

ACADEMIC REQUIREMENTS AND POLICIES

Academic Requirements

Students must successfully complete a specified number of required courses prior to graduation. Students can review their individual academic requirements anytime at www.laguardia.edu/degreeworks. The number of courses required differs with each major and also depends on the amount of basic skills work needed as explained below. It is important that students consult each semester with a faculty member or academic advisor to arrange an appropriate sequence of courses.

DEVELOPMENTAL AND ESL PROGRAMS

To be successful at LaGuardia, all students must be able to use reading, writing and mathematical skills. The college offers a comprehensive developmental and ESL programs to help students achieve success in their college careers.

Since developmental and ESL courses are designed to teach skills needed in other subjects, students are required to attend these courses regularly and to complete these courses during their first year at the College. Students who need to take several developmental and ESL courses should expect to take extra time to complete all of their LaGuardia degree requirements.

Tutorial Laboratories and Services

The English, Math, ESL and Communication programs provide, in addition to classroom instruction, individual or small-group tutoring services.

The Writing Center offers help in all areas of writing, from grammar through complex essays and reports. Peer tutors provide a portion of the tutoring services.

The mathematics lab, and the reading lab provide personal tutoring, as well as audio-visual aids to help students master basic skills and concepts necessary for success in college and for a career.

Learning Communities

At times the college may link two or more classes in “learning communities” (clusters or pairs). These enable students to see connections between subjects by offering an integrated, multidisciplinary, educational experience. Students register for two or more designated sections and then benefit from shared themes, assignments, and content while taking courses that count towards their major. Learning communities also engage students in learning beyond the classroom through field trips and co-curricular activities. Students in some majors and special programs may be required to take learning communities.

EXPERIENTIAL LEARNING

As part of the requirements for some LaGuardia degrees, students are required to complete successfully internships or experiential learning courses. In addition, all students in the following specialized curricular areas are also required to complete fieldwork courses or their equivalent: Human Services, Occupational Therapy Assistant, Veterinary Technology, Dietetic Technician, Education Associate: The Bilingual Child, Physical Therapist Assistant, Nursing, LPN, Radiology Tech, Secondary Education, Childhood Education, Early Childhood, Nutrition and Culinary Management. Students in these specialized curricular areas should consult with their departments for specific guidelines regarding their requirements.

ENGLISH AS A SECOND LANGUAGE

LaGuardia Community College offers through its English as a Second Language Program (ESL), housed in the Education and Language Acquisition Department, a three-level, integrated language skills program for students whose native language is not English. Students are placed in the program on the basis of their writing scores on a placement test. Students who do not qualify for ESL college courses may be referred to the CLIP Program. ESL courses offer intensive instruction in reading, writing, speaking, and listening. The sequence ranges from a beginning-level course designed for students with little or no English to an advanced course focusing on expository writing and critical reading skills. In addition, the ESL lab provides individual and small group tutoring.

The ESL sequence consists of the following courses:

ESL II (097), ESL III (098), and ESL IV (099). ESL for Select Readers (ESR098 and ESR099) are offered to new students based on high reading scores on the placement test. Students who receive an “R” or “F” grade in ESR098 or ESR099 cannot repeat these courses but must take ESL098 or ESL099 instead.

Students are generally required to complete the ESL sequence from the point of initial placement. Once the ESL sequence is completed, students can expect to take ENG099. For detailed descriptions of the courses, please refer to the Course Description section of the catalog.

e-PORTFOLIO

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

GENERAL EDUCATION CORE COMPETENCIES

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

Definitions of LaGuardia Community College Core Competencies

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

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

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

Our new Core Competencies are communicated via three abilities:

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

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

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

FIRST YEAR SEMINAR

The First Year Seminar (FYS) is a discipline-specific course designed to support freshmen and transfer students in their transition to LaGuardia. Taught by faculty in Natural Science, Business and Technology, Liberal Arts: Social Science & Humanities, Health Sciences, Liberal Arts: Math & Science, Engineering & Computer Science, Psychology, and Criminal Justice, students are introduced to key concepts in their major, learn skills essential to academic success, receive advising support, and learn how to tap into the College's many resources and co-curricular opportunities. FYS students receive additional support in an attached studio hour, where they learn about the digital tools that LaGuardia offers to facilitate educational and career planning. Students at LaGuardia must successfully complete the First Year Seminar to graduate. Transfer credit will not be awarded for another school's first-year seminar course.

URBAN STUDY REQUIREMENT

LaGuardia Community College is proud of its unique urban study graduation requirement. It reflects the College's commitment to the communities it serves and to its students as future leaders of those communities. Urban study courses promote a multi-disciplinary understanding of the urban environment enriched by a hands-on, experiential approach to learning in and through the city.

At least one urban study course must be completed by each degree candidate for graduation. A course taken at an accredited college in New York City that fulfills the criteria for the urban study course and is the equivalent of an existing LaGuardia urban study course may fulfill the urban study requirement. Some urban study courses will be offered each semester. Some urban study courses also fulfill the liberal arts elective requirement. Others fulfill only the unrestricted elective requirement.

Urban study courses:

- ▶ Focus primarily on aspects of urban life that help students understand the dynamics of cities and related controversies
- ▶ Explore systematically the resources of New York City in order to reinforce and expand upon course concepts. Students will be required to participate in at least two field trips or hands-on, out-of-classroom research projects
- ▶ Are scheduled in a mode that promotes using the city as a learning laboratory and that permits follow-through of conceptual material taught in the classroom
- ▶ Are designated as Writing Intensive courses
- ▶ Are designated as ePortfolio courses

The following is a list, by department, of urban study courses (any course with a three-letter designation ending in "N" is an Urban Study course; e.g., "XXN"):

Business and Technology

- BTN195 Profile and Prospects of Business in New York City
- BTN211 Travel, Tourism and Hospitality Marketing

Education and Language Acquisition

- ELN101 Introduction to Bilingualism
- ELN120 Foundations of American Education
- ELN194 Puerto Rican Community: Minority Group Experience

English

- ENN191 Art, Politics and Protest
- ENN/SSN193 Ideal Societies
- ENN195 Violence in American Art and Culture
- ENN198 Creative Writing
- ENN240 Literature of the City

Health Sciences:

- SCN194 HIV/AIDS, Science & Society
- SCN195 Community Health
- SCN240 Food and Culture

Humanities

- HUN191 Photojournalism: An Introduction
- HUN192 Art and Society
- HUN195 Art in New York
- HUN196 Film and New York City
- HUN245 The New York Theatre Experience

Library Media Resources Center

- LBN105 InfoCity: Informed Citizens in the Information Age

Social Science

- SSN103 Introduction to Labor and Community Organizing
- SSN/HUN180 Introduction to Intercultural Communication
- SSN182 Urban Anthropology
- SSN183 History of Minorities
- SSN184 Environmental Psychology
- SSN186 Sociology of the Black Community
- SSN187 Urban Sociology
- SSN189 The Urban Economy
- SSN190 Leadership
- SSN192 Practical Politics in New York City
- SSN/ENN193 Ideal Societies
- SSN194 Religion and Social Change
- SSN202 Environmental Sociology
- SSN204 Crime and Justice in Urban Society
- SSN210 The Politics of Sexuality
- SSN240 History of New York City
- SSN280 Urban Black Psychology

Academic Policies

Academic policies are generally monitored through the Registrar's Office in C107. The office serves the students of LaGuardia in a variety of ways. In addition to coordinating and implementing the registration process, the Registrars Office also provides the following services: distribution of the College's academic calendar, monitoring of academic standing, allied health candidacy, certification of student enrollment, transcript requests, tuition refund requests, verification of attendance, change of data (name, address, etc.), maintenance of student records, and readmission and reinstatement applications.

In this section you will find general information regarding semester credits and credit loads, as well as specific information about the grading system and policies, academic standards, attendance policies, graduation, exemption credits and permit students.

Academic Dishonesty

Academic Dishonesty is prohibited in the City University of New York and is punishable by penalties ranging from a grade of "F" on a given test, research paper or assignment, to an "F" in the course, or suspension or expulsion from the College. Academic Dishonesty includes:

CHEATING—the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise. Examples: Copying from a student during an examination, unauthorized collaboration on take home assignments, submitting someone else's work as your own, allowing another student to take an examination for you, or unauthorized use of notes, electronic devices or other materials during an examination.

PLAGIARISM—the act of presenting another person's ideas, research or writings as your own. Examples: Copying another person's actual words without the use of quotation marks and/or footnotes, failure to acknowledge a source when using information that is not common knowledge or failure to acknowledge collaborators on homework or laboratory assignments.

INTERNET PLAGIARISM—plagiarism that includes the submitting of downloaded term papers or parts of term papers as a student's own work, paraphrasing or copying information from the internet without citing the source, as well as other forms of "cutting and pasting."

OBTAINING UNFAIR ADVANTAGE—any activity that intentionally or unintentionally gives a student an unfair academic advantage over other students. Examples: Stealing, circulating or otherwise gaining access to unauthorized examination materials, intentionally obstructing or interfering with another student's work, depriving other students of access to needed class or library materials by stealing, destroying or defacing them, retaining or circulating examination materials that clearly should have been returned at the end of the exam.

FALSIFICATION OF RECORDS AND OFFICIAL DOCUMENTS—Examples: Forging signatures or authorization, falsifying information on academic records, falsifying official documents such as grade reports, drop/add forms, ID cards or other college documents.

MISCONDUCT ON INTERNSHIPS—behavior inappropriate to a professional setting or in violation of the rules established by either the College or the internship site. Noncompliance with local, state and federal laws while on internship is also included.

Above adapted from The CUNY Policy on Academic Integrity, June 2004

Academic Review

The academic records of all students are reviewed each semester, and probation and suspension letters are sent to students who do not meet the scholastic requirements at LaGuardia. Not having received a letter, however, does not excuse a student from knowing the policies and adhering to them. All students are responsible for maintaining their academic standing according to the College's retention policy.

Attendance Policy

Attendance in class is a requirement and will be considered in the evaluation of student performance. Instructors are required to keep an official record of student attendance. The maximum number of unexcused absences is limited to 15% of the number of class hours.

Note: Absences are counted from the first day of class even if they are a result of late registration or change of program.

Day and Extended Day Status

After a student's first registration at the College, the student's day/extended day (evening) status cannot be changed.

Extended day classes are scheduled credit classes offered during the evening and/or weekend.

To meet the special needs of adults who have work and family commitments, extended day courses are scheduled in a variety of patterns; these permit a student to take several courses while attending just two or three evenings a week. Some courses can be completed by attending classes only one evening a week or on Saturday or Sunday.

Extended day students may also take daytime courses as their personal needs dictate; similarly, day students may enroll in evening and weekend classes.

All students benefit from the basic college services: counseling and advisement, health services, instructional laboratory facilities, bookstore, cafeteria, recreation facilities, and administrative services, and are governed by the same general college policies and regulations.

Any questions concerning extended day classes can be directed to C107, or call (718) 482-5242.

Writing Intensive Courses

In writing-intensive (WI) courses, writing is used to help students gain a deeper understanding of the material they are studying. The variety of formal and informal writing activities with which students engage serves as a means for students to become better writers as a result of instructional support and guidance. Students in writing-intensive courses are required to write both in and outside of class regularly, and written assignments must count for at least 20% of the final course grade. Class size in WI courses is limited to 25 students. All Urban Study and Capstone courses are writing intensive. For WI guidelines, please see the WID website, www.lagcc.cuny.edu/wac.

Academic Credits

CREDIT LOAD

The college does not require that students enroll for a minimum number of credits. A full-time program, however, is considered to be 12.0 or more credits or equated credits (eq. cr.) per semester (a semester includes both Session I and II). Students are encouraged to enroll in at least 15 credits across Sessions to save time, spend less money and graduate faster. Many financial aid awards require students to maintain full-time status. For further information consult with C107.

Full-time criteria:

In order to be considered full-time, students must meet the conditions of one of the following categories:

1. Be registered for 12.0 or more credits
2. Be taking a full-time Internship and additional courses for a total of 12.0 eq. cr.
3. Be taking a part-time Internship and 10 additional eq. cr.
4. Be a first semester freshman and register for 3.0 credits and 12.0 eq. cr. (at least one of the courses must appear on the special value course list published in the Schedule of Classes) or
5. Be registered for 6.0 credits and 12 tuition units (at least one of the courses must appear on the special value course list published in the Schedule of Classes)

Students may achieve their full-time status in Session I or take a combination of courses in Session I and II in order to achieve full-time status. *Students must register for the Session II classes when they register for Session I or the Session II class may not be considered for financial aid.* It is recommended that students attempt to be full-time in Session I.

MAXIMUM EQUATED CREDITS PER SEMESTER

Students may not register for more than 18 eq. cr. per 12-week session, or two courses (not to exceed 9 eq. cr.) per 6-week session. Exceptions may be granted through special permission. In order to receive special permission:

1. During advisement, students must consult with their faculty or academic advisor to receive his or her recommendation.
2. Students must obtain written permission from the Provost or designee. To obtain approval, students must have completed all basic skills and have a GPA of 3.0.

INDEPENDENT STUDY AND INDIVIDUALIZED COURSE CREDITS

Independent study

The college offers students the opportunity to pursue independent study credit(s). This format is designed for the student who is self-motivated, self-disciplined, and capable of doing advanced work. Before registering for independent study credit(s), students must secure permission from the instructor and chairperson of the appropriate academic department. This permission form is available in C107, and must be returned at registration. The completed permission form must also indicate the number of credits to be earned. The formal learning contract must be developed with the instructor and submitted to the Registrar's Office. In addition:

1. The student must have successfully completed 36 credits;
2. The student must meet the requirements for individual study set by the specific department;
3. The contract may involve in-depth exploration of a special topic not within an existing course or it may involve an in-depth exploration of a specific topic within (but not duplicating) an existing course; and
4. The student may take a maximum of 6 credits of independent study and may not engage in more than 3 credits of independent study per session.

Note: A request for waiver may be made to the Office of Academic Affairs, M400.

Independent Study Approval

The student must consult a faculty member who is willing to serve as an instructor. An Independent Study form must be signed by the instructor, student and chairperson.

Registration

The student must submit the signed request form to the Office of the Registrar so the course can be put on a roster.

Planning the Contract

The student must meet with the instructor at the beginning of the session. The purpose of this planning session is to complete the contract form. For independent study, a detailed description of course requirements must be listed on the contract. For an individualized course, the course outline must be attached and the material to be covered during the session noted. The student and instructor should determine dates for future meetings. A minimum of 7 hours and a maximum of 10 hours must be spent in discussing coursework during pre-determined sessions with the instructor.

Recording the Contract

The signed contract must be submitted to C107 by either the instructor or the chairperson of the department by the end of the third week of classes.

Consequences for Failing to Make or Carry out the Plan

Once registered, students are responsible for completing all requirements as stated in the contract. Failure to meet with the instructor as agreed or to fulfill course requirements will result in a punitive grade.

REGISTRATION

There are two registration periods per academic year: prior to the 12-week Fall session and prior to the 12-week Spring session. Students who wish to take classes during the 6-week sessions should register prior to the 12-week sessions. Some new students and readmitted students may be permitted to register for the 6-week session; however, they will not be eligible for financial aid for the session. Registration is done using CUNYfirst at www.cuny.edu. Registration information is available on the college's website: www.laguardia.edu. Only individuals who are actively registered for a course may attend scheduled classes.

Late Registration

Students will not be permitted to register for a course after the announced late registration deadline published in the Academic Calendar.

DROP/WITHDRAWAL FROM COURSES

There are two mechanisms for students to drop courses: Change of Program (Drop) and Official Withdrawal. During the Change of Program period students must access the registration system, CUNYfirst to view all registered courses. Click DROP next to the desired course to drop. The course will not appear on the student's transcript. You may be responsible for part of the tuition cost.

If you need to withdraw from the College or from one or more courses after the Change of Program period has ended you must also access the registration system using CUNYfirst and use the option DROP. If you withdraw during the official withdrawal period, you will receive a "W" as a grade and will be responsible for all tuition charges. If you need assistance with either DROP or WITHDRAW, please go to C107.

The following students may not withdraw online: College Discovery students, or high school students. They must file an official withdrawal form, which can be obtained in C107. College Discovery students must obtain a counselor's signature in order to withdraw from a class and return the signed form to C107 by the deadline. High school students taking college courses must obtain a signature from their High School Guidance Counselor in order to withdraw from a course and return the signed form to C107 by the deadline. WITHDRAWAL FORMS WILL NOT BE ACCEPTED AFTER THE OFFICIAL WITHDRAWAL DEADLINE.

If you do not use the above procedures to withdraw officially from a course in which you have been excessively absent, you will be assigned a failing grade of "WU" by the course instructor.

CHANGE OF MAJOR

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

MEDICAL LEAVE OF ABSENCE

Students may be permitted to take a Medical Withdrawal or Leave of Absence. Students may initiate this process by completing the Medical Leave Request form and submitting medical documentation through the Office of the Registrar. The form and documentation may be submitted by a party authorized by the student if the student is unable to submit in person. Medical Leave Requests and documentation may be submitted at any time. In most cases, a Withdrawal grade will appear on the student's transcript; in limited cases, at the discretion of the College's Chief Student Affairs Officer, an incomplete notation may be used. The withdrawal date of record ordinarily is the date on which the student initiates the formal Medical Withdrawal process.

The College may also initiate a medical withdrawal/leave of absence, per CUNY Policy and the Student Handbook. In these cases, the College's Chief Student Affairs Officer is responsible for informing the Office of the Registrar. In these cases, the same grade recording is used as in the student-initiated cases. The withdrawal date of record is either the date that the student signs a voluntary withdrawal agreement, or the date that a Health review Panel orders involuntary medical withdrawal, whichever is applicable.

For both types of medical withdrawals, appropriate College officials may consider if any refund of tuition is warranted and if a retroactive date for withdrawal is appropriate; these requests will not be granted routinely and are subject to further College review.

Federal Regulations

A Medical Withdrawal/Leave of Absence affects students' financial aid. When the MLA is approved by the Office of the Registrar, a last day of attendance is determined, and the student's financial aid awards are recalculated in accordance with state and federal regulations. In accordance with state and federal regulations, all attempted credits (including W grades) are counted towards Satisfactory Academic Progress eligibility for both state and federal programs.

Federal regulations stipulate that the Medical Withdrawal/Leave of Absence is not to exceed 180 days within a 12-month period. In the event that the leave exceeds this time period, it is considered a withdrawal and the return of all Title IV (Pell) funds apply.

Bursar

As noted, in most cases, any refund is determined by the effective date of Withdrawal. If your Medical Leave of Absence is effective after the first day of classes but within the tuition refund period, you will be charged a tuition liability. The term tuition liability refers to the percentage of tuition and fees a student owes based on original tuition charges.

Please note: If you are entitled to a refund, the amount received is based on attendance verification. If the effective date on the Medical Leave of Absence is after the last day of the refund period, and/or if the attendance verification record indicates that you attended classes after the last day of the refund period, you may be held liable for all tuition and fees.

Conditions Regarding Academic Liability

Once a Medical Leave of Absence form is fully approved, you will likely receive a grade of “W” for all of your courses, regardless of the effective date of the Medical Leave. Exceptions for incomplete indicators are at the discretion of the College’s Chief Student Affairs Officer.

E PERMITS

If a LaGuardia Community College course is either not being offered for the session or closed, students may take courses on permit at other colleges throughout CUNY. Students may apply for an ePermit by using the CUNYFirst

To be eligible to take a course on permit at another CUNY college:

- ▶ Students must have a 2.0 (or higher) cumulative grade point average.
- ▶ Students must currently be enrolled and in attendance at LaGuardia Community College.
- ▶ The course *must transfer back* towards your LaGuardia degree.
- ▶ **NOTE:** Students cannot elect to take course(s) for “Pass/Fail” or “Credit/No Credit” at the host college. A letter grade must be awarded (A, A-, B+, etc.).
- ▶ Students may take a maximum of two courses on permit per session.
- ▶ The course has to be one that is not being offered or is closed at LaGuardia Community College.
- ▶ At the host college, students may only register for the course which they have received permission for.
- ▶ Approval of permit requests remains in the hands of the Department Chairpersons. If a request is denied, the student is notified electronically of the reason for the denial by email.
- ▶ Be sure to arrange for an official transcript to be sent from the host college to:

The Office of the Registrar, room C107
LaGuardia Community College

ATTN: Permits

- ▶ All credits and grades for courses taken at the host institution on permit will be transferred to the student’s record and included in their cumulative grade point average here at LaGuardia.
- ▶ Non-Degree students are *not* eligible to take a course on permit.
- ▶ Permits can *only* be approved for CUNY colleges, *not* for private or SUNY colleges.

READMISSION TO THE COLLEGE

All students who have not registered for classes for two or more semesters must apply for readmission. This includes those students who have been on a Medical Leave of Absence.

Readmission forms are available in C107, and must be completed and returned by a deadline (approximately one week prior to the semester in which they would like to return.) Call the Student Information Center, (718) 482-5935, for exact deadlines. There is a non-refundable \$20 readmission processing fee payable to the Bursar.

Students returning to the College within one year (two semesters) generally will be readmitted to the College under the same curriculum (major) requirements which were in effect at the time the student was admitted to the College. However, students returning after one year will be readmitted under the curriculum requirements in effect at the time of their readmission. In exceptional cases, where the new requirements create an unnecessary hardship (such as graduating with an excess of 72 credits), students will be eligible to petition the requirements and seek possible exception to this policy to the Academic Standing Committee. The decision of the committee is final.

Note: Readmission is allowed for the six-week sessions; however, the student is not able to use financial aid for that session.

REINSTATEMENT

Students on academic suspension may apply in writing for reinstatement during their period of suspension. Applications must be obtained in C107, and returned before the deadline date, prior to the semester for which the student is applying for reinstatement. Students should call the Student Information Center for the reinstatement deadline. There is a \$20 non-refundable reinstatement processing fee (even if the application is rejected) payable to the Bursar. If reinstated, students are expected to show substantial improvement in academic performance. Normally this will require maintaining a semester GPA of 3.00. Students who are reinstated and do not obtain a 3.00 GPA in the semester in which they are reinstated or do not improve their GPA to within retention policy standards are once more suspended. Students suspended twice are not allowed to register at the College again. Exceptions may be granted, only under unusual circumstances, by the Academic Standing Committee or its chairperson. The decision of the committee is final.

Note: Reinstatements are not considered for the six-week sessions.



ACADEMIC FORGIVENESS POLICY

Students who have been dismissed from, or have not been in attendance at, the College for a period of at least five years and whose GPA is below 2.0 are able to be reinstated under the Academic Forgiveness Policy. For students reinstated under this policy, past grades of F, FIN or WU will remain on their transcripts but will not be calculated in their grade point averages. This policy gives students a second chance to complete their studies.

Your eligibility for Financial Aid is determined by Student Financial Services in accordance with Federal and State Financial Aid regulations. The Academic Forgiveness Policy does not override financial aid regulations. Please speak to a Financial Aid Specialist regarding your eligibility for aid.

Note: Admission or readmission into the “Clinical Phase” of Allied Health Programs is not guaranteed under the Academic Forgiveness Policy, regardless of the student’s prior status in that program. Students must contact individual program offices for specific readmission policies.

Grading

GRADING SYSTEM

College-wide Grading Policy Statement

At LaGuardia Community College, all students are encouraged to achieve their highest potential by acquiring knowledge and developing skills that lead to success both in the classroom and in the modern workplace. Academic progress is measured by the students’ mastery of the course as demonstrated by their ability to write clearly and accurately, discuss, compute, analyze, and draw logical conclusions among concepts. All students are expected to abide by the College attendance policy, complete all assignments and examinations thoroughly and on time, and participate thoughtfully and constructively in class discussions. Further information on grading is contained in the College-wide attendance policy, plus and minus grading policy, departmental grading policies, and course syllabi.

The following grading symbols are included in the calculation of Grade Point Average (GPA):

A-, A	=	90-100
B-, B, B+	=	80-89
C-, C, C+	=	70-79
D-, D, D+	=	Lowest passing grade (see Repeat Grade policy, p. 207)
F	=	Failure (see F grade policy, p. 207)
FIN	=	Failure from incomplete (see note, p. 206)
WN	=	Unofficial Withdrawal (see below)
WU	=	Unofficial Withdrawal (see below)

The following symbols are also used on the official transcript:

CR Exemption credit (credit earned). Students with demonstrated competence in specific areas may be granted credit for courses related to these areas.

E Excellent (used prior to Fall 1975 with GPA value of 4.00)

F The Failure grade is used when an instructor evaluates a student's work as not having met the standards for the course. Ordinarily the student is expected to retake the course. A student who has received an **F** twice for the same course must consult with and receive permission from the department chairperson or designee before attempting the course again.

FIN An **INC** (Incomplete) grade which has been converted to a failing grade will appear as a **FIN** grade.

G Good (used prior to Fall 1975, with GPA value of 3.00)

Incomplete Grade Policy

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

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

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

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

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

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

NC No credit. Currently used only for high school students enrolled in college-level courses (used for all students prior to March 1977; calculated as an F in the GPA if earned between September 1976 and March 1977; not calculated for any other period).

NC Grade Policy for Early College Students

At Middle College, International H.S., and Energy Tech H.S. (Early College) any student who earns an academic grade of F, or an administrative failing grade (WU or FIN) will be eligible of a non-punitive "NC" grade computed into the Grade Point Average subject to the following provisions:

1. or no more than 4 classes or 12 credits earned
2. Up to their first 18 attempted credits

P Passing (used prior to Fall 1975; not calculated in GPA).

R The Repeat grade is awarded only in Basic Skills courses. In general, the student has satisfactorily completed all assignments and has demonstrated satisfactory progress toward the goal of the course but has not reached the level required to pass the course. To earn a grade of **R**, students who do not pass the course must:

1. Comply with the College's attendance policy. Students who have stopped attending at any time before the final exam week, and did not officially withdraw will receive a grade of **WU**;
2. Complete all assigned work; and
3. Make substantial progress in appropriate skills improvement.

S Satisfactory. This grade is used only in courses that carry no credit, such as New Student Seminar; Co-op Prep; and Nursing, OTA, PTA and VTA candidacies.

TCR The Transfer Credit grade is given to students who have transferred into LaGuardia with credits earned at other accredited colleges and universities. Based on guidelines established by the academic department, transfer credits are evaluated by the Transfer Credit Office, C102 prior to or during the first semester of attendance at LaGuardia. Students may receive a maximum of 10 transfer credits toward a certificate and 30 transfer credits toward a degree.

U Unsatisfactory. This grade is used only in courses that carry no credit, such as New Student Seminar, Co-op Prep; and Nursing, OTA, PTA and VTA candidacies.

W Official Withdrawal. This grade is given when a student officially withdraws from a course after the change of program period, but prior to the official withdrawal deadline.

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

WA Administrative Withdrawal. For example, this grade is used for students who have not been cleared for immunization.

WN is assigned to a student who has never attended a class or for whom there is no documented evidence of the student's participation in a course prior to the official withdrawal date.

Note: During the Fall 2008—Spring 2009 academic year, the WN grade had a numerical value of 0.0.

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

Y Indicates completion of the first quarter of a two-quarter course (used prior to Fall 1980).

Z This “temporary” grade indicates that a student's official grade was not received by the Registrar in time to be recorded on the official transcript. The actual grade usually appears on the next issued transcript.

@ Waiver of requirement (without credit). A student may obtain a waiver for a course when the appropriate department chairperson or designee determines that such a waiver is warranted.

Students may not register for credit courses that they have successfully completed with a grade of **A, B, C, (+) CR, E, G, INC, P, S, TCR** or **@**.

AUD Grade

Students may audit (attend without credit) courses in which they have an interest to increase their knowledge and proficiency. A student may audit a course only with official approval of the department chairperson, and based on seat availability through the Add/Drop period. A student seeking to take the course for credit will supersede an audit request, regardless of order of registration. “Unofficial” auditing is not permitted. Students must request to audit a course at the time of registration or prior to the start of the Withdrawal Period as indicated on the Academic Calendar for the session of the course, by completing an Audit Request Form, available in the Registrar's Office. Students must register for an audit class in the same manner prescribed for regular classes, and must meet course prerequisites.

Students must also pay the required tuition & fees as if registering for credit in the course. Audited courses cannot be used to qualify for full-time or part-time status, financial aid or veteran's benefits. Once registration is completed as an auditor, no credit for that course can be granted retroactively, and the decision cannot be reversed. The grade of “AUD”, which carries no credit, cannot be changed to any other grade. The tuition refund policy for audited courses is the same as for credit courses, except in cases of an audit student being de-enrolled to make room for a credit student; in that case, there will be 100% refund, regardless of timing. Official transcripts will record the grades of “AUD” for courses enrolled on an audit basis. Auditors are required to observe attendance regulations of the College and must participate in class to the extent deemed reasonable, desirable and necessary by the instructor.

Hybrid and Online Classes

In order to take an online or hybrid course, a student must have completed at least one semester at LaGuardia and achieved a cumulative grade-point average (GPA) of 2.0 or better on all college-level work, or the student is required to have departmental permission. Some departments may have additional requirements

Repeat Grade Policy

Students who receive a grade of **C-**, **D+**, **D**, or **D-** grade may wish to repeat a course in an attempt to upgrade the skill level achieved and to facilitate the transfer of credits to a senior college. Each department has its own guidelines and procedures for students who wish to repeat a **D** or **C-** grade, and not every department allows repetition of coursework. Special permission must be obtained from the appropriate academic department prior to repeating the course. In addition to securing departmental approval, the following general conditions must be met:

1. Students may repeat the same course only once;
2. Both grades will appear on the students' transcripts and will be included in the calculation of the GPA (even if students failed the course the second time);
3. When a course is repeated, the credit for that course is not counted toward the degree a second time; and
4. Generally students may repeat only three different courses in which a **D** or **C-** grade was earned. Requests to repeat more than three **D** or **C-** grade courses may be directed to the chairperson of the Academic Standing Committee. The decision of the committee is final.

Note: For the purposes of TAP, courses repeated through the **D** and **C-** Grade Policy will not be counted when determining the student's full-time or part-time financial aid eligibility.

F Grade Policy

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

At LaGuardia and other CUNY schools, any student who earns an academic grade of **F**, or an administrative failing grade (**WU** **OR** **FIN**), and subsequently retakes the course and receives a grade of **C** or better, will no longer have that **F**, **WU**, or **FIN** grade computed into the Grade Point Average subject to the following provisions:

1. This policy was effective as of Fall 1990;
2. The failing grade must have been earned after Sept. 1, 1984;
3. The maximum number of failing credits that can be deleted from the GPA shall be limited to a total of 16 throughout CUNY;
4. The **F**, **WU**, or **FIN** grade will remain on the transcript, but will not be calculated in the GPA;

- For the student who earns a grade of **C** or better in a course taken at LaGuardia, the original failing grade must have also been earned at LaGuardia; and
- Partial deletions in the calculation of the cumulative GPA are prohibited.

R Grade Policy

After Spring 1990, students who register for a course in which they have previously received two or more **R** grades are not eligible to receive an additional **R**. Students who do not pass the course in their third or subsequent attempt must be given a grade of **F**. However, the instructor can submit an appeal on behalf of the student to the department chair.

Policy on Early Advisement to Improve Student Performance

College policy requires that faculty will:

- Provide students with clear-cut course objectives and requirements and evaluation criteria (criteria for grading);
- administer some form of evaluation (e.g., quiz, exam, written assignment) by the end of the fourth week of a 12-week session or by the end of the second week of a 6-week session; the evaluation is to be returned and discussed with students; and
- initiate early contact with students performing poorly; assist students by offering advice and by referring students to labs or to the Student Advising Services office, B102.

GRADE POINT AVERAGE (GPA)

The GPA is a numerical computation of a student's academic record and is used to determine graduation eligibility, graduation honors, inclusion on the Dean's List, probation, and suspension. The GPA is also used to determine continued eligibility for some financial aid programs. The GPA is calculated per semester by using the following criteria:

How to Compute Your Grade Point Average

Grade Earned	Numerical Value	
A	EXCELLENT 96-100	4.00
A-	90-95	3.70
B+	87-89	3.30
B	GOOD 84-86	3.00
B-	80-83	2.70
C+	77-79	2.30
C	SATISFACTORY 74-76	2.00
C-	70-73	1.70
D+	67-69	1.30
D	PASSING 64-66	1.00
D-	60-63	0.70
F	FAILURE 0-59	0.00

The grades of **WU** and **FIN** are computed as an **F** in the GPA and carry a numerical value of 0.00 (see grade of **F**, above).

To calculate your GPA, list all the courses you have taken at LaGuardia and write the grade you earned. Using the chart above, write the numerical value for each grade. Next write the number of credits each course is worth. Using a calculator, multiply the value and credits and write the answer in the quality points column. Take the total number of credits and divide them into the total number of quality points to reach your correct GPA.

Sample Calculation

LIST ALL COURSES	GRADE EARNED	NUMERICAL VALUE	X	CREDITS POINTS	=	QUALITY
ENG 101	A-	3.70	x	3	=	11.1
MAT 200	C	2.00	x	4	=	8.0
SSS 100	B-	2.70	x	3	=	8.1
HUC 101	D+	1.30	x	3	=	3.9
				13		31.1

Divide 31.1 by 13 for the answer of 2.39. This student's GPA is a 2.39 and a total of 13 credits.

GRADE APPEALS

Appealing Individual Course Grades

In order to appeal a final course grade, the student must first discuss the grade with the instructor. If, after discussion with the instructor, the student wishes to appeal further, or if the student is unable to meet with the instructor, the student may then arrange to meet with the department chairperson. If, after meeting with the chairperson, the student still wishes to appeal the grade, the student must consult with Student Advising Services (B102) about appealing the case in writing to the Academic Standing Committee. The appeal must be filed within six months following the session in which the course was taken. The decision of the Academic Standing Committee is final.

GRADE APPEALS PROCESS FOR EARLY COLLEGE STUDENTS

Appealing Individual Course Grades

In order to appeal a final course grade, Early College student(s) must first discuss the grade with the instructor. If, after discussion with the instructor, the student wishes to appeal further, or if the student is unable to meet with the instructor, the student may then arrange to meet with the department chairperson. If, after meeting with the chairperson, the student still wishes to appeal the grade, the student must consult with an advisor, room B102, about appealing the case in writing to the Academic Standing Committee. The appeal must be filed within six months following the session in which the course was taken. The decision of the Academic Standing Committee is final.

***speak with your College Liaison to determine eligibility for academic appeals

Appealing to Receive Grades of W (Official Withdrawal)

A student who can document that extenuating life circumstances adversely affected his or her grades during a specific term must consult with an advisor about filing an appeal directly with the Academic Standing Committee asking that these grades be changed to **W**. The appeal form, along with appropriate documentation, must be submitted by the end of the student's next semester at LaGuardia.

Note: A grade of **W** cannot be altered by instructors or chairpersons. It can only be changed by appealing to the Academic Standing Committee. A grade of **WU** or **WN** can be changed by the instructors with the chairperson's approval. The change must accompany a reasonable explanation. A **WU** or **WN** grade can also be changed by appealing to the Academic Standing Committee. Grades of **A, B, C, D, F, FIN, INC, R, Z** or **@** may be changed by instructors with permission from the department chairperson. The Registrar will review all cases of changes where more than one grade level is involved, e.g. **C to A, D to B, F to C**.

DEAN'S LIST

The Dean's List is established every semester to honor those degree or certificate students who have achieved academic excellence. To be eligible for inclusion on the Dean's List in a given semester, a student must have:

1. Earned 9.0 credits or more;
2. Achieved a grade point average (GPA) of 3.50 for the semester;
3. Not received grades of **F, FIN, D+, D, D-, INC, R, WU, or Z**; and
4. Maintained a cumulative GPA of 2.00.

ACADEMIC STANDING & RETENTION POLICY

All students must achieve a minimum cumulative Grade Point Average (GPA) to remain in good academic standing.

CREDITS ATTEMPTED GOOD ACADEMIC STANDING	MINIMUM CUMULATIVE GPA FOR
0.0-12.0	1.50
12.5-24.0	1.75
24.5-or more	2.00

Probation

Students who do not meet the minimum grade point average (GPA) are placed on academic probation for the following semester. They are given one semester to achieve the minimum grade point average required as per the College's retention policy. If during this probationary period, students make satisfactory academic progress, they will be returned to good academic standing with the College and may be eligible for financial aid. If

the minimum GPA is not achieved, students may be suspended from the College. However, in order to allow students to file appeals (due to constraints associated with the calendar), there is a one semester delay applying suspensions. The College reserves the right to limit the number of equated credits a student may carry during a probationary semester. Exceptions to the limitation may be granted, only under unusual circumstances, by the Academic Standing Committee or its chairperson.

Probation Workshops

Student Advising Services offers workshops and specialized counseling sessions to students on academic probation. They help students understand the College's retention policy and develop strategies for academic success.

Suspension

Students who have been suspended are not eligible to register for courses at the College for one semester. They may appeal the suspension in writing to the chairperson of the Academic Standing Committee. Appeal forms are available in Student Advising Services (B102) or in C107. If the appeal is approved, students will be expected to show substantial improvement in academic performance. Normally this will require earning a semester GPA of 3.00. The decision of the committee is final.

Graduation

At LaGuardia, a 2.00 GPA (C average) is required for graduation, as well as passing the required basic skills tests and major requirements. A graduate whose cumulative GPA is between 3.50 and 3.89 shall be graduated with honors. The term "with honors" will be inscribed on the student's diploma and noted on the transcript and the commencement booklet. A graduate whose cumulative GPA is 3.90 or better shall be graduated with high honors. The term "with high honors" will be inscribed on the student's diploma and noted on the transcript and the commencement booklet. Students can review their progress towards graduation anytime at www.laguardia.edu/DegreeWorks. All students must register for "Intent to Graduate" in order to have their records reviewed. This should be done when they register for their final 12-week session. Students wishing to appeal graduation requirements may submit a written appeal to the Academic Standing Committee. The decision of the committee is final. Upon graduation a student's record is frozen. No changes can be made to the record.

Note: If the Registrar's Office determines that you have met the requirements for graduation, you may not continue taking courses at LaGuardia unless you have filed a second degree, certificate or a non-degree application.

GRADUATION RATES

Graduation rates at LaGuardia compare favorably with those for other CUNY community colleges. While most students require more than two years to complete an Associate's degree, studies have shown that approximately 20% of entering students achieve their degree in five years or less. An important factor to consider in addition to the graduation rates is the number of students who attend part-time and therefore require additional time to complete their studies.

LaGuardia graduates average about seven and a half semesters, or just under four years, to obtain their degrees. However, for about two semesters of that time, students are not actively taking classes. For the past five graduating classes, the average number of semesters spent earning credits was 6.4, or just over three years. The rate of graduates who transfer to four-year colleges within one year of graduation is 41 percent. Most LaGuardia graduates who continue their education remain within The City University of New York system (83 percent). Queens, Baruch, Hunter and City Tech colleges are the most popular choice so far, with over two-thirds of all transfers selecting those sister institutions.

RESIDENCY REQUIREMENT

Students must successfully complete 50% of their degree, or 30 credits for an associate degree, at the College before being awarded a degree. This includes courses taken on permit. Up to 10 exemption credits may be used towards the residency requirement for associate degree programs, and up to 6 towards the residency requirement for certificate programs.

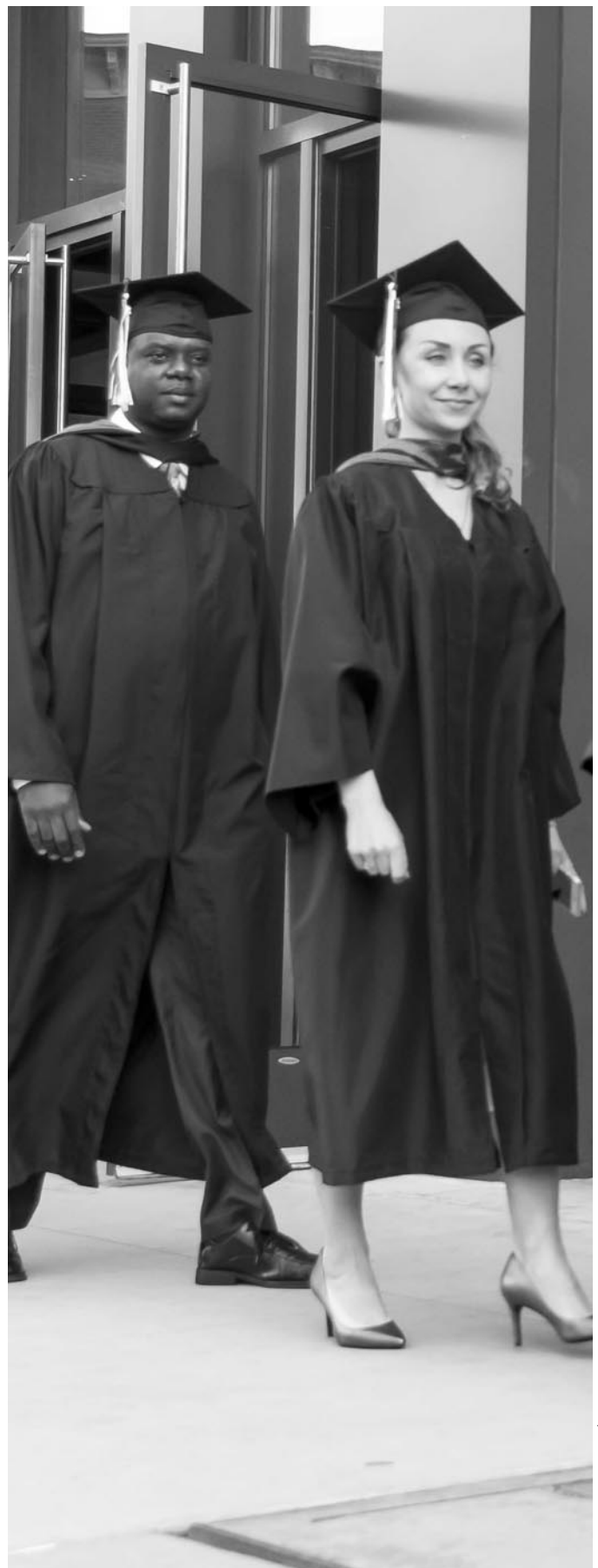
PURSUIT OF ADDITIONAL STUDY AFTER GRADUATION

Second Credential Students

Students who have earned a certificate and then wish to pursue a degree, and students who graduate with a degree and wish to pursue a certificate, must apply for a "Second Degree." Information on how to apply to the college can be found in the Admissions Office or by visiting the website at www.lagcc.cuny.edu/Admissions/home/. Courses completed for the first credential may also be used to meet the requirements of the second credential. Students must reregister for "Intent to Graduate" in the semester in which they anticipate completing the second credential.

Second Degree Students

Students who have graduated from LaGuardia Community College and who are interested in pursuing a second degree at LaGuardia should contact the Admissions Office, C102 for information on how to apply for a second degree. Second degree students must complete LaGuardia's residency requirements of 30 credits toward the new degree and may transfer up to 30 credits toward a degree. All second degree students will be held accountable for the completion of Internship requirements in their respective curriculum.



KRISTIAN LARROTA / LAGUARDIA COMMUNITY COLLEGE