ACADEMIC STANDARDS

PHILOSOPHY
The mission of this College focuses on the growth and development of each student in terms of academic programs and co-curricular services and activities. Academic development includes levels of instruction in the fields of Developmental Studies, Liberal Arts and Sciences, and career programs which promote both knowledge of the discipline and the process involved in thinking, application, and decision-making skills. Co-curricular development complements academic instruction and provides support services, programs, and activities dedicated to both enhancing the educational experience and preparing each student for lifelong learning and career exploration.

The policies of Finger Lakes Community College encourage the pursuit of scholarship within a positive and supportive environment. Academic Standards and Regulations are designed to support this philosophy, and the College has adopted the following guidelines to assist in this purpose. The College faculty are authorized to specify attendance, testing, and grading policies consistent with the purpose and nature of the course and the Academic Standards and Regulations that are listed in this section.

DEFINITION OF TERMS
Curriculum: A program of courses approved for a specific degree or certificate.
Electives: Credit courses, not required in a given curriculum, but which may be taken for credit toward graduation.
Full-time Student: A student enrolled for twelve (12) or more credits.
Part-time Student: A student who is taking fewer than twelve (12) hours during a semester.
Good Standing: A student is not in good standing if he/she fails to meet the Standards of Progress for two (2) semesters in succession. The Committee on Academic Standing may extend this period if it deems there are extenuating circumstances.
Matriculated Student: A student is matriculated upon acceptance into a program of study at the College that leads to a degree or certificate.
Non-Matriculated Student: An individual who is taking courses without applying or being accepted for matriculation in a degree program. Non-matriculated students are restricted to a maximum of eleven (11) hours of credit during any one term.
Overload Status: A student may enroll for more than 19 hours by securing approval from his/her advisor and the Associate Dean of Instruction. An additional fee is required.

GRADING SYSTEM
The following grades are awarded in credit courses for which quality points are computed. The grades A, B, C, and D are applicable toward graduation requirements.

A  An honor grade given for work of excellence and distinction
B  Represents work of consistently high quality
C  Represents work of average quality, within broad ranges, which meets the essential requirements of the course
D  Indicates some evidence of accomplishment but substantially below-average quality work
F  Negligible academic accomplishment
The following grades are awarded for certain courses:

S  Satisfactory completion of the course requirements
U  Unsatisfactory work

The following symbols may be used for credit or non-credit courses. These are not counted toward graduation:

Q  Unofficial withdrawal from a course that occurs when a student discontinues
   a course prior to a time when the instructor can properly assign any earned
   grade. Excessive absence from class may be interpreted as unofficial
   withdrawal. Q is an instructor-initiated grade. Faculty may change the Q to
   and F. Students are encouraged to withdraw officially if they are not attending
   class.

W  Official withdrawal from a course without penalty to a student’s grade point
   average is permitted any time on or before the Friday of the week the class has
   met eighty percent of its scheduled time. The formal withdrawal, initiated by
   the student, requires the signature of the course instructor and the student’s
   advisor. The form becomes official when it is submitted to the Registrar and the
   grade of W (withdrawal) is entered on the student record. Course withdrawals
   during the first three weeks of a course will not be entered on the student’s
   record.

I  Incomplete indicates that a student was unable to complete a small portion of
   the course work by the end of the semester due to extenuating circumstances.
   This grade may be assigned at the discretion of the instructor and is a
   temporary grade. Instructors may require a signed contract that includes a
   description of the work to be completed and a deadline for completion. The
   deadline for completing incomplete work is at the instructor’s discretion, but
   should not exceed one calendar year. After the student has completed the
   work, the instructor will submit a "Change of Grade Notice" to the Registrar
   for the removal of the "I" grade, and the student will be notified of the new
   grade. The Registrar’s Office will notify the instructor of the course prior to the
   pending change of an "Incomplete" to a failure. Unless otherwise notified by
   the instructor, if the ‘I’ grade has not been removed within one calendar year,
   it will be administratively changed to an "F." The student will be notified when
   the grade change occurs.

X  Administrative Withdrawal. Students will be administratively withdrawn if
   they fail to provide proof of immunity and acknowledgment of meningococcal
   meningitis vaccine information as required by New York State Public Health
   Law 2165 and Health Law 2167. A grade of “X” will not be calculated in the
   student’s grade point average and cannot be used toward graduation.

AU Audit. A student may audit a course only with the written approval of the
   instructor. Such approval must be submitted to the Registrar’s office prior to
   the end of the drop/add period. The student must pay the required amount
   as if registering for credit in the course. An auditor student may change status
   only during the normal drop and add period established by the college.
   A grade of AU is not earned credit and cannot be used to fulfill graduation
   requirements.
ACADEMIC HONESTY
The College, like all communities, functions best when its members treat one another with honesty, fairness, respect, and trust. Finger Lakes Community College expects academic honesty and integrity from all students and believes it is an important aspect of each student’s education and preparation for the future. All members of the College community should realize that deception for individual gain is an offense against the members of the entire community, and it is everyone’s responsibility to be informed of College regulations on academic honesty.

ACADEMIC DISHONESTY
Academic dishonesty includes, but is not limited to, the following:

Cheating:
• Possessing unauthorized sources of information during an examination
• Copying the work of another student or permitting copying by another student during an exam
• Completing an assignment, such as an exam, paper, lab report, or computer program for another student
• Submitting material produced by someone else without noting the reference source (i.e. footnote)
• Altering graded work after instructor evaluation and resubmitting the same paper in two different classes without approval of both instructors
• Inventing data or falsifying an account of data collection
• Receiving questions or answers from someone who has already taken the same exam

Plagiarism
Taking the words or substance of another and either copying or paraphrasing the work without giving credit to the source (i.e. through footnotes, quotation marks, reference citations).

Additional Examples of Academic Dishonesty
• Providing material to another person with the knowledge it will be improperly used
• Possessing another student’s work without permission
• Selling or purchasing materials for class assignments
• Altering another student’s assignment
• Knowingly furnishing false or incomplete academic information
• Altering documents affecting student records
• Forging a signature or falsifying information on any official academic document

CONSEQUENCES
Disciplinary action for violations of academic honesty will be determined by the instructor. The consequences for such violations may range from a warning to receiving a grade of "F" in the course. Students who have been assigned a grade of "F" for a course as a result of academic dishonesty will not be permitted to change that grade by withdrawing from the course.

REPEAT COURSES
A student who repeats a course (that cannot be repeated for credit) for a higher grade can only count the course as credit towards full-time status for purposes of financial aid if the student initially received a grade of "F" in the course or a higher grade is required by the academic department.

For those students who do repeat a course, the higher grade will be calculated in the cumulative grade point average and count as credits completed. Both courses will continue to appear on the student’s transcript.
GRADE POINT AVERAGE

The Grade Point Average (GPA) is determined by dividing the total number of credit hours with grade points into the total number of grade points earned. Credits for courses with a grade of “F” are added into the total number of credits for calculation of the GPA. All grades carrying grade points are used in calculation of the GPA. In the case of repeated courses, the higher grade is calculated in the GPA.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
</tbody>
</table>

Example of how a Grade Point Average (G.P.A.) is computed.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points per Hour</th>
<th>Credit Hours</th>
<th>Grade Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-</td>
<td>3.7</td>
<td>3</td>
<td>11.1</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>4</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>3</td>
<td>6.9</td>
</tr>
<tr>
<td>I</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>S</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

G.P.A. = \[ \frac{\text{Grade Points Earned}}{\text{Credit Hours Attempted in Grade Point Courses}} \]

DEAN’S LIST

The Dean’s List is recognition of high academic achievement for a semester. Full-time students are eligible if they are matriculated and achieve a 3.5 Grade Point Average for the semester (12 or more hours of earned credit) with no grade below passing and no incompletes.

Part-time students are eligible if they are matriculated, have completed a minimum of 12 credit hours at FLCC, earn a combined total of at least six credit hours for a given year and achieve a 3.5 Grade Point Average with no grade below passing and no incompletes. The student must be part-time for both semesters. The Dean’s List for part-time students is compiled at the end of the Spring term only.

STANDARDS OF PROGRESS

Finger Lakes Community College requires students to maintain a standard of progress to keep matriculation in a degree program and eligibility for financial aid. Good academic standing is important to all students. In order to be in good academic standing and to be making academic progress toward a degree or certificate, a student must meet a minimum cumulative grade point average and successfully accumulate credits according to the table below. At least once each semester, students are encouraged to meet with their faculty advisor or with a staff member in the Center for Advisement and Personal Development to review their academic progress.
If the standard of progress is not achieved at the intervals noted below, a student will be placed on academic probation. A student who fails to meet the College’s Standards of Progress for two semesters in succession is not in good academic standing and may be academically dismissed from FLCC.

Students should be aware that grades of F (failing), U (unsatisfactory), I (incomplete), Q (unofficial withdrawal), W (withdrawal), and X (administrative withdrawal) count as “credits attempted,” but do not count as “credits completed” under the Standards of Progress. In order to remain in good academic standing, students should minimize these types of grades.

<table>
<thead>
<tr>
<th>Number of credits attempted</th>
<th>Minimum # of credits required to be completed</th>
<th>Minimum required G.P.A.</th>
<th>Number of credits attempted</th>
<th>Minimum # of credits required to be completed</th>
<th>Minimum required G.P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>3</td>
<td>1.5</td>
<td>36</td>
<td>20</td>
<td>2.0</td>
</tr>
<tr>
<td>9</td>
<td>4</td>
<td>1.5</td>
<td>38</td>
<td>22</td>
<td>2.0</td>
</tr>
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<td>6</td>
<td>1.5</td>
<td>40</td>
<td>23</td>
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<tr>
<td>14</td>
<td>7</td>
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<td>42</td>
<td>25</td>
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<tr>
<td>16</td>
<td>8</td>
<td>1.5</td>
<td>44</td>
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<tr>
<td>18</td>
<td>9</td>
<td>1.7</td>
<td>46</td>
<td>28</td>
<td>2.0</td>
</tr>
<tr>
<td>20</td>
<td>10</td>
<td>1.7</td>
<td>48</td>
<td>29</td>
<td>2.0</td>
</tr>
<tr>
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<td>12</td>
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<td>52</td>
<td>32</td>
<td>2.0</td>
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<tr>
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<td>14</td>
<td>1.7</td>
<td>54</td>
<td>34</td>
<td>2.0</td>
</tr>
<tr>
<td>28</td>
<td>15</td>
<td>1.7</td>
<td>56</td>
<td>36</td>
<td>2.0</td>
</tr>
<tr>
<td>30</td>
<td>16</td>
<td>1.7</td>
<td>58</td>
<td>37</td>
<td>2.0</td>
</tr>
<tr>
<td>32</td>
<td>18</td>
<td>1.7</td>
<td>60</td>
<td>39</td>
<td>2.0</td>
</tr>
<tr>
<td>34</td>
<td>19</td>
<td>2.0</td>
<td>62</td>
<td>41</td>
<td>2.0</td>
</tr>
</tbody>
</table>

* 36 - 62 continued in column 4.

If the total number of credit hours attempted falls between measuring points, the standard will be measured based on the previous point. Requirements for more than 62 attempted credits are available at either the Center for Advisement and Personal Development or the office of the Assistant Dean of Student Services.

**ACADEMIC PROBATION**

When a student fails to meet the Standards of Progress, the student is placed on academic probation. Academic probation serves as a warning that a student is in academic jeopardy. At the conclusion of the probationary semester, the student may 1) move to good academic standing if progress is achieved according to the intervals noted in the table above, 2) continue on academic probation if progress is shown towards meeting the Standards of Progress, or 3) be academically dismissed if progress is not shown towards meeting the Standards of Progress (refer to Academic Dismissal, see page 70). Students who have been placed on academic probation are encouraged to meet with their faculty advisor or a staff member in the Center for Advisement and Personal Development to discuss the requirements for good academic standing. A student on academic probation is limited to 13 credit hours unless an Academic Probation Overload Appeal is filed with, and approved by, the Assistant Dean of Student Services. Overload Appeal forms are available online at www.flcc.edu/registrar or from the Office of the Dean of Student Services & Enrollment Management.
ACADEMIC DISMISSAL
When a student fails to meet the minimum Standards of Progress following a probationary semester, the student may be academically dismissed from the College. Academic dismissal means that the student is no longer in a degree program, loses all financial aid, and is not eligible to return to FLCC without completing the Academic Appeal process (refer to Academic Appeals, below). A student may appeal the dismissal due to extenuating circumstances. Dismissed students, regardless of their financial aid status, must appeal in order to continue attendance. Students who have been academically dismissed following the fall semester are not eligible to enroll in the subsequent Jan Plan session. Likewise, students dismissed following the spring semester are not eligible to enroll in the subsequent summer 1 session. Academic dismissal remains in effect until the student has been readmitted by the Committee on Academic Standing.

ACADEMIC APPEALS
A student who has been academically dismissed from FLCC may appeal the dismissal if extenuating circumstances contributed to this failure (including, but not limited to, illness, death of a relative, etc.). To begin the Academic Appeal process, the student must complete a Petition for an Academic Appeal and submit documentation to support the appeal. Petitions are available in the Center for Advisement, Geneva Campus Center, Wayne County Campus Center, Office of the Dean of Student Services, and online at www.flcc.edu/center. Students are strongly encouraged to meet with a staff member in the Center for Advisement and Personal Development to review the Academic Appeal process. The petition and all supporting documentation must be returned to the Assistant Dean of Student Services by the stated deadline on the petition. The Committee on Academic Standing will review and act on the petition. The Committee on Academic Standing is comprised of faculty members, representatives from the Center for Advisement, Financial Aid Office, Bursar’s Office, and the Assistant Dean of Student Services. Appeals are reviewed by the Committee on Academic Standing on a regular basis throughout the academic year. Students will be notified in writing regarding the outcome of their appeal. Students may contact the Assistant Dean of Student Services with any questions regarding the Academic Appeal process and/or decision at (585)394-3500, ext. 7554.

REINSTATEMENT FOR ACADEMICALLY DISMISSED STUDENTS
A student who has been academically dismissed for not meeting the College’s Standards of Progress may gain re-admission if extenuating circumstances contributed to this failure (refer to Academic Appeals, above). If no extenuating circumstances contributed to this failure, the student may appeal after leaving the College for two academic semesters (fall and spring).

When an Academic Appeal is granted, the student will be reinstated with probationary status and required to meet conditions specified by the Committee on Academic Standing, including, but not limited to, completing a specific course(s), limiting the number of credit hours for which the student may register, achieving a semester grade point average of 2.00, and successfully completing all coursework. Students failing to meet the conditions would be required to be separated from the College as follows:

1st failed contract – one year leave from Finger Lakes Community College
2nd failed contract – three years leave from Finger Lakes Community College
3rd failed contract – three years leave from Finger Lakes Community College

Students may contact the Assistant Dean of Student Services with any questions regarding reinstatement at (585)394-3500, ext. 7554.
STANDARD OF SATISFACTORY ACADEMIC PROGRESS FOR PURPOSE OF DETERMINING STATE AID (TAP)

Pursuit of Program
Program pursuit must be determined independently from the College’s Standards of Progress. Satisfactory program pursuit is defined as receiving a passing or failing grade in a certain percentage of a full-time course load each term an award is received. The percentage increases from 50% of the minimum full-time course load in each term of study in the first year an award is received, to 75% of the minimum full-time course load in each term of study in the second year an award is received, to 100% of the minimum full-time course load in each term thereafter (refer to the table below). Students may not receive more than six (6) semesters of TAP in their pursuit of an Associate’s Degree unless they are Educational Opportunity Program students.

Minimum full-time course load: 12 credits

<table>
<thead>
<tr>
<th>Semester of Award*</th>
<th>Student Must Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6 credits</td>
</tr>
<tr>
<td>2</td>
<td>6 credits</td>
</tr>
<tr>
<td>3</td>
<td>9 credits</td>
</tr>
<tr>
<td>4</td>
<td>9 credits</td>
</tr>
<tr>
<td>5</td>
<td>12 credits</td>
</tr>
<tr>
<td>6</td>
<td>12 credits</td>
</tr>
<tr>
<td>7**</td>
<td>12 credits</td>
</tr>
<tr>
<td>8**</td>
<td>12 credits</td>
</tr>
<tr>
<td>9**</td>
<td>12 credits</td>
</tr>
<tr>
<td>10**</td>
<td>12 credits</td>
</tr>
</tbody>
</table>

*The credits are prorated for students receiving Aid for Part-Time Study.
**Applicable to Educational Opportunity Program students only.

Standards of Good Academic Standing
A student must be able to meet the College’s Standards of Progress (see page 68), Pursuit of Program requirements, and the Satisfactory Academic Progress Standards to remain eligible to receive State aid. Some of the programs affected are the Tuition Assistance Program (TAP), Child of Veteran Award, and Aid for Part-Time Study (APTS).

Before Being Certified For This Payment

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7*</th>
<th>8*</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>3</td>
<td>9</td>
<td>18</td>
<td>30</td>
<td>45</td>
<td>60</td>
<td>75</td>
</tr>
</tbody>
</table>

*Educational Opportunity Program Students only

Waiver for Reinstatement of State Financial Aid Eligibility
Students who lose their eligibility for State financial aid (Tuition Assistance Program / TAP, Aid for Part-time Study / APTS) for failing to make Pursuit of Program and/or Standards of Good Academic Standing (noted above) may apply for this waiver to have their State financial aid eligibility reinstated. Such a waiver can be granted only one time in a student’s undergraduate academic career. In order to apply for a Waiver for Reinstatement of State Financial Aid Eligibility, the student must demonstrate that an unusual/extenuating circumstance existed
while the student was enrolled at FLCC and had affected his/her academic performance; that the circumstance is now resolved or no longer exists; and provide documentation of the circumstance.

**TAP/APTS and Courses within a Degree Program**

Full-time students must be enrolled in a minimum of 12 credit hours within their degree program each semester to be eligible for a Tuition Assistance Program (TAP) award. If a student is receiving a TAP award and wishes to enroll in coursework outside his/her degree program, the course(s) must be above and beyond the minimum full-time load of 12 credit hours. An exception is made for students who are entering their final semester (that is, the semester the student is scheduled to graduate). In the final semester, the student is not bound by the requirement and is permitted to enroll in coursework outside of his/her degree program in addition to the courses necessary for graduation to receive a TAP award.

Part-time students receiving Aid for Part-Time Study (APTS) can only be funded for those courses pertaining to their degree program.

**TAP/APTS and Repeat Courses**

In determining a student’s eligibility for State aid, repeating a course in which a student earned a ‘D-’ grade or better cannot be counted toward full-time or part-time course load, unless it is required by the student’s curriculum. Full-time students must maintain a minimum of 12 credit hours, not including the repeat course, to be eligible to receive a Tuition Assistance Program (TAP) award. Part-time students receiving Aid for Part-Time Study (APTS) will not receive payment for the portion of the award that would be used to cover the repeated course.

**Transfer Students**

The College will evaluate a student’s academic transcript from the transfer institution to determine the number of transferable credit hours. That assessment and information concerning the number of awards the student had previously received will be used to place the student at the appropriate point on the Standards of Academic Progress chart. Placement may be either in accord with the number of payments received or number of credits earned – whichever is more beneficial to the student.

**STANDARD OF SATISFACTORY ACADEMIC PROGRESS FOR PURPOSE OF DETERMINING ELIGIBILITY FOR FEDERAL AID**

In order to receive funding under any of the financial assistance programs authorized by Title IV of the Higher Education Act (Federal PELL, Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Stafford Loans, or Federal Parent Loan), a full-time matriculated student must maintain the College’s Standards of Progress (see page 68) and receive a degree from the College by the end of six (6) semesters. Exceptions to this policy may be made for students who officially change their degree program or emphasis or who attempt a second degree.
FRESH START POLICY
Finger Lakes Community College recognizes the fact that some students may attend the College prior to actually being ready to pursue a college education. Students may attend a semester or two and receive failing or near failing grades. Often the student may stop attending and return many years later only to have the grades from his/her previous academic endeavor negatively impact his/her current academic work.

Students returning to Finger Lakes Community College after an absence may petition to have their prior work excluded from the current GPA. Petition forms are available at the Center for Advisement and Personal Development. Upon written petition to the Assistant Dean of Student Services, students who have been away from the College for five or more years may be granted a "Fresh Start." If a student has less than a five year absence from the College but has extenuating circumstances that warrant a Fresh Start, the student may also petition the Assistant Dean of Student Services with appropriate documentation. The Assistant Dean of Student Services may refer the petition to the Committee on Academic Standing which will consider the petition based on the documentation submitted. If the petition is approved, the student will be granted a Fresh Start.

If a student is granted a Fresh Start, the transcript will be modified as follows: grades of S (satisfactory) and C- or better will not be calculated in the GPA but the credit will count towards graduation requirements. The courses and grades would remain on the transcript to reflect an accurate academic history. Courses with grades of D+, D, D-, F, U will also remain on the transcript to reflect an accurate academic history, but the grades would no longer be calculated into the GPA, and the credit would no longer count towards graduation requirements.

Students can be granted only one Fresh Start petition during their academic career at Finger Lakes Community College and should petition during the first academic year of their return to college.

APPLICATION FOR DEGREE OR CERTIFICATE
Students are responsible for submitting a Graduation Application form to the Registrar’s Office prior to the start of the semester in which they plan to graduate. Failure to apply by this time may delay the awarding of the degree.

Students who fail to complete a Graduation Application Form will not be certified as graduates.

GRADUATION REQUIREMENTS
Degree candidates must meet the requirements of the specific program of study in which they are matriculated. They must also have successfully completed a minimum of 32 semester credits at Finger Lakes Community College and earned a cumulative Grade Point Average of 2.0 or above.

GRADUATION WITH HONOR
Candidates for a degree or certificate who complete their requirements with a final cumulative Grade Point Average of 3.5 or higher will be considered honor graduates. Those achieving a final cumulative Grade Point Average of 3.8 or higher will be graduated with high honor. Notation of the honor received will be made on the graduate's diploma.