



FLCC: Gemini Student Guide

2018-2019

Office of Concurrent Enrollment
Finger Lakes Community College
3325 Marvin Sands Drive
Canandaigua, NY 14424
585.785.1669
www.flcc.edu/gemini
secondaryprograms@flcc.edu

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.

About 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 also offers flexible and convenient educational opportunities through Online Learning. FLCC is considered one of the premier Online Learning programs in New York State.

FLCC offers 57 degree and certificate programs. Some degrees prepare students to transfer to a four-year institution; these include engineering science, biotechnology and fine arts. The associate degrees in applied science (A.A.S.), those designed to lead directly to employment or transfer, include nursing, paralegal, and horticulture. FLCC's signature programs – those for which the college is most known – include environmental conservation, music recording technology, and viticulture and wine technology. Nine of FLCC's degree programs can be completed fully online, and 20 programs can be completed both online and in the classroom.

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 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. This includes the Gemini Scholarship, which provides a half-year of tuition to students who received at least 12 FLCC Gemini credits during high school. 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 or personal interests, be it the art club or the electronic gaming society. Athletic teams include soccer, lacrosse, basketball, volleyball and the college's highly successful woodsmen teams.

Fast Facts

As of Fall 2017, FLCC enrolled approximately 6,300 full and part-time students from approximately 350 high schools in New York States and across the United States.

- 80% of full-time, matriculated FLCC students receive financial aid.

- FLCC employs 117 full-time faculty and 196 part-time faculty members.
- FLCC has a 20:1 student to faculty ratio, which ensures small class sizes.
- 92% of graduates with A.A. and A.S. degrees continue their education or are employed full time.
- 89% of graduates with an A.A.S. degree continue their education or are employed full time.

About the 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 across five counties, and three Wayne-Finger Lakes BOCES locations.

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

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

and student conduct policies, as stated in the College Catalog. These policies apply to academic honesty, dropping/adding courses, repeated courses, audited courses, and more. 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 Affairs. 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).

List of partner schools for 2018-2019:

Avoca High School	Haverling High School	Prattsburgh High School
Bloomfield High School	Honeoye High School	Red Jacket High School
Canandaigua Academy	Lyons High School	Romulus High School
Clyde-Savannah High School	Marcus Whitman High School	Sodus High School
Dundee High School	Marion High School	Victor High School
East Palmyra Christian School	Midlakes High School	Waterloo High School
Gananda High School	Mynderse Academy	Wayne High School
Geneva High School	Naples High School	Williamson High School
Greece Athena High School	Newark High School	WFL BOCES – Flint
Greece Odyssey High School	North-Rose Wolcott High School	WFL BOCES – New Visions
Greece Olympia High School	Palmyra-Macedon High School	WFL BOCES – PTECH
Hammondsport High School	Penn Yan Academy	WFL BOCES – WTCC

2018 – 2019 Gemini Calendar

The FLCC: Gemini program follows the K-12 District calendar. Students register for courses after they begin the fall and spring semesters. The fall semester concludes at the end of January prior to Regents exams and the spring semester concludes at the end of June prior to Regents exams.

Date/Time Frame	Activity
9/11 – 10/5	Fall Registration Period
10/26	Fall Census Rosters Due
11/30	Last day to withdraw (fall courses) – NO REFUND
1/25	Fall Grades Due
2/5 – 3/8	Spring Registration Period
3/29	Spring Census Rosters Due
4/1	Last Day to Withdraw (spring & full year courses) – NO REFUND
6/28	Spring Grades Due

Course Offerings

Below is a list of courses available through the FLCC: Gemini program.
Not all courses are offered in all school districts.

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
COM	110	Public Speaking	3
CSC	105	Core Word, Core Excel, PowerPoint	3
CSC	115	Introduction to Programming & Computing	3
CSC	122	Introduction to Webpage Development	3
ECO	100	Survey of Economics	3
ENG	101	Composition I	3
ENG	103	Composition II	3
FRN	201, 202	French III, French IV	3, 3
FRN	203, 204	French V, French VI	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	Mathematics of Money	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	Introduction to Meteorology	3
SOC	100	Introduction to Sociology	3
SPN	201, 202	Spanish III, Spanish IV	3, 3
SPN	203, 204	Spanish V, Spanish VI	3, 3

Student Eligibility Requirements

To be eligible to register for a Gemini course, the site coordinator and/or instructor must verify that each student meets the following 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.

Placement 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, it may be permissible for the student to take the Accuplacer placement test by following our 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 receive 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 teacher recommendation, for placement in Gemini courses. The placement criterion above sets a minimum expectation of students' academic preparedness for college-level courses. Gemini courses are not supplements or replacements for high school courses. They provided academically prepared students an opportunity to earn dual credit 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 course.

The Office of Concurrent Enrollment reviews individual requests for enrollment exceptions (other than MAT or ENG courses). A letter of recommendation and a copy of the student's high school transcript are required. 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.

Attendance & Course Participation

FLCC does not have a formal student attendance policy. Each Gemini instructor sets 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. 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.

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.

Grades

Final grades are posted online through Web Advisor. Fall grades are submitted in late January and spring grades are submitted in late June. See the FLCC: Gemini Calendar 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.

The 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 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. 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 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.