

***Requirements for
Conferral of
Degree/Certificate***

Student must satisfy all graduation requirements along with the following:

1. All required documentation must be on file.
2. Any pending disciplinary issues must be resolved.
3. All financial obligations to the College must be satisfied.
4. Any items borrowed from LIBI must be returned (e.g., court reporting equipment, library books, etc.).

Note: Students that do not satisfy all financial obligations to LIBI will have their diploma and transcript withheld until they have met all obligations.

Students enrolled in the A.O.S. degree programs in Accounting, Business Management, Hospitality Management, Office Technology with Medical Office Option must:

- Complete a mock interview with a member of the Career Services Office, separate from the one required in PCD200.
- Submit a current resume to the Career Services Coordinator.
- Complete 10 Adult Education Units (AEUs)*.
- Complete an exit interview.

Students enrolled in the A.O.S. degree program in Emergency Care Management must:

- Complete a mock interview with a member of the Career Services Office, separate from the one required in PCD200.
- Submit a current resume to the Career Services Coordinator.
- Complete 10 Adult Education Units (AEUs)*.
- Complete a LIBI affiliated and Department of Health (DOH) approved EMT program.
- Complete an exit interview.

Students enrolled in the A.O.S. degree and certificate programs in Court Reporting must:

- Complete a mock interview with the Career Services Office, separate from those being held in INT203.
- Submit a current resume to Career Services Coordinator.
- Complete 10 Adult Education Units (AEUs)*. (Students enrolled on or after Spring 2015.)
- Submit a 40-page salable transcript.
- Complete an exit interview.

Students enrolled in the A.O.S. degree programs in Homeland Security and Security Management and certificate programs in Elder Care Administration and Hospitality Management must:

- Complete a mock interview with the Associate Director of the department or a subject expert.
- Submit a current resume to the Career Services Coordinator.
- Complete 10 Adult Education Units (AEUs)*.
- Complete an exit interview.

At the end of each semester, students receive a copy of their grades for that semester. The transcript includes the term GPA and the cumulative GPA. Upon graduation, students receive a final transcript of their grade record. Official transcripts may be requested from the Registrar for a fee of \$10.00 each. A transcript request form with verifiable ID must be completed for the request to be processed. Transcripts will be mailed directly to another educational institution or employer, if desired. If a student or graduate is on financial hold or any other administrative hold, transcript requests will not be processed.

*Adult Education Units (AEUs)

- Students must complete a total of 10 Adult Education Units (AEUs) in order to graduate.
- AEU's are workshops and seminars designed to help prepare students to be successful in post-secondary education and career, allow students to advance to higher level of employment, and promote growth at personal level and citizenships.
- They will be conducted two or three times per month and facilitated by a combination of Career Services staff, Long Island Business Institute Faculty, and appropriate credentialed invited guests.
- One (1) AEU is equivalent to 1-hour workshop/seminar/webinar.
- Information regarding upcoming AEU workshops will be available in the Career Services Office, through postings on campus-wide bulletin boards, and on the LIBI Events Calendar which can be found on the website.

