

## **Policy**

Finger Lakes Community College shall provide a clear and consistent procedure for assignment and recording of grades as well as provide an explanation of all symbols used in the grading process. Authority and responsibility for assigning and changing grades rests with the course instructor of record within the context of institutional policies and procedures and consistent with the academic freedom of institutions of higher education to set standards.

FLCC's grading policies and procedures are developed, reviewed and updated as part of a collaborative effort of academic administrators and appropriate governance bodies and are consistent with campus policies on academic honesty and integrity.

Grading procedures, including general grading and grade appeals procedures shall be readily available to the entire campus community online and/or in catalogs and handbooks. Grading procedures shall be clear, consistent and widely disseminated, and must contain due process for student appeals of grades.

## **Grade Assignment**

The instructor of record has the authority and responsibility to assign or change a grade because of that individual's unique position to evaluate a student's performance. When the instructor of record is not available to perform grading responsibilities within a reasonable timeframe, other qualified and discipline-specific faculty members may be designated by the academic department to assign or change grades in a manner consistent with the principles outlined below.

Grades should reflect levels of student achievement on student learning outcomes and standards presented to students in the course outline at the beginning of a course. Students should receive timely, formative feedback as early as possible during a course so they can gauge their progress and have an opportunity to improve their performance before receiving a final, summative grade. Clear, written policy statements regarding how grades are calculated should be included on each course outline.

Faculty must retain academic records they used to determine grades for a timeframe consistent with the College's Records Retention policy. Faculty and staff must conform to the privacy requirements in the Family Educational Rights and Privacy Act of 1974 (FERPA) when dealing with student grades.

## **Grade Changes**

FLCC's procedures for grade changes shall enable an instructor of record to make grade corrections when errors were made without excessive procedural steps. All faculty-initiated grade changes require formal documentation that includes the reasons for the change and personnel involved in making the change, with such documentation stored and available to all parties permitted by law for a time period consistent with the college's records retention policy.

Appropriate reasons for grade corrections or changes may include but are not be limited to:

- Demonstrable arithmetic, editing, or factual error in calculating the grade
- Omission of assignments or parts of assignments in calculating the grade
- A grade demonstrably based on impermissible factors unrelated to student performance, such as discrimination, bias, retaliation or retribution
- Completion of work through the Incomplete grade process.

Inappropriate reasons for grade changes may include but are not limited to:

- Saving a student from some academic penalty such as dismissal, probation, warning, or academic integrity problem
- Enabling a student to graduate
- Enabling a student to maintain academic eligibility for financial aid

- Enabling a student to graduate with academic honors or meet some other established minima
- Personal issues unrelated to academics
- Enabling a student to maintain academic eligibility for athletics, other co-curricular activities, or scholarships
- Managing enrollment levels in order to preserve programs or revenue, or to increase retention rates

### **Grade Appeals**

Procedures shall clearly outline the steps in the grade appeal process, starting with a formal document of appeal filed by the student with either the instructor of record or the department chair, a review by an Appeal Board, and culminating in a final determination by the Provost or designee that is consistent with the principles and policies included in this document. Student grade appeals will not be accepted from third parties, including parents. Official communications about grade appeals shall be sent to students by registered mail with a return receipt or by another written or electronic method for which delivery confirmation is available so there is a record of delivery. All student grade appeals require formal documentation that includes the reasons for the change and personnel involved in making the change, with such documentation stored and available to all parties permitted by law for a time period consistent with the college's records retention policy.

### **Reason for Policy**

The purpose of grades is to communicate the instructor's evaluation of student performance in terms of student learning outcomes and standards of achievement. The assignment of grades based on the evaluation of student work is at the heart of an educational institution's academic integrity.

### **Applicability of the Policy**

All employees in the Academic and Student Affairs and Enrollment Management divisions must be familiar with this policy and procedures.

**Definitions** - none

### **Related Documents**

- Family Educational Rights and Privacy Act of 1974 (FERPA)
- SUNY Records Retention Policy
- FLCC Catalog Procedures:
  - Adding/Dropping a course
  - Final Grade of F for Academic Dishonesty
  - Departmental Challenge Exams Grades
  - Contract Study Grades
  - Credit for Life Experience Grades
  - Fresh Start
  - Withdraw from a Course
  - Change of Grade Appeal (new)
  - Grading System and Grade Point Average Calculation

### **Review dates/action taken (requires Board of Trustees approval):**

- March 2011: original approval date
- October 2012: policy revisions
- Fall 2013 – April 2015: review/revisions
- April 2015: Academic Senate approval
- May 2015: College President approval

### **Awarding of Initial Grade**

For each course section offered, a faculty member is designated the instructor of record. The instructor of record submits grades in accordance with instructions and established academic calendar deadlines communicated by the Student Records Office. Should the instructor of record not be available to perform grading responsibilities, including resolution of incomplete grades, grade changes, and other roles outlined below, the academic department chair will designate a qualified faculty member to act in his or her place.

### **Grades Assigned By Instructor of Record**

The following grades, as well as plus and minus grades, are awarded in credit courses for which quality points are computed. Developmental courses are not used in calculating semester or cumulative GPAs and are not applicable toward graduation but follow all other procedures.

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 that meet the essential requirements of the course

D: Indicates some evidence of accomplishment meeting the minimum requirement for the award of course credit. A D grade does not meet pre-requisite requirements.

F: Student's academic accomplishment does not meet minimum requirements for the awarding of course credit

I - Incomplete: This temporary grade indicates that a student was unable to complete a portion of the course work by the end of the semester due to extenuating circumstances. This grade is assigned at the discretion of the instructor by following the procedure outlined below. The deadline for completing incomplete work is at the instructor's discretion, but will not exceed one calendar year. After the student has completed the work, the instructor of record follows the standard Change of Grade procedure to change the "I" to the appropriate grade. After grades are transcribed, an I - Incomplete may be assigned through the completion and processing of an Incomplete Grade Contract with the addition of the standard grade change process. The student will be notified when any grade change occurs.

1. The instructor of record determines the grade earned as of the end of the term for the course. This earned provisional grade is entered electronically along with other final grades.
2. The instructor of record completes an Incomplete Grade Contract in consultation with the student. The Incomplete Grade Contract must include:
  - a. The student's responsibilities for successfully completing the course requirements.
  - b. The date by which the student must complete the contract. The date cannot exceed one calendar year from the end of the semester/term in which the Incomplete was awarded.
  - c. The earned provisional grade, and a statement explaining the Incomplete will automatically be changed to the earned grade if the student fails to complete the course requirements within the agreed upon time.
3. The instructor of record and the student must sign or otherwise record approval of the contract, agreeing to the terms.
4. The instructor of record submits the contract to the Associate Vice President of Academic Affairs for Instruction and Assessment (AVP for Instruction and Assessment) for processing.
5. Any changes to the Incomplete Grade Contract must be re-submitted to the Associate Vice President of Instruction & Assessment.

6. The AVP for Instruction and Assessment sends the form to the Registrar. The Registrar changes the provisional grade to an "I" during the grading process. The Incomplete Grade Contract must be received by the Student Records Office before final grades are due in order for an I to be transcribed in the place of the provisional grade.
7. The instructor of record follows the standard Change of Grade procedure when the student successfully completes the course requirements.
8. If an "I" has not been changed within 30 days following the deadline for completion included in the Incomplete Grade Contract, it will be administratively changed by the Student Records Office to the earned grade as reported in the Contract.
9. The student will be notified of any grade change, including an "I" to an earned grade, by the Student Records office.
10. All documents will be retained by Student Records and stored in accordance with the record retention policy.

#### Academic Dishonesty Assignment of a Final Grade of "F"

Consequences for violations of academic honesty will be determined by the instructor and may range from a warning to receiving an "F" in the course, and/or a Code of Conduct charge being filed. Students who have been assigned a grade of "F" for academic dishonesty will not be permitted to change that grade by withdrawing from the course.

1. The instructor of record who wishes to assign an "F" for Academic Dishonesty will fill out the Assignment of a Final Grade of "F" for Academic Dishonesty form.
2. The instructor of record will submit the form to the AVP for Instruction and Assessment for signature.
3. The AVP for Instruction and Assessment will submit the completed form to Student Records for processing.
4. All documents will be retained by Student Records and stored in accordance with the record retention policy.

The following grades are available only for those courses designated as being graded on a satisfactory/unsatisfactory grading scheme:

S: Satisfactory completion of the course requirements

U: Student's academic accomplishment does not meet minimum requirements for the awarding of course credit

NA – *Never Attended*: occurs when a student never attends any meeting of a course as defined by federal financial aid standards. NA is instructor-initiated. [See Verification Roster Process]

#### **Symbols Not Assigned by the Instructor of Record**

*W - Official withdrawal*: Official withdrawals are initiated by the student. Withdrawal from a course or courses before 20% of the scheduled meeting time has passed will result in no transcript record. Official withdraw from one or more courses after this point, without penalty to a student's grade point average, is permitted within the time frames detailed below, resulting in a W symbol being recorded.

If a student wishes to withdraw from one or more courses, but not all:

1. Official withdrawal is permitted on or before the Friday of the week the course has met 80% of its scheduled time.
2. The student will obtain the appropriate form from the One Stop.
3. The student will complete the form and submit it to the One Stop for processing. At this point the withdrawal becomes official.
4. The One Stop will notify the instructor of record for the course.
5. All documents will be retained by Student Records and stored in accordance with the record retention policy.

If a student wishes to withdraw from a course after the withdrawal deadline of 80% of its scheduled time, as described above, due to extenuating circumstances, but prior to the end of the course:

1. The student shall communicate his/her request to withdraw from the course after the permitted deadline in writing to the AVP for Instruction and Assessment.
2. The AVP for Instruction and Assessment will determine if there is merit for a late withdrawal. If there is merit to the request, the Associate Vice President will forward the student's request to the Deadline Appeal/Medical Withdrawal Board for a decision. If there is no merit, the Associate Vice President will notify the student in writing of the decision within five business days.
3. The decision of Deadline Appeal/Medical Withdrawal Board is final and will be forwarded to the Registrar and a copy to the Associate Vice President.
4. Students will receive notification from the AVP for Instruction and Assessment of the decision within 15 business days of the initial appeal.
5. All documents will be retained by Student Records and stored in accordance with the record retention policy.

If a student wishes to withdraw from all of his/her in-progress courses at the college:

1. The student should contact Educational Planning & Career Services to discuss the impact of withdrawal.
2. The student obtains a Withdraw from All Courses form from Educational Planning & Career Services.
3. The student completes the form and submits it to Educational Planning & Career Services. The date this form is received is the official date of withdrawal.
4. Educational Planning & Career Services forwards the withdrawal form to Student Records for processing.
5. The Student Records Office will notify the instructors of record for the courses.
6. All documents will be retained by Student Records and stored in accordance with the record retention policy.

*AW – Conduct Withdraw:* According to the Student Code of Conduct, should a student be sanctioned for conduct reasons leading to a suspension or dismissal before completion of his/her current term/semester, a symbol of AW will be recorded for all courses affected. See the Student Code of Conduct, “Sanctions”, for more information. Once a student’s appeal process is exhausted as outlined in the Code of Conduct and Grievance Procedures the Director of Community Standards will notify the Registrar in writing to place the AW on the student’s record. Like the W symbol, courses in which a student received an AW symbol will not be used to calculate GPA.

*MW – Medical Withdrawal:* indicates that a student withdrew from some or all courses for a given semester for documented medical or psychological reasons. To have MW symbols recorded for a semester, a student must first withdraw from courses (see above) during the period each semester that he/she is able to do so. The students must then submit a medical withdrawal petition to have the W symbol changed to MW. Petitions must be accompanied by supporting documentation from a licensed health care provider. Petitions may be submitted at the time of withdrawal, but no later than the fourth week of the subsequent semester following the withdrawal. Like the W symbol, courses in which a student received an MW symbol will not be used to calculate GPA.

1. The student will withdraw from a course(s) following standard withdrawal procedures.
2. The student obtains Medical Withdrawal Petition and Medical Documentation Request forms from Educational Planning and Career Services office.
3. The student submits the petition and documentation in its entirety to the AVP for Instruction and Assessment no later than the 4th week of the subsequent semester.
4. The AVP for Instruction and Assessment will determine if there is merit for a medical withdrawal. If there is no merit, the Associate Vice President will notify the student in writing of the decision within five business days.
5. If there is merit to the petition, the Associate Vice President will present the petition and documentation to the Deadline Appeal/Medical Withdrawal Board for consideration. A decision will be rendered within 15 business days following receipt of the medical documentation form. The decision of the board is final.
6. The AVP for Instruction and Assessment will notify the student of the decision within 10 business days of receipt of the decision of the board.
7. All documents will be retained by Student Records and stored in accordance with the record retention policy.

*X - Administrative Withdrawal:* Students will be administratively withdrawn if they fail to provide proof of immunity as required by NYS Public Health Law 2165.

1. The Director of Student Health will notify the Registrar via written communication of the student(s) who shall be assigned an Administrative Withdrawal.
2. Should a student comply after an Administrative Withdrawal is assigned, the Director of Student Health will notify the Registrar in writing with instructions to remove the X from the transcript. The Student will receive notification of his/her reinstatement within 10 business days from the Associate Vice President of Student Affairs.
3. All documents will be retained by Student Records and stored in accordance with the record retention policy.

*AU - Audit:* Auditing a course allows a student to take a course while receiving neither a grade nor credit. A student who audits a course does so for the purposes of self-enrichment and academic exploration. Students register to audit a course through the established registration procedures, only upon the approval of the instructor of record, and may change status from “auditing” to “registered for credit” or from “registered for credit” to “auditing” only before the day transcribing withdrawals would occur. The auditing student will be responsible for all tuition and fees for the course (except senior citizen auditors), supplying the college with an updated Certificate of Residence (except senior citizen auditors) and for meeting the college Immunization requirements (as required by NYS Public Health Law 2165). In all cases, the instructor of record is encouraged to discuss with the potential auditor expectations regarding the level of participation of an auditor, responsibilities of the instructor to the auditor (i.e., grading of and assistance with coursework), and specific limitations, if any, on class participation.

*Senior Citizen Auditors:* persons who have reached the age of 60 are permitted to audit courses, per New York State legislation, “without tuition, examination, grading or credit,” on a space-available basis. Senior citizen auditor registration will begin the first day the course section meets, and requires the approval of the instructor of record.

*T – Transfer Credit:* A T symbol is used on some internal reports to indicate credit applied to an FLCC degree which was earned through an external source, including transfer credit from other colleges, credit by exam, portfolio review, or other prior learning experiences (see below). Grades are not recorded for such credit on official transcripts, and do not affect GPA.

Credit toward an FLCC degree for coursework earned at other institutions is applied through the transfer credit evaluation process by the Student Records Office. Transfer credit is applied from colleges, universities and other organizations that are recognized by an appropriate accrediting agency, such as Middle States Association of Colleges and Schools, The American Council on Education (ACE), NYS Board of Regents, etc. Evaluation of credit appropriate for transfer is done on an individual basis. Grades of "C-" and higher are considered for transfer if the coursework meets FLCC degree requirements. FLCC does not determine transferability exclusively on the basis of the sending institution's accreditation. To have a course accepted for transfer at FLCC, the course content, learning outcomes, and hours of instruction of the course will be the primary determining factors to its transferability. Transfer credit evaluations will be done on a course-by-course basis by the Student Records Office in consultation with Academic Department Chairpersons.

Students who have earned credits at a college or university outside of the United States must have their credits evaluated by a professional credential evaluation agency.

The following process is used to evaluate transfer credit.

1. Students who have acquired college credit from another institution/organization, and who wish to receive transfer credit must submit official transcript(s) to the Admissions Office.
2. A transfer credit evaluation will be completed by the Student Records Office.
3. The student will receive a transfer credit evaluation electronically indicating the transfer credits awarded toward the chosen degree program.

4. All documents will be stored in accordance with the record retention policy.

### SUNY Transfer Appeal Process

Students who do not agree with the college's decision regarding credit earned at a prior SUNY institution may submit an appeal to the Finger Lakes Community College Provost's Office. Students submitting an appeal must provide reasonable documentation to support their appeal, such as the course description or syllabus. If an agreement cannot be reached, an appeal may be made to the SUNY system Provost.

### Verification Roster

The instructor of record will complete a 'Verification Roster' on or around the 21st day of each Fall and Spring semester. For courses of shorter duration during the Fall and Spring semesters, or during winter or summer semesters, Verification Roster requests are done after 20% of the course has elapsed. Verification Rosters require faculty members to identify students who have never attended a single class. For online courses "never attended" is defined as not substantially participating in the course. Substantial participation is defined as posting in a discussion forum, submitting assignments, or emailing the professor about academic content. Those students deemed as "never attending" by faculty on Verification Rosters will be removed from the official course roster and assigned an NA by the Student Records Office.

### Grade Changes

Once a grade is transcribed by the Student Records Office, it cannot be changed without a Change of Grade form. Grade changes must be consistent with the reasons outlined below, as listed in the FLCC Grading Policy.

Appropriate reasons for grade corrections or changes may include but are not be limited to:

- Demonstrable arithmetic, editing, or factual error in calculating the grade
- Omission of assignments or parts of assignments in calculating the grade
- A grade demonstrably based on impermissible factors unrelated to student performance, such as discrimination, bias, retaliation or retribution
- Completion of work through the Incomplete Grade Process.

Inappropriate reasons for grade changes may include but are not limited to:

- Saving a student from some academic penalty such as dismissal, probation, warning, or academic integrity problem
- Enabling a student to graduate
- Enabling a student to maintain academic eligibility for financial aid
- Enabling a student to graduate with academic honors or meet some other established minima
- Personal issues unrelated to academics
- Enabling a student to maintain academic eligibility for athletics, other co-curricular activities, or scholarships.
- Managing enrollment levels in order to preserve programs or revenue, or to increase retention rates

Process for changing a grade:

1. The instructor of record submits a completed Change of Grade form to the AVP for Instruction and Assessment, including rationale for the change of grade.
2. The Associate Vice President approves and forwards form to Student Records office.
3. The Student Records Office will process the Change of Grade
4. The student will receive notification of the grade change from the Registrar.
5. All documents will be retained by Student Records and stored in accordance with the record retention policy.

Students wishing to request a change in grade for reasons similar to those listed in the FLCC Grading Policy will first consult with the instructor of record. If an agreement is reached, the instructor will submit a grade change as outlined above. If an agreement is not reached, the student may appeal the grade by following the College's official academic grievance policy (see the Student Code of Conduct for information on grievance and deadlines applying to this

process),

Students wishing to seek a grade change after the Academic Grievance deadline contained in the Student Code of Conduct may appeal to the AVP for Instruction and Assessment for an exception to the deadline.

1. The student shall communicate his/her request in writing to the AVP for Instruction and Assessment.
2. The AVP for Instruction and Assessment will determine if there is merit for an exception to the grievance deadline within five business days.
  - a. If there is merit, the AVP for Instruction and Assessment will forward student's request to the Deadline Appeal/Medical Withdrawal Board.
  - b. If there is no merit, the AVP for Instruction and Assessment will notify the student in writing of the decision.
3. The AVP for Instruction and Assessment will present the request to the Deadline Appeal/Medical Withdrawal Board for consideration. A decision will be rendered within 15 business days.
4. The decision of Deadline Appeal/Medical Withdrawal Board is final and will be forwarded to the Associate Vice President of Student Affairs and a copy to the AVP for Instruction and Assessment. The student will be informed within 10 business days of the decision, as follows:
  - a. If the deadline appeal is denied, the AVP for Instruction and Assessment will inform the student of the denial.
  - b. If approved, the Associate Vice President of Student Affairs will notify the student, with information concerning filing the academic grievance and a new deadline. The academic grievance procedure contained in the Student Code of Conduct will govern the process from this point forward.
5. All documents will be retained by Student Records and stored in accordance with the record retention policy.

#### **Deadline Appeal/Medical Withdrawal Board**

The Deadline Appeal/Medical Withdrawal Board will be comprised of three faculty, two students, and one member of the Educational Planning & Career Services or One Stop offices. The faculty and student members will also be eligible for the Academic Grievance Board and trained by the Director of Community Standards. As detailed above, the Board will be convened as needed to review appeals of the course withdrawal deadlines, Medical Withdrawal petitions, and grade change appeals outside the deadlines for Academic Grievances in the Student Code of Conduct.

#### **Grade Point Average** (To be included in College Catalog)

The cumulative Grade Point Average (GPA) is determined by dividing the total number of grade points earned by the total credit hours with grade points. Credit hours for courses with a grade of "F" are added into the total number of credit hours 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 used to calculate the GPA. Developmental courses are not used in calculating semester or cumulative GPAs.

<i>Grade</i>	<i>Grade Points</i>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

The following grades and symbols will not be used in calculation of the GPA:

S  
U  
Q  
NA  
W  
AW  
MW  
I  
X  
AU

### **Fresh Start**

Finger Lakes Community College has instituted an institution specific policy recognizing 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 their previous academic endeavor negatively affect their current academic standing.

Students returning to Finger Lakes Community College after an absence may petition to have their prior work excluded from their current Grade Point Average (GPA) calculation. 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, and 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. All prior coursework will continue to be considered when determining Financial Aid eligibility. Students who have been away from the College for five or more years may be granted a "Fresh Start" by petitioning the Director of Community Standards. 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 Director of Community Standards. Students can be granted only one Fresh Start petition during their academic career at Finger Lakes Community College and must petition no later than the fourth week of the semester following their second semester back at FLCC or at the discretion of the Director of Community Standards.

Greater consideration will be given to candidates demonstrating a large disparity between prior and current academic performance. Students should be aware that Fresh Start petitions which would remove acceptable grades (C- or better) from GPA calculations are unlikely to be granted.

1. The student will obtain a Fresh Start form from the Director of Community Standards, at the Educational Planning and Career Services Office, or from the College website and submit the completed form to the Community Standards Office.
2. The Director of Community Standards will determine if there is merit for a Fresh Start.
  - a. If there is no merit, the Director of Community Standards will notify the student in writing of the decision, within five business days.
  - b. If there is merit to the request, the Director of Community Standards will grant the Fresh Start, or, at his/her discretion, forward the petition to the Committee on Academic Standing for a decision.
3. The Committee on Academic Standing's decision is final.
4. The student will be notified of the decision within 15 business days.
5. Student Records is notified of the outcome and grades are changed accordingly.
6. All documents will be retained by Student Records and stored in accordance with the record retention policy.

### **Independent Study** (To be included in College Catalog)

Independent Study is available to students under circumstances including but not limited to:

- a) a course needed for graduation that is not available during the student's final semester
- b) a prerequisite course that is not available
- c) a student wishes to pursue a special research project under the guidance of a faculty member.

In all cases, an instructor must agree to teach an Independent Study course and the AVP for Instruction and Assessment must approve the creation of the Independent Study course. Independent Study for existing courses must follow the department syllabus and course learning outcomes. Independent Study requests for a special research project must identify the student learning outcomes and the expected credit hours to be awarded. Tuition and fees for Independent Study courses will be the same as all other courses. The credit hours earned from an Independent Study course will be included in the student's regular semester load and will not be treated differently for graduation requirements.

Student initiated:

1. The student shall obtain an Independent Study form from the One Stop Center.
2. The student will work with the faculty member to complete the Independent Study form which will include the title and objectives of study/experience, learning outcomes, frequency of contact with faculty, method of assessing and evaluating student performance, and date of completion.
3. The student will obtain an approval from the faculty member and AVP for Instruction and Assessment.

Faculty/Administration initiated:

1. The faculty will obtain an Independent Study form from the One Stop Center.
2. The faculty member will complete the Independent Study form which will include the title and objectives of study/experience, learning outcomes, frequency of contact with faculty, method of assessing and evaluating student performance, and date of completion.
3. The faculty will first obtain the student's signature and then obtain approval from the AVP for Instruction and Assessment.

After approval,

4. Once the form is complete, it is sent to the Student Records Office for processing. A course section is assigned and form is returned to the AVP for Instruction and Assessment and a copy is sent to the faculty member and student's academic advisor.
5. At the conclusion of the Independent Study the faculty assigns a grade in accordance with instructions and established academic calendar deadlines communicated by the Student Records Office.
6. The AVP for Instruction and Assessment confirms a grade has been issued and notifies payroll to compensate the faculty based on the relevant employment contract.
7. All documents will be retained by Student Records and stored in accordance with the record retention policy.

### **Prior Learning Experiences** (To be included in College Catalog)

Finger Lakes Community College acknowledges that learning takes place beyond the classroom. 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. The following are examples of Prior Learning Experiences recognized by FLCC.

**Credit by Examination:** Several programs exist that design and administer examinations in college subject areas:

- Advanced Placement (AP)
- International Baccalaureate (IB)
- DSST (formerly DANTES Subject Standardized Tests)
- Excelsior College Examinations

College Level Examination Program (CLEP)  
Other Recognized Licensures/ Examinations

Examination credit is not counted toward residency requirements, is not used in calculating a student's grade point average, and is included in the maximum allowable transfer credit. FLCC utilizes the American Council on Education (ACE) recommendations for minimum scores, and number and type of credits awarded for these examination programs.

1. Students who have participated in these examinations must have an official examination grade report from the examination organization sent to the Student Records Office for evaluation.
2. Credit is evaluated on a course-by-course basis by the Student Records Office in consultation with Academic Department Chairpersons.
3. Student Records will apply the appropriate credit and notify the student.
4. All documents will be retained by Student Records and stored in accordance with the record retention policy.

*Advanced Placement (AP) Program*

The College Board-sponsored AP program 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. FLCC will consider transfer credit for those students who have completed AP exams and earned a score of 3 or higher.

*International Baccalaureate (IB) Diploma Program*

FLCC will consider transfer credit for those students who have completed HL (Higher Level) courses and earned a 4 or higher.

*DSST*

DSST exams are given in liberal arts, business and technology subject areas. FLCC is a DSST testing center. Cut-off scores vary by subject test, and are available from the Student Records Office.

*Excelsior College Examinations*

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 Prometric Testing Center. Cut-off scores vary by subject test, and are available from the Student Records Office.

*College Level Examination Program (CLEP)*

CLEP exams are offered in liberal arts and business subject areas. Registration is completed through a CLEP testing center. Cut-off scores vary by subject test, and are available from the Student Records Office.

*Other Recognized Licensures/Examinations*

Other recognized licensures/examinations may be accepted for college credit for any course applicable to the student's degree program. Specific course credit for licensures/exams are recommended by the department and approved by the AVP for Instruction and Assessment. A list of approved examinations/licensures for college credit will be kept on file by the Student Records Office.

1. Students must submit an official record of successful completion from the testing/licensing agency to the Student Records Office.
2. Student Records will apply the appropriate credit for approved licensures/exams and notify the student.
3. All documents will be retained by Student Records and stored in accordance with the record retention policy.

Course Challenge Examinations may be offered for college credit for any course at the discretion of the individual department. The candidate may not re-take unsuccessfully completed FLCC challenge examinations for the same course. The cost of the examination will be a fee as established by the Board of Trustees. This fee is in addition to a

student's regular tuition and fees. The student does not register for, or pay for, the number of credits associated with the course. The student obtains the Course Challenge Exam form from the One Stop or the academic department. Course Challenge Examination credit is not counted toward residency requirements, is not used in calculating a student's grade point average, and is included in the maximum allowable transfer credit.

1. The student submits the Course Challenge Exam form to the appropriate Department Chairperson.
2. The Department Chairperson, within 10 business days, either approves the course challenge exam request or provides the student with a written rationale as to why it was not approved.
3. The student pays the fee at the Student Accounts Office.
4. An instructor recommended by the department chair creates the examination.
5. The department chair arranges the time and place for the student to take the exam.
6. The student will be notified within one week of completing the examination of the results.
7. If the student is successful, the department chair notifies the Student Records Office.
8. Student Records Office applies the appropriate credit as "credit by FLCC exam".
9. All documents will be retained by Student Records and stored in accordance with the record retention policy.

### Portfolio Review

Credit may be applied toward a degree program for knowledge gained through specific life experiences that result in learning outcomes equivalent to coursework at FLCC. Students will provide substantive evidence that course learning outcomes have been achieved by completing a portfolio. Students must be matriculated before portfolio review occurs. In addition, students will be responsible for a fee as established by the Board of Trustees. The number of credits that can be earned in this manner is limited to twelve. Portfolio review credit is not counted toward residency requirements, is not used in calculating a student's grade point average, and is included in the maximum allowable transfer credit.

1. Student contacts appropriate Department Chairperson for Portfolio Proposal form.
2. Student submits completed portfolio proposal to the Department Chairperson.
3. The Department Chairperson, within 10 business days, either approves the portfolio request or provides the student with a written rationale as to why it was not approved.
4. An instructor recommended by the department chair is chosen to serve as the student's faculty mentor through the process.
5. The student and the mentor will create and sign a contract outlining the time frame, not to exceed six months, and the required components of the portfolio. A portfolio must demonstrate that all learning outcomes for the course are met. Critical components of a portfolio are:
  - a. The learning outcomes being addressed.
  - b. A description of the student's learning, where it took place and how it aligns with the course learning outcomes.
  - c. Documentation that can attest to the student's knowledge. This could include certificates, licenses, publications, awards, testimonials, etc.
  - d. Documentation of any related non-collegiate training or instruction that the student has received. These could include workshops, internships, personal instruction, etc.
6. The student pays the fee at the Student Accounts Office.
7. The student assembles the portfolio. The student will meet with the faculty mentor for assistance and feedback; however, responsibility for completing the portfolio lies solely with the student.
8. The student submits the completed portfolio to the faculty mentor.
9. The mentor will assess the student's completed portfolio and determine whether or not credit will be applied.
10. The faculty mentor will forward the student's portfolio and their recommendation for credit to the Student Records Office.
11. If the awarding of credit is recommended, the Student Records office applies credit on the transcript as "portfolio review credit".
12. The Student Records office notifies the student of the results.

13. All documents will be retained by Student Records and stored in accordance with the record retention policy.

Articulated Credit: Allows students to receive college credit for completing non-credit programs during high school or at a non-college credit granting institution. Credit will only be given for approved Articulation Agreements which define the course equivalencies. Articulation agreements are created through consultation between the academic departments and the Provost Office. Students must be matriculated before credit will be awarded. Articulated credit is not counted toward residency requirements, is not used in calculating a student's grade point average and is included in the maximum allowable transfer credit.

1. The student will obtain and complete a Credit Conversion Form from the AVP for Instruction and Assessment.
2. The student will submit completed form and proof of completion of non-credit coursework to the Student Records Office for evaluation.
3. The Student Records Office will apply the appropriate credit and notify the student.
4. All documents will be retained by Student Records and stored in accordance with the record retention policy.

**Review dates/action taken:**

- March 2011: original approval date
- October 2012: revisions
- Fall 2013 – April 2015: review/revisions
- April 2015: Academic Senate approval
- May 2015: College President approval