



# FLCC: Gemini Student Guide

Office of Concurrent Enrollment  
Finger Lakes Community College  
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FLCC does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, disability, or veteran status in its educational programs, admissions, activities, or employment policies.

## **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 campus centers in Geneva, Newark and Victor. The 250-acre main campus site is located in Canandaigua in the heart of the Finger Lakes Region. It is also the site of the Constellation Brands Marvin Sands Performing Arts Center (CMAC). The campus includes streams, ponds, nature trails, wooded areas, and a number of scenic study spots, including an arboretum and a serenity garden. Facilities include a computer center, academic commons, gymnasium, library, art gallery, bookstore, and cafeteria. FLCC seeks to preserve the existing foliage, tranquil, park-like setting of the campus and make maximum use of the scenic beauty of the site.

Finger Lakes Community College seeks to provide a quality educational experience that will serve as a basis for life-long learning. Low tuition, grants, loans, and scholarships are available to provide open access to education. Through its transfer and career programs the College provides a solid education that prepares students to be successful in their academic and career goals. Transfer programs parallel the first two years of a four-year college or university. Career programs help students achieve their goal of specialized education that will lead to satisfying jobs in a wide range of fields.

## **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](http://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](http://www.flcc.edu/gemini).

## **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](http://www.nacep.org).

## **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](http://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.

### **Attendance**

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.

## **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](http://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 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.

## **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.

- 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.]

- 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](http://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.

## **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 certificate of residency 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, Web Advisor and Blackboard. Each semester students are sent a welcome letter that provides them with their Student ID# and FLCC e-mail address, as

well as instructions on how to access online library resources, Web Advisor and Blackboard.

### **Textbooks and Software**

Gemini instructors must utilize FLCC approved textbooks. 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. 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.

### **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](http://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. 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. 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 12<sup>th</sup> 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.