

## A C A D E M I C   S E N A T E

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## **ACADEMIC SENATE**

For information on composition, responsibilities and regulations of the Academic Senate and its Committees, see Academic Senate Charter and Bylaws.

## BACCALAUREATE DEGREES

Queens College has been granted the right to offer the following baccalaureate degrees: Bachelor of Arts (B.A.), Bachelor of Fine Arts (B.F.A.), Bachelor of Music (B. Mus.), and Bachelor of Science (B.S.) with all of the latter being based primarily on the B.A. model. It is also possible to earn a Second Baccalaureate. A Bachelor of Science in Applied Social Science has been approved by the Academic Senate (12/92) and the Board of Trustees for Queens College Branch Campus at 25 West 43 Street, Manhattan. (2/10/97)

In all cases, to obtain any one of these degrees, a student must meet the **General Baccalaureate Requirements** and a set of requirements particular to the degree being sought.

### I. Definition of Applicable Requirements for Undergraduate Degrees and Majors

- A. Matriculated students enrolled in undergraduate programs are responsible for meeting degree requirements in force at the time of their matriculation. Changes in the structure of a major must be applied in such a manner as to avoid increasing the number of credits required of students who have started taking courses required for the major. If general degree requirements are changed following matriculation, the student is given the option of satisfying original requirements or new requirements. The above policy includes those undergraduate students who were matriculated, took leaves of absence, and return to the College. (11/12/87)
- B. Students who are dismissed for academic reasons may be subject to new regulations depending on how long after dismissal the student returns and such other factors as may be taken into account by the appropriate Scholastic Standards Committee. (11/12/87)

### II. General Graduation Standards

The Academic Senate on 5/21/81 reworded all motions previously passed with regard to general graduation standards (mostly for the B.A.) to make them equally applicable to all baccalaureates. Because these motions were initially adopted at a number of different times, each of the revised wordings has the date of passage of the original motion appended to it.

- A. All Baccalaureate Degree Programs have the following uniform graduation requirements.
  1. Matriculated status. (5/6/71)
  2. Completion of 128 credits. (5/6/71)

Board of Trustees policy has superseded Academic Senate policy by reducing CUNY graduation requirements to 120 credits. (6/26/95)

3. Completion of the requirements for an approved major selected from among those offered by departments or programs, or created in accordance with the provisions for the interdisciplinary Major (5/6/71)--see III, below.
  4. Completion of the Queens College Basic and Advanced Learning Skills Requirements in English and Mathematics (3/25/76 et seq.), Physical Education (12/4/80), and Foreign Language. (3/27/80)--see IV, below.
  5. Completion of the Distributional or Area Degree Requirements for the specific baccalaureate. (4/22/76 et seq.) Completion of LASAR requirements. (5/19/81, 12/3/81 et seq.)—see V.B, below.
  6. A 2.00 cumulative index based on work at Queens College. (11/9/78)
  7. Completion of at least 45 credits in residence at Queens College. (11/9/78). This may not be appealed. (5/3/90)
  8. Completion of a minimum of 30 of the last 64 credits toward the Baccalaureate at Queens College or the CUNY Graduate Center. (11/9/78)
  9. Completion of at least one-third of the credits for fulfillment of a major in residence at Queens College, except where a departmental waiver is given. The major department (or departments) or approved program (or programs) retains full authority over certification of its students' majors. (11/9/78)
- B. The following uniform limitations shall apply to credits used to fulfill the requirements for baccalaureate degrees:
1. No more than 12 credits in tutorials may be applied toward a degree. (3/8/79)
  2. No more than 21 credits of P/NC grading may be applied toward a degree. (4/10/75)
  3. No degree credit for work completed in the English Language Institute may be applied toward a degree. (1/10/80)
  4. No more than 11 credits in basic writing courses in English **at or below** the level of English 120 may be applied toward a degree. (2/28/80, 3/12/81)

5. Students shall not be permitted to register for courses which meet during overlapping time periods. (2/24/83)

### III. The Majors and Minors

#### A. The Major

All new majors or concentrations and all changes in majors or concentrations should be submitted to the Undergraduate Curriculum Committee for review. The Committee will submit these to the Senate for approval, except for any changes which appear to be editorial. The latter will be advertised to the College in the minutes of the Undergraduate Curriculum Committee. (2/5/87)

#### B. The Minor

1. On 5/18/78, the Academic Senate established an optional minors program with the following requirements:
  - a. Any department may designate a minimum of 15 credits of interrelated courses to constitute a minor. Such designations shall be listed in the *College Bulletin*.
    - 1) For students declaring a MINOR, at least 9 credits of the minor must be in courses at the 200 level or above. (4/8/85)
  - b. Students wishing to have a minor noted on their transcript must file an approved concentration form with the proper department.
  - c. A department may initiate a minor program or programs, except as noted below, without further action by the Academic Senate where all of the requirements for the completion of the minor can be fulfilled solely through that department's course offering.
    - 1) Departments wishing to offer minors that require courses outside of the department or in excess of 25 credits (including all courses which might be required as prerequisites for courses included in the minor) must seek approval of the Academic Senate before initiation of such a program.
    - 2) Departments wishing to structure their minor(s) in a manner not conforming to the stated requirements must submit their proposals for exception to the requirements to the Undergraduate Curriculum Committee and to the Academic Senate for approval. (4/8/85)

6. Limitations on use of transfer credit towards all baccalaureate degrees are indicated under **Transfer Student Policies** in this handbook.

3) Minor programs shall be subject to review by the Academic Senate at any time.

- d. Interdisciplinary minors which have been approved by the Undergraduate Curriculum Committee and the Academic Senate and which do not fall within the purview of a single academic department shall be offered under the aegis of the Interdisciplinary and Special Studies Program. (3/13/80)

### IV. Basic and Advanced Learning Skills Requirements

- A. Courses taken to fulfill the Basic Skills Requirements (Reading, Mathematics, and English Composition) must be started during the freshman year and cannot be used to meet Distributional Requirements. (3/25/76)

#### B. Reading

Students may not register for the second semester in attendance unless they have either passed the CUNY Reading Assessment Test\* or are maintaining enrollment in Reading I\*\* or another appropriate (SEEK or CESL) reading sequence. (2/24/83)

#### C. Mathematics

Entering students will be expected to demonstrate competence in arithmetic and algebra by passing, at the level of Math 122 or higher, the CUNY Math Assessment Test (MAT), or by having passed the Regents examination. Those students who fail to demonstrate the desired competence are required to pass a course in mathematics at the level of Mathematics 110 or higher prior to the completion of their second semester at the College. Students may retake the mathematics examination and may then be exempted, if they qualify, from the requirement. If they become exempt from a course in which they are already enrolled, they will receive credit for that course (Grade P). However, a student may not receive credit for the course if notification of exemption is given before the first day of classes. (3/25/76)\*

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\* Effective 11/22/99, the CUNY Board of Trustees requires students to pass all CUNY Assessment Tests before matriculation at Queens College. (Students entering the SEEK Program and students with some portion of their secondary education abroad are exempt from this policy.)

\*\* Owing to the 11/22/99 policy of the Board of Trustees, Reading I will no longer be offered (effective Spring 2000).

Courses taken to fulfill the mathematics requirement may not be taken P/NC. (3/9/00)

D. English Composition

1. Students entering the College must take the English Placement Examination (the CUNY Writing Assessment Test, or "WAT") in order to determine their composition requirement, and no student can be admitted to any composition course unless he or she has taken the examination.

The basic sequence of writing courses, required of all students graduating from Queens College, is English 110 and three additional courses which have been designated as "writing intensive." Students should consult the course offerings catalog each semester for a list of courses which have this designation.

English 120 carries two writing units and may be recommended by the instructor of English 110 for those students who would benefit from a more formal writing experience. On the basis of the Placement Examination, students will enroll in English 110, or in English 95 as a prerequisite to English 110, or be exempted from English 110 and placed into English 120. Special sections of basic writing courses are offered for students whose native language is not English. (2/5/87, 5/16/96)\*

2. Courses taken to fulfill the composition requirement may not be taken P/NC. (5/16/96)
3. As of the Fall 1997 semester, English 120 is no longer a basic skills requirement. Waivers and exemptions, therefore, are no longer applicable and shall not be granted. Those waivers and exemptions which have already been granted to students will be honored provided the student graduates under all writing requirements in force prior to the Fall 1997 semester. (4/15/99)
4. For transfer students, the Director of Composition shall have sole responsibility to authorize writing-intensive units for transferred courses other than English 120. At most, one writing-intensive unit will be granted for any student, but only if the institution at which the course was taken has a writing-intensive program similar to that at Queens College, and the course is specified in the institution's bulletin as writing-intensive. (4/15/99)
5. One W course must be taken in residence. (4/15/99)

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\* Owing to the 11/22/99 policy of the Board of Trustees, English 95 will no longer be offered for regularly-admitted students (effective Spring 2000).

6. English 110 must be completed before entrance to the upper division of the College (i.e., registering beyond 60 credits). Students who have completed 60 credits but have not passed English 110 will not be allowed to register for any other courses until English 110 is passed. Exceptions to this restriction can be granted only by the Undergraduate Scholastic Standards Committee. (5/7/87)
7. Transfer students admitted to advanced standing who have more than 60 credits and who have not completed the equivalent of English 110 must do so within the first two semesters in which they are enrolled at the College. Registration in other courses will be prohibited until English 110 is passed. Exceptions to this restriction can be granted only by the Undergraduate Scholastic Standards Committee. (5/7/87)
8. Students who maintain continuous registration in the appropriate English courses but do not pass the CUNY Writing Assessment Test by the time they have completed 60 credits may not progress to the 61<sup>st</sup> credit. The Testing Office will notify them of this circumstance during the semester preceding the one in which they might expect to achieve 60 credits. (This is a CUNY requirement.) (1/10/80) \*\*
9. English 140 may not be substituted for English 120 in order to satisfy the graduation requirement. English 140 may continue to be used as a Humanities I, Tier I LASAR course. (11/8/90)

E. The Physical Education Requirement

All baccalaureate students at Queens College shall complete satisfactorily one course in Physical Education selected from the liberal arts electives (FNES 11 through 30). (12/4/80)

F. The Foreign Language Requirement

All baccalaureate students shall attain a knowledge of a foreign language at a level equivalent to three semesters of study at the college level.

1. Students who successfully complete the third level of foreign language instruction at the high school level or who achieve a passing grade on the New York

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\*\* Effective 11/22/99, the CUNY Board of Trustees requires students to pass all CUNY Assessment Tests before matriculation at Queens College. (Students entering the SEEK Program and students with some portion of their secondary education abroad are exempt from this policy.)

State Regents Comprehensive Language Examination are exempt from this requirement.

2. Students who have studied a foreign language or whose native language is not English may be exempted from part or all of this requirement by passing one of the competency examinations administered by the foreign language departments. They may also be exempted from part or all of this requirement on the basis of scores obtained on other externally administered examinations which are approved by the foreign language departments or, in the case of American Sign Language, by the Office of Special Services. (amended 4/14/96)
3. Students should enroll in the most advanced course in a sequence of courses in a given language for which they are qualified by either placement or previous study. Normally, one year of study of a foreign language at the high school level is the equivalent of one semester of study at the college level. Students not certain of the course level in which they should enroll should take the departmental placement examination and consult with the adviser in the language department in question.
  - a. Students will not receive college credit for taking language courses at levels below that in which they have been placed by a competency examination unless permission is granted by the appropriate language department.
  - b. Neither blanket nor equivalent credit shall be granted for introductory courses in a foreign language from which a student has been exempted by examination.
4. The Provost or his designee is requested to establish a committee to coordinate and monitor the implementation of this requirement. (3/27/80)
5. Exceptions to this policy exist for Bachelor of Music and ACE students. Refer to relevant sections of the *Policy Book* for specifics.

#### V. THE BACHELOR OF ARTS (B.A.) DEGREE

The requirements for this degree are:

- A. The full **General Graduation Standards** (II) and the full **Basic and Advanced Learning Skills Requirements** (IV) must be met.
- B. Courses from the approved list (see *Bulletin*) must be selected to complete the following **Liberal Arts and Sciences Area Requirements** (LASAR):
  1. Humanities I: 2 courses (min. 6 credits) in the area of literature and literary criticism (4/24/80), with one

course to be taken from a listing of Tier 1 courses and the other from a listing of Tier 2 courses. The Tier 1 courses all have a prerequisite of English 110 and the Tier 2 courses all have a prerequisite of one Tier 1 course. (4/30/81)

2. Humanities II: 1 course (min. 3 credits) which stresses appreciation and/or participation in the areas of art, music and/or theatre. (4/24/80)
3. Humanities III: 1 course (min. 3 credits) involving the study of language, culture and/or aesthetics. (4/24/80)
4. Social Sciences: 2 courses (min. 6 credits) from different departments, preferably as a cluster, dealing with historical change, the economy, government, decision-making, community structure and organization. (4/24/80)
  - a. Neither course in the History 1 and 2 sequence on western civilization by itself may be used towards fulfilling both the Humanities III and Social Sciences area requirements. Where both courses are completed, they may be applied to both the Humanities III and one of the two courses in the Social Sciences area requirements. (4/30/81)
  - b. SEEK students may fulfill the Social Sciences area requirements by satisfactory completion of one course from the approved Social Sciences listing beyond the sequence in the SEEK Program. (1/8/81)
5. Physical and Biological Sciences: 2 courses (min. 7 credits), one with a participatory laboratory component stressing the scientific method. (4/24/80)
6. Scientific Methodology and Quantitative Reasoning: 1 course (min. 3 credits) in college-level mathematics, computer science, data analysis and statistics, scientific methodology or logic. (4/24/80)
  - a. The requirements of two courses from the Physical and Biological Sciences area and one course from the Scientific Methodology and Quantitative Reasoning area may not be satisfied by courses taken in a single department.
  - b. At least one course used to fulfill the Physical and Biological Science area requirement must be taken in a department other than that in which the student is a major. (5/14/81)
7. Pre-Industrial/Non-Western Civilization: one course devoted to the study of a pre-industrial and/or non-western civilization.
  - a. Certain courses used to fulfill one of the above six Liberal Arts and Sciences Area Requirements or the foreign language requirements may also be designated to satisfy this requirement. (4/24/80)

8. General Qualifications:

- a. All courses listed as fulfilling the Liberal Arts and Sciences Area Requirements shall carry an identifying code designating the area(s) to which they can be applied. The code system will be developed by the Registrar's Office in consultation with the Undergraduate Curriculum Committee. (5/14/81)
  - b. Courses used to satisfy the basic and advanced learning skills requirements may not be used to satisfy the Liberal Arts and Sciences Area Requirements.
  - c. Any courses that are used to fulfill the requirements of a major may also be used to fulfill the appropriate LASAR areas.
  - d. Transfer students who place in English 95 or above will be granted equivalent credits by the Undergraduate Scholastic Standards Committee unless, after consultation with the appropriate department(s), the transferred course(s) are found to not meet the spirit of the area requirements. (4/24/80)\*
  - e. Transfer students matriculating with fewer than 28 advanced standing credits must complete all Baccalaureate requirements. (10/15/81)
9. LASAR Articulation Agreement for students with AAS Degrees from CUNY Community Colleges: Queens College affirms that this resolution and any actions consequent upon it are consistent with all Board of Trustees actions regarding transferability of credits for those holding the AAS degree from CUNY Community Colleges. We reaffirm the policies that:

- a. all students with an AAS degree upon transfer to a parallel senior college professional program shall be awarded a minimum of 64 credits and shall be required to complete only the difference between 64 and the total credits required in the baccalaureate program in which the students enroll;
- b. all students with an AAS degree upon transfer to a senior college liberal arts curriculum or related professional program in the same field as the (CUNY) community college degree shall be awarded a minimum of 64 credits and shall not be required to

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\* Effective 11/22/99, the CUNY Board of Trustees requires students to pass all CUNY Assessment Tests before matriculation at Queens College; therefore, English 95 will no longer be offered for regularly-admitted students (effective Spring 2000). (Students entering the SEEK Program and students with some portion of their secondary education abroad are exempt from this policy.)

take more than 64 to 72 credits at the senior college to complete the baccalaureate degree (4/24/80), as amended by Executive Committee. (7/24/80)

10. Students who transfer to Queens College after completing a Nassau Community College AA or AS Degree will be deemed to have automatically fulfilled the primary college competencies (basic skills) and lower division liberal arts and science distribution requirements for a baccalaureate degree. Students may be asked to complete a course in a discipline required by a college's baccalaureate degree distribution requirement that was not part of the student's Associate Degree program. (10/14/04)
  11. The Senate has established a special program entitled Honors in the Humanities, completion of which fulfills some of the above Liberal Arts and Sciences Area Requirements. (5/19/81 - 11/14/85)
    - a. Admission to Honors in the Humanities requires placement in English 110 or above and passage of the CUNY Assessment Test in Reading. Retention in the Program requires maintaining a B (3.0) average in Program courses.
    - b. Townsend Harris High School graduates who elect to matriculate at Queens College and who continue in the Honors in the Humanities may use HTH 101 and 102 in lieu of English 140 and one of the HTH senior seminars to complete the 10 course sequence in Honors in the Humanities.
    - c. For Townsend Harris graduates who do not choose to complete the sequence in Honors in the Humanities, HTH 101 and 102 will satisfy the Hum. I, Tier 1 and Pre-Industrial and/or Non-Western Civilization components of LASAR. (5/3/90)
- C. ACE Program:
1. The full **General Graduation Standards** (II) must be met.
  2. The following courses must be completed in place of the Queens College Basic and Advanced Learning Skills and LASAR requirements. (4/12/83)
    - a. English and Humanities I: ACE 001, 003 and any Humanities I, Tier 2 course from current list (18 credits).
    - b. Humanities II: ACE 004. Studies in Visual Arts and Music (6 cr.). (5/8/86)
    - c. Humanities III: Any course from current Humanities III list. (3 cr)

- d. Physical & Biological Sciences and Mathematics: The following satisfies LASAR Groups A and B and Math Basic Skills: ACE 009 and **any two** of the following: Biology 008, Chemistry 011, Psychology 101. (10 or 11 cr.)
- e. Scientific Methodology & Quantitative Reasoning: Any course from current list. (3 cr.)
- f. Social Sciences & Pre-Industrial/Non-Western Civilization: ACE 015 and 016. (12 cr.)

g. Physical Education: FNES 32. (3 cr.)

h. Foreign Language:

- 1) All ACE students must complete a first-level course in the foreign language of their choice.
- 2) They may then complete successfully two more levels of language instruction.

OR

They may opt for taking four more courses, including Linguistics 101 and three others distributed amongst courses in Literature, in English translation, of the language they have completed, and/or courses in the culture and civilization related to that language. The Undergraduate Curriculum Committee will provide a list of courses that may be used to satisfy the distribution requirements.

- 3) Courses used to satisfy the language requirement may not be used to satisfy any other requirement either toward a major or LASAR.

- 3. Transfer students may not apply courses taken at other institutions as substitutes for ACE Seminars. (5/12/83)
- 4. The P/NC option is not available on basic ACE seminars. (2/9/89)

#### VI. **THE BACHELOR OF FINE ARTS (B.F.A.) DEGREE**

The B.F.A. (HEGIS 1002BFA) effective date, September 1981.

The requirements for this degree are:

- A. Completion of the **Departmental Major Requirements** for the B.F.A.
- B. Fulfillment of the **General Graduation Standards** (II).

C. Completion of the **Basic and Advanced Skills Requirements** in English (IV.D), in Mathematics (IV.C.), and in Physical Education (IV.E.).

D. Completion of the **Liberal Arts and Sciences Area Requirements** established for the B.A. degree (V.B.).

#### VII. **THE BACHELOR OF MUSIC (B. MUS.) DEGREE**

On 11/13/80 the Academic Senate revised the requirements for the B. Mus. degree (HEGIS 1004BA, MusB) to bring them in conformance with the B.A. requirements.

The requirements for this degree are:

A. Completion of the **Departmental Major Requirements** for the B.Mus.

B. Fulfillment of the **General Graduation Standards** (II).

C. Completion of the **Basic and Advanced Learning Skills Requirements** in English (IV.D) and Mathematics (IV.C), and in Physical Education (IV.E).

D. Completion of the following **Language Requirements**:

Two semesters of study of **one** of the following: French, Italian, or German (may be completely or partially fulfilled by examination); Bachelor of Music majors in **voice** must complete two semesters of study in **two** of the following: French, Italian, or German.

E. Completion of the following **Liberal Arts and Sciences Area Requirements** (all references are to categories established for the B.A. degree, V.B.):

- 1. One course (min. 3 credits) from Humanities I.
- 2. One course (min. 3 credits) from among the courses offered by the department of Art or Drama, Theatre, and Dance.
- 3. One course (min. 3 credits) in the History of Western Civilization from the Middle Ages to the Present. The specific courses which will satisfy this requirement can be found in the College *Bulletin*.
- 4. One other course (min. 3 credits) selected from one of the following groups of courses:
  - a. Humanities I
  - b. The History of Western Civilization
  - c. The Physical and Biological Sciences or the Scientific Methodology and Quantitative Reasoning areas.

### VIII. THE BACHELOR OF SCIENCE (B.S.)

The requirements for this degree are:

- A. Completion of a **Major in Computer Science, Geology, or Physical Education.**
- B. Fulfillment of the **General Graduation Standards (II).**
- C. Completion of the **Basic and Advanced Learning Skills (IV)**, and of the **Liberal Arts and Sciences Area Requirements (V.B)** of the B.A. degree.
- D. Both a B.S. and a B.A. are offered in Geology. The B.S. may be chosen by those students who have completed A, B, and C above and have also completed at least 64 credits in courses applicable to the majors in Biology, Chemistry, Computer Science, Geology, Mathematics, and Physics.
- E. Both a B.S. and a B.A. degree are offered in Computer Science. The requirements differ as specified in the *QC Undergraduate Bulletin*.

### IX. THE BACHELOR OF SCIENCE DEGREE IN APPLIED SOCIAL SCIENCE

The requirements for this degree are specified in the *QC Undergraduate Bulletin*. This degree is open only to students matriculated at the Worker Education Extension Center in Manhattan.

### X. THE SECOND BACCALAUREATE DEGREE PROGRAM

- A. The Second Baccalaureate Degree Program is open to students who wish to fulfill the requirements of an undergraduate concentration in a field of study offered by Queens College that is not closely allied to that studied for their first baccalaureate.
- B. Diplomas and transcripts shall, at the successful completion of this program, indicate the field of concentration pursued.
- C. Requirements for the Second Baccalaureate Degree:  
  
Queens College may award a baccalaureate degree to students who have already earned a baccalaureate degree:
  - 1. The student must have completed a baccalaureate degree from an accredited U.S. college or university,

or a foreign institution of equivalent level, with a cumulative grade-point average of at least 2.0.

- 2. The second baccalaureate degree will be in a field of study different from the major of the student's first baccalaureate.
- 3. The student must be accepted by the academic department or program of the second major, subject to the recommendation of the Dean of the division or school in which the new major is offered.
- 4. The student will complete at least 45 credits of course work at QC beyond that applied to the first baccalaureate degree.
- 5. The student must complete all requirements in the second major area of concentration as defined by the appropriate QC department or program. At least 20 credits of the major requirements are to be taken at QC Departments may define more stringent residency requirements.
- 6. The student must achieve a grade-point average of at least 2.0 at the end of the first semester (or first 10 credits) to remain in the program, and must thereafter maintain a 2.0 cumulative index. Departments may define a more stringent grade-point average requirement.
- 7. The student who holds a baccalaureate degree from an institution other than QC satisfies all the College's basic and advanced skills requirements and Liberal Arts and Sciences Area Requirements in effect at the time of admission by:
  - a. passing the CUNY Assessment Tests and having prior coursework evaluated as being equivalent to the courses used to satisfy QC skills requirements and LASAR, or
  - b. completing successfully at QC all courses necessary to satisfy QC skills requirements and LASAR, or
  - c. a combination of a and b above.  
Courses taken by such students to satisfy skills deficiencies, including English 95, Reading 1 and Math 6, may not be applied to the 45-credit residency requirement.\* Courses taken at QC to satisfy requirements in English composition, foreign language, physical education and LASAR may be applied to the residency requirement.

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\* Effective 11/22/99, the CUNY Board of Trustees requires students to pass all CUNY Assessment Tests before matriculation at Queens College; therefore, these courses may no longer be taken by regularly-admitted students (effective Spring 2000). (Students entering the SEEK Program and students with some portion of their secondary education abroad are exempt from this policy.)

8. The student who already holds a baccalaureate degree from QC has satisfied the basic skills and general education requirements of the College, but is bound by the other requirements. (12-5-91)

## THE CURRICULUM

Note: Except where explicitly stated, policies in this section apply to both undergraduate and graduate students.

### I. Procedures for Changes in the Curriculum

#### A. The Responsible Senate Committees

The Undergraduate Curriculum Committee (UCC) is responsible for the initial review of all undergraduate curricular matters. This includes, but is not restricted to (1) new courses, (2) changes in courses, (3) dropping courses, (4) new majors and changes in majors and minors (beyond certain limitations – see Baccalaureate Degrees III), and (5) changes in departmental names. The Graduate Curriculum Committee (GCC) conducts the initial review of these matters when they affect changes in the graduate curriculum.

#### B. Submission of Proposals

Because of the large volume of proposed changes and because many of the proposals require accompanying complete justifications before they can be acted on by the committees and by the Office of Academic Affairs of the Board of Trustees, the Undergraduate Curriculum Committee has established procedures for the electronic submission of proposals which are available from the committee chair. Items are broken down into four categories:

NOTE: Asterisk (\*) is placed next to all items requiring a justification.

1. Changes to a Program
  - a. All proposals pertaining to Centers, Institutes, and Schools\* (Consult Provost and UCC Chair before submission). Requires Letter of Intent.
  - b. New programs and majors\* (Consult Provost and UCC Chair before submission). Requires Letter of Intent.
  - c. Change in the name of a department\*
  - d. Change in requirements in a degree program\*
  - e. Minors (if over 25 credits, **or** required courses outside a department, **or** are offered by a non-departmental entity)\*
2. New Courses\*

The following information is required: (1) course number and title, (2) number of hours (lecture recitation, laboratory, etc.) and credits, (3) pre- or co-requisite(s), if any, (4) *Bulletin* description, (5)

justification for offering, (6) projected enrollment, (7) frequency of offering, and (8) syllabus.

3. Changes in existing courses: include change in title, number, pre-requisite(s), credits and hours\* (any changes in credits and hours must be justified with a brief explanation).
4. Courses to be withdrawn.

NOTE: Any substantial change in a course (i.e., change in title and description, or title and credits, or credits and description) that effectively results in a new course should be submitted as a new course and the old course should be withdrawn.

#### C. Processing of Proposals

1. All items are assigned an agenda number in order of receipt by the UCC chair.
2. The department (program, etc.) is then notified:
  - a. when the item has been approved by the UCC,
  - b. the date of Academic Senate meeting at which the item will be discussed, and
  - c. when the item has been passed by the Board of Trustees.

#### D. Departmental Responsibilities for *Bulletin* Descriptions of Requirements for Majors:

1. All basic requirements for the major (including all prerequisites for required courses regardless of the department in which they are taught) should be summarized in the description of the major. If there is doubt concerning a listing, consult the appropriate Academic Senate curriculum committee.
2. Departments and Programs must include in their *Bulletin* descriptions of major requirements any special grade requirements for that major which differ from the general degree requirements of the College. (4/4/85)

### II. Permit Policy for Undergraduate Students

- A. A permit shall be defined as official approval from the College, obtained in advance, for a student to take courses at another institution of higher education, whether domestic or foreign, for the purposes of having the earned credits applied to a Queens College undergraduate degree.
- B. Permission shall be granted for, and limited to, the specific academic term or terms noted on the permit.

- C. Eligibility for the receipt of a permit shall be limited to matriculated undergraduate students who have a minimum cumulative 2.0 grade-point average.
- D. Freshmen in their first semester of attendance and transfer students (including internal transfers) in their first semester of matriculation may not take any course on a permit. A minimum of 6 credits must have been completed successfully at Queens College before a permit may be issued. No student will be granted a permit unless in attendance at the College or on permit the semester directly preceding that one for which the permit is being requested.
- E. The rules for the acceptability of permit credits shall be identical to those governing transfer credit, unless explicitly noted in the permit policy. Specifically, reference is made to minimum grades acceptable for transfer and regulations governing the transfer of credit for courses taken at non-accredited or non-degree granting domestic and foreign institutions.
- F. Permits may be executed either for course equivalent credit or for elective credit. All course approvals, whether for equivalent or elective credit, must carry the signature of the academic department or program representative(s) specifically authorized to execute the permit. Permits signed by other than authorized faculty will not be considered official.
- G. Basic skills courses, including those defined as remedial, developmental, or compensatory, as specified by the Academic Senate, may not be taken on permit.
- H. The creation and maintenance of forms and procedures for the implementation and ongoing management of the permit policy shall rest with the Office of the Registrar.
- I. Supervision of this policy shall be the responsibility of the Undergraduate Scholastic Standards Committee. (5/9/91)

**III. Experimental (Interdisciplinary and Special Studies) Courses**

- A. A department may offer a new, 'experimental' course up to four times, either through the Interdisciplinary and Special Studies Program or as a course under a departmental omnibus listing. After it has been offered three times it must be submitted for approval to the Undergraduate Curriculum Committee of the Academic Senate. While approval is pending, it may continue to be offered.
- B. Courses which do not come under the purview of any single department may be offered by the Interdisciplinary and Special Studies Program. After

such a course has been offered three times it must be submitted for approval to the Undergraduate Curriculum Committee of the Academic Senate. While approval is pending, it may continue to be offered (2/5/76).

**IV. Administration of the Writing-Intensive Program**

Courses shall be designated writing intensive by the Undergraduate Curriculum Committee. To be considered for this designation the course must meet the following four criteria:

- A. 10-15 pages of evaluated writing in three or more assignments (either separate papers or one term paper done in stages) so that the students have the opportunity to develop and improve.
- B. Some attention to writing in class, in one or more of the following possible forms: discussion of papers before they are written and after they are returned; reading aloud of successful papers or models; the occasional use of informal, ungraded writing to stimulate class discussion; opportunities for students to give each other feedback on first drafts. Among such forms, teachers would choose the one or two that best suited their particular course.
- C. Exams that include essay questions.
- D. Class-size of 30 students at most.

The Undergraduate Curriculum Committee shall appoint a subcommittee to oversee the list of courses designated 'writing intensive.' This committee will receive requests for additions to the list, collect syllabi from already designated courses on a regular basis, and make recommendations to the UCC for adding or dropping courses from the list. The committee membership will include the Director of Composition from the English Department and representatives of some or all of the departments offering 'writing intensive' courses.

A measure shall be developed by the UCC to evaluate the impact and effectiveness of the new requirements on the writing ability of Queens College students. (5/16/96)

**V. Cross-Listing of Courses**

Any undergraduate or graduate course which is included in the offerings of two departments ('cross-listed') must be approved as appropriate to both departments by action of the Academic Senate. For every such course, the departments in question must jointly propose a common title, prerequisite structure and description, and the departmental course number(s). All such courses shall be identified by

giving both the names of the departments involved and the departmental course numbers together in all catalog listings, course schedules, and on student transcripts. (Note: while the title, description, and prerequisite structure of cross-listed courses must be identical, their departmental course numbers may be different). (11/23/81)

## VI. Tutorials

### A. The Approval Process

1. All undergraduate or graduate tutorials, independent study and workshop courses must have written approval of a sponsor from the teaching faculty (rank of lecturer, instructor, assistant professor, associate professor, professor) from any department of the College.
2. In addition, written approval from the appropriate Chairperson from one of the academic departments is required.
3. Where the subject matter of a proposed tutorial is clearly within the purview of an established area studies program, rather than an academic department, the written approval of the Program Director or Chairperson of the area studies program is required. Wherever possible, tutorials are to be offered through the academic departments, and Program Directors are requested to consult with the appropriate department.
4. Members of the Bylaw Instructional Staff not appointed through an academic department, but who possess appropriate academic training and credentials, may also sponsor tutorials. Such tutorials must be approved in writing by the Department Chairperson or Program Director whose field most closely relates to the proposed tutorial. Where a Chairperson will not approve a tutorial, an appeal may be made to the Chairperson's Divisional Dean. (2/22/79)

### B. Limitations on Tutorials

Tutorials offered through Interdisciplinary and Special Studies are subject to the following provisions:

1. Students may enroll for no more than one tutorial per semester.
2. No more than 12 credits in tutorials may be applied toward the B.A. degree.
3. Limitations described in provisions 1 and 2 may be waived by written permission of the Director of Interdisciplinary and Special Studies, and the appropriate divisional dean in special circumstances, e.g., for students who, in order to complete their

majors, must take courses listed in the *Bulletin* as tutorials because of insufficient enrollment.

4. Faculty members may sponsor no more than four tutorials for no more than a total of 8 credits per semester unless approval is granted by the appropriate department chairperson, the appropriate divisional dean, and the Director of Interdisciplinary and Special Studies.
  5. It is not the intent of this motion to discourage advanced level work in those areas of study (e.g., foreign languages) in which insufficient enrollment has limited the development of formal courses. (3/8/79)
  6. A tutorial may not be given which has substantially the same content as a course currently in the *Bulletin*, unless permission is granted by the department offering the course where appropriate, or by the Tutorial Review Subcommittee. (1/10/80)
- ### C. Tutorial and Special Studies Courses Review – Subcommittee of the Undergraduate Curriculum Committee (Currently inactive, 11/19/98)

The Academic Senate has established a subcommittee of the Undergraduate Curriculum Committee – the Tutorial and Special Studies Courses Review Subcommittee – with the following duties and membership:

1. The Tutorial and Special Studies Courses Review Sub-committee shall be empowered to exercise general supervisory authority over all tutorials and special studies courses in conjunction with the Director of Interdisciplinary and Special Studies.
2. The Tutorial and Special Studies Courses Review Subcommittee may draft guidelines for the granting of tutorials and for the form of special studies courses and submit them to the Undergraduate Curriculum Committee for consideration and forwarding to the Academic Senate.
3. Membership: three faculty and three students (none of whom may take a tutorial or special studies course during service on the Subcommittee). Ex officio (nonvoting): Director of Interdisciplinary and Special Studies. A member to be elected by the Undergraduate Curriculum Committee from among its membership. (2/22/79, 3/8/79, 3/11/82)

### D. Restrictions on Content

1. Courses whose purpose it is to provide tutoring to undergraduate college students shall not be offered as tutorials, either through the Interdisciplinary and Special Studies Program or through departmental

tutorial, independent research or special studies courses.

2. Courses where the students provide some tutoring/ advising function may be offered as structured departmental courses. In these cases, the course descriptions must articulate both the academic learning and tutoring components. The extent to which there are significant learning opportunities for the student tutor will be the criterion used to determine the appropriate credit allotment for such courses. (12/4/81)

## VII. Registration for Courses

- A. Registration periods. Students shall register for all courses, including mini-courses, during the regular registration periods as established by the Registrar. Program adjustment periods for all courses shall also follow the regular and officially designated program adjustment dates that are set in accordance with CUNY policy. (2/24/83)
- B. Overlapping courses. Students shall not be permitted to register for courses that meet during overlapping time periods. (2/24/83) Students have the right to request a waiver from this policy from the Undergraduate Scholastic Standards Committee.
- C. Credit load. A full-time program consists of 12 to 18 credits in a semester during the academic year. Credits taken at other colleges must be included in the total.

Students who have a cumulative grade-point average of 3.0 or greater, no open grades (e.g., ABS, INC, PEN), and at least Sophomore standing, shall be allowed to register for up to 21 credits without prior approval of the Undergraduate Scholastic Standards Committee. (12/20/84)

Students wishing to take more than 18 credits during a semester who do not meet the criteria in the paragraph above, may petition the Undergraduate Scholastic Standards Committee for approval.

- D. Grade Requirements for Registration in Mathematics Courses

To use one mathematics course as a prerequisite for another mathematics course numbered 201 or below, a student shall be required to pass the first course with a grade of C- or better. This requirement will be enforced vigorously; it can be waived only upon approval of the chairperson of the department. (2/9/84)

## VIII. Withdrawal from Courses (See QC Undergraduate Bulletin for current procedures)

- A. During the first three weeks of each Fall and Spring semester, and during the first week of all Summer Sessions, a student shall be able to withdraw from the course and have this action considered a program adjustment. The course will not appear on the student's record and the billing shall be adjusted in accordance with the University's policy of tuition refunds. (2/11/82)
- B. After the third week of each Fall and Spring semester and through the eighth week of those semesters and during the second and third weeks of Summer Sessions 2S and 2L, a student shall be able to withdraw from a course; however, the course will appear on the student's record with a W and no refund of tuition will be possible. (2/11/82, 11/19/98)
- C. After the eighth week of each Fall and Spring semester and after the first week of Summer Session 1S and 2S and third week of Summer Session 1L and 2L up to the last day of regularly scheduled classroom instruction, a student shall be able to withdraw from a course only after requesting permission for withdrawal from the Undergraduate Scholastic Standards Committee. Such permission shall be granted only for the most pressing and urgent reasons. The student must provide the reasons for withdrawal, and in all cases documentation and verification shall be required. In addition, students belonging to the following categories must present proof that they have discussed their withdrawal plans in the stipulated manner:
  1. Freshmen must see Peer Advisers or Counselors.
  2. Foreign students must see staff members of the Foreign Student Office. \*
  3. ACE students must see the Assistant Director of the ACE Program. \*
  4. SEEK students must initially go through the SEEK Committee on Scholastic Standing. \*
  5. Students in Biology courses must see the chair of the department. \*
  6. Students in Chemistry courses must see the chair of the department. \*
  7. Students in CESL courses must see the director of the program. \*

An evaluation of the student's performance up to the point of the withdrawal must also be obtained from the course instructor.

The Undergraduate Scholastic Standards Committee is authorized to make special arrangements similar to those in 5 and 6 above for departments requiring them. (2/11/82)

- D. Students who register, pay a bill and drop all courses during program adjustments (through the third week of the Fall or Spring semester) shall not lapse into inactive status and will not have to apply for re-entry. Their transcripts shall show no new notation for that semester. (5/26/83)

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\* currently not in force

- E. Students who withdraw from all courses, either one at a time or all at once, through the Office of the Registrar from the fourth through the eighth week of the Fall or Spring semester shall be considered as withdrawn from all courses and their transcripts shall show grades of "W." (5/26/83)

- F. Retroactive withdrawals, which are withdrawals requested after the semester has been completed, shall be handled in essentially the same manner as late withdrawals (see C. above). Such withdrawals shall require documentation and verification of the extenuating circumstances that prevented the student from completing the course and from withdrawing during the appropriate time limits during the semester in question. (2/11/82)

#### IX. Leave of Absence

- A. The term Leave of Absence shall be reserved for students who are granted such leave through the Vice President of Student Affairs.
- B. Leaves of Absence shall be permitted during the Fall and Spring semesters up to the last calendar day of regularly scheduled classroom instruction. (During Summer Sessions leaves of absence are not given. Withdrawal from all courses during Summer Sessions is still considered a course withdrawal and not a leave of absence). (2/11/82)
- C. Students who are making satisfactory progress may request a leave of absence from the Vice President of Student Affairs from the fourth through the eighth week of the Fall or Spring semester. Following the appropriate permission and an exit interview with a counselor in the Office of the Vice President of Student Affairs, students will have the term "Official Leave of Absence" shown on their transcripts. (5/26/83)
- D. After the eighth week of the Fall or Spring semester, students who are making satisfactory progress shall request permission for a leave of absence from the Office of the Vice President of Student Affairs. That

Office shall then review the request with the Undergraduate Scholastic Standards Committee and an Official Leave of Absence shall be granted only with the approval of both the Office of the Vice President of Student Affairs and the Undergraduate Scholastic Standards Committee. (5/26/83)

- E. Students on probation or extended probation who from the fourth to the fourteenth week of the Fall or Spring semester request a leave of absence shall petition the Office of the Vice President of Student Affairs. That Office shall then review the request with the Undergraduate Scholastic Standards Committee and an official Leave of Absence shall be granted only with the approval of both the Office of the Vice President of Student Affairs and the Undergraduate Scholastic Standards Committee. (5/26/83)

#### X. Inactive Status

Students who do not register for a given semester or who register and do not pay a bill, shall be considered inactive. Inactive status is not noted on student records. Inactive students who want to return to the College must file a Re-enter Application. (5/26/83)

#### XI. Course Listings in *Queens College Bulletins*

Departments shall review their course listings prior to each publication of the College's *Undergraduate and Graduate Bulletins*; departments shall remove from their *Bulletin* listings of active courses all courses that have not been offered during the lifetime of the two preceding *Bulletins*, a period of at least four years, and shall notify the Undergraduate and Graduate Curriculum Committees of such removals; the courses so removed must either be withdrawn formally or placed into a "Reserve." A course in "Reserve" may be identified by title and number in a separate *Bulletin* listing of "Courses in Reserve." Such courses can be offered and returned to the active course listings only after notification to the Undergraduate or Graduate Curriculum Committee; courses that have been in "Reserve" for seven years must be withdrawn formally through the Academic Senate. (2/10/94)

#### XII. Academic Calendar

Movement of the CUNY Central administration toward a uniform calendar for all campuses may supersede the following Queens College policies. Nevertheless, they are retained for information in the 2006 edition of the *Policy Book*.

- A. For academic years during which a college-wide early registration can be held, the Campus Affairs Committee recommends scheduling classes for the

Fall term so as to finish class work in December, with final exams in January. (10/13/77)

- B. Whenever possible, there shall be no registration during August. (11/20/80; 2/5/87) Academic Senate has no statement about the scheduling of telephone registration.
- C. Whenever possible, there shall be no classes on Columbus Day. (2/5/87) Election Day and Veterans Day are therefore restored as possible class days. (12/10/87)
- D. Any "break" time that would occur between the end of Fall final examinations and the beginning of the Spring term shall not be made part of the December/January winter recess. The December/January winter recess shall be 11 days long and the Spring term shall start no earlier than the first week in February. (11/20/80)

### XIII. Class Schedule Listings

- A. The Academic Senate recommends that all class schedules shall include the name of the instructor scheduled to teach each course, and further, that when such information is not known or is unavailable, the initials TBA (to be announced) shall be substituted for the instructor's name. (1/7/82)
- B. The Registrar shall include the Final Examination Schedule in the published Registration Class Schedule. (2/24/83)

### ENGLISH PLACEMENT AND STANDARDS

#### I. Undergraduate

- A. A condition for registration at Queens College for all undergraduate students shall be testing and placement with respect to proficiency in the use of the English Language. (1/10/80)
- B. English Basic Skills Requirements
  - 1. Students entering the College must take the English Placement Examination (the CUNY Writing Assessment Test, or "WAT") in order to determine their composition requirement, and no student can be admitted to any composition course unless he or she has taken the examination.

The basic sequence of writing courses, required of all students graduating from Queens College, is English 110 and three additional courses which have been designated as "writing intensive." Students should consult the course offerings catalog each semester for a list of courses which have this designation.

English 120 carries two writing units, and may be recommended by the instructor of English 110 for those students who would benefit from a more formal writing experience. On the basis of the Placement Examination, students will enroll in English 110, or in English 95 as a prerequisite to English 110, or be exempted from English 110 and placed into English 120. Special sections of basic writing courses are offered for students whose native language is not English. (2/5/87, 5/16/96)\*

- 2. Courses taken to fulfill the composition requirement may not be taken P/NC. (5/16/96)
- 3. As of the Fall 1997 semester, English 120 is no longer a basic skills requirement. Waivers and exemptions, therefore, are no longer applicable and shall not be granted. Those waivers and exemptions which have already been granted to students will be honored provided the student graduates under all writing requirements in force prior to the Fall 1997 semester. (4/15/99)
- 4. For transfer students, the Director of Composition shall have sole responsibility to authorize writing-intensive units for transferred courses other than English 120. At most, one writing-intensive unit will be granted for any student, but only if the institution at which the course was taken has a writing-intensive program similar to that at Queens College, and the course is specified in the institution's *Bulletin* as writing-intensive. (4/15/99)
- 5. One W course must be taken in residence. (4/15/99)
- 6. English 110 must be completed before entrance to the upper division of the College (i.e., registering beyond 60 credits). Students who have completed 60 credits but have not passed English 110 will not be allowed to register for any other courses until English 110 is passed. Exceptions to this restriction can be granted only by the Undergraduate Scholastic Standards Committee. (5/7/87)
- 7. Students admitted to advanced standing who have more than 60 credits and who have completed the equivalent of English 110 must do so within the first two semesters in which they are enrolled at the College. Registration in other courses will be prohibited until English 110 is passed. Exceptions to this restriction can be granted only by the Undergraduate Scholastic Standards Committee. (5/7/87)

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\* Owing to the 11/22/99 policy of the Board of Trustees, English 95 will no longer be offered for regularly-admitted students (effective Spring 2000).

8. Students who maintain continuous registration in the appropriate English courses but do not pass the CUNY Writing Assessment Test by the time they have completed 60 credits may not progress to the 61st credit. The Testing Office will notify them of this circumstance during the semester preceding the one in which they might expect to achieve 60 credits. (This is a CUNY requirement.) (1/10/80) \*\*
  9. English 140 may not be substituted for English 120 in order to satisfy the graduation requirement. English 140 may continue to be used as a Humanities I, Tier I LASAR course. (11/8/90)
- C. Non-degree undergraduate students on temporary visa whose scores on (1) the Test of English as a Foreign Language (TOEFL--minimum score of 500 with all part scores at least 50), and/or (2) an appropriate assessment device, warrant admission to Queens College shall be placed in either an English Department sequence or a CESL sequence on the basis of their performance on these examinations. These students may use scores obtained on the CUNY Basic Skills Assessment Examinations for admission purposes. (1/10/80, amended 12/18/80)
- D. Townsend Harris High School graduates may be granted advanced standing in English Composition equivalent to English 110 and 120, as long as the writing component of their program is judged by the English Department to equal or exceed that of English 110 and 120. (5/3/90)
- E. The prerequisite for English 110 is a passing grade on the CUNY Assessment Test or its equivalent as approved by the Department of English. (1/10/80)
- F. English 95 or its equivalent shall be the minimum co-requisite for all courses at the College, except as stated below. (1/10/80)\*
1. Non-SEEK students assigned to CESL composition courses must have written approval from a CESL Academic Adviser.
  2. SEEK students must have written approval from a SEEK Academic Adviser (1/10/80, amended 3/26/81).
  3. Higher standards of English competency may be established at the request of individual departments for all or part of their respective curricula.

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\*\* Effective 11/22/99, the CUNY Board of Trustees requires students to pass all CUNY Assessment Tests before matriculation at Queens College. (Students entering the SEEK Program and students with some portion of their secondary education abroad may be exempt from this policy.)

## G. Transfer Students

1. Transfer students who fail the CUNY Basic Skills Assessment Test and are placed at the level of English 95 or below may be granted only blanket credit for prior work in English composition and shall be required to complete the full sequence of the English Composition requirement.\*
  2. Transfer students who have passed the CUNY Basic Skills Assessment Test and who are placed by the English Department at the level of English 110 must satisfactorily complete the full sequence of English Composition requirements.
  3. Transfer students from other CUNY institutions who have previously taken the CUNY Basic Skills Assessment Test may submit the raw scores and essays written for that examination in lieu of retaking the test, but are otherwise subject to the restrictions set forth in 1 and 2 above (see Permit Policy for Transfer Students).
  4. For transfer students, the Director of Composition shall have sole responsibility to authorize writing-intensive units for transferred courses other than English 120. At most, one writing-intensive unit will be granted for any student, but only if the institution at which the course was taken has a writing-intensive program similar to that at Queens College, and the course is specified in the institution's *Bulletin* as writing-intensive. (4/15/99)
  5. One W course must be taken in residence. (4/15/99)
- H. No degree credit shall be awarded by Queens College for work completed in the English Language Institute. (1/10/80)

## II. Graduate

- A. Applicants to the Graduate Division who received their undergraduate degree in a non-English speaking university and who have completed fewer than six graduate credits in an English speaking university must take the Test of English as a Foreign Language (TOEFL). Those applicants who score between 500 and 600 on the TOEFL will be required to take a College English as a Second Language course that will be a special reading and writing course for

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\* Effective 11/22/99, the CUNY Board of Trustees requires students to pass all CUNY Assessment Tests before matriculation at Queens College; accordingly, all matriculated students will have writing proficiency at the level of English 95, or better. Effective Spring 2000, English 95 will not be offered at Queens College for regularly-admitted students.

graduate students; this course shall bear no graduate credit. (5/19/81)

- B. Certain departments require higher TOEFL scores for admission as indicated in the *QC Graduate Bulletin*. These policies are set by individual departments.
- C. Policies regarding English Standards and replacement are applicable to both matriculated and non-matriculated students.

## GRADING POLICY

### I. Pass/No-Credit Grading

#### A. Limits to Pass/No-Credit Grading

1. A student shall be permitted to elect one course per semester on a P/NC basis. No more than 21 credits of P/NC grading may be applied toward a baccalaureate degree. (4/10/75, 10/15/81)
2. English 110, English 120, Mathematics 3 and 6 may not be taken on a P/NC basis. (4/12/84)\*
3. Courses taken to fulfill the mathematics and composition requirements may not be taken Pass/No Credit, or P/NC. (3/9/00)
4. No course in the major concentration or major department shall be taken on a P/NC basis without the permission of the major department. In joint majors and in specialized majors, the determination of courses constituting the major for purposes of P/NC shall be made by the student's concentration adviser(s) and/or major department.
5. Courses that are given only on a P basis shall not count as part of the 21 credits under the P/NC option.
6. With respect to the P/NC option, all Summer Sessions shall be considered one semester; and providing the 21-credit limit is not exceeded, one course in either Summer Sessions 1S and 1L or 2S and 2L may be elected each year for a P/NC.

#### B. Notification Requirements

1. All students except for second-semester freshmen, shall inform the Registrar by the end of the eighth week, or by the end of the second week during Summer Sessions 1L and 2L, or the equivalent of the eighth week in Summer Session 1S and 2S, if they intend to take the course on a P/NC basis. Letter grades shall be submitted by the instructor and converted by the Registrar. (4/10/75 and 12/10/87)
  - a. Effective Spring 1990, the end of the eighth week is defined as the first day after which each scheduled class period has been scheduled to meet at least eight times. This definition in no way restricts the privilege of second-semester freshmen from having until the end of the fourteenth week in which to select the P/NC option. (10/19/89)
2. Second-semester freshmen have until the end of the fourteenth week of the Fall and Spring semesters, or until the next-to-the-last day of all Summer Sessions to inform the Registrar if they intend to take a course on a Pass/No Credit basis. Letter grades shall be

submitted by the instructor and converted by the Registrar.

For the purpose of defining eligibility for 2 above, second-semester freshmen are defined as: (2/10/83)

- a. Full-time students during their second semester at Queens College. The only exception shall be for Fall semester entrants who choose to attend the immediately preceding Summer Session.
  - b. Part-time students who have completed more than nine credits but fewer than 18 credits.
  - c. Transfer students with more than 11 but fewer than 28 credits from any institution of higher learning during their first semester at Queens College. The only exceptions shall be for Fall semester entrants who choose to attend the immediately preceding Summer Session.
3. As a guide to students, the Registrar shall include the following caveat on the P/NC Request Card:

The Queens College Academic Senate wishes to advise students opting for the P/NC grade of the following:

- a. Only an earned failure is covered by an NC. Grades of W, WU, and WF, posted for courses taken on the P/NC basis, remain on the record.
- b. Other colleges and universities as well as other institutions and agencies may count grades of NC as F and grades of P as C or D.
- c. English 110, English 120, Mathematics 3 and 6 may not be taken on a P/NC basis. (4/12/84)\*
- d. Courses taken to fulfill the mathematics and composition requirements may not be taken Pass/No Credit, or P/NC. (3/9/00)

## II. Freshman Grading

- A. All failing grades for first-semester students shall be converted by the Registrar to NC or R. First-semester students shall be defined for this purpose as:
  1. A full-time student during the first semester at Queens College with fewer than 12 credits from any institution of higher learning. The only exception

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\* Effective 11/22/99, the CUNY Board of Trustees requires students to pass all CUNY Assessment Tests before matriculation at Queens College; therefore, Mathematics 3 and 6 will no longer be offered (effective Spring 2000). (Students entering the SEEK Program and students with some portion of their secondary education abroad are exempt from this policy.)

shall be for a Fall semester entrant who chooses to attend the immediately preceding Summer Session. In such cases NC or R shall be recorded for F's received in both the Summer Session and the Fall semester of entry.

2. A part-time student only during that time in which the first **12** credits are attempted at Queens College, and who has fewer than 12 credits from any institution of higher learning. (12/8/88)
- B. Failure in a course under the grading system for first-semester freshmen and under the pass/no-credit grading option is defined as receipt of an F grade from the instructor. (11/23/81) Grades of W, WU and WF posted for courses taken on a P/NC basis remain on the records. (4/12/84)

## III. The Incomplete (INC) Grade

- A. Students who find it impossible to finish a course for good and sufficient reason, and where there is a reasonable expectation that the student can in fact successfully complete the requirements of the course, shall be eligible for Incomplete (INC) grades.
  1. This policy shall also be applied during all Summer Sessions and any session of six or more weeks duration.
  2. Instructors who agree to give an INC grade also agree to submit a change of grade no later than THREE WEEKS after the missing course requirements have been submitted.
  3. Students are encouraged to meet regularly with their instructors so that progress toward satisfying the missing course requirements can be properly monitored. (10/15/81)
  4. When an instructor enters the grade of INC on the grade roster, and submits the grade roster to the Registrar, the Registrar shall enter the grade of INC on the student's record card.

## IV. Remedial or Developmental Courses

In courses which are identified as remedial or developmental, the grade of R will be used instead of the grade of F (CUNY Chancellor's Uniform Grading Symbols) (3/2/83) whenever a student fails such a course. A course in which a grade of R is received **must be repeated** until it is passed. (5/26/83)

## V. Attendance Policy

By registering in a course, the student assumes the obligation to fulfill the requirements set for that course by its instructor. Although absence in and of

itself shall not affect a student's grade, students are responsible for such activities as participation in class discussions, laboratory sessions, field trips, etc.; the preparation of papers and reports; and the taking of quizzes and examinations, any or all of which may constitute a component in the student's final grade for the course. In addition to observing the regulation regarding withdrawal from a course, students are expected as a normal courtesy to inform the instructor of prolonged absence or withdrawal. (2/15/96, amended 11/14/96)

#### VI. **Review of Examinations**

No student shall be denied the opportunity to inspect and review his/her answers to an examination, provided that the request for inspection is made within one term (summer semester not included in the counting) of taking the examination. The review should, if possible, provide the student with a clear understanding of the criteria used to evaluate his/her answers and why answers that were marked incorrect were so judged. The opportunity may be provided by making a timely appointment with the instructor who gave the examination. If the instructor fails to comply with the request or is no longer a member of the faculty, the student has the right to apply to the department chairperson, who should make provisions for the review. Should the department chairperson find this not possible, he/she should refer the matter to the Undergraduate Scholastic Standards Committee, which must arbitrate the case.

For the purposes of this resolution, 'examination' shall be defined as any written work submitted and required for a grade in a course (5/12/77, amended 10/9/80)

#### VII. **Procedures for Grade Changes and Appeals**

- A. The Registrar's Office is empowered to change submitted grades under the following circumstances, **only**:
  1. upon receipt of a completed **Report of Change of Grade Form** signed by the instructor and countersigned by either the instructor's departmental chairperson or program director;
  2. when a student has been granted the right to be graded on a P/NC basis. In this instance, the instructor submits a **letter** grade which is then automatically converted by the Registrar's Office to a P, if the grade was A, B, C, or D, and to NC if the grade was F;
  3. if the student is a first-semester freshman and the grade submitted was F, then the F is automatically converted to NC;

4. if the grade submitted was INC or ABS, and the Registrar's Office has not received a Report of Change of Grade Form indicating that the work had been completed by the end of the following term, then for under-graduates these grades are automatically converted to F;

**NOTE:** The Undergraduate Scholastic Standards Committee is empowered to grant extensions of time for the completion of INC and ABS grades.

5. at the direction of the Graduate and Undergraduate Scholastic Standards Committees.

- B. The Undergraduate Scholastic Standards Committee (USSC) has established the following procedure for dealing with student appeals of submitted grades:

1. The student must first present his/her appeal to the instructor, then the departmental chairperson or program director, then Dean of the division to which the department or program belongs, to see if the dispute can be settled at any one of these stages.
2. Only after the above has been done will the USSC accept a formal appeal. The committee will then investigate the matter thoroughly and, in consultation with the instructor, chairperson (director), and Dean, attempt to achieve a resolution satisfactory to all parties concerned.

- C. Students who wish to appeal their grades directly to a member of the faculty shall have a one year period from the date the grade was entered on their record to make such appeal. Any student who wishes to appeal a grade after one year must first petition the USSC and provide sufficient reason as to why the grade was not appealed within the one year period. If the USSC finds that there was a sufficient reason for the delay, it shall inform the Registrar's Office and shall refer the student to the appropriate instructor. The instructor shall then determine if any change in grade is warranted. If the USSC finds no sufficient reason for the delay, the grade appeal will be considered denied. (2/14/02)

#### VIII. **Grading Policy for Repeating Courses**

- A. Queens College affirms the current policy that all grades received for courses taken at Queens College be recorded on the transcript. Queens College adopts the policy that at the beginning of the next academic year the computation of the grade-point average shall include only the last grade earned when courses are repeated. (3/19/90)
- B. Queens College will conform to The City University of New York Repeat-Course Policy. (4/14/94)

- C. This grade replacement policy applies to courses taken at Queens College, Fall 1984 or later and repeated Fall 1991 and later, at Queens College.
- D. Beginning with the Fall 1995 semester, a maximum of 16 credits may be deleted from a student's grade-point average by the application of the grade replacement policy. (12/8/94)

**IX. Graduation with Honors**

- A. Students who have taken at least 60 credits with letter grades (A, B, C, D, F) at Queens College and whose previous work was taken five years ago or more may be given honors on the basis of work done only at Queens College. (3/4/71)
- B. Honors degrees shall be awarded to graduating seniors according to the following cutoff points on the cumulative index:

Summa Cum Laude	3.9
Magna Cum Laude	3.75
Cum Laude	3.5 (2/24/77)

**X. The Administrative Grade WA**

The WA grade will be assigned by the Registrar automatically to all courses taken by students who have not achieved compliance with immunization regulations by the end of the eighth week of classes. This grade will **not** appear on the grade roster. On the grade roster, faculty should submit the appropriate grade (e.g., a letter grade, **INC**, **ABS**, or **WU**) based on the student's work. This grade will become the default grade should the student successfully appeal the assignment of the **WA** grade. (QC4/11/94)

**GRADUATE DEGREES AND STANDARDS**

Note: Statements in this section apply to students entering or registered in Master's degree programs awarded by Queens College, except for V which applies to M.A. degree requirements at Queens College for students registered in CUNY doctoral programs through the Graduate Center of CUNY.

The following degrees are offered: Master of Arts, Master of Fine Arts, Master of Science in Education, Master of Arts in Liberal Studies, Master of Arts in the Social Sciences, and Master of Library Science.

Certificates include the Post-Baccalaureate Advanced Certificates in Education, a Post-Master's Certificate in Library Science, a Specialist Diploma in School Administration and Supervision, a Professional Certificate in School Psychology, and an Advanced Certificate in Applied Behavior Analysis.

Combined Master's and Bachelor's degrees are offered to qualified undergraduate students by the departments of Chemistry and Biochemistry, Computer Science, Philosophy, Physics, and Political Science, and by the Aaron Copland School of Music.

**I. Definition of Applicable Requirements for Graduate Degrees and Majors**

- A. Matriculated students enrolled in graduate programs are responsible for meeting degree requirements in force at the time of their matriculation. Changes in the structure of a major must be applied in such a manner as to avoid increasing the number of credits required of students who have started taking courses required for the major. If general degree requirements are changed following matriculation, the student is given the option of satisfying original requirements or new requirements. (11/12/87)
- B. Students who are dismissed for academic reasons may be subject to new regulations depending on how long after dismissal the student returns and such other factors as may be taken into account by the appropriate Scholastic Standards Committee. (11/12/87)

**II. Minimum Grade for Transfer Credit**

- A. Only courses with grade of B- or better will be accepted for transfer credit in the Queens College Graduate Division. (10/14/85)
- B. Students may petition the department in which they are seeking a graduate degree for permission to transfer up to 12 credits from a prior completed graduate degree to the new degree program in which they are enrolled or are seeking to enroll. Transfer of credits is at the discretion of the department. Transfer work is expected to be timely and relevant to the degree sought. (2/13/92)

**III. Evaluation of Transfer/Advanced Standing Credit**

Graduate students seeking advanced standing credit for graduate work taken elsewhere must submit the request for evaluation of such transfer credit to their graduate programs no later than the end of their second semester in attendance. (2/8/90)

**IV. Permit Policy**

- A. In the Graduate Division, eligibility for a permit to enroll outside Queens College in a course or courses that pertain to a graduate degree or certificate program as either prerequisite(s) for the program, or as transfer credit, requires fulfillment of the following conditions:

1. The graduate student must be matriculated in a graduate degree or certificate program.
2. The graduate student must have obtained the approval of the departmental Graduate Adviser for the permit.
3. The graduate student must have registered for and completed with a passing grade at least one undergraduate prerequisite course or one graduate course as part of the graduate program at Queens College; except that, if the student is in the first semester of attendance, he or she must register in at least one graduate or undergraduate course at Queens College while simultaneously registering elsewhere for the permit course(s). (2/8/90)

#### V. Appeals of Grades

- A. A student who believes that he or she has received an inappropriate grade should take the following steps:
  1. Consult with the instructor.
  2. If there has been no satisfactory resolution, consult with the department chairperson. The chairperson may convene a faculty committee to review the appeal.
  3. If there is still no satisfactory resolution, appeal to the Office of Graduate Studies for a further review. The appeal must be in writing and must detail the reasons why the grade is felt to be inappropriate.
  4. Appeals from the decisions of the Office of Graduate Studies may be directed in writing to the Graduate Scholastic Standards Committee.
- B. The only basis for an appeal to the Office of Graduate Studies and the Graduate Scholastic Standards Committee are that the student has been treated in an arbitrary and capricious manner by the instructor. In order to make such an appeal, the student must be prepared to demonstrate that a grade has been assigned punitively, unfairly, or on a basis other than impartial academic evaluation. At the departmental level, however, a grade appeal may also be based on the academic quality of the student's work. (12/10/85)
- C. Students who wish to appeal their grades directly to a member of the faculty shall have a one-year period from the date the grade was entered on their record to make such appeal. Any student who wishes to appeal a grade after one year must first petition the GSSC and provide sufficient reason as to why the grade was not appealed within the one-year period. If the GSSC finds that there was a sufficient reason for the delay, it shall inform the Registrar's Office and shall refer the student to the appropriate instructor. The

instructor shall then determine if any change in grade is warranted. If the GSSC finds no sufficient reason for the delay, the grade appeal will be considered denied. (2/14/02)

#### VI. Graduate Record Examination

Use of the Graduate Record Examination as an admission requirement is based on the requirements of each graduate department of the College. (5/19/81)

#### VII. Readmission

- A. Graduate students who have been on inactive status for two or more consecutive semesters, and whose first entry into a Queens College Graduate Program was eight or more years in the past, must apply for readmission through the Office of Graduate Studies and must file a re-enter application with the Admissions Office at least six weeks prior to the beginning of the semester in which they wish to re-enter.
  1. All readmission applications must be accompanied by an official transcript of all graduate work taken at Queens College or elsewhere.
  2. Credit for courses taken eight or more years prior to the date of an appeal for readmission can be applied, subject to departmental approval, only where the grade is at least B-. Grades below B- preclude crediting of the course, regardless of whether the course was taken at Queens College or at another institution. (3/10/83)
  3. Incomplete courses taken eight or more years prior to the date of an appeal for readmission cannot be completed. The grade of Incomplete will remain on the student's record. To make up the course credit, students, under departmental advisement, must either retake the course or take a different course. (3/10/83)
  4. Individual programs may also require additional information, such as recent GRE scores, samples of work, auditions, etc.
- B. The appropriate individual or committee within the relevant program shall evaluate the student's work and recommend to the Office of Graduate Studies whether or not the student should be readmitted, and if so what portion of the student's work should be counted toward meeting the degree requirements. Readmitted students shall be held to all College policies and requirements current at the date of readmission. (5/13/82)

#### VIII. Retention Standards

- A. Probation and Dismissal
  - 1. A matriculated graduate student whose grade-point average falls below 3.0 will be placed on probation. The student will then have up to 12 graduate credits within which to raise the grade-point average to 3.0. If this is not achieved, the student will be dismissed.
  - 2. A matriculated graduate student who is dismissed must remain out of the College for at least one semester. If such a student wishes to return, the student must file a formal application for re-entry and pay a non-refundable re-entry fee by the appropriate deadline. Requests for re-entry will be reviewed on an individual basis.
- B. A student who, for academic reasons, is required by the College to leave his/her program a second time will not be permitted to re-enter the College. (3/8/84)

IX. **Withdrawals from Courses**

Withdrawals from courses at the Graduate Level (courses numbered 500 or above) by matriculated or non-matriculated graduate students, during the first three weeks of the semester, are considered Program Adjustments for which no special approval is required. (10/27/88) Graduate students may withdraw from courses without evaluation during the fourth through the eighth week of the semester, such time frame to be consistent with that for undergraduate withdrawals, and such withdrawals are to be selected using the telephone registration system; from the ninth through the thirteenth week the current "Permission for a Graduate Student to Withdraw from a Course" form, which requires the signatures both of the instructor and the graduate adviser, must be used; commencing with the fourteenth week the current policy of using the form and requiring the additional approval of the Dean of Graduate Studies shall be retained; and this policy shall go into effect for the Fall semester 1995. (11/10/94) In both cases, the Instructor must indicate whether the student is passing or failing as of the date of the withdrawal. An indication of failure results in the grade of WF, which has the same effect on the student's grade-point average as an F grade. Course withdrawals at the Graduate Level are allowable up to the last day of the class. (10/27/88)

X. **Grade of Incomplete (INC)**

The grade of Incomplete (INC) at the Graduate Level (courses numbered 500 or above), which must be requested by the graduate student, is given by the Instructor to indicate that a student has made a satisfactory record in course work but **for good and sufficient reason** is unable to complete the course. A

graduate student receiving this grade must complete the

work of the course by the end of the next **two** regular semesters. Requests for extensions of time must be addressed to the Office of Graduate Studies. If the work of the course is not complete, the grade remains on the transcript without penalty. (10/27/88)

XI. **Grade of Absent (ABS)**

The grade of Absent (ABS) at the Graduate Level (courses numbered 500 or above) is a temporary grade indicating that the graduate student missed the final examination, **which was the only work in the course that was not completed**. The Absent grade is given only when it is expected that the student will be able to achieve a passing grade in the course by taking a make-up examination by the end of the next two regular semesters in attendance. A make-up examination fee is charged when a special examination is given. Absent grades must be resolved; students may not graduate with this grade on the record. (10/27/88)

XII. **MA Requirements for CUNY Doctoral Students**

Queens College will award doctoral students who are doing part of their work at Queens College, or with Queens College professors, a Master of Arts degree after the completion of 45 credits of doctoral work with a B average, successful performance on the first examination, and successful completion of a major paper in an 800-level seminar, provided that the following conditions are met:

- A. The Graduate Division of the City University will certify to Queens College that the student is making satisfactory progress in the doctoral program.
- B. A copy of the total graduate record of the student will be transferred to Queens College. Wherever possible the paper submitted for the 800-level seminar shall be transmitted with the transcript.
- C. The appropriate Queens College department will recommend that this degree be awarded. (12/6/71, 3/9/72)

XIII. **Grade Replacement Policy**

Graduate students are entitled to the following grade replacement policy, which will be limited to graduate courses: With the exception of courses which are designated as repeatable for credit, graduate students may repeat a graduate course and have the last grade received replace the previous grade in the cumulative grade-point average. No more than four (4) credits may be replaced. (2/15/96)

## **TRANSFER STUDENT POLICIES**

### **I. CUNY Basic Skills Assessment Test**

- A. Transfer students who fail the CUNY Basic Skills Assessment Test and are placed at the level of English 95 or below may be granted only blanket credit for prior work in English composition and shall be required to complete the full sequence of the English Composition requirements. (Baccalaureate Degrees IV.D.) \*
- B. Transfer students who have passed the CUNY Basic Skills Assessment Test and who are placed by the English Department at the level of English 110 must satisfactorily complete English 110 and the English Composition requirement.

### **II. Acceptance of Transfer Credit**

- A. Transfer credits will be accepted from accredited (regional accrediting associations) U.S. institutions or universities or those foreign institutions recognized by their Ministries of Education as approved post-secondary or university-level institutions.
- B. Grades of C- or better in courses given by accredited colleges shall be accepted for transfer credit for Queens College undergraduates. (3/12/87)
- C. Transfer credits shall not be granted or recorded until the applicant has matriculated and is in attendance at the College. Matriculated students must initiate requests for credits and submit copies of transcript request forms and appropriate forms and documents for evaluation within a year of the date of matriculation at the College. Matriculated students shall not be granted credit for any courses taken if the source of the credits is not listed on the original application, and if such listing would have precluded acceptance at the College. (1/9/86)
- D. Individual departments may, upon evaluation of courses taken at non-accredited institutions, grant credit for an equivalent current departmental course. No blanket credits are to be granted. A maximum of 18 credits may be transferred to the College. (10/10/91)
- E. Departments wishing to grant more than the maximum allowable credit for work done at non-

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\* Effective 11/22/99, the CUNY Board of Trustees requires students to pass all CUNY Assessment Tests before matriculation at Queens College; therefore, English 95 will no longer be offered for regularly-admitted students (effective Spring 2000). (Students entering the SEEK Program and students with some portion of their secondary education abroad are exempt from this policy.)

accredited institutions may appeal to the Committee on Undergraduate Admissions and Re-entry Standards, which will decide such requests on a case-by-case basis.

- F. The total credits transferred may not exceed 83 credits, except on approval from the USSC. (5/3/90) Because of the 6/26/95 reduction in the number of credits required for graduation, only 75 credits may be transferred.
- G. Transfer students may not apply courses taken at other institutions as substitutes for the ACE seminars. (5/12/83)

### III. **Advanced Placement Examinations**

- A. College credits shall be granted to students who achieve scores on Advanced Placement Examinations given by the College Examination Board which are determined as acceptable by the respective departments of the College.
- B. Students who attend an advanced high school course in Hebrew and Hebrew Literature and earn a grade of 70 or above on the Hebrew and Hebrew Literature Examination given by Hebrew University shall be awarded three credits upon the recommendation of the Department of Classical, Middle Eastern & Asian Languages & Cultures.
- C. Students who attend an advanced high school course in Jewish History and earn a grade of B or better on the Yeshiva University Advanced Placement Examination in Jewish History shall be awarded three credits upon recommendation of the Department of History. (10/27/88)

### IV. **Requirements for Graduation**

- A. A 2.00 cumulative index based on work done only at Queens College shall be required for graduation from Queens College.
- B. At least 45 credits of work done in residence at Queens College shall be required for graduation. This may not be appealed. (5/3/90)
- C. Of the last 64 credits credited towards an undergraduate Queens College degree, at least 30 must be credits from Queens College or CUNY Graduate Center.
- D. At least one-third of the credits in the student's concentration shall be taken in residence at Queens College except where a departmental waiver is given in order for a student to be eligible for graduation from Queens College. The major department (or departments) retains full authority over certification of its students' majors. (11/9/78)

### V. **Students Entering in Non-Matriculated Status**

Transfer students who attend Queens College as non-matriculated students because they have not met the College's academic requirements shall be considered for matriculation on the basis of their Queens College record only. (10/24/74)

### VI. **Fresh Start Policy for Transfer Students**

- A. To be considered for admission under the "Fresh Start" policy, students must:
  - 1. have an academic record at another college which fails to meet the Queens College standards for transfer matriculation and admission to non-degree status; and
  - 2. allow three years to elapse between the unsatisfactory academic performance in another college and the applicant's proposed first registration; and
  - 3. be interviewed by a representative of the Undergraduate Admissions and Re-entry Standards Committee, and must demonstrate that:
    - a. their employment record or evidence of achievement now indicates good scholastic potential; and/or
    - b. a change in motivation and/or circumstance has occurred which is likely to result in satisfactory academic performance. (11/14/85)

### VII. **Students transferring from Nassau Community College**

Students who transfer to Queens College after completing a Nassau Community College AA or AS Degree will be deemed to have automatically fulfilled the primary college competencies (basic skills) and lower division liberal arts and science distribution requirements for a baccalaureate degree. Students may be asked to complete a course in a discipline required by a college's baccalaureate degree distribution requirement that was not part of the student's Associate Degree program. (10/14/04)

## **NON-DEGREE (UNDERGRADUATE) STUDENT POLICIES**

### **I. Admissions**

- A. In order to be admitted to non-degree status, a prospective student must present proof of having satisfactorily completed high school, or present a high school equivalency diploma. In addition, foreign students and those educated in a non-English system must have a TOEFL score of 500 or the equivalent.
- B. Queens College will consider for admission only the following as non-degree students:
  1. High school graduates who are eligible for admission as freshmen who do not want to matriculate.
  2. High school graduates or holders of the GED, who are out of school for at least three years, have never been in a college program, and are not eligible to be admitted as matriculated students. These students shall be required to take the CUNY Assessment Test and shall be responsible for satisfying all conditions pertaining to non-degree students as adopted by the Academic Senate.
  3. College students who are eligible for admission as transfer students who do not want to matriculate.
  4. Students who are not eligible to be admitted as matriculated students who have completed 6 or more credits at another college and were not dismissed, and had a GPA of 1.75 or higher. These students must be out three years from their previous college and have obtained a high school diploma or achieved a GED. These students shall be required to take the CUNY Assessment Test and shall be responsible for satisfying all conditions pertaining to non-degree students as adopted by the Academic Senate.
  5. Students who are not eligible to be admitted as matriculated students, who have a GPA of less than 1.75 from study at another college, but can provide evidence consistent with probable success as a student at Queens College. These students must be out three years from the previous college and have obtained a high school diploma or achieved a GED. These students shall be required to take the CUNY Skills Assessment Test and shall be responsible for satisfying all conditions pertaining to non-degree students as adopted by Academic Senate. Applicants will be considered by the Academic Senate Committee on Undergraduate Admissions and Re-entry Standards.
  6. Students who have completed a Bachelor's Degree at an accredited United States college, or a foreign equivalent degree.

7. Visiting or permit students from another college. (5/3/90, 2/15/95)

C. Admission to non-degree status shall be denied to any student whose score on the TOEFL (Test of English as a Foreign Language) is less than 500, or less than 50 on any part.

1. Persons denied admission on this basis should be informed that:

a. the Queens College English Language Institute (ELI) provides instruction in English for those people for whom English is a foreign language, and that,

b. successful completion of the ELI program, as measured by an appropriate examination, results in assignment to CESL (College English as a Second Language) courses, and that,

c. the ELI program is considered by the United States Immigration and Naturalization Service to be the equivalent to a full-time program for maintaining student visa status.

### **II. Skills Assessment**

A. All non-degree students must take the CUNY Skills Assessment Tests prior to their first registration. The Director of Admissions will establish with the Director of the Academic Support Center an admissions cutoff date sufficiently early so that testing can take place prior to registration.

1. Exemption from skills testing may be extended only to:

a. students holding a Bachelor's Degree from an accredited U.S. institution,

b. students on permit from other colleges or universities,

c. students who, in the judgment of the Admissions Office, are truly casual students.

2. Appeals for exemption of students in other categories will be handled first by the Director of Admissions, and then, if denied, by the Academic Senate Committee on Undergraduate Admissions and Re-entry Standards.

### **B. Subsequent Registration**

1. Students may not register for the second semester in attendance unless they have either passed the CUNY Reading Assessment Test or are maintaining enrollment in Reading I or another appropriate (SEEK or CESL) reading sequence. (5/12/83, 10/13/83)\*

2. Students who fail the CUNY Reading Assessment Test after having taken Reading 1, or Reading 123 (SEEK), must register for the course continuously until they pass the Reading Assessment Test. (5/12/83)\*
- C. Non-degree students shall be held to all the basic skills requirements of degree students. Any appeal for exemption must be made to the Undergraduate Scholastic Standards Committee. (12/18/80)
1. The Academic Senate ruling for matriculated students regarding timely completion of the English Composition requirement shall apply equally to non-degree students, with the equivalent to class standing being determined by the number of credits earned at Queens College. (5/1/80)
  2. Non-degree undergraduate students on temporary visa, whose scores on (1) the Test of English as a Foreign Language (TOEFL - minimum score of 500 with all part scores at least 50), and/or (2) an appropriate assessment device warrant admission to Queens College, shall be placed in either an English Department sequence or a CESL sequence on the basis of their performance on these examinations. These students may use scores obtained on the CUNY Basic Skills Assessment Examinations for admission purposes. (1/10/80, amended 12/18/80).

### III. Registration for Courses

- A. Students who have submitted documentary proof of having met the CUNY standards for admission may register for a full-time program as non-degree students.
- B. Students who have not submitted the documentation necessary to prove that they have met the CUNY standards for admission, but who in the judgment of the Director of Admissions appear to meet these standards, will be allowed one term to provide all necessary documentation, and during this term will be limited to registering for 3 courses or a total of 11 hours, whichever of the two is less.

### IV. Matriculation Requirement

- A. All non-degree students other than those belonging to categories listed in II.A.1, above, must apply for

matriculation during the semester in which they will complete their 24<sup>th</sup> credit at Queens College. Those who do not apply for matriculation will be dismissed. Students who appeal their dismissal may be granted a maximum of a one-term extension by the Director of Admissions. Appeals from a negative decision by the Director and appeals for further extensions must be addressed to the Academic Senate Committee on Undergraduate Admissions and Re-entry Standards.

- B. The standards for matriculation shall be:
  1. Completion of a minimum of 12 credits at Queens College with an average of 2.00.
  2. Having passed all the CUNY Skills Assessment Tests. Students who fail these Assessment Tests will be bound by the same requirements as all other matriculated students. (4/14/88) \*\*

### V. Probation

The same standards of probation and retention shall be applied for non-degree students as are applied to degree students. (5/7/87)

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\* Effective 11/22/99, the CUNY Board of Trustees requires students to pass all CUNY Assessment Tests before matriculation at Queens College; therefore, Reading I will no longer be offered (effective Spring 2000). (Students entering the SEEK Program and students with some portion of their secondary education abroad are exempt from this policy.)

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\*\* Effective 11/22/99, the CUNY Board of Trustees requires students to pass all CUNY Assessment Tests before matriculation at Queens College. Students entering the SEEK Program and students with some portion of their secondary education abroad are exempt from this policy.

**RETENTION, DISMISSAL, AND RE-ENTRY STANDARDS FOR UNDERGRADUATES**

**I. Retention Standards for Undergraduates**

- A. The required cumulative grade-point index is based on the number of credits attempted:

<u>Credits attempted</u>	<u>Index required</u>
1 - 12	1.50
13 - 24	1.75
25 and above	2.00

- B. This requirement is based on work done at Queens College, and is assessed cumulatively.
- C. Students who fail to meet these standards will be placed on probation.
1. This probation will not be noted on the student's official record. (7/20/76)

**II. Probation, Dismissal, and Re-Entry**

- A. Undergraduate students who are currently registered will have their academic records reviewed at the end of every Fall and Spring semester.
1. A system is being developed, under the auspices of the Office of the Vice President of Student Affairs, to identify, inform and advise students in academic difficulty. (4/13/00)
2. At the end of Fall and Spring semesters, all matriculated students shall be placed on academic probation if:
- a. they have attempted 1-12 credits, and have attained a cumulative index of less than 1.5, or
  - b. they have attempted 13-24 credits, and have attained a cumulative index between 1.5 and 1.75, or
  - c. they have attempted 25 or more credits and have attained a cumulative index of between 1.75 and 2.0.
- B. Students on Probation
1. may not register for more than 13 credits or for more than 13 semester hours of courses, and may be held to fewer than 13 credits or 13 hours by the Undergraduate Scholastic Standards Committee (USSC).
2. may be required, at the discretion of the Vice President of Student Affairs, to attend either an academic workshop or individual session with a designee of the Vice President of Student Affairs

prior to registration, and if they fail to do so, will be barred from registration.

3. may be required, at the discretion of the Vice President of Student Affairs, to confer with the Vice President of Student Affairs or his/her designee at regular intervals during the semester.
4. who are currently registered will have their academic records reviewed at the end of the probationary semester. Those registered students who have not met the retention standards as outlined in II.A, above will be dismissed at that time. Those students who became inactive or withdraw officially from all classes during their probationary semester may reenter the college on extended probation at any time in the future without filing an appeal. (amended 5/5/05)
5. may have their dismissal stayed by the USSC, if the notification of dismissal is not made by the second week of the following semester.
6. Students have the opportunity to appeal probation or dismissal from the College to the USSC. The Committee reviews all appeals and makes exceptions only where extraordinary circumstances have not made it possible for the student to meet the above stated requirements. (12/17/81)
- C. Continuing Probation
1. Since the academic year 1994-1995, Queens College academically dismisses students only once a year, after the termination of the Spring semester. (4/14/94)
2. A student who fails to meet the conditions outlined in II.A, above, at the end of the Fall semester will be placed on probation for the succeeding Spring semester.
3. Students on continuing probation who do not register, or who drop all of their courses before the end of the third week of the succeeding Spring semester will be academically dismissed from Queens College during the Spring semester.
4. Those students on continuing probation and are registered after the third week of the Spring semester who withdraw officially from all of their classes may, after one semester of separation from the University, reenter the College on continuing probation for the following Spring semester without filing an appeal. (5/5/05)
5. After a separation of one year or more, readmission shall depend upon successful appeal to the Committee on Undergraduate Admissions and Re-entry Standards. (5/5/05)

D. Dismissal and Extended Probation

1. Students shall be dismissed effective the following Fall semester.
2. Dismissed students who were registered for the Spring semester may appeal to the Undergraduate Scholastic Standards Committee for reinstatement on extended probation.
3. Registered students who have been granted extended probation will have their academic records reviewed at the end of the semester of extended probation and those who have not met the existing retention standards will be subject to dismissal.
4. Students on extended probation are subject to the requirements of II. A and B, above.
5. No more than one semester of extended probation will be granted if, during the semester of extended probation, the student:
  - a. received any of the following grades: ABS, INC, PEN, or WU, and
  - b. did not achieve a semester index of at least 2.25.
6. An academic dismissal that has successfully been appealed, resulting in reinstatement on extended probation, will not be counted as a dismissal for re-entry purposes.
7. An academic dismissal, based solely on a timely formal withdrawal from all classes, will be rescinded and replaced by extended probation. (3/13/97)
8. Those students who become inactive or officially withdraw from all of their classes during their extended probationary semester may file for readmission to the College on extended probation without filing appeal. (5/5/05)

E. Re-entry

1. Students dismissed from the College for failure to meet the standards set forth in this policy will not be permitted to re-enter the College for at least one full academic year following the date of dismissal unless a waiver is granted by the Committee on Undergraduate Admissions and Re-entry Standards, on the basis of extenuating circumstances. (12/3/81)
2. Re-entry is not automatic. Students wishing to return to the College must meet the following requirements:
  - a. Degree (matriculated) students may not have more than one dismissal; non-degree (non-matriculated)

students may not have attempted more than 24 credits.

- b. Re-entry applications must be postmarked no later than April 15th for re-entry to the Fall semester and no later than November 1st for re-entry to the Spring semester. Students may apply for re-entry only for the Fall or Spring semester. Students approved for re-entry for the Fall semester may attend the Summer Sessions that precede that Fall semester. (11/14/91)
  - c. Evidence must be provided that the student is capable of meeting the academic standards of the College. This evidence could take the form of documentation of work at another educational institution or completion of open grades.
  - d. Interview by the Vice President of Student Affairs, or his/her designee, prior to being permitted to re-enter.
3. Students permitted to re-enter will be placed on extended probation and subject to the requirements of II. B, D. 3, 4 and 5.

F. **Fresh Start Program**

1. Students who have been dismissed for academic reasons two or more times may be considered for readmission under the Fresh Start Program. (12/10/87)
2. To be considered for admission under the "Fresh Start" policy, students must:
  - a. either allow three years to elapse following the unsatisfactory academic performance at Queens College, or
  - b. complete a Community College Associate Degree within three years following the unsatisfactory performance at Queens College, and
  - c. be interviewed by a representative of the Committee on Undergraduate Admissions and Re-entry Standards and demonstrate that their employment record or other evidence of achievement indicates good scholastic potential, and/or that change in motivation and/or circumstance has occurred which is likely to result in satisfactory academic performance.
3. Students readmitted under the Fresh Start Program are considered to be matriculated students on extended probation. Their retention and graduation at Queens College will be based only on their academic performance after their readmission to Queens College. However the student's complete record and quality point average at Queens College will be maintained.

4. Students in the Fresh Start Program must:
  - a. complete after readmission a minimum of 45 credits in residence with 2.0 or better grade-point average, and
  - b. attain a grade-point average of 2.25 for the first semester after readmission as is required for all students readmitted on probation, and
  - c. meet current Basic Skills requirements and take and pass the CUNY Assessment Test if not previously passed, and
  - d. successfully complete the current advanced skills and LASAR.
5. Following readmission under the Fresh Start program, appeals by students of requirements listed in 4 above must be directed to the Undergraduate Scholastic Standards Committee (USSC). The USSC may, on a case by case basis, monitor the progress of Fresh Start students, and may authorize that the probation indicator, which triggers the notice of academic dismissal, be lifted so long as the student maintains a semester grade-point average of no less than 2.25. (11-14-91)

**III. Dismissal, Appeal and Re-entry SEEK Program**  
(2/24/83)

1. There shall be continued meetings, discussion and general collaboration between the Executive Officer of the Undergraduate Scholastic Standards Committee and the chairperson of the SEEK Committee on Scholastic Standing, in addition to those opportunities provided by regular Undergraduate Scholastic Standards Committee meetings.
2. Initial appeals shall be made to the SEEK Committee on Scholastic Standing through their counselors.
3. When a decision on such an appeal is based on general policy and precedent, that decision shall be made by the SEEK Committee on Scholastic Standing.
4. When a decision on such an appeal is not definitive or clear cut and not clearly based on previous policy and precedent, there shall be review and collaboration between the SEEK Committee on Scholastic Standing and the Undergraduate Scholastic Standards Committee and a consensus arrived at.
5. All decisions of appeal by the SEEK Committee on Scholastic Standing shall be forwarded in writing to the Undergraduate Scholastic Standards Committee for ratification.

6. SEEK students dissatisfied with the decision of the SEEK Committee on Scholastic Standing in these matters shall have the right to appeal to the Undergraduate Scholastic Standards Committee for a review and final decision.

## **FACULTY RIGHTS, RESPONSIBILITIES AND OBLIGATIONS**

### **I. C.C.E. Voting Rights**

In addition to those faculty members authorized by the Board of Trustees Bylaws to vote in departmental elections for chairperson and for members of the departmental Personnel and Budget Committee, Lecturers with Certificates of Continuing Employment shall be extended these rights. (1/11/79 and 3/8/79)

### **II. Distribution of Handouts on Campus**

The Academic Senate insists on and hereby reaffirms the continuation of its existing policy of free and open peaceful distribution of handouts on the QC campus. (5/7/92)

### **III. Review of Examinations, Submission of Grades, Class Scheduling, and Religious Holidays**

#### **A. Review of Examinations:**

No student shall be denied the opportunity to inspect and review his/her answers to an examination, provided that the request for inspection is made within one term (summer semester not included in the counting) of taking the examination. The review should, if possible, provide the student with a clear understanding of the criteria used to evaluate his/her answers and why answers that were marked incorrect were so judged. The opportunity may be provided by making a timely appointment with the instructor who gave the examination. If the instructor fails to comply with the request or is no longer a member of the faculty, the student has the right to apply to the department chairperson, who should make provisions for the review. Should the department chairperson find this not possible, he/she should refer the matter to the Undergraduate Scholastic Standards Committee, which must arbitrate the case.

For the purposes of this resolution, 'examination' shall be defined as any written work submitted and required for a grade in a course. (5/12/77, amended 10/9/80)

#### **B. Submission of Grades:**

All members of the faculty are required to submit final grades to the Registrar within two weeks of the last day of final examinations in the Fall semester, and within one week of the last day of final examinations in the Spring semester. The names of all faculty members who fail to submit grades by the deadline shall be published. (3/10/88)

1. In **undergraduate** courses, the grades submitted must be from among the following: A+, A, A-, B+, B, B-,

C+, C, C-, D+, D, F, WU, INC, ABS, R. (4/9/81 and 10/26/83)

2. In **graduate** courses offered by Queens College, grades submitted must be from among: A+, A, A-, B+, B, B-, C, F, WU, INC, ABS, and in certain cases, P. As of 9/12/96, the grades of C+ and C- may be assigned.

3. In **graduate** courses offered by the Ph.D. Programs of CUNY, grading procedures of the Graduate School of CUNY are to be followed.

#### **C. Class Meetings and Final Examinations:**

1. All instructors shall meet their classes for the entirety of:

- a. 15 weeks during Fall and Spring semesters,
- b. 6 weeks during Summer Sessions 1L and 2L, and
- c. 3 weeks during Summer Session 1S and 2S.

2. The minimum meeting time for each credit on a weekly basis shall be:

- a. 50 minutes for lecture and recitation sessions, and 100 minutes for laboratory, demonstration, and studio sessions during Fall and Spring semesters.
- b. 125 minutes for lecture and recitation sessions, and 250 minutes for laboratory, demonstration, and studio sessions during Summer Sessions 1L and 2L, and
- c. 250 minutes for lecture and recitation sessions, and 500 minutes for laboratory, demonstration, and studio sessions during Summer Sessions 1S and 2S,

- d. with all of these to be for instruction and exclusive of break times.

3. Final and/or terminal examinations may be given in lieu of instruction during a uniform period at the end of the courses, this period to be:

- a. the 15th week of Fall and Spring semesters,
- b. the final meeting in Summer Session 1L and 2L, and
- c. the last half of the last class period in Summer Session 1S and 2S.

4. Courses which do not have final and/or terminal examinations in class shall meet during the uniform period(s) set forth in 3, above.

5. If a deviation is desired from any of the requirements set forth above, this may not in any way lessen the 15 hours or more of instruction (including examinations) required for each credit and requires the explicit permission of all of the following:

- a. the chairperson or director of the department or program in which the course is given;
- b. the Dean of the Division to whom the department or program reports;
- c. This permission shall be renewed annually for each course.

All deviations approved by the Dean shall be reported to the Provost. (12/18/80, 10/14/99)

**D. Religious Holidays:**

- 1. Faculty are requested not to schedule examinations, require in-class assignments to be due, or give surprise quizzes on the following holidays: Jewish New Year, Yom Kippur, Sukkot (first and last two days), Passover (first and last two days) and Shavuot.
- 2. In case examinations must be scheduled on one of these previously mentioned days, all efforts should be made by the student and faculty member to schedule a make-up examination or assignment. (4/10/77)
- 3. The faculty member must make a reasonable accommodation with regard to the examination, assignment, or quiz missed for reason of a religious holiday. If the faculty member does not accommodate the student, the student has the right to apply to the department chairperson for such accommodation. If the department chairperson has what he or she considers adequate reasons for denying the request, the student has the right to apply to the Scholastic Standards Committee. (10/27/77)
- 4. The Academic Senate recommends that students inform their professors of any religious obligations, when such obligations conflict with class attendance or other College responsibilities; College faculty shall accommodate students' religious obligations, to the extent possible, provided that advance notice of these obligations is given by the student; the offices of the Academic Senate shall maintain information about religious calendars for the purpose of consultation by faculty wishing information; this policy shall be added to the College *Bulletins*, published in the campus newspapers at the start of each semester, placed in the information booklets for freshmen and transfer students, and distributed to the faculty each term with the information note that Provost sends concerning specific religious holidays. (10/13/94)

**IV. Sale of Complimentary Copies of Textbooks**

The Academic Senate discourages faculty from participating in the sale of complimentary copies of textbooks. (3/10/88)

**V. Grade Notification by Postcard**

All faculty members shall accept self-addressed stamped postcards from students, and use them to mail grades in a timely fashion. (10/8/92)

**STUDENTS' RIGHTS AND OBLIGATIONS**

**I. Student Evaluation of Instructors**

Comments written by students on the Course and Faculty Evaluation Questionnaire shall be sent to the faculty member involved without editing or recopying. No comments will be sent or made available to the faculty until well after the grades from that semester have been submitted.

The Questionnaire shall contain instructions to those students who wish to submit their comments in typed form as to the proper procedure for forwarding their comments to those involved in compiling the results of the Questionnaire. (1/9/86) (Note: this was suspended because of cost in 1990.)

**II. Distribution of Handouts on Campus**

The Academic Senate insists on and hereby reaffirms the continuation of its existing policy of free and open peaceful distribution of handouts on the QC campus. (5/7/92)

**III. Academic Dishonesty**

Students found guilty of any form of academic dishonesty, such as plagiarism or cheating on an examination, are subject to discipline, including suspension or dismissal from the College. (5/18/72)

**IV. Drugs**

The following is an expression of the sense of the Academic Senate: The legislature of the State of New York and federal statutes have made the possession, sale, or purchase of certain drugs without proper authorization a crime.

All members of Queens College are expected to abide by the laws of the city, state, and federal governments (Board of Trustees Bylaws, Article XV, Section 15.1). The College will not serve as a sanctuary and cannot insulate its members from the consequences of illegal acts. Queens College will not protect students or other members of the College community from prosecution under the law.

Individuals who choose to use, sell, purchase, or keep illegal drugs in their possession must be prepared to accept complete responsibility for their actions. (12/16/71)

V. **Gambling**

Gambling in any form is not permitted on the Queens College campus, except as expressly permitted by State law. (5/18/72)

VI. **Disability and Pregnancy**

A student who becomes disabled or pregnant should consider discussing with a counselor from the Vice President of Student Affairs Office the various alternatives regarding current and future academic plans. Some of these alternatives are continuation of attendance, a leave of absence, or a program adjustment. A recommendation from a physician will help in determining what options are feasible. The recommendation, which would be filed in the Health Service Center, is useful information should the student require any medical services while on campus. (11/4/76)

**CAMPUS MEMORIALS**

I. **Physical Memorials**

Permanent physical memorials may be established to honor the memory of a deceased student, alumnus/alumna, faculty member, staff member or friend of Queens College. All donations must be approved by the Campus Environment Committee and the Office of Campus Facilities. Suitable memorials include trees, shrubs, outdoor benches, and other physical memorials. The College welcomes such memorials as an expression of continued devotion to the institution. The following guidelines apply to trees, plantings, and other physical additions to the campus:

**Trees** Trees are welcomed. For preferred species, consultation must be made with the campus landscape architect and/or the Biology Department. If recognition is desired, a nameplate may be added to the permanent memorial plaque in Colden Center.

**Memorial Garden** The memorial garden adjacent to Colden Center consists of shrubbery and a common bronze plaque to which the names of individuals may be added.

**Outdoor Benches** Benches must be of a type approved by the Director of Campus Facilities. Plaques may be attached, if desired.

**Other Physical Memorials** These may include a variety of structures such as fountains, sculptures, entrance gates, etc. (3/10/83)

II. **Guidelines for the Naming of Buildings**

- A. All Queens College buildings and facilities shall be named in compliance with regulations of the CUNY Board of Trustees. (5/3/90)
- B. The names of persons selected shall be of historic note in the State of New York, or the United States, provided such persons had a **significant connection** with the College. Examples of such persons include:
  1. Persons who qualify as benefactors of the College. (These must meet the approval of the President, Campus Environment Committee, Academic Senate, and the College Development Office.)
  2. Alumni who have distinguished themselves and the College in their respective fields of endeavor.
  3. Administrators or faculty of the College who have made noteworthy contributions to the institution either through services or distinguished contributions as teachers or scholars.
- C. No name shall be excluded from consideration on the grounds of gender, race, color, ethnicity, religion, sexual orientation, national origin, or disability. (10/13/83, 11/12/98)

## **POLICIES RELATED TO INTERCOLLEGIATE ATHLETICS AT QUEENS COLLEGE**

### **I. Purposes of Intercollegiate Athletics:**

- A. The purposes of intercollegiate athletics at Queens College shall be:
  - 1. To encourage every student-athlete to complete a meaningful academic degree program, participate fully in the college community and prepare for life after college athletics.
  - 2. To provide equitable opportunities for all students (as defined under Title IX and Office of Civil Rights guidelines) to engage in intercollegiate athletics as a means of satisfying the need for sport participation on a high level of amateur competition, (according to principles of fair play and amateurism) as defined by the NCAA.
  - 3. To administer the Athletics Program with due concern for the physical, emotional, and social welfare of the student-athletes, including but not limited to gender issues, ethnic diversity, and sexual orientation related issues. (4/14/05)
  - 4. To provide opportunities for non-players to assist in organizing and conducting intercollegiate events.
  - 5. To provide a means for students, faculty and members of the community to develop closer ties and identification with the College.
  - 6. To develop and maintain favorable athletic relations between Queens College and other colleges and universities.
  - 7. To maintain athletics as an integral part of the college's educational program.

### **II. Organization**

- A. The program of intercollegiate athletics at Queens College shall be administered by the College's Intercollegiate Athletics Office in accordance with policies approved by the Academic Senate of the College.
- B. College Committee: Committee on Athletic Policy (CAP)
  - 1. Duties:
    - a. To monitor the intercollegiate athletic program at Queens College.

- b. To consult with and advise the Director of Athletics and/or the Sports Association Board (SAB) on matters of athletic policy and administration.
- c. To submit to the Academic Senate an annual report prior to April 15 on the implementation of Senate policies regarding intercollegiate athletics, and
- d. To recommend to the Academic Senate changes in athletic policies, as necessary.
- 2. Membership:
  - a. Vice President of Student Affairs,
  - b. Executive Officer of the Undergraduate Scholastic Standards Committee,
  - c. A representative from the Provost's office,
  - d. Chairperson of SAB,
  - e. One faculty member nominated by the President and elected by the Academic Senate for a two-year term,
  - f. A slate of six students nominated by the SAB from which three students will be elected by the Academic Senate for a one-year term.
  - g. Ex-officio nonvoting members: Athletic Director; Vice-President for Finance and Business.
- C. The Sports Association Board (SAB)
  - 1. Shall advise the President regarding the appropriation of funds allocated to it from student fees,
  - 2. Shall consult with and advise the Athletic Office and/or CAP on all athletic matters it deems appropriate, and
  - 3. Shall have the following membership stipulated by the Queens College SAB bylaws:
    - a. A faculty representative from the Physical Education Program designated by the Chairperson of the Family, Nutrition & Exercise Sciences Department.
    - b. Vice President of Student Affairs.
    - c. Two faculty members nominated by the SAB Nominating Committee and elected by the Full Student Senate. Both members are elected at-large from the instructional staff but no more than one may be a member of the Family, Nutrition & Exercise Sciences Department.
    - d. Two student members elected by the Full Student Senate, one male and one female, from a slate of four

student members nominated by the SAB Nominating Committee from among the varsity athletes.

- e. Two student members elected by the Full Student Senate, one male and one female, from a slate of four student members nominated by the SAB Nominating Committee from among the recreation and intramural participants.
- f. Two student members, at-large, elected by the Full Student Senate, from a slate of four student members nominated by the SAB Nominating Committee. Additional nominees may come from the floor of the Student Senate.
- g. The Vice President for Finance & Business; The Athletic Women's Programs; the Intramural and Recreation Director; and one representative from the Alumni Association selected by its Board of Directors, ex-officio (non-voting).
- h. Three at-large student alternates nominated by the SAB Nominating Committee and elected by the Full Student Senate.

D. Policy Formation or Change

- 1. Recommendations for new athletics policy, or for any change of policy, may originate from any source in the College.
- 2. All recommendations must be referred to the Committee on Athletic Policy, which will report them to the Academic Senate together with recommendations from the Committee.
- 3. New athletics policies, or changes in current policy, shall become effective only upon approval by the Academic Senate.

III. **Medical Procedures**

- A. Prior to the first practice session in each sport season, the coach of each team shall file with the Athletic Director a physical examination report by a physician that permits the students to engage in intercollegiate sport.
- B. Students under 18 years of age must secure written parental consent in order to participate in intercollegiate athletics.
- C. In the case of injury to a player participating in regular squad practice or intercollegiate contests, the responsibility of the College shall be limited to providing first aid care. Queens College is not liable for expenses incurred by the student in the treatment of his/her athletic injuries.

D. It shall be the responsibility of the Director of Athletics to purchase injury and/or casualty insurance for the protection of athletes and coaches from the SAB budget allowances.

E. If the SAB does not provide sufficient funding for insurance, the Athletic Director shall seek funds from other sources to supplement the SAB insurance funds and shall discontinue the athletic program should funding for adequate insurance be unavailable.

F. The health and welfare of student athletes shall be the primary concern of everyone associated with the athletic program.

IV. **Player Eligibility**

A. To be eligible to participate as a member of a Queens College intercollegiate team, a student athlete must meet the following standards:

- 1. Conform to any rules of eligibility which may be set forth by the City University of New York.
- 2. Conform to the rules of eligibility as set forth by the National Collegiate Athletic Association.
- 3. Conform to the rules of eligibility as set forth by the College:
  - a. Athletes must be making satisfactory progress. Students on probation shall not be allowed to compete in intercollegiate athletics, unless and until the causes for the probation are certified as corrected by the Undergraduate Scholastic Standards Committee.
  - b. Students must conform to the "normal progress" codes of the NCAA.
  - c. Students placed on probation will become immediately ineligible, including mid-season.

B. An infraction of any of the eligibility rules shall cause suspension from the team, exclusion from any reward, and the automatic forfeiture of any contest in which the ineligible player participated.

C. As soon as possible, but not later than three weeks prior to the first scheduled contest in a sport, the coach of the team shall submit a complete squad roster to the NCAA Eligibility Coordinator. The Director of Athletics will then certify those students who are automatically eligible and will, if possible, notify those students who are not eligible, at least one week before the first scheduled contest. The Director of Athletics shall provide CAP with the names of students on team rosters who are not automatically eligible, and may advise CAP regarding specific cases. Students not certified as eligible may petition

CAP for eligibility but may not compete until certification is granted. Whenever ineligibility appears to be likely, a student may initiate a petition for eligibility to the Director of Athletics or CAP before the process outlined above is completed.

## V. **Finances**

A. All funds received for the support of, or in connection with, the operation of the intercollegiate athletic program, except those items which are specifically exempted, shall be deposited in the Intercollegiate Athletic account in the Accounting Office. Exempted items include those found in the College Personal Service budget, those derived from capital budget funds, those provided for the repair and maintenance of facilities, those provided by the Queens College Foundation, and those concerning utility services (i.e., electricity, heat, water, and telephone).

B. The expenditure of funds from the Intercollegiate Athletic account shall be the responsibility of the Athletic Office, as follows:

### 1. Preparation of Budgets:

The Director of Athletics, in consultation with the coach of each sport, shall prepare a proposed budget for the sport in accordance with existing policies. The Director of Athletics shall also prepare a budget of items not included in the team budgets and a summary of the total budget proposals. These budgets shall be completed by March 31. The Director of Athletics shall then present the total budget request at a scheduled meeting of the SAB.

### 2. Approval of Budgets:

Each budget proposed by the SAB shall be transmitted to the President of Queens College by June 1st. The President shall acknowledge its receipt. The President of Queens College shall have the power to disapprove any individual appropriation set forth in a budget. Any such disapproval must be made in writing within 30 days after the President or designee has received the budget. If no written disapproval is received within the 30-day period, the entire budget as transmitted shall be deemed approved. In the event that an individual appropriation is disapproved, then the remainder of the budget shall be deemed approved. In the event that an individual appropriation is disapproved, then the remainder of the budget shall be deemed approved. The Queens College Sports Allocation Board shall not expend any monies or make any binding legal commitments with respect to any appropriation which is disapproved by the President as provided above.

The Director of Athletics shall report any proposed budget items not approved by the President to the SAB.

Copies of the approved team budgets shall be distributed to each coach. Complete copies of the total budget shall be kept on permanent file in the Office of the Director of Athletics.

### 3. Expenditure of Funds:

Procedures for authorizing payments from the approved budget of the Intercollegiate Athletic account shall be consistent with CUNY, and College policies. The Director of Athletics shall be responsible for validating expenditures and for accurate record keeping. Payment requests for all expenses shall be completed in the departmental athletic office and signed by the Director of Athletics.

### 4. Modifying the Approved Budget:

The Director of Athletics may, with the approval of SAB and the President, approve requests for expenditures in excess of approved budget items.

## C. Purchasing and Control of Supplies:

1. The purchase of supplies and equipment shall be done in accordance with College purchasing policies.

2. All purchase orders must be signed by the Director of Athletics.

3. The coach of each team shall be responsible for the proper use, security and conservation of supplies and equipment. Each coach shall be further responsible for adherence to established policies regarding the issuance to, and return of supplies and equipment from team members.

## D. Admission Charges:

Policies regarding admission charges shall be the responsibility of the Athletic Office.

E. The Director of Athletics shall obtain an independent certified audit report at the end of the fiscal year and submit copies to each member of SAB, and to each member of the Committee on Athletic Policy, and to the President of Queens College, and to the President of the student government. A copy shall be kept on file in the Athletic Office.

## VI. **Control of Playing Areas**

A. The assignment of facilities to the athletic teams for practices, games and meets shall be the responsibility of the Director of Athletics. Facility scheduling shall

respect the priority of college Physical Education classes.

- B. The Athletic Office shall have the authority to conduct and manage all home athletic contests.

#### VII. Team Schedules

- A. Varsity contests, including scrimmages and exhibitions, may be scheduled only with four-year degree granting institutions of collegiate rank. Exceptions may be made at the discretion of the Director of Athletics.
- B. All contests shall be covered by a written agreement, signed by the Director of Athletics or his/her designee.
- C. All arrangements for each intercollegiate athletic contest, including the dates of the games and meets, shall be the responsibility of the Director of Athletics or his/her designee.
- D. NCAA regulations shall govern the start of the first practice sessions, the length of seasons, and the number of contests for each sport.
- E. Scrimmages and/or exhibitions whose results do not become a part of the official records of the team may be scheduled in addition to the total number of matches. Scrimmages and/or exhibition matches with teams from other colleges may not exceed one quarter of the number of contests authorized for each sport by the NCAA.

#### VIII. Travel

- A. Teams may arrange one trip per academic year in which overnight stay is necessary. Additional overnight trips may be scheduled at the discretion of the Director of Athletics.
- B. One-day trips (no overnight stay) may not exceed a total of 400 miles round trip.
- C. No team may travel out of town unless accompanied by a member of the College Athletic Program Staff.
- D. The Director of Athletics has the authority to cancel any scheduled match because of inclement weather. If a team that is on a road trip encounters dangerous weather conditions, the coach must immediately petition the Director of Athletics for permission to stay overnight in the nearest motel. Funds for this purpose shall come from a reserve account established to pay for room and board during inclement weather.

#### IX. Student Rights and Discipline

- A. Membership on any athletic squad or team, participation or non-participation in any part of any game or meet, scheduled or otherwise, and with respect to other matters associated with an athletic activity shall be entirely the responsibility of the designated Coach of the team.

- B. Coaches should not unduly interfere in the outside activities of student athletes. Athletes have the right to participate on other teams, to dress as they please, to wear their hair as they please and to participate in any social, political or religious activities of their choice. Coaches should not use the authority granted to them in section IX. A to negate the intent of section IX. B.

- C. Coaches must take cognizance of their athletes' academic commitments. Practice times and other policies established by coaches under section IX. A must take into account the individual academic needs of the student athletes.

- D. If the conduct of a member or members of a team is deemed detrimental to the College, the Director of Athletics shall have the authority to suspend the offending player or players from the team, or to suspend the entire team from further play. Suspensions may be appealed to the Vice President of Student Affairs but will remain in effect unless and until reversed.

- E. The "national letter of intent" rules and NCAA rules govern the right of students to transfer from Queens College to another institution and maintain their eligibility. Permission for students to transfer under the "NCAA one time exception" rule is the prerogative of the Athletics Program. If permission to transfer under the "NCAA one time exception" is denied, the student may appeal the decision in writing to the Committee on Athletic Policy. The student should submit a written letter to the Committee on Athletic Policy giving reasons why the decision should be reversed. The Committee on Athletic Policy must review the appeal within four weeks of receiving the student's letter.

Under "national letter of intent" rules, students who transfer before completing 24 credits are ineligible for athletics participation for two years. The second year of ineligibility may be appealed under the same procedures as outlined for the "NCAA one time exception" rule.

#### X. Awards

- A. Awards shall be granted to student athletes and managers subject to availability of funds and according to the rules set forth below:

1. Minimum requirements for Varsity and Junior Varsity awards shall be participation in 90% of all practices and 20% of all games, matches or meets.
2. Participants who meet the designated minimum award requirements and meet the standards of sportsmanship, loyalty and competition established by the Athletic Office shall be recommended to the Director of Athletics by the coaches of the teams.
3. Coaches' recommendations for awards shall be made in writing to the Director of Athletics within one week of the close of season for fall and winter sports, and on the final day of a spring sports season.
4. Coaches may recommend awards be given to students who do not meet all of the award requirements. In this instance, approval of the Director of Athletics is necessary for such students to be granted awards.

#### XI. **Reports**

- A. Within one week of the closing date of a sports season, the Coach of the sport shall submit a written report to the Director of Athletics. This report shall include:
  1. Season's record; statistics.
  2. Complete roster of personnel with positions played.
  3. Recommendations for the next season.
  4. A list of recommended award winners.

#### XII. **Managers**

- A. The Manager of a team shall be responsible to the Coach of the sport who will determine the duties and expected level of performance.

#### XIII. **Organization of New Teams**

- A. New teams may be approved for inclusion in the intercollegiate athletic program subject to the following procedures and conditions:
  1. There is available funding.
  2. There is sufficient student demand for the activity.
  3. There is sufficient intercollegiate competition in the metropolitan area.
  4. A certified coach can be retained by the college.
- B. An organized, chartered, competitive club team may petition SAB and CAP for intercollegiate status after it has completed one full season of competition.

#### XIV. **Deactivation of a Team**

- A. Whenever the deactivation of a team is indicated, the Director of Athletics shall prepare a recommendation

with the reasons for the proposed action to CAP and SAB for its action at its next regular meetings.

#### XV. **Membership in Conferences and Leagues**

- A. The Director of Athletics shall, in consultation with the President, consider and act on proposals for joining or terminating membership in any intercollegiate athletic conference or league.

#### XVI. **Recruitment of Athletes**

- A. Recruitment of athletes shall fall within the guidelines of the CUNY Board of Trustees and the NCAA.
- B. No tax levy monies, or student fees may be used for the recruitment of athletes.
- C. All funds for recruitment purposes shall be dispersed by the Committee on Athletic Policy (CAP).

#### XVII. **Subsidization of Athletes (Grants in Aid)**

- A. Subsidization of athletes shall fall within the guidelines of the CUNY Board of Trustees and the NCAA.
- B. No tax levy monies, or student fees, including SAB funds, may be used for the subsidization of athletes.
- C. All funds for subsidization purposes are to be dispersed by the Committee on Athletic Policy (CAP).
- D. Students receiving subsidization must maintain a 2.0 cumulative index and continuously maintain "normal progress" (as defined by the NCAA) each year of their subsidization. Failure to comply with this regulation may result in the loss of the student's eligibility and aid.
- E. Further criteria for subsidization of teams and athletes may be developed by CAP, and submitted to the Academic Senate for approval.
- F. Subsidization, barring a loss of academic eligibility, shall continue for four years, even if a student is not continually with a team.
  1. Students who lose academic eligibility may also lose eligibility for subsidization.
  2. Students who lose and then later regain academic eligibility may apply to the Committee (CAP) for restoration of subsidization. Restoration is not automatic and will be at the discretion of CAP, subject to both the availability of funds and to a re-evaluation of the student's qualifications.

- G. Criteria for Subsidization of Athletes (Standing Rules for CAP) – Grants-in-Aid (5/10/89)
1. CAP may award grant-in-aid to students who exhibit a high degree of athletic talent (as verified by the coaching staff), and also meet the academic requirements listed in Tier I or Tier II below. The number of each team's Tier I awards may not exceed 60% of the total awards designated for that team. At least forty percent of each team's "awardees" must meet Tier II standards.
    - a. Tier I. Eligibility consists of either admission (at time of award) through the normal admissions process, or being a current Queens College student with a grade-point average of 2.0.
    - b. Tier II. Eligibility consists of either entering the College from high school with an average of 85 or above, or having 1100 on their SAT's, or being a current Queens College student or transfer student with a grade-point average of 2.75 or above.
    - c. All awards are for a maximum of four years regardless of the student's athletic performance. A student can lose his or her aid only by becoming academically ineligible.
  2. Scholar Athlete Incentive Award – An award of \$100 per semester may be offered by CAP to any current athletic grant-in-aid student who achieves a 2.85 index in the preceding semester.
- H. Grant-in-aid awards shall be limited to reimbursement for the following educational expenses; tuition fees, books, meal allowance and transportation. The amount of each award shall be proposed by the Athletic Office, and approved by CAP for consistency with Title IX, and College and NCAA guidelines.

#### **XVIII. Personnel**

- A. Recommendations for appointment and retention of the Director of Athletics shall be determined by the President of the College.
- B. The Director of Athletics will be responsible for the supervision of intercollegiate and recreational sports personnel. All appointments and reappointments, assignments, evaluations, and terminations shall occur according to regular college procedures. (10/10/91)