

CATALOG ADDENDUM –  
Effective July 1, 2011

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## ***ADMISSIONS***

### ***Admissions Policy***

It is the policy of the Long Island Business Institute to accept all qualified applicants for admission. Candidates must demonstrate that they have the interest, ability, and potential to successfully complete the requirements for the course of study in which they wish to enroll. LIBI does not discriminate in its recruitment and admission of students on the basis of race, creed, color, gender, national origin, age, religion, sexual orientation, or disability status.

### ***Admissions Procedures***

All applicants must visit the Office of Admissions to meet with an admissions representative for an interview. The applicant must also complete an application, take any required admissions or placement tests, and see a financial aid specialist to determine the ability to meet tuition and other obligations. The applicant receives a college catalog at this time.

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

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

#### **General Admissions Requirements**

#### **A.O.S. Degree Programs in Accounting, Business Management, Homeland Security and Security Management, and Office Technology with Medical Office; Medical Billing and Insurance, and Office Technology Diploma Programs**

- Demonstrate an understanding and interest in a program of study through an admissions interview
- H.S. Diploma or GED (see ATB requirements for students without a H.S. diploma or GED)
- COMPASS Reading Placement (Minimum 62), Writing Placement (Minimum 32) and Pre-algebra/numerical (minimum 25).

#### **Court Reporting Programs**

- Demonstrate an understanding and interest in a program of study through an admissions interview
- H.S. Diploma or GED (ATB students are not accepted into the Court Reporting Program)
- COMPASS Reading Placement (Minimum 62), Writing Placement (Minimum 32) and Pre-algebra/numerical (Minimum 25).
- Writing Assessment Examination
  - The Writing Assessment Examination is administered to determine placement into College English.
    1. Score of C or above: requires College English Course
    2. Score of less than a C: requires Developmental English Course

#### **Admissions Committee**

The 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.

## NOTES

- Applicants who can provide an official copy of a degree or diploma from an U.S. accredited college may be exempt from the COMPASS Exam. International applicants with a score of 450 (or equivalent) on the TOEFL Exam may be exempt from the COMPASS Exam.
- Under special circumstances, an applicant can appeal to the College to take an alternative test in lieu of the COMPASS Exam. The President of the college will provide a written response within 7 calendar days. Factors such as applicant's prior education background, physical, mental or cultural limitations, specific program requirements to ensure success in completion, will be considered before the final decision.
- Non-High School graduates are tested by an independent proctor inclusive of all LIBI programs.

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. "Ability to Benefit" students are only admitted at the Flushing campus.

### **ATB / Foreign High School Graduates Requirements**

Students entering LIBI without a United States high school diploma must meet the minimum requirement of the COMPASS Exam (Reading Placement: 62, Writing Placement: 32, Pre-algebra/Numerical: 25) in order to be eligible for financial aid.

Students entering LIBI without a high school diploma must complete a special course distribution requirement to qualify for a college diploma. This distribution requirement enables the student to receive both a high school equivalency diploma (GED) and a college degree.

GED 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)

Please consult an Academic Advisor or Senior Campus Administrator to confirm the courses that meet these requirements.

### **Admissions Requirements for Foreign Language Speakers**

#### **A.O.S. Degree Programs in Accounting, Business Management, and Office Technology with Medical Office; and Office Technology Diploma Programs with ESL Intermediate or Advanced Admissions Requirements**

- Demonstrate an understanding and interest in a program of study through an admissions interview
- H.S. Diploma or GED (see ATB requirements for students without a H.S. diploma or GED)
- CELSA Exam
  - ESL Intermediate  
Version 1 or 2 – Score within the range of 97-101 (scaled) score
  - ESL Advanced  
Version 1 or 2 – Score 102 or above (scaled) score
- COMPASS Pre-algebra/Numerical score 25 or above
- Essay – must score 12 or above to be admitted to the program
- Verbal Exam – must score 31 or above
- Non-High School graduates are subject to the same admissions requirements for these programs with the exception of the high school diploma or GED requirement.

## NOTES

- ESL applicants who score 111 or above on the CELSA Exam are given the COMPASS Exam.
- 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 two 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 GED course distribution, ATB students may be required to complete additional courses as well as program requirements. ATB students are responsible for the associated costs of these courses.

### *Admission to the ESL Certificate Program*

English as a Second Language is a continuing education program leading to a certificate. The program is intended for recent immigrants with employable skills and whose English language deficiency is the primary reason for not being able to be hired for work in the field. A graded series of courses takes the student from a basic beginner level to an advanced intermediate level, with an emphasis on survival skills and workplace language capabilities. The program is both intensive and extensive (covering all skill areas: speaking, listening, reading, and writing) taking advantage of integration of multiple modalities.

#### **ESL Certificate Admissions Requirements**

- H.S. Diploma or GED
- Prior work experience or verifiable job skills
- CELSA Exam

##### ESL Certificate LEVEL 1

CELSA Exam

Version 1 or 2 – Score within the range of 90-95 (scaled) score

##### ESL Certificate LEVEL 2

CELSA Exam

Version 1 or 2 – Score within the range of 96-101 (scaled) score

#### **Non-High School Graduates**

- Prior work experience or verifiable job skills
- CELSA Exam

Version 1 or 2 – Score within the range of 96-101 (scaled) score

**NOTE:** Students without proof of a high school diploma must pass the CELSA Exam with a score within the range of 96-101 and can only be admitted to the ESL Certificate Level 2.

LIBI is authorized by the U.S. Citizenship and Immigration Services to accept and enroll students with F-1 visas in the I-20 international student program. International students are subject to the same admissions requirements as non-international students. Please contact the Senior Campus Administrator at the Flushing Campus for more information.

### *Foreign High School Students Seeking a GED*

Students who possess a High School Diploma from a foreign country, but require a United States High School Diploma or Equivalency (GED) to qualify for civil service or government positions, are required to complete 24 college credits and fulfill the GED special course distribution based on earned college credits. Upon completion of program requirements and the extra coursework, the student will be qualified to receive both a college degree and a GED. The additional courses may not be offered every semester and are driven by the ATB student population, are based on availability; and may not be covered by financial aid. Foreign high school students interested in this option should discuss this with their Academic Advisor early in their coursework.

***Previous Education  
Requirements  
for Admissions***

Applicants can seek admissions to Long Island Business Institute under any of the following conditions:

**1. Proof of high school graduation or its equivalent (GED):**

Students seeking admission to one of the programs at the Flushing campus must present proof of high school graduation or its equivalent. Applicants may satisfy this requirement by presenting the original or copies of a high school diploma or transcript.

LIBI will also accept an official college transcript which indicates that the basis of admission was high school graduation. Applicants who hold a GED must submit a copy of the high school equivalency diploma and/or transcript of GED test scores.

**2. Applicants who did not graduate from high school or earn a GED (Ability-to-Benefit students):**

Applicants who have not yet earned a high school diploma or its equivalent may be eligible to enroll under the “Ability-to-Benefit” (ATB) determination. (ATB applicants not accepted by Court Reporting programs and AOS Degree Program in Homeland Security and Security Management.)

They must complete an interview with admissions personnel to ascertain their maturity, self-motivation, and ability to think and express ideas clearly. They must also pass the ability-to-benefit test, proctored by an independent test administrator, and must achieve the minimum score approved by the U.S. Department of Education.

**3. Applicants who hold an offshore high school diploma but are unable to produce a copy of it due to extenuating circumstances:**

Applicants who are 20 years old or older and have received their high school credential outside of the United States but are unable to provide LIBI with an official copy of a translated diploma or transcript, can seek admission to Long Island Business Institute if they sign an attestation of their high school graduation.

***Retesting Guidelines***

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 16<sup>th</sup> day after the last failed exam. Applicants can take the COMPASS Exam up to three times within a 30-day period. Applicants who failed the Verbal Exam can arrange for retesting with alternate versions the next day. Applicants can only retest Verbal Exam twice for a specific term. Applicants who failed other tests can arrange for retesting on/after the 16<sup>th</sup> day after the last failed exam.

For applicants who failed the CELSA Exam or COMPASS numerical skills section, they have the option to enroll in a short-term ESL/Mathematics workshop. The workshop emphasizes on basic grammar, writing structure, and basic algebra. If the applicant does not enroll in the workshop, the applicant can be retested once for a specific academic term. If an applicant failed in the second attempt, they will need to follow the above guidelines and be retested for the next academic term. After four failed attempts (two from each semester), applicants can be retested after 90 days from the last failed exam. If the applicant completes the workshop training, they can be retested twice for a specific academic term. If an applicant failed in the third attempt, they will need to follow the above guidelines and be retested only one more time for the next academic term. After four failed attempts (three from the first semester and one for the second semester), applicants can be retested after 90 days from the last failed exam.

For applicants who failed the COMPASS Exam, we allow them to retest up to 2 times within any 30-day period.