

Policy: **Degree & Certificate Requirements**

Policy Number: **A-9**

Responsible for Policy: Enrollment Management/Academic & Student Affairs

Approval date: May 2010; March 2013

Most recent review: Fall 2012

Date of most recent revision (*if applicable*): December 2012

Policy Statement

Matriculated students at Finger Lakes Community College must meet New York State Education Department regulations in order to receive a degree or certificate.

1. A student must be matriculated in a degree/certificate program.
2. A student must have a valid high school diploma or G.E.D.
3. All curriculum requirements must be met.
4. The student must achieve at least a 2.0 cumulative index (grade point average of C).
5. For associate degrees, 6 credit hours of English (3 credit hours of either ENG 101 Composition I or ENG 104 Freshman English I Honors; and 3 credit hours of either ENG 102 Introduction to Literature or ENG 105 Freshman English II Honors).
6. All associate degrees require 4 credit hours of physical education in addition to the minimum of 60 credit hours required credit hours by New York State, with the exception of A.A.S. Nursing degree and A.A.S. Fish and Wildlife Technology degree. Some associate degree programs will require specific physical education courses. Certificates are exempt from this requirement.
7. For associate degrees, a minimum of 32 credit hours total must be taken at Finger Lakes Community College, and additionally a minimum of 50% of the courses in a student's major must be taken at the College. For certificates, 50% of the required credit hours must be taken at Finger Lakes Community College.
8. No more than 6 credit hours of contract study may be applied to the degree or certificate at Finger Lakes Community College.
9. A student may earn more than one degree at Finger Lakes Community College, subject to the following restrictions:
 - a. A minimum of 15 of the academic credits in a different field must be exclusive to the second, or concurrently awarded, associate degree.
10. Coursework which has been satisfactorily completed with a grade of "C-" or better at any accredited college or university will be considered for transfer credit at Finger Lakes Community College.

Reason for Policy

This policy is designed to ensure that the College awards degrees and certificates in accordance with applicable provisions of the New York State Education Law, New York State Education Department regulations, and State University of New York policies and procedures.

Applicability of Policy

All students, faculty, admissions personnel, and personnel responsible for making determinations relative to academic standing should be familiar with this policy.

Definitions

None

Related Documents

- NYS Education Department Regulations, 8 NYCRR § 605.3
- State University of New York Policy on Awarding Two Degrees at the Same Level
- State University of New York Procedures for Awarding of Academic Credit by Evaluation
- Admission Policy
- FLCC College Catalog

Responsible for Procedure: Enrollment Management /Academic & Student Affairs Effective Date: May 2010

Most recent review: Fall 2012

Date of most recent revision (*if applicable*): December 2012

Procedures

A Graduation Application form should be submitted to the One Stop Center/Student Records Office prior to the start of the student's semester of intended graduation. Failure to apply by this time may delay the awarding of the degree.

At the close of each semester, the Student Records Office will review student records to identify students who completed degree requirements, but failed to file a Graduation Application form. Students found to have completed degree requirements, will be graduated and notified by mail of their degree completion status.

The application of transfer credits to a curriculum is subject to department guidelines. After a student has matriculated, approval from the Student Records Office should be obtained in order to transfer in credits for the degree. Failure to do so may result in non-acceptance of transfer credits. Credit for correspondence courses, credit by evaluation/examination, credit for in-service coursework, and credit for experiential learning may be granted subject to compliance with the specific procedures set forth in this policy.

Transfer Credits:

Coursework at Other Institutions: Official transcripts of prior college credits earned should be sent to the Admissions Office for inclusion in a student's admission file. Courses will be evaluated for credit after the student is admitted. The evaluation of transfer credits is coordinated by the Student Records Office. Transfer credit from institutions on a "quarter plan" or "trimester" system will be adjusted accordingly.

If a student takes courses at other institutions after official acceptance to a Finger Lakes Community College degree or certificate program, he or she should have official transcripts forwarded directly to the Student Records Office for evaluation.

The Physical Education department adheres to the guidelines set forth in *The American Council of Education's Guide to Evaluation of Educational Experience in the Armed Services*. As of September 1979, it is recommended that 4 credits of physical education be granted for completion of Basic Military Training. The student must present his/her military discharge papers (DD214) to the Student Records Office in order to verify military service. Any student who successfully completes EMCR 130 Certified First Responder, EMCR 200 emergency Medical Technician, or a higher level EMS credit course will be granted up to three credits of Physical Education. Contact the Department Chair with proof of completion of any Emergency Medical Service Course. Registered Nurses and Licensed Practical Nurses accepted into the AAS Therapeutic Massage/Integrated Health Care Program may substitute nursing courses in place of PE 212 Health and PE 214 Advanced First Aid, CPR and AED. Transcripts or current license may be submitted to the Coordinator of the Therapeutic Massage/Integrated Health Care Program. Students granted this substitution must have CPR certification when applying for the Massage Therapy Licensing Exam.

Credit by Examination:

There are a number of ways in which students may have acquired college level learning, including 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. Several 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 associate 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 a FLCC associate 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 Student Records Office for evaluation. FLCC utilizes the American Council on Education (ACE) recommendations for minimum scores, and number and type of credits awarded for these examination programs.

The *Advanced Placement (AP) 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 3 or higher will qualify for credit.

DANTES Subject Standardized Tests (DSST) exams are given in liberal arts, business and technology subject areas. FLCC is a DSST testing center.

Excelsior College Examinations are offered in liberal arts, business and nursing subject areas. Registration is completed directly with Excelsior College in Albany. Exams are scheduled and administered at a nearby Prometric Testing Center.

College Level Examination Program (CLEP) exams are offered in liberal arts and business subject areas. Registration is completed through the testing center. Visit the College Board website for more information and a list of test centers.

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 exam. The student must receive a grade of "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 equal to the cost of one credit hour of tuition regardless of the amount of credit associated with the course. 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 – it requires an additional fee.

Contract Study:

Students may choose to take an existing course as a tutorial or may pursue an independent study course which is designed to enable a student to conduct a special research project under the guidance of a faculty member under the contract study provision. The independent study 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 will 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 6 credit hours under Contract Study provision while earning any associate degree. Any exception to these requirements may be granted only through permission of the Associate Vice President of Instruction and Assessment. Students registering for Contract Study are cautioned to await approval of the Associate Vice President before commencing any of the actual course work. The student eligibility requirements for an Contract Study project are: 1) the Contract Study credit hours must be included in the regular semester load, and 2) the grade issued for Contract 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 One Stop Center and then shall obtain approval from the following before registering for Contract Study: faculty member, academic advisor, department chairperson, and Associate Vice President of Instruction and Assessment. There are additional fees associated with Contract Study for full-time students.

Prior Learning Experiences:

Finger Lakes Community College acknowledges that learning does take place beyond the classroom and in other venues. Credit for life experience can be defined as the awarding of credit for learning that is acquired outside of the classroom/college environment. Therefore, students are invited to demonstrate that the course requirements, as outlined in the syllabus, have been fulfilled through their life experience. Students will provide substantive evidence that course learning outcomes have been achieved by completing a portfolio.

Students must be matriculated, in good academic standing, have a cumulative GPA of at least 2.0; and must have accumulated 12 college credit hours before receiving credit for life experience. In addition, students will be responsible

for tuition of 50% of the in-state tuition rate per credit hour. See the Student Records Office for a list of courses approved for portfolio assessment.

Forms/Online Processes

- FLCC Graduation Application
- Credit for Life Experience Proposal form

Appendix

- None