

# Catalog Addendum

## 2013 – 2014

<b>Effective Date</b>	<b>Description</b>	<b>Page Number</b>
October 15, 2013	Repeated Attempts (RA) Probation	Pg. 44 - 45
October 15, 2013	Acceptable Grade for consideration of transferrable credit	Pg. 17
December 1, 2013	Basic Life Support (BLS) Courses in the curriculum of The Emergency Care Management Associate in Occupational Studies	Pg. 80
January 23, 2014	Admissions Requirements of Court Reporting Program	Pg. 13
February 14, 2014	Academic Calendar	Pg. 104 - 106
May 1, 2014	Tuition for ESL Certificate Program	Pg. 23
May 1, 2014	Educational Opportunity in America Grant	Pg. 24
May 21, 2014	Programs of Study: Manhattan Location included	Pg. 76
August 1, 2014	Time Limitation on Direct Subsidized Loan Eligibility for First-Time Borrowers on or after July 1, 2013	Pg. 29
August 30, 2014	Programs of Study: Revised Program Listing	Pg. 76

CATALOG ADDENDUM

Effective October 15, 2013

Page 44 - 45

**Repeated Attempts (RA) Probation**

Students who otherwise meet GPA and POP requirements will be placed on Academic Warning when they repeat a course that they failed.

Students will be placed on probation when they attempt the course the third time after they fail to secure a passing grade in the first two attempts. Students are strongly advised to repeat the class they failed as soon as the course is offered to improve GPA. If students fail to pass the course in the third attempt, or withdraw from the course, students will face Academic Dismissal. Students can repeat the course in an extended enrollment period as a non-matriculated student. If students pass the course at the end of the term, and also meet all the other SAP guidelines, students can apply for re-admission and be matriculated into the original program of study. Students are not entitled to any financial aid during the extended enrollment period. Students can appeal the dismissal based on LIBI's Appeal process stated in our catalog. Students are also urged to speak to their assigned academic advisor or the Registrar to find out how this may impact their expected graduation dates and financial aid eligibility.

CATALOG ADDENDUM

Effective October 15, 2013

Page 17

***Admission with  
Advanced Standing***

Only a grade of C- or better from other institutions will be eligible for transfer. If there is a sequence of related courses (such as Accounting I and Accounting II) taken at other institutions, the first sequential course must be completed with a grade of C- or better in order for the second, and other advanced sequential courses, to be evaluated for transfer credit. In these instances, the Provost or a qualified designee may permit the student to take a LIBI Proficiency Exam for the first level sequential course to validate the passing scores in upper level courses. Students who seek to transfer upper level courses without a passing grade in the prerequisite course in accordance with LIBI's transfer credit criteria must demonstrate college-level learning and mastery of the subject by passing LIBI's Proficiency Exam with a grade of "C" or better. Proficiency Examination fees will apply.

CATALOG ADDENDUM – Effective December 1, 2013, Page 80

**A.O.S. Degree Program in Emergency Care Management**

HEGIS Code 5099

The Emergency Care Management Associate in Occupational Studies Degree is a four-semester program that prepares candidates for employment in emergency service administration, support, and other related positions. Students are immersed in rigorous hands-on and didactic lessons that tackle important business and emergency care proficiencies. In order for a student to be a qualified New York State Emergency Care Technician, student must pass the New York State EMT Exam. A

U.S. High School Diploma or a GED is required for registration of the EMT Exam.

**\*Graduation Requirements:** Students must complete a minimum of 61 credits of required courses with a minimum cumulative GPA of 2.5 and complete a LIBI affiliated and Department of Health (DOH) approved EMT program.

**REQUIREMENTS FOR THE A.O.S. DEGREE PROGRAM IN EMERGENCY CARE MANAGEMENT**

<b>General Education Requirements</b>		<b>Credits</b>	<b>Suggested Sequence of Courses</b>		<b>Credits</b>
PSY104	Introduction to Psychology	3	<b>Semester 1</b>		
CTC101	Critical Thinking	1	CTC101	Critical Thinking	1
ENG106	College English I	3	BUS188	Introduction to Business	3
ENG207	College English II or		FRS100	Freshman Seminar	1
ENG208	The Contemporary American Short Story	3	ILR101	Introduction to Information Literacy and Research Methods	1
ILR101	Introduction to Information Literacy and Research Methods	1	PSY104	Introduction to Psychology	3
SPE100	Speech Communication	3	ENG106	College English I	3
			COM100	Introduction to Computers	3
				Sub-total	15
<b>Requirements for the Major</b>		<b>Credits</b>	<b>Semester 2</b>		
BUS188	Introduction to Business	3	BUS102	Customer Service Management	3
ⓂMET100	Medical Terminology	3	ENG207	College English II or	
HSM100	Introduction to Homeland Security	3	ENG208	The Contemporary American Short Story	3
SOC203	Effective Leadership	3	ERM202	Disaster Response and Recovery Operations	3
MET103	Medical Mathematics	4	HSM100	Introduction to Homeland Security	3
ⓂMET202	Introduction to Basic Anatomy and Physiology	3	MET103	Medical Mathematics	4
ERM101	Critical Incident Management and Command System	3		Sub-total	16
ERM202	Disaster Response and Recovery Operations	3	<b>Semester 3</b>		
COM100	Introduction to Computers	3	ERM101	Critical Incident Management and Command System	3
ⓂPSY199	Death, Dying, and Grieving	2	SOC203	Effective Leadership	3
ⓂMET130	Healthcare Safety and Ethics	1	BUS100	Business Legal Concepts and Terminology	3
BUS102	Customer Service Management	3	SPE100	Speech Communication	3
ⓂERM100	Basic Fire Safety/Basic CPR/and First Aid Training	3	BUS198	Business Communication	3
PCD200	Professional Career Development and Management	3		Sub-total	15
BUS100	Business Legal Concepts and Terminology	3	<b>Semester 4</b>		
BUS198	Business Communications	3	ERM100	Basic Fire Safety/Basic CPR/and First Aid Training	3
FRS100	Freshman Seminar	1	MET100	Medical Terminology	3
			MET130	Healthcare Safety and Ethics	1
			MET202	Introduction to Basic Anatomy and Physiology	3
			PSY199	Death, Dying, and Grieving	2
			PCD200	Professional Career Development and Management	3
				Sub-total	15
Total Credits Required for the A.O.S. Degree Program in Emergency Care Management		61	Total Credits Required for the A.O.S. Degree Program in Emergency Care Management		61

Ⓜ**Basic Life Support (BLS) Course:** These courses are offered as special sessions to Emergency Care Management (ECM) program students. The credits that a student previously earned while he/she enrolled in a different program may not be used to fulfill the curriculum of the ECM program.



CATALOG ADDENDUM

Effective January 23, 2014

Page 13

***Admissions  
Requirements to the  
College Programs***

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

**General Admissions Requirements**

**Court Reporting Program**

- Demonstrate an understanding and interest in the program of study through an admissions interview;
- High School Diploma or GED (applicants without a high school diploma or GED are not accepted into the Court Reporting Program);
- 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;
- In the event that the COMPASS Exam, which is a computer-based exam, is inoperable, the College will substitute the ASSET Exam (Forms B2/C2). Applicant **MUST PASS** all sections; i.e., writing skills, reading skills, and numerical skills and score 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.

Writing Assessment Exam is administered along with the ASSET Exam to determine placement into College English. A score of C or above requires College English and a score of less than C requires Developmental English.

- Applicants that graduated with a United States high school diploma may be exempted from the COMPASS Exam, if they score 4 on the Essay Exam 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 COMPASS Exam. Official college transcripts of prior coursework must be submitted to the Registrar's Office for consideration of exemption.



**ACADEMIC CALENDAR**

**Flushing Campus**

**Schedule A**

**Fall 2013 Semester**

September	9	Pre-registration begins
October	7	Classes begin
November	28 – 29	Thanksgiving recess – school closed
December	23 – January 1, 2014	Winter recess – no classes
January	2	Classes resume
January	20	Martin Luther King, Jr. Day – school closed
February	5	Last day of semester

**Spring 2014 Semester**

January	20	Pre-registration begins
February	18	Classes begin
February	17	Presidents' Day – school closed
April	18	Good Friday – school closed
June	2	Last day of semester

**Summer 2014 Semester**

May	12	Pre-registration begins
June	9	Classes begin
July	4	Independence Day – school closed
July	18	Graduation Commencement – Evening classes cancelled
September	1	Labor Day – school closed
September	19	Last day of semester

**ACADEMIC CALENDAR**  
**Flushing Campus**  
**Schedule B**

**Fall 2013 Semester**

November	11	Pre-registration begins
December	9	Classes begin
December 23 – January 1, 2014		Winter recess – no classes
January	2	Classes resume
January	20	Martin Luther King, Jr. Day – school closed
January	31	Asian Lunar New Year (observed) – school closed
February	17	Presidents' Day – school closed
April	10	Last day of semester

**Spring 2014 Semester**

March	17	Pre-registration begins
April	14	Classes begin
April	18	Good Friday – school closed
May	26	Memorial Day – school closed
July	4	Independence Day – school closed
July	18	Graduation Commencement – Evening classes cancelled
July	30	Last day of semester

**Summer 2014 Semester**

July	14	Pre-registration begins
August	14	Classes begin
September	1	Labor Day – school closed
October	10	Faculty convocation – Evening classes cancelled
November	26	Last day of semester

CATALOG ADDENDUM

Effective May 1, 2014

Page 23

***Tuition and Fees***

Tuition per credit/equated credit for college and remedial courses	\$375.00
<u>Tuition for ESL Certificate program (per equated credit)</u>	<u>\$160.00</u>
Tuition for students enrolling for 12-18 credits/equated credits of college and/or remedial courses (charges for more than 18 credits will be a per credit fee and requires administrative approval)	\$4,433.00
<u>Tuition for full-time students enrolling for equated credits in ESL Certificate Program courses</u>	<u>\$1,818.00</u>
Audit Fee (per equivalent credit)	\$225.00
Late registration Fee (Fee applies from the first day of each semester. Students enrolling for the first time at LIBI are exempt.)	\$50.00
Late payment fee	\$25.00
College Fee (12 or more credits or equated credits)*	\$300.00
College Fee (less than 12 credits or equated credits)*	\$100.00
ESL Laboratory Fee (per ESL Certificate course)	\$50.00
Technology/Software Licensing Fee (full-time students)	\$150.00
Technology/Software Licensing Fee (part-time students)	\$50.00
Fee for campus activities (per semester)—applicable to all full-time students	\$40.00
Fee for campus activities (per semester)—applicable to all part-time students	\$20.00
Tuition deposit by due date on acceptance letter	\$250.00
Proficiency Examination Fee, per credit attempted (non-refundable)	\$100.00
Program or Course schedule change (fees apply after the 2 <sup>nd</sup> change)	\$25.00
Official Transcript (per copy)	\$10.00
GED Application Processing Fee	\$5.00
Photocopies per page of Educational Records (please consult Registrar)	\$1.00
Graduation Regalia Fee	\$50.00
Graduation Application Fee	\$75.00
Returned Check Fee	\$30.00
Student ID Card Replacement	\$5.00
Official Degree/Certificate Replacement	\$50.00
CLEP Examination Fee: College Board Exam cost:	varies
Plus LIBI Administration fee for LIBI students	\$15.00
Plus LIBI Administration fee for non-LIBI students	\$27.00

\*College Fees include Academic Success Center, Career Services, Library, Supplies, and Supplemental Materials.



***PROGRAMS OF STUDY***

The following is a list of approved certificate and degree programs offered at LIBI. LIBI offers three 15-week semesters per year; Fall, Spring, and Summer, with two class starts per semester at the Flushing Campus. Enrollment in other than registered or otherwise approved programs (by the State Education Department) may jeopardize a student’s eligibility for certain student aid awards.

<b>Program – Flushing</b>	<b>HEGIS Code</b>
Accounting Associate in Occupational Studies.....	5002
Business Management Associate in Occupational Studies .....	5004
Emergency Care Management Associate in Occupational Studies.....	5099
Homeland Security and Security Management Associate in Occupational Studies.....	5505
Hospitality Management Associate in Occupational Studies.....	5010
Office Technology with Medical Office Option Associate in Occupational Studies .....	5005
Community Interpreter Certificate.....	5099
Digital Marketing Certificate.....	5004
Elder Care Administration Certificate .....	5099
Health Administration and Technology Certificate .....	5099
Hospitality Management Certificate.....	5010
ESL Certificate Program	
<b>Program – Commack</b>	<b>HEGIS Code</b>
Court Reporting Associate in Occupational Studies .....	5005
Court Reporting Certificate .....	5005
<b>Program – Manhattan</b>	<b>HEGIS Code</b>
Accounting Associate in Occupational Studies.....	5002
Business Management Associate in Occupational Studies .....	5004
Court Reporting Associate in Occupational Studies .....	5005
Homeland Security and Security Management Associate in Occupational Studies.....	5505
Hospitality Management Associate in Occupational Studies.....	5010
Office Technology with Medical Office Option Associate in Occupational Studies .....	5005
Court Reporting Certificate .....	5005
Digital Marketing Certificate.....	5004
Elder Care Administration Certificate .....	5099
Health Administration and Technology Certificate .....	5099
Hospitality Management Certificate.....	5010
ESL Certificate Program	



CATALOG ADDENDUM

Effective May 1, 2014

Page 24

***Educational  
Opportunity in America  
Grant***

Students who have been accepted into an AOS program but are ineligible for state grant funding due to the one-year residency requirement may apply for LIBI's Educational Opportunity in America Grant. To qualify, students must prove recent immigration to the United States. The maximum award per semester is \$1500. In order to continuously receive this grant, the student must maintain Satisfactory Academic Progress (SAP) as outlined in this catalog. Students receiving this grant must maintain a full-time status.



CATALOG ADDENDUM  
Effective August 1, 2014  
Page 29

**Time Limitation on Direct Subsidized Loan Eligibility for First-Time Borrowers on or after July 1, 2013**

**Maximum eligibility period to receive Direct Subsidized Loans**

There is a limit on the maximum period of time (measured in academic years) that a student can receive Direct Subsidized Loans. In general, a student may not receive Direct Subsidized Loans for more than 150% of the published length of the academic program. This is called “maximum eligibility period”. Students can find the published length of any program of study in this catalog.

**For example, if a student is enrolled in a 2-year associate degree program, the maximum period for which he/she can receive Direct Subsidized Loans is 3 years (150% of 2 years = 3 years).**

The maximum eligibility period is based on the published length of the student’s current program. This means that the maximum eligibility period can change if the student changes programs. Also, if a student receives Direct Subsidized Loans for one program and then changes to another program, the Direct Subsidized Loans the student received for the earlier program will generally count against his/her new maximum eligibility period.

**Periods that count against a student’s maximum eligibility period**

The periods of time that count against a student’s maximum eligibility period are periods of enrollment (also known as “loan periods”) for which the student received Direct Subsidized Loans.

**For example, if the student enrolls as a full-time student and receives a Direct Subsidized Loan that covers the fall and spring semesters (a full academic year), this will count as one year against the student’s maximum eligibility period.**

If a student receives a Direct Subsidized Loan for a period of enrollment that is shorter than a full academic year, the period that counts against the student’s maximum usage period will generally be reduced accordingly.

**For example, if the student enrolls as a full-time student and receives a Direct Subsidized Loan that covers the fall semester but not the spring semester, this will count as one-half of a year against the student’s maximum eligibility period.**

With one exception, the amount of a Direct Subsidized Loan a student receives for a period of enrollment does not affect how much of the student’s maximum eligibility period the student has used. That is, even if a student receives a Direct Subsidized Loan in an amount that is less than the full annual loan limit, that lesser amount does not reduce the amount of the student’s maximum eligibility period the student has used. The one exception applies if the student receives the full annual loan limit for a loan period that does not cover the whole academic year. In that case, the loan will count as one year against the student’s maximum eligibility period regardless of the student’s enrollment status (half-time, three-quarter time, or full-time).

**Effect of borrowing while enrolled part-time**

If a student receives a Direct Subsidized Loan when he/she is enrolled less than full-time, the period that is counted against the student’s maximum eligibility period will be reduced.

**For example, if the student is enrolled half-time and receives a Direct Subsidized Loan for a period of enrollment that covers a full academic year, this will count as only one-half of a year against the student’s maximum eligibility period.**

**Loss of eligibility for additional Direct Subsidized Loans and becoming responsible for paying interest on Direct Subsidized Loans**

After a student received Direct Subsidized Loans for his/her maximum eligibility period, the student is no longer eligible to receive additional Direct Subsidized Loans. However, the student may continue to receive Direct Unsubsidized Loans.

In addition, if a student continues to be enrolled in any undergraduate program after he/she has received Direct Subsidized Loans for his/her maximum eligibility period, the federal government will no longer (with certain exceptions) pay the interest that accrues on the student’s Direct Subsidized Loans for periods when we would normally have done so. The chart below provides examples of these circumstances.

<b>Do I become responsible for paying the interest that accrues on my Direct Subsidized Loans because . . .</b>	<b>Yes</b>	<b>No</b>
I am no longer eligible for Direct Subsidized Loans and I stay enrolled in my current program?	X	
I am no longer eligible for Direct Subsidized Loans, did not graduate from my prior program, and am enrolled in an undergraduate program that is the same length or shorter than my prior program?	X	

I transferred into the shorter program and lost eligibility for Direct Subsidized Loans because I have received Direct Subsidized Loans for a period that equals or exceeds my new, lower maximum eligibility period, which is based on the length of the new program?	X	
I was no longer eligible for Direct Subsidized Loans, did not graduate from my prior program, and am enrolled in an undergraduate program that is longer than my prior program?		X
I lose eligibility for Direct Subsidized Loans and immediately withdraw from my program?		X
I graduated from my prior program prior to or upon meeting the 150% limit, and enroll in an undergraduate program that is the same length or shorter than my prior program?		X
I enroll in a graduate or professional program?		X
I enroll in preparatory coursework that I am required to complete to enroll in a graduate or professional program?		X
I enroll in a teacher certification program (where my school does not award an academic credential)?		X

Remember, a student's maximum eligibility can change if he/she enrolls in a different program. So, if a student received Direct Subsidized Loans for his/her maximum eligibility period for one program and then enrolls in a longer program, the student will not become responsible for interest that accrues on his/her Direct Subsidized Loans.

If a student meets any of the conditions on the prior page, the student will become responsible for the interest that accrues on his/her Direct Subsidized Loans, from the date of the student's enrollment after meeting the 150% limit, during periods when the federal government would have normally paid the interest for the student. Below is a chart that summarizes the periods when the federal government normally pays the interest on the student's Direct Subsidized Loans, and an explanation and what happens after the student becomes responsible for the interest.

<b>During what period am I responsible for paying the interest on my Direct Subsidized Loans . . .</b>	<b>Before meeting the 150% Limit?</b>	<b>After meeting the 150% Limit?</b>
While enrolled in school at least half-time	No	Yes
During my grace period on loans first disbursed (paid out) July 1, 2013 through June 30, 2014	Yes	Yes
During my grace period on loans first disbursed (paid out) July 1, 2014 or after	No	Yes

During deferment periods	No	Yes
During certain periods of repayment under the Income-Based Repayment or Pay As You Earn Plan	No	Yes
During forbearance periods	Yes	Yes
During all other periods of repayment	Yes	Yes

If a student becomes responsible for the interest that accrues on his/her Direct Subsidized Loans, any interest that the student does not pay will be capitalized (added to his/her loan principal balance) at the end of the grace, deferment, or other periods. Capitalized interest increases a student's loan principal, increases a student's monthly payment amount under most Direct Loan repayment plans, and causes the student to pay more interest over the life of his/her loan.

The student's federal loan servicer will notify the student if he/she becomes responsible for paying the interest on his/her Direct Subsidized Loans.

### **Regaining eligibility for Direct Subsidized Loans**

If a student becomes ineligible for Direct Subsidized Loans because he/she has received Direct Subsidized Loans for his/her maximum eligibility period, the student may again become eligible to receive Direct Subsidized Loans if he/she enrolls in a new program that is longer than his/her previous program.

If a student regains eligibility to receive additional Direct Subsidized Loans because he/she enrolled in a program that is longer than his/her prior program and the student previously became responsible for paying all of the interest that accrues on his/her Direct Subsidized Loans, the federal government will pay the interest that accrues on the student's new loans during the periods described in the chart above.



Distribute to: Admissions, Registrar and Financial Aid

**PROGRAMS OF STUDY**

The following is a list of approved certificate and degree programs offered at LIBI. LIBI offers three 15-week semesters per year; Fall, Spring, and Summer, with two class starts per semester at the Flushing Campus. Enrollment in other than registered or otherwise approved programs (by the State Education Department) may jeopardize a student’s eligibility for certain student aid awards.

<b>Program – Flushing</b>	<b>HEGIS Code</b>
Accounting Associate in Occupational Studies.....	5002
Business Management Associate in Occupational Studies.....	5004
Court Reporting Associate in Occupational Studies.....	5005
Emergency Care Management Associate in Occupational Studies.....	5099
Homeland Security and Security Management Associate in Occupational Studies.....	5505
Hospitality Management Associate in Occupational Studies .....	5010
Office Technology with Medical Office Option Associate in Occupational Studies.....	5005
Community Interpreter Certificate.....	5099
Court Reporting Certificate.....	5005
Elder Care Administration Certificate.....	5099
Health Administration and Technology Certificate.....	5099
Hospitality Management Certificate .....	5010
ESL Certificate Program	

<b>Program – Commack</b>	<b>HEGIS Code</b>
Court Reporting Associate in Occupational Studies.....	5005
Court Reporting Certificate.....	5005

<b>Program – Manhattan</b>	<b>HEGIS Code</b>
Accounting Associate in Occupational Studies.....	5002
Business Management Associate in Occupational Studies.....	5004
Court Reporting Associate in Occupational Studies.....	5005
Homeland Security and Security Management Associate in Occupational Studies.....	5505
Hospitality Management Associate in Occupational Studies .....	5010
Office Technology with Medical Office Option Associate in Occupational Studies.....	5005
Court Reporting Certificate.....	5005
Elder Care Administration Certificate.....	5099
Health Administration and Technology Certificate.....	5099
Hospitality Management Certificate .....	5010
ESL Certificate Program	