, S, TCR** or **@**.

Repeat grade policy

Students who receive a grade of **C-**, **D+**, **D**, or **D-** grade may wish to repeat a course in an attempt to upgrade the skill level achieved and to facilitate the transfer of credits to a senior college. Each department has its own guidelines and procedures for students who wish to repeat a **D** or **C-** grade, and not every department allows repetition of coursework. Special permission must be obtained from the appropriate academic department prior to repeating the course. In addition to securing departmental approval, the following general conditions must be met:

1. Students may repeat the same course only once;
2. Both grades will appear on the students' transcripts and will be included in the calculation of the GPA (even if students failed the course the second time);
3. When a course is repeated, the credit for that course is not counted toward the degree a second time; and
4. Generally students may repeat only three different courses in which a **D** or **C-** grade was earned. Requests to repeat more than three **D** or **C-** grade courses may be directed to the chairperson of the Academic Standing Committee. The decision of the committee is final.

Note: For the purposes of TAP, courses repeated through the **D** and **C-** Grade Policy will not be counted when determining the student's full-time or part-time financial aid eligibility.

F grade policy

At LaGuardia and other CUNY schools, any student who earns an academic grade of **F**, or an administrative failing grade (**WN**, **WU** or **FIN**), and subsequently retakes the course and receives a grade of **C** or better, will no longer have that **F**, **WN**, **WU**, or **FIN** grade computed into the Grade Point Average subject to the following provisions:

1. This policy was effective as of Fall 1990;
2. The failing grade must have been earned after September 1, 1984;
3. The maximum number of failing credits that can be deleted from the GPA shall be limited to a total of 16 throughout CUNY;
4. The **F**, **WN**, **WU**, or **FIN** grade will remain on the transcript, but will not be calculated in the GPA;
5. For the student who earns a grade of **C** or better in a course taken at LaGuardia, the original failing grade must have also been earned at LaGuardia; and
6. Partial deletions in the calculation of the cumulative GPA are prohibited.

R grade policy

After Spring 1990, students who register for a course in which they have previously received two or more **R** grades are not eligible to receive an additional **R**. Students who do not pass the course in their third or subsequent attempt must be given a grade

of **F**. However, the instructor can submit an appeal on behalf of the student to the department chair.

Policy on early advisement to improve student performance

College policy requires that faculty will:

1. provide students with clear-cut course objectives and requirements and evaluation criteria (criteria for grading);
2. administer some form of evaluation (e.g., quiz, exam, written assignment) by the end of the fourth week of a 12-week session or by the end of the second week of a 6-week session; the evaluation is to be returned and discussed with students; and
3. initiate early contact with students performing poorly; assist students by offering advice and by referring students to labs or to the Counseling Department, C-239.

GRADE POINT AVERAGE (GPA)

The GPA is a numerical computation of a student's academic record and is used to determine graduation eligibility, graduation honors, inclusion on the Dean's List, probation, and suspension. The GPA is also used to determine continued eligibility for some financial aid programs. The GPA is calculated per semester by using the following criteria:

How to Compute Your Grade Point Average

Grade Earned	Numerical Value
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	0.70
F, WN, WU, FIN	0.00 (do not calculate these grades into GPA if you took the course again and passed with a C grade or higher) up to a maximum of 16 credits.

INC, W, Z, U, S, R grades are not calculated into the GPA.

To calculate your GPA, list all the courses you have taken at LaGuardia and write the grade you earned. Using the chart above, write the numerical value for each grade. Next write the number of credits each course is worth. Using a calculator, multiply the value and credits and write the answer in the quality points column. Take the total number of credits and divide them into the total number of quality points to reach your correct GPA.

Sample Calculation

LIST ALL COURSES	GRADE EARNED	NUMERICAL VALUE	X	CREDITS POINTS	=	QUALITY
ENG 101	A-	3.70	x	3	=	11.1
MAT 200	C	2.00	x	4	=	8.0
SSS 100	B-	2.70	x	3	=	8.1
HUC 101	D+	1.30	x	3	=	3.9
				13		31.1

Divide 31.1 by 13 for the answer of 2.39. This student's GPA is a 2.39 and a total of 13 credits.

GRADE APPEALS

Appealing individual course grades

In order to appeal a final course grade, the student must first discuss the grade with the instructor. If, after discussion with the instructor, the student wishes to appeal further, or if the student is unable to meet with the instructor, the student may then arrange to meet with the department chairperson. If, after meeting with the chairperson, the student still wishes to appeal the grade, the student must consult with a counselor about appealing the case in writing to the Academic Standing Committee. The appeal must be filed within six months following the session in which the course was taken. The decision of the Academic Standing Committee is final.

Appealing to receive grades of W (Official Withdrawal)

A student who can document that extenuating life circumstances adversely affected his or her grades during a specific term must consult with a counselor about filing an appeal directly with the Academic Standing Committee asking that these grades be changed to **W**. The appeal form, along with appropriate documentation, must be submitted by the end of the student's next semester at LaGuardia.

Note: Grades of **W**, **WN**, and **WU** cannot be altered by instructors or chairpersons. They can only be changed by appealing to the Academic Standing Committee. Grades of **A**, **B**, **C**, **D**, **F**, **FIN**, **INC**, **R**, **Z**, or **@** may be changed by instructors with permission from the department chairperson. The Registrar will review all cases of changes where more than one grade level is involved, e.g. **C to A**, **D to B**, **F to C**.

DEAN'S LIST

The Dean's List is established every semester to honor those degree or certificate students who have achieved academic excellence. To be eligible for inclusion on the Dean's List in a given semester, a student must have:

1. earned 9.0 credits or more;
2. achieved a grade point average (GPA) of 3.50 for the semester;
3. not received grades of **F**, **FIN**, **D+**, **D**, **D-**, **INC**, **R**, **WN**, **WU**, or **Z**; and
4. maintained a cumulative GPA of 2.00.

ACADEMIC STANDING & RETENTION POLICY

All students must achieve a minimum cumulative Grade Point Average (GPA) to remain in good academic standing.

Credits Attempted	Minimum Cumulative GPA for Good Academic Standing
0.0-12.0	1.50
12.5-24.0	1.75
24.5-or more	2.00

Probation

Students who do not meet the minimum grade point average (GPA) are placed on academic probation for the following semester. They are given one semester to achieve the minimum grade point average required as per the college's retention policy. If during this probationary period, students make satisfactory academic progress, they will be returned to good academic standing with the college and may be eligible for financial aid. If the minimum GPA is not achieved, students may be suspended from the college. However, in order to allow students to file appeals (due to constraints associated with the calendar), there is a one semester delay applying suspensions.

Probation workshops

Counselors from College Discovery and the Counseling Department offer workshops and specialized counseling sessions to students on academic probation. They help students understand the college's retention policy and develop strategies for academic success.

Suspension

Students who have been suspended are not eligible to register for courses at the college for one semester. They may appeal the suspension in writing to the chairperson of the Academic Standing Committee. Appeal forms are available in the Counseling Office (C-239) or in the Enrollment Services Center (C-107). If the appeal is approved, students will be expected to show substantial improvement in academic performance. Normally this will require earning a semester GPA of 3.00. The College reserves the right to limit the number of equated credits a student may carry

during a probationary semester. Exceptions may be granted, only under unusual circumstances, by the Academic Standing Committee or its chairperson. The decision of the committee is final.

Graduation

At LaGuardia, a 2.00 GPA (C average) is required for graduation, as well as passing the required basic skills tests and the City University Proficiency Exam (CPE). A graduate whose cumulative GPA is between 3.50 and 3.89 shall be graduated with honors. The term “with honors” will be inscribed on the student’s diploma and noted on the commencement program. A graduate whose cumulative GPA is 3.90 or better shall be graduated with high honors. The term “with high honors” will be inscribed on the student’s diploma and noted on the commencement program. Students can review their progress towards graduation anytime at www.laguardia.edu/DegreeWorks. All students must register for “Intent to Graduate” in order to have their records reviewed. This should be done when they register for their final 12-week session (SIMS Code 6999). Students wishing to appeal graduation requirements may submit a written appeal to the Academic Standing Committee. The decision of the committee is final. Upon graduation a student’s record is frozen. No changes can be made to the record.

Note: If the Registrar’s Office determines that you have met the requirements for graduation, you may not continue taking courses at LaGuardia unless you have filed a second degree, certificate or a non-degree application.

GRADUATION RATES

Graduation rates at LaGuardia compare favorably with those for other CUNY community colleges. While most students require more than two years to complete an Associate's degree, studies have shown that approximately 20% of entering students achieve their degree in five years or less. An important factor to consider in addition to the graduation rates is the number of students who attend part-time and therefore require additional time to complete their studies.

LaGuardia graduates average about seven and a half semesters, or just under four years, to obtain their degrees. However, for about two semesters of that time, students are not actively taking classes. For the past five graduating classes, the average number of semesters spent earning credits was 6.4, or just over three years. The rate of graduates who transfer to four-year colleges within one year of graduation is 41 percent. Most LaGuardia graduates who continue their education remain within The City University of New York system (83 percent). Queens, Baruch, Hunter, and City Tech colleges are the most popular choice so far, with over two-thirds of all transfers selecting those sister institutions.

COLLEGE PREPARATORY INITIATIVE (CPI)

CPI is indefinitely suspended effective 9/1/2006.

RESIDENCY REQUIREMENT

Students must successfully complete a minimum of 30 credits at the college before being awarded a degree.

Note: Up to 10 exemption credits, as well as courses taken “on permit,” may be used to fulfill this requirement.

PURSUIT OF ADDITIONAL STUDY AFTER GRADUATION

Second credential students

Students who have earned a certificate and then wish to pursue a degree, and students who graduate with a degree and wish to pursue a certificate, must apply for a “Second Degree.” This is available in the Admissions Office and must be filed by the deadline. Courses completed for the first credential may also be used to meet the requirements of the second credential. Students must re-register for “Intent to Graduate” in the semester in which they anticipate completing the second credential.

Second degree students

Students who have graduated from LaGuardia Community College and who are interested in pursuing a second degree at LaGuardia should contact the admissions Office, M-147. Second degree students must complete LaGuardia’s residency requirements of 30 credits toward the new degree and may transfer up to 30 credits toward a degree. All second degree students will be held accountable for the Cooperative Education requirements.



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