

Appendices and Index

College and University Policies

Affirmative Action Policy

LaGuardia Community College is committed to the principles and spirit of affirmative action and equal opportunity.

It is the policy of LaGuardia Community College to recruit, employ, train and promote employees on the basis of equal opportunity without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, Acquired Immune Deficiency Syndrome, or status as a disabled or Vietnam Era veteran, marital status, gender identity, citizen status or as a victim of domestic violence.

LaGuardia Community College recognizes its obligation to provide students with equal consideration when seeking admission, financial aid, and access to student services, and academic and athletic programs.

The College believes in a policy of nondiscrimination, and as an educational institution maintains an ongoing program to assure compliance with federal legislation and University guidelines. The Affirmative Action Program encourages positive practices and ensures equitable disciplinary procedures for any member of the college community who engages in harassment on the basis of race, sex, sexual orientation or disability, or any individual who reports such an incident.

It is the policy of LaGuardia Community College to operate and comply with the requirements of the Equal Pay Act of 1963, the Civil Rights Act of 1964, Title VI, Title VII, the Educational Amendment Act of 1972 (Title IX), Executive Order 11246 as amended by Executive Order 11375, the Rehabilitation Act of 1973 (503 and 504), Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Age Discrimination Act of 1974, the Immigration Reform and Control Act of 1987, the Civil Rights Restoration Act of 1987, and the American Disabilities Act of 1990.

The “protected classes” as delineated in the Federal Executive Order [Black, Hispanic (including Puerto-Rican), Asian/Pacific Islander, American Indian/Alaskan Native and Women] were expanded on December 9, 1976, by the Chancellor of the City University of New York to include Italian-Americans. The University and the College have and will continue to exercise affirmative action for the “protected classes” including Italian-Americans.

The President, as Chief Executive Officer, has overall responsibility for the Affirmative Action Program. The President has designated the responsibility for the Affirmative Action Program to April Tucker, Director, Affirmative Action, Compliance & Diversity Office, Room E-512, (718) 482-5057.

Policy Against Sexual Harassment

LaGuardia Community College is committed to the principles and spirit of compliance with the Equal Employment Opportunities

Commission laws which govern sexual harassment. Sexual harassment is illegal under Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments Act of 1972. Sexual harassment occurs when “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature” are made a condition of employment or student status, are used in decisions affecting an employee or student, affect an employee's work performance or student's academic performance or create an overall intimidating, hostile or offensive working environment or student environment.

LaGuardia Community College is committed to maintaining and fostering a fair, humane and supportive environment for all of its students, faculty and staff. The college does not condone and will not tolerate sexual harassment.

The College adheres to the official policy of the Board of Trustees of the City University of New York, which explicitly prohibits sexual harassment throughout the University community. The policy is as follows:

It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity without regard to age, sex, sexual orientation, alienage or citizenship, religion, race, color,

national or ethnic origin, disability, and veteran or marital status, gender identity, citizen status or victim of domestic violence. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University.

The University, through its colleges, will disseminate this policy and take other steps to educate the University community about sexual harassment. The University will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations.

Complaints of sexual harassment by students and employees should be directed to the Sexual Harassment Awareness & Intake Committee Coordinator, Deputy Coordinators, or to any member of the Sexual Harassment Awareness & Intake Committee available to students and employees. Additionally, the Sexual Harassment Awareness & Intake Committee holds the responsibility for educating the college community about sexual harassment through printed materials, workshops, training sessions, and the like. All inquiries, complaints and concerns will be kept confidential.

The Affirmative Action Officer has overall responsibility for ensuring compliance with Sexual Harassment rules and regulations. Information, complaints, and concerns should be directed to the Coordinator of the Sexual Harassment Awareness & Intake Committee, April Tucker, Room E-512, (718) 482-5057, or to the Deputy Coordinators, Vanessa Bing, Room E-235Q, (718) 482-5787 and Jhony Nelson, Room M-102, (718) 482-5260 or to any other member of the Sexual Harassment Awareness & Intake Committee. The names of these members may be found on the departmental and general public bulletin boards.

Statement of Nondiscrimination

LaGuardia Community College/CUNY is an Equal Opportunity and Affirmative Action Institution. The college does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orien-

tation, transgender, marital status, disability, genetic predisposition or carrier status, alienage or citizenship, military or veteran status, or status as victim of domestic violence in its student admission, employment, access to programs, and administration of educational policies.

Ms. April Tucker is the college Director of Affirmative Action, Compliance & Diversity, and the Coordinator for Title IX, which prohibits sex discrimination in federally assisted education programs, and the Coordinator for the Age Discrimination Act, which prohibits age discrimination in federally assisted education programs. Her office is located in E-512, Room C and her telephone number is (718) 482-5057.

Mr. Mathew S. Joffe is the college Coordinator for the Americans with Disabilities Act and Section 504, which prohibits discrimination on the basis of disability. His office is located in M-102, and his telephone number is (718) 482-5278.

Declaration of Pluralism

We are a diverse community at LaGuardia Community College. We strive to become a pluralistic community.

We respect diversity as reflected in such areas as race, culture, ethnicity, gender, religion, age, sexual orientation, disability and social class.

As a pluralistic community we will:

- ▶ Celebrate: individual and group diversity.
- ▶ Honor: the rights of people to speak and be heard on behalf of pluralism.
- ▶ Promote: intergroup cooperation, understanding and communication.
- ▶ Acknowledge: each others' contributions to the community.
- ▶ Share: beliefs, customs and experiences which enlighten us about members of our community.
- ▶ Affirm: each others' dignity.
- ▶ Seek: further ways to learn about and appreciate one another.
- ▶ Confront: the expression of de-humanizing stereotypes, incidents where individuals or groups are excluded because of difference, the intolerance of diversity and the forces of racism, sexism, heterosexism, homophobia, disability discrimination, ageism, classism and ethnocentrism that fragment the community into antagonistic individuals and groups.

We believe by carrying out these actions, we, as students, faculty and staff can achieve social change and the development of a society in which each individual can achieve her or his maximum potential.

Family Educational Rights and Privacy Act of 1974 as Amended; Annual Notice to Students.

Notification under FERPA of Student Rights Concerning Education Records and Directory Information

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. See Section "6" below to prevent the disclosure of directory information. The FERPA rights of students are:

(1) The right to inspect and review your education records.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may appeal to the college's FERPA appeals officer. Additional information regarding the appeal procedures will be provided to you if a request is denied.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

You may ask the college to amend a record that you believe is inaccurate or misleading. You should write to the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by you, the college will notify you of the decision and advise you of your right to a hearing before the college's FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of your right to a hearing.

(3) The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to college

officials with legitimate educational interests. A college official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks.

A college official has a legitimate educational interest if access is reasonably necessary in order to perform his/her instructional, research, administrative or other duties and responsibilities.

Upon request, the college discloses education records without consent to officials of another college or school in which a student seeks or intends to enroll.

(4) You may appeal the alleged denial of FERPA rights to the:

General Counsel and Vice Chancellor
for Legal Affairs
The City University of New York
535 East 80th Street
New York, NY 10021.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605.

(6) The college will make the following *directory information* concerning current and former students available to those parties having a legitimate interest in the information: name, attendance dates (periods of enrollment), address, telephone number, date and place of birth, photograph, e-mail address, full or part-time status, enrollment status (undergraduate, graduate, etc.), level of education (credits) completed, major field of study, degree enrolled for, participation in officially recognized activities and sports, height and weight of athletic team members, previous school attended, and degrees, honors and awards received. By filing a form with the Registrar's Office, you may request that any or all of this directory information not be released without your prior written consent. This form is available in the Registrar's Office and may be filed, withdrawn, or modified at any time.

Nursing Program Proof of Residency Requirement

The New York State Education Department Division of Professional Licensing requires students who apply for a New York State professional license or certification to show proof of residency in New York State. Beginning the fall 2009 semester all students applying for candidacy in the LaGuardia Community College Nursing programs must provide documentation in one of the following categories, in addition to meeting the programs course candidacy requirements:

- ▶ U. S. Citizenship
- ▶ Permanent Residency
- ▶ International Student with F1 Status
- ▶ Deferred Action Status by the U. S. Government Granted Asylum, Refugee Status, Temporary Protected Status, Withholding of Removal.

Students who are interested in pursuing a health career and are unable to provide documentation in one of the categories listed above are urged to contact the Office of International Student Services located in Room M166 or call 718-482-5143 to schedule an appointment. In addition, the City University of New York provides free counseling and assistance to all CUNY students through the CUNY Citizenship and Immigration Project. Further information can be located at the following CUNY website: <http://web.cuny.edu/about/citizenship.html>.

Notice to Nursing Students on Criminal Background Checks

Current laws generally permit a state licensing board or agency to deny a license to practice nursing if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background check be conducted prior to granting a license to practice nursing.

The Department of Nursing at LaGuardia Community College does not require a criminal background check for admittance, but the Department's educational requirements include placement at one or more hospitals or other off-campus clinical training sites, and these sites frequently require a student to undergo a criminal background check before the student can be placed for clinical training. If, based upon the results of a criminal background check, the site determines that a student's participation in its clinical training program would not be in the best interest of the site, the site may deny that

student admission to the training program. Even if the student has already begun the placement when the results are received, the site may elect to dismiss the student, regardless of the student's performance while in the training program.

Each clinical training site that requires a criminal background check sets its own standards and procedures, and you may be asked by the site to pay the cost of the background check. You may also have to complete more than one criminal background check during the course of the Nursing program at LaGuardia Community College, depending on the number of sites where you are placed and the requirements of each site.

Please note that if a clinical training site determines that you may not take part in its training program based on the results of a criminal background check, you may be unable to complete your course requirements and to continue in the Nursing program. It is important for you to consider this before you enroll in the Nursing program. LaGuardia Community College has no obligation to refund your tuition or fees or to otherwise accommodate you in the event you are ineligible to complete your course requirements based on the results of a criminal background check, or if you are denied a license to practice nursing.

Student Rights and Responsibilities

Student rules of conduct and disciplinary procedures are printed in the Student Handbook, which is distributed by the Office of Student Life, Division of EM&SD, Room M-115, and on LaGuardia's website: (www.laguardia.edu). Rules for the Maintenance of Public Order (Pursuant to Article 129-A of the Education Law Henderson Rules).

The tradition of the University as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedom: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among teachers and students, only when members of the University community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the University campus extend to all who share

these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the University has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Higher Education.

With respect to enforcement of these rules we note that the Bylaws of the Board of Higher Education provide that:

THE PRESIDENT. The president, with respect to his education unit, shall:

- a. have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his jurisdiction;
- b. be the advisor and executive agent of the Board of his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions, and policies of the Board, the lawful resolutions of the several faculties;
- c. exercise general superintendence over the concerns, offices, employees, and students of his educational unit.

The college reserves the right to deny admission to any student if in its judgement, the presence of that student on campus poses an undue risk to the safety or security of the college or the college community. That judgement will be based on an individualized determination taking into account any information the college has about a student's criminal record and the particular circumstances of the college, including the presence of a child care center, a public school or public school students on the campus.

I. Rules

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.
3. Unauthorized occupancy of University/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of University/college equipment and/or supplies.
4. Theft from, or damage to University/college premises or property, or theft of or damage to property of any person on University/college premises is prohibited.
5. Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise, from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.
6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of the rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
7. Disorderly or indecent conduct on University/college-owned or controlled property is prohibited.
8. No individual shall have in his possession a rifle, shotgun, or firearm or knowingly have in his possession any other danger-

ous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of the University/college.

9. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees on University/college premises, or as part of any University/college activities is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.
11. The unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

II. Penalties

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-11 including the LaGuardia ID Policy, shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.
2. Any tenured or non-tenured faculty member, or tenured or non-tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of the Board of Higher Education, or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities, and, for engaging in any

manner in conduct prohibited under substantive Rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. In addition, in the case of a tenured faculty member, or tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-11, he or she shall be entitled to be treated in accordance with applicable provisions of the Education Law or Civil Service Law, or the applicable collective bargaining agreement, or the Bylaws or written policies of The City University of New York.

3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to ejection, and/or arrest by the civil authorities.
- 4 Any organization which authorized the conduct prohibited under substantive Rules 1-11 shall have its permission to operate on campus rescinded.

Penalties 1-4 shall be in addition to any other penalty provided by law or The City University Trustees.

I.D. Policy

All members of the college community are required to wear valid college IDs on campus. Individuals who do not have an ID can obtain one at the ID office in C-101. Visitors will be issued temporary IDs at the security desk at each entrance to the college.

Appendix

SANCTIONS DEFINED:

A. Admonition

An oral statement to the offender that he has violated University rules.

B. Warning

Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may cause far more severe disciplinary action.

C. Censure

Written reprimand for violation of specified rule, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.

D. Disciplinary Probation

Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.

E. Restitution

Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

F. Suspension

Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

G. Expulsion

Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.

H. Complaint to Civil Authorities

I. Ejection and/or Arrest

Hours of Operation

Except during holidays when the College's buildings are closed, the College's Hours of Operation are:

Monday – Friday: 7 am to 11 pm

Saturday – Sunday: 7 am to 7 pm

Access to the College's facilities at other times is prohibited, unless permission for each occurrence is granted as follows.

1. *Events* - Approval to hold events such as concerts, dances, athletic events and meetings must be obtained through the Events Office. Scheduling of events requires completion of a form describing the event, location and authorized hours, and requires sign-off by offices that provide services for the event. If the hours extend beyond the College's normal hours of operation, the attendees will be required to leave the College's premises at the end of the event.

2. *Students* - Approval must be obtained from the Vice President of Enrollment Management and Student Development, or designee, and received by the Director of Security 24 hours beforehand.

3. *Faculty* - Approval must be obtained from the faculty member's Chairperson and Divisional Vice President and received by the Director of Security 24 hours beforehand.

4. *Staff* - Approval must be obtained from the employee's immediate supervisor and Divisional Vice President and received by the Director of Security 24 hours beforehand.

Sign In & Sign Out Policy

Whenever early arrival time or extended time is granted to an individual, the individual(s) entering or leaving a campus building will be required to enter their name (print and signature), the time of day, telephone extension and room number on the form provided at the Security Desk in the building's Main lobby. The information contained in the "Sign-in" sheet is especially important to provide Security personnel with the knowledge of how to contact each person in the event of an emergency situation occurring on campus.



Glossary of Terms

A

@: a symbol on a student's transcript which indicates waiver of a requirement (without credit).

AA: Associate in Arts: the degree awarded in the following programs: Childhood Education, Education Associate: The Bilingual Child, Human Services: Child Development, Gerontology and Mental Health, and Liberal Arts: Social Sciences and Humanities, Secondary Education, Writing & Literature.

AAS: Associate in Applied Science: the degree awarded in the following programs: Accounting, Administrative Assistant, Business Management, Commercial Foodservice Management, Commercial Photography, Computer Operations, Computer Technology, Emergency Medical Technician/Paramedic, Microcomputer Systems and Applications, Mortuary Science, Music Recording Technology, New Media Technology, Nursing, Paralegal Studies, Physical Therapist Assistant, Programming and Systems, Travel and Tourism, and Veterinary Technology.

Academic Advisor: counselor or faculty advisor who helps students plan their course of study. Students may meet and talk with an adviser one-on-one about their academic program, degree requirements, and career/life goals.

Academic Year: two enhanced semesters, each consisting of a twelve-week session and a six-week session.

ACE: [Division of] Adult and Continuing Education.

ACT: see CUNY/ACT.

Advanced Standing: credit given upon admission for previously acquired coursework, credentials, and life experience. See page 10.

Advisement Form: required form which must be signed by a counselor or faculty advisor before registration. It lists the courses for which a student has been advised to register.

AMP: Alliance for Minority Participation. See page 13.

APTS: Aid for Part-Time Study, a financial aid program.

Articulation: an existing agreement between a four-year college and LaGuardia to accept certain courses for credit toward a BA or BS degree at that senior college, or an agreement between LaGuardia and a high school for automatic advanced placement credit.

AS: Associate in Science: the degree awarded in the following programs: Business Administration, Computer Science, Dietetic Technician, Engineering Science, Fine Arts, Liberal Arts: Mathematics and Science, Occupational Therapy Assistant, and School Foodservice Management.

Associate Degree: see AA, AAS, AS.

B

Basic Skills: pre-college-level courses in reading, writing, mathematics and oral skills that students may be required to take, depending on their performance on the placement tests.

BEOG: Basic Educational Opportunity Grant. See: Pell Grant.

Bursar: the college cashier, where all fees and tuition are collected, and all refunds and financial aid checks are disbursed. The Bursar's Office accepts cash, checks, and money orders.

C

Career and Transfer Center: renamed Office for Transfer Services. See page 182.

Career Preparation Elective Pattern: a group of no more than five courses designed to give students a foundation for a career in areas such as art, journalism, or legal studies with related co-op experiences (AA degree in Liberal Arts only).

Certificate: award granted by the college in recognition of completion of a prescribed course of study containing fewer than 60 credits. Awarded in the commercial photography, practical nursing, and word processing specialist programs.

Child of Veteran Award: a financial aid program.

Cleared: a term used by the Bursar's Office to indicate that a student has paid or has made acceptable arrangements to pay money owed to the college.

CLEP: College Level Examination Program.

Clinical phase: that part of an Allied

Health program which includes courses in the major and exposure to practice.

CLIP: CUNY English Language Immersion Program.

Club Hours: Wednesday and Friday afternoons. Classes are not usually scheduled during these times.

Cluster: three or more courses offered during the same semester to a common group of students and linked by common themes or assignments. (Two courses linked in the same way are often called a "Pair.")

College Discovery Program: a comprehensive program of basic skills courses, counseling, tutoring, and financial aid for students who meet the eligibility requirements.

College Preparatory Initiative (CPI): See page 174.

Confirmation: a student's official schedule of classes issued after tuition has been paid.

Continuing Education: noncredit programs for adult students, offered at LaGuardia by the Division of Adult and Continuing Education (ACE).

Co-op: see Cooperative Education.

Cooperative Education: the academic department that offers courses relating to experiential education and work and supervises most student internships.

Co-op Seminar: class taken during internship cycle; in the seminar, students examine their work experiences in relation to educational and career objectives, academic concepts, and experiential education learning theories.

COPE: College Opportunity to Prepare for Employment.

Core: in the Liberal Arts curriculum only, a 12-credit requirement of introductory-level courses taken in four out of six Liberal Arts departments.

Corequisite: course which must be taken during the same session as another course.

Counselor: college faculty trained to help students examine educational, career and personal concerns. Counselors conduct New Student Seminar, lead workshops, and are available to see students on an individual and group basis.

Course Code: each code (listed in the Schedule of Classes) identifies the department offering the course, the name of the course, and the particular section (days and times) a course is scheduled to meet (e.g., ENC/G101.0771).

CPE: CUNY Proficiency Exam. See page 10.

CPI: College Preparatory Initiative. See page 174.

CR: a symbol on a student's transcript which indicates a course for which a student earned credit by examination or on the basis of an articulation agreement with the student's high school.

CUNY/ACT: a three-part test for new students that determines whether they will be placed in ESL or basic reading, writing, and mathematics classes.

Curriculum: a set of courses constituting an area of specialization.

D

Day Program: contains chiefly courses taught during the week and before 5pm.

Dean's List: a listing of students who have achieved academic excellence in a given semester. See page 173.

Degree: award granted by the college in recognition of completion of a prescribed course of study of at least 60 credits, e.g., AA, AAS, AS.

Dependent Student: a student whose financial support comes in large part from some other person. See page 14.

E

Elective Requirements: See individual academic program listings, page 24-85. Liberal Arts electives include courses from the Departments of Education and Language Acquisition, English, Human Services, Humanities, Library, Natural and Applied Sciences, Mathematics, and Social Science, except those courses listed on page 164.

Enhanced Semester: a two-part semester divided into a 12-week session and a 6-week session. See inside front cover.

ePortfolio: personal Web space in which students create their own websites where they can archive and showcase their work and create an online resume and transfer tool.

ESL: English as a Second Language.

Evening status: see Extended Day.

Express Course: course offered in an intensive mode, usually during intersession.

Extended Day: evening (after 5pm) and weekend courses. See page 166.

F

F: a symbol on a student's transcript which indicates that the student failed the course. Counted in the calculation of GPA.

F Grade Policy: Detailed explanation is in the Academic Policy section, page 172.

Faculty Advisor: an instructor in a student's major who can assist with academic and career planning.

FAFSA: Free Application for Federal Student Aid.

FDPLUS: Federal Direct Parent Loan for Undergraduate Students, a financial aid program.

Federal Direct Loans: a financial aid program.

Federal Pell Grant: a financial aid program.

Federal Perkins Loans: a financial aid program.

Federal Supplemental Educational Opportunity Grants (FSEOG): a financial aid program.

Federal Work-Study Program: a financial aid program.

FIN: An "INC" grade that has been changed to an "F".

FPL: Federal Perkins Loan, a financial aid program.

Freshman: first-year college student.

FSEOG: Federal Supplemental Educational Opportunity Grants, a financial aid program.

Full-Time Student: generally, a student registered for at least 12 credits or credit equivalents per semester. Since each financial aid program has a different definition for full-time status, students should see a financial aid counselor for information about how to maintain eligibility for all forms of financial aid. Veterans should contact the Office of Veterans Affairs.

FWS: Federal Work-Study Program, a financial aid program.

G

GED: General Equivalency Diploma (equivalent to High School diploma)

GPA: grade point average.

I

IEP: Individualized Educational Program. See page 6.

Immunization: The State of New York requires all students born on or after January 1, 1957, to present proof of immunity against measles, mumps, and rubella.

INC: a symbol on a student's transcript indicating an incomplete course.

Independent Student: students who are financially self-supporting.

Independent Study: a course of study designed by a faculty member and a student tailored to a student's interests.

International High School: a NYC Department of Education high school on campus.

Internship: credit-bearing work experience.

Internship Seminar: see Co-op Seminar.

IOL (Internship Opportunities List): a complete listing, by major, of internships available through the Department of Cooperative Education.

J

Job Placement Office: available to all students and alumni. Offers full- and part-time job referrals, placement in temporary positions, and assistance in developing interview techniques and preparing a resume.

L

Learning Community: a group of students who enroll in a common set of courses ("pairs" or "clusters") which are thematically linked and who work together on projects and assignments.

Liberal Arts: most of the courses offered by the Education and Language Acquisition, English, Humanities, Library, Mathematics, Natural and Applied Sciences, and Social Science Departments. See page 164 for a list of courses that do not count as Liberal Arts.

Liberal Arts Cluster: a learning community for students in their first college-level semester.

M

Meningitis: an infectious disease.

Middle College: a NYC Department of Education high school on campus.

Military Credit: Up to six unrestricted elective credits for veterans who have been honorably discharged from the United

States military and are enrolled in degree programs.

N

National PONS: National Program on Noncollegiate Sponsored Instruction. See page 11.

NC: a symbol on a student's transcript which indicates that no credit was earned for the course.

New Student Seminar: a required, counselor-led course which helps orient students to the college.

Non-degree Students: students enrolled in individual courses but not working toward a degree.

Non-Cleared: term used by the Bursar's Office to indicate that a student owes money to the college. The account must be settled before the student will be permitted to register for the next semester's classes.

Non-credit Programs: non-credit courses offered through the Division of Adult and Continuing Education designed to meet the interest and needs of a variety of individuals and groups.

O

Option: a subset of a curriculum indicating the degree requirements for that particular degree. For example, Business Finance is an option within the Business Management curriculum, and Telecommunications is an option within the Computer Technology curriculum.

P

P: a symbol on a student's transcript which indicates that the student passed the course. Used prior to Fall, 1975. Not calculated toward GPA.

Pair: two courses offered during the same semester to a common group of students. See also: Cluster.

Part-Time Student: generally, a student registered for less than 12 tuition units is considered part-time at LaGuardia. Since each financial aid program has a different definition for part-time status, students should see a financial aid counselor for information about how to maintain eligibility for all forms of financial aid. Veterans should speak with the Office of Veterans Affairs.

Pell Grant: a financial aid program (formerly BEOG).

PEP: Personal Education Planner, a computer-generated advisement document based on a student's major, status, and placement test results which recommends courses for the first semester.

Perkins Loan: a financial aid program.

Placement Tests: tests required upon admission to determine assignment of students to appropriate classes.

PONSI: see National PONSI.

Pre-clinical phase: that part of an Allied Health program that contains the courses which a student must complete to apply for candidacy to the clinical phase of the program.

Prerequisite: a course that must be completed prior to taking another course.

Probation: a trial period of one semester which permits students to improve a low grade point average.

Program: prescribed course of study leading to a degree or a certificate.

PTAP: Part-Time TAP Program, a financial aid program

R

R: a symbol on a student's transcript which indicates that the course must be repeated. This grade is only given in basic skills courses.

Readmission: process through which a student who stopped attending the college while in good academic standing may be allowed to re-enroll in the college and register for classes.

Reallocant: Student applied to another CUNY college, but has decided to attend LaGuardia.

Reinstatement: process through which a student who has been suspended by the college may be allowed to re-enroll in the college and register for classes.

Requirement: course necessary for completion of a degree.

Retention: policy specifying conditions for maintaining student status.

Robert F. Wagner Institute for the Arts and Technology: a NYC Department of Education high school on campus.

S

S: a symbol on a student's transcript which indicates that the student has satisfactorily passed the course. This grade is not counted in the calculation of GPA.

SAR: Student Aid Report which details aid received from federally funded programs.

SAT: Scholastic Aptitude Test, offered by the Educational Testing Service (ETS). See page 9.

Schedule Adjustment: a period of time after registration in which students may add and/or drop courses.

SIR: Student Instructional Report, a questionnaire by which students evaluate their teachers.

Study Group: a group of students, often led by an advanced student, who work together to master difficult skills.

Supplemental Educational Opportunities Grant: a financial aid program. See FSEOG.

Suspension: the result of a student's failure to raise a low grade point average during probation. Students on suspension cannot register for classes in the college for one semester.

T

TAP: Tuition Assistance Program, a NY State financial aid program.

TCR: a symbol on a student's transcript which indicates that credit was transferred to LaGuardia from a school the student previously attended.

Transcript: report of grades received.

Transfer: process of applying credits taken at one school toward placement and/or advanced standing at another school.

Transfer Student: student applying to LaGuardia after having completed credits at another college. See pages 7-11.

U

U: a symbol on a student's transcript which indicates that the student has not satisfactorily passed the course. This grade is not counted in the calculation of GPA.

Urban Study Requirement: all students are required to take at least one of the special set of courses which utilize the facilities of New York City to focus learning in a given discipline.

USIP/UWIP: University Summer/Winter Immersion Programs. See page 12.

V

Veterans Administration Educational Benefits: a form of financial aid.

W

W: a symbol on a student's transcript which indicates official withdrawal from a course prior to the official withdrawal date.

WA: a symbol on a student's transcript which indicates administrative withdrawal, e.g. student not cleared for immunization. For academic purposes, this symbol counts as a "W", an official withdrawal.

WN: a symbol on a student's transcript which indicates unofficial withdrawal from a course prior to the official withdrawal date. WU grades are counted as F grades in the calculation of students' grade point averages.

WU: a symbol on a student's transcript which indicates unofficial withdrawal from a course prior to the official withdrawal date. WU grades are counted as F grades in the calculation of students' grade point averages.

Y

Y: a symbol on a student's transcript which indicates that the student completed the first semester of a two-semester course. Used prior to Fall 1980 and not calculated toward GPA.

Z

Z: a symbol on a student's transcript which indicates that the instructor was delayed in submitting a grade. Students completing an internship normally receive the temporary grade of "Z." The "Z" grade will be changed to the student's correct grade by the session following the internship.

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