

## University Testing Policies and Procedures

As part of the admissions process at LaGuardia, students are required to demonstrate their competence in reading, writing and mathematics.

In reading and writing, students can do this in the following ways:

1. Have earned a bachelor's degree from an accredited institution.
2. National tests: students who score 480 and above on the SAT verbal portion or 20 or above on the ACT verbal portion demonstrate competence in reading and writing.
3. New York State Regents examination in English: students who achieve a grade of 75 or better demonstrate competence in reading and writing.
4. CUNY Assessment Tests in reading and writing: students who do not achieve appropriate scores on the SAT, ACT or New York State Regents in English are scheduled to take the CUNY Assessment Tests.

The CUNY Assessment Tests in reading and writing include:

1. An untimed computer-based reading skills test.
2. A 90-minute writing sample in essay form.

In mathematics, students can meet the competency in the following ways:

1. Have earned a valid bachelor's degree from an accredited institution.
2. National tests: students who score 500 and above on the SAT or 21 or above on the Mathematics portion of the ACT demonstrate competence.
3. N.Y. State Regents:
  - Score of 70 or higher in Algebra I (Common Core) AND successful completion of the Algebra 2/Trigonometry or higher-level course.
  - Score of 80 or higher in either Integrated Algebra, Geometry or Algebra 2/Trigonometry AND successful completion of the Algebra 2/Trigonometry or higher-level course.
  - Score of 75 or higher in one of the following:  
Math A or Math B  
Sequential II or Sequential III
4. Take the untimed CUNY Assessment Math Test and meet the minimum score requirements for pre-algebra and algebra.

Students who do not demonstrate competence in these areas are placed in appropriate reading, writing, ESL or math classes based on the results of the CUNY Assessment Tests. At the end of the sequence of developmental courses in reading and writing, students are given an opportunity to take the tests again to demonstrate their competence. Students in developmental math courses will take a departmental exam. Students must pass all basic skills assessment exams or demonstrate competence in all areas in any of the above ways in order to be able to transfer to any of the CUNY senior colleges.

Students who hold a bachelor's degree are exempt from skills testing; however, bachelor degree holders who have been educated in a language other than English will be required to test in reading and writing only. Placement in remedial or development courses

as a result of these tests will be considered part of the student's graduation requirements.

Effective October 1, 2008, transfer students with a 3 credit college level English course with a grade of 'C' or better from an accredited college or university are considered proficient in reading and writing. Transfer students with a 3 credit college-level math course with a grade of 'C' or better from an accredited college or university are considered proficient in math.

The College and the university will communicate to all students what, if any, tests are required for placement. All students must test, or provide appropriate documentation for exemption. Failure to do so will delay admission and registration for classes. Students may test only once prior to the semester in which they are accepted.

For additional resources and testing information, visit the CUNY Testing website at [www.cuny.edu/academics/testing.html](http://www.cuny.edu/academics/testing.html).

## Advanced Standing through Prior Learning Assessment

LaGuardia offers many opportunities for students to obtain academic credit for courses, credentials and life experience. Students may earn up to 30 credits toward their LaGuardia degree.

### TRANSFER CREDITS AND TRANSCRIPT EVALUATION

Transfer students admitted to degree or certificate programs may transfer to LaGuardia credits earned at other accredited colleges or universities either in the U.S. or the equivalent earned outside the U.S. for courses that are comparable to those offered at LaGuardia. Transfer credits are evaluated by the Transfer Credit Office, C102 prior to or during the first semester of attendance in a degree program at LaGuardia. The maximum number of credits to be granted toward the degree is 30 and 10 toward a certificate. Transfer or freshmen status is determined by the student at the time of application and cannot be changed after a student registers at LaGuardia.

In general, for courses to be transferred, a grade of C or better must have been earned or, if the course was taken at another unit of CUNY, a grade of D or better must have been earned. Courses accepted for transfer credit are not included as part of any student's grade-point average (GPA).

*Selective Transfer Credit Policy:* LaGuardia Community College currently offers selective transfer course credits to students who transfer to LaGuardia. The selective transfer policy allows for up to 30 transfer credits that apply to the student's major.

Students who transfer science credit for sequential courses must transfer both parts to receive the science credit. This applies to the following science courses:

- SCB201/SCB202 – Fundamentals of Biology I & II
- SCB203/SCB204 – Human Anatomy & Physiology I & II

Transfer credit will not be awarded for laboratory science courses taken more than seven years prior to starting at LaGuardia.

Students are cautioned that they must make satisfactory academic progress as a condition of financial aid. Repeated courses do not count in cumulative totals of credits completed to meet financial aid requirements. Students admitted into Nursing, Occupational Therapy Assistant Program, Physical Therapist Assistant, Practical Nursing, Radiologic Technology or Veterinary Technology programs will be awarded credit for transferable courses with earned grades of A, B or C from any accredited college. All courses on the approved course list for each of these majors from their program handbooks will transfer unless a student specifically requests in writing the “first semester only (Session I & II)” for a course not to transfer so it may be repeated here. However, once you deselect a course(s) it can’t be undone. Requests can be filed with the Transfer Credit Office located in the Admissions Office room C102 or by E-mail: [creditevaluation@lagcc.cuny.edu](mailto:creditevaluation@lagcc.cuny.edu)

*Transfer credits for “clinical” courses:* Nursing Occupational Therapy Assistant, Physical Therapist Assistant and Veterinary Technology clinical phase courses will not be awarded. These departments follow the general transfer policies in all other ways.

*Transfer credits in cooperative education:* Transfer credit may be granted for cooperative education courses completed at another college. The number of credits transferred may not exceed three. The chairperson of Cooperative Education makes the determination of equivalency.

*Transfer credits in English:* Transfer credits may be awarded for college-level English courses taken at post-secondary institutions in the U.S. and English-speaking countries. Results of the City University of New York’s ACT placement exam affect the transferability of English courses. English credits are not awarded for a college-level English course taken at post-secondary institutions in countries where English is not the primary language.

*Transfer credits in foreign languages:* Students who have taken an elementary-level foreign language course at another institution and wish to receive transfer credits must complete an intermediate-level course before transfer credit will be awarded.

*Transfer credits in health education:* Transfer credit may be granted for coursework in health education taken at other institutions of higher education. The Natural and Applied Sciences Department will be responsible for approving transfer credits in health education.

*Transfer credits in mathematics:* Transfer credit will be awarded for the equivalent of statistics, pre-calculus or better provided the student has met LaGuardia’s passing standard on the math skills assessment test. Those students with a math skills assessment test score below our minimum standard will be required to take remedial courses in order to receive transfer credit for their prior math courses, unless a waiver of the remedial course is granted by the Mathematics Department.

*Transfer and the New Student Seminar:* The New Student Seminar provides an orientation to LaGuardia, a forum for academic

planning and advisement, and teaches skills imperative to academic success. All students are required to complete the New Student Seminar during their first semester at LaGuardia. Transfer credit will not be awarded for another school’s orientation course.

*Transfer credits in religious studies:* Transfer credit may be granted for theological or religious courses where those courses come under the heading of philosophy. The chairperson of the Humanities Department shall make this decision.

*Transfer credits in remediation:* Transfer credit will not be granted for any remedial, developmental-level, or ESL courses previously taken at another college. Based on test results, LaGuardia may require students to retake basic skills courses passed elsewhere. Missing or failing skills assessment test scores could delay or prevent you from receiving a complete evaluation. This is why it is imperative for all students, including transfer students, to take the CUNY Assessment Tests—or, if the student is transferring from another unit of CUNY, to submit passing placement test scores or re-test at the time of admission to LaGuardia. See the Test Policy section to determine if you meet any of the requirements for exemption.

If you have any questions about your transfer credit evaluation, please visit room C102 or call (718) 482-6103.

## STANDARDIZED EXAMINATIONS

The College offers a variety of ways to obtain credits through standardized examinations.

*The College Board:* LaGuardia is a member institution of the College Entrance Examination Board, participating in both the Advanced Placement and CLEP programs.

*Advanced Placement:* Students presenting scores of 4 or above will receive appropriate credit. To be awarded credit, you must send an official score report to LaGuardia Community College, Office of Admissions.

*College Level Examination Program:* Credit is granted at the discretion of individual academic departments in conjunction with the Transfer Credit Office. Check with the Transfer Credit Office, C102, or call (718) 482-6103 prior to registering for an exam for more information or to obtain a brochure. To be awarded credit, you must be matriculated, earn a score deemed passing by the American Council on Education, and have an official score report sent to LaGuardia Community College (code 2246).

*Evaluation of Noncollegiate Educational Programs (pre-evaluated training, credentials, certificates, and licenses):* Credit may be granted for formal courses and educational programs sponsored by non-collegiate organizations such as work related courses and formal military training recognized by the **National Program on Noncollegiate Sponsored Instruction (PONSI)** now called **National College Credit Recommendation Service (National CCRS)**. For details on what is available, you can visit <http://www.nationalccrs.org/>.