

Fiorello's Flute

Volume 1 Number 4

F.H. LA GUARDIA COMMUNITY COLLEGE

April 20, 1977

The 10 COMMANDMENTS

OF RETENTION

Universities Retention and Progress Policy



It is the feeling of Student Council that many students are really not sure how the new University Student Retention and Progress Policy will affect them.

Therefore, in an attempt to provide the student body with an understandable definition of the new policy, Student Council, with the assistance of Dean Jerolyn Minter, and the Flute Editorial Staff, has prepared this special edition of Fiorello's Flute for you.

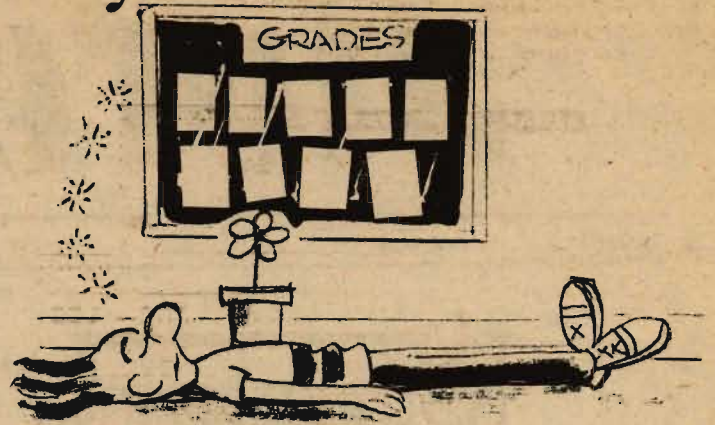
Ronald Little

CUNY's New Retention Policy

The Board of Higher Education's new student retention and progress policy went into effect as of the fall Quarter 1976.

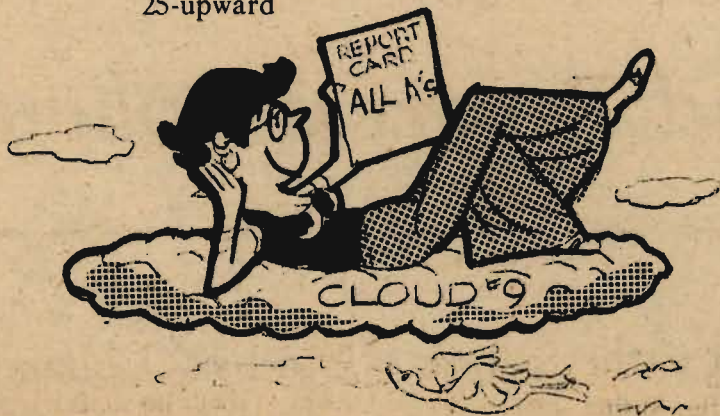
SOME OF THE KEY POINTS IN THE POLICY ARE:

- All grades a student receives must be recorded on the transcript.
- A grade point average and a rate of progress must be computed for all matriculated and non-matriculated students (and will appear on the transcript).
- In order for a student to maintain good academic standing and not become subject to probation or suspension, he/she must maintain a prescribed grade point average and show a satisfactory rate of progress towards the degree.



Minimum Retention Standards

Credits or Equated Credits Attempted	Minimum Cumulative Grade Point Average Index	Minimum Satisfactory Rate of Completion
0-12	1.50	50%
12-24	1.75	66%
25-upward	2.00	75%



Note:

- A. Satisfactory completion is determined by the following breakdown of grades:
- Satisfactory grades: A, B, C, D
 - Unsatisfactory grades: NC, F, WU, W
 - Not computed as satisfactory or unsatisfactory, and therefore not counted in the Rate of Progress: INC, Z, Y, TCR, CR
- B. Credits attempted are those which a student has registered for and remains registered for after the last date allowed for official change of program.

Some Questions That Might Come To Your Mind And Their Answers

Q. Will the grades I got before Fall 1976 be counted in my Grade Point Average and Rate of Progress?

A. LaGuardia is using a system that is somewhat different from the other CUNY colleges for credits attempted prior to Fall 1976 because during this period we had two grading systems. Prior to 1975, we used the letter grade, E.G., P, NC, etc. We then changed to the Affirmative Record with letter grades of A, B, C, D, with no grades below a D being recorded on transcripts going outside of the college (for transfer, job placement, etc. purposes).

The following numerical value has been given only to the E and G grades for courses completed prior to Fall 1976:

E=4
G=3

These numerical values, plus those for the A, B, C, D grades, will be the basis for computing a Grade Point Average for work completed prior to Fall 1976.

Q. If the grades I received prior to Fall 1976 make me have a Grade Point Average lower than the minimum allowed for the number of credits I have, is it possible to have more than two quarters to raise my Grade Point Average?

A. Students enrolled prior to Fall 1976 will be allowed up to one year (four quarters) to raise their Grade Point Average to the appropriate level.

Q. What happens if I don't get the minimum Grade Point Average?

A. Students who fail to achieve the required standards will be placed on probation for two quarters.

Is the WU held against you?

A. The WU grade means unofficial withdrawal and as such appears permanently on your transcript. It is computed in your Grade Point Average, but not in your Rate of Progress. It therefore can lower your Grade Point Average.

Q. What if I can't meet the minimum requirements while I'm on probation?

A. Students who fail to meet the minimum requirements while on probation will be dropped from LaGuardia.

Q. Can I take courses at another college, like Queensborough or John Jay?

A. No. If you have been suspended for academic reasons from LaGuardia, you will not be permitted to register for courses at any other college in the CUNY system.

Q. Is the suspension a permanent thing or can I come back to LaGuardia?

A. Suspension is not permanent. You may apply for reinstatement after a period of two quarters. Applications for reinstatement may be obtained from the Admissions office.

Q. If I feel the suspension was not justified, what steps are open to me?

A. You can submit an appeal to the Academic Standing Committee—Appeals Board, for a review.

Q. Can I be present at the review?

A. No. Appeals must be submitted to the Appeals Board in writing, accompanied by any documents supportive of your appeal.

Q. How many times can a person be suspended?

A. The board of Higher Education has allowed the individual colleges to make that decision for their students. In making this decision, the colleges will probably take into consideration the student's potential for successful continuation and completion of study at the college.

Q. Why was there no Rate of Progress on the transcript I received at the end of the Fall quarter?

A. The college has not begun this computation. It is possible that it will not begin until the Fall quarter of 1977. The Board is still reviewing issues relating to "The Rate of Progress." We do not know at this time if the "Rate of Progress" will be retroactive.

Fiorello H. LaGuardia Community College
 City University of New York
 Long Island City, N.Y. 11101

BIRTH
 ADMITTED
 ISSUED
 HIGH SCHOOL
 WITHDRAWAL

STATUS	CREDIT	CURRICULUM
A18	3	36

Rate of Progress
 Computed every 2 quarters

QUARTER	YEAR	COURSE	GRADE	CREDIT
WINTER	1976	ENGRITING BUS 103	A	3.0
		SECLEGSTEN 1 GRG212	A	4.0
		SECLEGG VCC GRG 230	A	3.0
		MUSSPAN FLU SPKR105	NC	3.0
FALL	1976	CEPCOP EDUC 000	A	3.0
SUMMER	1976	LCMINTRO MUSIC 101	A	3.0
		NEMALGEBRA 110	A	3.0
		BULBUSINESS LAW1101	B	3.0
		BUSTYPING 3 142	A	2.0
		BUSOFFICE TECH 200	A	2.0

Student successfully completed 13 out of 16 credits, which is more than 66%--Rate of Progress is SATISFACTORY

056-90-4461 11066
 DOE JOHN
 150-24 115 AVE
 JAMAICA NY 11484

GRADING SYSTEM

CREDITS TAKEN 29
 CREDITS EARNED 26
 CREDITS REMAINING 40

G.P.A. is 3.48

R.P. - Satisfactory

HOW A GRADE POINT AVERAGE IS COMPUTED

Although you get a grade (A, B, C, D, F, WU) for every course you take, your general average is not expressed as a letter grade. Your average at LaGuardia is reported as a number that is always carried to two decimal places. This number can range from a low of 0.00 (if you fail everything) to a high of 4.00 (if you get straight A's).

The letter grades you receive at the end of each quarter have the following numerical value:

You multiply the numerical value of the grade by the course's total number of credits. Next, you add up the total numerical value of all your courses and divide this by the total number of credits. The result is your Grade Point Average. See Sample Transcript above.

NOTE:

As of the Spring quarter, 1977, LaGuardia will no longer use an N.c. grade. The college will now use an F in its grading system. Grades not computed in the Grade Point Average are: CR, TCR, @, Y, Z, W.

The Grade Point Average is computed on a cumulative basis. This means that the Grade Point Average for each quarter will be averaged with the Grade Point Average of the next quarter. If you will look at the sample transcript above, you will see how this is done.

HOW THE RATE OF PROGRESS IS COMPUTED

A Rate of Progress is based on whether or not the student has satisfactorily completed a certain percent of the credits attempted. In each cluster of two quarters, the percentage gets higher as the number of credits attempted increases. The Rate of Progress is not cumulative.

After Grade Point Averages and Rate of Progress have been computed, the next step in the process is determining whether or not the student has achieved at least the minimum cumulative Grade Point Average and minimum satisfactory rate of completion of credits attempted.

Grades	The Numerical Value of the Grade Is:	Course Credit	Total Numerical Value
A	4	X 3	= 12
A	4	x 4	= 16
A	4	X 3	= 12
NC	0	X 3	= 0
A	4	X 3	= 12
A	4	X 3	= 12
A	4	X 3	= 12
B	3	X 3	= 9
A	4	X 2	= 8
A	4	X 2	= 8
		29	101

101 Divided by 29 = 3.48
 Therefore the G.P.A. is 3.48

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If you're having trouble with your studies, don't give up. Ask for help. Faculty and staff are here to assist you in developing strategies for solving your academic problems.



Be sure you are aware of the **dates** in which you can officially withdraw from a class. If you are uncertain of these dates, ask your counselor or Faculty Advisor.

Do not, under any circumstances, just stop attending class, because you will receive an F grade.

You must follow a prescribed process to be officially withdrawn from a class. A grade of W will appear on your transcript for the course you have withdrawn from. This grade is not computed in your Grade Point Average.

There is a \$20.00 fee for withdrawing from classes, payable at the time the withdrawal form is submitted.

Withdrawal forms may be picked up in S/152. The form must be signed by the instructor of the course you wish to drop. After you obtain the necessary signature(s), the form is then taken to the Business Office and a fee of \$20.00 must be paid before the form is processed and an official withdrawal is recorded on your transcript.

There is no fee incurred in taking a Leave of Absence. However, when you submit the necessary form for readmission, there will be a \$10.00 fee due.



We strongly recommend that if you are placed on probation or suspension, see your counselor or faculty advisor right away to find out what you have to do to get back in good academic standing. They will also provide you with the necessary assistance in determining the appropriate courses you should register for.

If you feel you want to appeal your being placed on probation or suspension, you may pick up an Appeal Form in Room S/152. Your completed form should be returned to Mrs. Charlotte Fechter in Room S/152.

If you have any further questions regarding these new University policies, you can call:

- a. The chairman of Student Council—Ext. #5596
- b. Dean Kleinberg or Dean Minter—Ext. #8569
- c. Your counselor's extension. If you don't know your counselor's extension, ask Elaine Colucci—Ext. #8568.

APPEAL PROCEDURE

1. Student obtains an Appeal Form and an explanation of the appeal procedure from the chairperson of the Academic Standing committee—Appeals Board, in Room S/152.
2. Counselor signs the form certifying the completion of Step #1 above.
3. Student completes the Appeal Form (through III). If he desires to obtain faculty statements, he also completes the top of each of the "Request for Statement" forms before giving them to the designated faculty. These faculty should be persons whom the student feels would help the committee better understand his case.
4. Student submits "Request for Statement" forms to designated faculty and notes on his appeal form the date on which he gave each faculty person a copy of this form.
5. Student signs, dates, and returns the appeal form to the chairperson of the Academic Standing Committee, in Room S/152.

REQUEST FOR FACULTY STATEMENT

Student's Name: _____

Reason for Appeal: _____

NOTE: The Academic Standing Committee requests that you send them your statement within two [2] weeks of receiving this form. Your adherence to this deadline will facilitate the Committee's prompt action upon the student's appeal.

I. Date you received this form: _____

II. Do you have any factual data to support this student's appeal? If so, please indicate in writing: _____

III. What have been your recommendations to this student? _____

Please return this form to the chairperson of the Academic Standing Committee's Appeal Board.

Faculty Signature _____

Date _____

ACADEMIC STANDING COMMITTEE APPEALS FORM

(This form must be completed before your appeal can be heard.)

Please type or print.

Counselor's Signature _____

Date _____

STUDENT'S NAME _____ PHONE _____

ADDRESS _____ S.S. # _____

I. TYPE OF APPEAL: PROBATION: _____
 SUSPENSION: _____
 CHANGE OF GRADE: _____
 OTHER: (explain): _____
 (check) _____

II. WHAT IS THE BASIS FOR YOUR APPEAL?
 HOW DID THIS SITUATION OCCUR?

III. Every appeal must be accompanied by the signature of your Student Services Counselor before it can be acted upon. This signature certifies that the Counselor has explained the appeal procedure to you.

IV. We strongly urge you to contact any faculty who could help us better understand your case. Ask them to complete a "Request for Statement" form and return it to the chairperson of the Academic Standing committee's Appeal Board within two weeks of your giving them the form.

If you wish to follow our recommendation, then:

A. Complete the top portion of each of the "Request for Statement" forms.

B. List below those faculty you have contacted and the date you gave them the form: _____

Should you decide not to contact anyone to support your appeal, we hereby advise you that we will base your action on only the information you have provided. **THIS COMMITTEE WILL NOT SEEK ADDITIONAL EVIDENCE.**

Date of submission of form to the Academic Standing Committee _____

Student's Signature _____

INSTRUCTION FOR STUDENTS APPLYING FOR REINSTATEMENT FROM SUSPENSION

Step 1— Pick up application and instructions from the Admissions Office, Satellite building, Room S-150.

Step 2— Complete student's portion of application.

Step 3— Obtain a transcript (student copy) from the Registrar's Office. There is a \$4.00 fee.

If you already have a student transcript available, attach it to your application.

Step 4— Make an appointment with your counselor to discuss your reinstatement.

Step 5— Go to the Financial Aid Office for approval signature.

Step 6— Go to the Bursar's Office. There is a \$15.00 Reinstatement fee.

Step 7— Return to the admissions Office the following:

- A. Completed application form.
- Transcript.
- C. Personal statement reviewing the reasons for your suspension and why you feel you are now ready to return to school.

The Admissions Office will submit the above information to the admissions Committee for review.

After completing the above steps, the Admissions Review Board will make the appropriate decision for Re-admission.