Advanced Studies Program Handbook
For High School Administrators and Instructors

2011-2012
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ACE Programs Overview
For over twenty years, Genesee Community College has been offering college credit bearing courses for high school students both in high schools and at Genesee Community College campuses. These courses have been delivered to students through a variety of programs including Advanced Studies, College Today, and College Tech Prep. The goal of these programs is to give students an opportunity to experience college coursework before graduating from high school, enhance their high school learning experience and prepare them for the transition to college and career. Students obtain a head start on their college coursework, experience the rigors of a college course and learn what subjects and disciplines may interest them. Credits earned through ACE Programs are highly transferable throughout the country. Tuition for all ACE Programs is discounted to approximately one-third the normal GCC tuition. The exact tuition rate is set annually by the Genesee Community College Board of Trustees.

ACE Programs Staff
Our goal is to enhance and increase educational opportunities for high school students through innovative partnerships with area high schools. ACE Staff work to not only provide college credit opportunities for students, but to make a college education more obtainable and affordable to students while providing them with the early experience of a college course. We work with private and public agencies to seek and obtain grant funding for new initiatives and programs and continuously strive to understand the needs of our community and schools.

To discuss ACE Programs that are currently being run in your school, or to discuss implementing new programs or classes, do not hesitate to contact us.

ACE Programs Department
Genesee Community College
One College Road
Batavia, NY 14020
(585) 345-6801
fax: (585) 345-6881
www.genesee.edu/ace
ace@genesee.edu

Ed Levinstein
Associate Dean
(585) 343-0055 ext. 6300
ejlevinsteingenesee.edu

Contact Ed regarding ideas for integrating any of the ACE Programs into your school. Ed can also discuss and assist with staff development options, communication between high school and GCC faculty, grant ideas or other questions about ACE Programs.
Deborah Dunlevy  
Project Director, College Tech Prep  
ext. 6316  
dkdunlevy@genesee.edu

Contact Deb regarding existing or potential career academies that your students may be interested in. Deb can also answer questions and discuss career and technical education/career pathways initiatives and programs. Deb also works with the Advanced Studies program and is the contact person for the following schools:

Alexander, Batavia, Genesee Valley Educational Partnership, Orleans/Niagara BOCES and Pavilion.

Dan Snyder  
ACE Program Specialist  
ext. 6393  
desnyder@genesee.edu

Contact Dan regarding course proposals, registration, policies and procedures. Dan is also responsible for the College Today Program (college credit courses for high school students offered at a GCC location) and is the primary Advanced Studies contact person for the following schools:


Karlyn Finucane  
ACE Program Specialist  
ext. 6320  
kmfinucane@genesee.edu

Contact Karlyn regarding course proposals, registration, policies and procedures. She is the primary Advanced Studies contact person for the following schools:

Attica, Barker, Byron-Bergen, Canisius, Fairport, Gates-Chili, Geneseo, , Hilton, Holley, Keshequa, Lima Christian Academy, Monroe BOCES #1, Monroe BOCES #2, Mount Morris, Newfane, Northstar Christian Academy, , Perry, Warsaw, Wayland-Cohocton and York

Joan Puccio  
Project Assistant, College Tech Prep  
ext. 6009  
jmpuccio@genesee.edu

Contact Joan regarding general questions about College Tech Prep.
Marilyn Sheron
ACE Programs Secretary
(585) 345-6801
msheron@genesee.edu

Contact Marilyn regarding general questions about ACE Programs, registration or other information.

About Genesee Community College

Our College is located outside the Upstate New York city of Batavia and nestled amid the scenic villages and farmland of the Genesee Region. Since its founding in 1966 as part of the prestigious State University of New York, Genesee has become one of the most highly-respected community colleges in the United States.

Although we’re a small college (about 4,000 full-time and part-time students) we’ve been able to bring to Genesee many of the top-notch programs you’d ordinarily expect to see only at large universities. That’s why Genesee has become the college choice for students across New York State and many other parts of the United States as well. Thanks in part to available housing nearby, a growing number of international students have chosen to make Genesee part of their educational careers.

Genesee is a friendly college, a place where classes rarely exceed 30 students and where professors and students know each other well. Our main campus is located on 240 acres of gently rolling land situated in the quiet countryside. Yet, we’re just minutes from Batavia, a half-hour’s drive to the Buffalo and Rochester metropolitan areas, and not far from Niagara Falls and Toronto.

We offer day and evening classes at our Campus Centers located in Albion, Arcade, Lakeville, Medina, Warsaw and Dansville.

We’ve earned acclaim for our innovative academic programs. We’ve been recognized across the United States for the powerful technological tools we make available to students, and for our rapidly growing distance education programs. Our graduates consistently find good jobs or successfully transfer to other colleges and universities for further education.
## Degree Programs

Genesee offers a comprehensive selection of over 50 academic programs of study designed to fill a wide variety of needs:

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<td>Digital Art</td>
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<td>Fine Arts</td>
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<td>Multimedia</td>
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## Health Care

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<td>Veterinary Technology</td>
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## Human Services

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<td>Deaf Studies</td>
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<td>Developmental Disability Studies</td>
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<td>Early Childhood</td>
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<td>Gerontology</td>
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## Law and Criminal Justice

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## Liberal Arts

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## Math and Science

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<td>Environmental Studies</td>
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**Office Technology and Support**

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<td>Medical Office Assistant</td>
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**Sports and Physical Education**

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**Teaching and Education**

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<td>Teaching Assistant</td>
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Advanced Studies

This program provides college courses to secondary students during the school day in direct partnership with high schools. It is the largest ACE Program in terms of enrollment and probably the most familiar program among high school administrators and faculty. Advanced Studies offers accelerated high school students the opportunity to enroll in college level courses and to earn college credits from Genesee Community College within their high school. These courses are taught by GCC approved high school faculty. This type of program is also described as a "concurrent enrollment" program, meaning that students are concurrently/simultaneously enrolled for high school and college credit within a single course. Again, our goal is to enhance the high school learning experience and prepare students for the transition to college and career.

National Association of Concurrent Enrollment Partnerships (NACEP)

NACEP is a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment. Established in 1999 in response to the dramatic increase in concurrent enrollment courses throughout the country, NACEP serves as a national accrediting body and supports all members by providing standards of excellence, research, communication, and advocacy. ACE Programs is gradually working toward NACEP accreditation. Many of the policies and procures that are outlined in this handbook are related to NACEP requirements.

Advanced Studies Instructor and Course Approval- Step by Step Process

I. Identify a Course

High School instructors and/or administrators identify courses at Genesee Community College that align with the curriculum they are already teaching. For example, many high school instructors who are teaching honors level courses have found that their curriculum is already very similar to what is covered by a comparable course at GCC. In other instances, instructors may be searching for ways to enhance an existing high school course and find that the learning outcomes from a GCC course accomplish this. Students could get high school credit and college credit if the instructor is willing and able to adjust the high school course to match our learning outcomes and objectives. The best way to identify a matching college course is to review the course descriptions and learning outcomes as listed on our online catalog (http://www.genesee.edu/academics/catalog/). Paper copies of course descriptions, outlines and learning outcomes can also be obtained by contacting ACE Programs.

II. Submit Teacher Application Packet

Instructor Credentials:

Advanced Studies Program instructors are expected to have credentials equivalent to those required of adjunct instructors at Genesee Community College. Generally, a master’s degree in the subject area you wish to teach in or a master’s degree in a related discipline along with eighteen graduate hours completed in the discipline you wish to teach is required. However, consideration is given to relevant education and teaching experience. Instructor credentials are reviewed by the appropriate academic dean, often in conjunction with college faculty. Exact requirements may vary among disciplines and courses.

Advanced Studies Instructor Expectations:

- Advanced Studies classes are college level courses and instructors accept the responsibility for maintaining academic integrity and high expectations.
• Instructors agree to keep their course materials and outline in alignment with the official college course description and student learning outcomes. It is the responsibility of the instructor to check for changes made to the course each semester that it is offered, and to make any needed adjustments. This can be accomplished by checking the online catalog and/or contacting the ACE Programs Office.

• Instructors agree to submit a revised syllabus each semester that the course is offered. ACE Programs will not allow students to register for a class if there is not a syllabus submitted and approved.

• The course syllabus must be given to each student no later than the end of the first week of classes.

• Instructors agree to verify their class rosters each semester to ensure students are properly registered.

• Instructors agree to submit grades online through Genesis by the published deadlines.

• Instructors understand that a Genesee Community College faculty member will conduct periodic visits and classroom observations. The purpose of these observations is to facilitate alignment of course curricula, learning objectives, and assessment methods. It is hoped that continuous communication between high school and GCC faculty will promote the positive growth for all instructors and be beneficial to our mutual educational goals.

• All instructors are required to request their students to complete evaluations on their Advanced Studies courses each semester. Students can access these user friendly evaluations online. Evaluations are required of every GCC instructor and are part of the National Alliance of Concurrent Enrollment Partnerships (NACEP) standards.

• Instructors understand that ACE Programs staff or GCC faculty may request samples of tests and assignments, attendance records or other materials used in their Advanced Studies course. This includes graded samples.

• We rely on school guidance counselors and instructors to place students appropriately in Advanced Studies classes. Unless we inform the school otherwise, high schools are allowed to set their own eligibility policy for Advanced Studies courses. We encourage schools to assess student skill level, knowledge base, and preparation for the level of work required in a particular concurrent enrollment class.
  o Students must meet course prerequisites for Advanced Studies courses where applicable. Students who do not register for a prerequisite course (or fail it), even if they were in it for the high school credit, will not be allowed to register for the next course in the sequence.

The application packet must include all of the following:

• Completed Professional Application Form (see appendix A)
  o The applicant must indicate the exact course desired. For example, please enter ENG 101, not “Honors English or Advanced Placement English.”
  o Applications are considered for specific courses, not by entire discipline. For example, if the applicant is approved for ENG 101, he/she should not assume they are or can be approved for ENG 102.

• Undergraduate and Graduate Transcripts
  o Copies that are on file with your district office are acceptable.
  o Transcripts from any schools you transferred credits from are also required.

• Current Resume
Teacher Approval Process and Timeline:

- Once the application packet is received by the ACE Programs Office, it is forwarded to the appropriate academic dean for consideration. The dean has final authority in this matter, but often confers with full time faculty members at GCC. ACE Programs and the academic deans will work toward a decision as quickly as possible.
- The approval process for an instructor takes two weeks from the time we receive the completed packet as long as it is received by the deadlines for each semester. If we receive a teacher packet after the published deadline, we cannot guarantee that a decision will be made in the two week time period since many of our faculty are off campus for winter or summer break. PLEASE NOTE, WE MAY NOT BE ABLE TO APPROVE A TEACHER/COURSE IN TIME FOR THE NEXT SEMESTER IF THE FOLLOWING DEADLINES ARE NOT MET:
  - Fall courses (September through January)- April 15
  - Full Year courses (September through June)- April 15
  - Spring Courses (January through June)- November 1
- As soon as a decision is made, ACE staff will immediately contact the instructor by email and follow up with written notification to the instructor, counselor and the principal.
- If approved, the instructor may begin the next phase of getting their syllabus approved. The official course outline and a sample syllabus will be mailed to the instructor along with instructions.

III. Submit Course Syllabus for Approval:

Syllabus Approval Process and Timeline:
Before a proposed Advanced Studies course is given final approval, the instructor must submit a course syllabus to the ACE Programs office for approval. Again, the academic dean is ultimately responsible for the approval of a course syllabus and often confers with full time faculty members on the decision. ACE Programs and the academic dean will work toward a decision as quickly as possible. If the syllabus is disapproved, reasons will be given to the teacher along with suggestions for revision. The teacher may resubmit when revisions are complete. To ensure that the process moves as quickly and as efficiently as possible, the teacher must be sure all the following requirements are fulfilled when submitting their syllabus for approval.

- The instructor must understand that the course syllabus is the blueprint for a course. It is also considered to be a contract between the instructor and the student. It covers the subject matter including the course description, student learning objectives, instructional methods, grading policy, textbooks and other resources used in the course.

  - Specific Items that must be included in the syllabus:
    - "Genesee Community College" and your high school's name are both clearly labeled
    - Course name (i.e. MAT 140: Precalculus) is clearly labeled
    - Instructor's name and contact information (must include high school email address)
Catalog description (word for word as published in the GCC college catalog)
- Prerequisite/co-requisite courses
- Course description written in the instructor's own words
- Student learning outcomes (word for word as written on the GCC Official Course outline)
- Required texts and materials (please read the textbook policy in the following section of this document)
- Course requirements and policies (i.e. cell phone policy, attendance, overall expectations)
- Grading policy including assignment weights
- Course Outline (order in which topics are covered)
- Course Calendar (weekly schedule of what topics are covered and what assignments are given and due)
- Other resources such as texts, websites, media, etc. that may be helpful to students throughout the course.

- Instructors should be aware that course syllabi are read by many people, not just their students. Faculty, and administrators at GCC and other colleges review syllabi when making decisions about transfer of credits, teacher evaluations and student grievances. Your style should be formal and your information clear, accurate and complete.

- Upon receipt of the course syllabus, the ACE Programs will verify that all required items are included and forward to the academic dean. Approval will take no longer than two weeks if syllabi are submitted two weeks prior to the end of the college’s current semester (GCC’s Fall semester classes generally end around Dec. 15. Spring classes usually end around May 15. Please visit www.genesee.edu for specific dates)

- The instructor will be notified by email and written notification will also be provided to the instructor, counselor and principal. If disapproved, explanation and instruction will be given concerning re-submission.

**Textbooks**

Advanced Studies instructors are strongly encouraged and in some cases, required to use the same textbook and edition that is being used by our full time GCC instructors. Genesee Community College recognizes that this can be difficult for many school districts due to the expense. If the instructor desires or needs to use a text other than what is currently being used by full time instructors, it first needs to be approved by the academic dean. On occasion, the dean or a faculty member may request a copy of the text to review before giving approval. Decisions about textbooks will be made during the syllabus approval process. Regardless of whether the instructor ends up using the same book as full time faculty or is approved to use a different book, the district should plan on updating the textbook at a minimum of every three years.
Administrative Procedures

The Memorandum of Understanding:
In July of each year, the principal of each participating high school will receive a Memorandum of Understanding (MOU) that outlines the agreement between the high school and ACE Programs office for the upcoming academic year (see appendix B for sample). Each approved course will be listed on the document including the approved instructors’ names. High school administrators are responsible for verifying the courses and the semester/term(s) that the course will be taught (Fall, Full Year or Spring). The principal and superintendent are required to sign the MOU and return it to the Advanced Studies office by August 15.

Syllabus Submission (For Veteran Advanced Studies Instructors):
All Genesee Community College instructors are required to submit an updated copy of their syllabus each semester they offer the course. Returning Advanced Studies instructors will not have to go through the approval process all over again as a new teacher would. However, the syllabus will be checked by ACE Programs staff to ensure that all the needed information is present, updated and correct (see required syllabus items previously mentioned). Students will not be permitted to register for a course unless an updated and approved syllabus is on file in the ACE Programs office. Syllabi should be submitted electronically as a Word document via email to ace@genesee.edu. The due dates for syllabi are as follows:

- Fall Semester and Full Year Courses: August 1
- Spring Semester Courses: Dec 1

Student Registration Process:
FALL SEMESTER and FULL YEAR COURSES: ACE Programs staff will begin contacting counselors during the last couple weeks of August to arrange a registration visit that should take place at least one week prior to the registration deadline (mid October). The ACE Programs representative assigned to your school will bring registration forms and information with them for distribution to students. Assembly type visits are preferred, but ACE representatives are glad to visit individual Advanced Studies classes if so desired by the school. Fifteen minutes is required for the presentation. Students will be informed about the program and the course, receive instruction on completing required forms and have the opportunity to ask questions.

SPRING SEMESTER: Registration for spring is the same as fall registration with only a couple differences. The deadline for spring semester courses is approximately mid February. All students who registered for a fall Advanced Studies course will receive a spring registration packet in the mail. ACE Representatives will still contact counselors and teachers to arrange visits.

Student Registration Policies:

1. All registrations (see appendix C for sample) must be fully completed and received by the published deadline. Late registrations will not be accepted.
   - Because this is a college credit program, students are treated as college students. They are responsible for sharing information with their parents/guardians and for returning needed forms to the ACE Programs office by the deadline. This is ultimately the students’ responsibility.
2. Each student must complete the Affidavit and Application for Certificate of Residency (see appendix D for sample).
   - This form is included in the registration packet.
   - It only needs to be completed once per academic year, so if a student submits the form in the fall, they do not need to complete another Affidavit and Application for Certificate of Residency in the spring.
   - Exact procedures and instructions for completing the Affidavit and Application for Certificate of Residency vary between counties. See appendix D for instructions and requirements per county. Please note that individual counties set the policies and they are subject to change without notice.
   - Failure to submit the completed Certificate of Residency form will result in double tuition being charged to the student.

3. Student Placement Policies:
   - Currently, the superintendent or his/her designee(s) is responsible for appropriate placement of students in Advanced Studies courses. The district is permitted to set eligibility requirements for Advanced Studies courses with the student’s skill level, knowledge base and preparation level in mind. GCC course prerequisites still apply.
   - In an effort to adhere to accreditation standards, ACE is developing placement criteria that should be implemented for the 2012-13 school year.

Dropping and Adding Students:
Students who choose not to continue pursuing college credit through their Advanced Studies class have the option to withdraw.
   - This must be done before the published deadline (Generally mid November for fall courses, Mid February for full year courses and early April for spring courses). Forms are available by calling the ACE Programs office or visiting www.genesee.edu/ace.
   - Refunds are not issued for withdrawals.
   - A grade of "W" will be indicated for the course on the student’s college transcript. This will not affect the student’s GPA.
   - Failure to withdraw by the deadline will result in a grade of “F” if course requirements are not met.

A student may drop a course only up until the registration deadline. In this case, no record will appear on the student’s transcript and a full refund will be issued. To obtain a course drop, the student must contact the ACE Programs office before the registration deadline.

In the case of a registration error, ACE Programs will drop or add a student if approved by the instructor and counselor and will provide a refund.

Grading System
At the beginning of the course, the instructor will inform students of the criteria used in determining their final grade. Grading policies and values must be clearly documented in the syllabus and verbally explained to students.
The implications of starting a college transcript need to be understood by students and their parents. The following information is included in the student guidebook that is made available to all ACE Programs students, but it is good practice for instructors to reinforce this with students early in the semester, before registration.

- Grades in Advanced Studies courses become part of a permanent college transcript.
- Poor grades could have an impact on college academic standing and eligibility for financial aid after high school.
- Final grades may be calculated differently for their high school grade and their college transcript. If this is the case, the student should be made aware.
- Students should understand what it means to withdraw from a course and what possible impacts a grade of “W” may have (although a “W” is better than a “D” or “F,” colleges do not look favorably on a “W” and may question why and how that grade was earned). Students should also be aware of the calendar deadline for requesting a withdrawal.

Unless otherwise informed, Genesee Community College allows instructors to set their own grading scales and policies as long as that information is made clear to the student from the beginning. Genesee Community College uses an A,B,C,D and F scale with no +/- . The conversion from a numerical grade to a GCC, letter grade is determined by the instructor. However we recommend the following:

<table>
<thead>
<tr>
<th>Grade</th>
<th>High School Grade</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>65-69</td>
</tr>
<tr>
<td>F</td>
<td>64 and Below</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress (The instructor must call the ACE Programs office if assigning this grade. See policy below).</td>
</tr>
</tbody>
</table>

**In Progress “IP” Grades:**

An IP grade may be issued upon the student’s request and at the discretion of the instructor. This should only be done in situations where a student has not completed the course requirements due to medical or personal reasons that are documented to the instructor’s satisfaction. The student has twelve weeks from the start of the following semester to fulfill the requirements as agreed upon between the instructor and the student. Once this period has expired, the student will automatically receive a grade of “F.” For specific dates for the current semester, visit www.genesee.edu/ACE and click on “Dates and Deadlines.”

Instructors must complete a grade change form (mentioned later in this handbook) to change a student’s grade from an IP. This form is available on the ACE Programs webpage.

**Submitting Grades:**

Effective for fall 2009, Genesee Community College will require instructors to submit mid-term grades of pass or fail. Instructors are required to submit mid-term and final grades online through Genesis by the announced deadline. Each instructor is given a username and password to access Genesis. Instructors should call or email the GCC helpdesk (585-343-0055 ext. 6227 or helpdesk@genesee.edu) if having problems or if they forget their username and password. The ACE Programs office will send email
instructions for submitting grades through Genesis several weeks before the due date each semester. Instructions are also posted on the ACE website. Deadlines for grade submission will be announced and published by the ACE Programs office well in advance.

Grade Changes:
If a grading error occurs, the instructor must complete the Change of Grade form and submit to the ACE Programs office (see appendix E). The Change of Grade form is available at the ACE Programs website.

Instructor Absence:
In the case that an approved Advanced Studies instructor will be out of school for an extended leave or illness (two weeks or more), the high school principal must notify ACE Programs immediately. After the notification has been communicated, the high school principal is required to submit a teacher application packet for the “substitute” instructor to the ACE Programs office.

After the application packet has been reviewed, the high school principal and the substitute teacher will be notified as to whether the substitute has been approved by GCC as an adjunct and if the individual will be allowed to instruct the previously approved curriculum for concurrent enrollment. ACE Programs will put forth the best effort possible to ensure that the substitute’s application is processed quickly. If the substitute instructor cannot be approved for a course that is already underway, we will drop students from the course and provide full refund of tuition.

Transferring Genesee Community College Credit
Credits earned through Genesee Community College are generally accepted by most colleges and universities throughout the country. However, every college and university has its own policies governing transfer credit. Courses are evaluated individually when being considered and some colleges may accept some, but not all credits earned through GCC. There is no differentiation between an Advanced Studies student’s transcript and that of a “traditional” GCC student.

Credits earned through GCC are accepted throughout the SUNY (State University of New York) system. Students and counselors should be aware that not all GCC/Advanced Studies courses will fit into all degree programs. For example, a student who takes every available course offered for GCC credit through their high school may not necessarily be able to transfer all those credits to their chosen school because of specific program requirements or elective course allowances. It is strongly recommended that students check with colleges they are interested in to inquire about their policies regarding transfer credits.

To transfer credits, the student must request an official transcript to be sent by GCC to the institution of the student’s choosing. This can be done through the Records Office by mail or in person. Students must complete the Transcript Request Form (see appendix F) that is available on the ACE Programs website and submit payment of $5.00 per transcript. Transcripts can only be requested by the student. Student information will not be released to a parent or guardian.
Advanced Studies Instructor Benefits

The ACE Programs department and Genesee Community College recognizes the effort and support of our Advanced Studies instructors and the counselors who help facilitate this program. We are pleased to provide the following benefits to all our instructors:

**Benefit #1:** Each semester, the college will set aside a $3,750 ACE staff development fund. Monies not used in the fall semester will be carried over to the spring semester. Any remaining funds will be carried over to the summer for ACE development activities. Adjuncts may apply to receive professional development reimbursement of up to $100.00 for professional development activities including workshops, conferences, reading material or other appropriate items related to the material they are teaching in the ACE program, or, in the case of counselors, related to the work they are doing with ACE students. Reimbursement requests should be submitted to the ACE Programs office no later than December 31 for the fall semester and July 1 for the spring semester of the academic year in which the professional development occurs and must be accompanied by applicable receipts. This option is limited to one request per academic year. If any funds remain, they may be requested for summer use.

**Benefit #2:** Adjuncts/counselors electing to enroll in a GCC class for college credit may apply for a tuition scholarship for the class (one per semester). If the adjunct/counselor is closed out of a class, the adjunct/counselor will be granted permission to use the tuition scholarship at a later date when space becomes available in the requested course. ACE adjuncts/counselors must enroll by the deadline established by GCC for all registrations. ACE adjuncts/counselors will submit proof of enrollment and complete the adjunct/counselor faculty scholarship application form. Once these two documents are submitted to and approved by the ACE Programs office, the scholarship will be granted.

**Benefit #3:** This benefit is similar to Benefit #2, but is designed for members of the adjunct’s/counselors immediate family (spouse or child). Only one family member may use this option each semester. If the spouse or child is closed out of a class, the spouse or child will be granted permission to use the tuition scholarship at a later date when space becomes available in the requested course. If the child is a secondary student wishing to enroll in college courses other than those offered through Advanced Studies or College Today, all applicable GCC deadlines and stipulations mentioned previously will apply. If the child is a secondary student enrolled in an Advanced Studies or College Today class, the applicable deadline will be that given for ACE Program registrations. The adjunct/counselor must complete a scholarship application form provided by the ACE Programs office. The scholarship application form will be submitted with the course registration. The scholarship for a secondary child will cover the cost of tuition for one three- or four-credit course per semester. In the case of a full-time postsecondary student (spouse or child), they will receive a $300.00 tuition scholarship.

**Benefit #4:** Any ACE adjunct that desires to take a GCC course as a refresher course in an area that they teach for the college (for either audit or credit), will be given a full tuition scholarship to cover the cost of that course (they may, if they apply and receive a staff development stipend, use this for class materials such as appropriate books, etc.).

**Eligibility:**

Adjuncts desiring to take advantage of the adjunct/counselor recognition benefits plan must:

1. Have one semester experience as a GCC adjunct prior to applying for any of the benefit options.
2. Teach a course for GCC credit during the academic year in which a benefit is requested.
3. Submit any required materials and a written request for a benefit to the ACE Programs office prior to being awarded the reimbursement or scholarship.

Counselors desiring to take advantage of the adjunct/counselor recognition benefit must have worked with ACE Programs for one full school year prior to requesting any of the recognition benefits.

Benefit request forms are available by calling the ACE Programs office.

Support Services

Computer Services
All ACE Programs instructors and students will be given access to an email account, Genesis and our online library databases shortly after they are approved to teach/registered for a course. The username and password will arrive in the mail.

Email Policy:
We request that all Advanced Studies instructors check their GCC email account for new messages at least weekly. ACE Programs staff will correspond with Advanced Studies instructors through their high school email addresses for day to day matters. However, many messages are sent from other GCC offices that may pertain to many Advanced Studies instructors. Our academic departments regularly send out notices about events, resources and other items that the ACE Programs office may not know about.

Genesis:
Genesis is the online portal to GCC databases, resources and information. Instructors can use Genesis to access their class rosters and other class related information. Instructors are required to submit grades through Genesis.

Genesis also provides access to “My Courses,” a tool that can be used to post course related documents (i.e. syllabi, assignments, articles etc..), host online discussions, organize student data and even receive completed assignments from students.

Library Information:
Most of the Alfred C. O’Connell Library services are available online at www.genesee.edu/library.

Phone Numbers:
Circulation & Reserve Services (Front Desk): 585-345-6834 or 585-343-0055 - Ext. 6350
Reference & Information Services: 585-343-0055 - Ext. 6419

Hours:
Please visit www.genesee.edu/library to view the current hours. Hours typically change depending on the current period of the semester.

Genesee Community College ID/Library Cards:
All ACE Programs Instructors and Students are able to obtain a student ID/library card. These can be obtained through the Student Activities office located at the Batavia campus in the student union or at any campus center location. Students need to bring a picture ID when requesting an ID card.
Online Library Catalog:
The library catalog is accessed from the library website and provides access to book and media items available at Geneseo Community College.

Library Orientation Services:
GCC Librarians are glad to conduct library orientations with students who visit GCC with their instructor and class. Orientations can be general in scope or very specific depending on the instructor’s requests. Students will be instructed on materials available at the GCC library.

Borrowing Policy for ACE Students:
Students who visit the GCC library while on a field trip from their high school are not permitted to borrow a book at that time. Students must return to the library using their own means of transportation and will then be allowed to borrow books whenever they like.

Electronic Periodicals:
GCC subscribes to thousands of full text periodicals that can be accessed remotely by instructors and students. Access to these materials is password protected. All ACE instructors and registered students will receive a username and password in the mail after their registration/application materials are processed.

“Ask a Librarian” Service:
The library provides multiple ways for students to receive help and advice from librarians. Instructors and teachers can email questions and will receive a response within 24 hours. They can call during regular hours or even chat online with a librarian for quick research assistance.

General Education Certificate
It is possible for some ACE Programs students to earn a General Education Certificate while in high school. Presently, none of our partnering high schools offer enough courses through Advanced Studies to make this possible without the student having to earn at least some credits outside the high school. However, if a student is motivated and inclined to earn this certificate and your high school offers a significant portion of the required courses, then a student may be able to earn their General Education Certificate by taking College Today (college courses offered at a GCC location for high school students) courses or by enrolling as a part-time student at GCC. This certificate is transferable to all SUNY institutions.

Below is the General Education Certificate Worksheet including the degree requirements. Please note that the proficiency exams are waived for ACE students. It is the responsibility of the partnering high school to decide whether or not a student is capable and ready for college courses. This worksheet may help you decide what courses you wish to offer at your high school.
Genesee Community College
General Education–Certificate
SEMESTER COURSE PLANNING WORKSHEET
2008-2009

Suggested First Semester Credits Suggested Second Semester Credits
ENG101 (By Placement) 3 SPE103 or SPE108 or SPE109 3
WESTERN CIVILIZATION ELECTIVE 3 AMERICAN HISTORY ELECTIVE 3
SOCIAL SCIENCE ELECTIVE 3 WORLD CIVILIZATION ELECTIVE 3
MATH ELECTIVE 3 FOREIGN LANGUAGE 3
ARTS ELECTIVE 3 SCIENCE ELECTIVE 3

Total 15 Total 18

General Curriculum Information

English (by placement): Satisfactory completion of the writing skills exam is a prerequisite for ENG101. Students who do not satisfactorily complete the writing exam must register for ENG091 and/or ENG100 prior to completing their six (6) hour English sequence.

Mathematics (by placement): Mathematics placement is based on the ACT, ASSET, or COMPASS placement test.

Reading Proficiency Requirement: All students will be required to demonstrate proficiency in reading through testing prior to earning a degree or certificate. Students who do not meet the required standard will be expected to begin remediation immediately.

Degree Requirements for General Education Certificate
2008-2009

COMMUNICATIONS
ENG101 English Communications I 3
Select one: SPE103, SPE108, SPE109 3

HISTORY
1. American History Elective: HIS203 US History I or HIS204 US History II 3
Students having obtained an 85 or higher on the US History Regents exam have met the American History requirement and may select one course from the following list: HIS109, HIS203, HIS204, HIS207, HIS211, LIT212, MUS203, POS107
3. World Civilization: Select one: GEO101, HIS101, HIS224, HIS225, POS203 3

ARTS ELECTIVE

HUMANITIES

SOCIAL SCIENCE ELECTIVE
Select one: ANT102, ECO101, ECO105, HUS101, POS101, POS103, POS105, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240 3
MATH ELECTIVE  
Select one course from the following list: MAT102, MAT117, MAT121, MAT122, MAT129, MAT130, MAT136, MAT137, MAT140, MAT141, MAT142, MAT245  

NATURAL SCIENCE ELECTIVE  
Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, BIO118, CHE100, CHE101, CHE102, MET101, PHY100, PHY121, PHY122, PHY131, PHY132, PHY133

FOREIGN LANGUAGE  
Select one: FRE101, FRE102, FRE201, FRE202, SPA101, SPA102, SPA201, SPA202

TOTAL 33
Appendix A

Genesee Community College is a public, open admission, learner-centered college. The College was founded in 1966 and serves a 2,300 square mile region in Western New York. Core values of the college include a commitment to quality, access, innovation, and highly personalized service. The College serves approximately 6,000 full-and part-time credit students each semester and more than 10,000 continuing education students each year. The atmosphere is informal and faculty and staff members work as a team to ensure that the College provides the best educational, social, and cultural opportunities to students and other community members. Genesee takes pride in its many fine programs, technological advances, and community involvement.

Application is to teach __________________ through Advanced Studies
(Course, example MAT 140)

GENERAL INFORMATION

Name ____________________________
Last __________ First __________ Middle __________

Home Address
Street ____________________________
City ____________________________ State __________ Zip Code __________
Business or Message Phone (____) __________

E-mail address __________________________

List any other name which we may need for checking records __________________________
Social Security Number __________________________

Employment Availability
□ Full-Time □ Part-Time Day □ Part-Time Evening

Undergrad Transcript(s) Enclosed? □ Yes □ No
Graduate Transcript Enclosed □ Yes □ No
Resume Enclosed? □ Yes □ No
United States Citizen? □ Yes □ No

If you are not a citizen, do you have a legal right to work in the United States? □ Yes □ No
Are you a veteran of the U.S. Military service? □ Yes □ No
If yes, branch

Please fill in all requested information. Do not write "see resume."
PRESENT POSITION

Title or Description

Name of Employer

Address of Employer

Current Employer May Be Contacted? ☐ Yes ☐ No  Current Annual Salary $_________

PROFESSIONAL EXPERIENCE Teaching, Educational Administration, Other (List most recent employer first.)

<table>
<thead>
<tr>
<th>Employer/Institution Address</th>
<th>Position Held</th>
<th>INCLUSIVE DATES REQUIRED</th>
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</tbody>
</table>

EDUCATIONAL BACKGROUND (List most recent degree/credits earned first.)

<table>
<thead>
<tr>
<th>Institution/City/State</th>
<th>Degrees/Credits</th>
<th>Major/Subject</th>
<th>Date Awarded</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
**HONORS AND AWARDS** (List most recent first.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Awarded By</th>
<th>Date</th>
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**PROFESSIONAL MEMBERSHIP AND AFFILIATIONS**

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**SUPPLEMENTAL INFORMATION**
If you have additional information which is pertinent to consideration of your application, please attach a separate sheet.

**REFERENCES** Please provide the names, addresses, and telephone numbers of four references.

1. **Name/Title**  
   **Address**  
   **Telephone**  
   Home (____)  
   Business (____)

2. **Name/Title**  
   **Address**  
   **Telephone**  
   Home (____)  
   Business (____)

3. **Name/Title**  
   **Address**  
   **Telephone**  
   Home (____)  
   Business (____)

4. **Name/Title**  
   **Address**  
   **Telephone**  
   Home (____)  
   Business (____)
IMPORTANT: This section MUST BE COMPLETED. Failure to sign this section will result in disapproval of your application for employment.

☐ Yes ☐ No Have you been convicted of a violation of law (felony/misdemeanor)? (Omit any offense adjudicated in Juvenile Court or under a youthful offender law.) Convictions will not necessarily disqualify you from employment. *If yes, you must attach a list of violations with dates of conviction and resultant penalties on a separate sheet of paper.

I understand that false statements made herein are punishable as a Class A Misdemeanor, pursuant to section 210.45 of the Penal Law of the State of New York. I declare that, subject to the penalties of perjury, any statements made on this application and any attachments are the truth and correct to the best of my knowledge.

I hereby authorize the release of information regarding prior employment history/records, educational records, law enforcement records, driver's license and driving records, personal references and all like information bearing on my qualifications for this position.

This authorization shall be valid for a period of two (2) years from the date of the execution of this document. A photocopy of this release will be as valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Signature: ___________________________ Date: ___________________________

ALL STATEMENTS ARE SUBJECT TO VERIFICATION

NOTE: This application should include as much pertinent information as possible. When complete, it should be forwarded to:

ACE Programs Office
Genesee Community College
One College Road
Batavia, New York 14020
Telephone: (585) 345-6801
Fax (585) 345-6881

Please also forward under separate cover the Equity and Diversity form you received with this application. Thank you.

In accordance with Federal regulations, the New York State Human Rights Law, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, Genesee Community College does not discriminate on the basis of age, race, color, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation in educational programs, activities, admissions, or employment.
Appendix B

Memorandum of Understanding
High School Partners and Genesee Community College’s ACE Programs

In partnership between <<High School>> High School and ACE (Accelerated College Enrollment) Programs of Genesee Community College, college credit bearing courses are offered to students at a discounted tuition rate that is set annually by the Genesee Community College Board of Trustees.

Genesee Community College has approved the following courses to be taught by the coinciding teachers during the 2011-2012 academic year. This list was recently verified through the high school counseling office and will be used for registration processing and course maintenance purposes. It will be used to ensure proper processing of registrations and management of courses. By signing this MOU, the superintendent and principal are acknowledging that this list is accurate to the best of their knowledge and that the district agrees to the standards and policies outlined in this document.

<table>
<thead>
<tr>
<th>Course (i.e. MAT 140)</th>
<th>Semester Offered (Fall, Full Year, Spring or Not Offering)</th>
<th>Approved Instructor</th>
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Genesee Community College requires the following standards and conditions be met in order to offer credit through the College:

1. The College establishes the context of the course, advertises the course, and approves the instructor. The High School provides classroom space and reimburses the high school instructor.

2. High school administration is responsible for indicating the courses and the semester(s) the courses are being taught (fall, spring, full year or not offering). Registration for full year courses must take place during fall registration.

3. The superintendent or his/her designee is responsible for appropriate placement of students in Advanced Studies courses. The district is permitted to set eligibility requirements for Advanced Studies courses with the student’s skill level, knowledge base and preparation level in mind. GCC course prerequisites still apply.*
4. An ACE Programs representative must be permitted to conduct a brief classroom or assembly style information session for all students enrolled in courses available for Advanced Studies credit. This includes each term and section regardless of whether the course may be sequential from one semester to another or if one teacher offers multiple sections. If the information session is done outside the actual class time, it must be made mandatory for all students enrolled in Advanced Studies sections to attend. Information sessions will not exceed 15 minutes.

5. ACE Programs and Genesee Community College administration will assume that administrators and instructors have read and understand the “Handbook for Administrators and Instructors.” Special attention should be given to the “Advanced Studies Teacher Expectations” section.

6. Instructors must submit a syllabus that meets GCC requirements for each semester that they offer a course by the announced deadline. ACE Programs will not allow students to be registered for classes where there is not a current and approved syllabus on file.

7. Instructors are required to verify the class rosters to ensure all students are registered properly. ACE staff will provide teachers and counselors with class rosters soon after the registration deadline.

8. Instructors will adhere to all requirements of the given course as outlined by the student learning outcomes listed on the official course outlines.

9. Instructors must annually attend at least one discipline specific training event hosted by college faculty and staff if available. ACE staff will give instructors a minimum of 30 days notice of any planned training event and will reimburse districts for the cost of substitute teacher(s) up to $75 per substitute. Failure to attend training may result in revocation of approval to offer an Advanced Studies course.

10. Instructors must submit grades online through Genesis by the published deadline.

11. Instructors must submit requested data concerning SUNY and Genesee course assessment initiatives. Assessed student learning outcomes are identified on the official course outlines available at http://www.genesee.edu/academics/catalog/dspSubjectList.

12. College faculty must be permitted to visit an Advanced Studies class for the purpose of evaluating whether course objectives are being addressed and that the course is appropriately rigorous. This visit will include a meeting between the College faculty member and the high school instructor as an opportunity for both to discuss course related matters and questions.
13. Upon request, instructors must submit samples of tests and assignments, attendance records and other materials used in their Advanced Studies course. This includes graded samples.

14. Students must be given the opportunity to evaluate the course and their instructor. An instructor evaluation survey is available online and each teacher is required to share the instructions with registered students according to dates and procedures provided by ACE staff. Results will be shared with the instructor when available. If the evaluation uncovers any concerns then ACE staff will first discuss the results with the teacher and if needed, with the principal.

15. Textbooks will be purchased by either the school district or by the student.

16. This agreement shall be subject to “State University and New York Guidelines on Credit in High Schools.”

17. The high school principal will notify the ACE Programs office immediately if an approved instructor vacates their position or is unable to complete the given college credit course.

*This policy is subject to change for the 2012-13 academic year due to accreditation requirements. Contact ACE Programs office for more information.

Genesee Community College and <<high school>> hereby agree to the aforementioned terms and conditions of the Memorandum of Understanding.

Superintendent ____________________________ Date __________

Principal ____________________________ Date __________

Edward Levinstein
Associate Dean of ACE Programs
Genesee Community College ___________ Date __________
I. Student Information

Social Security Number: ___________________________ Date of Birth: ___________________________ Sex: Male __ Female __

Name: ___________________________ (Last Name) ___________________________ (First Name) ___________________________ (Middle Initial)

County: ___________________________ US Citizen? Yes __ No __

Address: ____________________________________________________________ Phone: ( ) _______ _______ _______ _______

Name of High School: ___________________________ Graduation Year: _______ _______ _______ _______

Voluntary Information: This information is being requested in accordance with Federal regulations. The information is voluntary and will not be used in considering your registration.

Racial or Ethnic Group
- American Indian/Alaskan __
- Asian/Pacific Islander __
- Black/African American __
- Hispanic/Latino __
- White/Caucasian __
- Other __

II. Registration

Have you ever taken a course through Genesee Community College? Yes __ No __

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Credit Hours</th>
<th>Tuition Fee</th>
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EXAMPLE: Course: BIO 104, Credit Hrs: 3, Tuition: $144.00

Totals: __________

Both signatures are required

**Student Signature: ___________________________ (date)

**Parent/Guardian: By signing below, I grant the student permission to enroll in the above course(s) and accept financial responsibility for the related tuition and fees. I understand that the student will not receive a GCC transcript or grades, nor will the student be allowed to register for other classes at Genesee Community College until the student’s account is paid in full. Should the student’s account lapse into delinquent status, I understand that all costs and expenses incurred by the college in the enforcement of collection of past due accounts, including without limitation, attorney’s fees, shall become my responsibility and will be added to the amount due.

Responsible Party’s Signature: ___________________________ (date)

Printed Name: ___________________________ SS# ___________________________

Billing Address: ___________________________ Phone #: ___________________________

III. Payment

A minimum payment of 50% is required with this registration form. PLEASE DO NOT SEND CASH.

Full Payment ______________ OR Minimum Payment ______________

Check __ Make payable to Genesee Community College (Include Student’s Name) Money Order ______________ (Include Student’s Name)

Credit Card ___ Only Visa and MasterCard are accepted Visa ___ MasterCard ___ Card Number __________________________

Expiration date: __________ Amount: __________ Card Holder’s Name: __________________________

Card Holder’s Signature: ___________________________
Appendix D

AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE
Pursuant to §6301 & §6305 of the Education Law

** PRINT ALL INFORMATION **
Student Must Complete All Shaded Areas

Social Security No: _______ - _______ - _______
Telephone No: (______) _______ - _______

STATE OF NEW YORK, COUNTY OF

_______
(Home County)

ACADEMIC YEAR: 20___ - 20___

☐ Fall ☐ Spring ☐ Summer

1. __________________________ do hereby swear (or affirm) that I reside at

____________________________ _, in the (City) (Village) (Town) of ____________________

(Print Full Name)

County of ____________________, State of New York (Zip Code: __________); that I now am and
have for a period of one year prior to the date of this affidavit (or affirmation) been a resident of the State
of New York; and that I now am, or have been, for a period of six months prior to the date of this affidavit
(or affirmation) a resident of the County of ____________________, and that I have resided at this
address from __________ to __________

Month Year

Property Owner’s Name:

If less than six months at the above address, list your addresses for the PAST YEAR:

_____________________________, to __________

(Print Legal Address) Month Year

_____________________________, to __________

(Print Legal Address) Month Year

Citizenship: ☐ United States ☐ Other: __________ Visa Type _____ Resident Alien # __________

Country

I further state I plan to enroll in Genesee Community College and that this affidavit (or affirmation) and application
is made for the sole purpose of securing from the Chief Fiscal Officer of the County of __________ a
certificate of residence pursuant to the requirements of Article 126 of the Education Law.

_______
(HOME COUNTY)

YOUR SIGNATURE MUST BE NOTARIZED IF YOU LIVE
OUTSIDE GENESSEE COUNTY.

Sworn to before me this ____________ day

of ____________, 20___

(Notary Public or commissioner of Deeds)

(YOUR SIGNATURE)

[DATE]

THIS SPACE FOR USE OF
CHIEF FISCAL OFFICER OF COUNTY

(SIGNATURE)

[DATE]
INSTRUCTIONS

You must submit EITHER a Residency Affidavit OR a Certificate of Residence to GCC once each year. Failure to submit the appropriate document will result in DOUBLE TUITION CHARGES.

GENESEE COUNTY RESIDENTS:
If you have been a legal resident of New York State for the past year AND a resident of Genesee County for the last six (6) months, fill out this form, sign it and turn it in to the Business Office.

OTHER NEW YORK STATE RESIDENTS:
If you have been a permanent resident of New York State for the past year BUT you have lived outside of Genesee County, please follow these instructions:
1. Fill out this form.
2. Have your signature notarized.
3. Submit it to your County Treasurer.
4. The Treasurer will keep this form and give you a Certificate of Residency. Submit that form to the Business Office. Call your County Treasurer if you have any questions.

NON-NEW YORK STATE RESIDENTS:
Non-Resident tuition is charged to all students who have not been legal, permanent residents of New York for the past year. This includes the following:
1. International Students (holding an F-1 Visa).
2. Temporary residents (short-term job assignment or living here while attending college, for instance).
3. Any person who is in the U.S. on a Visa. Immigrants must have a permanent resident status for one year in order to be eligible for tuition.

If you have any questions, please contact the Business Office at (585) 343-0055 ext 6212.

Local County Treasurers

<table>
<thead>
<tr>
<th>ORLEANS COUNTY</th>
<th>WYOMING COUNTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTY TREASURER</td>
<td>COUNTY TREASURER</td>
</tr>
<tr>
<td>Albion, NY 14411</td>
<td>Warsaw, NY 14569</td>
</tr>
<tr>
<td>(585) 589-5353</td>
<td>(585) 786-8812</td>
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<thead>
<tr>
<th>LIVINGSTON COUNTY</th>
<th>MONROE COUNTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Court Street</td>
<td>39 West Main Street</td>
</tr>
<tr>
<td>Geneseo, NY 14454</td>
<td>Rochester, NY 14614</td>
</tr>
<tr>
<td>(585) 243-7050</td>
<td>(585) 428-5125</td>
</tr>
</tbody>
</table>

PLEASE NOTE: Some counties will issue Certificates of Residence through the mail while others require you to appear in person. Please check with your treasurer’s office for their requirements.

Revised 10-2004
Appendix E

GENESEE COMMUNITY COLLEGE
GRADE CHANGE

I.D. #: ____________________________ Date: ______________________________

Name: ____________________________ First: ____________________________ Int: __________________

<table>
<thead>
<tr>
<th>Course &amp; Section Number</th>
<th>Semester Original Grade Was Submitted</th>
<th>Grade From</th>
<th>Grade To</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Reason For Change: ________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________ Date
(Instructor Signature) (Dean/Asst. Dean Signature) Date

Office use only: Upd __________________ Date ____________________ rev. 10/08/02
Transcript Request Form
Records Office – GCC

Fill out form completely, enclose payment of $5.00 for each copy and send to:
Make checks payable to Genesee Community College.

Please Print
Last Name ___________________________ First ___________________________ MI ______

Name while attending Genesee, if different than above ___________________________

ID/SSN ___________________________ Date of request _________________________

Transcripts will not be released without student's signature.

Signature ___________________________

Address ___________________________

City, State, Zip _______________________

Telephone number ___________________

Please send:
( ) Official copy or ( ) student copy
( ) send now or ( ) send at end of semester: Fall Spring Summer
(circle one)

HOLD for: ( ) grades and/or ( ) degree awarded Fall Spring Summer
(circle one)

Send transcript to: complete 1 request for each different address
(enter: name/institution and complete address to be sent)

Paying by credit card: Visa or MasterCard (circle one) Amount __________

Card number: ___________________________ expire date __________

Name on card (please print) ___________________________

*******************************************************************************************************************************************************

Office use only: **** if credit/debit card is used, remove the section above before sending this form

Records: Amount ____________

payment: cash / check #_________ / debit/credit card / waive / resend date__________ initial ________

Business Office:

initial ____________ fee ___________________________ date ________