

To be accepted for admission and matriculation into a certificate or degree program, the applicant must meet the following standards:

General Admissions Requirements

A.O.S. Degree Programs in Accounting, Business Management, Emergency Care Management, Homeland Security and Security Management, Hospitality Management, and Office Technology with Medical Office; Certificate Programs in Elder Care Administration and Hospitality Management.

- Demonstrate an understanding and interest in a program of study through an admissions interview;
- Have earned a high school diploma or a high school equivalency diploma (see Students without High School Diploma, High School Equivalency Diploma, or Foreign High School Graduates Requirements);
- The SATs are not required to gain admission to the College, however, applicants who have taken the SAT Tests should submit their scores to the admissions office staff for consideration of exemption from ESL and English coursework;
- Achieved a passing score in Accuplacer Reading Comprehension (Minimum 55), Accuplacer Sentence Skills (Minimum 60) and Accuplacer Arithmetic (Minimum 34); foreign language speakers must meet requirements for CELSA exam placement standards and pass COMPASS Prealgebra/Numerical section (see ESL High-beginner, Intermediate or Advanced Admissions Requirements);
- If Accuplacer or COMPASS exam cannot be administered due to technical issues, students with United States high school diploma can take ASSET Writing Skills, Reading Skills and Numerical Skills as an alternative exam.

Court Reporting Program

- Demonstrate an understanding and interest in the program of study through an admissions interview;
- Have earned a high school diploma or a high school equivalency diploma (applicants without a high school diploma or high school equivalency diploma are not accepted into the Court Reporting Program);
- Achieved a COMPASS Exam Reading Placement (Minimum 72), Writing Placement (Minimum 35) and Pre-algebra/Numerical (Minimum 25);
- Applicants scoring between 32 and 34 on the COMPASS Exam Writing Placement will be placed in ENG001 Developmental English;
- If COMPASS exam cannot be administered due to technical issues, applicants with United States high school diploma or high school equivalency diploma must pass ASSET Exam Writing Skills (35), Reading Skills (35), and Numerical Skills (33) with a combined score of 112 or above.

Individuals who score between 103 and 111 on the ASSET Exam and wish to enroll in the Court Reporting Program have two options: Retest ASSET Exam and score 112 or above or meet with the Admissions Committee for an on-campus interview and enroll in ENG001 Developmental English, during the first semester of study.

- Applicants that graduated with a United States high school diploma may be exempted from the COMPASS Exam, if they score 4 on the SAT Essay section or 500 on the reading section of the SAT.

- Applicants who hold a minimum of an associate degree from an accredited U.S. college, or applicants who have taken college level English and Mathematics and earned grades of B- or above from an accredited U.S. college, may be exempted from the Accuplacer Exam. Official college transcripts of prior coursework must be submitted to the Registrar's Office for consideration of exemption.

Commack Admissions Committee

The Commack Admissions Committee is comprised of court reporting Faculty members who are seasoned court reporters. The Committee will meet with select candidates for the program and assure that there are no obstacles preventing them from successfully completing the program. They will further explain the discipline needed to complete the academic courses as well as the amount of time that must be dedicated to the practice of machine shorthand. The Committee is charged with identifying future academic course of actions, advisement, or retesting if necessary. The Committee also handles appeals from students that have exceeded maximum time frame and wish to continue in the program.

Requirements for Students without United States High School Diploma or High School Equivalency Diploma, including foreign high school graduates

- Students entering LIBI without a United States high school diploma or a high school equivalency diploma must meet the minimum requirements of the Accuplacer Exam, CELSA Exam, and COMPASS exam. Foreign language students must meet the minimum requirement of the CELSA Exam (97, scaled) and the COMPASS Prealgebra/Numerical section (Minimum 25). If a student meets the requirements of Accuplacer Reading Comprehension (Minimum 55), Accuplacer Sentence Skills (Minimum 60) and Accuplacer Arithmetic (Minimum 34), the student will be exempted from non-credit remedial coursework.
- Students without a United States high school diploma or a high school equivalency diploma are tested by an independent proctor.
- International applicants with a IBT score of 52 (or equivalent) on the TOEFL Exam or 4.0 on the IELTS may be exempted from the Accuplacer Exam.
- Students who apply to enroll in the Commack campus and do not have a United States high school diploma or a high school equivalency diploma and do not hold a minimum of an associate degree from an accredited U.S. college, must take the Accuplacer Exam at the Flushing campus in Queens.
- LIBI limits seats for students who have not completed high school but who demonstrate the "ability to benefit" from the education programs. Applicants competing for these enrollment openings and meeting all other "Ability-to-Benefit" (ATB) requirements must submit an admissions essay for assessing motivation and interest. Students without high school diplomas or a high school equivalency diploma are only admitted at the Flushing campus and the Manhattan center.
- Students without high school diplomas or a high school equivalency diploma must complete a special course distribution requirement to qualify for a college degree. This distribution requirement enables the student to receive both a high school equivalency diploma and a college degree. Additional courses may be required in some programs. Students without high school diplomas or a high school equivalency diploma are responsible for the associated costs of these courses.
- High School Equivalency Diploma special course distribution based on earned college credits:

- Mathematics (3 credits)
- Language arts (6 credits)
- Humanities (3 credits)
- Natural science (3 credits)
- Social science (3 credits)
- Business/technical (6 credits)

Students are expected to consult their assigned Academic Advisor or the Registrar to confirm that they have been scheduled for the courses to meet these requirements. Taking courses to satisfy the requirements of the high school equivalency diploma program may postpone the student's expected graduation date.

Placement Guidelines for Foreign Language Speakers

A.O.S. Degree Programs in Accounting, Business Management, Hospitality Management, and Office Technology with Medical Office, Certificate Programs in Elder Care Administration (only Advanced level accepted) and Hospitality Management (only Advanced level accepted).

ESL High-beginner, Intermediate or Advanced Admissions Requirements

- ESL High-beginner
Version 1 or 2 – Score minimum 97 (scaled) score on CELSA Exam and score 5 - 11 on Essay Exam
- ESL Intermediate
Version 1 or 2 – Score within the range of 97-101 (scaled) score on CELSA Exam and score of 12 or above on Essay Exam
- ESL Advanced
Version 1 or 2 – Score 102 or above (scaled) score on CELSA Exam and score 12 or above on Essay Exam
- Verbal Exam – must score 31 or above
- COMPASS Prealgebra/Numerical section (Minimum 25)

NOTES

- ESL applicants who meet the Advanced level requirements may request to take the full Accuplacer Exam. Students should speak to their Admissions Representative to arrange for testing.
- Applicants who hold a minimum of an associate degree from any accredited U.S. college, or applicants who have taken college level English and Mathematics and earned grades of B- or above from an accredited U.S. college, may be exempted from the CELSA Exam, Accuplacer Exam, Compass Exam, and ESL coursework, subject to individual review of records by a Senior College Administrator.
- ESL, remedial, and developmental English courses are non-credit bearing. Grades are not computed into the Grade Point Average. Hours for these courses are considered equated credit hours and can count towards full-time status.
- ESL students enrolled in a degree program can expect that their program of study may take up to three additional semesters to complete in order to accommodate ESL coursework. (For specific ESL course descriptions, please refer to the section of the catalog under the heading, Course Descriptions.)
- Non-credit equated hours refers to the hours assigned to a course where college credit is not earned. Non-credit equated hours do not earn college credit or letter grades but are reflected on the student transcript as a P+ (equivalent to an A), PS (equivalent to a B, C, or D) or R (equivalent to failing with the need to repeat).
- In order to fulfill the course distribution to earn their high school equivalency diploma, students without high school diplomas or a high school equivalency diploma may be required to complete additional courses as well as program requirements.

Students are responsible for the associated costs of these courses.

Retesting Guidelines

An examinee may take no more than three CELSA exams in a 30-day period. Applicants who failed the CELSA Exam can arrange for retesting with an alternate form the next day. Same form retesting can only be administered on/after the 16th day after the last failed exam.

An examinee may take no more than two Accuplacer exams in a three-month period. After the first test, a student must wait at least two weeks for retesting.

Applicants who failed the Verbal Exam can arrange for retesting with alternate versions the next day. An examinee may take no more than three verbal placement exams in a 30-day period. Applicants may also take the LIBI writing placement test three times in a 30-day period.

REMEDIAL

ENG001 Developmental English 0 Credit/3 Equated Credits

This course is designed for students who have not yet mastered the basic writing skills necessary for success in college and careers. Grammar in a writing context will present ideas and style to kindle student interest while illustrating grammar and sentence skills. Exercises will be writing-based practices with high-interest practice material. Collaborative efforts will be encouraged.

Prerequisite: Any of the following:

- ESL006 ESL Conversation, ESL007 ESL Writing II, and ESL008 ESL Reading II
- COMPASS Exam Writing section – score 32-34 (applies to Court Reporting A.O.S. only)
- Special permission from the Associate Director of the department/Chairperson

GENERAL EDUCATION

ENG106 College English I 3 Credits

Major emphasis will be placed on the grammatical, mechanical, and rhetorical conventions of college writing. The development of reading, writing, vocabulary, and critical thinking skills will be emphasized through a variety of reading selections, writing assignments, and related activities.

Prerequisite: Any of the following:

- Must pass Accuplacer Reading Comprehension and Accuplacer Sentence Skills (Minimum 60); Court Reporting programs students must score 35 or above in COMPASS Writing section and pass Reading Comprehension section
- ENG001 Developmental English
- Special permission from the Associate Director of the department/Chairperson