

ACADEMIC INFORMATION

The Office of the Vice President of Academic Affairs is responsible for the implementation, interpretation of, and compliance with all academic regulations.

The Office of the Registrar is responsible for the registration of students, evaluation of transfer credits once a student is in attendance, and maintenance of all academic records. Official certifications regarding student records are provided as required. Students should contact the Office of the Registrar for information, rather than rely on unofficial sources. The Office of the Registrar is located on the lower level of the Administrative Tower.

Academic Programs

The New York State Education Department has authorized Nassau Community College to award degrees and certificates in the following programs, listed with HEGIS (Higher Education General Information Survey) code. Students are advised that enrollment in other than registered or otherwise approved programs may jeopardize eligibility for certain State and Federal aid awards.

PROGRAM	HEGIS CODE	DEG.	PAGE	PROGRAM	HEGIS CODE	DEG.	PAGE
ACCOUNTING	5002	AS	93	LIBERAL ARTS AND SCIENCES-			
ACCOUNTING	5002	AAS	93	HUMANITIES AND			
AFRICAN AMERICAN STUDIES	5622	AA	93	SOCIAL SCIENCE	5649	AA	92
AMERICAN SIGN LANGUAGE	5599	AA	93	LIBERAL ARTS AND SCIENCES-			
ART	5610	AS	93	MATHEMATICS AND SCIENCE	5649	AS	92
ART STUDIES	5610	AA	94	LOGISTICS AND TRANSPORTATION			
BOOKKEEPING	5002	Cert.	107	MANAGEMENT	5011	AAS	98
BUSINESS ADMINISTRATION	5004	AS	94	MARKETING	5004	AAS	99
BUSINESS ADMINISTRATION	5004	Cert.	107	MATHEMATICS	5617	AS	99
CIVIL ENGINEERING				MEDIA	5008	AA	99
TECHNOLOGY	5309	AAS	94	MEDICAL LABORATORY			
COMMERCIAL ART:				TECHNOLOGY	5205	AAS	99
DIGITAL TECHNOLOGIES	5012	AAS	94	MORTUARY SCIENCE	5299.20	AAS	100
COMMUNICATION ARTS	5008	AA	95	MUSIC, PERFORMING ARTS	5610	AAS	100
COMPUTER INFORMATION				NURSING	5208.10	AS	100
SYSTEMS - MICROCOMPUTER	5101	Cert.	107	OFFICE TECHNOLOGY-			
COMPUTER REPAIR	5105	AAS	95	ADMINISTRATIVE SUPPORT			
TECHNOLOGY				TECHNOLOGY	5005	AAS	101
COMPUTER SCIENCE	5101	AS	95	OFFICE TECHNOLOGY-			
CONSTRUCTION MANAGEMENT	5317	Cert.	107	ADMINISTRATIVE SUPPORT			
CRIMINAL JUSTICE	5505	AS	95	TECHNOLOGY	5005	Cert.	108
DESIGN (FASHION)				OFFICE TECHNOLOGY-LEGAL	5005	AAS	101
APPAREL DESIGN	5012	AAS	96	OFFICE TECHNOLOGY-LEGAL	5005	Cert.	108
DESKTOP PUBLISHING				OFFICE TECHNOLOGY-MEDICAL	5005	AAS	101
AND DESIGN	5012	Cert.	107	OFFICE TECHNOLOGY-MEDICAL	5005	Cert.	108
DIETARY MANAGEMENT	5404	Cert.	107	PARALEGAL	5099	AAS	101
ELECTRICAL ENGINEERING				PARALEGAL STUDIES	5099	Cert.	109
TECHNOLOGY	5310	AAS	96	PHOTOGRAPHY	5007	AS	102
ENGINEERING SCIENCE	5609	AS	96	PHOTOGRAPHY	5007	Cert.	109
FASHION BUYING				PHYSICAL THERAPIST ASSISTANT	5219	AAS	102
AND MERCHANDISING	5004	AAS	96	RADIATION THERAPY			
FINANCIAL MARKETS	5003	Cert.	108	TECHNOLOGY	5207	AAS	102
FOOD AND NUTRITION	5404	AS	97	RADIOLOGIC TECHNOLOGY	5207	AAS	102
FOOD SERVICE ADMINISTRATION,				RESPIRATORY CARE	5215	AAS	103
RESTAURANT MANAGEMENT	5010	AAS	96	RETAIL BUSINESS MANAGEMENT	5004	AAS	103
FOOD SERVICE TECHNOLOGY	5010	Cert.	108	STUDIO RECORDING			
HOTEL TECHNOLOGY				TECHNOLOGY	5008	Cert.	109
ADMINISTRATION	5010	AAS	97	SURGICAL TECHNOLOGY	5211	AAS	103
HUMAN SERVICES	5506	AA	98	TEACHER ASSISTANT	5503	Cert.	109
INFORMATION TECHNOLOGY	5101	AAS	98	TEACHER EDUCATION	5649	AA	103
INTERIOR DESIGN	5012	AAS	98	TEACHER EDUCATION	5649	AS	105
INTERIOR DESIGN-				TELECOMMUNICATIONS			
HOME FURNISHINGS	5012	Cert.	108	TECHNOLOGY-VERIZON	5310	AAS	106

DEGREES AND CERTIFICATES DEFINED

The following descriptions of the three degree and certificate programs offered by the College are for comparative purposes only. In planning a program of study, students are to be guided by the academic programs presented in the section “Programs of Study” and select their courses in consultation with an advisor.

Associate In Arts (AA)

This degree is primarily for transfer programs which lead to the Bachelor of Arts degree. The curriculum is composed largely of courses in the liberal arts and sciences.

Associate In Science (AS)

This degree may be used for certain occupationally-oriented curricula, but is primarily for transfer programs which lead to the Bachelor of Science degree. The curricula are composed largely of courses in their respective disciplines.

Associate In Applied Science (AAS)

This degree is primarily for occupationally oriented curricula, but may at times be appropriate as a transfer degree to certain types of specialized Baccalaureate programs.

Certificates

A Certificate is a credential registered by the State Education Department and issued by the College in recognition of the completion of a curriculum other than one leading to a degree. A Certificate program can be completed in a shorter time than the Associate degree program — sometimes in less than a year. Designed for those eager to enter the work force, Certificate programs at the College offer career preparation in several different areas. Another advantage of the Certificate program is that most of the credits earned may be applied to a related Associate degree program. Students attend the same classes as degree candidates and are graded on the same basis.

GRADING SYSTEM

<u>Percentage</u>	<u>Grade</u>	<u>Quality of Achievement</u>	<u>Quality Points</u>
90-100%	A	Excellent	4.0
85-89	B+		3.5
80-84	B	Very Good	3.0
75-79	C+		2.5
70-74	C	Average	2.0
65-69	D+		1.5
60-64	D	Minimum Passing	1.0
	F	Failure	0
	INC	Incomplete	—
	W	Withdrawal	—
	NG	No Grade-Audit	—
	S	Satisfactory	—
	U	Unsatisfactory	—

In addition to numerical averages, many faculty take a host of other factors into consideration: problem solving methodology, thoroughness and completeness of research, laboratory techniques, attendance, punctuality, evidence of growth in a discipline, etc.

Grade Point Average

The Grade Point Average is one of the most important statistics students establish during their college careers. The average (abbreviated as GPA) affects whether or not a student can participate in extra-curricular activities, whether the student can hold student government office, and finally, whether or not the student will graduate.

The Grade Point Average (GPA) is computed by multiplying the quality point value of each grade by the credits designated for the course taken. This gives the quality points total. The sum of these totals divided by the number of credits attempted per semester gives the GPA.

For example, a student taking a semester’s load of five 3-credit courses — 15 credits — in which three C’s (9 times 2.0 value each), one B+ (3 times 3.5 value), and one D (3 times 1.0 value) were earned, would have a total of 31.5 quality points. This figure, divided by the 15 credits taken, would result in a Grade Point Average of 2.1. Each semester’s work is added and compiled in the same way to become the student’s cumulative grade point average, a figure which must reach 2.0 for the student to graduate, and 3.5 or higher to graduate with honors.

In compiling a student's Grade Point Average, the following factors must also be taken into consideration:

1. When transfer credit is awarded, the grade is not computed for honor points or average.
2. If a student officially changes the area of concentration, an evaluation will be made by the new department chairperson to determine whether grades and credits in courses formerly required, but not required in the new curriculum, will be computed for quality points and average. If a student has attempted fewer than 40 credits at Nassau Community College, certain courses required in the former area and not required in the new area will not be calculated in the student's average or included as credit toward the student's degree.
3. When a student repeats a course, both the initial grade and the repeat grade appear on the transcript. However, only the last completion mark (A-F but not including "W", "INC," or "NA") will be indicated in the cumulative average.

Repeat courses may affect eligibility for State sponsored financial aid programs. Check with the Financial Aid Office before you register to repeat a course.

Incomplete Grades

Grades of Incomplete ("INC") may be assigned to those students who, for some valid reason, have not satisfied all academic requirements for the course but have a reasonable expectation of completing the required work. While a request for an incomplete grade should be initiated by the student, it is assigned at the discretion of the instructor.

It is the student's responsibility to contact the instructor of the course to determine the nature of the work required to complete the course and thus remove the grade of Incomplete. A grade of Incomplete shall carry no immediate penalty, but grades of Incomplete not removed by the end of the following 15-week semester will automatically be changed to an "F."

In extenuating circumstances, the instructor may petition the Dean of Instruction to extend the time for making up the Incomplete "INC" grade. A request for an extension must be submitted to the instructor by the student prior to the end of the following 15-week extension. A grade of Incomplete may not be changed to a W (Withdrawal) without medical or other documented evidence. This evidence must authenticate the student's inability to complete the course requirements.

Withdrawal Grades

A student who intends to withdraw from a course must officially withdraw by filing a completed Drop/Add Form with the Office of the Registrar.

During the fall and spring semesters, the need for a faculty signature on the form is governed by the following regulations.

Before the end of the third week of classes, during the refund period, the form can be submitted directly to the Registrar. No instructor signature is required. No grade will appear on the transcript. (See the Student Tuition Liability/Refund Policy Section of the catalog.)

From the beginning of the fourth week and up to the end of the ninth week of classes, the instructor's signature is required on the Drop/Add Form. The signature indicates that the student has met with the instructor and discussed the withdrawal. A grade of W will appear on the transcript. The instructor may not refuse to sign the Drop/Add form. If the instructor is unavailable, the department chairperson may sign the form. After the end of the ninth week of classes, the instructor's signature is required and the faculty member will assign a grade of W. During this period, the signature is given only at the discretion of the instructor.

During the Summer Sessions and Mini-Sessions, the need for a faculty signature on the form is governed by the following regulations.

During the refund period, the form can be submitted directly to the Registrar. No instructor signature is required. No grade will appear on the transcript. (See the Student Tuition Liability/Refund Policy Section of the catalog.)

From the end of the refund period to a point representing approximately 60% of that semester, the instructor's signature is required and indicates that the student has met with the instructor and discussed the withdrawal. A grade of W will appear on the transcript. The instructor may not refuse to sign the Drop/Add form. If the instructor is unavailable, the department chairperson may sign the form.

Beyond that point, the instructor's signature is required and the faculty member will assign a grade of W. During this period, the signature is only given at the discretion of the instructor.

Students should file the completed Drop/Add form in person at the Office of the Registrar. The official withdrawal date is the date that the completed form bearing the instructor's signature is processed and certified by the Office of the Registrar, not the date the form is signed by the instructor. If a Drop/Add Form is not filed, a W grade can be assigned only at the discretion of the instructor. Instructors can also assign a grade of F if the student does not successfully complete the course. An incomplete grade I is governed by the regulations specified in the above section.

W grades are not calculated in the grade point average, but can impact academic standing as described in the Academic Standing section of the catalog. In case of extenuating circumstance, such as a medical or personal emergency, a student should apply to the Office of the Dean of Students to request that the W grade not affect academic standing. That application should be made at the time of the withdrawal from the course(s).

As stated in the catalog section on Academic Progress Requirements for Students Placed into Remedial/ESL Courses, students can withdraw from these courses only if they are officially withdrawing from all courses for the semester in response to extenuating circumstances, such as a medical or personal emergency. In such cases, the student should apply to the Office of the Dean as outlined in the above paragraph.

Before withdrawing from courses, students should consult with an advisor or a Student Personnel Services counselor and **consider the impact of the W grades on their financial aid and health insurance eligibility**. A student who wishes to withdraw from nine or more credits is required to obtain the signature of a Student Personnel Services counselor.

Change of Grade

Ordinarily, all letter grades are considered permanent ("INC" is not considered a letter grade). Changes of these grades will be made only upon the instructor's submission of clearly defined reason(s) or documentation which supports the justification for such an extraordinary change. "W" grades earned via the official withdrawal procedure will not be changed under any circumstances.

Changes of Incomplete ("INC") grades must be processed by the end of the next regular semester. All changes of grades (other than INC) must be processed within one year of the end of the semester involved unless demonstrated to be a result of clerical or computational error.

Changes of grade are initiated by the instructor issuing the appropriate Change of Grade form under the following conditions:

1. Documented computational or clerical error in recording the grade
2. Removal of an Incomplete ("INC") upon satisfactory completion of course requirement(s), (an Incomplete must be completed by the end of the next regular semester or it will change to an "F")
3. Reassessment of student performance (subjective evaluation) subsequent to grade issuance
4. Grade changes must be approved by the department chairperson before any official record adjustments can be made by the Office of the Registrar.

GRADE GRIEVANCE POLICY

Students who believe that there has been a violation of a specific policy or procedure as stated in either the NCC Catalog or the grieved instructor's course syllabus that adversely affected their grade in a particular course may appeal their grade, if they do so before the appropriate deadline (see the section on deadlines below).

At each step of the process described below, a student must submit a detailed written argument explaining why his/her grade grievance should be upheld.

Grievances must be pursued in the following manner until satisfaction is obtained, a grievance is dismissed, or a decision is reached. The grieved instructor may initiate a grade change at any point in the procedure.

- Step 1: With the grieved instructor who issued the grade.
- Step 2: With the grieved instructor's department chairperson (and with any members of Department Personnel and Budget [P&B] Committee that the chair wishes to include).
- Step 3: With the grieved instructor's department chairperson and Academic Standing Committee Chair.

If the grieved instructor's department chair (or his/her designee in the case of recusal) and the Academic Standing Committee Chair (or the next ranking member of the Committee in the case of recusal), unanimously conclude that there is no evidence of a possible violation of a specific policy or procedure as stated in either the NCC Catalog or in the grieved instructor's course syllabus that adversely affected the student's grade in a particular course, then the grievance will be dismissed without a further hearing. The student will be informed of the final decision to dismiss the grade grievance. In all other cases, the department

chair and the Academic Standing Committee Chair will form an Ad Hoc Committee to hear the student's grievance.

The Ad Hoc Committee will be a joint committee consisting of three (3) members from the concerned department's P&B Committee, three (3) faculty members from the Academic Standing Committee, and one (1) student representative from the Student Government Association. There will be co-chairs of the Ad Hoc Committee, one (1) member of the P&B Committee and one (1) member of the Academic Standing Committee. After a hearing, the Ad Hoc Committee will deliberate and vote on the student's grade grievance. A student's grade grievance will be upheld if two-thirds (2/3) of the P&B Committee members and two-thirds (2/3) faculty members from the Academic Standing Committee find in favor of the student. The Ad Hoc Committee will not re-evaluate a student's work in deciding a grade grievance. The student's grade can be adjusted only if there has been a violation of a specific policy or procedure as stated in either the NCC Catalog or the grieved instructor's own course syllabus that adversely affected a student's grade. In cases where the student's grade grievance has been upheld, then the P&B members of the Ad Hoc Committee (in consultation with the other members of the Ad Hoc Committee) will decide what grade to award the student, using the grieved faculty member's grading policy for that specific class, if at all possible.

The Ad Hoc Committee's decision will be binding.

Civil Rights Violations

It is not the function of the Ad Hoc Committee to evaluate claims of civil rights violations. If the basis of a student's grade grievance is that their civil rights have been violated, the Ad Hoc Committee will not hear the grade grievance until the appropriate officials at NCC have investigated the student's allegation(s) and a finding has been offered through the College's official civil rights policy.

Deadlines

For a grade received during the Fall semester or Winter Intersession, the student must file the grievance (Step 1) before the end of the fifth week of the following Spring semester. For a grade received during the Spring semester or Summer sessions, the student must file the grievance before the end of the fifth week of the following Fall semester. Grade grievance forms may be obtained in the Office of Academic Affairs, 361 Rice Circle, or at the various academic department main offices. The grieved instructor and/or chair must hold the appropriate

discussion or hearing within two (2) weeks after his/her receipt of such a grievance or the grievant is permitted to proceed to the next step in the policy. Failure by students to appeal a decision to the next step of the process within one (1) week of their receipt of the grade grievance shall terminate the grievance.

Instructor Absence

The Academic Standing Committee has established procedures for the conduct of a grade grievance in situations where the grieved instructor of record is unavailable or unreachable. Students are advised to consult the department chairperson for appropriate procedures in the event of such a circumstance.

TRANSCRIPTS

A student copy of the Transcript of Record or semester grade report is sent each semester to the student's home, indicating the scholastic standing. The Registrar will supply additional transcripts upon written request, or a student may request a transcript by calling **1-800-613-2592** or accessing GETTRANSCRIPT.com. Fee applies.

POLICY STATEMENT ON CLASSROOM MANAGEMENT

Faculty have a right and responsibility to maintain a proper learning environment in the classroom. As integral members of this partnership, students are expected to participate actively in the learning experience and must do so in an appropriate manner.

Disruptive conduct in the classroom that interferes with the instructor's performance of his/her professional functions or that undermines the integrity of student learning will not be tolerated. Disruptive conduct includes, but is not limited to, behavior that is disorderly, lewd, indecent, obscene or threatening. This negative behavior will incur faculty intervention and may result in disciplinary action.

The procedures designed to ensure the right of due process for both instructor and student, as well as the College's right to impose penalties for infractions, are as follows:

1. The instructor will apprise the student of the inappropriateness of the behavior and ask that the negative behavior cease.
2. If negative behavior persists, the instructor will:
 - A. Refer the student to campus supportive services and/or
 - B. Inform the student, whether in writing or at a meeting, not to return to class.
3. In case of severe negative behavior covered by the Student

Code of Conduct (see appropriate section), Public Safety will be called and the student immediately removed from class.

The procedure for a student to appeal an instructor's request that the student not return to class is as follows:

1. The student shall request a meeting with the instructor's department chairperson within three academic calendar days after expulsion from class.
2. The chairperson shall consult with all parties involved in an effort to promote some reconciliation.

The decision to allow the student to return to class and the determination of the final grade shall remain with the instructor.

ACADEMIC DISHONESTY AND PLAGIARISM

Academic dishonesty, which includes plagiarism and cheating, will result in some form of disciplinary action that may lead to suspension or expulsion under the rules of the Student Code of Conduct. Cheating can take many forms including but not limited to copying from another student on an examination, using improper forms of assistance, or receiving unauthorized aid when preparing an independent item of work to be submitted for a grade, be it in written, verbal or electronic form.

Anyone who assists or conspires to assist another in an act of plagiarism or any other form of academic dishonesty may also be subject to disciplinary action.

Plagiarism is a particular type of academic dishonesty that involves taking the words, phrases or ideas of another person and presenting them as one's own. This can include using whole papers and paragraphs or even sentences or phrases. Plagiarized work may also involve statistics, lab assignments, art work, graphics, photographs, computer programs and other materials. The sources of plagiarized materials include but are not limited to books, magazines, encyclopedias or journals; electronic retrieval sources such as materials on the internet; other individuals; or paper-writing services.

A student may be judged guilty of plagiarism if the student

- (a) Submits as one's own an assignment produced by another, in whole or in part.
- (b) Submits the exact words of another, paraphrases the words of another or presents statistics, lab assignments, art work, graphics, photographs, computer programs and other

materials without attributing the work to the source, suggesting that this work is the student's own.

Allegations of student plagiarism and academic dishonesty will be dealt with by the appropriate academic department personnel. It is the policy of Nassau Community College that, at the discretion of the faculty member, serious acts will be reported in writing to the Office of the Dean of Students, where such records will be kept for a period of five years beyond the student's last semester of attendance at the College. These records will remain internal to the College and will not be used in any evaluation made for an outside individual or agency unless there is a disciplinary action determined by a formal ruling under the Student Code of Conduct, in which case only those records pertaining to the disciplinary action may apply. A student whose alleged action is reported to the Office of the Dean of Students will be notified by that office and will have the right to submit a letter of denial or explanation.

The Dean will use his/her discretion in determining whether the alleged violation(s) could warrant disciplinary action under the Student Code of Conduct. In that case the procedures governing the Code of Conduct will be initiated.

DEAN'S HONOR LIST

After the completion of each fall and spring semester, outstanding scholastic achievement is recognized through the compilation of the Dean's Honor List. This Honor is noted on the student's permanent transcript of record.

To qualify, full-time students must have completed a minimum of 12 hours of credit per semester in residence and have attained a 3.5 semester average or higher, with no grades of Withdrawal ("W"), Failure ("F"), Unsatisfactory ("U"), or Incomplete ("INC"). Further, it is important to note that students must be in good academic standing and that repeated courses will not be counted as credits attempted for the purpose of compiling the Dean's Honor List.

Part-time students are also eligible for the Dean's Honor List provided they attain a Grade Point Average (GPA) of 3.5 or greater, and are otherwise in good academic standing. The GPA for part-time students is calculated upon the completion of each 12 semester hours of credit, without respect to the number of semesters the student has been in attendance. Eligibility for the Dean's Honor List is redetermined after each 12 additional credit hours attempted (12 credits, 24 credits, 36 credits, 48

credits, 60 credits). It is important to note that each 12 semester hour block of credits attempted may not include grades of Withdrawal ("W"), Failure ("F"), Unsatisfactory ("U"), or Incomplete ("INC"). Repeated courses will not be counted as credits attempted for the purpose of compiling the Dean's Honor List.

ACADEMIC STANDING

Academic standing is determined according to the regulations of the Academic Standing Committee and is printed at the bottom of the student transcript of record.

Decisions made at the conclusion of the spring semester will remain in effect for a minimum of one full semester during the regular school year; that is, until the conclusion of the following fall semester. Grades attained during the intervening summer sessions will be considered only in conjunction with the following fall semester grades for purposes of releasing students from academic standing decisions or limitations.

Minimum Grade Point Average Required To Maintain Good Academic Standing

The following cumulative grade point averages (GPA) are the minimums which must be attained for a student to be considered in good academic standing:

- A - 1.7 with 1-14 credits attempted (usually one semester)
- A - 1.8 with 15-29 credits attempted (usually two semesters)
- A - 1.9 with 30-47 credits attempted
- A - 2.0 with 48 or more credits attempted

A student whose cumulative average falls below these minima for the first time will remain in good academic standing but shall be limited to 14 credits (or equivalent where preparatory courses are concerned) for the next semester. If, at the end of the next semester, the student's cumulative average still falls below these minima, then the student concerned shall be placed on academic probation and shall be restricted to part-time (fewer than 12 credits) attendance.

Academic Dismissal Policy

The cumulative Grade Point Average (GPA) of students on probation will be reviewed at the end of the spring semester. Students whose cumulative average remains below the required minimum will be academically dismissed. The Office of

the Dean of Students implements, interprets, and ensures compliance with this policy.

A previously dismissed student who is readmitted will not be dismissed under this policy if a GPA of 2.00 or higher is maintained in courses taken since readmission, and if satisfactory progress is demonstrated in remedial courses taken since readmission.

Students have the right to appeal their dismissal. Appeals must be submitted in writing to the Academic Standing Committee through the office of the Dean of Students no later than six weeks prior to the beginning of the semester for which they wish to be readmitted. Students who fail to appeal their dismissal within the required time limit may submit an appeal in a timely fashion for readmission to a future semester. All appeal decisions rendered by the Academic Standing Committee shall be final.

Academic Progress Requirements for Students Placed in Remedial Courses

Academic Progress Requirements for Students Placed in the Basic Education Program(BEP)

Students whose assessment test placement is the "Basic Education Program" must enroll in and successfully complete the Basic Education Program (BEP) and any additional required remediation before enrolling in regular college courses.

The following conditions apply to students enrolled in the Basic Education Program:

1. Must enroll in this program in the first semester of attendance. The Basic Education Program is the equivalent of a full-time program;
2. Must satisfactorily complete BEP courses; (Withdrawal from individual classes in the BEP program is not permitted);
3. Will be academically dismissed from the College if they fail all three BEP courses in the first semester, and will be considered for readmission only with the approval of a majority of their academic instructors;
4. May repeat a single failed course only twice, and will be academically dismissed upon the third failure;
5. Will be considered for readmission only after being separated from the College for at least one year (fall/spring), and only if future placement test results reveal no need for remediation in the area(s) for which the student was dismissed.

Academic Progress Requirements for Students Placed in Remedial/ESL Courses

The following conditions apply to students who are not placed in the Basic Education Program but require a remedial/ESL course (i.e., COM 030, ENG 001, ENG 030, MAT 001, MAT 002, MAT 003, RDG 001, RDG 002, RDG 030):

1. Students must enroll in required remedial/ESL courses during their first semester of attendance.
2. The only possible grades for these courses are "S" (Satisfactory) and "U" (Unsatisfactory). For extreme situations, see number 8 below.
3. Any student who does not successfully complete a required remedial/ESL course must register again for the course the following semester.
4. Any student who earns a grade of "U" in a required remedial/ESL course will be limited to the equivalent of 14 credit hours in subsequent semesters until all remedial/ESL requirements are satisfactorily completed.
5. A student may repeat a single, failed remedial/ESL course only twice, and will be academically dismissed after the third failure, upon review by the Office of Placement Testing in consultation with the chair or the chair's designated coordinator of the department that offers the remedial or ESL course.
6. MAT 003 may be taken only once. In the event of failure the student will be appropriately placed into MAT001 or MAT 002 for what will count as a second attempt at that course.
7. A dismissed student will be considered for readmission only after being separated from the College for at least one year (fall/spring), and only if future placement tests results reveal no need for remediation in the course(s) for which the student was dismissed.
8. Students can only withdraw from the required remedial/ESL courses if they are officially withdrawing from all courses for the semester in response to extenuating circumstances, such as a medical or personal emergency. In such cases, the student must present to the office of the Dean of Students cause for withdrawal from all courses and request a W grade that would not affect academic standing.
9. Some academic departments have designated courses which students cannot take until remedial/ESL requirements have been satisfied. Students with remedial/ESL requirements cannot register for those restricted courses and may not add them through the Change of Program or Drop/Add process.

Academic Program Requirements for Students Placed into Two or Three Remedial Courses

The following additional conditions apply to students who are not placed into the Basic Education Program but require two or three remedial courses from among ENG 001, MAT 001, MAT 002, MAT 003, RDG 001, RDG 002.

In addition to fulfilling their remediation requirements specified in the previous section, these students must enroll in NCC 101 – The College Experience, during the summer or winterim session prior to their first semester of attendance, or during their first semester of attendance.

Students required to enroll in NCC 101 and who do not successfully complete the course must register again for NCC 101 until they do so.

Impact of Withdrawal Grades on Academic Standing

A student who withdraws from more than one course per semester (i.e., two or more "W" grades in one semester) shall thereafter be placed on academic limitation — no more than 14 credits permitted.

A student who withdraws from more than one course during a semester of academic limitation, or who has not earned the required Grade Point Average, shall be placed in the next more restrictive probation category.

A student who earns a total of six or more "W" grades will automatically be placed in the most restrictive probation category (i.e. PART-TIME). "W" grades earned prior to September 1976 shall not apply.

A student will be removed from academic limitation upon completion of the probationary semester's program, provided he or she has achieved the required grade point average and has not received more than one "W" grade.

Students who feel that extenuating circumstances warrant an exception from this policy may appeal through the Office of the Dean of Students.

Grades attained during the summer sessions will be considered in conjunction with the following fall semester grades for the purpose of this policy.

A student who has been placed on academic limitation is required to see a Student Personnel Services counselor.

GENERAL EDUCATION AT NASSAU COMMUNITY COLLEGE

General Education at NCC is a set of specified categories of courses that contribute to the development of an educated person: one who thinks clearly, communicates effectively, makes informed and thoughtful judgments, distinguishes among sets of values, displays an appreciation for learning, and applies knowledge to the understanding of the human experience.

At NCC, General Education is achieved by the completion of a distribution of courses designed to enable students to:

1. Read and listen effectively;
2. Speak and write clearly and persuasively;
3. Think critically and creatively;
4. Understand scientific methodology; reason quantitatively, and function in a technological environment;
5. Develop personal, social, and aesthetic values through an understanding of culture, nature, self and society;
6. Develop an understanding of and appreciation for behaviors that promote the good health of body and mind;
7. Develop literacy and appreciation in the visual and performing arts.

The selection of General Education courses depends on the curriculum requirements for a degree. These courses are grouped within the following categories and are designated in the Course Descriptions section of this catalog with the corresponding codes. The complete list of courses is available on campus at the Academic Advisement Center or on the Advisement Center's website at www.ncc.edu. Only those courses on the approved lists will satisfy the Nassau Community College general education requirements.

Communication Arts [**COM**]

English Composition [**COMP**]

Fine and Performing Arts [**FAPA**]

Humanities [**HUM**]

Literature [**LIT**]

Mathematics [**MATH**]/Computer Science [**CMPS**]

Natural and Physical Sciences

Laboratory Science [**LSCI**]/Non-laboratory science [**NSCI**]

Physical Education [**PED**]

Social Science [**SBS**]

Culture and Diversity which include

Western Heritage [**WESH**]

Global Awareness and Non-Western Cultures [**GLNW**],
and Pluralism and Diversity [**PLDI**]

Interdisciplinary Courses: In recognition of the commonalities and interrelatedness among academic disciplines, general education categories contain several interdisciplinary course offerings that satisfy the requirements.

Communication Arts:

Communication Arts courses teach oral communication skills necessary to participate effectively in public and academic debates and discussions, prepare and present researched material, and formulate valid arguments, and prepare students for successful interpersonal interaction in the academic, social, and professional realms. These courses are designated with the code COM and may be selected from the courses of the Communications Department [COM 101, 102, 103, 123, 202 only].

English Composition:

English Composition courses are designed to give students a critical awareness of written language. They enable students to produce clear, well-developed, well-organized grammatical writing and to interpret and analyze texts of various genres. These courses are designated with the code COMP and must be selected from the courses of the English Department [ENG 101, 102, 108, 109 only].

Fine and Performing Arts:

Courses in Fine and Performing Arts develop aesthetic awareness by introducing students to the processes by which artists create, perform and/or evaluate works of art. They foster self-expression, understanding, and an appreciation of the arts within an historical, cultural, theoretical and critical context. These courses are designated with the code FAPA and may be selected from the courses in several departments as denoted in the Course Descriptions section of the catalog.

Humanities:

Humanities courses teach students to analyze and interpret texts, ideas, discourse systems, and the human values, traditions, and beliefs they reflect. These courses are designated with the code HUM and must be selected from the courses of the following departments: African American Studies [AFR 130, 131, 152, 155, 170, 190, 197 only], Art, Communications,

English, Foreign Languages, Interdisciplinary Studies [MDC 102, 130 only], Library, Music, Philosophy, Reading, Theatre/Dance.

Literature:

Literature courses focus on the study of written works produced or translated into English that embody the creative use of language for artistic or stylistic purposes. They express ideas of permanent or universal significance. These courses are designated with the code LIT and may be selected from the courses in several departments as denoted in the Course Descriptions section of the catalog.

Mathematics:

Courses that satisfy this requirement use mathematical or computer science models that employ numerical, verbal, graphical and analytical tools to strengthen quantitative skills and logical reasoning and enable students to address other disciplines. These courses are designated with the code MATH and must be selected from the courses of the Mathematics/Computer Science/Information Technology Department. One computer science course with the code CMPS [CMP 104, 210 or 211 only] may be used to satisfy the second mathematics course requirement in specified degrees.

Natural and Physical Sciences:

Natural and Physical Science courses explore how phenomena are observed, understood and theoretically synthesized through study and the application of the scientific method. They provide students with an understanding of scientific terms, concepts, and theories as well as the ability to test hypotheses in the laboratory. Study in the sciences helps students develop scientific literacy necessary to understand an increasingly complex world. One non-laboratory science course may be used to satisfy the second science course requirement in specified degrees. These courses are designated with the code LSCI (laboratory science) or NSCI (non-laboratory science) and must be selected from the courses of the following departments: Biology, Chemistry, Engineering/Physics/Technology, Physical Sciences, General Science Studies, Multidisciplinary Science, Allied Health Sciences [AHS131, 132 only].

Physical Education:

Physical Education courses develop cardiovascular and neuromuscular skill, strength, endurance, flexibility and fitness. They emphasize improved overall conditioning as well as skills in team, individual, and leisure activities. These courses are

designated with the code PED and must be selected from the courses of the following departments: Health/Physical Education/Recreation, Theatre/Dance [DAN 126 only].

In all degree programs requiring physical education activities courses, full-time day students (12 credits or more in the day session) must take 1/2 credit of physical education activities for each full-time semester of attendance, to a maximum of 2 credits. The following are exempt from this requirement:

1. Veterans
2. Students over 25 at first date of attendance
3. Students over 30 at date of graduation.

Social Science:

Social Science courses investigate behavior in social contexts through analysis of the characteristics and structure of individuals, families, groups and institutions. They provide an understanding of the concepts, methods and models that social scientists use to explore social phenomena. History courses explore institutions and developments that have shaped human experience while providing a familiarity with the historical narrative. These courses are designated with the code SBS and must be selected from the courses of the following departments: African American Studies [AFR history classes and AFR 185 only], Economics/Finance, History/Political Science/Geography, Interdisciplinary Global Studies, Psychology, Sociology/Anthropology/Social Work .

Culture and Diversity:

This includes the three subcategories of Western Heritage, Global Awareness and Non-Western Cultures, and Pluralism and Diversity. Appropriate courses in other categories may be used to satisfy requirements in any of these three subcategories.

Western Heritage:

Western Heritage courses reflect the distinctive characteristics of western heritage presented in a broad context. They acquaint students with the evolution of western culture and values and relate them to other regions and cultures. These courses are designated with the code WESH and may be selected from the courses in several departments as denoted in the Course Descriptions section of the catalog.

Global Awareness and Non-Western Cultures:

Courses in Global Awareness and Non-Western Cultures examine and foster an appreciation of cultural traditions other than European and North American. They enhance recognition of the diversity and similarities of the ways in which people in different cultural traditions perceive and experience their lives. These courses are designated with the code GLNW and may be selected from the courses in several departments as denoted in the Course Descriptions section of the catalog.

Pluralism and Diversity:

Courses in Pluralism and Diversity expand understanding of the various influences that shape perspectives, values, and identities. They explore social divisions such as gender, ethnicity and racial formations in a pluralistic nation and world. These courses are designated with the code PLDI and may be selected from the courses in several departments as denoted in the Course Descriptions section of the catalog.

GENERAL EDUCATION FOR BACHELOR'S DEGREES AT STATE UNIVERSITY OF NEW YORK [SUNY]

Students considering or planning to transfer to a SUNY four year college or university to complete the bachelor's degree should select their general education courses to fulfill the Nassau Community College requirements for such courses as listed above, as well as the SUNY General Education Requirements listed below. In most cases a course satisfying the NCC requirement will also satisfy a similar SUNY requirement.

These courses are grouped within the following SUNY categories and are designated in the Course Descriptions section of this catalog with the corresponding codes. The complete list of courses is available on campus at the Academic Advisement Center or on the Advisement Center's website at www.ncc.edu. Although these categories may not be specifically required for a degree at Nassau Community College, the fulfillment of at least seven of the following ten categories will facilitate the transfer process to a SUNY four year college or university.

Mathematics [**GMAT**]

Natural Sciences [**GLAB**]

Social Sciences [**GSBS**]

Humanities [**GHUM**]

Basic Communication [**GBCM**]

Western Civilization [**GWEH**]

Other World Civilizations [**GOWC**]

American History [**GAMH**]

Foreign Language [**GFOL**]

The Arts [**GART**]

GRADUATION PROCEDURES

Graduation With Honors

Honors graduates will be awarded degrees:

- Summa cum Laude (with the greatest praise) if the cumulative average is 3.9 or higher;
- Magna cum Laude (with great praise) if the cumulative average is 3.7 to 3.89; or
- Cum Laude (with praise) if the cumulative average is 3.5 to 3.69.

These honors will be inscribed on the diploma and noted on the official transcript of record.

Two-year Programs Often Take More Than Two Years

The sample four-semester program sequences which are described in the "Programs of Study" section are designed for students who intend to devote their full time and energy to their studies. Many students, however, must work at full- or part-time jobs while in attendance and others are in need of remedial course work not shown in the sequences. Therefore, many students spend more than two years at Nassau.

In fact, approximately half the students graduating from community colleges nationwide do not follow the traditional four-semester pattern. Many students elect to attend additional semesters in order to enhance those skills necessary for a successful college career. Students expecting to spend only two years at NCC should be aware of this trend. Often, students utilize the Summer Sessions to accelerate studies.

Certificate of Eligibility

No student may graduate without eligibility duly certified by the Office of the Registrar. Prospective graduates must complete "Request for Graduation" forms available from the Registrar during their final semester. Upon completion of all items, the forms must be submitted to the Bursar with the appropriate graduation fee. Deadlines must be strictly observed to provide the College with adequate lead time necessary to certify graduates, determine awards, and print degrees and certificates.

Second Degree or Certificate

A second degree (or certificate) may be undertaken either concurrently or consecutively at Nassau Community College only when a significant amount of additional course work in a very different field is completed.

Further, each second degree candidate must complete at least 24 additional credits in the "different field" (of the 24, 15 must be taken at Nassau Community College).

Additionally, each second degree shall contain a minimum of 33 credits "in residence."

Finally, each candidate seeking a second degree must obtain the prior written recommendation of the second degree chairperson (or program director) and prior approval of the Office of Academic Affairs on the appropriate form provided.

Ordinarily, students who pursue a degree shall not subsequently be granted a certificate in the same field. However, nothing shall prevent a student from subsequently pursuing a degree in the same field as the one in which he has undertaken studies for a certificate.

In cases where students have already completed a degree or certificate program and wish to pursue a new certificate, 12 credits must be taken in the new program (9 of the 12 must be taken at Nassau Community College). All candidates must comply with the College's "in residence" graduation requirement. (See section on Graduation.)

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights and Responsibilities

The following policy, to which the College subscribes, is based on a "Joint Statement of Rights and Freedoms of Students" sponsored by the American Association of University Professors:

1. A student has the right to be informed at the first or second class meeting about the content of the course. This includes information about the criteria and their weighting to be used in academic evaluation of his/her performance. The grading system described in the College catalog will be followed. However, after the second class meeting, it becomes the student's obligation to request this.
2. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible

for learning the content of any course of study for which they enrolled.

3. A student has the right to receive a grade based upon a fair and just academic evaluation of his/her performance in a course, as measured by the standards established by his/her instructor at the first or second class meeting. Such criteria as race, religion, color, national origin, sex, appearance, political affiliation or activities are irrelevant to grading. At the same time, the student is responsible for maintaining standards of academic performance established for each course in which he/she is enrolled, and for following the student Code of Conduct as outlined in the College catalog.
4. Information about a student's views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

Alert for Student Success

Success in college means balancing work and study time effectively.

College study does not end with class time. For each 1 hour of class, you will need to plan at least 2 hours for study/learning.

Research shows that working 15 or more hours per week makes it difficult to successfully complete courses.

When planning your schedule, carefully consider how you will balance course load and work schedule.

To obtain help with budgeting time effectively, visit or call the Educational Counseling Office in Room 19, Nassau Hall. Call **(516) 572-7141** for an appointment.

Classroom Expectations

You and your instructor both have responsibilities relative to the course. Your instructor's responsibility is to give you a syllabus and to organize assignments and classroom activities to assist you in learning the material and achieving the course objectives. As the course unfolds, you have responsibilities to fulfill in order to complete the course successfully.

You are expected to:

1. Attend all class sessions and to be punctual. (You are responsible for all work covered whenever you are absent.);
2. Read, understand and follow instructions given in the course syllabus;

3. Complete reading and writing assignments;
4. Take notes during class;
5. When asked to do so, work collaboratively with other students;
6. Submit assignments on time;
7. Complete your work without cheating or committing plagiarism;
8. Participate actively in class;
9. Evaluate your own progress continuously;
10. Meet with your instructor during assigned office hours;
11. Exhibit proper behavior in the classroom (see policy statement on classroom management).

Discrimination and Harassment is Unlawful

Guidelines of Title VII of the Civil Rights Act focus upon sexual harassment as an unlawful practice. Sexual harassment, like harassment on the basis of color, race, religion, or national origin, has been recognized by the Equal Employment Opportunity Commission as a violation of Section 703 of Title VII of the Civil Rights Act, as amended (Federal Register, April 11, 1980). Interpretations of Title IX of the Education amendments similarly delineate sexual harassment as discriminatory and unlawful.

Sexual harassment is a violation of Title IX of the Education Amendments of 1972, which prohibit sex discrimination in education. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where grades or educational progress are made contingent upon submission to such conduct, or where the conduct has the purpose or effect of interfering with the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Title VII of the 1964 Civil Rights Act bans discrimination because of race, color, sex, religion or national origin. It covers all terms and conditions of employment, including hiring, promotions, compensation, terminations and demotions.

As applied to post-secondary education, section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Sec. 794, as amended by Section 111(a) of the Rehabilitation Act Amendments of 1974) prohibits discrimination on the basis of handicap in admissions and recruitment. This Act contains several specific provisions similar to those prohibiting sex discrimination in admissions under Title IX.

Any questions concerning these policies or allegations of noncompliance should be directed to: Affirmative Action

Officer, 818 Administrative Tower, Nassau Community College, One Education Drive, Garden City, NY 11530-6793.

Availability of Student Records

The Family Educational Rights and Privacy Act permits current or former students to inspect and review their education records. Students are also accorded a right to a hearing in order to question the contents of their education records. Written consent from students may be required before personally identifiable information about them will be released from their education records, as provided by law.

Nassau Community College publishes no directory of students' names, addresses, and telephone numbers. However, it does publish lists, to include home towns, of graduates and of academic honor recipients. Additionally, participants in extra-curricular activities may further be identified with their activities, their activity records, the schools they formerly attended, and, in the case of athletes, their ages, heights, and weights. Students wishing to have this information withheld from public disclosure should file a written statement specifying the information they wish withheld with the Office of the Registrar and the faculty director of the activity concerned (for example, Director of Athletics, Director of Student Activities, or head of department sponsoring a special interest group or activity such as music or dramatics). Failure on the part of a student to file such a request within one week of the official beginning of any period of instruction is construed as consent to publish the information described.

Copies of the College statement of policies and procedures for access to student records, of the Family Educational and Privacy Act of 1974, and of the Department of Health, Education and Welfare Final Rule on Education Records may be inspected at the College Library and the Office of the Registrar. Questions pertaining to student records should be addressed to the Registrar.

Inquiries or complaints may be filed with the Family Educational Rights and Privacy Act Office, Department of Education, 200 Independence Avenue, S.W., Washington, D.C. 20201.

Student Policy for a Drug-Free Campus

Nassau Community College is committed to a proactive preventative approach in assuring the campus is free of alcohol and substance abuse. The College operates in compliance with the Drug-Free Workplace Act of 1988 (P.L. 100-690) and the

Drug-Free Schools and Communities Act Amendments (P.L. 101-226). To maintain an atmosphere conducive to fulfilling this mission, the policy for a drug-free campus states:

“The College expressly prohibits the unlawful use, possession, manufacture, distribution, or dispensation of controlled substances, which includes alcohol, in all Nassau Community College facilities or while attending or conducting college business off campus.

No alcohol is permitted on campus without express permission of the President or his designee. Consumption of alcohol is not permitted on campus by anyone under the age of 21. Compliance with the provisions of the College’s drug and alcohol policies is a condition of attendance at the College. Violations of any rule of the Student Code of Conduct, Section I, shall result in appropriate disciplinary action. Infractions of the Code include the following:

Attendance in class or at any College function under the influence of alcoholic beverages, of narcotics and drugs or unauthorized possession, and/or sales of alcoholic beverages, narcotics or drugs on the College campus.

STUDENT CODE OF CONDUCT

Student Rights and Responsibilities

Students at Nassau Community College assume an obligation to conduct themselves in a manner compatible with the function of the College as an educational institution. Each student should be familiar with the College Catalog, which contains all rules and regulations of the College and is a binding contract with the student. By enrolling at the College, students agree to abide by the Rules and Regulations of the Student Code of Conduct developed in part by the students of the institution and endorsed by the Academic Senate, the College administration, and the Board of Trustees.

Fundamental Fairness Rights of Students Accused of Violating the Code of Conduct

1. To be afforded a fair and timely hearing, including the opportunity to challenge the impartiality of the hearing officer or committee members prior to the beginning of the hearing;
2. To have notice of the accusations;
3. To have the opportunity to question witnesses and evidence presented;
4. To have adequate time to prepare and present a defense;
5. To receive in writing the disposition of the case and sanctions.;

6. To appeal based upon procedures in this Code;
7. To be afforded confidentiality to the extent permitted by law;
8. To remain silent with no inference of guilt;
9. To waive any of these rights.

Fundamental Fairness Rights of Alleged Victims

1. To be afforded the opportunity to challenge the impartiality of the hearing officer or committee members prior to the beginning of the hearing;
2. To have adequate time to prepare for hearings and interviews;
3. To have the opportunity to question witnesses and evidence presented;
4. To receive in writing specific information on the disposition of the case and sanctions;
5. To appeal based upon procedures in this Code;
6. To be afforded confidentiality to the extent permitted by law;
7. To submit an impact statement to the Assistant or Associate Dean of Students and/or hearing committee;
8. To waive any of these rights.

Sexual Harassment Policy

It is the policy of Nassau Community College to establish an environment in which the dignity and worth of all members of the institutional community are respected. In keeping with this principle, the sexual harassment of students or employees is considered unacceptable conduct and will not be tolerated.

Sexual Harassment is a serious violation of campus policy and can result in disciplinary action. Sexual harassment subverts the mission of the College and undermines the educational process. It creates an atmosphere that is not conducive to learning or productivity.

Guidelines of Title VII of the Civil Rights Act focus upon sexual harassment as an unlawful practice. Sexual harassment, like harassment on the basis of color, race, religion, or national origin, has been recognized by the Equal Employment Opportunity Commission as a violation of Section 703 of Title VII of the Civil Rights Act. Interpretations of Title IX of the Education Amendments similarly delineate sexual harassment as discriminatory and unlawful.

Sexual Harassment is a violation of Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where grades or educational progress are made contingent upon submission to such conduct,