

# ADMISSIONS INFORMATION

Students interested in attending Nassau Community College should consult the college website at [www.ncc.edu](http://www.ncc.edu) for up-to-date information, application deadline dates, and acceptance requirements for specific programs.

## MATRICULATED STATUS

Students who wish to earn a degree should apply for matriculated status by completing the College's regular application for admission and providing all required documentation by the specified deadline. An application fee will be charged. Acceptance as a matriculated student in a particular program indicates that the student has met all admissions requirements necessary to be a degree or certificate candidate in that program. Normally, only matriculated students are permitted to attend on a full-time basis (12-17 credits per semester). It is important to note that matriculated status and full-time study may be required in order to receive certain types of federal and state financial assistance.

All degree or certificate candidates must be high school graduates or must have received the General Educational Development (G.E.D.) certificate. There are limited options for non-high school graduates; refer to the section titled "Non-High School Graduates". Local school diplomas, such as I.E.P. and annotated diplomas, school leaving certificates, and certificates of attendance, are not valid for admission unless the school certifies that the applicant has met all diploma requirements (including successful completion of Regents Competency Testing or any other requirements) mandated by the State Education Department of New York.

**Students are encouraged to apply for admission online at [www.ncc.edu](http://www.ncc.edu). Paper applications can be obtained by writing to: Office of Admissions, Nassau Community College, One Education Drive, Garden City, NY 11530-6793, by calling (516) 572-7345, via e-mail at [admissions@ncc.edu](mailto:admissions@ncc.edu) or by printing it from our website at [www.ncc.edu/admissions](http://www.ncc.edu/admissions).**

Requirements for admission to specific programs vary. Most important are the applicant's high school record and, in the case of a transfer student, college record(s). Recommendations from counselors and faculty members and Scholastic Aptitude Test (SAT) and/or American College Test (ACT) scores are not required, but may be helpful in making a positive admission decision when a student does not meet the criteria for a particular program. SAT or ACT scores may also be used to waive students from sections of the College's assessment test. Students who have taken the SAT and/or ACT are encouraged to submit test scores to the College, as part of their application.

Applicants with international credentials must review our latest requirements online at [www.ncc.edu/admissions/international](http://www.ncc.edu/admissions/international) students. International applicants who require a Student (F-1) Visa must submit additional application materials.

High school graduates or holders of the G.E.D. who do not meet the academic requirements for admission to a particular area of study should make an appointment with an admissions counselor to discuss appropriate options.

Applicants to selective programs, such as Nursing and the Allied Health Sciences, who fail to meet eligibility requirements for admission to these programs, should contact the Office of Admissions to discuss the necessary and appropriate course work that may enable them to qualify for admission at a later date. The Office of Admissions, in conjunction with several academic departments, holds informational workshops and/or individual sessions with prospective students to ensure that students are aware of prerequisites for admission to these programs. All applicants for matriculated status and for enrichment programs are required to take assessment tests in English, reading, and mathematics, unless specifically exempted from the tests by the Office of Admissions.

The results of these tests, which are used for placement and advisement, may affect a student's admission to certain programs or academic areas, but not to the College.

Information on criteria for admission to specific areas of study is found in the "Programs & Admissions Requirements" chart that is included with the application for admission.

Because of the limited number of seats available in classrooms and laboratories, the College must reserve the right to deny matriculation into specific programs.

### **Transfer Students:**

For admission with advanced standing from an accredited college, a student must arrange for transmittal of official high school and college records to the Office of Admissions. All academic records should be mailed to: Office of Admissions, Nassau Community College, One Education Drive, Garden City, NY 11530-6793. It is the student's responsibility to make sure the College receives all official transcripts by appropriate deadline dates. Only equivalent courses with a grade of "C" or higher, relevant to a student's degree requirements at Nassau, will be accepted from other colleges to apply for credit toward a degree at Nassau. Courses completed on a trimester or quarterly basis will be converted to semester hour credits. Questions regarding evaluation of transfer credits should be referred to the Office of Admissions.

### **Returning Students:**

Students in good academic standing who previously attended Nassau Community College but who have missed at least two consecutive semesters (fall and spring, or spring and fall) are considered to be "returning students" for the purposes of registration in a subsequent semester of study. Such students must apply for "reactivation", which may be done at the Office of the Registrar, unless they have attended another college during the interim period. In the latter case, they must apply through the Office of Admissions, so that their transfer courses can be evaluated. Returning students requesting a new area of study must submit to the Office of the Registrar a Change of Program form approved by the appropriate academic department chairperson. Students who were once enrolled in high-demand programs, such as Nursing or one of the Allied Health Science programs, might not be permitted to re-enroll in these departments if seats are unavailable.

Reactivating students interested in returning to any of these programs should contact the appropriate academic department.

### **NON-MATRICULATED STATUS**

Students who do not intend to pursue a degree or certificate at Nassau, but rather, plan to take courses for personal enrichment or professional growth, should apply for non-matriculated status. Non-matriculated students are not required to take the College's

skills placement test unless the course(s) they wish to take require minimum scores on these tests. In particular, they will be prohibited from enrolling in any credit-bearing English, reading or mathematics courses until placement test results are available. Certain exemptions are granted, as noted in the following section on Skills Placement Tests. Non-matriculated students who are not exempt from testing will be permitted to accumulate no more than 12 credits without taking the placement test.

Non-matriculated students are normally limited to part-time study (11.5 or fewer credits per semester) and are not eligible for state and federal financial aid programs. Additionally, non-matriculated students may be restricted from taking certain courses and should consult an advisor in the Office of Admissions before registering. Students in attendance who wish to change from non-matriculated to matriculated status must contact the Office of the Registrar. Additional requirements may need to be completed before matriculation can occur. Students should review the "Matriculated-Status" section of this catalog for matriculation requirements.

### **SKILLS PLACEMENT TESTS IN ENGLISH, READING, AND MATHEMATICS**

Most degree and certificate seeking applicants to the College are required to take a placement test prior to registration. This test assesses skills in the areas of writing, reading, and mathematics, with the results used to determine if special course work must be taken in those subject areas. (Students whose native language is not English are required to take an English-as-a-Second Language test in lieu of the College's regular assessment test.) Exemptions from placement testing will be granted in the appropriate testing areas as follows:

**Writing:** Students presenting a score of 570 or higher on the SAT writing section, or a score of 25 or higher on the ACT English section, will be exempt from the writing placement exam. These students will be placed into ENG 101, Introduction to Composition, the first credit-bearing English course in the composition series.

**Reading:** Students presenting a score of 550 or higher on the SAT critical reading section, or a score of 24 or higher on the ACT reading section, will be exempt from the reading placement exam. These students shall also be exempt from all reading remediation.

**Mathematics:** Students presenting a score of 510 to 549 on the SAT mathematics section, or a score of 22 to 23 on the ACT mathematics section, shall be exempt from the arithmetic portion of the exam used for math placement. These students will be given the algebra portion of the exam to determine any need for remediation in algebra. If there is no such need, they will be given the college-level math portion of the exam to determine their placement into credit-level math courses.

Students presenting a score of 550 or higher on the SAT mathematics section, or a score of 24 or higher on the ACT mathematics section, will be exempt from both the arithmetic and the algebra portions of the exam used for math placement. These students will be given the college-level math portion of the exam to determine their placement into credit-level math courses.

**Post-Graduate and Transfer Students:** Exemptions from the placement test will be given to those students who provide documentation that they possess a college degree from an accredited institution. In addition, transfer students who submit documentation that they have successfully completed a college level mathematics course equivalent to Nassau's MAT 109 (Algebra and Trigonometry) or higher shall be exempt from the mathematics portion of the placement test. Those who submit documentation that they have successfully completed a college-level course equivalent to Nassau's ENG 101 (Composition I) shall be exempt from the reading and writing portions of the placement test.

*Please note that: Some students who have been exempted from any part of the NCC placement testing process, but who are applying for the New York State Tuition Assistance Program (TAP) award, may be required by the state's criteria for financial assistance to prove "ability to benefit" (ATB) through applicable sections of the NCC Placement tests.*

The Departments of English, Reading/Basic Education and Mathematics/CSC/ITE have developed criteria under which some incoming students may be offered the opportunity to retake part of the placement examination in areas where they were initially unsuccessful. An explanation of these policies and procedures is available at the Testing Center.

Students whose test results indicate a need for special courses must take those courses during the first semester of attendance, and continue taking them in successive semesters until completing them satisfactorily. Successful completion of prescribed remedial work is a prerequisite to enrollment in specific credit-bearing courses.

These specialized courses in English, reading, and mathematics are found in the Course Description section of this catalog under BEP 090, BEP 091, BEP 092, COM 030, ENG 001, ENG 030, MAT 001, MAT 002, MAT 003, RDG 001, RDG 002, RDG 030.

The College reserves the right to test or exempt from testing any student regardless of status applied for and/or deny admission to specific course offerings based on test results. The College reserves the right to deny registration privileges to any student who does not comply with all aspects of the Placement Testing Policy.

For further details on specific time and location of placement testing, see our website ([ncc.edu/admissions/placementtestinginformation](http://ncc.edu/admissions/placementtestinginformation)) or contact the Coordinator of Testing at **(516) 572-7780**.

## **NON-HIGH SCHOOL GRADUATES Early Admission.**

The College enables some high school students who have completed the junior year to enroll as full-time freshmen. Arrangements can be made with the high school so that successful completion of the freshman year of college entitles these students to a high school diploma. Students applying for early admission normally must meet the following minimum requirements: (1) completion of the junior year (11th grade) of high school; (2) completion of at least 16 academic units of college-prep courses in high school; (3) achievement in high school that would place the applicant in the upper 20 percent of the high school class; (4) standardized test scores which give strong evidence of intellectual ability to do college work; (5) sufficient emotional maturity to cope with and benefit from an early college experience as evidenced in an interview with an admissions counselor; (6) permission of the high school counselor or principal.

Applicants for the Early Admission option must complete the College's regular admission application. The student must call for an interview appointment with a Nassau admissions counselor and bring to the interview: (1) a brief statement of the intended purpose for early study; (2) recommendation of counselor and/or principal, including specific courses that the student must complete at the College to qualify for a high school diploma (if applicable); (3) a transcript of high school courses completed and in progress; (4) all available standardized test results; and (5) recommendations from at least two teachers.

## High School Enrichment.

The College also enables some high school seniors to enroll in College courses (maximum of two courses per semester) during the regular academic year while continuing to attend high school. Students applying for this enrichment option usually must meet the following minimum requirements: (1) completion of the junior year (11th grade) of high school; (2) achievement in high school that would place the applicant in the upper 20 percent in subjects being elected for advanced study; (3) evidence of sufficient emotional maturity to cope with and benefit from an early college experience as evidenced in an interview with an admissions counselor; (4) acceptable general academic achievement in high school; (5) permission of high school counselor or principal.

## STUDENTS WHO WISH TO EARN A HIGH SCHOOL EQUIVALENCY DIPLOMA OR GED

Nassau Community College's Office of Admissions will consider applications from students who do not have high school diplomas and who want to earn an equivalency diploma (GED) through the completion of college credits. These applicants normally should meet the following minimum criteria: (1) be at least 18 years of age and (2) have been out of high school at least one year past the date of graduation of their high school class and (3) exhibit a genuine desire to obtain a college degree.

Students applying in this status must meet with a counselor from the Office of Admissions, complete the regular admissions application, supply official high school credentials, and take the basic skills assessment test. Applicants who do not meet all of these criteria may present unique circumstances to request special consideration for admission.

The State University of New York, State Education Department, High School Equivalency Diploma Program provides that persons who have not earned a high school diploma may be issued a New York State High School Equivalency Diploma (GED) if they "provide satisfactory evidence that they have successfully completed twenty-four [24] credits (semester hours) or the equivalent as a recognized candidate for a college-level degree or certificate at an approved institution." The twenty-four credits must be distributed as follows: six [6] credits in English language arts including writing, speaking and reading (literature); three [3] credits in mathematics; three [3] credits in natural science; three [3] credits in social science; three [3] credits in humanities; and six [6] credits that fulfill college degree requirements. Students are strongly encouraged to consult

with academic advisors so that, as much as possible, the courses they take will fulfill the requirements specified above for the equivalency diploma, as well as for the Nassau college degree the student wishes to obtain. Non-credit lifelong learning (continuing education) courses taken solely for personal or cultural enrichment, and not part of a specific degree or certificate program, may not be used to obtain an equivalency diploma. Students who have completed or who are nearing the completion of these requirements should go to the Registrar's Office to obtain an application for the equivalency diploma, which they must file with the New York State Education Department.

Applicants to the College without a high school diploma typically would begin in a part-time, non-matriculating status based on their lack of a high school credential. Students who do not qualify initially for matriculation may, nonetheless, follow a degree or certificate program as non-matriculating students in anticipation of their subsequently meeting matriculation requirements and obtaining recognition as degree candidates, once they receive an equivalency diploma. While in a non-matriculating status, students are not eligible for financial aid.

## MMR IMMUNIZATIONS REQUIREMENT

New York State law requires that students born on or after January 1, 1957, who are enrolled for six or more chargeable credits, be immunized against measles, mumps and rubella. The law further mandates that students who fail to submit proof of immunization prior to the 30th day of the semester will be disenrolled from all classes.

Disenrolled students are not permitted to be physically present in class and will receive "W" grades for all enrolled classes. Disenrolled students will not be permitted to register for the next semester until all requirements have been completed. Students are not entitled to any refund of tuition and fees for the semester from which they have been disenrolled.

In the event of an outbreak of measles, mumps, or rubella, the New York State Department of Health will exercise emergency procedures that require the College to ban the attendance of any student regardless of credit load who has not submitted proof of immunization to the College's Student Health Services office. For this reason, the College encourages all students in attendance born on or after January 1, 1957, to submit proof of immunization. In the event of an outbreak, students will not be permitted to use attendance restrictions imposed by the New York State Department

of Health as a reason for a refund in excess of normal refund entitlements as outlined in the college's refund policy elsewhere in this publication. Submitting documentation of immunization is the responsibility of the student and will ensure uninterrupted attendance.

## MENINGITIS REQUIREMENT

New York State law requires colleges to distribute information about meningococcal disease and vaccination to all students enrolled for at least six (6) semester hours or the equivalent per semester. Colleges in New York State are required to maintain a record of the following for each student:

A response to receipt of meningococcal disease and vaccine information signed by the student or student's parent or guardian. This must include information on the availability and cost of meningococcal meningitis vaccine;

### AND EITHER

A record of meningococcal meningitis immunization within the past 10 years;

### OR

An acknowledgment of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or student's parent or guardian.

New York State law states that no institution shall permit any student to attend the institution in excess of 30 days from the start of the semester without complying with this law. The 30-day period may be extended to 60 days if a student can show good faith effort to comply.

## HONORS CONNECTION

High school juniors and seniors who elect the High School Enrichment Option and who have consistently excelled in high school can take a class in the Honors sequence at the College. To qualify, students must have a 90 percent average in academic subjects and a minimum score of 1500 on the PSAT or SAT exam (500 minimum on each of the critical reading, writing and math sections). Interested students should contact the Honors Program coordinator for additional information regarding application at **(516) 572-7194**.

## THE FRESH START PROGRAM

The Fresh Start Program allows a student who has not been in attendance at Nassau Community College for five years (ten fall-spring semesters) to remove from the grade point average grades lower than "C" earned during his/her previous attendance.

1. In all credit bearing courses taken after re-entry and before acceptance into the program, the Fresh Start candidate must receive

a grade of "C" or higher. Therefore, candidates are urged to carefully review their schedules and not to overextend their commitments. For non-credit courses, a grade of "S" must be achieved.

2. The Fresh Start candidate may apply for Fresh Start during the semester in which he/she expects to complete twelve (12) credits after re-entry.
3. The Fresh Start candidate must successfully complete twelve (12) credit hours of study within two academic years after re-entry in order for his/her application to be approved.
4. Acceptance into Fresh Start will be granted only once.
5. The Fresh Start candidate will be permitted withdrawal ("W") grades only if he/she has an extenuating circumstance such as a medical or personal emergency authorized and accepted by the Dean of Students.
6. The Fresh Start Policy does not supersede existing BEP or ESL policies and programs. A student placed in a BEP or ESL program as a result of the College's placement test must satisfactorily complete the program's requirements before Fresh Start status can be considered.
7. The Fresh Start Policy does not supersede departmental admission policies.
8. The Fresh Start Policy does not supersede College dismissal policies. (See College catalog section on dismissal policy and dismissal appeal procedures.)
9. The Fresh Start policy does not prevent a student from repeating courses in order to secure a higher grade in those courses.
10. The guidelines set forth in the Fresh Start Policy cannot be waived.

## Application Procedure for Fresh Start:

1. A student may apply for Fresh Start status during the semester in which he or she expects to complete the twelve credits described in parts two and three of the policy guidelines noted above. Provided that all criteria for the policy have been met, Fresh Start status will be officially granted by the Vice President, Academic Affairs or designee.
2. **Where to pick up Application:** The Academic Advisement Center **(516-572-7118)**, or Educational Counseling, Room 19, Nassau Hall (Building M), academic department offices, and in the Adult Resource Center, plaza level of the Tower.
3. **Where to submit Application:** The Academic Advisement Center **(516-572-7118)**, Peak periods: Mon-Thrs: 9:00 a.m. - 6:30 p.m. Fri: 9:00 a.m. - 4:00 p.m. Non-peak periods: Mon and Thrs: 9:00 a.m. - 6:30 p.m. Tues, Wed, Fri: 9:00 a.m. - 4:00 p.m. Check ncc.edu for peak and non-peak period dates. Completed applications may also be mailed to: Fresh Start Program, Academic Advisement Center, Nassau Community College, Garden City, NY 11530-6793.

## VISITING STUDENTS

Students who are matriculated at another institution may, with the permission of their home institution, study at Nassau Community College for one or two semesters, while maintaining matriculated status at their home college. This program enables a student to test another environment without making a complete transfer. For information and a Visiting Student application, contact the Office of Admissions.



## ADVANCED STANDING

Advanced placement opportunities are available to students through a policy of credit allowance for “life experience” and “credit by examination.” Placement is approved by the department involved, based on one or more of five methods: (1) Departmental criteria (including written examinations, interviews, evaluation of past work or study, auditions, etc.); (2) College Level Examination Program (CLEP); (3) College Proficiency Examination (CPE); (4) College Entrance Examination Board Advanced Placement tests (CEEB/AP); (5) United States Armed Forces Institute Examinations (USAFI/DANTES). For additional information, see “Programs for Military Personnel.”

Credits earned by examination or departmental assessment are counted as non-resident credits and are not computed in the cumulative grade point average nor in the total number of credit hours carried for the semester in which they are awarded. A student may receive advanced placement with credit by passing, with a minimum score established by the department, an examination in the appropriate subject area. A student may have preliminary course(s) waived (advanced placement without credit) and register for more advanced course(s) upon satisfactory departmental assessment. In either case, the student must file an application with the department chairperson. The departments awarding credit for advanced standing and/or “life experience” are Accounting/Business Administration, Allied Health, Art, Biology, Criminal Justice, Engineering/Physics/Technology, Health/Physical Education/Recreation, Hospitality Business, Marketing/Retailing, Mathematics/Computer Science, Music, Nursing, Office Technology, Physical Science, Psychology, Sociology, and Theatre/Dance. Students interested in advanced standing and/or “life experience” credit should contact the appropriate department. See the section on Academic Departments and Curricula.

Nassau Community College subscribes to the concept of earning credit through special programs, such as Independent Study and College Proficiency Examinations, sponsored by the State University of New York and the New York State Education Department. Credit may be applied toward a degree in one or a combination of any of these special programs, if a grade equivalent to “C” or higher is obtained. Further information on these special programs is available by writing directly to the State Education Department, Albany, NY 12224.

## HONORS

Honors classes are offered for academically advanced students who are invited to participate based on their high school grades. Those completing Honors courses will have an “Honors” designation entered on their transcripts. Honors students are enrolled in a special core curriculum which features an enriched background in English, the humanities, math, sciences, social sciences and electives. Students may also elect Honors courses in certain subjects only. All Honors courses fulfill the requirements for the Associate Degree.

Students in all majors will have the opportunity to meet with a special advisor to develop a plan of study which includes Honors courses and maximizes their ability to develop their full potential. To be considered for Honors at Nassau, applicants

must rank in the top 20 percent of their high school graduating class and must have completed three years of Regents English, Regents mathematics, and Regents science, demonstrating consistently high grades in each. Students may also be required to meet additional criteria determined by the Coordinator of the Honors Program. To apply for Honors, check the designated box on the College's application for admission.

For further information, contact the Honors Coordinator, at **(516) 572-7194**, or the Office of Admissions.

## THE ACHILLES PROJECT

NCC offers a special program for high-potential students with learning challenges (called twice exceptional or 2e). Achilles instructors are trained in the unique needs of this population and in differentiated instruction, a teaching method that modifies instruction and student information-processing based on students' learning style, skill level, and interests. Students who meet 2e identification criteria, briefly described below, may participate. There is no designation of program participation on their transcripts.

Achilles students enroll in a five-course schedule that features two courses in their areas of strength (one in a subject of interest, the other in that using their learning style), one course in their area of challenge, NCC 101 that targets organizational/study skills, and one course in any subject meeting their degree requirement. One's strength area may be in an academic discipline or in such areas as the visual arts, performing arts, athletics, computer science or engineering. Tutoring and faculty teaming provide additional academic support. Students may also elect fewer than five Achilles courses. All Achilles courses fulfill the requirements for the Associate Degree.

Achilles students must also participate in a curriculum called "Odyssey: Inward and Outer Explorations" for social skills and emotional growth. Activities to enhance self-knowledge, self-expression, self-advocacy, stress management and social skills, as well as community service projects, are offered. Students must also meet with our job placement counselor to explore career interests/internship and with assigned advisors for personal and academic matters.

To be considered for the Achilles Project, applicants must have a Regents diploma, require no more than one remedial course at NCC, and show evidence through records and an interview

of strength and weakness areas with a pronounced discrepancy between them. To apply for this program, please (1) submit the application for the College through the Admissions Office, (2) take the NCC Accuplacer tests, and (3) contact the Achilles Project Coordinator, Prof. W. Eisner, at **(516) 572-7458**. For further information, please contact Prof. Eisner.

## STUDENTS SCHOOLED AT HOME

While Nassau Community College recognizes home schooling as a legitimate educational option, students schooled at home who are unable to present diplomas from educational agencies that are state-endorsed and regionally accredited are considered to be without a high school diploma and are subject to the restrictions noted at the beginning of the previous catalog section. The College reserves the right to require students to present appropriate proof.

Students who have been home schooled are encouraged to keep a detailed "informal transcript" of courses completed with specific information such as reading lists and/or syllabi for each course. In addition, writing samples and lab reports, formal documents from correspondence schools or organizations through which courses were taken, and evaluations and/or grades received for each subject may be helpful in evaluating students' readiness for particular programs of study. Submission of SAT and/or ACT scores and scores for other standardized tests is highly recommended.

Applicants who have been home schooled and who are not in possession of a state-endorsed, regionally accredited credential recognized by the College as the equivalent of high school graduation are expected to meet the same admission requirements described for equivalency diploma (GED) candidates, and are encouraged to meet the requirements necessary to obtain the GED previously noted. Home schooled applicants also may be eligible for the Early Admission options described above.

## ENGLISH AS A SECOND LANGUAGE

The College offers a number of special courses and programs in English as a Second Language (ESL) for students interested in academic, personal, or professional growth.

For new matriculated ESL students, the College ESL Program provides separate course work in the areas of writing, reading, and speaking/listening at the advanced (030) level of instruction. Courses are given at convenient times during the daytime, in the

evenings, and on weekends. For descriptions of ESL courses, consult the listings in this catalog under English (ENG), Reading (RDG) and Communications (COM). The Language Immersion at NCC (LINCC) Program is available for students who require study at the basic (010) and intermediate (020) levels. For further information about the LINCC, call the program at **(516) 572-9865**.

Placement into both of these programs is determined by the ESL Placement Test. The test has three components: an essay exam, a reading test, and a listening exam. Students will be given an appointment to take the test.

In order to fulfill the College's ESL requirements, ESL students must pass or be placed out of English (ENG) 030, Reading (RDG) 030, and Communications (COM) 030. Successful completion of this course work will demonstrate that students have the skills necessary to continue with academic course work in a wide range of disciplines, and work toward a degree or certificate in a selected major, career or vocation.

ESL courses are also offered through The Language Center of Lifelong Learning. These course offerings are less academic in nature and are geared toward students who may not be thinking of pursuing further studies at the College, but still want to improve basic English skills in reading, writing, conversation, and pronunciation. Day, evening, and weekend courses are available. For further information about this program, please call **(516) 572-7062**.

## JOINT ADMISSIONS

Applicants who plan to continue their education at a four-year college after graduation may now be assured of acceptance by taking advantage of the College's joint admissions options. Joint admissions agreements currently exist with SUNY-Stony Brook, SUNY-Old Westbury, SUNY-Albany, Adelphi University, C.W. Post College, and Dowling College.

Students can apply for joint admissions at the time they apply for admission. Acceptance to the senior institution is conditional upon receipt of the Nassau Community College degree. Acceptance to a specific program at the senior college may entail maintenance of a particular grade point average and/or additional course work to satisfy the senior college's entrance and/or graduation requirements. For further information on joint admissions opportunities, contact the Office of Admissions.

## DISTANCE EDUCATION

Each semester, NCC offers over 100 online courses and telecourses. These courses offer a student the opportunity to attend classes at his or her own convenience—any time and any place.

In an online course, the instructor and student are connected to each other through a computer network. Using the Internet, you can at any time receive instruction, compose and submit assignments, ask questions of the instructor and other students, discuss issues and actively participate in the class all from your home, your office, or the nearest on-campus or library computer lab. According to the type of online course — totally online or hybrid — students may be required to take a mid-term/final exam on campus or at an approved proctoring site, or to attend laboratory sessions on campus.

In a telecourse, the instructor facilitates students' learning through the use of audio or video resources, instead of face-to-face instruction. Programs may be broadcasted on the NCC radio station, WHPC 90.3, by Long Island's PBS TV station WLIW-TV21, or transmitted through Public Access Television Channel 20 (Great Neck). According to the type of telecourse, students may be required to take a mid-term/final exam on campus or at an approved proctoring site, or to attend laboratory sessions on campus.

It is important to note that successful completion of Distance Education courses is dependent on students being committed to this learning modality, and disciplined enough to work independently while meeting the instructors' assignment and course completion requirements.

For more information on Distance Education, call the Coordinator of Distance Education at **(516) 572-7888**.

## COLLEGE OF THE AIR

College of the Air (COA) offers an increasing number of accredited, college-level courses for students who cannot regularly attend class sessions at an institution of higher education. These courses provide an alternative method of participating in a college-level learning experience, using a variety of instructional materials. Some of the courses are "on the air" by being broadcast on the NCC radio station, WHPC-FM 90.3, or they are on television via WLIW-TV 21, Long Island's PBS station, or Public Access Television Channel 20 (Great Neck). These student-cen-

tered learning opportunities are designed for individuals who have the motivation, commitment and discipline required for working in a faculty-directed independent study mode. For further information, call the coordinator of College of the Air at **(516) 572-7883**.

## **NASSAU ON THE WEB**

Nassau on the Web (NOW) is an educational technology initiative at Nassau Community College that is administered by the Office of Instructional Technology. NOW uses WebCT as an online course management system that provides a range of resources for both the students and the faculty. To take WebCT-based courses or to use its resources, registered students can connect to WebCT from anywhere and at any time that they have access to a computer with a connection to the Internet. For further information, call the coordinator of Nassau on the Web at **(516) 572-9887**.

## **WEEKEND COLLEGE**

Weekends are a prime time for learning at Nassau Community College. Weekend College offers students the opportunity to earn degrees and certificates through classes on Friday evenings, on Saturdays and Sundays in the fall and spring semesters, and Saturdays and Sundays during the summer. Any student may take Weekend College classes to customize his/her class schedule and to meet their individual needs.

Weekend College enables students, and especially busy adults, to pursue and complete any of the following degree and certificate programs solely through weekend classes: A.A. and A.S. degrees in Liberal Arts, A.S. in Business Administration, A.S. in Accounting, A.S. in Criminal Justice, as well as the Paralegal Certificate.

Courses in other popular degree programs such as Interior Design, Computer Repair Technology, Marketing, Retailing, and Office Technology are also available through Weekend College classes. Students interested in careers in social work can pursue the A.A. in Liberal Arts in Weekend College and transfer "seamlessly" to several bachelor's programs in social work.

Weekend College enables students to advance their studies and reach their educational and career goals in an efficient and convenient fashion. Weekend College students can enjoy the opportunities Nassau provides to all students to earn credits by

taking online courses, or by selecting from among Nassau's unique "College of the Air" courses. Weekend College is a key component of NCC's educational outreach and service to the community. Students interested in Weekend College follow the same admission processes and academic policies as all students at Nassau.

## **SUMMER SESSIONS**

Students currently attending Nassau Community College do not have to submit an application for summer attendance. Others must complete an application for admission in the summer.

Summer course offerings are published annually. The vast range of general courses available during the fall and spring semesters is usually available in the summer. Since Nassau's continuing students can register for summer sessions during the spring, some courses will be filled before visiting students have the opportunity to register. For this reason, visiting summer students should prepare several course alternatives. Students attending Nassau Community College for the summer session only, and who are matriculated at other colleges, may register with the written permission of their home institution.

## **GUARANTEED TRANSFER AGREEMENTS**

Because Nassau Community College is a member of the State University of New York, its students are guaranteed a full four-year degree at a SUNY institution if they meet academic qualifications at the local campus and at the transfer school.

This guarantee may or may not be met at the SUNY senior institution of the student's choice. The College has joined with numerous senior institutions around the country, both public and private, to fashion articulation agreements by which these institutions guarantee to accept Nassau Community College graduates who successfully complete certain criteria while in attendance here. Students are urged to take advantage of these guaranteed programs.

Contact the academic department involved as soon as possible during the first semester of attendance to follow correct procedures. Many of these offerings are described in the "Programs of Study" section of this catalog. Students should contact their departments or the Transfer Office in Nassau Hall for up-to-date information.

## FRESHMAN SEMINAR, NCC 101

NCC 101, a one credit course, serves as an introduction to college life. It is designed to give students the skills and information necessary to be successful in college.

NCC 101 helps freshmen improve their study skills, become familiar with campus resources, develop positive relationships with faculty, make informed choices about classes and careers, understand the goals and expectations of higher education, and in general, make the most of their college experience. The course also introduces freshmen to a faculty member who, if students wish, will serve as their academic advisor in subsequent semesters.

For more information about NCC 101: The College Experience, please call **(516) 572-9613**.

## LEARNING COMMUNITIES, N SINCC

N SINCC, the New Student Initiative at NCC, is sponsored by the Learning Communities Program. It offers students opportunities to take paired courses that fulfill degree requirements and explore new interests. These courses, linked by a common theme or content, present a coherent and enriched curriculum. The instructors in the linked courses coordinate their assignments and discussions. Students work together and are encouraged to form study groups, creating a friendly and supportive environment.

For more information, contact Joyce Stern, Coordinator of the Learning Communities Program at **(516) 572-9885**.

## INTERNATIONAL STUDY PROGRAMS

The Office of International Education sponsors a variety of credit-approved courses and programs for international study. The College offers short-term study and travel courses, as well as semester and year-long programs abroad. Students who have completed a minimum of 15 credits for short-term programs, or 24 credits for semester/year-long programs and have obtained a G.P.A. of 2.5 or higher, are eligible. Except for the intensive foreign language courses, the language of instruction is English. Program availability is subject to change. Current information regarding all international courses can be obtained from the Office of International Education at **(516) 572-7213** or at [www.nassauabroad.com](http://www.nassauabroad.com). International course offerings include:

**Study & Travel Courses** — Available through departments such as Biology, Criminal Justice, Hospitality Business, and Marketing/Retailing/Fashion. Locations include Europe, Central America, and the Pacific Rim.

**Internships** — “International Work/Study” courses provide an opportunity to experience a different culture and obtain academic credit. Work/Study Programs are offered in a variety of occupations and locations.

**Foreign Language Study** — Foreign language courses are available at all levels.

**Semester or Year-long Programs Abroad** — The College is a member of the College Consortium for International Studies (CCIS). Low cost, high quality international/intercultural programs are offered in such countries as Australia, China, Costa Rica, Denmark, Ecuador, England, France, Germany, Greece, Ireland, Italy, Mexico, Portugal, Russia, Scotland, Spain, and Switzerland.

**Financial Aid for Study Abroad** — Students interested in one of the above programs are encouraged to consider applying for financial aid. Virtually all study-abroad programs are eligible for State and/or Federal financial assistance. All counseling on eligibility and requirements is done on an individual basis by the Office of International Education.

## PROGRAMS FOR MILITARY PERSONNEL Reserve Officer Training

Qualified full-time Nassau Community College students may participate in the Army or Air Force Reserve Officers Training Corps program at a nearby university on a cross-enrolled basis. Students may enter the ROTC program at any time prior to completing their sophomore year. There is no obligation to complete the ROTC program until the start of the junior year.

Undergraduate participants may compete for full scholarships, which include tuition, books, fees, and a monthly stipend of \$250 (up to ten months of each school year). The basic course takes only one hour a week. For further information, contact the Professor of Military Science **(516-463-5648)** at Hofstra University for the Army ROTC, and Department of the Air Force **(718-862-7201)** at Manhattan College for the Air Force ROTC.

## **Service Members Opportunity College (SOC)**

Sponsored by the American Association of State Colleges and Universities and the American Association of Community and Junior Colleges, Service Members Opportunity College institutions offer active-duty military personnel evaluation of transfer credit and flexible degree program requirements. The College uses the American Council on Education (ACE) guidelines to award credit for military courses, training, and experience, and awards credits for nationally recognized testing programs. For more information, contact the Office of Admissions.

## **Concurrent Admissions Program (CONAP)**

The CONAP program was created to increase the College enrollment of Army veterans with GI Bill education benefits after their separation from the service. Under this program, eligible Army enlistees will be admitted to the College concurrently with their enlistment. This deferred admissions agreement is good for up to two years after completion of two or three years active duty. For further information, contact the Office of Admissions or a local military recruitment office.

## **SENIOR CITIZENS OBSERVER PROGRAM**

In recognition of the importance of life-long learning, Nassau Community College invites Nassau County senior citizens to participate in its Senior Citizens Observer Program. This program permits residents 60 years of age and over to observe courses on a space-available basis, without payment of tuition or fees. While the program provides senior citizens the opportunity to observe a course, the actual extent and level of participation is at the discretion of the instructor. Certain courses at the College are not available through the Senior Citizens Observer Program. Although senior observers are not graded or given academic credit, they must meet the prerequisites for specific courses.

To be eligible, participants must submit proof of age and residency (Nassau County Senior Citizen's pass, driver's license or other official documentation) and register with the Senior Citizens Observer Program office, which is located on the plaza level of the Tower Building.

Further information and an application may be obtained by calling **(516) 572-7200** or by writing to:

**Senior Citizens Observer Program  
Office of Admissions  
Nassau Community College  
One Education Drive  
Garden City, NY 11530-6793**

## **COMMUNITY OUTREACH PROGRAMS**

The College cooperates with community agencies through programs directed toward special populations within Nassau County.

### **Liberty Partnership Program**

A collaboration of the College, local school districts, parents, community-based organizations and the business community, Nassau Community College's Liberty Partnership provides a wide range of holistic services to middle and high school students, enhancing their potential for future success in college and the workplace.

Our systemic and supportive interventions prepare students academically, emotionally, and socially, and include skills development tutoring, mentoring, counseling, professional development, empowerment assemblies, college visits, and pre-college workshops.

### **Community Service Offerings**

The Division of Community Services is responsible for all credit-free offerings to non-traditional students at the College, and for credit courses in extension. Programs operated by Community Services include Special Programs for Business, Special Programs for Government, Continuing Education, the Verizon Sponsored Next Step Program, the College's Credit-in-Extension Programs, the non-credit English Language Institute, and the Placement Test Prep Program. Nassau Community College is also a provider of the state-mandated Drinking Driver curriculum for the New York State Department of Motor Vehicles.

In addition, Nassau offers approved Continuing Education professional programs for real estate and insurance practitioners, as well as programs in mammography screening for radiologic technologists and a faculty showcase program called the Adult Alternative University.

## Special Programs for Business and Industry

Nassau Community College is one of the largest providers of corporate training programs within the state's community college system. More than 600 firm-specific training programs have been individually designed and delivered to Nassau's business and industrial communities. Program topics include computer applications, communications, business writing, English as a second language, supervisory skills, and many others. These courses assist companies in upgrading the skills of their employees.

Contract course offerings can be tailored to fit the need of the employer and are usually offered at the employees' work site. They can be scheduled at the convenience of both employer and employee, and completed in minimum time.

A mobile laptop computer lab enables Special Programs for Business to provide quality instruction, as well as major convenience to clients.

Contract courses vary in length from half-day seminars to semester-length classes. Many instructors are drawn from the College's faculty, while others are skilled business practitioners and experienced business trainers.

Businesses interested in obtaining more information concerning corporate training should contact the Director of Special Programs for Business at **(516) 572-7487**.

## Special Programs for Living

Special Programs for Living is designed for developmentally disabled students who have completed a secondary education. The aim of this program is to support and continue the learning experience for the developmentally disabled over the age of 21, while enrolling adults to participate in the college experience. Course offerings include mathematics, current events, physical fitness, computers, and many more. For more information, please call **(516) 572-7487**.

## Lifelong Learning

The College offers a variety of credit-free courses for personal pleasure, profit and growth. They are designed to broaden the professional and cultural background of those who attend. The courses do not involve grades or transcripts. Fees range from \$25 to over \$100, averaging about \$75.

More than 250 courses are offered, including business skills;

career change exploration; health and wellness; personal investments; personal growth and enrichment; computer skills; art for recreation; language skills; recreation and entertainment; dance, sports and physical activities.

The Lifelong Learning program adds new courses each semester and is continually searching for exciting subjects to add to its offerings. Suggestions for new courses are welcomed. Community residents and College faculty who have special training or expertise and wish to design a course are encouraged to write to:

**Assistant Dean of Lifelong Learning  
Nassau Community College  
One Education Drive  
Garden City, NY 11530-6793**

A catalog detailing all the Lifelong Learning courses is available by calling **(516) 572-7472** or visit our website [www.ncc.edu/lifelonglearning](http://www.ncc.edu/lifelonglearning).

## Credit-in-Extension (Off Campus) Courses

Credit courses in mathematics, psychology, English, business, marketing, sociology, and other disciplines are offered each fall and spring semester at various community locations. Students successfully completing such courses receive the same credit as if taken on campus. Tuition and fees are also the same.

A limited schedule of courses taught by the same instructors who lecture on the main campus is offered in both day and evening sessions at centers in Oceanside, Massapequa, Long Beach, Freeport, and Bellmore/Merrick. For further information, contact the Office of Lifelong Learning at **(516) 572-7472**.

## Special Programs for Government

The College has created many educational programs for local government, from employee benefit programs to the SUNY Career Development Network, and extensive job-oriented credit and non-credit training. Special training programs can be designed for government agencies, and may be grant-funded. For further information, contact the Community Services Office at **(516) 572-7699**.

## Next Step Program

Nassau, along with 24 other colleges throughout New York State and New England, participates in an innovative partnership with Verizon. The program, called Next Step, trains working Verizon employees to be the communication technology experts

of tomorrow. The curriculum has been designed in conjunction with Verizon to provide specific training and lead to an A.A.S. in Telecommunication Technology.

For further information, contact the Program Office at **(516) 572-7699**.

### **GED Testing**

Nassau Community College is authorized by the New York State Department of Education to be a GED Testing Center. In just a few years, it has become one of the largest testing sites in the Metropolitan area. The College offers Long Islanders the opportunity to take the test at NCC's convenient Garden City campus and also encourages them to attend college-level credit classes upon the attainment of their diploma. For information, call **(516) 572-7667**.

### **REGISTRATION**

Registration is conducted in a credit priority system for currently enrolled and returning students who have not been away for more than five (5) years -i.e. the currently attending students with the highest number of credits completed and in progress will be given the opportunity to register first. Students are strongly urged to comply with their credit priority to ensure optimum advisement and choice of courses. Normally, students who take advantage of their first opportunity to register are able to secure the courses and schedule they desire.

### **Banner**

Banner is the Nassau Community College information and registration system using the Internet. All students can view available information and perform some functions. Self-service registration is available to many students but may be limited to certain populations. The College has identified students who must meet with an advisor before they are able to enroll to ensure academic success. For example, students attending NCC for the first time and students in specialized programs that require careful course selection are restricted in their use of Banner. In some instances, students' academic standing may restrict self-service registration, as in the case of those who have been placed in remedial courses.

For additional information on Banner, see the College's website at [www.ncc.edu/banner](http://www.ncc.edu/banner).

### **CHANGE OF SCHEDULE**

#### **Drop/Add Course Changes**

Students are expected to exercise discretion and forethought in the selection of courses and in scheduling their class hours each semester.

Changes of schedule will not be permitted after the first week of classes in a regular semester or the second day of classes in a summer session.

Straight withdrawals, however, may be made at any time in accordance with "Withdrawal Grades" described in a later section of the catalog.

All Drop/Adds involving changes of courses should have the written approval of a faculty advisor. Such approval does not guarantee admittance to the class.

A fee will be charged for all Drop/Adds during "Late Period" except "necessary" changes and straight withdrawals (see "Fee Schedule").

#### **Change of Approved Program**

A student wishing to change curriculum or area of study should first obtain a Change of Program form at the Registrar's Office or the office of the academic department the student wishes to enter. The form lists the procedures to be followed. See "Grade Point Average" section in this catalog for possible effect on grades.

Students not meeting the initial admission requirement to the new area of study will not be given approval for such a change until they have satisfactorily completed at least 15 credits at the College. The College, unfortunately, must reserve the right to refuse matriculation or change of program into specific departments because the number of qualified students often exceeds the number of spaces available.

### **ATTENDANCE REGULATIONS**

No student shall be awarded academic credit for any course unless properly enrolled (appropriate forms and payment of tuition and fees) on or before the last date for the filing of drop/add forms for the semester in question (first week of fall or spring classes or second day of summer session).

Entering freshman students will be enrolled for a maximum of 16 semester hours of credits. Academic advisors may, however,

recommend a 17 or 18-credit load if the student's high school record indicates an overall average of 85% or higher or for other extenuating circumstances. Written approval of the area department chairperson is required. Continuing and returning students may enroll in no more than 17 credits per semester.

In special circumstances, written approval to enroll for 18 credits may be granted by either the department chairperson of the student's area of study or the Director of Academic Advisement or designee. Certain degree programs call for students to enroll in 18 or more credits as part of their recommended progress toward a degree. In these instances a student must obtain the written approval of the department chairperson of the student's area of study. All other students requesting more than 18 credits for a semester must obtain the written approval of the Director of Academic Advisement or the appropriate Academic Affairs Area Dean.

### **Admission to Class**

Once a semester has begun, a student will be admitted to a course only upon the presentation of either a paid, validated receipt from the Bursar's office, or a valid Senior Citizen permit.

### **Class Attendance**

Students are expected to attend all classes. Absences due to illness or for other serious reasons may be excused at the discretion of the instructor. Students are advised that absences in excess of 10% of the total class meetings may result in the student being dropped from the course. Some departments may have additional attendance guidelines and related grading policies. The instructor shall detail the specific attendance policy for his/her class. Students are responsible for all course work missed. Students receiving Veterans Administration educational benefits are reminded of their legal obligation to withdraw officially and to notify the Veterans Certification Office should they cease to attend any class.

### **Auditing of Classes**

With the approval of the Office of Academic Affairs, auditors may be permitted in classes under the following conditions:

1. Regular course fees are paid;
2. Section enrollment limits are not exceeded;
3. Auditors are clearly identified to the instructor;
4. Auditors do not preempt seats desired by credit students (i.e. auditors are not admitted until after the drop/add period is completed);
5. No more than five auditors may be permitted in any one section;

6. A grade cannot be subsequently or retroactively awarded. Nassau County residents aged 60 years or older, please see catalog section on "Senior Observers."

### **Religious Absences**

The laws of the State of New York, Section 224 A of the Education Law, provide that:

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days, shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If registration, classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements or opportunity to register shall be made available on other days, where it is possible and practical to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements or registration held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.
6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the Supreme Court of the county in which such institution of higher education is located for the enforcement of his or her rights under this section.

6a. It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to such student such equivalent opportunity.

7. As used in this section, the term "institution of higher education" shall mean any institution of higher education, recognized and approved by the Regents of the University of the State of New York, which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any institution which is operated, supervised or controlled by a church or by a religious or denominational organization whose educational programs are principally designed for the purpose of training ministers or other religious functionaries or for the purpose of propagating religious doctrines. As used in this section, the term "religious belief" shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States Code.

## GRADUATION

### Graduation Requirements

A minimum cumulative average of 2.0 is required for graduation from both degree and certificate programs. Students are required to complete at least 33 credit hours in residence for degree programs and 15 credit hours in residence for certificate programs.

If a student believes that all requirements for a degree or certificate will be completed by the end of the fall, spring, or summer semester, he or she must report to the Registrar's Office to obtain a Request for Graduation Form. This form must be completed and submitted to the Office of the Bursar with the required fee by the posted deadline date.

A student who transferred to another higher education institution and who now desires to complete a Nassau Community College degree or certificate program may transfer back no more than 9 credits to complete the degree or 6 credits to complete the certificate. An official transcript from the transferring institution must be submitted to the Registrar before applying for

graduation. Only equivalent courses with a grade of "C" or higher relevant to a student's degree or certificate requirements at Nassau Community College will be accepted from other colleges. Under extenuating circumstances, the Office of Academic Affairs may grant permission, in writing, for a student to transfer back more than 9 credits required to complete a Nassau Community College degree or more than 6 credits to complete a certificate program. Transferring back credits does not alter the minimum credits required in residence for degree and certificate programs.

## PROGRAM GRADUATION AND RETENTION

The chart on the following page provides rates of retention and graduation for the various programs of study offered at the College.

This chart tracks the 4,435 full-time, first-time entering class of fall 2004, by either degree or certificate program. These figures, of course, do not include entering part-time students or those students who transferred to NCC from another institution. All figures represent "known" categories and/or events. Although success at the community college takes many forms, this chart deals only with documented graduates, students still in attendance, and non-graduating transfers.

The "Entered" column includes final choices of programs students made during their residency. The next two columns combine the number of students who have graduated prior to, or are attending, the respective semesters. The "Total Grads Aug 07" column isolates the cumulative number of students who graduated by the specified date, while "Still Attending" isolates those students still in pursuit of their goals. The "Grads & Returned FALL '05" column indicates the total graduation/retention figure for each program as of fall 2005. The "Non Grads That Transfer" column isolates those students who did not graduate for whom we currently hold documentation that they transferred to a public or private post-secondary institution. This information is available due to the recent development of a transfer student database. As it represents a work still in development, it may not include all students who transferred during this time. It is anticipated that these figures will increase in future years, as more colleges are included in the database. The final column totals all students who either earned a degree, transferred without earning a degree or were still enrolled as of the fall 2007 semester. This column represents the college's "documented" success.

## GRADUATION/RETENTION OF FULL-TIME STUDENTS ENTERING NCC - FALL '04

CODES	PROGRAM AREAS	AWARD	Entered FALL 04	Grads & Returned FALL 05	Grads & Returned FALL 06	TOTAL Grads AUG 07	Still Attend FALL 07	TOTAL Grads & Returned FALL 07	TOTAL Non-Grads That Transfer	TOTAL Transfer Returned & Grads
	Total All Programs	ALL	4435 100.0%	3037 68.5%	2117 47.7%	846 19.1%	840 18.9%	1686 38.0%	1082 24.4%	2768 62.4%
02	Bus - Accounting	AS	53	43 81.1%	29 54.7%	9 17.0%	14 26.4%	23 43.4%	10 18.9%	33 62.3%
01	Bus - Accounting	AAS	7	3 42.9%	4 57.1%	1 14.3%	1 14.3%	2 28.6%	4 57.1%	6 85.7%
77	Acting	AA	15	10 66.7%	7 46.7%	2 13.3%	5 33.3%	7 46.7%	3 20.0%	10 66.7%
82	American Sign Language	AA	9	5 55.6%	6 66.7%	2 22.2%	3 33.3%	5 55.6%	2 22.2%	7 77.8%
D6	Art	AS	29	22 75.9%	18 62.1%	7 24.1%	7 24.1%	14 48.3%	0 0.0%	14 48.3%
96	Art Studies	AA	15	8 53.3%	4 26.7%	2 13.3%	3 20.0%	5 33.3%	4 26.7%	9 60.0%
12	Bus - Business Admin.	AS	253	186 73.5%	140 55.3%	53 20.9%	54 21.3%	107 42.3%	47 18.6%	154 60.9%
24	Bus - Business Admin.	Cert	8	4 50.0%	2 25.0%	0 0.0%	2 25.0%	2 25.0%	4 50.0%	6 75.0%
17	Child Care	AAS	6	1 16.7%	2 33.3%	0 0.0%	0 0.0%	0 0.0%	1 16.7%	1 16.7%
A1	Child Care Worker	Cert	1	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
29	Civil Engineering Technology	AAS	16	11 68.8%	8 50.0%	2 12.5%	3 18.8%	5 31.3%	4 25.0%	9 56.3%
97	Commercial Art	AA	8	4 50.0%	1 12.5%	0 0.0%	0 0.0%	0 0.0%	2 25.0%	2 25.0%
C2	Commercial Art - Digital Technology	AAS	30	26 86.7%	19 63.3%	9 30.0%	9 30.0%	18 60.0%	5 16.7%	23 76.7%
83	Communication Arts	AA	27	19 70.4%	8 29.6%	1 3.7%	5 18.5%	6 22.2%	11 40.7%	17 63.0%
A5	Computer Info Systems Microcomputers	AAS	1	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 100.0%	1 100.0%
D5	Computer Repair Technology	AAS	14	10 71.4%	7 50.0%	4 28.6%	3 21.4%	7 50.0%	6 42.9%	13 92.9%
53	Computer Science	AS	15	9 60.0%	6 40.0%	2 13.3%	2 13.3%	4 26.7%	4 26.7%	8 53.3%
D4	Construction Management	Cert	6	4 66.7%	3 50.0%	1 16.7%	3 50.0%	4 66.7%	0 0.0%	4 66.7%
10	Criminal Justice	AS	233	159 68.2%	119 51.1%	41 17.6%	48 20.6%	89 38.2%	36 15.5%	125 53.6%
78	Dance	AA	9	8 88.9%	5 55.6%	1 11.1%	3 33.3%	4 44.4%	1 11.1%	5 55.6%
32	Design (Fashion) Apparel Design	AAS	26	20 76.9%	13 50.0%	7 26.9%	3 11.5%	10 38.5%	5 19.2%	15 57.7%
E1	Diet Management	Cert	1	1 100.0%	1 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
58	Early Childhood	AAS	10	2 20.0%	2 20.0%	0 0.0%	0 0.0%	0 0.0%	10 100.0%	10 100.0%
31	Electrical Engineering Technology	AAS	18	11 61.1%	6 33.3%	1 5.6%	5 27.8%	6 33.3%	5 27.8%	11 61.1%
28	Engineering Science	AS	13	11 84.6%	7 53.8%	3 23.1%	5 38.5%	8 61.5%	5 38.5%	13 100.0%
39	Bus - Fashion Buying & Merchandising	AAS	85	61 71.8%	42 49.4%	23 27.1%	18 21.2%	41 48.2%	23 27.1%	64 75.3%
98	Fine Arts	AA	2	1 50.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	2 100.0%	2 100.0%
D7	Food & Nutrition	AS	3	3 100.0%	3 100.0%	1 33.3%	1 33.3%	2 66.7%	0 0.0%	2 66.7%
87	Food Service Administration, Restaurant Management	AAS	30	23 76.7%	16 53.3%	5 16.7%	7 23.3%	12 40.0%	4 13.3%	16 53.3%
49	Hotel Technology Administration	AAS	31	25 80.6%	19 61.3%	10 32.3%	8 25.8%	18 58.1%	6 19.4%	24 77.4%
C1	Information Technology	AAS	16	9 56.3%	8 50.0%	3 18.8%	4 25.0%	7 43.8%	3 18.8%	10 62.5%
A7	Design - (Interior) Home Furnishings	AAS	23	18 78.3%	15 65.2%	7 30.4%	2 8.7%	9 39.1%	3 13.0%	12 52.2%
03	Liberal Arts & Sciences - African American Studies	AA	6	2 33.3%	1 16.7%	0 0.0%	0 0.0%	0 0.0%	4 66.7%	4 66.7%

CODES	PROGRAM AREAS	AWARD	Entered FALL 04	Grads & Returned FALL 05	Grads & Returned FALL 06	TOTAL Grads AUG 07	Still Attend FALL 07	TOTAL Grads & Returned FALL 07	TOTAL Non-Grads That Transfer	TOTAL Transfer Returned & Grads
44	Liberal Arts & Science - Humanities & Social Science	AA	2512	1707 68.0%	1159 46.1%	493 19.6%	423 16.8%	916 36.5%	624 24.8%	1540 61.3%
45	Liberal Arts & Science - Mathematics & Science	AS	559	353 63.1%	230 41.1%	77 13.8%	102 18.2%	179 32.0%	177 31.7%	356 63.7%
90	Logistics & Transportation Management	AAS	2	1 50.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 50.0%	1 50.0%
50	Bus - Marketing	AAS	71	53 74.6%	38 53.5%	19 26.8%	11 15.5%	30 42.3%	25 35.2%	55 77.5%
47	Mathematics	AS	10	8 80.0%	8 80.0%	5 50.0%	1 10.0%	6 60.0%	2 20.0%	8 80.0%
84	Media	AA	35	26 74.3%	20 57.1%	9 25.7%	4 11.4%	13 37.1%	13 37.1%	26 74.3%
54	Medical Laboratory Technology	AAS	2	2 100.0%	1 50.0%	1 50.0%	0 0.0%	1 50.0%	0 0.0%	1 50.0%
75	Mortuary Science	AAS	10	8 80.0%	8 80.0%	3 30.0%	3 30.0%	6 60.0%	0 0.0%	6 60.0%
60	Nursing - R.N. Program	AS	34	29 85.3%	28 82.4%	6 17.6%	20 58.8%	26 76.5%	4 11.8%	30 88.2%
13	Bus - Office Technology Administrative Support Tech.	AAS	2	1 50.0%	1 50.0%	0 0.0%	1 50.0%	1 50.0%	1 50.0%	2 100.0%
14	Bus - Office Technology Legal	AAS	9	8 88.9%	6 66.7%	4 44.4%	1 11.1%	5 55.6%	0 0.0%	5 55.6%
15	Bus - Office Technology Medical	AAS	7	5 71.4%	5 71.4%	1 14.3%	3 42.9%	4 57.1%	1 14.3%	5 71.4%
91	Bus - Office Tech., Word Processing & Office Automation	AAS	9	5 55.6%	4 44.4%	0 0.0%	3 33.3%	3 33.3%	0 0.0%	3 33.3%
43	Paralegal	AAS	15	15 100.0%	9 60.0%	4 26.7%	7 46.7%	11 73.3%	2 13.3%	13 86.7%
A6	Paralegal Studies	CERT	2	2 100.0%	2 100.0%	2 100.0%	0 0.0%	2 100.0%	0 0.0%	2 100.0%
74	Perform Arts - Music	AAS	17	14 82.4%	10 58.8%	3 17.6%	5 29.4%	8 47.1%	5 29.4%	13 76.5%
61	Photography	CERT	4	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	3 75.0%	3 75.0%
D3	Photography	AS	11	5 45.5%	4 36.4%	2 18.2%	1 9.1%	3 27.3%	1 9.1%	4 36.4%
57	Physical Therapist Assistant	AAS	1	1 100.0%	1 100.0%	1 100.0%	0 0.0%	1 100.0%	0 0.0%	1 100.0%
95	Radiologic Technology	AAS	5	4 80.0%	5 100.0%	4 80.0%	1 20.0%	5 100.0%	0 0.0%	5 100.0%
92	Radiation Therapy Technology	AAS	5	4 80.0%	4 80.0%	3 60.0%	1 20.0%	4 80.0%	0 0.0%	4 80.0%
66	Respiratory Care	AAS	4	4 100.0%	3 75.0%	1 25.0%	3 75.0%	4 100.0%	0 0.0%	4 100.0%
80	Bus - Retail Business Management	AAS	13	4 30.8%	3 23.1%	1 7.7%	2 15.4%	3 23.1%	3 23.1%	6 46.2%
55	Bus - Small Business Management	CERT	4	3 75.0%	2 50.0%	0 0.0%	0 0.0%	0 0.0%	1 25.0%	1 25.0%
89	Studio Recording Technology	CERT	22	15 68.2%	10 45.5%	4 18.2%	5 22.7%	9 40.9%	3 13.6%	12 54.5%
70	Surgical Technology	AAS	7	7 100.0%	6 85.7%	1 14.3%	3 42.9%	4 57.1%	0 0.0%	4 57.1%
E6	Teacher Education - Adolescence (Transfer)	AA	4	4 100.0%	3 75.0%	1 25.0%	2 50.0%	3 75.0%	0 0.0%	3 75.0%
E7	Teacher Education - Adolescence (Transfer)	AS	1	0 0.0%	0 0.0%	0 0.0%	1 100.0%	1 100.0%	0 0.0%	1 100.0%
E4	Teacher Education - Childhood (Transfer)	AA	12	10 83.3%	9 75.0%	1 8.3%	8 66.7%	9 75.0%	0 0.0%	9 75.0%
E5	Teacher Education - Childhood (Transfer)	AS	1	0 0.0%	0 0.0%	0 0.0%	1 100.0%	1 100.0%	0 0.0%	1 100.0%
E2	Teacher Education - Early Childhood (Transfer)	AA	16	14 87.5%	15 93.8%	3 18.8%	6 37.5%	9 56.3%	0 0.0%	9 56.3%
E3	Teacher Education - Early Childhood (Transfer)	AS	3	2 66.7%	2 66.7%	0 0.0%	2 66.7%	2 66.7%	0 0.0%	2 66.7%
79	Technical Theatre	AA	3	1 33.3%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 33.3%	1 33.3%
94	Word Processing	CERT	1	1 100.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
00	UNCLASSIFIED		3	2 66.7%	0 0.0%	0 0.0%	2 66.7%	2 66.7%	0 0.0%	2 66.7%