



FLCC: Gemini Handbook

Office of Concurrent Enrollment
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Finger Lakes Community College

Finger Lakes Community College (FLCC) was established in 1965 as a unit of the State University of New York, under the sponsorship of Ontario County. Today the college operates a 250-acre main campus in Canandaigua and campus centers in Geneva, Newark and Victor. FLCC also has field stations at the south end of Honeoye Lake and on 30 acres adjacent to the Hi Tor Wildlife Management Area in Naples.

FLCC offers 54 degree and certificate programs. Some degrees are designed for transfer to a four-year institution; these include engineering science, biotechnology and fine arts. The associate degrees in applied science, those designed to lead directly to employment or transfer, include nursing, paralegal and information technology. FLCC signature programs – those for which the college is most known – include natural resources conservation, music recording technology and viticulture and wine technology.

FLCC is a national leader in science education, having received nearly \$4 million in National Science Foundation grants to share its model for teaching science through research to other community colleges across the country. Small class sizes – 75 percent of all classes have 20 or fewer students – allow for greater interaction with faculty in all academic areas.

Low tuition makes FLCC an affordable, accessible choice. In addition, the FLCC Foundation, a nonprofit affiliated with the college, provides more than 100 private scholarships, including the Gemini Scholarship, which provides a half-year of tuition. Recent renovations to the main campus provided improved classroom technology, new labs and a new student lounge and café. Clubs bring students together through their academic interests, be it the Horticulture Club or the Electronic Gaming Society. FLCC athletic teams include soccer, lacrosse, basketball, volleyball and the college's highly successful woodsmen teams.

FLCC: Gemini Program

The FLCC: Gemini program is a partnership between FLCC and area high schools that provides eligible high school students with the opportunity to simultaneously receive high school and college credit at an affordable cost. Qualified high school teachers are approved by FLCC and deliver the college course in their school. The courses offered through the program are FLCC courses and are treated as an extension of the college's off-campus offerings. Success is based upon coursework completed over the entire semester rather than one test like Advancement Placement (AP) or International Baccalaureate (IB) test-based courses. FLCC offers Gemini courses in 33 districts and three locations for the Wayne Finger Lakes BOCES.

Concurrent enrollment programs are recognized as a viable option to provide students with more course options, an alternative to AP or IB test-based courses, and a motivator that some students need to successfully transition to post secondary studies.

The FLCC: Gemini program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP), a nationwide organization with an established set of programmatic standards indicative of quality concurrent enrollment programs. FLCC is included in a charter group of four institutions to be the first accredited by NACEP. To receive this accreditation, NACEP subjected the program to an extensive evaluation to confirm the quality and consistency of course offerings.

Students in the program are part-time non-matriculated FLCC students with library, academic support and other student privileges. Students must follow the College's academic standards as stated in the College Catalog regarding academic honesty, dishonesty, and repeated courses. The latest catalog is available at www.flcc.edu/catalog.

Students may choose to come to FLCC after high school graduation or transfer their credits to another institution. Approximately 20% of students who have taken courses through the program attend FLCC after high school graduation.

The Office of Concurrent Enrollment is part of the Academic and Student Affairs division and reports to the Associate Vice President of Academic Initiatives. More information can be found about the program at www.flcc.edu/gemini or by contacting staff in the Office of Concurrent Enrollment (see Appendix: Document A for contact information).

National Accreditation

The FLCC: Gemini program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP), a nationwide organization with an established set of programmatic standards indicative of quality concurrent enrollment programs. FLCC is included in a charter group of four institutions to be the first accredited by NACEP.

NACEP was established in 1999 as an organization of education professionals who administer or participate in Concurrent Enrollment Partnerships (CEP). NACEP links colleges and high schools through offering college courses in high schools. NACEP supports and promotes its constituent programs through quality initiatives, program development, national standards, research, and communication.

Through concurrent enrollment partnerships (CEP), qualified students can earn college credit prior to high school graduation. CEP's differ from other pre-college credit programs because high school faculty teaches the college courses during the normal school day. Such programs provide a direct connection between secondary and post-secondary institutions and an opportunity for collegial collaboration.

Although courses in some CEP's may have some elements or characteristics of the programs stated below, CEP's are distinct programs from the following:

- Programs in which the high school student travels to the college campus to take courses prior to graduation during the academic year or during the summer.

- Programs where college faculty travel to the high school to teach courses to the high school students.
- The College Board Advanced Placement Program (AP) and the International Baccalaureate Program (IB) where standardized tests are used to assess students' knowledge of a curriculum developed by a committee consisting of both college and high school faculty.

NACEP standards are measurable criteria of CEP elements that are the basis of quality programs. College or university NACEP members have met and submitted evidence of implementation of the NACEP standards. Additional information regarding NACEP can be found at www.nacep.org.

NACEP Standards

Curriculum 1	Courses administered through a CEP are college/university catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.
Curriculum 2	College/university courses administered through a CEP reflect the pedagogical, theoretical and philosophical orientation of the sponsoring college/university departments.
Curriculum 3	Faculty site visits ensure that college/university courses offered through the CEP are the same as the courses offered on campus.
Faculty 1	CEP instructors are approved by the respective college/university departments and meet academic department requirements for teaching the college/university course.
Faculty 2	The college/university provides new CEP instructors with discipline-specific training and orientation regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy and administrative responsibilities and procedures prior to the instructor teaching the course.
Faculty 3	The CEP provides annual discipline-specific professional development activities and ongoing collegial interaction to address course content, course delivery, assessment, evaluation, and/or research in the development in the field. The CEP ensures CEP instructor participation.
Faculty 4	CEP procedures address instructor noncompliance with the college/university's expectations for courses offered through the CEP (for example, non-participation in CEP training and/or activities).
Students 1	The college/university officially registers or admits CEP students as degree-seeking, non-degree seeking, or non-matriculated students of the college/university and records courses administered through a CEP on official college/university transcripts.

Students 2	The CEP ensures its students meet the course prerequisites of the college/university.
Students 3	The CEP provides students and schools with a comprehensive publication that outlines rights and responsibilities of enrolled college/university students.
Assessment 1	CEP students are held to the same standards of achievement as those expected of students in on campus sections.
Assessment 2	The college/university ensures that CEP students are held to the same grading standards as those expected of students in on campus sections.
Assessment 3	CEP students are assessed using the same methods (e.g. papers, portfolios, quizzes, labs, etc.) as students in on campus sections.
Evaluation 1	The CEP conducts end-of-term student university/college course evaluations for each course section offered through the CEP.
Evaluation 2	The CEP conducts an annual survey of CEP alumni who are one year out of high school. Survey includes NACEP essential questions (additional questions may be used). Methodology includes one follow-up contact with non-respondents. Qualified institutional evaluator/researcher collaborates with the CEP to develop the survey and analyze the data.
Evaluation 3	The CEP conducts a survey of CEP alumni who are four years out of high school at least once every three years. Survey includes NACEP essential questions (additional questions may be used). Methodology includes one follow-up contact with non-respondents. Qualified institutional evaluator/researcher collaborates with the CEP to develop the survey and analyze the data.
Evaluation 4	The CEP conducts surveys of participating high school instructors, principals, and guidance counselors at least once every three years. Survey includes NACEP essential questions (additional questions may be used). Methodology includes one follow-up contact with non-respondents. Qualified institutional evaluator/researcher collaborates with the CEP to develop the survey and analyze the data.

Responsibilities

Gemini Instructor

Gemini instructors are employed by their districts, not FLCC. They are considered unpaid adjuncts of the College and are required to do the following:

- Meet with a FLCC faculty member in their discipline and a staff member from the Office of Concurrent Enrollment prior to teaching the course for the first time.
- Attend professional development workshops as scheduled by FLCC.
- Contact the FLCC academic department chair/coordinator in matters relating to the content of the course (see Appendix: Document A for contact information).
- Participate in assessment initiatives including but not limited to SUNY General Education Assessment.

- Participate in course review visits and meet with FLCC faculty to determine that the course learning outcomes are being met.
- Advocate for the program and be able to differentiate the program from assessment-based programs like AP & IB.
- Distribute registration materials and assist students in the registration process.
- Follow FLCC syllabi and textbook requirements.
- Submit an electronic course outline each time the course is offered.
- Provide students with the course outline on the first day of class.
- Provide accurate, complete and timely records. Census rosters, grades and student course evaluations must be completed each time the course is offered.
- Contact the Office of Concurrent Enrollment in the event of a prolonged absence (maternity, disability, illness, etc.) and/or a change in name, phone, or address.

Site Coordinator

Site Coordinators are the main contact for the program at each high school and coordinate the following:

- Schedule course offerings in the high school.
- Identify new Gemini instructors and submit applications to the Office of Concurrent Enrollment.
- Advocate for the program and be able to differentiate the program from assessment-based programs like AP & IB.
- Recruit students to the program and inform parents.
- Disseminate course related documentation to Gemini instructors (registration, census and course evaluations).
- Verify student eligibility requirements.
- Coordinate dates, times and resources for registrations.
- Attend annual site coordinator's meeting every January.

Office of Concurrent Enrollment

The Office of Concurrent Enrollment is responsible for the daily operations of the program including:

- Recruit districts to participate and/or expand course offerings.
- Register students for courses.
- Provide department chairs and/or coordinators with a list of participating Gemini instructors/courses each semester.
- Coordinate and comply with all requirements for NACEP accreditation.
- Create and update policies and procedures related to the program.
- Communicate with students, instructors, site coordinators, high school principals, and FLCC faculty regarding programmatic policies, procedures, and deadlines related to the program.
- Participate and advise in FLCC recruitment efforts of students in conjunction with the Enrollment Management division.

- Facilitate discipline-specific professional development opportunities for Gemini instructors in conjunction with FLCC department chairs/coordinators.
- Coordinate the application process for new Gemini instructors, submit applications to department chairs/coordinators, and inform Gemini instructors of approval/denial.
- Send textbooks and course syllabi to all Gemini instructors when changes occur.
- Serve as a resource to area districts, Gemini instructors and FLCC faculty.

FLCC Faculty

FLCC faculty are responsible for ensuring the academic integrity and quality of the courses offered through the program including:

- Review Gemini instructor applications, credentials and course outlines and recommend Gemini instructors for approval.
- Contact newly approved/pending instructors prior to the course being taught for the first time. Face-to-face contact is preferred but telephone correspondence may be used if necessary.
- Schedule discipline-specific professional development activities for Gemini instructors to maintain course consistency across the institution.
- Foster a collegial relationship with Gemini instructors and share course information including pedagogy, course philosophy, assessments, lab manuals etc.
- Review Gemini instructor course outlines to ensure consistency with on-campus sections.
- Communicate curriculum, software and textbook changes to the Office of Concurrent Enrollment.
- Coordinate SUNY General Education Assessment of all sections offered in the high schools.
- Conduct course reviews with Gemini instructors on a rotating basis to determine course learning outcomes are being met (See page 13).

FLCC: Gemini Timeline, 2017-18

The FLCC: Gemini program follows the high school calendar. Students register for courses after they begin the fall and spring semesters. The fall semester concludes at the end of January prior to state exams and the spring semester concludes at the end of June prior to state exams.

9/12/2017 - 10/6/2017	Fall Registration Period
10/27/17	Fall Census Rosters Due
12/1/17	Last Day to Withdraw from a Fall Course – No Refund

1/26/2018	Fall Grades Due
2/5/2018 - 3/9/2018	Spring Registration Period
3/30/18	Spring Census Rosters Due
4/27/18	Last Day to Withdraw from a Spring Course – No Refund
6/29/2018	Spring Grades Due

Student Eligibility Requirements

- Junior or senior in high school.
- Sophomores may enroll in courses with a prefix of CSC, FRN, GST, HPE and SPN if they meet course pre-requisite requirements.
- Complete FLCC prerequisites as stated in the FLCC College Catalog.

Math Placement

Placement into MAT 110 (Business Math) has no prerequisite.

Placement into MAT 152 (Pre-Calc) requires students to have completed Algebra II with an 80% overall class average, 580 or higher Math SAT score, or 24 or higher Math ACT score.

Placement into MAT 200 (Intermediate Statistics) requires students to have completed Algebra II with an 80% overall class average or successfully completed a Pre-Calc course, 580 or higher Math SAT score, or 24 or higher Math ACT score.

Placement into MAT 271 (Calc I) requires students to have completed Pre-Calc with an 80% overall class average

On campus, FLCC's Math Department utilizes a high school transcript review process to place students in FLCC's on-campus math courses. The Gemini placement guidelines above are the exact same guidelines used for on-campus students.

English Placement

Placement into ENG 101 or ENG 102 requires student to have completed their previous English course with an 80% overall class average.

Placement into ENG 103 requires student to have registered for and completed ENG 101 with a C- or higher course grade (70% or higher high school grade)

On campus, FLCC's Humanities Department utilizes the Accuplacer placement test for student placement in all ENG courses. Placement into Gemini sections of ENG 101 or ENG 102 will be based on successfully achieving the 80% benchmark on the previous high school English course as a proxy for an Accuplacer placement.

Accuplacer Testing

If the student's previous course grade (Math or English) was between 77-79%, and therefore not successfully meeting the placement criteria for the course(s) they seek,

the student can be granted permission to take the Accuplacer placement test by following our existing exceptions process:

1. A school counselor must send a copy of the student's transcripts and a letter of recommendation from a teacher or counselor attesting to the student's capabilities to the Office of Concurrent Enrollment.
2. A high school teacher or counselor must be identified (by name and email address) who is agreeing to proctor the Accuplacer test for the student.

The identified proctor will be sent an email to their school email address with instructions on how to set up an individual remote Accuplacer test.

Related information

We recognize and support that some districts have implemented higher academic thresholds that may also require relevant qualitative benchmarks, such as work ethic or faculty recommendation, for placement in Gemini course sections. The placement criteria above sets a minimum expectation of students' academic preparedness for college-level courses. Gemini courses are not intended to supplant high school course offerings but are instead provided to districts as an options for students who are academically prepared for the course.

At the conclusion of the Gemini registration period, Gemini instructors and Site Coordinators will be required to confirm that students registered for the course meet the appropriate placement criteria. Students who registered for the course, but do not meet the placement criteria will be administratively dropped from the specific course.

Requests for enrollment exceptions (other than MAT or ENG courses) are reviewed on a case-by-case basis by the Office of Concurrent Enrollment. A letter of recommendation and a copy of the student's high school transcript must be submitted. This letter should be from someone that can attest to the student's academic ability to succeed in that particular course.

Gemini Practices

Academic Dishonesty

Engaging in forms of academic dishonesty, such as cheating and plagiarism is prohibited. The term "cheating" includes, but is not limited to: 1) use of any unauthorized assistance in taking quizzes, tests, or examinations; 2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; 3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; or 4) aiding and/or abetting another student for the purpose of cheating. The term "plagiarism" includes, but is not limited to the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by

another person or agency engaged in the selling of term papers or other academic materials. These definitions, examples, and prohibition of academic dishonesty apply equally to all FLCC classes, whether online, at a campus center, or through any other method(s) of delivery.

Forms of academic dishonesty will not be tolerated by Finger Lakes Community College. Faculty may impose a mandatory minimum penalty upon a student found to have committed a violation. Initial responsibility and authority for handling suspected academic dishonesty situations rests with the faculty, but may rise to the level of student conduct matters depending on the specifics of each situation. Please refer to the information in the Sanctions section of the Student Code of Conduct for more detail on the handling of suspected academic dishonesty. Students charged with violating this section of the Code will have their academic file reviewed via the One Stop Office to verify any past academic dishonesty occurrences. The Student Code of conduct can be found at www.flcc.edu/offices/judicial/index.cfm.

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. An instructor may also request that the Community Standards Office investigate alleged academic dishonesty and take appropriate action based on the Student Code of Conduct.

Assessment

All Gemini instructors teaching courses subject to SUNY General Education Assessment are required to participate. Department chairs/coordinators are responsible for sending assessment materials and instructions to the Office of Concurrent Enrollment. The Office of Concurrent Enrollment is responsible for the distribution and collection of all assessment materials and providing department chairs/coordinators with a list of Gemini instructors each semester.

Attendance (Gemini Instructor)

Gemini instructors are expected to meet with their classes for all scheduled sessions and at the scheduled times except in cases of emergencies or illness. In the case of brief absences, Gemini instructors will follow their district protocol. Gemini instructors are required to notify the Office of Concurrent Enrollment regarding any extended leave of absence, including maternity, disability or medical leave. Long-term substitutes for Gemini instructors must submit all application materials to the Office of Concurrent Enrollment to keep as a record.

Attendance (Student)

FLCC does not have a formal student attendance policy. It is up to each Gemini instructor to set his/her attendance policy in accordance with the district policy. Attendance policies should be stated in the course outline and students should be informed regarding the attendance policy on the first day of class.

Campus Visits

Gemini instructors are encouraged to bring their students to campus to visit the library, participate in Activities Day, or partner with FLCC faculty/students on a project. To schedule a library visit instructors should contact Wally Babcock at Waldo.Babcock@flcc.edu or 585.785.1378. All other visits should be scheduled through the Office of Concurrent Enrollment.

Co-seating Courses

Students sitting in the FLCC: Gemini course should be academically prepared for a college-level work and are required to register and pay for the course. In addition, courses may be co-seated with Advanced Placement (AP) or International Baccalaureate (IB) courses as long as FLCC's learning outcomes and contact hours are met, the textbook is approved, and a separate FLCC course outline is submitted to the Office of Concurrent Enrollment.

Course Availability

Below is a list of courses available through the FLCC: Gemini program. Not all courses are offered in all school districts. If a course is no longer offered through the program, The Office of Concurrent Enrollment will notify all affected school districts and instructors. The school districts currently offering the course will be permitted to continue offering the course until the approved high school instructor(s) no longer offer the course. Once the decision has been made to remove a course, no additional instructors will be approved for that course.

Course	#	Course Title	Credits
ACC	101	Principles of Financial Accounting	4
ART	100, 101	Art History I, II	3
ART	110	Digital Photography	3
BIO	103	Environmental Science	4
BIO	110	Fundamentals of Human Anatomy & Physiology	3
BIO	121, 122	General Biology I, II	4,4
BUS	120	Business Organization	3
BUS	131	Personal Money Management	3
CHM	121, 122	General Chemistry I, II	4,4
CSC	105	Core Word, Core Excel, PowerPoint	3
CSC	115	Introduction to Programming & Computing	3
CSC	122	Introduction to Webpage Development	3
COM	110	Public Speaking	3
ECO	100	Survey of Economics	3
ENG	101	Composition I	3
ENG	102	Introduction to Literature	3
ENG	103	Composition II	3
FRN	201, 202	French III, French IV	3,3

FRN	203, 204	Advanced French	3,3
GST	116	College Study Strategies	3
HIS	110, 111	United States History I, II	3,3
HPE	110	Physical Conditioning	1
HPE	117	Basic Weight Training	1
HPE	164	Stress Reduction Through Exercise	2
HPE	212	Health	3
MAT	110	Business Math	3
MAT	152	Pre-Calculus	3
MAT	200	Intermediate Statistics	3
MAT	271	Calculus I	4
MUS	100	Music Appreciation	3
MUS	105	Basic Musicianship	3
NS	115	Introduction to Nutrition	3
PHY	118, 119	College Physics I, II	4,4
POL	100	American Government	3
PSY	100	Introduction to Psychology	3
SCI	151	Introduction to Astronomy	3
SCI	171	Meteorology	3
SOC	100	Introduction to Sociology	3
SPN	201, 202	Spanish III, Spanish IV	3,3
SPN	203, 204	Advanced Spanish	3,3

Requests for additional course offerings will follow these steps:

- The Office of Concurrent Enrollment will send a *Course Request Form* to the appropriate Department Chairperson. The form must be signed by the Department Chairperson, Associate Vice President for Instruction and Assessment and the Provost.
- The Department Chairperson will return the signed form to the Office of Concurrent Enrollment within 20 business days.

Course Expectations

All courses must meet FLCC course expectations and learning outcomes, including contact hours (750 minutes of instruction per contact hour) as outlined on the FLCC course syllabi at www.flcc.edu/courses. The length of the course, including frequency and duration of class days is determined by district. The Office of Concurrent Enrollment highly encourages semester long courses when feasible for the district. Students in full-year courses register during the spring semester and receive a final grade in June.

Course Outlines

Gemini instructors are required to provide each student with their course outline on the first day of class. The course outline is a contract with the students and all classroom/district policies should be included on it. Course outlines should include the following information:

- Instructor Name and Contact Information
- Name of the College
- Course Prefix and Number
- Course Name
- Semester
- Credit Hours
- Catalog Description
- Student Learning Outcomes
- College Learning Outcomes
- Assessment Measures
- Required Course Materials
- Methods of Instruction
- Instructor Policies and Classroom Procedures
- Outline of Topics Covered
- Grading Scale

All Gemini instructors are required to submit an electronic copy of their course outline to the Office of Concurrent Enrollment each time the course is offered. FLCC department chairs/coordinators review Gemini instructor course outlines as needed.

Course Participation

Absence due to disciplinary action and/or high school code of conduct violations will result in the student being dropped from the college portion of the course or prevented from registering. Absences due to medical issues or other reasons will be reviewed on a case-by-case basis by the Office of Concurrent Enrollment. In all circumstances, students will be required to meet course expectations and to work in conjunction with the Gemini instructor to fulfill all course requirements.

Course Reviews

The college conducts periodic course reviews of all course sections offered through the FLCC: Gemini program. These reviews must be done by college faculty who teach in the discipline. The course review allows the FLCC faculty to discuss the course in great detail in the high school setting and ensure its consistency with on campus sections of the course. During a review the course is evaluated, not the Gemini instructor. The course review may take many forms including visiting a class, guest lecturer, team teaching or meeting with the Gemini instructor during a free period. The review must be planned in conjunction with the Gemini instructor at a mutually agreeable time, date and format. The purpose of a course review is to foster collegial, faculty-to-faculty relationships, where dialogue about the course can be shared as well as best practices.

At the time of the review, Gemini instructors will provide the course outline, textbook, copies of assessments/labs and samples of student work to turn over to FLCC. The FLCC faculty member will discuss course philosophy, pedagogy, and course requirements. A course review form is provided by the Office of Concurrent Enrollment and must be filled out and returned to the Office of Concurrent Enrollment who will notify the Gemini instructor of the outcome of the review.

It is expected that a course review will occur each time a new course is offered by a Gemini instructor. For sequenced courses (e.g. ENG 101 and ENG 103), a course review is expected for each course. FLCC faculty will schedule course reviews with returning Gemini instructors on a rotating basis deemed appropriate by the academic department. It is expected that the minimum frequency will result in all course sections being reviewed on a three-year rotating basis.

While the course review is intended for full-time faculty to engage in meaningful dialogue with Gemini instructors, it may not always be practical. In departments with many sections and few full-time faculty, the department may appoint an adjunct faculty member for this role. Mileage reimbursement will be given according to college policy at the current IRS rate.

If a course does not meet FLCC's standards, the Gemini instructor will be informed by the Office of Concurrent Enrollment and will have the remaining semester to align the course and make the necessary adjustments. A second course review will be given the next time the course is offered by the instructor. If the course still does not meet FLCC standards upon a second course review, the course will be cancelled. At the time of cancellation, the site coordinator and principal will be notified by the Office of Concurrent Enrollment that the course can no longer be offered through the program.

Educational Records-Student Rights

Pursuant to the requirements of the Family Education Rights and Privacy Act (FERPA) of 1974, Finger Lakes Community College has adopted a policy which ensures that students will have the right to inspect and review certain education records maintained under their names, and to obtain copies of those records. Further, FLCC will not disclose personally identifiable information from the education records of a student without the prior written consent of the student except as permitted by the Act and specified in the College statement of policy.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. *The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.* Students should submit to the Registrar, Associate Vice President of Student Affairs, academic department chairperson, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. Students will be required to produce identification (e.g., driver's

license or SUNY ID) prior to inspecting the records. If the records are not maintained by the College to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. *The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.* Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College official will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.* Under FERPA, the College may disclose "directory information" about the student without the student's consent. "Directory information" is information not generally considered harmful or an invasion of privacy if disclosed. The College defines directory information as the student's name, address, telephone listing; photograph or likeness; date of birth; field of study; participation in officially recognized activities and sports; weight and height of athletes; dates of attendance at the College; degrees and awards received; and the most recent previous school attended. Students who do not wish to have their directory information released to the public must notify the Registrar's Office in writing and identify the specific information they do not wish to have released. Students may request this at any time. Note: Generally, directory information is not automatically released to the public. That is, when a request is received for a student's directory information, the Registrar's Office staff member will inquire as to the purpose of the request.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including Campus Safety personnel and Student Health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as the Disciplinary Board or Academic Grievance Board, or assisting another College official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE: FERPA requires an institution to make a reasonable attempt to notify the student

of the records request unless the institution states in its annual notification that it intends to forward records on request.]

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by Finger Lakes Community College to comply with the requirements of FERPA.*

The Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Full-time Enrollment

SUNY guidelines indicate concurrent enrollment is intended to be a part-time program. However, exceptional students have the option to take a full-time load (12+ credits). A maximum of 18 credit hours per semester is allowed.

Gemini Scholarship

The Gemini Scholarship recognizes the academic achievement of high school seniors who have participated in the FLCC: Gemini program and plan to pursue full-time studies at FLCC upon high school graduation. The scholarship is worth one half the cost of FLCC's full-time tuition for one year. Twelve scholarships are awarded each year. Eligibility requirements include:

- High school seniors residing in Ontario, Wayne, Seneca, or Yates county
- Complete (received a final grade) at least 9 credits through the FLCC: Gemini program by April 1.
- Minimum 3.0 FLCC GPA.

For more information visit www.flcc.edu/gemini.

IEPs/504s

All students registered for an FLCC: Gemini course are required to meet minimum course expectations and learning outcomes indicated in the FLCC course syllabus. Testing and assessment accommodations for students with IEPs/504s that allow for students to meet course expectations and learning outcomes must be given including but not limited to extended time, separate location, assigning a reader, etc. Alternative assignments, fewer assignments, substitution of materials or lowering assignment/test expectations are not recognized accommodations for a college student. Gemini instructors may choose to give separate grades for the high school portion of the course if needed.

Independent Study

Independent study is not allowed for Gemini courses due to the required contact hours/seat time for the course. Courses offered through the FLCC: Gemini program must have a dedicated time and classroom space to ensure all contact hours are met.

Instructor Approval

High school instructors seeking approval to teach an FLCC: Gemini course must submit an application, unofficial copies of their undergraduate and graduate transcripts and a course outline. All application materials are sent to the FLCC department chair/coordinator for review. The chair/coordinator will notify the Office of Concurrent Enrollment whether or not the instructor is recommended for approval. The Office of Concurrent Enrollment will notify the high school instructor and site coordinator. All new Gemini instructors are required to meet/speak with an FLCC faculty member in their discipline and a staff member from the Office of Concurrent Enrollment prior to teaching the course for the first time.

Per the March 2013 Academic Senate resolution, a Master's degree in Education is recognized as a related degree in the appointment of Gemini instructors. Individual disciplines/departments will develop specific instructor qualifications for each course offered through the program.

Non-Compliance

Gemini instructors who are unable to attend a required FLCC: Gemini function must follow these guidelines:

1. The Office of Concurrent Enrollment will contact the Gemini instructor within 5 business days of the missed event and provide instruction on how to contact the FLCC faculty member to meet the requirements.
2. The Gemini instructor will contact the faculty member to discuss items that were covered during the training. This discussion may occur in person or via telephone and should take place within 20 business days of the missed event.
3. The Office of Concurrent Enrollment will follow up with the Gemini instructor and FLCC faculty member to determine whether contact has occurred.
4. If contact has not occurred, the Gemini instructor will be advised that the course is in jeopardy of being cancelled and to contact the FLCC faculty member within the next 5 business days to discuss the items covered during the training.
5. If no contact has occurred, the Office of Concurrent Enrollment will contact the Gemini site coordinator and principal to inform them the course is in jeopardy and to discuss this with the instructor prompting them to comply within the next 5 business days.
6. If the instructor is still non-compliant, the course will no longer be offered in upcoming semesters.

Professional Development

FLCC faculty will schedule and conduct periodic professional development activities with Gemini faculty to foster collegial, faculty-to-faculty relationships and ensure course

consistency across the institution. Activities may be required for all Gemini instructors to maintain course approval. Department chairs and discipline coordinators will work with Concurrent Enrollment staff to facilitate activities during a mutually convenient time for both high school and college faculty.

Gemini instructors may observe (either online or in person) an FLCC course which they currently/wish to teach for the program. Permission from the FLCC faculty member (full-time or adjunct) must be granted. The Gemini instructor must complete a registration form and a MOU. Interested Gemini instructors must contact the Office of Concurrent Enrollment to register. Grades are not assigned for observing any FLCC course and the course will not appear on an FLCC transcript. Participants may not register and pay for the course after the start date of the course.

Records

Gemini instructors are required to complete all FLCC records including census and grade rosters. Census rosters verify attendance and correct registration errors. Paper census rosters are sent to each site coordinator for distribution to individual instructors. This is not a time for students to register for the course if they have not done so already. Census rosters must be signed and dated by the instructor and returned to the Office of Concurrent Enrollment.

Final grades are posted online through Web Advisor. Grade instructions are sent to each Gemini instructor via email from the Office of Concurrent Enrollment. Fall grades are submitted in late January and spring grades are submitted in late June. See the FLCC: Gemini Timeline for exact due dates.

Students may receive an “I” for “Incomplete”. 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 such as medical, etc. 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 work is at the instructor’s discretion, but cannot exceed one calendar year. After the student has completed the work, the instructor must submit a “Change of Grade Form” to the Office of Concurrent Enrollment. If the “I” grade has not been changed within one calendar year, it will be administratively changed to an “F”.

Grades for an FLCC course use alpha format and all Gemini instructors are asked to follow the grade conversion scale below:

A	93 & above	4.0	C	73 – 77	2.0
A-	90 – 92	3.7	C-	70 – 72	1.7
B+	88 – 89	3.3	D+	68 – 69	1.3
B	83 – 87	3.0	D	63 – 67	1.0
B-	80 – 82	2.7	D-	60 – 62	0.7
C+	78 – 79	2.3	F	59 & lower	0.0

Registration

Students who participate in the FLCC: Gemini program are non-matriculated FLCC students who generate an official record at the College. Registrations are done through the Office of Concurrent Enrollment at each high school during September and February. To register, students must complete a registration form, submit a certificate of residence application form, and pay student fees in full. Registrations will not be accepted after the deadline. See the FLCC: Gemini Timeline for exact dates.

To complete the Certificate of Residency Application form, students must bring photo ID and proof of address (not a PO Box). Double tuition is charged for students who do not turn in a certificate of residency application within 30 days from the start of the college semester or have not lived in New York State for at least one year. The Certificate of Residency is valid for one calendar year. Students who complete the form in the Fall semester do not need to complete one for the Spring semester.

Student IDs

Students who enroll in the FLCC: Gemini program are eligible to receive a student ID card. Students may request an ID card by visiting the FLCC Bookstore located in the Student Center, Canandaigua Campus. Students must show some form of picture ID. All students receive their first card for free. Replacement cards will be printed for a \$10.00 charge.

Student Resources

Gemini students are non-matriculated FLCC students with access to library resources, academic support, Webadvisor and Blackboard. Each semester students are given their Student ID# and FLCC e-mail address, as well as instructions on how to access online library resources, Web Advisor and Blackboard.

Student Teachers

Student teachers are not approved to teach FLCC courses. Therefore, they cannot be used as the primary instructor in a Gemini classroom at any time.

Textbooks and Software

Gemini instructors must utilize FLCC approved textbooks. The Office of Concurrent Enrollment provides potential Gemini instructors with a copy of the approved textbook and supplemental materials for the course they intend to teach. It is the responsibility of the school district to provide a classroom set of textbooks for the course or they may choose to have students purchase their own textbooks. Districts are required to purchase new textbooks and/or editions no earlier than every three years to minimize the financial impact on the district. FLCC department chairs/coordinators are responsible for notifying the Office of Concurrent Enrollment when textbook changes occur. The Office of Concurrent Enrollment is responsible for notifying all Gemini instructors when textbook changes occur and providing them with a desk copy and supplemental materials.

Gemini instructors must utilize all required FLCC software. It is the responsibility of the school district to purchase the necessary software to teach the course. Gemini instructors are required to change/update their software one full academic year after FLCC implements the software change/update on the campus.

Transferability

Students who choose to attend another institution after high school graduation may request to send an official copy of their FLCC transcript to any college or university. Requests can be completed online at www.flcc.edu/transcripts. A \$5.00 fee is charged for each *official* transcript. There is no fee for an *unofficial* (student copy) transcript. Transcripts will not be sent for anyone with a financial obligation to the College.

Transfer credits from FLCC to another institution may be accepted in a variety of ways including course for course for a major or minor, elective credit or placement into a higher level course. It is the discretion of the receiving institution to determine whether they will accept transfer credits from another college or university and how those credits will be applied. It is strongly recommended that students check with the college or university of their choice for acceptance of FLCC transfer credit before registering for a FLCC course. When transferring credits, students should be prepared to present the course outline and a portfolio of student work to college officials who might need more detailed information before accepting the credit.

Tuition & Fees

Tuition for courses offered through the FLCC: Gemini program is 1/3 the cost of FLCC's part-time tuition rate. Tuition is billed to the district following terms defined in the district MOU. Students are responsible for all student fees. Student fees are \$5 per credit hour. Students who are eligible for free and reduced meals will have the fee waived. Students may pay by credit card, check or money order (made payable to FLCC). Payment of student fees is due by the deadline. FLCC does not bill students or have a payment plan. Students are not eligible for financial aid, as they are not high school graduates. Double tuition is charged for students who do not turn in a certificate of residence prior to the registration deadline and/or have not lived in NYS for at least one calendar year. Full-time tuition is charged for students who take more than 11 credit hours per semester.

Withdrawal

Students wishing to withdraw from the FLCC portion of the course must contact the Office of Concurrent Enrollment to complete the appropriate paperwork. A "W" grade will be assigned and indicates an official withdrawal from a course without academic penalty. Students must withdraw from a course by the end of the 12th week. After the 12th week of the course students will be assigned a final grade based upon their coursework. No refunds will be given for a course withdrawal after the registration deadline.

A parent, Gemini instructor or other high school personnel are not permitted to withdraw a student from the college course for any reason including but not limited to dropping the high school portion of the course, moving out of the district, low grades, poor

attendance, etc. All course withdrawals must be initiated by the student and require a student signature.

Appendix

Campus Locations					
Department/Position	Campus	First Name	Last Name	Phone	Email
Concurrent Enrollment, Director	Canandaigua	Fred	Fink	585.785.1668	Fred.Fink@ficc.edu
Concurrent Enrollment, Assistant Director	Canandaigua	Heather	Carnell	585.785.1667	Heather.Carnell@ficc.edu
Concurrent Enrollment, Support Staff	Canandaigua	Ellen	O'Donnell	585.785.1669	Ellen.Odonnell@ficc.edu
Admissions, Director	Canandaigua	Bonnie	Ritts	585.785.1281	Bonnie.Ritts@ficc.edu
Campus Bookstore	Canandaigua	Katie	Nottke	585.785.1694	Katie.Nottke@ficc.edu
Library	Canandaigua	Wally	Babcock	585.785.1378	Waldo.Babcock@ficc.edu
Business, Dept. Chair (BUS, ECO)	Canandaigua	Gary	Sloan	585.785.1355	Gary.Sloan@ficc.edu
Computing Science, Dept. Chair (CSC)	Canandaigua	April	Devaux	585.785.1634	April.Devaux@ficc.edu
Conservation Dept. Chair (CON)	Canandaigua	John	Foust	585.785.1599	John.Foust@ficc.edu
Environmental Science Coord. (BIO/CON 103)	Canandaigua	Sullivan	Maura	585-785-1248	Maura.Sullivan@ficc.edu
Health & PE Coordinator (HPE)	Canandaigua	Eric	Marsh	585.785.1293	Eric.Marsh@ficc.edu
Humanities, Dept. Chair (ENG 101/103, GST)	Canandaigua	Charlotte	Cline	585.785.1364	Charlotte.Cline@ficc.edu
ENG 102 Coordinator	Canandaigua	Meg	Gillio	585.785.1559	Margaret.Gillio@ficc.edu
FRN, SPN Coordinator	Canandaigua	Barbara	Kruger	585.785.1309	Barbara.Kruger@ficc.edu
Mathematics, Dept. Chair (MAT)	Canandaigua	Terri	Gauthier	585.785.1304	Theresa.Gauthier@ficc.edu
Science & Technology, Dept. Chair (CHM, SCI)	Canandaigua	Clinton	Krager	585.785.1452	Clinton.Krager@ficc.edu
BIO 110 A&P Coordinator	Canandaigua	Christine	Parker	585.785.1539	Christine.Parker@ficc.edu
BIO 121/122 Coordinator	Canandaigua	Kellie	Gauvin	585.785.1387	Kellie.Gauvin@ficc.edu
NS Coordinator	Canandaigua	Izy	Grooms	585.785.1563	Izy.Grooms@ficc.edu
Social Science, Dept. Chair (SOC, HIS, POL)	Canandaigua	Josh	Heller	585.785.1335	Joshua.Heller@ficc.edu
PSY Coordinator	Canandaigua	Dr. Linda	Ross	585.785.1565	Linda.Ross@ficc.edu
Visual & Performing Arts, Dept. Chair (COM)	Canandaigua	Beth	Johnson	585.785.1242	Beth.Johnson@ficc.edu
ART 100, 101 (Art History) Coordinator	Canandaigua	Liz	Brownell	585.785.1359	Liz.Brownell@ficc.edu
ART 110 (Digital Photography) Coordinator	Canandaigua	Paul	Engin	585.785.1250	Paul.Engin@ficc.edu
MUS Coordinator	Canandaigua	Eleanor	Rideout	585.785.1416	Eleanor.Rideout@ficc.edu
ESC, PHY, & TECH Coordinator	Canandaigua	Selim	Araci	585.785.1103	Selim.Araci@ficc.edu

