

**ACADEMIC REGULATIONS AND
POLICIES MANUAL**

FULTON-MONTGOMERY COMMUNITY COLLEGE
JOHNSTOWN, NEW YORK 12095

TABLE OF CONTENTS

I.	STUDENT COURSE LOAD.....	3
II.	ADD-DROP	3
III.	GRADING.....	3
IV.	ACADEMIC STANDARDS.....	10
V.	TRANSFER CREDIT	13
VI.	ARTICULATED CREDIT.....	13
VII.	CREDIT FOR NON-COLLEGIATE, EXPERIENTIAL LEARNING.....	14
VIII.	GRADUATION REQUIREMENTS	16
IX.	CHANGE IN ACADEMIC REGULATIONS.....	17
X.	SUBSTITUTIONS AND WAIVERS OF REQUIRED COURSES	17
XI.	ENROLLMENT IN ONLINE COURSES.....	18
XII.	PROCEDURES FOR NEW, REVISED, TERMINATED COURSES AND/OR EMPHASIS, OPTIONS OR PROGRAMS.....	19
XIV.	APPEAL OF ACADEMIC REGULATIONS	19
XVI.	ACCESS TO EDUCATIONAL RECORDS	22

I. STUDENT COURSE LOAD

The normal, full-time course load for a student is 12-18 semester hours, including physical education. A student who wishes to carry more than the normal load must have written approval from an advisor and the Dean of Academic Affairs. Such approval will be granted only to those students who have demonstrated superior ability to do college work and have legitimate reasons for carrying the extra load.

II. ADD-DROP

A. STUDENT INITIATED

During the first week of a class, a student may add or drop the course. The student must complete and sign the add-drop form available at the Student Development Center. An add/drop fee will be charged to the student's account. Student will meet with an academic advisor for appropriate paperwork and signatures.

B. ADMINISTRATIVE

During the second week of classes, an add-drop may be initiated by the College for reasons of inappropriate placement (overplacement or underplacement) in a course or course cancellation. Approval must be obtained from the Dean of Academic Affairs, the adviser, the instructor, and the student for such administrative add-drop. An add/drop fee will be charged to the student's account unless otherwise specified by the advisor.

C. CONCURRENT ENROLLMENT PROGRAM

The Concurrent Enrollment Program, sometimes referred to as the College-in-the-High-School Program, consists of college courses taught to qualified high school students at off-campus locations, typically at area high schools. Such courses are held to the same standards as those taught on campus. However, the add/drop dates for these courses are defined separately as indicated below: Students must enroll in a concurrent enrollment course within the first month the course meets. A student enrolled in a fall-semester or full-year course may drop the course with a full cancellation of tuition through October 1st. A student enrolled in a spring semester course may drop the course with a full cancellation of tuition through March 1st. If these dates fall on a weekend or holiday, requests for drops will be honored through the first day that classes meet after the deadline

D. GRADE

No grade will be assigned to courses dropped in accordance with the above procedure during the first week of classes.

III. GRADING

A. FINANCIAL STATEMENT

Financial Aid eligibility requires that students meet the college's satisfactory progress standards and any additional academic standards based on the type of aid they are receiving (State and/or Federal). Please refer to the college catalog for details.

B. OBJECTIVES OF THE GRADING SYSTEM

- 1. A grade should be given, primarily, as an indicator to the student and to the instructor of the level at which the student has met the requirements of a particular course.
- 2. A single grade may express combinations of the variables of:
 - a. the level of achievement in meeting the requirements of the course
 - b. effort
 - c. potential

Each instructor develops a pattern of personal criteria for his/her grading, the relative emphasis on each criterion varying from course to course.

- 3. The grading system should attempt to include elements which will encourage students to explore areas of study in which they have doubts of success.
- 4. The cumulative index (grade point average) of a student should attempt primarily to represent a measure of overall accomplishment over a period, which will be useful to the student, to the College, and to the transfer institution and/or to the prospective employer.
- 5. The grading system should attempt to follow the set of denominations common to most institutions of higher education to facilitate the transfer of students from one institution to another and to help prospective employers.

C. DEFINITION OF GRADING SYSTEM

1. GRADE POINTS

A	Superior Achievement	4.0
A-	3.7
B+	3.3
B	Above Average Achievement.....	3.0
B-	2.7
C+	2.3
C	Average Achievement.....	2.0
D	Minimal Passing.....	1.0
F	Below Minimal Passing	0
W	Withdrawal.....	*
I.....	Incomplete (not a final grade)	*
S.....	Satisfactory.....	*
U	Unsatisfactory	*
AU	Audit.....	*
N	Non-Attendance (Mid-Semester grade only)	*
NE...No Evaluation Made at This Time (Mid-Semester grade only)	*
IP...Course in Progress at Grade Reporting Time (not a final grade)..	..	*

*Special Grades. No grade points assigned. Not computed in cumulative index.

D. EXPLANATION OF SPECIAL GRADES

1. "W" GRADE - DEFINITION AND INTENT OF WITHDRAWAL POLICY

- a. A student may voluntarily withdraw from a course.
- b. The policy places the ultimate responsibility of the decision to withdraw from a course with the student. The role of the adviser and the instructor is to discuss, challenge, and advise on the long-range implication of such a decision. The adviser/instructor role is not a judgmental one.
- c. COURSE WITHDRAWAL DURING THE FIRST TWO-THIRDS OF THE COURSE
 - i. After the first week of classes, a student may withdraw from a course during the first two-thirds (2/3) of the class sessions (consult the College's academic calendar for the actual date) and have a "W" grade automatically assigned if the following procedure is used:
 - ii. In order to record the "W" grade for a course, the student must complete and sign the course withdrawal form available at the Student Development Center, obtain a signature first from an adviser and then from the instructor of the course and submit the form to the Registrar's Office during the first two-thirds (2/3) of the course. In the absence of the instructor's signature, the Dean of Academic Affairs may sign the course withdrawal form. It is the student's responsibility to make sure that the whole process of withdrawal is completed within the assigned periods.

d. COURSE WITHDRAWAL AFTER THE FIRST TWO-THIRDS OF THE COURSE

A student may be assigned the "W" grade after the first two-thirds (2/3) of a course only after approval by the Dean of Academic Affairs and only for verified, special circumstances such as death in the family, prolonged illness, relocation out of the area or termination of enrollment.

e. WITHDRAWAL FROM COLLEGE

- i. Students withdrawing from the college must begin the process by completing the form available in the Student Development Center.
- ii. A student who has officially terminated enrollment at the College after the official add-drop period but prior to the end of the course will be assigned a "W" grade for each course the student is registered. Students must submit withdrawal forms no later than the last day classes meet. It is the student's responsibility to make sure that the whole college withdrawal process is completed; failure to

complete this process may result in receiving grades of F in all courses.

f. WITHDRAWAL FROM CONCURRENT ENROLLMENT PROGRAM COURSES

- i. For Concurrent Enrollment Program courses, students may withdraw with a grade of “W” automatically assigned, through the course withdrawal date established for concurrent enrollment courses. No refunds are issued for course withdrawals. Concurrent enrollment courses have varying end dates that fall outside the traditional fifteen-week semester. Nevertheless, individual course withdrawal deadlines will follow a uniform schedule according to the length of the term.
- ii. A student who wishes to withdraw from a fall-semester CEP course must do so by December 1st. A student who wishes to withdraw from a spring-semester or full-year course must do so by May 1st. If these dates fall on a weekend or holiday, a request for course withdrawal will be honored through the first day that classes meet after the deadline. A student may not withdraw from a course with a grade of “W” after the withdrawal deadline except in the case of special circumstances that are verified and approved by the Provost and Vice President for Academic Affairs.
- iii. COMPUTATION
A grade of "W" is equivalent to no credit hours attempted and no grade points earned. The attended credits in withdrawal courses do count in the calculation of good academic standing and Satisfactory Academic Progress.

2. "I" GRADE

At the discretion of the instructor, the "I" (Incomplete) grade may be assigned to a student who, at the end of the course, has not completed the requirements of the course due to special circumstances. Students must complete all required work by the date designated by the instructor which shall be no later than three (3) weeks prior to the end of the following regular semester. However, in cases judged to be special by the instructor, the time for completion of requirements may be extended by notifying the Registrar in writing. If no extension is granted or if no other grade is submitted by the instructor, failure to remove the "I" grade three (3) weeks prior to the end of the following regular semester will cause the grade to become an "F". Each “I” grade must be accompanied by an Incomplete Grade Report which shall include the following:

- a. The reason for the Incomplete.

- b. A statement of what must be completed by the student to remove the Incomplete
 - c. The date by which the work must be completed
- When the work is completed, the instructor should file a Change of Grade Report at the Registrar's Office. This Report must be dated and signed by the instructor. An "I" grade cannot be changed to a "W" grade except when an error has been made in recording.
3. "S/U" SYSTEM OF GRADING
- a. Some courses may be designated as "S/U" courses. Consult the catalog.
 - b. A student may elect to take courses (other than those designated as "S/U" courses) up to a maximum of eight (8) credit hours toward the Associate Degree on an "S/U" grading basis. (Students in one-year certificate programs may take a maximum of five (5) credit hours under the "S/U" option. Those who are working toward a second Associate Degrees may take a maximum of twelve (12) credit hours under the "S/U" option.) No more than one course can be taken in a single discipline. Program requirements with the recommendation of the College Senate may exclude the use of the "S/U" option (see the College Catalog). The intent of this option is to permit a student to explore areas of study that are less familiar to him/her without weakening standards of evaluation or masking a record of poor performance. To use this option, the following conditions apply:
 - i. The student must complete and sign the "S/U" Grading Option form available at the Student Development Center, obtain signatures first from an adviser and then from the instructor of the course to indicate his/her awareness of the "S/U" option having been selected and submit the form to the Registrar's Office. Students must opt for the "S/U" grading option during the add/drop period. The Registrar's Office shall send one copy to the Student Development Center, one copy to the instructor, and a copy to the student. The declared intent of the student to take a course on "S/U" option cannot be rescinded.
 - ii. The credit hours of a course that a student opted to receive "S/U" grading will be computed toward the maximum eight (8) credit hours allowed whether the student receives the "S" or the "U" grade.
 - iii. In accordance with the traditional grading system, an "S" grade would range from "A" to "D" and a "U" grade would be at the same level as "F". "S" and "U" grades are assigned no grade points and hence will

not affect a student's index. However, an "S" grade will receive credit toward the degree.

- iv. Once a course has been taken under the "S/U" option, it can only be repeated for a letter grade. This does not apply to courses that are designated "S/U". A student who took a course under the regular letter grades cannot repeat it under the "S/U" option.
- v. Students are cautioned that "S" and "U" grades in any area, especially in their major area, may jeopardize their financial aid eligibility, athletic eligibility and/or chances for transfer to other colleges or career placement.

4. "AU" GRADE

Students may use the option of taking courses for an audit grade by completion of the Audit Option Form and receive the grade "AU" on their transcript in place of credit grades. No credit is granted for an audited course unless the student re-registers for the course and receives a passing grade.

Audit Policy

Students who register in a course for audit are expected to have the necessary prerequisites. In this respect, students are encouraged to make full use of the College's advising services, but the ultimate decision on whether to enroll for audit shall be the student's responsibility. The Audit Option Form must be submitted to the Registrar's Office during the Add/Drop Period. The decision to audit a course is an irrevocable one. Full time students may audit courses with no additional tuition charge. For part-time students the regular tuition schedule applies. Lab fees may apply. New York State residents who are 60 years of age or older may audit credit courses without charge on a space available basis.

5. "N" GRADE (Mid-Semester Grade Only)

The instructor may assign the "N" (Non-Attendance) grade, at mid-semester, to a student whose attendance is judged to be unsatisfactory by the instructor. The Registrar will attempt to notify every student who receives the "N" grade of the available options: a) withdrawal from the course, b) meeting with the instructor to discuss the possibility of completing the course, or c) acceptance of "F" as the final grade if no action is taken by the student.

6. "NE" Grade (Mid-Semester Grade Only)

NE - no evaluation has been made at this time

7. "IP" Grade

The "IP" grade is to be used for courses that extend beyond the usual grading period for other course sections in the same term or semester. As such, it is to be entered for all the students in that particular course section until such time as the course has concluded. When the course has concluded, the IP grade for all students in the section should be

replaced by the appropriate final letter grade that corresponds to each student's achievement in the course.

The IP grade is not to be used to indicate that a particular student or students in a course section have not completed the course work. In cases such as these the instructor should consider using

8. **MID-TERM GRADES**

Mid-term grades represent an evaluation of the student's work at the middle of the semester. If an instructor feels that an evaluation is impossible at that time (for example, in courses in which the grade is based on a single project), the following symbol may be used: NE. This designator does not imply a negative evaluation.

9. **RESPONSIBILITY FOR GRADING**

During the semester the instructor may use any marking system, for example: percentage, letters, or numbers; but only the grades of A, A-, B+, B, B-, C+, C, D, F, W, I, S, U, AU, and IP shall be used for reporting final course grades. Grades are assigned at the sole discretion of the instructor who teaches the course. But the special grades of W, I, S, U, AU, and IP shall be assigned only under the proper conditions outlined above. Detailed grades must be recorded for each student using the existing web application. Sufficient detail should be included to allow recalculation of the final grade for each student.

10. **CHANGE OF GRADES**

After a grade (other than the "I" or "IP" grade) has been reported to the Registrar's Office it may be changed only if an error has been made in computation or recording. Any error detected in grading should be reported immediately by the instructor to the Provost and Vice President for Academic Affairs using the Change in Grade form available at the Registrar's Office. The report must include the reason for the change in grade.

11. **INSTITUTIONAL CREDIT COURSES**

"Institutional Credit Courses" are defined as those courses designated by course numbers below 100. Institutional Credit courses will not be counted in the semester credits earned in the Grade Point Average. These courses will not be used to fulfill degree or certification requirements.

E. **APPEAL FOR REVIEW OF GRADES**

In any course, assignment of grades is the fundamental right of the instructor who teaches the course. The instructor also has the responsibility to inform the students, in writing, at the beginning of each course of the criteria that will be used for grading. A student who, at the end of the course, feels that the instructor did not apply the grading criteria fairly and thus received an unfair final grade should, before the end of the next semester, take the following steps in the sequence presented here if interested in a review of the specific final course grade:

Speak with the instructor

If still dissatisfied, the student may speak with the Dean of Academic Affairs. The Dean of Academic Affairs will attempt to clarify the situation and bring it to closure to the mutual satisfaction of the student and the instructor.

If still dissatisfied, the student may request the Provost and Vice President for Academic Affairs to review the case with qualified members of the faculty. The Vice President will attempt to bring the case to closure to the mutual satisfaction of the student and the instructor.

If still dissatisfied, the student may appeal to the Academic Standards Committee through the procedures stated under "Appeal of Academic Standards." The committee will consider only those cases in which the student appears to have met the criteria set by the instructor for a given grade, but has received a lower grade. The Committee will not re-evaluate test papers or other methods of evaluation used by the instructor. The Committee will conduct appropriate meetings with persons concerned and issue an advisory statement regarding the grade in question.

F. REPEATING COURSES

Any course may be repeated regardless of the previous grade earned. If a student wishes to repeat a course within a sequence, the student should repeat the course before going to a higher-level course in the sequence. The highest grade will be used in the computation of the cumulative index, except for honors, high honors, and highest honors. A student who took a course under the S/U option, other than one designated as "S/U" option only, can repeat the course only under the regular letter grades. The regular letter grades received will be used (irrespective of the S/U option grade received earlier) in computing the cumulative index. A student who took a course under the regular letter grades cannot repeat it under the S/U option.

IV. ACADEMIC STANDARDS

SATISFACTORY ACADEMIC PROGRESS

In order to maintain matriculated status in a college degree or certificate program and receive all the benefits associated with it including eligibility for financial aid such as grants, loans, scholarships, VA educational benefits, and academic standing in one's chosen major, students must earn a minimum GPA (grade point average) and earn a minimum number of credits as outlined in the chart below. Academic progress is evaluated at the end of the Summer term, Fall and Spring semesters.

After attempting this many credits	6 to 11	12 to 23	24 to 35	36 to 47	48 to 59	60 to 71	72 to 83	84 to 91	92 +
Earn at least this many credits	3	6	12	21	30	42	54	62	62
With a cumulative GPA of at least	0.50	0.50	1.00	1.50	1.75	1.90	2.00	2.00	2.00
COMPLETION RATE:									100%

Evaluation is based on credits attempted, earned, and grade point average. Earned credit includes credit earned at FM, transfer credit, advanced placement credit, experiential credit, and credit awarded through college level examination programs (CLEP).

Students not meeting the above chart requirements (based on cumulative data) will further be evaluated for current academic progress from a second evaluation as follows:

- A full-time student (12+ hours) will be considered in good academic standing if the most recent semester average is at least 2.0 and at least 12 hours are passed.
 - A part-time student will be considered in good academic standing if the most recent semester average is at least 2.0 and all courses for which the student is registered are passed.
- A. Students not meeting academic standards for the first time will be placed on academic warning for the following semester. Students will then have one semester to meet the academic standards. Students will be limited to 12 credits; exceptions will be considered by the Coordinator of Retention in consultation with the Provost and Vice President for Academic Affairs. Students on warning who do not meet the academic standards at the conclusion of their warning semester, will be academically dismissed for two semesters (fall/spring, spring/fall). Students interested in returning to the College after two semesters must apply for admission and submit a request for academic probation.
- B. Students who were granted academic probation previously and failed to regain good academic standing will be dismissed for two consecutive semesters (fall/spring, spring/fall). Students interested in returning to the college after two semesters must apply for re-admission and if accepted, will be placed on academic probation.
- C. Academic probation is reserved for students with extraordinary and extenuating circumstances and or have stepped out for two semesters (fall/spring, spring/fall). Students who have received a warning or probation semester and who failed to meet standards again will be academically dismissed for two semesters (fall/ spring, spring/fall). Students interested in returning to the College after two semesters must apply for ad mission and submit a request for academic probation.

Academic Probation Procedures

Probation status is awarded to enable students to demonstrate that they can make academic progress toward their degree requirements. Students placed on academic probation will receive a letter notifying them that they are required to meet with the Coordinator of Retention to create an Academic Success Plan. Students will be limited to 12 credits, exceptions will be considered by the Coordinator of Retention in consultation with the Provost and Vice President for Academic Affairs.

Students who are academically dismissed with the ability to document extenuating and extraordinary circumstances impacting their academic performance may file an appeal with the Coordinator of Retention. The academic appeal will then be reviewed by the Satisfactory Academic Progress Committee, whose members are appointed by

the Provost and Vice President for Academic Affairs. The committee will make a recommendation to the Provost and Vice President for Academic Affairs, who will make the final determination. Students reinstated through this process will have matriculation restored and be placed on academic probation. Students on academic probation may have accompanying conditions placed on their enrollment.

Application Deadlines

Summer Term — academic probation application and required supporting documentation due five working days prior to the start of classes.

Fall Semester — academic probation application and required supporting documentation due August 1.

Spring Semester — academic probation application and required supporting documentation due five working days prior to the first day of classes.

Treatment of W, F, I, IP and Repeat Grades

Any course(s) dropped during the Add-Drop period during the first week of classes are not evaluated and do not appear on the academic transcript. Students who withdraw from courses after the Add-Drop period or totally withdraw from college after the start of classes receive “W” grades at the end of the semester. A student who does not attend and fails to officially withdraw from one or more courses is still enrolled in those courses and may be assigned grades of “F” unless the proper withdrawal procedure is followed. All courses with grades of “W” or “F” are evaluated for satisfactory academic progress regardless of withdrawal status. Incomplete grades (“I”) and In-Progress grades (“IP”) are also evaluated for satisfactory academic progress. Once the grade is completed, it will be used to determine satisfactory academic progress for future semesters. Repeat grades count in attempted hours based on multiple attempts; however, only one earned grade will count in the earned credit/GPA calculation. Please refer to the college catalog for more information on FMCC’s grading system.

Financial Aid Eligibility

Students who have been academically dismissed are not eligible for financial aid including grants, loans, scholarships, VA educational benefits, etc. Financial aid eligibility requires that students meet the college’s satisfactory academic progress standards and any additional academic standards based on the type of aid they are receiving (State and/or Federal). Please refer to the college catalog for details.

B. DEAN'S LIST

A student will be placed on the Dean's List in recognition of superior achievement for a particular semester if the student satisfies the following conditions.

1. The student must:
 - a. Receive in a semester a minimum of six credit hours of any grade excluding "S", "U", "AU", "W", "I" (incomplete), and "IP" (in progress) grades;
 - b. Attain a cumulative index of 3.20 or higher for that particular semester. In computing the cumulative index while preparing the Dean's List, the "I" and "IP" grade will be assigned an index of 0.00. Institutional Credit Courses will not be included in the Dean’s List computation.

C. **GRADE FORGIVENESS POLICY**

Current students have the option of applying to the appropriate Academic Area Dean to have unsatisfactory grades (“D’s” and “F’s”), which are five years or older, omitted from the computation of their cumulative index. Courses so treated will not be applicable toward credit for a degree. With the Dean’s approval, these unsatisfactory grades will remain on the transcript, but will be designated by a symbol and it will be noted on the record that those grades were not counted in calculating the final cumulative index, and those courses were not to be counted toward the degree. Students may apply for this consideration one time only. There is no guarantee that this policy will be recognized by any other institution of higher learning. Additionally, financial aid eligibility may be affected.

V. **TRANSFER CREDIT**

- A. Fulton-Montgomery Community College will accept transfer credits toward its Associate Degree and Certificate Programs for courses taken by students at other institutions of higher education listed in the Higher Education Directory, published by Higher Education Publications, Inc. The minimum grade considered for transfer is a "C" in any course. Only courses applicable toward a degree or certificate will be accepted. No more than 50% of a degree or certificate requirements can be accepted as transfer credit. The appropriate Academic Area Dean will be responsible for the evaluation of transfer credits.
- B. The college will grant credit to students who receive a satisfactory grade on certain College Level Proficiency Exams. The Dean of Academic Affairs shall be responsible for such evaluation. In cases of questionable value or content, the evaluation will be made by the Provost and Vice President for Academic Affairs in consultation with the Dean of Academic Affairs and faculty member.
- C. Credit will be granted only to students who have been admitted to the College.
- D. Awarding of credit based on external proficiency programs will be determined by the Provost and Vice President for Academic Affairs in consultation with the Dean of Academic Affairs and the faculty member.

VI. **ARTICULATED CREDIT**

- A. Students will be entitled to articulated credit at Fulton-Montgomery Community College subject to the following conditions:
 - The school district, from which the student has graduated, has a signed course articulation agreement with Fulton-Montgomery Community College. The school district/high school instructor has recommended articulation credit by submitting an articulation validation application to the appropriate FM department.
 - The student has enrolled at FM in a certificate, or degree program related to the secondary program of study within two (2) years following high school.
 - Articulation credit will not be granted if the student has an equivalent or comparable college course on his/her college transcript.

Only those courses equivalent to Fulton-Montgomery Community College course (s) will be recorded on the transcript.

The maximum number of credits for all types of prior learning in the high school is determined by program area and the courses will be specified in the articulation agreement.

High school articulation credit will be granted as per the articulation agreement in effect at the time the student graduated from high school.

Students must have achieved a grade of “B”(85 or above) or better in the program to be articulated, been recommended by the high school instructor, and have completed the competencies identified for the college level course. Applications from students who are from schools that do not have the grade equivalent of 85 will be reviewed on a case-by-case basis.

B. Recording of credit

Credit(s) for articulated high school courses will be recorded on the college transcript by the FM equivalent course title, catalog number, and credit hours with a grade designation of “APC”. The grade and credits will not be used in computing the student’s GPA.

C. Cost

There will not be a charge for college credit awarded under this policy.

D. The final decision on awarding of credit will be made by the Academic Dean consistent with the articulation agreement or in consultation with instructor in the program area concerned.

E. Proof of successful completion for articulated credit between the secondary-level program and Fulton-Montgomery Community College will be subject to periodic review. Changes in course content will be exchanged as necessary.

VII. CREDIT FOR NON-COLLEGIATE, EXPERIENTIAL LEARNING

A. POLICY

1. APPLICABILITY OF CREDIT

Credit may be granted in any area. Once credit is awarded it can be used for any other curricula as long as it meets distribution requirements.

2. NUMBER OF SEMESTER HOURS

Credit may be granted for as many credit hours as the student can justify and for which the student can obtain certification. However, all students must complete 50% of the minimum semester hours at Fulton-Montgomery Community College as outlined in IX. A. 1 to earn the Associate Degree or Certificate. Experiential credit cannot be included in the required 50% of the minimum semester hours.

3. EVALUATION OF EXPERIENTIAL LEARNING

It should be clearly and specifically indicated to the student that it is not the experience, per se, that is being evaluated, but that which is learned from such experience. Experiences which are educationally relevant and/or suggest equivalency to course content will be assessed using the following criteria:

- a. Measurability - by examination or demonstration of skills
 - b. Duration of time involved in the learning experience (where equated time is relevant)
 - c. Ability of student to delineate what was learned
 - d. Qualitative level of achievement
4. TRANSCRIPT INFORMATION
- Where possible, the transcript should be specific; if credit can be directly correlated to a specific Fulton-Montgomery Community College course, that course should be designated and the specific credit hours granted. The credit may be designated as credit for Experiential Learning.
5. FEE STRUCTURE
- A non-refundable deposit will be required prior to the review. A fee will be required upon the completion of the review and the awarding of credit. The deposit will be applied to the fee. (See the catalog.)
- B. PROCEDURE
1. STUDENT/APPLICATION
- a. The student must be matriculated before receiving credit for experiential learning.
 - b. The student will initiate exploration for possible credit for experiential learning by contacting the Dean of Academic Affairs by mid-term of the semester previous to the one in which credit will be granted.
 - c. The Dean of Academic Affairs will refer the student to the appropriate faculty member(s).
 - d. "Self-Appraisal Assessment." The student will be asked to provide written autobiographical information indicating what was learned from the experience and how it is considered applicable to the particular program and course of study.
 - e. Documentation: In addition to the self-appraisal, the student will provide documentation in support of the prior learning experience, a student portfolio. Such documentation may include:
 - i. Formal non-credit learning programs
 - (a) Certification of records of non-credit programs or courses
 - (b) Descriptions of workshops, in-service training programs, seminars, etc.
 - ii. Products from experience
 - (a) Reports
 - (b) Proposals
 - (c) Published articles
 - iii. Job descriptions
 - iv. Specific third-party documentation
 - (a) Awards
 - (b) Supervisor ratings and recommendations
 - v. A bibliography of materials read in conjunction with the prior learning experience

- vi. Any exams which may have been taken, such as CPE, CLEP
 - vii. The results of any oral or written examinations conducted by the faculty member should be provided by the faculty member
 - viii. Other materials as deemed appropriate by the student and faculty member.
2. **FACULTY MEMBER/EVALUATION**
 - a. The faculty member will prepare a written report giving information concerning the student's experience and an evaluation of the same.
 - b. After all documentation has been completed, the faculty member will review it with the student and write the recommendations concerning credit, presenting semester hours and how the hours correlate with the specific courses, if possible. Any suggestions for future courses and an outline of study necessary for the student may also be given.
 - c. Copies of all items should be made for the student's portfolio. Original documents shall be returned to the student. The portfolio will be submitted to the Dean of Academic Affairs, who in turn will submit it to the Provost and Vice President for Academic Affairs, with recommendations.
 3. **PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS**
The Vice President will review all material presented and will, in writing, concur, reject or make further recommendations. This information should be sent to the Dean of Academic Affairs, the student, and the faculty member. Indication of credits to be granted and the portfolio will be forwarded to the Registrar.
 4. **REGISTRAR**
 - a. The Registrar will, upon notification from the Provost and Vice President for Academic Affairs, record the credit for experiential learning on the student's transcript.
 - b. The Registrar will keep the student's portfolio in the student's file.

VIII. GRADUATION REQUIREMENTS

A. DEGREE REQUIREMENTS

To be eligible to receive an Associate Degree from Fulton-Montgomery Community College, a student must satisfy the following four conditions:

1. Complete the minimum semester hours of course work as follows:

A.A., A.S., and A.A.S.	60
A.O.S.	60
Certificate	24
2. Meet the course distribution requirements for the particular degree.
3. Complete at least 50% of the minimum semester hours at Fulton-Montgomery Community College as outlined above. Under circumstances considered appropriate by the Provost and Vice President for Academic Affairs, a student who meets all other degree

requirements may be allowed to graduate with less than 50% of the semester hours taken at Fulton-Montgomery Community College.

4. Attain a cumulative index of 2.00 or higher, either for all the courses taken at Fulton-Montgomery Community College or those courses taken at Fulton-Montgomery Community College that apply to the degree.

B. SECOND DEGREE REQUIREMENTS

Students who wish to pursue a second degree must obtain approval that includes both applying for admission and completing the Pursuit of a Second Degree process. To satisfy the requirements of the second degree, a student will be allowed to use credits from the first degree up to 50% of requirements of the second degree. Under special conditions, more credit may be allowed. A student, in consultation with an adviser, will select the appropriate hours of credit and submit these hours to the Provost and Vice President for Academic Affairs for approval. The student must also meet all the conditions specified in Part A. A second Associate Degree will be awarded only as a means of recognizing that the candidate has competencies in two essentially different areas.

C. HONORS

A student who meets the degree requirements and who has attained a cumulative index of 3.50-3.79 for all the courses taken at Fulton-Montgomery Community College shall be awarded the degree with Honors. A student who meets the degree requirements and who has attained a cumulative index of 3.80-3.99 for all the courses taken at Fulton-Montgomery Community College shall be awarded the degree with High Honors. A student who meets the degree requirements and who has attained a cumulative index of 4.00 for all the courses taken at Fulton-Montgomery Community College shall be awarded the degree with Highest Honors.

IX. CHANGE IN ACADEMIC REGULATIONS

- A. Generally students adhere to the Academic Regulations in effect at the time they begin studies provided continuous academic year enrollment has been maintained (fall and spring or spring and fall semesters).
- B. Assignment of grades is limited to those grades in effect when the course was completed.
- C. When a student faces an option or conflict because of changes in graduation requirements or regulations, the case will be evaluated individually by the Provost and Vice President for Academic Affairs.

X. SUBSTITUTIONS AND WAIVERS OF REQUIRED COURSES

A. COURSE SUBSTITUTION

When a student wants to substitute an equivalent or higher level course for a required course or wants to waive a required course by using uncredited advance placement, the student must complete and sign the course substitution and or waiver form (available at the Student Development Center) and submit the form to the Dean of Academic Affairs. Such substitutions and/or waiver

forms need to be approved and signed by the Dean of Academic Affairs in consultation with the appropriate faculty member(s). Records of such approvals shall be kept at the Registrar's Office and at the Student Development Center and a copy will be sent to the student. Whenever there is a disagreement between the Dean of Academic Affairs and the faculty members involved as to the appropriateness of a substitution or waiver, then the Dean of Academic Affairs and/or faculty members may bring the particular appeal to the Provost and Vice President for action.

B. PHYSICAL EDUCATION WAIVER

A student may request a waiver of the physical education requirements for medical reasons or for reasons of extreme hardships.

1. The following procedure should be followed in obtaining physical education waivers:
 - a. A student requesting a waiver for medical reasons must obtain a physical education waiver form from the Student Development Center. This form must be completed both by the student and a physician. The physician's statement must specifically indicate the duration of the period in which the student should not participate in physical education activities. The completed form must be returned to the office of the Dean of Academic Affairs.
 - b. A student requesting a waiver for reasons other than medical should present the reason(s) in writing to the Dean of Academic Affairs. At the same time, the student should also make an appointment with the Dean to discuss the reason(s).
2. After the request for a waiver, the decision will be made in writing by the Dean of Academic Affairs.
Copies of the decision will be placed in the student's folder in the office of the Registrar and also in the Student Development Center and a copy will be given to the student. The student is responsible for verifying that the procedure has been completed by contacting the office of the Registrar or the Student Development Center.

C. CREDIT COMPENSATION

If a required course is waived under the policy in Section XI Parts A and B above, the student must do other course work to acquire credit equivalent to the credit hours of the course that was waived. For all other substitutions and/or waivers of required courses, the student should follow the regular procedure for Appeal of Academic Regulations (see Section XII below).

XI. ENROLLMENT IN ONLINE COURSES

- A. Students enrolling in online courses should be academically prepared for college-level English. Students taking developmental English classes may take blended courses but are encouraged to confer with an academic advisor to determine suitability.
- B. Early Admit and College in the High School students may enroll in online classes that are not required for high school graduation.

- C. Students who are on academic warning/probation must meet with their retention advisor to determine suitability of online or blended courses.
- D. Fully online students who drop below a 2.0 grade point average must obtain permission from the Dean of Academic Affairs to enroll in more than 12 online credits the following semester.
- E. Students requesting enrollment in online courses, after a semester has begun, will require permission of the Instructor and the Dean of Academic Affairs.
- F. Matriculated students must register for web-based and blended courses through the Student Development Center.

XII. PROCEDURES FOR NEW, REVISED, TERMINATED COURSES AND/OR EMPHASIS, OPTIONS OR PROGRAMS

There exist two sources of proposals: 1) the administration; and 2) individual faculty or groups of faculty. In the event that either source proposes the following steps are recommended:

Academic Division approval

Academic Dean's approval

Curriculum Committee approval

College Senate approval

Provost and Vice President approval (final step for courses, emphasis or options)

Board of Trustees approval (new programs or program revisions)

State University of New York approval

New York State Education Department approval.

XIII. PROCEDURES FOR HANDLING COURSES NOT OFFERED REGULARLY

- A. Any course not offered during two successive academic years should be dropped from the catalog. This course, however, may remain on reserve for a period of five years, during which time it may be reactivated without the review and consent of the Curriculum Committee, and the College Senate. If, however, the course is not reactivated within this five-year reserve period, a new course proposal must be presented to the Curriculum Committee, and the regular procedures for adding a new course must be followed.
- B. Any course not now being offered nor listed in the catalog should be presented as a new course offering if a five-year period has elapsed since the offering of said course.
- C. Any course offered only during special sessions or during alternate years on a cycle basis, must be so identified in the catalog.

XIV. APPEAL OF ACADEMIC REGULATIONS

- A. When special circumstances warrant, students have the option of appealing any academic regulation. The first step in appealing is to write a letter to the Provost and Vice President for Academic Affairs stating the case and providing any supporting documentation in the possession of the student. Receipt of the letter of appeal will be acknowledged by the Vice President within a week of the receipt of the letter. The Vice President shall collect all the pertinent information on the case, determine the outcome of the appeal and

respond in writing to the student within thirty days. At his or her discretion, the Vice President may establish an ad-hoc committee to review the student's case.

- B. Exception to the above procedure: when a student wants to substitute a required course with an equivalent or a higher-level course, the student should see an academic advisor to initiate a Course Substitution and/or Waiver Form.

XV. ACADEMIC INTEGRITY

A. Introduction

At Fulton-Montgomery Community College (FM), we are committed to the academic, civic and ethical development of our community. We strive to create a learning environment that is both challenging and supportive. We are committed to upholding the fundamental values of honesty, respect and individual responsibility. Only through a genuine partnership among students, faculty, staff and administrators can we maintain the commitment necessary to ensure that the highest standards of academic integrity are upheld.

Administration and faculty will support students to understand the standards of academic integrity that govern conduct at FM. Each student will abide by the following principles:

- Submit work that is his/her own
- Identify appropriately the work of others when incorporated into his/her own work, including direct quotations, summaries and paraphrases
- Follow the directions of the instructor with regard to permissible materials in the learning environment at the time of examinations/quizzes or with take-home exams
- Proceed during examinations/quizzes without any assistance and without communicating in any way with others while the examinations/quizzes are being conducted, unless permitted by the instructor
- Refrain from obtaining or distributing the content of any examination/quiz, without the permission of the instructor
- Complete all laboratory observations and reports based solely on his/her own processing of the experiment or demonstration, unless otherwise directed by the instructor
- Submit work, either whole or in part, only once
- Represent data and sources appropriately and honestly

Students are responsible for adhering to these standards. Not being familiar with these standards does not mean that students are not accountable for adherence to them. Furthermore, students are encouraged to report suspected or known violations of the Academic Integrity Policy to appropriate faculty, staff or administration.

B. Violations

Violations of academic integrity include, but are not limited to, the following:

- **Plagiarism:** The intentional or unintentional representation of another person's work as one's own. Examples include, but are not limited to, the following:
 - Quoting, paraphrasing or summarizing another's work without appropriately acknowledging the source
 - Using another's content without acknowledging the source
 - Submitting another's work, purchased or otherwise obtained, as one's own
- **Cheating on Examinations/Quizzes:** Looking at another's work, using or bringing to the learning environment materials that are not permitted by the instructor, communicating with another student, receiving any kind of assistance including, but not limited to, assistance from electronic devices and obtaining or disseminating the content of an examination/quiz without the permission of the instructor
- **Multiple Submission:** Submitting any work of one's own, either whole or in substantial part, to more than one instructor without the permission of the instructor(s) receiving the work
- **Facilitating Academic Dishonesty:** Knowingly allowing another student to use one's work or cheat from one's examination/quiz
- **Fabrication:** Falsifying or fabricating information in any situation, including but not limited to data for a lab or research project

C. Consequences of Violating Academic Integrity:

Consequences at the course level will be at the discretion of the instructor and may include, but are not limited to, one or a combination of the following:

- Verbal or written warning to the student
- A letter, detailing the violation, to be kept on record
- Successful completion by the student of an FM academic integrity tutorial. Failure to complete the tutorial will result in a one of the two penalties listed below.
- Deduction of points, a grade of "F" or zero for the assignment, project or examination/quiz
- Lowering of the course grade or failure of the course, not to be superseded by student withdrawal

Faculty, staff and administration are encouraged to report instances of academic integrity violations to the Provost and Vice President for Academic Affairs to facilitate the collection of data that would be indicative of repeated violations.

The Office of the Provost and Vice President for Academic Affairs is responsible for keeping documentation on reported academic integrity violations. A permanent college record is made of reported violations. Notification of a reported violation will be forwarded to the student and the reporting faculty member. A third violation reported to the Office of the Provost and Vice President for Academic Affairs will result in suspension from the College for one calendar year. If another violation occurs after the student has returned to college, the student will be permanently suspended from the College.

D. Academic Grievance Process

If the student wishes to challenge the decision, she/he may initiate the Academic Grievance Process.

During the Academic Grievance Process, the student should continue to participate and abide by the course requirements until a final decision has been made.

- Student Pre-Appeal Process Regarding Academic Integrity
 - The student may request a meeting with the notifying faculty member to discuss the infraction and the consequences within five school days of the notification of a violation of any area of the Academic Integrity Policy
 - If a resolution to the issue cannot be found or the student declines to meet with faculty member, the student may request a meeting with the Dean of Academic Affairs, with or without the notifying faculty member, within five school days to further discuss the violation. The Academic Dean will make a decision regarding the violation
- Student Appeal Process Regarding Academic Integrity
 - Once the student has been notified of the decision, she/he may submit a written request for a hearing with the Academic Grievance Committee to the Provost and Vice President for Academic Affairs
 - The Academic Grievance Committee, along with the Provost and Vice President for Academic Affairs, will meet, make the final decision and notify all parties in writing of that decision
 - All persons involved will maintain confidentiality at all times. The records of the Academic Grievance Committee shall be maintained by the Office of the Provost and Vice President for Academic Affairs.

XVI. ACCESS TO EDUCATIONAL RECORDS

Fulton–Montgomery Community College complies with requirements of the federal Family Educational Rights and Privacy Act (FERPA) of 1974 concerning access to and confidentiality of students’ educational and related records.

The College accords all the rights under this law to all students regardless of age. Exceptions to this application in specific cases are those students who it can be documented are considered dependents as defined in section 152 of the Federal Internal Revenue Code of 1986. In these instances the individual who declares them as dependent with the IRS may have access to specific educational information. In general no one shall have access to nor will the institution disclose any information from current or past students’ educational records without the written consent of the students except:

- A. To personnel within the College
- B. To persons or organizations providing students financial aid

- C. To accrediting agencies carrying out their accreditation function
- D. To persons in compliance with a judicial order or lawfully executed subpoena
- E. In connection with the Attorney General's investigation or enforcement of Federal legal requirements of federally supported education programs
- F. Where disclosure of a student's educational records to the court are necessary for the institution to defend itself against or initiate legal action against a parent or student, records may be disclosed without a court order
- G. To persons in an emergency when a College official (senior administrator or designee) determines it is necessary to do so to protect the health or safety of students or other persons.

All exceptions are permitted under FERPA, as is the disclosure of Directory Information, discussed later in this policy, and at the discretion of the College. Disclosure to personnel within the College is limited to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including alumni department staff and law enforcement unit personnel); 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 a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate interest if the official needs to review an educational record in order to fulfill his or her professional responsibility to the College.

The College, at its discretion, may provide Directory Information in accordance with provisions of FERPA, to include: name, local and permanent address, telephone numbers, electronic mail address, photographs, dates of attendance, enrollment status (full-time/part-time), previous institutions attended, major field of study, academic level (year in school), degrees and awards received and dates awarded, participation in officially recognized activities/sports, physical factors (height and weight) of athletic team members, date and place of birth. Students currently enrolled can object to the release of certain categories of information by notifying in writing the Registrar's Office at the College within fourteen (14) days following the first day of class. The failure of any student to specifically object to the release of certain information or categories of information within the time indicated will be interpreted as approval. Requests for non-disclosure will be honored by the College for only one academic year. Authorization to withhold Directory Information must be filed annually with the Registrar's Office.

FERPA provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decision of the hearing is unacceptable. The initial request to review records should be directed to the office or department where the record is housed. Official academic records are

considered those held in the Registrar's Office. Other departments that maintain students records include but are not limited to: the Financial Aid Office, the Admissions Office, the Student Development Center, college administered programs that provide academic services and personal support to special populations of students, and the Office of the Vice President for Student Affairs (discipline matters). Records are maintained and kept in accordance with the provisions of New York State's document "Records Retention and Disposition Schedule MI-1, Section 185.14, 8NYCRR (Appendix K)".

The College may require written requests at its discretion to review certain records, in which case the College will respond in writing to such requests within thirty (30) days. Students may have copies made of their records with the exception of official academic records for which there has been placed a "hold" for financial or disciplinary reasons. These copies will be made at the student's expense at the prevailing rate listed in the annual fee schedule. Educational records DO NOT include: records of instructional, administrative or professional support personnel which are the sole possession of the maker and are not accessible to others; records related to law enforcement and security: employment records; health records, the last being made available upon the written request to the student's physician.

As specified in FERPA students may NOT inspect and review: financial information supplied by their parents/legal guardian; confidential letters of recommendations associated with admission to a program, transfer or employment when they have waived their right of inspection and review; records containing information about more than one student. In the last situation the College will provide only that information pertinent to the inquiring student with the following exception: The disclosure of the final results of a student disciplinary proceeding against the alleged perpetrator of a crime of violence or a non-forcible sex offense may be disclosed to the victim. The College is not required to allow inspection and review of any confidential letters or recommendations in their files prior to January 1, 1975 provided these letters were collected under established procedures for confidentiality and were used only for the purposes for which they were collected.

The College is permitted under FERPA to disclose to a parent of a student the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use of or possession of alcohol or a controlled substance, if the institution determines that the student has committed a disciplinary violation with respect to that use or possession AND the student is under 21 at the time of the disclosure to the parent.

Students who believe their educational records contain information that has been recorded inaccurately or in a way that misleads, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar, in the case of the official academic records, or the appropriate Dean/Vice President in the case of other offices' files. If the decision is in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified

within thirty (30) days that the record will not be amended. The student will also be informed of his/her right to a formal hearing. Student requests for such a hearing must be made in writing to the Provost and Vice President for Academic Affairs within thirty (30) days of the refusal to amend the records. A hearing will be scheduled within thirty (30) days from the time the student's written request for such a hearing is received. At the hearing the student may present evidence relevant to the issues raised, and may be assisted or represented at the hearing by one or more persons of their choice, including attorneys, at the student's expense. The hearing panel will consist of the Provost and Vice President for Academic Affairs, the Vice President for Student Affairs, and one Academic Dean representing the student's academic program.

Decisions of the hearing panel will be final and will be based solely on the evidence presented at the hearing. The decision will include written statements summarizing the evidence presented as well as the statement of the decision. This document will be distributed to all parties involved in the hearing. If record amendment is required, this will be done within thirty (30) days after the hearing concludes. If the records are not to be amended, the student may place with the educational records statements commenting on the information in the records or a statement disagreeing with the decision of the hearing panel. All such statements will be placed in the record and will be maintained as a part of the record, and will be released whenever the record in question is disclosed.

The above process is limited to issues concerning accuracy in the recording and/or maintenance of student records, and to violation of student privacy rights. It does not change or supersede the remedies available to individuals addressed by the following procedures: "Appeal of Academic Regulations," "Appeal for Review of Grades," "Complaint Procedures," or the process outlined in the "Academic Integrity Policy and Procedures."

Students who believe that the adjudication of their challenges was unfair or not in keeping with the provisions of FERPA may request in writing assistance from the President of the College. Further, students who believe that their rights have been abridged can file complaints with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. concerning the alleged failure of Fulton-Montgomery Community College to comply with FERPA.