

Important Application Requirements:

1. Applications for fall (September) must be received by August 1st applications for spring, (March) must be received by February 1st.
2. Applicants are accepted on a limited basis and on a 1st come basis.
3. Required documents to be submitted with the applications are; official high school transcript, letter of recommendation, proof of immunization (form enclosed), and a \$92.00 personal check or money order **non-refundable fee** (payable to Kingsborough Community College) to cover students' activity fees.

Mail Application to: Ms.Vonetta Hoyte
Office of Admission Information
2001 Oriental Boulevard
Brooklyn, NY 11235-2398

Registration: Upon acceptance to the CCAP you will be notified by the Program Coordinator,
Ms. Vonetta Hoyte, to attend a required Orientation / Registration information session.

Questions / Concerns: Call Ms. Hoyte at 718-368-5811
E-mail: VHoyte@kbcc.cuny.edu

The following is a sample of some courses that may be available to CCAP participants
(to view the schedule of classes please visit our college web site @ www.kbcc.cuny.edu, students **may not** select courses with pre-requisites / co-requisites).

Course No.	Course Title	Credits.
<u>ART</u>		
	The Visual Experience	3
<u>BEHAVIORAL SCIENCE</u>		
	General Psychology	3
	Introduction to Sociology	3
<u>BUSINESS</u>		
	Business Management and Organization	3
	Business Law 1	3

Communications and Performing Arts

Intro to T.V. Production 3

Maritime Technology

Oceanography 3

Tourism and Hospitality

Introduction to travel and tourism 3

Please note: CCAP students are subject to all College policies as they pertain to College students, and all final grades are on record at the College. Students planning to attend CUNY after high school graduation apply as freshmen (non-CUNY schools contact your college of choice).

The final grades in letter form are as follows:

<u>LETTER GRADE</u>	<u>IDENTIFICATION</u>	<u>QUALITY POINTS</u>
A+	Excellent	4.0
A	Excellent	4.0
A-	Excellent	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C+	Satisfactory	2.3
C	Satisfactory	2.0
C-	Satisfactory	1.7
D+	Passing	1.3
D	Passing	1.0

(The grades of D and D + are passing grades; the grades are not always accepted as transfer college credit.)

- * INC Incomplete (Temporary Grade).
- * W Official Withdrawal (if passing).
- * WU Academic Failure (for excessive absences).

INC.....INCOMPLETE:

Assigned to students who have successfully completed most of the course requirements, but have failed to complete a required assignment or examination. This grade changes automatically to FIN if it is not removed **within 10 weeks** by completing all course requirements. Students **cannot** change an "INC" by repeating the course. (Does not count as "attempted credits" and is **not** included in computing index until it is changed to a grade.)

W... OFFICIAL WITHDRAWAL:

Assigned after the deletion period closes and up until the end of the official Withdrawal period, as listed in the Official Academic College Calendar. (Not included in computing index.)

This grade is assigned by the Registrar only. COURSES FROM WHICH A

STUDENT OFFICIALLY DELETES DURING ARE NOT RECORDED ON THE TRANSCRIPT.

"W" grades are assigned **only** if a student is passing the course at time of withdrawal. A "W" does not lower a student's average or index.

WU..... FAILURE FOR EXCESSIVE ABSENCES:

Counts as a failure in computing index.

-OVER-

ACADEMIC REGULATIONS ON THE COLLEGE:

If a student stops attending a course and does not withdraw officially from that course, the course instructor will assign a penalty grade of "WU" for excessive absences. This penalty grade appears on the student's college transcript, and is evaluated as the equivalent of an "F". To avoid receiving a "WU" grade, please read carefully the information and procedures given below for **WITHDRAWAL FROM A COURSE.**

WITHDRAWAL FROM A COURSE:

Withdrawal from a course means that a student no longer wishes to continue in his/her course for the rest of the semester.

Withdrawal **does not** prohibit students from returning the following semester. The College will not refund any fees paid.

There is no penalty for an official withdrawal, if the student is passing at the time of withdrawal. Students must withdraw prior to the deadline date for **COURSE WITHDRAWAL.**

PROCEDURES TO BE FOLLOWED FOR CCAP STUDENTS ONLY:

Notify your CCAP liaison as soon as you have decided to withdraw from your class.

Your CCAP

liaison will take the necessary steps to assure that the class is dropped. NOTE: **This is to be done before**

the official College deadline (see Academic Calendar.)

STUDENT MATERIAL GUIDES:

The COLLEGE CATALOG (available at www.kbcc.cuny.edu)

The two-year College Catalog provides information about the College's academic programs and individual course requirements.

STUDENT HANDBOOK

This two-year handbook, prepared and distributed by the Department of Student Development, attempts to answer the most frequently and commonly asked questions

about KCC and The City University of New York: their services, facilities, activities, requirements and standards, rules and regulations.

GENERAL COLLEGE INFORMATION

1. Transcripts - A transcript is the permanent record of a student, listing all courses taken and grades achieved. An official transcript bears the seal of the Registrar. Students who wish to have official copies of their transcripts sent to other colleges upon high school graduation should go to the Registrar's Office located in the Administration Building - Room A-101 and complete a simple "Request for Transcript" form. Transcripts are sent free to other colleges within the City University. A \$7.00 fee is charged for each transcript sent elsewhere. Student copies of transcripts also cost \$7.00. A transcript must be requested at least two weeks before the time it is needed.

2. Students do not receive a grade report at the end of each semester or module. Final grades are permanent and stay on your record.

Note: Please refer to the College Catalog at www.kbcc.cuny.edu for complete information pertaining to College policies.

Thank you.