



Success. It's In Our Nature.

**Policy Name:** Admissions

**Policy Number:** C-4

**Functional Area(s) Responsible:** Enrollment Management

**Owner(s) of Policy:** Admissions

**Most Recent BOT Approval Date:** September 4, 2024

**Most Recent Review Date:** March 2024

**Most Recent Review/Revision Type:** ☐ none ☐ minor/non-substantive ☒ substantive/extensive

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### **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.

### **Reason(s) 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 Policy:**

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

### **Definitions:**

**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

**Procedures:**

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

Inquiries regarding the application of Civil Rights including Title IX and other laws, regulations, and policies prohibiting discrimination may be directed to the Finger Lakes Community College Civil Rights Compliance Officer (Title IX Coordinator/Affirmative Action Officer). The office is located on the Canandaigua campus. 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](mailto:OCR.NewYork@ed.gov).

**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 AAS Nursing (RN) and License Practical Nursing (LPN) programs is competitive. Candidates seeking entry should refer to the College Catalog for current admissions criteria.
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.
6. Home-Schooled Applicants: Finger Lakes Community College adheres to the State University of New York (SUNY) policy for the Admission of Home-Schooled Students. Under New York State law, an institution of higher education may admit as matriculated students only persons who have a high school diploma or its recognized equivalent. Because of this requirement, the State University of New York has established a specific policy regarding the requirements for degree conferral and enrollment of home-schooled students.

In order to complete their application for admission and be reviewed for acceptance into the college (SUNY and FLCC policy), home-schooled applicants must provide documentation of their home-schooled education in one of the following ways:

- a. Submit certification of a high school equivalent home instruction program provided by the superintendent of the school district in which the student resides. A form for the collection of this required information from the superintendent will be mailed to the home-schooled applicant by the FLCC Admissions Office.
- b. Submit a copy of GED or TASC test score results, showing successful completion.
- c. Submit a transcript demonstrating successful completion of five prescribed Regents Comprehensive Examinations.

The New York State Department of Education does not recognize a high school program of correspondence study completed by a New York resident. Therefore, based on this policy, Finger Lakes Community College cannot accept completion of correspondence school online study as the equivalent of

a high school diploma for New York State residents.

### 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 or TASC) must complete the application and provide a copy of their GED or TASC test scores.
  - d. Applicants who have not earned a high school diploma or GED/TASC may be eligible for the 24-credit hour program and must complete testing in reading, writing, and arithmetic. Those who take these tests must be 18 years old or one year past his/her high school graduation year and must achieve minimum scores on each test as required by Federal guidelines in order to gain admission. A non-high school graduate under the age of 18 or whose class has not yet graduated may not apply for matriculation status. Students who wish to be considered as an exception to this policy should contact the Admissions Office. Additional requirements and information can be found in the catalog section addressing the 24-credit hour program.
  - e. Applicants who have submitted official transcripts showing completion of an associate or bachelor degree from an accredited college or university are not required to submit high school transcripts or a High School Equivalency Diploma in order to be reviewed for acceptance.
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 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 applicants are notified in early March.

### **Disciplinary Dismissal**

Applicants who have been previously suspended or dismissed from a college or university for disciplinary reasons, must participate in an admissions review process which includes completion of a supplemental Admissions Review Form and, in some cases, an interview with Review Board. The College complies with the State University of New York Policy for Ex-Offenders. This policy also applies to former students, current students, and applicants who have requested that the Admissions Office reactivate their matriculated status from a previous semester. Failure to disclose a disciplinary dismissal on the Admissions Application Form or any other paperwork/process which requests this information may result in dismissal from the College.

### **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 Supplemental Application to be considered for admissions. Prospective students may obtain the Supplemental Application on the webpage [www.flcc.edu/apply](http://www.flcc.edu/apply) or by emailing the Finger Lakes Community College Admissions Office at [admissions@flcc.edu](mailto:admissions@flcc.edu). International students are required to submit official proof of high school graduation. Official transcripts or diplomas that are not in English must be accompanied by an exactly worded and certified translation. Applicants must also demonstrate English proficiency one of three ways:

- 1) Submit an official TOEFL test score report. The minimum iBT TOEFL score necessary to be considered for admissions at FLCC is 46.
- 2) Submit an official IELTS test score report. The minimum IELTS score band for FLCC admissions is a 5.5.
- 3) Appeal for an exemption based on language of study. Demonstrate with transcripts that the primary language of instruction was in English for at least 4 years of study at the secondary and/or postsecondary level. Final determination for language testing exemption is made by the Admissions Office on a case-by-case basis.

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.

**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