

Policy Statement

In compliance with the Full Opportunity Plan of the State University of New York, admission to Finger Lakes Community College is open to any person whose academic potential, record, and/or qualifications demonstrate that the student may successfully 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.

Finger Lakes Community College students who maintain continuous enrollment or who discontinue enrollment for three or fewer consecutive terms (summer and Jan/Plan sessions excluded) shall maintain matriculation status.

A matriculated FLCC student in good academic standing who discontinues enrollment for more than three consecutive terms (summer and winter sessions excluded) shall lose his or her matriculated status and must contact the Admissions Office to complete the re-matriculation process.

However, FLCC students matriculated in a program with limited enrollment capacity, such as a health-related program (*i.e.*, Nursing) will be placed on inactive status in the program if enrollment is discontinued for reasons other than graduation (the student may retain matriculated status in programs not subject to limited enrollment).

Reason for Policy

This policy is designed to facilitate efficient use of Finger Lakes Community College's academic resources by establishing standards for matriculation and curriculum change.

Applicability of the Policy

All FLCC full- and part-time students as well as College employees responsible for making determinations affecting students' matriculated status, should be familiar with this policy.

Definitions

Matriculated student- a student who has been accepted by the Finger Lakes Community College Admissions Office and is enrolled in a degree or certificate program

Non-matriculated student- a student who is enrolled in college classes but has not been admitted formally to a degree/certificate program, or has lost matriculated status because of unsatisfactory academic performance or as otherwise set forth in this policy.

Related Documents

- FLCC Policy on Academic Standards of Progress
- Admissions policy
- Admission of Home-Schooled Students
- Admission Guidelines for Known Ex-Offenders & Disciplinary Dismissals & Suspensions

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

- May 2010: original approval date
- Fall 2012: no policy revisions
- December 2015: no policy revisions

Procedures

Admission for Second Associate Degree Program

Current and formerly enrolled students who have been away from the College for less than 6 years and who are interested in obtaining a second degree should make application through the One Stop Center. Former students who have been away from the College for 6 years or more must complete the admissions application. There must be a minimum 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 simultaneously, they may be awarded concurrently. Students are limited to pursuing a maximum of two degrees simultaneously.

Re-enrollment by a Matriculated Student in a Limited Enrollment Program (e.g., Nursing)

A student will be placed on inactive status following one semester of non-enrollment (summer and Winter Session sessions excluded). In a program with limited enrollment capacity, a student must request readmission to the program through the Admissions Office.

Readmission

Students placed in non-matriculated status due to a discontinuance of enrollment for more than three semesters, but fewer than 6 years, may complete a Re-matriculation Application. Students in non-attendance for more than 6 years, must reapply to the College to regain matriculation.

Degree Requirement Exceptions (does this really belong here???)

A matriculated student may request a program requirement exception through the Student Records Office. The request is processed only after it has been signed by the Department Chair and the Associate Vice President for Instruction and Assessment. The student will be formally notified by the Student records Office of any approved exception to his/her degree requirements via a revised degree audit form.

Exceptions

Students who have lost matriculated status because of unsatisfactory academic performance must follow specific requirements for reinstatement. The academic appeal process is handled by the Office of Community Standards; students can apply for reinstatement online at <https://www.flcc.edu/offices/judicial/forms/dismissal.cfm>.

Forms/Online Processes

- Academic Appeal petition form

Appendix

- Application for Admission to FLCC

Review dates/action taken:

- May 2010: original effective date
- Fall 2012: no revisions to procedures
- December 2015: revisions to procedures

Finger Lakes Community College

Academic Dismissal Appeal
Filing Deadline: Friday, _____ • 4 pm

Last Name (print) _____ First Name (print) _____

Address (the outcome of your petition will be mailed to this address)

City, State, Zip Code _____

Academic Major _____ E-mail address _____

Telephone # _____ Student ID No. or SSN _____

I request readmission for _____ term/year _____ full time status _____ part time status

The College must certify and document that approval of an Academic Appeal is in your best interest. Please complete this form and submit any/all supporting documentation of your claims to the Academic Standards Coordinator. It is important to use correct spelling, punctuation, and grammar in writing your appeal. You may attach a separate letter answering the below questions if you desire.

What extenuating circumstance(s) contributed to your current academic status?

What changes have you made or will you make to successfully complete the requirements in your degree program?

Acknowledgement of Condition: I realize that if my Petition for an Academic Appeal is approved, I must meet the Academic Standards and/or Academic Regulations at the end of my first semester return to FLCC, and I will be required to comply with any enrollment conditions set by the Committee on Academic Standing.

Student signature _____ Date (required) _____

Office Use Only
[] Granted [] Denied

Academic Standards Coordinator _____ Date _____

Conditions of Return (if applicable):

Finger Lakes Community College
Academic Dismissal Appeal
Filing Deadline: Friday, _____ • 4 pm

On the reverse side is the petition to request an *Academic Dismissal Appeal* regarding your academic dismissal status.

Please note:

1. To be considered for an *Academic Dismissal Appeal*, please submit a completed and signed petition and documentation supporting your extenuating circumstance(s).
2. After completing the petition, return it and all documentation to the Academic Standards Coordinator.
3. Petitions are reviewed and acted upon by the Committee on Academic Standing which will meet _____ and you will be notified in writing regarding the outcome of your *Academic Dismissal Appeal* as soon as is reasonably possible thereafter (usually 5-7 college business days after meeting.)
4. Please do not contact our office as decisions will not be delivered via telephone.
5. Detailed regulations pertaining to the Standards of Progress (Academic Dismissal) are found in the college catalog and online at <http://www.flcc.edu/academics/academicstandards.cfm>.
6. For frequently asked questions about academic dismissal, please visit <http://www.flcc.edu/offices/student services/faq.cfm>

If you have questions regarding the petition, please call 585/394-3500, ext. 7211.

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- Incomplete petitions will not be reviewed.
 - Please use correct spelling, punctuation, and grammar in writing your appeal.
 - Please be sure to include any/all documentation to support your statements.

Please submit completed petition and supporting documentation to:

Finger Lakes Community College
Academic Standards Coordinator
3325 Marvin Sands Drive
Canandaigua, NY 14424-8395