

ADMISSION POLICY



ADMISSION POLICY

The Admissions Office has a sincere concern for each prospective student and incorporates this concern into its personalized approach. We recommend that students considering Finger Lakes Community College visit the campus and speak with an admissions counselor to gain a firsthand perspective of the College.

Finger Lakes subscribes to the Full Opportunity Plan of the State University of New York. Admission is open to any person whose academic potential, record, and/or qualifications suggest that the student may profitably pursue one of the programs of study offered by the College. Finger Lakes Community College does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, personal affiliations, disabilities, marital or veteran status in its admission policies.

The Admissions Office can be reached by calling (585) 394-3500, ext. 7278.

REQUIREMENTS FOR ADMISSION

The following is required of applicants who wish to become candidates for a degree at Finger Lakes Community College:

1. Submission of a complete Finger Lakes Community College Application for Admission. No application fee is required. (Although a Finger Lakes Community College application form is preferred, the State University of New York College Application form is also accepted.) Applicants who apply using the SUNY Application will be assessed an application fee (see SUNY Guidebook instructions). In addition, SUNY applicants are required to complete an Applicant Information Report (AIR) form, which the College will forward to the applicant.
2. Academic preparation appropriate for the desired course of study. (Students lacking prerequisites for entry into their program of interest may be advised to take courses designed to prepare them for course work in their chosen major.)
3. Proof of immunization is required for students born on or after January 1, 1957. Students taking six or more credit hours must also receive and respond to information on Meningococcal Meningitis disease (see page 15 for specific information). Within their Admissions Portfolio, applicants born after January 1, 1957 will receive a Certificate of Immunization form which must be completed and forwarded to Student Health Services. Those students who are accepted into the Nursing and Therapeutic Massage/Integrated Health Care Programs are required to submit a satisfactory health history/physical examination report completed by a physician. Students who intend to participate in intercollegiate sports must submit a satisfactory physical examination report to the Athletic Department.
4. Admission to the Nursing Program and Therapeutic Massage/Integrated Health Care Program is competitive. Students qualify for a review of their application upon completion of the following prerequisites:
 - Graduation from an accredited high school or a high school equivalency diploma.
 - One unit of either high school biology (Regents recommended) or one semester of college biology.
 - High school students must have obtained a minimum overall GPA of 2.5 for Nursing and 2.0 for Therapeutic Massage.
 - Transfer students are required to submit official college transcripts from all institutions previously attended. A minimum GPA of 2.5 is required for Nursing

and a 2.0 for Therapeutic Massage. (All major course requirements must be C or above.)

- Any student required to take Basic Skills tests for English placement must place into ENG 101 to finalize acceptance into the Nursing program.
- Students who have completed major course requirements with grades below C must repeat the course and obtain a grade of C or better prior to consideration for admission.
- One unit of either high school mathematics (algebra recommended) or one semester of college mathematics (nursing applicants only).
- One unit of high school chemistry (lab included) or the college equivalent to this course (nursing applicants only). Students without chemistry may be admitted provisionally to the Nursing Program; however, they must successfully complete SCI 102 Physical Science II or its equivalent prior to starting professional nursing course work.

While students may qualify for review upon completion of the above prerequisites, applicants with the strongest academic credentials will have the greatest chance of admission. Additional information about selection criteria can be obtained from the Admissions Office. For consideration, students must have a complete application on file in the Admissions Office by February 1 of the year in which admission to the Nursing Program or the Therapeutic Massage/Integrated Health Care Program is being sought.

5. The deadline for students to matriculate into the College for the Fall semester is November 1, and for the Spring semester the deadline is March 1.
6. Home-Schooled Applicants: The Finger Lakes Community College policy for the admission of home-schooled applicants reflects policy guidelines approved by the State University of New York for all colleges and universities within the system. Home-schooled applicants must provide documentation of their home-schooled education in one of the following ways in order to complete their application for admission and be reviewed for acceptance to Finger Lakes Community College:
 - a) Submit certification of a high school equivalent home instruction program to be provided by the superintendent of the school district in which the student resides.
 - b) Complete the GED and submit the test scores.
 - c) Applicants who have completed their home-school curriculum and have achieved the equivalent of a high school diploma from an accredited, diploma-granting, home-school agency should submit an official transcript issued by the agency and need not provide certification from the superintendent or a GED.

In addition, home-schooled applicants must provide to the Finger Lakes Community College Admissions Office a home-school transcript of work completed at the high school grade levels 9 - 12. (This does not apply to home-schooled students who have completed and submitted the GED or those who have already submitted an official transcript from an accredited home-school agency.)

7. Applicants who have not earned a high school diploma or GED must complete “Ability to Benefit” (ATB) tests in reading, writing, and arithmetic. Those who take the ATB test must be 18 years old or one year past his/her high school graduation year and must achieve minimum scores on each test as required by Federal guidelines in order to gain admission. (This does not apply to Early Admissions College Level Programs. See page 16.) A non-high school graduate under the age of 18 may not apply for matriculation status. Students who wish to be considered as an exception to this policy should contact the Admissions Office. Additional requirements and information can be found in the catalog section addressing the “Ability to Benefit Testing.”

PROCEDURES FOR ADMISSION

1. Applicants must complete a Finger Lakes Community College application form and request that official high school and college transcripts be mailed to the Admissions Office. Applications can be completed on paper forms or on-line at www.flcc.edu. Completed application forms should be forwarded to the Admissions Office.
 - Current high school students applying for admission upon graduation should forward their completed application to the high school guidance counselor. The guidance counselor is responsible for completing Part F of the form and returning it with the student’s high school transcript to the Admissions Office. The applicant is responsible for forwarding a final, official high school transcript to the Admissions Office once his/her graduation has been recorded.
 - High school graduates must include an official high school transcript from an accredited high school with the application. Applicants who have submitted official transcripts showing completion of an associate or bachelors degree from an accredited college or university are not required to submit high school transcripts or a High School Equivalency Diploma.
 - Applicants with a High School Equivalency Diploma (G.E.D.) must complete the application. A copy of their High School Equivalency Diploma and test scores must accompany the application.
 - Applicants who have not earned a high school diploma, as well as those who have completed an Individualized Education Program (IEP) Diploma, should contact the Admissions Office for further information regarding the admissions process. Additional information regarding non high school graduates can also be found in the catalog sections addressing the “Ability to Benefit Testing” and “Requirements for Admission.”
2. The results of standardized tests such as the American College Test or the Scholastic Application Test may be submitted but are not requirements for admission. Such test results are not criteria for admission. They are used solely for advisement purposes and in assembling institutional data.
3. All applicants are encouraged to complete a personal interview with a professional staff member from the Admissions Office before or after formal acceptance to the College. General information on the College, programs, financial aid, registration, etc., will be discussed, and the questions of prospective students will be answered. Campus tours are available.

4. The College does not have special academic programs for students with learning and physical disabilities. It does, however, provide support services to assist students with learning and physical disabilities in regular classes. Applicants are encouraged to notify the Admissions Office of this classification early in the application process. We will then be able to give the student appropriate information to help in the decision of whether or not Finger Lakes Community College has the services necessary to meet the individual's needs. A copy of the fact sheet *Procedures for Services to Students with Disabilities* is available upon request from the Admissions Office, Student Health Services, or Developmental Studies Department.
5. Soon after receiving formal acceptance to the College, applicants will receive an Admissions Portfolio which will provide detailed instructions and a checklist regarding the enrollment process.

ADMISSION STATUS

All applicants will be notified in writing by the Admissions Office concerning their admission status. Admission may be conditional, pending the successful completion of any specific academic degree program prerequisites as indicated in this catalog. The Admission Committee begins to forward letters of acceptance in November to those applying for both the Fall and Spring semesters. Nursing and Therapeutic Massage applicants are notified in early March.

Felony Conviction/Disciplinary Dismissal

The College complies with the State University of New York Admissions Policy for Ex-Offenders. Applicants who have been convicted of a felony and/or dismissed from a college or university for disciplinary reasons must participate in an admissions review process which includes completion of a supplemental Admissions Review Form and an interview with the Admissions Review Board. This policy also applies to former students or applicants who have requested that the Admissions Office reactivate their matriculated status from a previous semester. Failure to disclose a felony conviction and/or disciplinary dismissal on the Admissions Application Form may result in expulsion from the College.

TRANSFER STUDENTS

Transferring Credits to Finger Lakes Community College

In addition to the regular Admission procedures, transfer students are responsible for submitting an official College transcript from each collegiate institution that they have attended. College-level work completed at an accredited, degree-granted institution will be evaluated for applicable transfer credit. Evaluation of credit appropriate for transfer is done on an individual basis. Grades of "C-" and higher are considered for transfer if the course work meets degree requirements. Only courses completed at Finger Lakes Community College are used in computing the cumulative Grade Point Average. Upon admittance, the student will be sent a transfer credit evaluation indicating the transfer credits awarded toward the student's chosen degree program.

Residency Requirements

In order to be eligible to receive an associate's degree from Finger Lakes Community College, transfer students must complete a minimum of 32 credit hours with FLCC. Students must also complete a minimum of 50% of the credit hours required in the intended discipline(s) of study at Finger Lakes (e.g.: computer science, criminal justice, ornamental horticulture, tourism management).

To receive a certificate a student must complete a minimum of 50% of the credits required at Finger Lakes.

Petition for waiver may be submitted by the department offering the discipline(s), on behalf of the student, to the Associate Dean of Instruction.

International Student Admissions

International students applying to the College must complete an International Student Admissions application packet to be considered for admissions. Admissions packets can be obtained by contacting the Finger Lakes Community College Admissions Office. Applicants must also submit an official TOEFL test score report and official transcripts. Official transcripts or diplomas that are not in English must be accompanied by an exactly worded and certified translation.

Completed international student applications must be received in the Admissions Office by December 1 to be considered for the Spring semester and by June 1 for the Fall semester.

The minimum TOEFL score necessary to be considered for admissions at Finger Lakes Community College is 450 on the paper-based examination or 133 on the computer-based examination.

ADMISSION FOR FULL-TIME STUDENTS

To become a full-time student (12 or more credit hours) at Finger Lakes Community College, application for admission must be made to the College. Contact the Admissions Office regarding application procedures. Exceptions to this policy will be reviewed on an individual basis.

ADMISSION FOR PART-TIME STUDENTS

To become a part-time student at Finger Lakes Community College, contact the Admissions Office regarding application procedures. Students enrolling in one or two courses do not need to immediately file a formal application for admission unless they are interested in receiving financial aid and/or being accepted into a specific degree program.

Part-time students interested in going beyond a few courses and/or who are seeking a degree should apply for admission to the College. It is strongly recommended that no more than 12 credit hours of college course work be completed before seeking formal acceptance to the College. Applications for admission to Finger Lakes Community College may be obtained from the Admissions Office.

ADMISSION FOR SECOND ASSOCIATE DEGREE PROGRAM

Currently enrolled students interested in obtaining a second degree should make application through the Registrar's Office. Those not currently enrolled at the College should make application for a second degree through the Admissions Office.

For those who matriculated at the College effective with the Fall 1981 semester and thereafter (except for Certificate Programs), there must be a 15 credit hour difference in the requirements of the two degrees for approval of the second degree to be granted. If the two degrees are earned, they may be awarded concurrently.

BASIC SKILLS ASSESSMENT PROGRAM

In order to assess the skill levels with which students enter the College, all matriculated students are required to complete the College's basic skills tests in reading comprehension and writing. Non-matriculated students wishing to enroll in ENG 101 must also take the basic skills tests. In addition, an algebraic skills test is administered to students entering math and science-related curriculums; and a music theory test is completed by students entering music and music recording technology degree programs.

The basic skills tests are offered on a regular basis. The current test schedule, as well as sample questions, can be found on the College's Web site at www.flcc.edu/testing. Prospective students who are high school graduates or who have a GED are asked to schedule a testing appointment by contacting the Center for Advisement and Personal Development at (585) 394-3500, ext. 7604.

If a student has a physical and/or specific learning disability and needs special accommodations, the student should contact one of the following offices: the Developmental Studies Department at (585) 394-3500, ext. 7390, regarding a learning disability or Student Health Services at (585) 394-3500, ext. 7441, for a physical disability.

Placement Guidelines

1. Basic skills testing will determine which of the following three English sequences students will pursue:
 - (A) ENG 104 Freshman English I (Honors)*
ENG 105 Freshman English II (Honors)
*Students placed in the Honors sequence have the option of substituting the ENG 101/102 sequence.
 - (B) ENG 101 Freshman English**
ENG 102 Introduction to Literature
**Students placed in ENG 101 who are enrolling in more than six credits should take the course in their first semester; if enrolling in six or fewer credits, ENG 101 should be taken during one of the first three semesters of attendance.
 - (C) GST 102 College Comp***
ENG 101 Freshman English
ENG 102 Introduction to Literature
***Students placed in GST 102 who are enrolling in more than six credits should take the course in their first semester; if enrolling in six or fewer credits, GST 102 should be completed during one of the first two semesters of attendance. A grade of "C" or better must be achieved before advancing to ENG 101.
2. Students whose scores on the basic skills tests suggest the need for additional academic support will be required to complete a combination of courses designed to increase academic success. Some of the courses that may be required include GST 121 Effective Reading, GST 116 College 101, and GST 101 First Year Seminar. Full-time students will enroll in these courses during their first semester of attendance. Part-time students must enroll in the courses within their first two semesters of attendance.
3. Music and Music Recording Technology students who score below a specific cutoff point on the music theory test will be required to enroll in course work that is designed to help them succeed by providing a foundation of music knowledge. Such students will be unable to complete their degree within four semesters.

Exemption Criteria

Students will be exempt from completing the reading and writing portions of the test if they are high school graduates and have one of the following:

- credit for completion of a course equivalent to ENG 101, Freshman English, with a grade of C- or better. The student must provide documentation of successful completion of the equivalent course prior to registration.
- Advanced Placement (AP) credit for ENG 101 Freshman English. The student must provide documentation of AP credit prior to registration.
- An associate's or bachelor's degree.

Students who are exempt from the reading and writing portions of the test, but who need to complete the algebraic skills or music theory test, should make arrangements with the Center for Advisement and Personal Development at (585) 394-3500, ext. 7604.

ABILITY TO BENEFIT TESTING

Applicants who have not earned a high school diploma or GED must complete "Ability to Benefit" tests in reading, writing, and arithmetic. (See requirements for Admission, page 11, number 7). In addition, students pursuing certain degree programs may be required to take additional tests, such as music theory or algebraic skills.

Upon successful completion of the Ability to Benefit tests with the minimum required scores, students may be accepted to the College. Admitted students will be required to enroll in a combination of courses designed to increase academic success. These may include (but are not limited to) GST 121 Effective Reading, GST 116 College 101, and/or GST 101 First Year Seminar.

"Ability to Benefit" tests are offered on a regular basis. The current test schedule, as well as sample questions, can be found on the College's Web site at www.flcc.edu/ATB. A testing appointment can be scheduled by contacting the Center for Advisement and Personal Development at (585) 394-3500, ext. 7604.

If a student has a physical and/or specific learning disability and needs special accommodations, the student should contact one of the following offices: Developmental Studies Department at (585) 394-3500, ext. 7390 regarding a learning disability or Student Health Services at (585) 394-3500, ext. 7441, for a physical disability.

IMMUNIZATION REQUIREMENTS FOR COLLEGE STUDENTS

New York State Public Health Law 2165 requires students attending college within New York State, taking six (6) or more credit hours, to show proof of immunity* against measles, mumps and rubella.

Persons born before January 1, 1957 are exempt.

Proof of immunity must be provided in order to register as a full-time student (12 or more credit hours) or part-time student (6-11 credit hours) at Finger Lakes. Law will not permit continued attendance by individuals failing to present the required proof by the 30th day of the semester. Students who have not submitted proof of immunity by the 30th day will be administratively withdrawn from classes.

Students who have been administratively withdrawn for lack of compliance with the N.Y.S. Immunization Law and are seeking to be reinstated must contact Student Health Services.

Noncompliance can jeopardize course completion, future registrations, and financial aid eligibility. Students administratively withdrawn from classes, due to their failure to comply with the law, will not be granted refunds of tuition or fees. (Please refer to the section on Tuition and Fees for further information concerning financial obligations.)

In the event that an outbreak of one of the illnesses noted above occurs, access to College facilities will be restricted only to those having proof of immunity.

Persons requiring additional information or having questions relative to health or religious matters, should direct their inquiries to Student Health Services or call (585) 394-3500, ext. 7297.

Meningitis Response Requirements

Effective August 15, 2003, New York State also requires that all students enrolled in 6 or more credits (except Gemini) receive information on meningococcal meningitis disease and vaccine availability. The student or parent of a minor child must sign and return to Student Health Services a form indicating that they have received the meningitis information, and have either (1) had the vaccine, or (2) decline to receive the vaccine. The meningitis response form and information can be obtained from: www.flcc.edu/offices/student_health/immunization.html.

***Proof of Immunity:**

Measles (two doses of measles vaccine on or after the first birthday and at least 30 days apart [preferably three months], or physician-documented history of disease, or serologic evidence of immunity).

Rubella (one dose of live rubella vaccine received on or after the first birthday, or serologic evidence of immunity).

Mumps (one dose of mumps vaccine on or after the first birthday, or a physician-documented history of the disease, or serologic evidence of immunity).

EARLY ADMISSIONS

College Level Program

The College offers the high school senior an opportunity to earn college credit on a part-time or full-time basis. The Early Admissions Program is designed for the senior who has completed most required high school courses. Early Admissions students are not eligible for financial aid.

Part-time Study: The high school senior is still enrolled in a high school program while taking one or two college courses during the morning, afternoon, and/or evening. Written permission must be secured from the high school guidance counselor or the principal. The high school senior must register and pay the tuition fee at regular college registration times. Immunization requirements will apply to high school seniors.

Full-time Study: The high school senior attends the College on a full-time basis and uses college credits to complete high school graduation requirements. Written permission from the high school guidance counselor or the principal must be submitted and must include a list of Finger Lakes Community College courses required for high school graduation. Seniors should follow the standard college admissions procedures and must schedule an "Ability to Benefit" test through The Center for Advisement and Personal Development. Upon successful completion of these procedures a student will be admitted as a degree student.

For further information, contact the Office of Admissions at (585) 394-3500, ext. 7278.

COLLEGE COURSES FOR HIGH SCHOOL STUDENTS

Gemini: Concurrent Enrollment Program

Finger Lakes Community College and area high schools partner to provide eligible high school students with the opportunity to receive college credit at an affordable cost. Qualified high school teachers are approved by Finger Lakes Community College and deliver the college course in their school.

Gemini is a viable option to provide students with more course options, alleviate the high stakes testing associated with AP and IB courses, and provide the academic edge needed for acceptance into highly selective colleges.

Students in the Gemini Program are part-time Finger Lakes Community College students with library and other student privileges. As students, they have the opportunity to transfer their college credits to other college institutions by receiving an official Finger Lakes Community College transcript.

Finger Lakes Community College's Gemini Program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP), a nationwide organization with an established set of programmatic standards indicative of quality concurrent enrollment programs. Finger Lakes Community College is included in a charter group of four institutions to be the first accredited by NACEP.

Note: It is the prerogative of any receiving college whether to accept transfer credit. All students should keep a portfolio of their work and consult with their anticipated future college before taking a college course.

3-1-1

Through the 3-1-1 program, high school seniors take Finger Lakes Community College courses (Gemini & Articulated) in the morning at their high school. These students then travel to Finger Lakes Community College and take additional part-time college courses in the afternoon and evening at the College or its campus centers.

Canandaigua Academy, Marcus Whitman High School, and Penn Yan Academy currently participate in the 3-1-1 program. Eligible students must have completed their junior year and have an overall “B” average (80%) or above. 3-1-1 students can fully participate in all high school sports and activities. At the end of the year, they can earn college sophomore level status at Finger Lakes Community College.

The 3-1-1 program offers a savings of more than forty percent of Finger Lakes Community College’s traditional costs. Financial aid is not available for concurrently enrolled students; however, a payment plan is available.

A significant portion of this program is contingent upon future enrollment at Finger Lakes Community College. The articulated courses completed in 3-1-1 can only be transferred to Finger Lakes Community College. After matriculating to Finger Lakes Community College, the articulated courses are added to the student’s academic record. Therefore, to be more effective, students should attend Finger Lakes Community College upon graduation.

Tech Prep

Tech Prep is a national program designed to provide students with contextual “hands-on” learning in a non-duplicative course of study focused on career and technical education. This course of study may begin as early as 9th grade and continue through the bachelor’s degree.

The Finger Lakes Community College Tech Prep program has many opportunities available for students interested in Business, Hospitality, Education, Communication, Engineering, Computer Science, Criminal Justice, and Conservation.

As members of the Finger Lakes Tech Prep Consortium, we strive to share ideas and best practices. Professional development workshops are offered to teachers and college faculty to revise and refine curriculum so it can be shared with other members.

One objective of Tech Prep is to create a seamless, non-duplicative course of study that aligns high school and college coursework. To accomplish this, “Articulation Agreements” allow Tech Prep students to earn college credit by successfully completing a sequence of high school courses. Articulation Agreements are made between high school and college faculty to ensure a seamless academic transition from high school to college. Articulated credit is free of cost and is awarded when the student matriculates to Finger Lakes Community College.

For additional information and to view participating schools, visit our website at www.flcc.edu/secondaryprograms.

Students Under the Age of 16

Requests from individuals under the age of 16 to enroll in course work at Finger Lakes Community College will be reviewed on a case-by-case basis by the Director of Admissions. Permission will be granted based on the student’s academic and emotional preparedness for College-level work, completion of course prerequisites, and age appropriateness of course material. Appeals of decisions made by the Director of Admissions will be brought before the Vice President of Academic Affairs/Dean of the College. If permission is granted, the student would be permitted to enroll as a non-matriculated student only (i.e., non-degree seeking student.)

High school students enrolled in programs involving special articulation agreements between Finger Lakes Community College and area high schools are exempt from this policy.

Individuals under the age of 16 wishing to enroll for a course as a non-matriculated student should contact the Admissions Office at (585) 394-3500, ext. 7278, for further details.

Procedures for Admission of Students Under the Age of 16:

1. Complete a mail-in (non-matriculated student) registration form.
2. Student and parent or guardian must meet with the Director of Admissions to discuss the student's intent within the timeframe listed below. An appointment can be obtained by calling (585) 394-3500, ext. 7278.
 - Summer session course: by June 1
 - Fall semester course: by August 1
 - Spring semester course: by January 1
3. Students should provide the following to the Director of Admissions at the time of the interview:
 - a. A copy of the completed mail-in registration form.
 - b. A written statement from the student explaining why he/she should be permitted to enroll in the selected course(s).
 - c. A letter of recommendation from an adult other than the parents (preferably from a teacher or guidance counselor) addressing the student's ability to perform college-level work and the student's level of maturity.
 - d. If the student plans to take a math or an English course, he/she will be required to first take the Basic Skills test administered by the Center for Advisement and Personal Development before approval will be given to register.

If the student has a learning or physical disability, appropriate documentation as outlined in the "Procedures for Services for Students with Disabilities" guide should accompany any requests for special testing accommodations. The above-mentioned guide can be obtained in the Admissions Office.

4. If a student under the age of 16 is granted permission to enroll in course work by the Director of Admissions, he/she will receive notification within five working days of the interview. At that time, the student will be responsible for submitting the completed mail-in registration form to the Registrar's Office and fulfilling all other requirements listed on the form (i.e., payment of tuition and fees, validation of residency, and proof of immunization if applicable).
5. Admission decisions may be appealed to the Vice President for Academic Affairs/Dean of the College with a final decision rendered within 15 working days of the appeal.

UNITED STATES AIR FORCE ROTC

Through the Rochester Area Colleges consortium, Finger Lakes Community College students are eligible to participate in Air Force ROTC and receive scholarships upon transfer to a four-year college. Attending ROTC classes through cross registration with Rochester Institute of Technology while enrolled at Finger Lakes Community College greatly increases opportunities for scholarship awards upon transfer. Students awarded AFROTC scholarships are entitled to additional benefits, including non-taxable monthly stipends, money for books, and paid training. All successful graduates are guaranteed at least four years of active duty leadership experience as Air Force officers. For details on Air Force ROTC classes and scholarships, visit www.rit.edu/~afrotc or call (585) 475-5196 or toll free at (877) 423-7682.

CREDIT BY EXAMINATION, CONTRACT STUDY, AND PRIOR LEARNING EXPERIENCES

Finger Lakes Community College students come from diverse backgrounds and bring unique skills and knowledge to the College. There are a number of ways in which students may have acquired college level learning. These may include advanced placement high school courses, pursuit of personal interests, travel, service in the armed forces, reading and independent study, professional development, or work experience. When this knowledge parallels college course work, taking examinations is a way to prove that college level learning has taken place in order to receive credit toward a degree. A number of programs exist that design and administer examinations in college subject areas:

- Advanced Placement (AP)
- DANTES Subject Standardized Tests (DSST)
- Excelsior College Examinations
- College Level Examination Program (CLEP)
- Departmental Challenge Examinations

A maximum of 32 credit hours may be granted toward an FLCC degree through any combination of the above. Examination credit (except for Departmental Challenge Exams) is not included in the minimum of 32 credits which must be taken at FLCC in order to earn an FLCC degree and is not used in calculating a student's grade point average. Students who have participated in these examination programs (except Departmental Challenge Exams) must have an official examination grade report sent to the Registrar's Office for evaluation. Finger Lakes Community College utilizes the ACE (American Council on Education) recommendations for minimum scores, and number and type of credits awarded, for these examination programs.

The **Advanced Placement Program**, sponsored by the College Board, offers secondary students an opportunity to study one or more college-level courses and, depending on examination results, to receive advanced placement and/or college credit. A grade of three (3) or higher will qualify for credit.

DSST (DANTES Subject Standardized Tests) exams are given in liberal arts, business, and technology subjects. Finger Lakes Community College is a DSST testing center. Contact The Center for Advisement and Personal Development, at (585) 394-3500, ext. 7267, for more information.

Excelsior College Examinations are offered in liberal arts, business, and nursing subjects. Registration is done directly with Excelsior College in Albany—www.excelsior.edu. Exams are scheduled and administered at a nearby Prometric Testing Center®.

CLEP (College Level Examination Program) exams are offered in liberal arts and business areas. Registration is with the test center. See www.collegeboard.com/clep for more information and a list of test centers.

Departmental Challenge Examinations

Departmental challenge examinations may be offered for college credit at the discretion of the individual department for any course that is not represented in the above examination programs. The exact nature of the examination is the responsibility of the department.

The student should consult with the respective department chairperson who will verify the applicant's qualifications to take the departmental examination.

The student must receive a grade "C" or higher to receive credit. Each individual

department will determine the level of proficiency it will accept. The candidate may not repeat examinations which have been failed. Credits will be recorded on the student's permanent record with the notation, "Credit-by-exam."

The cost of the examination will be a fee which will be equal to the cost of one credit hour of tuition regardless of the amount of credit involved. However, an additional fee will be charged in cases where there is a written examination plus a practical application. The cost of the examination cannot be included in the student's regular credit load; this is an additional fee.

Contract Study at Finger Lakes Community College

Independent Study

Independent Study is designed to enable a student to conduct a special research project under the guidance of a faculty member. It is not intended to be a substitute for a regular course offering.

Proposals must clearly state the nature of the project, the frequency with which instructor and student meet, behavioral objectives, anticipated learning outcomes, and the method by which the student will be evaluated.

No student may pursue more than a total of six (6) credit hours under Independent Study while earning any associate degree. All proposals must conform to the rules of standard written English.

Any exception to the above-stated requirements may be granted only through permission of the Associate Dean of Instruction. Students registering for Independent Study are cautioned to await approval of the Associate Dean of Instruction before commencing any of the actual course work.

The student eligibility requirements for an Independent Study project are:

1. The Independent Study credit hours must be included in the regular semester load.
2. The grade issued for Independent Study will be in accord with the College's grading system and will be assigned credit hours and quality points.

The student shall obtain a Contract Study form from the Office of the Registrar and then shall obtain approval from the following before registering for Contract Study:

faculty member, academic advisor, department chairperson, and
Associate Dean of Instruction.

There are additional fees associated with independent study for full-time students.

Tutorial Instruction

Finger Lakes Community College does not normally provide instruction for credit on a one-to-one basis for regularly scheduled courses. In exceptional instances, such as the student who is unable to fulfill graduation requirements through regular classroom instruction, the Associate Dean of Instruction may allow a student to register for a course on a tutorial basis. In the case of tutorial instruction, credits will be recorded in the student's permanent record by actual course number and name.

There are additional fees associated with tutorial instruction for full-time students.

Articulation Agreements

Articulation agreements have been approved between Finger Lakes Community College and the organizations noted on page 21 to permit individuals who have completed appropriate training programs to receive partial credit towards Finger Lakes Community College degree program requirements. For further information, contact the Admissions Office at (585) 394-3500, ext. 7278.

Finger Lakes Law Enforcement Association

- A.A.S. Criminal Justice

Marion S. Whelan School of Practical Nursing

- A.A.S. Nursing

Guidelines For The Granting Of A High School Equivalency Diploma On The Basis of Earned College Credit Or By Taking The G.E.D. Examination

Persons without a high school diploma may receive a New York State Equivalency Diploma (G.E.D.) in two ways:

1. Successfully complete 24 credit hours as a candidate for a college level degree or certificate and maintain a Grade Point Average of 2.0 or better. To obtain a High School Equivalency Diploma (G.E.D.), students must take courses in the following areas:
6 credits English language arts
3 credits Math
3 credits Natural Science
3 credits Social Science
3 credits Humanities
6 credits Pertaining to FLCC degree

Students interested in earning the G.E.D. by successfully completing 24 hours of college credits should discuss their plans with a member of the Admissions staff. See Procedures for Admission, page 11 and Ability to Benefit Testing, page 15.

Once students have earned the prescribed 24 hours of college credit, they should request the New York State Education Department form to apply for their High School Equivalency Diploma. These application forms are available from the Center for Advisement and Personal Development.

2. Enroll in preparation courses for the G.E.D. test to receive a High School Equivalency Diploma. The classes diagnose skill areas to be worked on and guide the student through a process to learn the necessary material for the test. These classes are offered at no charge to the student. The G.E.D. test itself is given a number of times during the year at area locations.

To take the test, students must be at least 19 years of age, or 17 or 18 years of age and have been either out of school at least one year, or a member of a high school class which has graduated. For information on when classes start, and for testing dates and locations, contact the Developmental Studies Department by calling (585) 394-3500, ext. 7431.