

Policy: **Admissions**

Responsible for Policy: Enrollment Management

Policy Number: **C-4**

Most recent approval date: December 2015

Policy Statement

Finger Lakes Community College complies with the Full Opportunity Plan of the State University of New York. Admission to Finger Lakes Community College is open to any person whose academic potential, record, and/or qualifications demonstrate that the student may successfully pursue one of the programs of study offered by the College.

Finger Lakes Community College does not discriminate in its employment and educational processes, access to services, programs, and activities, based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

The College's policy is in accordance with federal and state law and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination, including sexual harassment and violence.

Inquiries regarding the application of the Civil Rights including Title IX and other laws, regulations, and policies prohibiting discrimination may be directed to the Civil Rights Compliance Officer (Title IX Coordinator/Affirmative Action Officer), Grace Loomis, at (585)785-1451 or Grace.Loomis@flcc.edu. The office is located on the first floor of the Canandaigua campus in room B140D. Inquiries may also be directed to the United States Department of Education's Office of Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. (646)428-3800; or email OCR.NewYork@ed.gov.

Reason for Policy

This policy has been implemented to ensure that every prospective student receives a fair opportunity to pursue an education at Finger Lakes Community College.

Applicability of the Policy

All prospective students and all members of the college community should be familiar with this policy.

Definition

Full Opportunity Plan of the State University of New York - states that admission is open to any person whose academic potential, record, and/or qualifications suggest the student may profitably pursue one of the programs of study offered by the college

Related Documents

- Full Opportunity Plan of the State University of New York
- State University of New York Admissions Policy for Ex-Offenders
- FLCC Procedures for Services to Students with Disabilities

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

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

Procedures

Students considering Finger Lakes Community College are encouraged to visit the campus to gain a firsthand perspective of the College.

Requirements for Admission

The following is required of applicants who wish to become candidates for a degree at Finger Lakes Community College:

1. Submission of a complete Finger Lakes Community College Application for Admission. A Finger Lakes Community College application form is preferred; however, the State University of New York College Application form is also accepted. An application fee may be charged.
2. Students are required to adhere to the College's Immunization Policy. Students in selected programs and student athletes may be required to submit additional health and immunization documentation.
3. Students lacking prerequisites for entry into their program of interest may be advised to take courses designed to prepare them for course work in their chosen major.
4. Admission to the Nursing Program and Therapeutic Massage/Integrated Health Care Program is competitive. Students qualify for a review of their application upon completion of the following prerequisites:
 - a) Graduation from an accredited high school or receipt of a high school equivalency diploma.
 - b) One unit of high school biology (Regents recommended) or one semester of college biology.
 - c) Students must have obtained a minimum overall GPA of 2.5 for Nursing and 2.0 for Therapeutic Massage.
 - d) Transfer students are required to submit official college transcripts from all institutions previously attended. A minimum GPA of 2.5 is required for Nursing and a 2.0 for Therapeutic Massage. All major course requirements must be C or above.
 - e) Any student required to take Basic Skills tests for English placement must place into ENG 101 to finalize acceptance into the Nursing program.
 - f) Students who have completed major course requirements with grades below C must repeat the course and obtain a grade of C or better prior to consideration for admission.
 - g) One unit of high school algebra or its college equivalent. This requirement is not satisfied for students who have completed a high school equivalency program (GED).
 - h) One unit of high school chemistry (lab included) or the college equivalent to this course (nursing applicants only). Students without chemistry may be admitted provisionally to the Nursing Program; however, they must successfully complete CHM 102 Introduction to Chemistry or its equivalent prior to starting professional nursing course work.

While students may qualify for review upon completion of the above prerequisites, applicants with the strongest academic credentials will have the greatest chance of admission. Additional information about selection criteria can be obtained from the Admissions Office. For consideration, students must have a complete application on file in the

Admissions Office by February 1 of the year in which admission to the Nursing Program or the Therapeutic Massage/Integrated Health Care Program is being sought.

5. The deadline for students to matriculate into the College for the fall semester is November 1. The deadline for the spring semester is March 1.

Admission Process

1. Applicants must complete an online Finger Lakes Community College application form and request that official high school and college transcripts be mailed to the Admissions Office.

- a) Current high school students applying for admission upon graduation should download the high school counselor form from the online application and forward it to their high school guidance counselor for completion. The high school counselor is responsible for completing the form and returning it with the student's high school transcript to the Admissions Office. The applicant is responsible for forwarding a final, official high school transcript to the Admissions Office once his/her graduation has been recorded.
- b) High school graduates must include an official high school transcript from an accredited high school with their application. Applicants who have submitted official transcripts showing completion of an associate or bachelor's degree from an accredited college or university are not required to submit high school transcripts or a High School Equivalency Diploma.
- c) Applicants with a High School Equivalency Diploma (GED) must complete the application and provide a copy of their GED test scores.

2. The results of standardized tests such as the American College Test or the Scholastic Application Test may be submitted but are not required for admission as such test results are not criteria for admission. However, applicants who submit standard test scores and achieve the minimum score or higher may be exempt from the Basic Skills testing in reading and writing.

3. All applicants are encouraged to schedule a campus visit before or after formal acceptance to the College. General information about the College, programs, financial aid, registration, etc., will be discussed, and prospective students' questions will be answered. Campus tours are also available.

4. The College does not provide special academic programs for students with learning and physical disabilities. It does, however, provide support services to assist students with learning and physical disabilities in regular classes. Applicants are encouraged to notify the Admissions Office of their classification early in the application process. The College will be able to give the student appropriate information to assist in their decision of whether or not Finger Lakes Community College has the services necessary to meet the individual's needs. A copy of the fact sheet *Procedures for Services to Students with Disabilities* is available upon request from the Admissions Office, Student Health Services, or Developmental Studies Department.

5. With the formal acceptance to the College, applicants will receive a letter of acceptance with enrollment instructions.

Admission Status

All applicants will be notified of their admission status in writing by the Admissions Office. Admission may be conditional, pending the successful completion of any specific academic degree program prerequisites as indicated in this catalog. The Admission Committee will forward letters of acceptance to persons applying for both the fall and spring semesters. Nursing and Therapeutic Massage applicants are notified in early March.

Early Admission

Refer to the College's Early Admission Policy.

Transfer Students: Transferring Credits to Finger Lakes Community College

In addition to the regular Admission procedures, transfer students are responsible for submitting an official College transcript from each collegiate institution that they have attended. Specific degree programs and certificates require submission of all former college transcripts prior to acceptance to the respective program or certificate. College-level work completed at an accredited, degree-granted institution will be evaluated for applicable transfer credit. Evaluation of credit appropriate for transfer is done on an individual basis. Grades of "C-" and higher are considered for transfer if the course work meets degree requirements. Only courses completed at Finger Lakes Community College are used in computing the cumulative Grade Point Average. Upon admittance, the student will be sent a transfer credit evaluation indicating the transfer credits awarded toward the student's chosen degree program.

International Student Admissions

International students applying to the College must complete an International Student Admissions application packet to be considered for admissions. Admissions application forms can be obtained by emailing the Finger Lakes Community College Admissions Office at admissions@flcc.edu. Applicants must also submit an official TOEFL test score report and official transcripts. Official transcripts or diplomas that are not in English must be accompanied by an exactly worded and certified translation. Completed international student applications must be received in the Admissions Office by December 1 to be considered for the spring semester and by June 1 for the fall semester. The minimum TOEFL score necessary to be considered for admissions at Finger Lakes Community College is 450 on the paper-based examination or 133 on the computer-based examination.

Admission for Second Associate Degree Program

Current and formerly enrolled students who have been away from the College for less than 6 years and who are interested in obtaining a second degree should make application through the One Stop Center. Former students who have been away from the College for 6 years or more must complete the admissions application. There must be a minimum 15 credit hour difference in the requirements of the two degrees for approval of the second degree to be granted. If the two degrees are earned simultaneously, they may be awarded concurrently. Students are limited to pursuing a maximum of two degrees simultaneously.

Forms/Online Processes

- FLCC Admission application
- Certificate of Immunization form
- International Student Admissions application packet

Appendix

- None

Review date/action taken:

- May 2010: original effective date
- December 2012: revisions to procedures
- December 2015: revisions to procedures