

# APPENDICES AND INDEX

## College and University Policies

### Affirmative Action Policy

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

It is the policy of The City University of New York—applicable to all colleges and units—to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without discriminating on the basis of actual or perceived race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, status as a victim of domestic violence/stalking/sex offenses, unemployment status, credit history, caregiver or familial status, prior record of arrest or conviction, or any other legally prohibited basis in accordance with federal, state and city laws.

Retaliation for reporting or opposing discrimination, cooperating with an investigation of a discrimination complaint, or requesting an accommodation or academic adjustment is also prohibited. Please visit the link [https://www.laguardia.edu/uploadedFiles/Main\\_Site/Content/Departments/Legal\\_Affairs\\_Compliance\\_and\\_Diversity/Docs/Notice-of-Non-Discrimination.pdf](https://www.laguardia.edu/uploadedFiles/Main_Site/Content/Departments/Legal_Affairs_Compliance_and_Diversity/Docs/Notice-of-Non-Discrimination.pdf) for the Current City University of New York Notice of Non-Discrimination.

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

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

It is the policy of LaGuardia Community College to operate and comply with the

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

The “protected classes,” as delineated in 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 Carozza, Esq., Chief Diversity Officer/Title IX Coordinator, Compliance & Diversity/Affirmative Action, Room E512, (718) 482-5088, [ccarozza@lagcc.cuny.edu](mailto:ccarozza@lagcc.cuny.edu).

### Policy Against Sexual Misconduct

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:

- 1) Defining conduct that constitutes prohibited sexual harassment, gender-based harassment and sexual violence;
- 2) 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;

- 3) 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;

- 4) Providing ongoing assistance and support to students and employees who make allegations of sexual harassment, gender-based harassment and sexual violence;

- 5) Providing awareness and prevention information on sexual harassment, gender-based harassment and sexual violence, including widely disseminating this policy, as well as a “students’ bill of rights” and implementing training and educational programs on sexual harassment, gender-based harassment and sexual violence to college constituencies; and

- 6) Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

### 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 widely disseminating this policy, as well as a “students’ bill of rights” and implementing training and educational

programs on sexual harassment, gender-based harassment and sexual violence to college constituencies. Sexual harassment or sexual violence committed against employees or students is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity 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.

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

Complaints of sexual harassment by students should be directed to the Title IX Coordinator, the Vice President of Student Affairs, or Public Safety Office. Complaints of sexual harassment by employees should be directed to the Title IX Coordinator, the Executive Director of Human Resources, or Public Safety Office. All inquiries, complaints and concerns will be kept as confidential as the CUNY Sexual Misconduct Policy allows.

The Title IX Coordinator has overall responsibility for ensuring compliance with Sexual Misconduct rules and regulations. Information, complaints, and concerns should be directed to the Title IX Coordinator, Christopher Carozza, Esq., Room E512, (718) 482-5057, ccarozza@lagcc.cuny.edu.

Please visit the link [https://www.laguardia.edu/uploadedFiles/Main\\_Site/Content/Departments/Legal\\_Affairs\\_Compliance\\_and\\_Diversity/Docs/SexualMisconduct.pdf](https://www.laguardia.edu/uploadedFiles/Main_Site/Content/Departments/Legal_Affairs_Compliance_and_Diversity/Docs/SexualMisconduct.pdf) for the City University of New York's Policy on Sexual Misconduct and the link [https://www.laguardia.edu/uploadedFiles/Main\\_Site/Content/Departments/Legal\\_Affairs\\_Compliance\\_and\\_Diversity/Docs/StudentBillofRights.pdf](https://www.laguardia.edu/uploadedFiles/Main_Site/Content/Departments/Legal_Affairs_Compliance_and_Diversity/Docs/StudentBillofRights.pdf) for the City University of New York's Student Bill of Rights.

### Statement of Nondiscrimination

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

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.

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

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

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

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

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

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

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

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

One exception which permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; a person serving on the Board of Trustees; or a student serving on

an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks.

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

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

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

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

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

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

(6) The College will make the following *directory information* concerning current and former students available to those parties having a legitimate interest in the information: name, attendance dates (periods of enrollment), address, telephone number, date and place of birth, photograph, 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 degrees, honors and awards received. By filing a form with the Registrar's Office, you may request that any or all of this directory information not be released without your prior written consent. This form is available in the Registrar's Office and may be filed, withdrawn, or modified at any time.

### **Health Science Clinical Program Proof of Residency Requirement**

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 Granted Asylum, Refugee Status, Temporary Protected Status, Withholding of Removal

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

### **Student Rights and Responsibilities/ RULES**

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: ([https://www.laguardia.edu/uploadedFiles/Main\\_Site/Content/Current\\_Students/Docs/Student-Handbook.pdf](https://www.laguardia.edu/uploadedFiles/Main_Site/Content/Current_Students/Docs/Student-Handbook.pdf) and accessible on My LaGuardia). 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 supervision with full discretionary power in carrying into effect the Bylaws, resolutions, and policies of the Board, the lawful resolutions of the several faculties;
- c. exercise general superintendence over the concerns, offices, employees, and students of his educational unit.

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

### **I. Rules**

1. Obstruction of or interference with institutional educational processes or facilities and the prevention of others from exercising their rights;
2. Failure to comply with lawful directions of College officials acting in the performance of their duties, including failure to comply with the reasonable directions of a member or agent of the College acting in the performance of his or her duty;
3. Any unauthorized occupancy of facilities owned or controlled by the institution or blockage of access to or from such facilities;
4. Theft, misappropriation, damage, or unauthorized sale of College property;
5. Intimidation or abuse of others who advocate their positions;
6. Interference with the right of any institution member or other authorized person to gain access to any activity, program, event or facilities sponsored or controlled by the institution;
7. Disorderly Conduct. Any individual or group behavior which is abusive, obscene,

- lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs institutional functions, operations, classrooms, other groups or individuals (e.g. public urination/defecation, participation in a disruptive or coercive demonstration);
8. Firearms, Ammunition and Other Dangerous Weapons. Possession of or use of firearms, ammunition, dangerous weapons of any kind, as well as replica/toy weapons. (Examples of prohibited items include but are not limited to: BB guns, pellet guns, explosive materials, paintball guns, water guns, cap guns, stun guns, Tasers, toy knives or other items that simulate firearms or dangerous weapons);
  9. Recklessly or intentionally endangering the physical or mental health of others. These behaviors include but are not limited to actions causing bodily harm to another person, or reckless disregard for the health, safety and welfare of any person. Also, engaging in threatening/intimidating behavior which is so persistent, pervasive, or severe as to deny a person's ability to participate in the College community, and verbal threats and/or attempts to intimidate, including, but not limited to statements meant to provoke conflict with another person or which cause a reasonable fear for a person's safety;
  10. Drugs and other Controlled Substances. The unlawful possession, use, or sale of any drug or controlled substance (including, but not limited to, any stimulant, depressant, narcotic, hallucinogenic drug, or marijuana). This offense includes the violation of any local ordinance, state, or federal law concerning drugs or controlled substances, on or off College-owned or controlled property; and
  11. Alcoholic Beverages. The use and/or possession of alcoholic beverages on or off institution owned or controlled property. This offense includes the violation of any University policy, local ordinance, state, or federal law concerning alcoholic beverages, on or off College-owned or controlled property. See CUNY's Drug and Alcohol Policy for more details.
  12. Sexual Harassment (Misconduct). Includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, request for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct that is sufficiently serious to adversely affect an individual's participation in employment, education or other College activities. See CUNY's Sexual Harassment Policy for more details.

## II. Penalties

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-12 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 1-12 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 1-12, 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 1-12 shall be subject to ejection, and/or arrest by the civil authorities.
- 4 Any organization which authorized the conduct prohibited under substantive Rules 1-11 shall have its permission to operate on campus rescinded.  
  
Penalties 1-4 shall be in addition to any other penalty provided by law or The City University Trustees.
5. Rule 12 subject to additional policy and sanctions.

### 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 they have violated University rules.

### B. Warning

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

### C. Censure

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

### D. Disciplinary Probation

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

### E. Restitution

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

### F. Suspension

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

### G. Expulsion

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

### H. Complaint to Civil Authorities

### I. Ejection

A true copy of resolution adopted by the Board of Trustees of The City University of New York on June 23, 1969, as amended on October 27, 1980, May 22, 1989, and June 25, 1990.

## 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 through the Events Office. Scheduling of events requires completion of a form describing the event, location and authorized hours, and requires sign-off by offices that provide services for the event. If the hours extend beyond the College's normal hours of operation, the attendees will be required to leave the College's premises at the end of the event.

2. *Students* - Approval must be obtained from the Vice President of 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

**@:** 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.

**AMP:** Alliance for Minority Participation. See page 13.

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

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

**AS:** Associate in Science: the degree awarded in the following programs: 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.

**ATB Exams:** Computer-based ability to benefit examinations in reading, writing and math required by NY State for students whose high school diploma was earned outside the U.S. and who have applied for the Tuition Assistance Program.

### B

**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.

### C

**Career and Transfer Center:** Renamed Transfer Services. See page 207.

**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.

## D

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

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

## E

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

## F

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

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

## G

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

**GPA:** Grade point average.

## I

**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.

## L

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

**Liberal Arts:** Most of the courses offered by the Education and Language Acquisition, English, Humanities, Library, Mathematics, Natural and Applied Sciences, and Social Science Departments. See page 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.

## M

**Meningitis:** An infectious disease.

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

**Military Credit:** Up to six unrestricted elective credits for veterans who have been honorably discharged from the United States military and are enrolled in degree programs.

## N

**National PONSI:** 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.

**O**

**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.

**P**

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

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

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

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

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

**PONSI:** See National PONSI.

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

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

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

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

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

**R**

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

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

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

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

**Requirement:** Course necessary for completion of a degree.

**Retention:** Policy specifying conditions for maintaining student status.

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

**S**

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

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

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

**Schedule Adjustment:** A period of time after registration in which students may add and/or drop courses, called change of program.

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

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

**Supplemental Educational Opportunities Grant:** A financial aid program. See FSEOG.

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

**T**

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

**TASC:** High School Equivalency Exam

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

**Transcript:** Report of grades received.

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

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

**U**

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

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

**V**

**Veterans Administration Educational Benefits:** A form of financial aid.

**W**

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

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

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

**Y**

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

**Z**

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

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