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 The City University of New York and LaGuardia Community College to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity, marital status, legally registered domestic partnership status, disability, predisposing genetic characteristics, alienage, citizenship, military or veteran status, status as a victim of sexual offenses, status as a victim of stalking, or status as a victim of domestic violence. Please visit the link http://www.cuny.edu/about/administration/offices/la/Policy-on-Equal-Opportunity-and-Non-Discrimination-December42014with-procedures.pdf for the current City University of New York Equal Employment and Non-Discrimination Policy.

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 1986, the Civil Rights Restoration Act of 1987, and the American Disabilities Act of 1990.

The protected classes, as delineated in Executive Order 11246: (i.e. Black, Hispanic, 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 U.S. Office of Management and Budget further expanded these protected classes in 2006 to include two or more races (not Hispanic or Latino) and replaced Asian/Pacific Islander, with Asian (not Hispanic or Latino) and Native Hawaiian (not Hispanic or Latino), Black was renamed as Black or African American (not Hispanic or Latino) and Hispanic was renamed Hispanic or Latino.

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 Christopher Caro a, Esq., Chief Diversity Officer/Title IX Coordinator, Compliance & Diversity/Affirmative Action, Room E512, (718) 482-3088, ccaro a@lagcc.cuny.edu.

Policy Against Sexual Misconduct

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 as 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:

Every member of The City University of New York community, including students, employees and visitors, deserves the opportunity to live, learn and work free from sexual harassment, gender-based harassment and sexual violence. Accordingly, CUNY is committed to defining conduct that constitutes prohibited sexual harassment, gender-based harassment and sexual violence, providing clear guidelines for students, employees and visitors on how to report incidents of sexual harassment, gender-based harassment and sexual violence and a commitment that any complaints will be handled respectfully, promptly responding to and investigating allegations of sexual harassment, gender-based harassment and sexual violence, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of retaliation and providing ongoing assistance and support to students and employees who make allegations of sexual harassment, gender-based harassment and sexual violence. LaGuardia Community College will also provide awareness and prevention information on sexual harassment, gender-based harassment and sexual violence, including disseminating this policy, as well as students’ bill of rights and implementing training and educational programs on sexual harassment, gender-based harassment and sexual violence. LaGuardia Community College will also provide awareness and prevention information on sexual harassment, gender-based harassment and sexual violence, including disseminating this policy, as well as students’ bill of rights and implementing training and educational programs on sexual harassment, gender-based harassment and sexual violence. LaGuardia Community College will also provide awareness and prevention information on sexual harassment, gender-based harassment and sexual violence, including disseminating this policy, as well as students’ bill of rights and implementing training and educational programs on sexual harassment, gender-based harassment and sexual violence. LaGuardia Community College will also provide awareness and prevention information on sexual harassment, gender-based harassment and sexual violence, including disseminating this policy, as well as students’ bill of rights and implementing training and educational programs on sexual harassment, gender-based harassment and sexual violence. 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 encouraged to report the allegations of sexual harass-
We are a diverse community at 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 orientation, 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.

The College’s Director of Affirmative Action, Compliance & Diversity, and the Coordinator for Title IX, prohibits sex discrimination in federally assisted education programs, and the Coordinator for the Age Discrimination Act, prohibits age discrimination in federally assisted education programs. The Director’s office is located in E512, Room C and the telephone number is (718) 482-5057.

Mr. Jhony Nelson 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 M102, and his telephone number is (718) 482-5260.

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.

No Action 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, email 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
All students applying for candidacy in the following LaGuardia Community College Clinical Programs (Nursing (RN & PN), Radiologic Technology, Dietetic Technician, Occupational Therapy Assistant, & Physical Therapist Assistant) must provide documentation in one of the following categories, in addition to meeting the course candidacy requirements:

- U.S. Citizenship
- Permanent Residency
- International Student with F1 Status
- Deferred Action Status by the U.S. Government
- Temporarily Protected Status, Refugee Status, Temporary Asylum

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 (RN and PN) 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.

The Nursing Programs (RN and PN) at LaGuardia Community College do 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 may 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 programs 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 programs. 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 Campus Life, Division of Student Affairs, Room M115, 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/her jurisdiction;

b. be the advisor and executive agent of the Board of his respective College Committee and as such shall have the immediate super vision 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 superintendent 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 individualised 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 blockage of 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 dangerous 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. It is a violation of acceptable standards of conduct at the college, and it is prohibited for any individual, group or organism acting in the practice of having: Having is defined as 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.

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 organism 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 C101. 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 an 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
HOURS OF OPERATION

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

Monday - Friday: 7 a.m. to 11 p.m.
Saturday - Sunday: 7 a.m. to 7 p.m.

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 at the Events Office. Scheduling of events requires completion of a form describing the event, location and authori ed 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. Student - Approval must be obtained from the Vice President of Student Affairs, 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 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, Communication Studies, Education Associate: The Bilingual Child, Human Services: 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: Foodservice Management, Commercial Photography, Computer Operations, Computer Technology, Paramedic, Music Recording Technology, New Media Technology, Nursing, Paralegal Studies, Occupational Therapy Assistant, Physical Therapist Assistant, Programming and Systems, Travel and Tourism & Hospitality Management, 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. The academic year runs from September through August.

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.


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: Accounting, Biology, Business Administration, Computer Science, Criminal Justice, Dietetic Technician, Engineering Science, Environmental Science, Fine Arts, Liberal Arts: Mathematics and Science, and School Foodservice.

Associate Degree: See AA, AAS, AS.

BTB: Basic Skills: Pre-college-level courses in reading, writing and mathematics 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 student accounts are administered. The Bursar’s Office accepts cash, checks, and money orders.

Career and Transfer Center: Renamed Office for Transfer Services. See page 197.

Center for Career & Professional Development: 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.

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 New Media Technology/Digital Media Arts.

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.

Continuing Education: Non-credit programs for adult students, offered at LaGuardia by the Division of Adult and Continuing Education (ACE).
**COPE:** College Opportunity to Prepare for Employment.

**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).

**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 or college level classes.

**Curriculum:** A set of courses constituting an area of specialization.

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

**Dean’s List:** A listing of students who have achieved academic excellence in a given semester. See page 209.

**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.

**Elective Requirements:** See individual academic program listings, page 33-107. 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 199.

**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 5 pm) and weekend courses. See page 202.

**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 208.

**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.

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

**GPA:** Grade point average.

**IEP:** Individualized Educational Program, See page 7.

**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:** 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.

**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 200 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.

**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.

**National PONENTS:** National Program on Non-collegiate Sponsored Instruction. See page 10.

**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.
Option: A subset of a curriculum indicating the degree requirements for that particular degree. For example, Journalism is an option within the Liberal Arts curriculum.

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.

Reallocation: 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 near campus.

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

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.

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

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

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: 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.

Reallocation: 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.

Retirement: Policy specifying conditions for maintaining student status.

Robert F. Wagner Institute for the Arts and Technology: A NYC Department of Education high school near campus.
INDEX

A
Academic advisement 203 -
Academic credits 194 -
Academic dishonesty 193 -
Academic policies 193 -
Academic programs 23 -
Academic requirements 189 -
Academic review 193 -
Accounting curriculum 24 -
Accreditation, Middle States 4 -
ACT test 9 -
Actuary Science 64 -
Admissions, How to apply 7, 8 -
Adult and Continuing Education 212 -
Adult Basic Skills 213 -
Adult Learning Center 206 -
Advanced placement credit 10 -
Affirmative action policy 218 -
Appeals/change of grade 200 -
Application for admission 8 -
ARTS 21 -
Articulation agreements 92 -
Articulation policies 92 -
ASAP 11 -
Associate in Applied Sciences 23 -
Associate in Arts 23 -
Associate in Science 23 -

B
Basic Skills Program 189 -
Biology curriculum 25 -
Bridges to the Future Program 12 -
Business Administration curriculum 26 -
Business and Technology -
Department Courses 93 -

C
Calendar 228 -
Campus Life, Office of 208 -
Campus Map 227 -
Career & Professional Programs 213 -
Career Development Center 212 -
Center for Contract Training 213 -
Center for Immigrant Education & Training 213 -
Certificate programs 23 -
Change of Major 195 -
Child of Deceased Police Officer/ Firefighter Award 22 -
Child of Veteran Award 22 -
CLEP examination 10 -
Clubs and organizations 208 -
College & Career Pathways Institute 213 -
College and University Policies 218 -
College Discovery Program 12, 22 -
College Level Examination Program: see CLEP examination 10 -
College Prep 213 -

D
D and C- grade policy 199 -
Day and extended day status 193 -
Deaf Adults Program 214 -
Dean's List 200 -
Declaration of Pluralism 219 -
Dependent students 14 -

E
Early Alert Program 204 -
Early Childhood Learning Center 204 -
Education and Language Acquisition -
Department courses 101 -
Education curriculum 40 -
Emergency Medical Technician (EMT/Paramedic/Certified Clinical Medical Assistant Programs 214 -
Energy Tech High School 215 -
Engineering Science curriculum 41-44 -
English Department Courses 118 -
English Language Center 213 -
Enhanced Semester Calendar Inside front cover -
ePermit 196 -
ESL English as a Second Language 190 -
ePortfolio 190 -
Evening status: see Extended Day 193 -
Exemption credits 11 -
Exploring Transfer Program (Vassar College) 13 -
Express courses 190 -
Extended day 193 -

F
F grade policy 199 -
Family Educational Rights & Privacy Act 219 -
FAFSA 17 -
FDPLUS Parent Loan Program 18 -
Federal Financial Aid programs 17 -
Federal Pell Grants 17 -
Federal Perkins Loan 17 -
Federal Supplemental Educational Opportunity Grants (FSEOG) 17 -
Federal Work-Study Program (FWS) 17 -
Fees 16, 17 -
Financial Aid 17 -
Financial Services Resource Center 205 -
Fine Arts curriculum 46 -
First Year Institute Courses 11, 192 -
Foodservice Management curriculum 48 -
Foreign Student Services: see International Student Services 207 -
G
Glossary of terms 222 -
Goldman Sachs 10,000 Small Businesses -
Program 214 -
Grade Appeals 200 -
Grade Point Average (GPA) 200 -
Grading 197 -
Graduation 201 -
Pursuit of additional study after 202 -
Graduation rates 201 -

H
Health Sciences Department courses 125 -
Health Services 205 -
HEGIS Codes 185 -
Henderson Rules 220 -
High schools 215 -
Honors Program 6, 13 -
Hours of operation 222 -
How to apply 8 -
Human Services 49 -
Human Services curriculum 49 -
Humanities Department courses 140 -

I
Immunization 8 -
Independent students 14 -
Independent study 194 -
International High School 216 -
International Student Services 207 -
Internships 191 -
Internship Seminar 191 -
Practical Nursing Certificate curriculum 76 -
Pre-College Academic Program 214 -
Probation 201 -
Procurement Technical Assistance Center 214 -
Program for Deaf Adults 214 -
Programming and Systems curriculum 36 -
Public Safety 211 -

R
R grade policy 199 -
Readmission to the College 196 -
Recreation, Dept. of 210 -
Refunds 15 -
Registration 195 -
Reinstatement 196 -
Residency requirement 202 -
Retention policy 201 -
Robert F. Wagner, Jr. Institute for Arts and -
Technology 216 -

S
Sanctions 221 -
Second degree students 202 -
Semester structure Inside front cover -
Sexual Harassment Policy 218 -
Small Business Development Center 214 -
Small Business Transportation Resource Center 215 -
Social Science Department Courses 176 -
Student Activities fees 16 -
Student Email 209 -
Student Financial Services, Office of 17, 205 -
Student Government 208 -
Student Programs 203 -
Student Services 203 -
Students with Disabilities, Office of 208 -
Study Abroad Program 13 -
Supplemental Educational Opportunity Grants 17 -
Supplemental Instruction 13 -
Suspension 201 -

T
TAP (Tuition Assistance Program) 19 -
TAP refunds 15 -
Technology fee 16 -
Transfer credits 9-11 -
Transfer Services, Office for 207 -
Transcript fee 16 -
Travel, Tourism & Hospitality curriculum 85 -
Tuition 6 -
Per semester 14 -
Refunds 15 -
Waivers 15 -

U
Urban Study requirement 192 -
University Summer and Winter Immersion -
Programs see First Year Institute 11 -
University testing policies and procedures 9 -
HOW TO GET HERE

The college campus is located on Thomson Avenue, between Van Dam Street and Skillman Avenue. See the above map to locate specific buildings.

By Car:
From Queens and Brooklyn, take the Long Island Expressway and exit at Van Dam Street. From the Bronx, take the Brooklyn-Queens Expressway and exit at Queens Boulevard west, and from Manhattan, take the 59th Street bridge to Queens Boulevard.

By Subway:
7 train 33rd Street station, Court Square
N, W train At Queensboro Plaza station, transfer to #7
E, M trains Court Square station or Queens Plaza station
R train Queens Plaza station
G train Court Square station

By Bus:
Q60, Q32 Queens Boulevard and Skillman Avenue
Q39 Thomson and Van Dam Street
B62 Thomson and Jackson Avenue

Citibike stations: 31st Street and 47th Avenue
Bike Parking: Racks are available by the Van Dam entrance to the E building, and in the parking lot on 29th Street by the C building.
## 2017 Fall Semester - Session I

<table>
<thead>
<tr>
<th>AUG</th>
<th>30</th>
<th>Wed</th>
<th>New Student Orientation / Last Day to Apply for Readmission or Reinstatement from Suspension for Fall 2017 Session I</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>31</td>
<td>Thur</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>SEPT</td>
<td>4</td>
<td>Mon</td>
<td>College Closed</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Tue</td>
<td>Opening Session for Faculty &amp; Staff</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Wed</td>
<td>Last Day to Drop for 100% Tuition Refund</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Thur</td>
<td>First Day of Weekday Classes - Fall Session I</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Sat</td>
<td>First Day of Saturday Classes - Fall Session I</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Sun</td>
<td>First Day of Sunday Classes - Fall Session I</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Tue</td>
<td>Last Day to Add a Course or Change Course Sections / Last Day to Drop for 75% Tuition Refund-Financial Aid Certification Day / Last Day to Drop a Course without a “WD” Grade</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Wed</td>
<td>Course Withdrawal Drop “WD” Period Begins - A grade of “WD” will be assigned to students who Drop a Course</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>Mon</td>
<td>Last Day to Drop for 50% Tuition Refund</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Tue</td>
<td>Irregular Day - Classes Follow Friday Schedule</td>
</tr>
<tr>
<td></td>
<td>20-22</td>
<td>Wed-Fri</td>
<td>No Classes Scheduled</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>Sat</td>
<td>Last Day to Drop for 25% Tuition Refund / Last Day to Submit Independent Study Contract / Last Day to Change Major for Fall semester / Course Withdrawal Drop “WD” Period Ends / Certification/Verification of Attendance due to the Registrar to assign WN Grades</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>Sun</td>
<td>Withdrawal Period Begins - A Grade of “W” will be assigned to students who Officially Drop a Course</td>
</tr>
<tr>
<td></td>
<td>29-30</td>
<td>Fri-Sat</td>
<td>No Classes Scheduled</td>
</tr>
<tr>
<td>OCT</td>
<td>4</td>
<td>Wed</td>
<td>Last Day to Apply for Fall 2017 Graduation</td>
</tr>
<tr>
<td></td>
<td>8-9</td>
<td>Sun-Mon</td>
<td>College Closed</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>Tue</td>
<td>Last Day to Apply for the following Candidacies: Nursing (not including LPN), Occupational Therapist Asst., Physical Therapist Asst., and Veterinary Technology</td>
</tr>
<tr>
<td>NOV</td>
<td>13</td>
<td>Mon</td>
<td>Last Day to Officially Withdraw from a Course</td>
</tr>
<tr>
<td></td>
<td>23-26</td>
<td>Thur-Sun</td>
<td>College Closed</td>
</tr>
</tbody>
</table>

## 2017-18 Fall Semester - Session II

<table>
<thead>
<tr>
<th>DEC</th>
<th>28</th>
<th>Thur</th>
<th>Last Day to Apply for Readmission or Reinstatement from Suspension for Fall 2017 Session II</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN</td>
<td>1</td>
<td>Mon</td>
<td>College Closed / Last Day to Drop for 100% Tuition Refund</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Tue</td>
<td>First Day of Weekday Classes - Fall Session I</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Wed</td>
<td>Last Day to add a Course or Change Course Sections</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Thur</td>
<td>Last Day to Drop a Course without a “WD” Grade</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Fri</td>
<td>Course Withdrawal Drop “WD” Period Begins. A Grade of “WD” will be assigned to students who Drop a Course</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Sat</td>
<td>First Day of Saturday Classes - Fall Session II</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Sun</td>
<td>First Day of Sunday Classes - Fall Session II</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Mon</td>
<td>Certification/Verification of Attendance due to the Registrar to assign WN Grades</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Wed</td>
<td>Last Day to Drop for 25% Tuition Refund</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Fri</td>
<td>Last Day to Submit Independent Study Contract</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Sat</td>
<td>Course Withdrawal Drop “WD” Period ends</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Sun</td>
<td>Withdrawal Period Begins. A Grade of “W” will be assigned to students who Officially Drop a Course</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Mon</td>
<td>College Closed</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>Wed</td>
<td>Irregular Day - Classes Follow Monday Schedule</td>
</tr>
<tr>
<td>FEB</td>
<td>4</td>
<td>Sun</td>
<td>Last Day to Officially Withdraw from a Course -</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Tue</td>
<td>Irregular Day - Classes Follow Monday Schedule</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Sat</td>
<td>Last Day of Saturday Classes - Fall Session II</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Sun</td>
<td>Last Day of Sunday Classes - Fall Session II</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Mon</td>
<td>College Closed</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Wed</td>
<td>Last Day of Weekday Classes - Fall Session II</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Thur</td>
<td>Reading Day</td>
</tr>
<tr>
<td></td>
<td>16-22</td>
<td>Fri-Thur</td>
<td>Final Examinations</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Mon</td>
<td>College Closed</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>Fri</td>
<td>Grades and Attendance Due by 4 PM</td>
</tr>
</tbody>
</table>

### Explanation of Terms

**Withdrawal Drop** - A “WD” grade is assigned to students who drop a course after Financial Aid Certification Day in Session I until the last day to drop a course for 25% Tuition Refund. A “WD” grade indicates that student attended a class at least once before dropping it. A “WD” grade does not appear on the transcript and is not calculated into GPA.

**Withdraw** - Students may withdraw from classes after the last day to drop for 25% tuition refund through the last day to Withdraw; receive a “W” grade that is not calculated into GPA. Students who officially withdraw from a course are NOT eligible for a tuition refund.

**Evening Classes** begin at 4:35 p.m. To learn if the College is closed due to severe weather register for CUNYAlert at [www.cuny.edu/alert](http://www.cuny.edu/alert)