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 Appeal Board 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 no more than fourteen (14) 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.

W  Official withdrawal from a course without academic penalty is permitted any time on or before the last day of classes for the semester. 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.
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>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</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>10</td>
<td>0.0</td>
</tr>
</tbody>
</table>

\[
\text{G.P.A.} = \frac{\text{Grade Points Earned}}{\text{Credit Hours Attempted in Grade Point Courses}} = \frac{18}{10} = 1.8
\]

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. If the standard of progress is not achieved at the intervals noted in the table below, a student will be placed on Academic Probation or Dematriculation status (refer to Academic Probation or Dematriculation below).

A student who fails to meet the College’s Standards of Progress for two semesters in succession is not in good academic standing and will lose matriculation status (dematriculation).

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.

Good academic standing is important to all students. At least once each semester, students should meet with their faculty advisor or with a counselor in the Center for Advisement and Personal Development, especially if they are having academic difficulties. Students who have been placed on Academic Probation should meet with their faculty advisors on a regular basis.

<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>
<tr>
<td>12</td>
<td>6</td>
<td>1.5</td>
<td>40</td>
<td>23</td>
<td>2.0</td>
</tr>
<tr>
<td>14</td>
<td>7</td>
<td>1.5</td>
<td>42</td>
<td>25</td>
<td>2.0</td>
</tr>
<tr>
<td>16</td>
<td>8</td>
<td>1.5</td>
<td>44</td>
<td>26</td>
<td>2.0</td>
</tr>
<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>
<td>22</td>
<td>11</td>
<td>1.7</td>
<td>50</td>
<td>31</td>
<td>2.0</td>
</tr>
<tr>
<td>24</td>
<td>12</td>
<td>1.7</td>
<td>52</td>
<td>32</td>
<td>2.0</td>
</tr>
<tr>
<td>26</td>
<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.
Requirements for more than 62 attempted credits are available at either the Center for Advisement and Personal Development or the office of the Associate Dean of Instruction.

ACADEMIC PROBATION
A student will be placed on Academic Probation for one semester when the student fails to meet the Standards of Progress. At the conclusion of the probationary semester, the student may 1) continue on Academic Probation if progress is shown towards meeting the Standards of Progress or 2) be placed on Dematriculation status if progress is not shown towards meeting the Standards of Progress. Students who have been placed on Academic Probation should meet with their faculty advisor or a counselor in the Center for Advisement and Personal Development to discuss the requirements for good academic standing. Students on Academic Probation are limited to 13 credit hours unless an Academic Probation Overload Appeal is filed with, and approved by, the Associate Dean of Instruction.

DEMATRICULATION
When a student has not met the Standards of Progress following a probationary semester, the student is placed on Dematriculation status. Dematriculation means that the student
is no longer matriculated in a degree program, is not eligible for graduation, and loses all financial aid and may not be eligible to return to College. Students who have been placed on Dematriculation status should meet with their faculty advisor or a counselor in the Center for Advisement and Personal Development to discuss the requirements for good academic standing, as well as the academic appeal process (refer to Academic Appeals, page 77).

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 72), 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).

<table>
<thead>
<tr>
<th>Before Being Certified For This Payment</th>
<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>A Student Must Have Accrued At Least This Many Credits With At Least This Grade Point Average</td>
<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>
<tr>
<td>.0</td>
<td>.5</td>
<td>.75</td>
<td>1.3</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

*Educational Opportunity Program Students only
TRANSFERS
Transfer and readmitted students will be placed on the standard at the point in the time scale that is equivalent to their transfer credit or accumulated hours for State financial awards. Thus, a student who transfers 15 credits will be equal to completing two semesters on the time scale.

REACTIVATED STUDENTS
Returning students will remain on the timescale equivalent to their departure from Finger Lakes Community College unless they are granted an appeal. They shall be placed on the time scale at the year equivalent to their accumulated credit hours.

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 72) 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 Associate Dean of Instruction, 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 Associate Dean of Instruction with appropriate documentation. The Associate Dean 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.
WITHDRAWAL FROM COLLEGE
Students who find it necessary to withdraw from all of their classes should complete a Withdrawal Form and Survey available from the Center for Advisement and Personal Development (the Center) or from the Center's Web site at www.flcc.edu/center. Before finalizing the withdrawal, students are advised to meet with a counselor in the Center and to confirm their status with the Financial Aid and Bursar's offices. The official date of withdrawal will be the date that the completed withdrawal form is received in the Center.

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 and transcript.