



Success. It's In Our Nature.

**Policy Name:** Matriculation

**Policy Number:** A-13

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

**Owner(s) of Policy:** Enrollment Management

**Most Recent BOT Approval Date:** May 2010

**Most Recent Review Date:** Spring 2023

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

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### **Policy Statement:**

In compliance with the Full Opportunity Plan of the State University of New York, admission to Finger Lakes Community College is open to any person whose academic potential, record, and/or qualifications demonstrate that the student may successfully pursue one of the programs of study offered by the College. Finger Lakes Community College does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, personal affiliations, disabilities, marital or veteran status in its admission policies.

A matriculated FLCC student who discontinues enrollment for three or more consecutive terms (summer and winter sessions excluded) shall lose their matriculated status and must re-apply through the Admissions Office.

However, FLCC students matriculated in a program with limited enrollment capacity, such as a health-related program (i.e., Nursing) will be placed on inactive status in the program if enrollment is discontinued for reasons other than graduation (the student may retain matriculated status in programs not subject to limited enrollment).

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

This policy is designed to facilitate efficient use of Finger Lakes Community College's academic resources by establishing standards for matriculation.

### **Applicability of Policy:**

All FLCC full- and part-time students as well as College employees responsible for making determinations affecting students' matriculated status, should be familiar with this policy.

### **Definitions:**

**Matriculated student:** a student who has been accepted by the Finger Lakes Community College Admissions Office and is enrolled in a degree or certificate program.

**Non-matriculated student:** a student who is enrolled in college classes but has not been admitted formally to a degree/certificate program, or has lost matriculated status because of unsatisfactory academic performance or as otherwise set forth in this policy.

### **Related Documents:**

- FLCC Policy on Academic Standards of Progress
- Admissions policy
- Admission of Home-Schooled Students

- Admission Guidelines for Known Ex-Offenders & Disciplinary Dismissals & Suspensions

**Procedures:**Admission for Second Associate Degree Program

Currently matriculated students who are interested in obtaining a second degree should make an application through the One Stop Center. Formerly matriculated students must complete the admissions application. There must be a minimum 15 credit hour difference in the program core requirements of the two degrees for approval of the second degree to be granted. If the two degrees are earned simultaneously, they may be awarded concurrently. Students are limited to pursuing a maximum of two degrees simultaneously.

Re-enrollment by a Matriculated Student in a Limited Enrollment Program (e.g., Nursing)

A student will be placed on inactive status following one semester of non-enrollment (summer and Winter Session sessions excluded). In a program with limited enrollment capacity, a student must request readmission to the program through the Admissions Office.

Readmission

Formerly matriculated students, seeking re-matriculation, must reapply to the college.

Exceptions

Students who have lost matriculation due to academic dismissal, and who have successfully appealed within the matriculation time frame (less than three semesters), will have their matriculation reinstated.

**Forms/Online Processes:**

None

**Appendix:**

None