GENESEE COMMUNITY COLLEGE

FALL 2023 to Spring 2024

ACCELERATED COLLEGE ENROLLMENT (ACE) Student/ Parent Handbook

Information, policies, and procedures for high school students enrolled in college courses through the ACE Programs at Genesee Community College.

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Introduction Letter from Ed Levinstein, Dean of Distributed Learning

Dear ACE Student:

Welcome to the ACE Programs of Genesee Community College! Although you are still in high school, you are taking a big first step toward earning a college degree. You join thousands of students in our region who have taken advantage of this opportunity through Genesee Community College. ACE students have saved time, thousands of dollars in tuition costs, and transferred credits to colleges and universities all across the country.

The ACE Programs are Concurrent Enrollment Programs where students are simultaneously enrolled for both high school credit and college credit. These courses are official GCC courses that follow all required student learning outcomes as outlined by SUNY and GCC. Students should expect to be challenged in these courses and will need to devote much more time for work outside of class. Students and parents should also know the following:

- Some ACE courses are taught by high school faculty who have had their credentials reviewed and approved by GCC. Advanced Studies teachers are official adjunct instructors of GCC.
- Enrollment into ACE courses creates an official college transcript that can be used toward a degree at GCC or transferred to most public or private colleges and universities. Each college and university has its own policies regarding transfer credit and GCC cannot guarantee that any or all credits earned will be transferred to the college or university of your choice. We recommend that you check with the colleges you are interested in to inquire about their policies.
- Tuition for ACE courses is approximately 1/3 the cost of regular GCC tuition!
- Students enrolled in ACE Programs courses enjoy the same rights, privileges and benefits as any other student enrolled at Genesee Community College

The following pages have been created to provide you with important information and answers to most questions you may have. Please read this handbook carefully and feel free to contact the ACE Programs office if you have questions.

I wish you success in your studies and all future endeavors.

Sincerely,

Ed Levinstein
Dean of Distributed Learning

A Summary of ACE Programs

Advanced Studies:

The Advanced Studies Program offers courses taught in the high schools by high school faculty who are approved GCC adjunct faculty. These courses follow the same guidelines and learning objectives as those taught on at GCC. Students earn high school and college credit concurrently.

Details can be found on the web at https://www.genesee.edu/resources/high-school-students/accelerated-college-enrollment/

- ⬚ Convenient: Classes are right at your high school.
- ⬚ Comfortable: Classes are taught by faculty you already know.
- ⬚ Affordable: Earn college credits at 1/3 the cost of GCC tuition.

Career Pathways:

Incorporating both school and work-based instruction in a comprehensive and non-repetitive curriculum, Career Pathways students complete rigorous coursework within an applied framework that enhances their ability to constructively relate school activities to future college and workforce requirements. Students are provided with career interest inventories, placement testing when requested, and opportunities for job shadows and internships.

Programs include:

- ⬚ Career Academies: Provides a unique opportunity to academically challenge high school seniors interested in one of the following fields: Health, Justice, or Sports Science.
- ⬚ Virtual Business: a business set up and run by students in a classroom with support from a teacher. Each company conducts business with one another in a simulated world via various forms of electronic communication such as phone, fax, Internet, and e-mail. Although there is no actual transfer of goods or money, students conduct all the usual activities involved in operating a business such as conducting sales, sending orders, issuing invoices, maintaining financial records, paying employees, filing taxes, etc.
- ⬚ Tech Wars Competition: A competition for middle school and high school technology students in the GLOW region. Students take what they learn in the classroom and compete in a hands-on educational, yet fun program. The ultimate goal of the program is to foster a strong interest to explore careers in science, technology, engineering, and math.

Details can be found on the web at www.genesee.edu/resources/high-school-students/accelerated-college-enrollment/career-pathways-academies/

College Today:

The College Today classes were developed to give high school students an opportunity to pursue college credit-bearing classes in the campus setting. Courses were developed to compliment, rather than compete with, existing high school classes. Every effort is made to offer courses that are not readily available in secondary districts via the Advanced Studies program

- ▢ Courses are offered at the six campus locations of Genesee Community College
- ▢ Students learn from college faculty.
- ▢ Helps students with the transition into college by establishing expectations on how to succeed.

Details can be found on the web at www.genesee.edu/resources/high-school-students/accelerated-college-enrollment/college-today/

Credits earned through Advanced Studies, College Today, Career Pathways, and other ACE Programs transfer to SUNY colleges and universities and most two- and four-year institutions provided the student earns grade of "C" or better.

Homeschool Students:

Students who are homeschooled have the opportunity to earn high school and college credit at the same time. In this dual enrollment program, students complete 24 credit hours in the following categories:

- English/Communications
- Mathematics
- Natural Science
- Social Science/History
- Art/Humanities/Foreign Language
- General Electives

Courses are available at all campus centers and online, and they follow the regular college calendar. Once courses are completed, students can apply to the New York State Department of Education for a High School Equivalency diploma. New students will need to submit a Homeschool Application to ACE, take placement tests, and meet with an ACE advisor to register for classes.

Excel Students:

The Excel Program is designed to give ambitious and advanced students an opportunity to earn college credits and pursue a college degree while in middle and high school. Excel students will be able to choose the degree they wish to pursue and move at their own pace.
Excel students are counselor recommended in 6th grade and must go through an application process.

Special Request Courses:

Students that would like to take a college credit course that is not offered through any other ACE programs have the opportunity to take college courses at Genesee Community College. Courses are available at all campus centers and online, and they follow the regular college calendar. Special request courses follow a similar application process as the homeschool students however they may be exempt from taking placement tests upon their school counselor's recommendation.

ACE Programs Contact Information

ACE Programs Office, D309
Genesee Community College
One College Road
Batavia, NY 14020
Phone: (585) 345-6801
Fax: (585) 345-6881
ACE@genesee.edu

Edward Levinstein
Dean of Distributed Learning
(585) 343-0055 x6595
ejlevinstein@genesee.edu

Ann Valento
Director of ACE and Career Pathways
Specialist
(585) 343-0055 x6316
amvalento@genesee.edu

Kaitlyn Harloff
ACE Programs Specialist
(585) 343-0055 x6009
ktharloff@genesee.edu

Stephanie Rindell
ACE Programs Specialist
(585) 343-0055 x6393
smrindell@genesee.edu

Susan Ulm
ACE Programs Secretary
(585) 343-0055 x6445
stulm@genese.edu

Benefits to ACE Program Courses

Academic Benefits

- Successfully completing courses offered through the ACE Programs may fulfill college degree requirements, serve as electives, or fulfill pre-requisite requirements, allowing for earlier college graduation.
- Many students graduate from high school with nearly one college semester completed. Some students have graduated from high school with MORE than a semester earned
- Any course that is completed through the ACE Programs is the same as if you took it as a traditional GCC student; therefore, students begin an official college transcript.
- Credits will transfer directly to ANY SUNY College (with a grade of 'C' or above).
- Credits also transfer to MOST private universities (with a grade of 'C' or above).
- Teachers are fully approved to instruct courses using GCC/SUNY standards.
- Students gain preparation for college course-work expectations / academic standards
- Successful completing of ACE courses demonstrates that a student is highly motivated and willing to take on challenging opportunities.
- Enrolling in college classes during high school helps students explore interests and career options.

Additional Benefits

- Once enrolled, you are a Genesee Community College student
- Issued a GCC I.D. #, email account
- Obtain a GCC photo I.D. card (main campus/campus centers)
- Access to all of our campus, and campus center, services;
    - GCC Library/SUNY Library database
    - Computer labs
    - Physical fitness center
    - Collegiate pool and Gymnasium
    - Campus activities
- Use your GCC I.D. card to get student discounts;
    - Movie theatres
    - Sporting events
    - Stores and malls
    - Any place that offers college student rates and discount

Tuition Savings

ACE tuition is about 60% less than the regular GCC tuition.

	1 credit	2 credits	3 credits	4 credits
ACE Tuition*	75.00	150.00	225.00	300.00
GCC Regular Tuition*	205.00	410.00	615.00	820.00
Average SUNY Tuition	257.00+	514.00+	771.00+	1028.00+
Private University Tuition	880.00+	1760.00+	2640.00+	3520.00+

* Tuition is subject to change by the Board of Trustees.

Registration

To receive college credit at Genesee Community College for a high school class:

- Complete the ACE Programs Registration Form (see page 16) or complete online ACE registration.
- Pay the appropriate tuition expenses.
- Both the student and a parent/guardian must sign the registration form.
- Fill out the Affidavit for Certificate of Residency and follow all instructions pertaining to your county of residence (see page 16).
- All registration materials must be received or completed by the posted semester deadline.
- Late applications will NOT be accepted and will be returned to the applicant.

Refunds

- Due to the low ACE Programs tuition rate, there is NO refund should you withdraw from the program after the posted registration deadline.

Withdrawal Policy

The college adheres to the following withdrawal policy:

- Withdrawal requests must include a completed withdrawal form signed by both student and high school personnel. (see page 16)
- Official withdrawal received by the ACE Programs Office prior to the posted registration deadline will result in the course being deleted from the student's record and no grade will be recorded. This is the only instance where a refund will be provided.
- Official withdrawal received by the ACE Programs Office after the posted registration deadline and prior to the posted withdrawal deadline will result in a grade of "W".
- Formal withdrawal may not be initiated after the posted withdrawal deadline.
- Failure to complete course requirements or properly withdraw will result in a grade of "F".

Unable to process

Applications will not be processed and will be returned if:

- Information is missing, illegible, or not properly completed on the registration form.
- Minimum payment is missing.
- There is a balance due on student account.

Once properly registered for ACE Programs courses, students will receive a confirmation of registration in the mail. This confirmation will also include a Genesee Community College student ID number along with a username and password to log into campus information systems. Final grades are not sent through the mail, so it is very important to save this information to be able to look up final grades, track course history, and download unofficial transcripts.

Student Behavior and Codes of Conduct

Genesee Community College recognizes the need to maintain policies and procedures related to students' rights and responsibilities, in order to guide student actions and define the penalties which are to be imposed when the College's Code of Conduct is violated. Genesee Community College, through these policies and procedures, seeks to establish in its students a sense of responsibility to themselves and to others who are citizens of the total college community. It is the College's expectation that all students will take into consideration other individuals and their rights to an environment that is conducive to academic achievement and personal growth.

Attendance at Genesee Community College is a privilege and not a right. Genesee Community College operates on the assumption that the best environment for learning is an environment in which students, faculty, and staff treat one another with respect and courtesy. Students are expected to acquaint themselves with the syllabus of each class they take, and carefully note

each individual instructor's rules and procedures relating to attendance, grading, due dates, and classroom courtesy. The College has the right and responsibility to take appropriate action when student conduct directly and significantly interferes with the College's educational mission and the rights of others to pursue their educational objectives in an environment conducive to learning.

Academic Honesty

At Genesee Community College it is the responsibility of the student to maintain intellectual honesty and integrity. Violations of these responsibilities include but are not limited to cheating and plagiarism. Cheating is obtaining or intentionally giving unauthorized information to create an unfair advantage in an examination, assignment, or classroom situation. Plagiarism is the act of presenting and claiming words, ideas, data, programming code or creations of others as one's own. Plagiarism may be intentional – as in a false claim of authorship – or unintentional – as in a failure to document information sources using MLA (Modern Language Association), APA (American Psychological Association), Chicago or other style sheets or manuals adopted by Faculty at the College. Presenting ideas in the exact or near exact wording as found in source material constitutes plagiarism, as does patching together paraphrased statements without in-text citation. The purchasing or sharing of papers or projects between students or the re-use of papers or projects submitted for more than one assignment or class also constitutes plagiarism."

Examples of academic dishonesty include but are not limited to the following:

- Taking an exam for another student.

- Having another student take an exam for you.

- Paying someone to write a paper to submit as your own work.

- Writing a paper for another student.

- Submitting the same paper for grading in two different courses without permission.

- Arranging with other students to give or receive answers by the use of signals.

- Arranging to sit next to someone who will let you copy from his or her exam.

- Copying from someone's exam.

- Allowing another student to copy from you during an exam.

- Obtaining answers, information, translations or material from a source (ex. the Internet) without appropriate citation.

- Getting questions or answers from someone who has already taken the exam.

- Working on homework with other students when the instructor does not allow it.

- "Padding" – adding items on a works cited page that were not used.

- Unauthorized use of information stored in the memory of an electronic device (ex.

programmable calculators and cell phones) on a test or assignment. No information stored in any electronic devices may be used without explicit permission.

• Altering or forging an official document.

Disciplinary action may include a failing grade on an assignment or test, a failing grade for the course, suspension or expulsion from the college as described in the Code of Conduct, https://www.genesee.edu/assets/file/policies/GCC-Student-Code-of-Conduct.pdf.

What It Means to Begin a College Transcript

Students need to be aware that grades earned through ACE Programs courses become part of a permanent college transcript. Poor grades can negatively impact a student's academic standing and eligibility for financial aid after graduating from high school.

Students should be aware that there may be differences in the way their final grade is calculated for their college transcript compared to their high school credit grade. This should be fully discussed with both the course instructor and high school guidance counselor prior to registering for a course.

In general, GCC students have access to their educational records, have the right to challenge the content of these records, and should expect that their records, with the exception of "directory information", will be released only upon their request. Student information will not be released to anyone other than the student unless a release form that is signed by the student is on file.

Transferring GCC College Credit

Genesee Community College has excellent credit transfer agreements with countless colleges and universities throughout the United States. However, individual colleges and universities have their own policies regarding the transfer of college credit. Transfer credit is generally granted on a course-by-course basis, and can vary widely between private colleges and universities. Depending on the credits earned, and course of study, some colleges and universities may accept some, but not all, of these credits.

Credits are readily accepted throughout the SUNY system, though some credits may be awarded as electives, depending on the credits earned and course of study. It is recommended that students contact their prospective colleges and universities to find out exactly how college credit will be transferred.

Requesting an Official GCC Transcript

Transcripts are issued upon the written request of students. Only the student may request academic records. Genesee Community College will not release academic records or information to a parent, guardian, or any institution without the expressed written consent of the student. Each transcript costs ten dollars ($10.00), payable at the time of request. (Fees charged for transcripts are subject to change.)

a. How to order an OFFICIAL transcript through Genesis:
   - Log into your **myGCC** account.
   - Select **Banner Self-Service**
   - Select **Student Services**
   - Select **Student Records Information Menu**
   - Select **Request Official Transcripts**
   - Select the button to **Place a Transcript Order**
   - Follow the instructions to place a transcript order

   Note: If the college you intend to send your transcript to is not in the Scrip-safe network, you can manually enter the address or email of the college you wish to send the transcript to.

b. How to order an OFFICIAL/UNOFFICIAL transcript without a myGCC account:
   - Navigate to https://www.credentials-inc.com/CGI-BIN/dvcgitp.pgm?ALUMTRO006782
   - Follow the instructions to place a transcript order

   Note: All users submitting a transcript request without a myGCC account will be required to submit a consent form.

c. How to order a transcript with a written request:

In your request, **include the following information:**
- your full, legal name
- the name you attended Genesee under (if different)
- your Social Security Number*
- your current address and telephone number (in case there are any questions)
- the name and address of the place you wish to have the transcript sent to
- indicate if the transcript should be sent to the attention of a specific person
- indicate if you want an Official or Unofficial transcript
- Your signature is required on the letter to release grades.

*Students are not required to disclose their Social Security Number on their written request. A student may provide their date of birth as an alternative form of identification.

Send your request with a check or money order for $10.00 for each transcript requested to:
Records Office
Genesee Community College
1 College Road
Batavia, NY 14020

If you have specific questions not answered here, please call the Records Office at (585)343-0055 x6218.

Records Office Hours (August thru May)
Monday – Thursday: 8:00 am – 5:00 pm
Friday: 8:00 am – 4:30 pm
Records Office Hours (June and July)
Monday – Friday: 8:00 am – 4:30 pm

Holds on Student Records

When a student fails to meet an obligation (payment of a bill, parking or library fine, etc.) or fails to meet the requirements of a disciplinary action, an Administrative Hold is placed on the student's record. This prevents the College from providing the student or any other party – including transfer colleges, employers, etc. with grades, transcripts, or other college records. The Administrative Hold is lifted when the student meets the specific obligation.

Grading System

Grades are used to *assess* student achievement and report on student progress. Instructors will inform students (in clear performance terms) at the beginning of each course what constitutes minimal requirements for each letter grade applicable to the course. For detailed information

regarding the grading system, please visit the GCC Grading Practices webpage: (www.genesee.edu/resources/current-students/grading-practices/)

Grade points are assigned to letter grades as follows:

Grade	Description
A	4.00 points per credit hour
A-	3.67 points per credit hour
B+	3.33 points per credit hour
B	3.00 points per credit hour
B-	2.67 points per credit hour
C+	2.33 points per credit hour
C	2.00 points per credit hour
C-	1.67 points per credit hour
D+	1.33 points per credit hour
D	1.00 points per credit hour
D-	0.67 points per credit hour
F	0.00 points per credit hour

Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA is a federal law that pertains to the release of and access to educational records. FERPA deals specifically with the education records of students, affording them certain rights with respect to those records. The ACE Department strictly abides by FERPA guidelines. ACE staff will not disclose educational records to parents without prior written consent from the student or proof of dependency as per IRS rules. Completed consent forms will be on file in the ACE Office and Dean of Students at GCC. More information about FERPA can be found at: www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Parents can obtain the FERPA Consent forms by contacting the ACE Office.

ACE Programs Service Areas and Program Representatives

The ACE staff is more than happy to answer your questions regarding Advanced Studies Courses and Career Pathways in your school district.

Kaitlyn Harloff Program Specialist Advanced Studies (585) 343-0055 x6009 kharloff@genesee.edu	**Stephanie Rindell** Program Specialist Advanced Studies (585) 343-0055 x6393 smrindell@genesee.edu	**Ann Valento** Director of ACE and Career Pathways Specialist (585) 343-0055 x6316 amvalento@genesee.edu	**Edward Levinstein** Dean of Distributed Learning (585) 343-0055 x6595 ejlevinstein@genesee.edu
Albion	Avon	Alexander	Western New York Tech Academy
Alden	Caledonia-Mumford	Batavia	
Attica	Dansville	Byron-Bergen	
Barker	Fairport	East High School	
Elba	Gates-Chili	Greece-Athena	
Erie 1 Boces	Geneseo	Greece Olympia	
Hamburg	Honeoye Falls-Lima	GV BOCES Batavia	
Holley	Keshequa	GV BOCES Mount Morris	
Kendall	Lima Christian	Letchworth	
Lyndonville	Livonia	LeRoy	
Medina	Monroe Boces 1	Orleans/Niagara BOCES	
Newfane	Monroe Boces 2	Pavilion	
Oakfield-Alabama	Mount Morris	Perry	
Pembroke	Notre Dame	School of the Arts	
		Warsaw	
		York	

Emergency Closing Information

In the case of inclement weather causing delays, cancellations, and/or closings, first proceed to the Genesee Community College web site www.genesee.edu/home/u/closing/ for accurate and up-to-date information. As a secondary source of information, public announcements will be made on TV and radio stations which are listed below.

Please note: Each Campus may make independent decisions depending upon local situations and conditions.

Buffalo, Batavia, Dansville, Livonia Stations	Rochester, Springville, Warsaw Stations
WGRZ TV Channel 2 Buffalo	WHAM TV Channel 13 Rochester
WKSE FM (98.5) Buffalo	The FOX FM (95.1) Rochester
WKSE FM (98.5) Buffalo	The Drive FM (100.5) Rochester
WTSS FM (102.5) Buffalo	Sunny FM (102.3) Rochester
WGR AM (550) Buffalo	KISS FM (106.7) Rochester
WBEN AM (930) Buffalo	Snap FM (107.3) Rochester
WBTA AM (1490) Batavia	WHAM AM (1180) Rochester
WDNY AM (1400) Dansville	Hot Talk AM (1280) Rochester
WYSL AM (1040) Livonia	WSPQ AM (1330) Springville
	WCJW AM (1140) Warsaw

ACE Dates and Deadlines: Academic Year 2023 – 2024

*All dates subject to change prior to registration

Fall 2023

Advanced Studies:

Last date to register:	October 2, 2023
Last date to withdraw (fall only):	November 15, 2023
Last date to withdraw (full year):	March 15, 2024
Full payment due:	November 15, 2023
Class rosters finalized:	October 13, 2023
Web Grading (fall only):	Due January 31, 2024
Web Grading (full year):	Due June 26, 2024

College Today:

Last date to register:	August 23, 2023
Last date to withdraw:	November 15, 2023
Full payment due:	November 15, 2023
Classes begin:	September 11, 2023
Web Grading:	Due January 31, 2024

Homeschool:

Last date to register:	August 15, 2023
Last date to add or drop:	August 25, 2023
Last date to withdraw:	See Academic Dates and Deadlines Calendar
Full payment due:	November 15, 2023
Classes begin:	August 28, 2023
Classes end:	December 8, 2023
Web Grading:	Due December 15, 2023

Excel:

Last date to register:	August 15, 2023
Last date to add or drop:	August 25, 2023
Last date to withdraw:	November 15, 2023
Full payment due:	November 15, 2023
Classes begin:	August 28, 2023
Classes end:	December 8, 2023
Web Grading:	Due December 15, 2023

Special Request Courses:

Last date to register:	August 15, 2023
Last date to add or drop:	August 25, 2023
Last date to withdraw:	November 15, 2023
Full payment due:	November 15, 2023
Classes begin:	August 28, 2023
Classes end:	December 8, 2023
Web Grading:	Due December 15, 2023

Career Pathways Dates and Deadlines:

It is possible for many academy students to be simultaneously enrolled in an Advanced Studies and a College Today course. Registration for Career Pathways students takes place primarily at the academy orientations and therefore the dates and deadlines may differ from those listed above. Other dates remain the same (withdrawal, payment, etc.). Please contact Ann Valento at (585) 343-0055 x6316 for more information about Career Pathways.

Spring 2024

Advanced Studies:

Last date to register:	TBD
Last date to withdraw:	March 15, 2024
Full payment due:	April 1, 2024
Class rosters finalized:	March 1, 2024
Web Grading:	Open June 6 - DUE June 26

College Today:

Last date to register:	January 15, 2024
Last date to withdraw:	March 15, 2024
Full payment due:	April 1, 2024
Classes begin:	January 30, 2024 (Depends on district)
Web Grading:	Due June 26, 2024

Homeschool:

Last date to register:	January 15, 2024
Last date to add or drop:	January 19, 2024
Last date to withdraw:	April 18, 2024
Full payment due:	April 1, 2024
Classes begin:	January 22, 2024
Classes end:	May 10, 2024
Web Grading:	Due May 17, 2024

Excel:

Last date to register:	January 15, 2024
Last date to add or drop:	January 19, 2024
Last date to withdraw:	April 18, 2024
Full payment due:	April 1, 2024
Classes begin:	January 22, 2024
Classes end:	May 10, 2024
Web Grading:	Due June 30

Special Request Courses:

Last date to register:	January 15, 2024
Last date to add or drop:	See Academic Dates and Deadlines Calendar
Last date to withdraw:	See Academic Dates and Deadlines Calendar
Full payment due:	April 1, 2024
Classes begin:	January 22, 2024
Classes end:	May 10, 2024
Web Grading:	Due May 17, 2024

Career Pathways Dates and Deadlines:

It is possible for many academy students to be simultaneously enrolled in an Advanced Studies and a College Today course. Registration for Career Pathways students takes place primarily at the academy orientations and therefore the dates and deadlines may differ from those listed above. Other dates remain the same (withdrawal, payment, etc.). Please contact Ann Valento at (585) 343-0055 x6316 for more information about Career Pathways.

ACE Programs Forms

Registration Forms

Advanced Studies Registration Form: www.genesee.edu/resources/high-school-students/accelerated-college-enrollment/advanced-studies-program/

College Today Registration Form: www.genesee.edu/home/ace/college-today/

Special Request Registration Form by request, please email ace@genesee.edu

Career Pathways Applications

Please contact Ann Valento amvalento@genesee.edu for Career Pathways Applications

Certificate of Residency

www.genesee.edu/home/offices/student-accounts/certificate-of-residence/

Drop/Add- Withdrawal Form

Contact ace@genesee.edu for a drop/add-withdrawal form

Transcript Request

www.genesee.edu/home/academics/transcripts/