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/degreeaudit. 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 faculty member or academic advisor to arrange an appropriate sequence of courses. The basic skills, ESL and college-wide requirements are outlined in this section.

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 9). 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 three Basic Writing courses: Basic Writing (ENA099) for those students who are placed into CSE095, and Basic Writing (ENG099 or ENA101) 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 or ENA101 who are waived from or have successfully completed CSE099 may also register for an introductory course in their major.
No e: 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).

Maths: 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, multidisciplinary, 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 11)
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.

e-PORTFOLIO
Each LaGuardia student creates an individual ePortfolio, a digital tool that enables students to collect and store their academic work; to select their best work to showcase; to reflect on their learning over time; and to connect with classmates, friends, family and employers. ePortfolios serve as an important component of the overall curriculum at LaGuardia Community College. Students begin the staged process of building their ePortfolios during their first semesters at the College and continuously reflect and refine their presentation as they progress. At each stage, students add more work and connect their learning to understand the process of growth and improvement. Because the student work collected in ePortfolios helps LaGuardia faculty assess and improve the College’s academic programs, students are required to deposit work into their ePortfolios at designated points in every curriculum.
GENERAL EDUCATION CORE COMPETENCIES

As part of a student’s general education requirements, all students are required to work on developing a series of core competencies. Each major has designated specific courses in which these competencies will be reinforced and students’ work will be deposited in their ePortfolios. Faculty will inform students what assignments to deposit and which competency those assignments meet. For more information, please look at: www.laguardia.edu/assessment.

Definitions of LaGuardia Community College Core Competencies

Inquiry & Problem Solving -- refers to the ability to design, evaluate, and implement a strategy or strategies to answer an open-ended question or achieve a desired goal.

Global Learning -- is a critical analysis of and an engagement with complex, interdependent global systems and legacies (such as natural, physical, social, cultural, economic, and political) and their implications for people’s lives and the earth’s sustainability.

Inegrative Learning -- is an understanding & a disposition that a student builds across the curriculum & co-curriculum, from making simple connections among ideas & experiences to synthesizing & transferring learning to new, complex situations within & beyond the campus.

Our new Core Competencies are communicated via three abilities:

Written -- is the development and expression of ideas in writing. Written communication involves learning to work in many genres and styles. It can involve working with many different writing technologies, and mixing texts, data, and images.

Oral -- serves to negotiate meaning with others, impart knowledge clearly, foster understanding, and/or influence opinion.

Digital -- is the ability to create, evaluate, present, and communicate using a range of digital technologies. It requires one to manipulate and adapt digital media in order to effectively express ideas to others. For our purposes, digital communication emphasises multi-media forms of expression, such as text, image, and/or video, as well as various platforms for digital interaction, including discussion threads, instant messaging, and social media.

INTERNSHIP PROGRAMS AND EXPERIENTIAL LEARNING

One of the major premises of LaGuardia’s educational model is that learning takes place in many different settings. The College provides students with a variety of internship and experiential learning opportunities that enable them to realise their full potential in work, education, and everyday life. These experiences help students to:

- Explore various career options and/or confirm career plans
- Apply classroom learning to real work situations
- Develop core competencies in the context of the workplace
- Practice and strengthen interpersonal and technical skills

Faculty work closely with students throughout their internship and experiential education experience. These opportunities are required in many majors and elective choices in others. Internships or Fieldwork is required for all students in the following specialised curricular areas: Dietetic Technician, Education Associate: The Bilingual Child, Human Services, Occupational Therapy Assistant, Physical Therapist Assistant, Radiologic Technology, Foodservice Management, School Foodservice Management, and Veterinary Technology. Students should consult with their programs for specific guidelines regarding their internship and experiential education requirements.

Visit www.laguardia.edu/Experiential-Learning to learn more.

Internships

An internship course is defined as an internship and a seminar.

Credits are awarded for each internship course. Placement on internships is determined by a student’s interests, needs and academic progress, as well as market conditions and the availability of appropriate internships. Students choose their internships from cooperating companies, government agencies, and not-for-profit organisations. Students also may develop their own internships or use existing jobs as internships if the work fulfills career-related learning objectives. Students are evaluated by their internship site supervisor. This evaluation is a major part of the final grade for the internship experience. The Internship Seminar is the way the College links the work experience with opportunities for critical analysis and reflection. The seminar curriculum provides a framework for students to analyse and evaluate their internship experiences. The internship grade is determined by the degree to which a student meets the requirements for both the internship and the internship seminar.

By Federal law, projected internship earnings, minus expenses, will be applied against all financial aid awards other than TAP and PELL. Students must consult with their program advisor and a Financial Aid Counselor to determine how their financial aid may be affected.

Students with temporary non-immigrant status who take an internship should meet with one of the College’s International Student Advisors who will explain and help process the steps necessary to receive official authorization from the Immigration and Naturalisation Service to work. This must be done before an internship begins.

Termination or withdrawal from an internship is subject to the approval of the student’s program advisor. It is recognized that termination of an internship may be due to a variety of justifiable reasons, and each case will be handled individually.
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 ePortfolio 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):

**Health Sciences:**
- SCN194 AIDS/HIV, Science & Society
- 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

**Library Media Resources Center**
- LBN105 InfoCity: Informed Citizens in the Information Age

**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
- SSN202 Environmental Sociology
- SSN204 Crime and Justice in Urban Society
- SSN210 The Politics of Sexuality
- SSN240 History of New York City
- SSN280 Urban Black Psychology

**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
Academic Policies

Academic policies are generally monitored through the Registrar’s Office in C107. The office serves the students of LaGuardia in a variety of ways. In addition to coordinating and implementing the registration process, the Registrar’s Office 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 authentication, 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 Inegriy, 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.

No e: 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 C107, 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 to 25 students. All Urban Study and Capstone courses are writing intensive. For WI guidelines, please see the WID website, www.lagcc.cuny.edu/wac.

**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 C107.

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 Session II classes when they register for Session I or be Session II class may not be considered for financial aid. It is recommended that students attempt to be full-time in Session I.

**MAXIMUM EQUIATED 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 or academic advisor 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 C107, 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 independent 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.

No e: A request for waiver may be made to the Office of Academic Affairs, M400.

**Independent Study Approval**

The student must consult a faculty member who is willing to serve as an instructor. An Independent Study 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 C107 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 9-11.

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 done using CUNYfirst at www.cuny.edu. Registration information is available on the college’s website: www.laguardia.edu. LaGuardia does not currently have an audit policy. Only individuals who are actively registered for a course may attend scheduled classes.

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, CUNYfirst to view all registered courses. Click DROP next to the desired course to drop. 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 one or more courses after the Change of Program period has ended you must also access the registration system using CUNYfirst and use the option 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. If you need assistance with either DROP or WITHDRAW, please go to C107.

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 C107. 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 C107 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 C107 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 AN INTERNSHIP
Termination or withdrawal from an internship is subject to the approval of the student’s 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.

CHANGE OF MAJOR
Students may request to change their major by submitting a Change of Major Form available in C107. Due to New York State financial regulations, Change of Major Forms submitted after the last day to Change Major in Session-I (12 week) published in the LaGuardia academic calendar will NOT go into effect until the following semester.

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 for the session 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.
- **NOTE:** Students cannot elect to take course(s) for Pass/Fail or Credit/No Credit at the host college. A letter grade must be awarded (A, A-, B+, etc.).
- Students may take a maximum of two courses on permit per session.
- The course has to be one that is not being offered or is closed at LaGuardia Community College.
- At the host college, students may only register for the course which they have received permission for.
- 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 by email.
- Be sure to arrange for an official transcript to be sent from the host college to:
  - The Office of the Registrar, room C107 -
  - LaGuardia Community College -
  - ATTN: Permits -
- All credits and grades for courses taken at the host institution on permit will be transferred to the student’s record and included in their cumulative grade point average here at LaGuardia.
- Non-Degree students are no eligible to take a course on permit.
- Permits can only be approved for CUNY colleges, no for private or SUNY colleges.

**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 C107, 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 $20 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.

No e: Readmission is allowed for the six-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 in C107, 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 $20 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.

No e: Reinstatements are not considered for the six-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 GPA is below 2.0 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 gives students 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.

No e: 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):

\[
\begin{align*}
A-, A &= 90-100 \\
B-, B, B+ &= 80-89 \\
C-, C, C+ &= 70-79 \\
D-, D, D+ &= \text{Lowest passing grade (see Repeat Grade policy, p. 207)} \\
F &= \text{Failure (see F grade policy, p. 207)} \\
FIN &= \text{Failure from incomplete (see note, p. 206)} \\
WN &= \text{Unofficial Withdrawal (see note, p. 206)} \\
WU &= \text{Unofficial Withdrawal (see note, p. 206)}
\end{align*}
\]
The student may not re-register for the same course while the IN is in effect. In addition, any course in which the student has received an F will result in automatic conversion of the IN to a FIN grade.

Incomplete Grade Policy

Eligibility. The Incomplete grade IN is intended for situations which arise that are beyond the student’s control. It is reserved for a student in good academic standing (maintaining a passing GPA) and for whom there is reasonable expectation of satisfactory course completion—defined as both satisfactory attendance in the class and having not completed at most two major assignments or examinations by the end of the course.

Reasons. An IN is not to be initiated by an instructor without the student’s consent and is not permitted to replace a failing grade in a course. The IN is agreed to by the student and instructor. A student’s strict adherence to attendance and academic policies as outlined above is required, without exception.

Documentation. The student must provide a documented reason beyond her/his control, satisfactory to the instructor, substantiating the request for an IN. Additionally, the student must fill out an Incomplete Grade Request Form with the course’s instructor.

Completion. The request form includes a deadline by which any missed assignment(s) must be completed in order for the instructor to consider changing the grade. A student receiving an IN is required to submit all completed work before the end of the semester following the one in which the IN is given. The student is required to assume responsibility for submitting work by the agreed-upon deadline in order to be eligible for a change of grade. The student may not re-register for the same course while the IN is in effect. In addition, any course in which the student has received an IN cannot be used as a pre-requisite.

Grade Change. Provided all conditions for completion of coursework are met by the student within the deadlines outlined above and upon formal evaluation of remaining assignment(s), the course instructor must submit an official Change of Grade Form by the end of the semester following the one in which the IN was given. Failure to submit a Change of Grade Form for any reason will result in automatic conversion of the IN to a FIN, or failing grade, for the course.

Course Exemptions. Academic departments may designate courses in which an IN may not be given. For allied health clinical affiliation courses or COOP internship courses an IN may be given by an instructor when a supervisor’s evaluation has not been received in sufficient time for grading, or when a student has been given permission by the instructor to complete the clinical affiliation or internship course beyond the end of the academic term in which the student is registered. Developmental skills courses may have different IN policies. Check with the department for specific guidelines.

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 at any time before the final exam week, and did not officially withdraw will receive a grade of WU;
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, C102 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.

WD Withdrew Drop is assigned when a student, who has attended at least one class session, drops a class after the Financial Aid Certification date during the program adjustment period.

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.
No e: During the Fall 2008—Spring 2009 academic year, he WN grade had a numerical value of 0.0.

**WU** is assigned to a student who has attended at least one class, completely stopped attending at any time before final exam week, and did not officially withdraw.

**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 @**.

### AUD Grade

Assigned to the students who have officially registered to audit a course. Audited courses may not be retaken for credit. Students must request an audit grade at the time of registration or within the first three weeks of the semester by notifying the instructor. The AUD grade does not signify that the course was completed.

### 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.

No e: 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

A grade of **F** is a failure grade given to a student who completed the course and failed. A student who completed a course unsuccessfully should be granted the grade of **F** with the culminating academic experience of the course, i.e. final exam, final paper, etc. The grade can also be assigned if the student has completed a majority of the course and documentation of failing course work is available.

At LaGuardia and other CUNY schools, any student who earns an academic grade of **F**, or an administrative failing grade (**WU** OR **FIN**), and subsequently retakes the course and receives a grade of **C** or better, will no longer have that **F, 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 Sept. 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, 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 Student Advising Services office, B102.
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

<table>
<thead>
<tr>
<th>Grade Earned</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.70</td>
</tr>
</tbody>
</table>

F, 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, WD, WN, 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

<table>
<thead>
<tr>
<th>LIST ALL COURSES</th>
<th>GRADE EARNED</th>
<th>NUMERICAL VALUE</th>
<th>X</th>
<th>CREDITS POINTS</th>
<th>= QUALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>A-</td>
<td>3.70</td>
<td>x 3</td>
<td></td>
<td>11.1</td>
</tr>
<tr>
<td>MAT 200</td>
<td>C</td>
<td>2.00</td>
<td>x 4</td>
<td></td>
<td>8.0</td>
</tr>
<tr>
<td>SSS 100</td>
<td>B-</td>
<td>2.70</td>
<td>x 3</td>
<td></td>
<td>8.1</td>
</tr>
<tr>
<td>HUC 101</td>
<td>D+</td>
<td>1.30</td>
<td>x 3</td>
<td></td>
<td>3.9</td>
</tr>
</tbody>
</table>

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 Student Advising Services (B102) 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 or an advisor 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: A grade of W cannot be altered by instructors or chairpersons. It can only be changed by appealing to the Academic Standing Committee. A grade of WU or WN can be changed by the instructors with the chairperson’s approval. The change must accompany a reasonable explanation. A WU or WN grade can also 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, WU, or Z; and
4. Maintained a cumulative GPA of 2.00.