



**College in High School Program**

**Handbook for High School Instructors and Guidance Counselors**

**2010-2011**

Office of Enrollment Services  
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Delhi, NY 13753  
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## College in High School Program

The State University of New York at Delhi offers a series of programs to meet the educational needs of the surrounding community. In order to make college level instruction financially affordable to current academically successful high school students, SUNY Delhi has significantly reduced tuition and fee charges for part-time enrollment.

SUNY Delhi currently offers five options that serve the needs of area high school students seeking college courses for credit while completing a high school diploma:

- The College in High School program delivers a growing number of credit-bearing, college level courses at local high schools, through the use of highly qualified high school teachers, with on-site instruction during the regular school day.
- High school students with access to the SUNY Delhi campus may enroll in a broad array of courses offered on campus. They benefit from the experience of a college learning environment, *while still receiving the significant reduction in tuition and fees.*
- SUNY Delhi works with ONC BOCES to reach even more students through the Distance Learning program, which provides instructional capability to students in sixteen area high schools and BOCES Occupational Centers utilizing state-of-the-art "full motion" video technology.
- High school students who reside locally may also participate in taking on-line courses through Vancko Hall Delhi's virtual class room. Delhi's on-line education is taught by SUNY Delhi's faculty and offers students the convenience and flexibility to take a course with out interrupting a normal school day or physically attending a class on campus, while still receiving the rate reduction.
- SUNY Delhi also recognizes area home-schooled students, and offers similar services as traditional high school students. Students have full access to taking classes via the web or on-campus with the same rate reduction.

The College in High School program is a part of Enrollment Services at SUNY Delhi, and is overseen by Pamela Hilton, Admissions Counselor. We are located on the first floor of Bush Hall on the Delhi campus. You may visit us anytime, reach us by phone, or e-mail, or visit our webpage at [www.delhi.edu](http://www.delhi.edu).

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## Program Administration

For a high school to initiate participation in the College in High School program, it is recommended that the Principal contact SUNY Delhi's College in High School program Coordinator at 607-746-4557 or [hiltonpk@delhi.edu](mailto:hiltonpk@delhi.edu) with a formal nomination of a high school faculty member. A meeting will then be arranged between Delhi staff, school principal, academic counselor(s), and nominated faculty. It is important that all interested parties attend the initial meeting. High schools with pre-existing approved SUNY Delhi courses may not need to participate in a meeting - depending on the request, the Coordinator may be able to request approvals via phone and email.

Responsibility for approval of specific course offerings rests with the appropriate SUNY Delhi Division Dean. Credits earned through this program are accepted at Delhi toward any of the colleges programs for which they may be appropriate. College credits earned through this program may also be transferable to other colleges under the terms and conditions of the receiving college.

If the instructor and course are approved (see the following section for Instructor approval), an agreement will be offered to the participating high school administration for the purpose of providing college level courses at the school. Following approval and proper execution of the agreement and completing of required documentation, students may enroll in the college-level credit courses, taught on-site, by high school teachers who serve as adjunct faculty of the college.

## Selection of Instructors

High school teachers interested in teaching courses that qualify for college credit must be approved by their school administrator(s) to apply to Delhi as adjunct instructors, and must be approved by the appropriate academic division dean at Delhi.

A resume must be submitted to Pam Hilton to begin the approval process, along with a proposed course syllabus. Guidelines for our course syllabi are available. Generally, a *minimum* of a Master's degree in the appropriate discipline is required for an instructor to be approved.

Additional supporting documentation should be made available and the final approval decision lies with the division dean and his/her faculty cabinet.

Upon approval, the high school instructor serves as an adjunct instructor of SUNY Delhi. He/she will be required to follow the SUNY Delhi standard course outline. Any changes or additions must be approved through the college prior to the start of the course.

Textbooks for the courses will be approved by the appropriate Delhi Division Dean according to the course outline for the college course. It is the responsibility of the participating high school to obtain these textbooks. Each instructor must teach toward the course objectives listed on the approved SUNY Delhi course outline, and must cover, at minimum, all the topics listed.

### Enrolling Students/Registration, Cost, Withdrawing, and Refunds

Students in the program will be expected to have maintained a B average in their high school courses prior to registration. Before the start of classes, registration materials will be sent to the participating high school, and they will also be available on-line in pdf format.

#### **Registration**

High school juniors and seniors who have demonstrated the potential for success in enriched academic instruction (generally, students maintaining a B average) should consider enrolling in SUNY Delhi's College in High School program. Registration of students will be the joint responsibility of both the participating high school and Continuing Education staff at Delhi.

**Registration Form:** In order for a student to earn college credit, he/she must fill out the Credit Registration for High School Students form, and it must be mailed or faxed back to the Enrollment Services office as early as possible, with a due date determined by SUNY Delhi.

**\* Late registrations are no longer accepted, NO exceptions, as we report or census mid-September to SUNY Central. I am asking that all registration forms be submitted no later than September 17, 2010. Feel free to contact [hiltonpk@delhi.edu](mailto:hiltonpk@delhi.edu) for further details or questions.**

The student will receive a confirmation letter and informational worksheet that explains how to use their ID number, how to withdraw, how to request an official transcript to transfer their course, and so on.

**Costs**

Our program offers a significantly reduced rate to New York State high school students - the current tuition for part-time (up to 11 credits) high school enrollment is \$50 per credit hour (a 75% savings over the regular \$207/per credit rate). Most courses are worth 3 credits, and some (such as Calculus and Physics) are worth 4 credit hours.

Additional fees that apply include a SUNY-mandated \$0.85/per credit fee, and a mandatory \$5 transcript fee (for each semester). For example, for a ONE 3-credit course, the bill total of \$157.55 will reflect:

Tuition (3-credit course at \$50 per credit)	\$150.00
SUNY mandated fee (85 cents per credit x 3 credits)	\$ 2.55
Mandatory transcript fee	<u>\$ 5.00</u>
	\$157.55

**Payments/Billing**

Payments are due at the time a registration; refunds are issued during the first four weeks from the start of day one of the class. All refunds there after are forfeit.

Students can view and print their bill and or receipt from their BroncoWeb account. Student accounts no long issues paper bills in the mail.

**Withdrawing, Refunds**

If a student stops attending the course, or decides not to take the course for college credit, it is the responsibility of the student, the instructor or the guidance office to notify Pam Hilton in writing immediately.

**Deadlines:**

Traditional College in High school – If class begins on September 1<sup>st</sup> – last day to be refunded is October 1<sup>st</sup>.

Last day to drop a course with out receiving a “WP” or “WF” is November 5<sup>th</sup>.

Students on campus will be prorated a refund with in the first four weeks of class and last day to drop is November 5th

### Additional Instructor Information

Instructors must adhere to SUNY Delhi's Attendance Policy:

#### 1.362 SUNY Delhi ATTENDANCE POLICY (APPROVED JUNE 2004)

A. Each faculty member will determine his/her attendance policy, which must be fair and equitable. Excessive absences will not result in a student being withdrawn from the course by the instructor, but a student may receive a failing grade based on attendance.

B. Faculty Will not lock tardy students out of class, but faculty may equate two or more instances of tardiness to an absence. Habitual lateness that significantly disrupts the learning process may result in a student being withdrawn from class by the instructor according to Section 1.36-1.

C. At the first meeting of the semester for each course, the instructor will provide all enrolled students with a copy of the "Course Information for Students" document which will include a clear statement of the attendance policy for the course. This document will be a binding agreement between the students and instructor.

D. The instructor, regardless of his or her attendance policy, will keep a record of attendance of a students enrolled in the class.

E. Students will not be penalized for absences due to religious holidays. It is the responsibility of each student to notify his or her instructors, in advance, that they will be missing classes because of religious beliefs. Make-up work, including exams and quizzes, should be provided in accordance with State Education law.

Section 224A.3, which states: "It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirement which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student each equivalent opportunity."

### **Instructor Benefits**

Instructors are eligible for the same benefits as our on campus faculty. You must come to campus to be issued a SUNY Delhi ID, please bring your 800# and a valid NYS photo ID. Contact Wanda Jones-Agans 746-4755 to schedule a time. You will have access to our library – on campus and online, computer labs, fitness center, pool and our outdoor recreational areas. And many more.

### Submitting Grades

Grades are submitted via the WEB through [www.delhi.edu](http://www.delhi.edu)

A note on using our web-based system:

SUNY Delhi encourages participating faculty to use our web-based service. The Bronco Web offers an easy, user friendly format, and is accessible to all participating College in High School program instructors from any computer with internet access. Participating students may also access their individual records (read only) through the system.

The instructor will receive a personalized ID number and PIN to enter the system, then he/she will easily be able to click on his/her course and enter grades, etc.

The Enrollment Services office will be happy to offer training sessions (usually requiring less than 30 minutes). Please feel free to call for help at (607) 746-4557 or [hiltonpk@delhi.edu](mailto:hiltonpk@delhi.edu)

### Grading

SUNY Delhi uses an A-F grading system. The instructor's assessment of each student's achievement should be in accordance with the following table:

<b>Numerical Grade</b>	<b>Delhi's Alpha Equivalent</b>
92.1 or higher	A
89.5 - 92.0	A-
86.9 - 89.4	B+
82.1 - 86.8	B
79.5 - 82.0	B-
76.9 - 79.4	C+
72.1 - 76.8	C
69.5 - 72.0	C-
66.9 - 69.4	D+
62.1 - 66.8	D
59.5 - 62.0	D-
Less than 59.5	F

The F grade will be given to students who have failed to complete course requirements.

### Changing a Student's Grade

If a grading error should occur, and a change can no longer be made via the BRONCO web system, please email Pam Hilton to have a change of grade submitted, for the official change to be made in the student's record.

