



Genesee Community College

**Advanced Studies Program Handbook
For High School Administrators and Instructors**

2020-2021

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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, Excel Program and Career Pathways**. 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 of 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
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Batavia, NY 14020
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ace@genesee.edu

Ed Levinstein
Associate Dean
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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. Ed is also the Advanced Studies contact person for the Rochester City School District and WNY Tech Academy.

Ann Valento
ACE and Career Pathways Specialist
(585) 343-0055 ext. 6316
amvalento@genesee.edu

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

Alexander, Batavia, Byron Bergen, Genesee Valley Educational Partnership, Letchworth, LeRoy, Orleans/Niagara BOCES, Pavilion, Perry, Pioneer, Warsaw, West Valley, and York.

Angela Tozer
ACE Program Specialist
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altozer@genesee.edu

Contact Angela regarding course proposals, registration, policies and procedures. Angela is also responsible for the Homeschooling Program and is the primary Advanced Studies contact person for the following schools:

Avon, Caledonia- Mumford, Canaseraga, Dansville, Fairport, Gates-Chili, Geneseo, Honeoye Falls-Lima, Keshequa, Lima-Christian High School, Livonia, Monroe BOCES 1, Monroe BOCES 2, Mount Morris and Notre Dame.

Kaitlyn Harloff
ACE Program Specialist
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ktharloff@genesee.edu

Contact Kaitlyn regarding course proposals, registration, policies and procedures. Kaitlyn is also the primary contact and organizer of the Excel Program. She is the primary Advanced Studies contact person for the following schools:

Albion, Alden, Attica, Barker, Elba, Erie 1 BOCES, Hamburg, Holley, Kendall, Lyndonville, Medina, Newfane, Oakfield-Alabama, and Pembroke.

Erin Edwards
ACE Programs Assistant
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emedwards@genesee.edu

Contact Erin regarding general questions about ACE Programs and the Career Pathways and Academies.

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, Lima, 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 65 academic programs of study designed to fill a wide variety of needs:

Business and Commerce	
Accounting	AS
Accounting	AAS
Accounting	CERT
Business Administration: <ul style="list-style-type: none"> • Marketing and Social Media • Supply Chain Management 	AAS
Business Administration	AAS
Business Administration	AS
Economic Crime Investigation	AS
Entrepreneurship	AAS
Entrepreneurship	CERT
Fashion Business: <ul style="list-style-type: none"> • E-Commerce • Event Planning • Fashion Design • Fashion Merchandising Management 	AAS
Hospitality Management	CERT
Sales and Customer Service	CERT
Tourism and Hospitality Management	AAS
Creative Arts	
Communications and Media Arts	AS
Digital Art	AAS
Fine Arts	AS
Musical Theatre	CERT
Theatre Arts	AA
Theatre Technology	AAS
Health and Physical Education	
Fitness and Recreation Management: Personal Trainer	AAS
Physical Education Studies	AAS

Liberal Arts and Science: Sport Management Studies	AS
Health Care	
Health Studies	CERT
Nursing	AAS
Polysomnographic Technology	AAS
Physical Therapist Assistant	AAS
Respiratory Care	AAS
Veterinary Technology	AAS
Human Services	
Alcohol and Substance Abuse Studies	AS
Child Care	CERT
Developmental Disability Studies	CERT
Gerontology	CERT
Human Services	AAS
Human Services	AS
Information Technology	
Computer Information Systems	AS
Computer Repair	CERT
Computer Systems and Network Technologies	AAS
Web Design	AAS
Web Design	CERT
Law and Criminal Justice	
Criminal Justice	AS
Criminal Justice	AAS
Criminal Justice	CERT
Criminal Justice: <ul style="list-style-type: none"> • Corrections Counseling • Forensics • Homeland Security/Emergency Management • Policing 	AAS
Paralegal Studies	AAS

Liberal Arts	
General Education	CERT
Individualized Studies	AAS
Liberal Arts and Science: General Studies	AS
Liberal Arts and Science: Humanities and Social Science	AA
Liberal Arts and Science: Mathematics	AS
Liberal Arts and Science: Natural Sciences – Biology	AS
Liberal Arts and Science: Natural Science – Chemistry	AS
Liberal Arts and Science: Natural Science – Environmental Biology	AS
Liberal Arts and Science: Natural Science – Physics	AS
Liberal Arts and Science: Flexible STEM Concentration	AS
Science and Technology	
Biotechnology	AS
Computerized Drafting and Design	AAS
Computerized Drafting and Design	CERT
Engineering Science	AS
Food Processing Technology	AAS
Nanotechnology	AAS
Office Technology and Support	
Computer Support and Operations	AAS
Medical Administrative Assistant	AAS
Medical Office Assistant	CERT
Help Desk Support	CERT
Teaching and Education	
Liberal Arts and Science: Teacher Education Transfer	AS
Teaching Assistant	AAS
Teaching Assistant	CERT

Advanced Studies Program

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.

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 (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 (online at genesee.interviewexchange.com/jobofferdetails.jsp?JOBID=101903)

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 or a master’s degree in a related discipline along with approximately twelve or more graduate hours completed in the discipline is required. However, consideration is given to relevant education and teaching experience. Instructor credentials are reviewed by the appropriate academic dean, usually 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 myGCC by the published deadlines.
- Instructors understand that a Genesee Community College faculty member may 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 instructor evaluations on their courses each semester. Students can access ACE provided, user friendly evaluations online. Evaluations are required of every GCC instructor and are part of SUNY and GCC 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.
 - 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 must include all of the following:

- Online Application:
genesee.interviewexchange.com/jobofferdetails.jsp?JOBID=101903

- The applicant must indicate the exact course desired. For example, please enter ENG 101, not “Honors English or Advanced Placement English.”
- 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
 - Copies that are on file with your district office are acceptable.
 - 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 approximately 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 time for the next academic term.

Deadlines for submitting teacher applications:

- Fall courses (September through January) - July 1st
- Full Year courses (September through June) – July 1st
- Spring Courses (January through June) - January 1st
- 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 sent by email 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. **Fall semester and full year term syllabi are due June 28. Spring syllabi are due no later than January 6.** 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 requirements are fulfilled when submitting their syllabus for approval (See items mentioned below; the Syllabus Checklist Sheet is included as Appendix 2).

- 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, course student learning outcomes, instructional methods, grading policy, textbooks and other resources used in the course. **It is required that all GCC students receive a copy of the course syllabus by the first class date.**
- 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 approximately 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.)
- The instructor will be notified by email and followed by an official letter. If disapproved, explanation and instruction will be given concerning re-submission.
- Specific Items that must be included in the syllabus (mandatory items are bolded, others are suggested/optional):
 - **"Genesee Community College" must appear on the syllabus**
 - **Course Title**
 - a. **Course Name** (e.g. Introduction to Sociology)
 - b. **Course Prefix and Number** (e.g. SOC 101)
 - c. **Number of Credits**
 - **Term** (Fall, Spring or Full-Year)
 - **Instructor Information**
 - a. **Name**
 - b. **Contact information**

- **Catalog Description** (see online catalog at www.genesee.edu/index.cfm/academics/catalog/dspSubjectList)
The course description must be word for word as shown in the online catalog. Description is subject to change from one term to the next, so please check for any changes.
- **Course Overview:** A short narrative paragraph overview of the course in the instructor's own words.
- **Prerequisites** (if any; prerequisites are included at the end of each course description in the online catalog)
- **Learning Objectives:** See online course catalog. These too must be verbatim and must be addressed by the instructor.
- **Required Text(s) and Materials**
- **Course Requirements** (include all major, graded assessments that are applicable for your course)
 - a. Exams (types, number, dates, etc.)
 - b. Term Papers (nature of, Library or other research required, due dates, expectations, length if relevant, etc.)
 - c. Projects (options, contacts, due dates, research, examples, etc.)
 - d. Presentations
 - e. Homework
 - f. Etc.
- **Grading Criteria**
 - a. **Relative weight of all course assignments and participation** (in points, %, etc.)
- **Course Policies**
 - a. **Attendance**
 - b. **Late Assignment, make up policy, penalties**
 - c. **Last date of withdrawal (Fall= Nov. 15; Full Year= Mar. 15)**
 - d. **Plagiarism and Cheating Statement:**
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) 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.

www.genesee.edu/content/academics/student_code_of_conduct.pdf.

- **Accessibility Statement:**
If you have a physical, psychological, medical or learning disability that may impact your coursework or participation in this class, please contact the Assistant Dean of Student Services/Disabilities Coordinator, Success Coach, or Academic Advisor who will arrange an intake meeting. The Assistant Dean/Coordinator will determine with you what accommodations are necessary, appropriate and reasonable. All information and documentation is confidential.

- **Class Calendar:** As specific as possible, a week-by-week list of events, deadlines, etc. Your weekly calendar should include the following as a minimum:
 - a. **Subject matter coverage (week by week or by day)**
 - b. **Reading, viewing, other related assignments**
 - c. **Assignment, paper, project due dates**
 - d. **Exam dates**
 - e. Review sessions
 - f. Etc.

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 early June 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 3 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 June 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 formal 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 your ACE Representative. The due dates for syllabi are as follows:

- Fall Semester and Full Year Courses: June 28
- Spring Semester Courses: January 6

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 (early 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. A minimum of 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 postcard reminder in the mail. ACE Representatives will still contact counselors and teachers to arrange visits.

Student Registration Policies:

1. All registrations 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.
 - 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. 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.

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-March for full year and 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. The conversion from a numerical grade to a GCC, letter grade is determined by the instructor. However we recommend the following:

Letter Grade	Percent Grade	4.0 Scale
A	100-93	4.00
A-	92-90	3.67
B+	89-87	3.33
B	86-83	3.00
B-	82-80	2.67
C+	79-77	2.33
C	76-73	2.00
C-	72-70	1.67
D+	69-67	1.33
D	66-64	1.00
D-	63-60	0.67
F	Below 60	0.00
IP	In Progress	The Instructor must call the ACE Programs Office if assigning this grade. See policy below.

*Please note that there is some slight variation to this scale between subject areas. ACE will provide updates when available. In the meantime, use this grading scale to your syllabus. If changes are needed before your class begins or in the future, we will notify you as soon as possible.

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:

Instructors are required to submit final grades online through myGCC by the announced deadline. Each instructor is given a username and password to access myGCC. 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 myGCC 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. The Change of Grade form is available at the ACE Programs website under the “Program Resources” link.

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 whether or not the substitute has been approved by an adjunct and if the individual will be permitted to instruct the previously approved curriculum for the concurrent enrollment section. 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, in person or through <https://iwantmytranscript.com/genesee>. Students must complete the Transcript Request Form that is available on the ACE Programs website and submit payment of \$10.00 per transcript. The online method is \$10.00. 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 funding for ACE staff development for use on a first come, first served basis. 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 must be submitted to the ACE Programs office 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/ counselor's 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 myGCC 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 accounts are also available for those that request it.

myGCC:

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

myGCC 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.

Online Library Catalog:

The library catalog is accessed from the library website and provides access to book and media items available at Genesee 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

FALL 2018 to CURRENT

Suggested First Semester	Credits
ENG 101	3
WESTERN CIVILIZATION ELECTIVE	3
SOCIAL SCIENCE ELECTIVE	3
MATH ELECTIVE	3
ARTS ELECTIVE	3
Total	15

Suggested Second Semester	Credits
SPE 103 or SPE 108 or SPE 109	3
AMERICAN HISTORY ELECTIVE	3
WORLD CIVILIZATION ELECTIVE	3
FOREIGN LANGUAGE ELECTIVE	3
SCIENCE ELECTIVE	3
HUMANITIES ELECTIVE	3
Total	18

General Curriculum Information

Proficiency Requirements: As outlined in Procedure 321- Placement and Proficiency Requirements (see [GCC Placement and Proficiency Guide](#) for details), all students are required to demonstrate proficiency in reading, math, and writing skills prior to earning a college degree or certificate from Genesee Community College.

General Education Certificate Degree Requirements Table

FALL 2018 to CURRENT

ITEM	REQUIREMENT	CREDITS
1	BASIC COMMUNICATION	6
1a	ENG 101 College Composition	3 of 6
1b	Select one: SPE 103, SPE 108, SPE 109	3 of 6
2	HISTORY	9
2a	American History: HIS 203 US History I or HIS 204 US History II or for students having obtained an 85 or higher on the US History Regents exam any SUNY Approved American History course	3 of 9
2b	Western Civilization: Select one: SUNY Approved Western Civilizations course	3 of 9
2c	World Civilization: Select one: SUNY Approved World Civilizations course	3 of 9
3	THE ARTS	3
3a	Select one: SUNY Approved Arts course	
4	HUMANTIES	3
4a	Select one: SUNY Approved Humanities course	3 of 3
5	SOCIAL SCIENCE	3
5a	Select one: SUNY Approved Social Science course	3 of 3
6	MATHEMATICS	3
6a	Select one: SUNY Approved Mathematics course	3 of 3
7	NATURAL SCIENCE	3
7a	Select one: SUNY Approved Natural Science course	3 of 3
8	FOREIGN LANGUAGE	3
8a	Select one: SUNY Foreign Language course	3 of 3
9	TOTAL	33
10	Reading and Math Proficiency Required	0
11	Minimum QPI: 2.00	0

Appendices

ACE Programs Syllabus Checklist

Genesee Community College

Below are both required and optional items to be included in your GCC course syllabus (**bolded items are mandatory**). It is suggested that you add as much pertinent information as you can to assist your students and yourself throughout the term. Each section and teacher is different, so please use the syllabus to outline your expectations both academically and otherwise. The syllabus represents a contract between you and your students.

It is required that all GCC students receive a copy of the course syllabus by the first class date.

- “Genesee Community College”** must appear on the syllabus
- Course Title**
 - d. **Course Name** (e.g. Introduction to Sociology)
 - e. **Course Prefix and Number** (e.g. SOC 101)
 - f. **Number of Credits**
- Term (Fall, Spring or Full-Year)**
- Instructor Information**
 - c. **Name**
 - d. **Contact information**
- Catalog Description** (see online catalog at www.genesee.edu/index.cfm/academics/catalog/dspSubjectList)

The course description must be word for word as shown in the online catalog. Description is subject to change from one term to the next, so please check for any changes.
- Course Overview:** A short narrative paragraph overview of the course in the instructor’s own words.
- Prerequisites** (if any; prerequisites are included at the end of each course description in the online catalog)
- Learning Objectives:** See online course catalog. These too must be verbatim and must be addressed by the instructor.
- Required Text(s) and Materials**

- **Course Requirements** (include all major, graded assessments that are applicable for your course)
 - g. Exams (types, number, dates, etc.)
 - h. Term Papers (nature of, Library or other research required, due dates, expectations, length if relevant, etc.)
 - i. Projects (options, contacts, due dates, research, examples, etc.)
 - j. Presentations
 - k. Homework
 - l. Etc.

- **Grading Criteria**
 - b. **Relative weight of all course assignments and participation** (in points, %, etc.)

- **Course Policies**
 - e. **Attendance**
 - f. **Late Assignment, make up policy, penalties**
 - g. **Last date of withdrawal (Fall= Nov. 15; Full Year= Mar. 15)**
 - h. **Plagiarism and Cheating Statement:**

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) 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.

www.genesee.edu/content/academics/student_code_of_conduct.pdf.

- **Accessibility Statement:**

If you have a physical, psychological, medical or learning disability that may impact your coursework or participation in this class, please contact the Assistant Dean of Student Services/Disabilities Coordinator, Success Coach, or Academic Advisor who will arrange an intake meeting. The Assistant Dean/Coordinator will determine with you what accommodations are necessary, appropriate and reasonable. All information and documentation is confidential.

- **Class Calendar:** As specific as possible, a week-by-week list of events, deadlines, etc. Your weekly calendar should include the following as a minimum:
 - g. Subject matter coverage (week by week or by day)**
 - h. Reading, viewing, other related assignments**
 - i. Assignment, paper, project due dates**
 - j. Exam dates**
 - k. Review sessions
 - l. Etc.

Memorandum of Understanding (MOU) Handbook



This memorandum establishes that college credit bearing courses are offered to students at a discounted tuition rate, set annually by the Genesee Community College Board of Trustees, through a partnership between the Accelerated College Enrollment (ACE) Programs of Genesee Community College and * **High School**

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 require a minimum of 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. Advanced Studies Instructors are required to attend discipline specific training events when and if such events are made available by college faculty or staff. ACE staff will give instructors a minimum of 30 days notice of any planned training event. If multiple events are available within the same academic year, instructors will only be required to attend one. Failure to attend training may result in revocation of approval to offer an Advanced Studies course.
10. Instructors must submit grades online through "MyGCC" 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 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. Failure to conduct this student survey may result in termination future offerings.
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 includes any teacher absence of longer than two weeks.
18. Instructors are required to notify the ACE Programs office if a student has or expects to have an extended absence of two weeks or longer. ACE will work with the instructor to help students with excessive absences complete their course provided that the circumstances for their absences are beyond the student's reasonable control. Regardless of the circumstances, it may not always be possible for a student to complete the class. In this event, the Associate Dean of ACE Programs will consider granting a late withdrawal to the student.
19. Any changes to the original method of course delivery as agreed upon between the school district and ACE Programs are prohibited. ACE courses are not eligible for independent study options without the express consent from the Associate Dean of ACE Programs and the appropriate GCC academic dean. Individual tutoring is not an acceptable substitute to missed class time unless tutoring is delivered by a college approved instructor and done so with the approval of GCC faculty and deans.

Course #	Course Title	Approved Instructor	Credits	Term Offered

Genesee Community College has approved the courses listed on page 3 of this document to be taught by the coinciding teachers during the 2020 - 2021 academic year. This list was recently verified through the high school counseling office and will be used for registrations and management of courses. By signing the 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.

Genesee Community College hereby enters into agreement to the aforementioned terms and conditions of the Memorandum of Understanding with* **High School**

_____ Superintendent	_____ Date
_____ Principal	_____ Date
_____ Edward Levinstein Associate Dean of ACE Programs Genesee Community College	_____ Date