



**College in High School Program**

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

**Fall 2015**

Career & Business Development, 226 Bush Hall  
454 Delhi Drive  
Delhi, NY 13753  
607-746-4545

## 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 four 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 also recognizes area home-schooled students, and offers similar services as traditional high school students. Students may take classes via the web or on-campus with the same rate reduction.
- 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 without interrupting a normal school day or physically attending a class on campus, while still receiving the rate reduction.

The College in High School program is coordinated by Glenda Roberts, Director of Career & Business Development. The office is located in 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/highschool](http://www.delhi.edu/highschool).

Glenda Roberts  
Director, Career & Business Development  
122 Bush Hall  
607-746-45458  
[robertgv@delhi.edu](mailto:robertgv@delhi.edu)

## **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, Glenda Roberts, at 607-746-4548 or [robertgv@delhi.edu](mailto:robertgv@delhi.edu) with a formal nomination of a high school faculty member (see Selection of Instructors below for more detail). A meeting may be arranged between Delhi staff, school principal, academic counselor(s), and nominated faculty. It is important that all interested parties attend this 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.

The school superintendent, principal or guidance counselor should submit the faculty member's resume, along with graduate and undergraduate transcripts, to Glenda Roberts to begin the approval process. Please feel free to include any available supporting documentation. The final approval decision lies with the division dean and his/her faculty cabinet. Generally, a *minimum* of a Master's degree in the appropriate discipline or a significant number of credits in the discipline is required for an instructor to be approved.

Upon approval, the high school instructor serves as an adjunct instructor of SUNY Delhi. An Adjunct/High School Program faculty contract will be provided prior to each academic year. The adjunct will be required to post a course syllabus online via Vancko Hall. Templates and instructions may be found at <https://confluence.delhi.edu/pages/viewpage.action?pageId=368214050>. Vancko logon instructions and passwords will be mailed to you. The syllabus must be posted at least one week prior to the start of the course. Any changes or additions to the course must be approved by the dean. Each instructor must teach toward the course objectives listed on the approved SUNY Delhi course outline/syllabus, and must cover, at minimum, all the topics listed.

Textbooks for courses will be approved by the appropriate Delhi Division Dean. Textbooks must be equivalent to those in current use on the SUNY Delhi campus. It is the responsibility of the participating high school to obtain these textbooks.

## **REGISTRATION**

Before the start of classes, registration materials will be sent to the participating high school. They are also available on-line at [www.delhi.edu/highschool](http://www.delhi.edu/highschool).

Local 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 College in High School staff at Delhi.

Registration Form: *Payment is due at the time of registration.* 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 Career and Business Development office as early as possible, with a due date determined by SUNY Delhi (see next page). Fax number is 607-746-4547.

**\* Late registrations will not be accepted.**

<b>Fall 2015 Registrations</b>	<b>Due Date</b>
<b>CJUS 100, Introduction to Criminal Justice</b>	<b>August 28, 2015</b>
<b>All Online or On Campus Classes</b>	<b>September 4, 2015</b>
<b>Traditional College in High School, (Classes taught in High School or via DL, includes both Fall and Full Year Courses)</b>	<b>September 17, 2015</b>

Students will receive a confirmation letter and informational document that explains how to use their ID number, how to withdraw, how to request an official transcript to transfer their course, etc.

## **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 (an 80% savings over the regular \$270/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 (per semester).

### ONE 3-credit course will cost \$157.55

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

### TWO 3-credit courses will cost \$310.10

Tuition (6 credits @ \$50 per credit)	\$300.00
SUNY mandated fee (85 cents per credit x 6 credits)	\$ 5.10
Mandatory transcript fee (once per semester)	<u>\$ 5.00</u>
	\$310.10

Please Note - Classes taken on campus may have additional lab fees.

## **PAYMENTS/BILLING**

Payment is due at the time of registration. If the registration form is received without payment, it will be held until payment is received. Students can view and print their receipt from their BroncoWeb account.

## **WITHDRAWALS/REFUNDS**

If a student stops attending the course, or decides not to take the course for college credit, he/she must complete a College in High School Drop Form (drop fees may apply – see below). Failure to do so may result in a grade of F on their official transcript. Drop Forms may be obtained by calling 607-746-4545 or emailing [communityservices@delhi.edu](mailto:communityservices@delhi.edu). The student will receive an email confirmation upon receipt of the completed Drop Form. *It is the student's responsibility to be sure they receive this confirmation.*

## **AVAILABLE STUDENT INFORMATION**

For students, there is variety of information available on our website at [www.delhi.edu](http://www.delhi.edu). An ID number and PIN will be mailed to the student after their registration is complete. If they have previously registered, their ID and PIN remain the same. By using their ID and PIN number, the student may access Bronco Web, where they can check their account, see their schedule and grades, and request transcripts.

## STUDENT ACCESS TO FINAL GRADES

The student may check final grades online at [www.delhi.edu](http://www.delhi.edu):

- Click on Delhi Log Ins (top of page)
- Choose BroncoWeb Online
- Username: Your ID Number (800xxxxxx) (will be mailed following registration)
- Password: Your General Delhi Pin (6 digit date of birth, then follow directions to reset)

Click on **Student Services and Financial Aid**, then **Student Records**, then **Display Grades**.

## PARKING ON CAMPUS

Students taking a course on campus and wishing to park a car are required to purchase a parking permit. Permits are available from University Police. Please call 607-746-4701 to schedule an appointment. You must print and bring your schedule for your appointment. Parking passes cost \$6.25 per credit hour plus tax.

## DEADLINES

### Students Taking Classes on Campus or Online

#### Fall 2015 – Classes begin August 31, 2015

June 1, 2015 – First day for high school students to register for an on-campus class

September 4, 2015 – Last day to register for fall course

September 4, 2015 – Last day to drop a fall course without a grade of “W” (w/full refund)

September 25, 2015 – Last day to drop a fall course with a grade of “W” (no refund, no drop fee)

November 6, 2015 - Last day to drop a fall course with a grade of “W” (no refund, \$20 drop fee\*)

\* Drop fees are per class

### Traditional College in High school (classes taught in the high school or via DL; Includes both Fall and Full-Year Courses)

#### Fall 2015

September 7, 2015 – Last day to register for fall or full-year course (**Exception: CJUS 100, registration deadline is August 28, 2015**)

September 25, 2015 – Last day to drop a fall/full-year course without a grade of “W” (w/full refund)

October 9, 2015 – Last day to drop a fall/full-year course with a grade of “W” (no refund, no drop fee)

November 6, 2015 - Last day to drop a fall/full-year course with a grade of “W” (no refund, \$20 drop fee\*)

\* Drop fees are per class

## **INSTRUCTOR INFORMATION**

### **POSTING OF COURSE SYLLABUS**

All College in High School Instructors are required to post a syllabus no later than August 31, 2015 for Fall 2015 and 2015-2016 full-year courses. The template for the 2015-2016 Uniform Course Syllabus may be found at <http://www.delhi.edu/online/faculty.php> under "Online Course Teaching". Please be sure to select the Uniform CLASSROOM Course Syllabus document. Directions for saving and uploading may be found below the document link. Your username for Vancko Hall is will be mailed to you with your contract. Please note that once a syllabus is created it can easily be replicated for future use, so if you teach the same course each year, the process will be simple. Student registrations will open after the syllabus has been posted.

If you experience any technical difficulties with the form or posting your syllabus please contact the Help Desk at 607-746-4835 or [helpdesk@delhi.edu](mailto:helpdesk@delhi.edu). For questions or assistance regarding the content of the syllabus please contact the appropriate on campus department:

Liberal Arts & Sciences (607) 746-4450  
Applied Technologies (607) 746-4410  
Business & Hospitality (607) 746-4400

### **SUNY DELHI 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 the College Association at Delhi, Inc. 746-4750 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.

### **TURNITIN**

**Turnitin** (<http://www.turnitin.com>) is a service used for plagiarism detection and prevention. It is available to you via Vancko Hall.

### **SUBMITTING GRADES**

SUNY Delhi and the Office of Records and Registration require that all grades be entered by the faculty member via Bronco Web within seven days of the end date of the course. Below are simple instructions to assist you in completing this task.

#### How to sign in to Bronco Web

- Go to [www.delhi.edu](http://www.delhi.edu) and select Delhi Logins from the upper bar on the main page
- Select Bronco Web Online
- Enter your User ID (800#) and pin (6-digit date of birth, 01 = January, etc.)
- The first time you sign in each semester, you are required to complete the Emergency Contact information.



### How to Submit Final Grades

- Select the “Faculty & Advisor” tab on Bronco Web
- Select “Final Grades” link
- From the Select Term page, select the class term from the drop down list, click “Submit”
- From the “Select CRN” page use the drop down list to select the CRN number of the class, click “Submit”
- The final grade roster for the CRN selected will appear
- In the column labeled “Grade”, use the drop down arrow to select the appropriate letter grade for each student.
- If the “Registration” column indicates that a course has been dropped, do not enter a grade.
- If a student dropped the course, but the “Registration” column does not indicate a drop, you must still enter a grade – typically “F”. (Do not use “IN” – this designation is **only** used for students who intend to complete a course).
- The “Attend Hours” column is not required for College in High School students.
- The “Last Attended Date” column should be **left blank**.
- When all grades have been entered, select the “Submit” button
- Send an email to [communityservices@delhi.edu](mailto:communityservices@delhi.edu) indicating that grades have been entered so we may “roll” the grades to the student’s transcript

Important – There is a 45 minute time limit once you select the CRN number to be graded. If you have not entered all your grades, but wish to save your work, select “Submit”.

### 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:

Suggested Alpha Grade Conversion:

A = 92.1 or higher	C = 72.1 - 76.8
A- = 89.5 - 92.0	C- = 69.5 - 72.0
B+ = 86.9 - 89.4	D+ = 66.9 - 69.4
B = 82.1 - 86.8	D = 62.1 - 66.8
B- = 79.5 - 82.0	D- = 59.5 - 62.0
C+ = 76.9 - 79.4	F = less than 59.5

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 us at [communityservices@delhi.edu](mailto:communityservices@delhi.edu) for the official change to be made in the student's record.

## **ACCOMODATIONS FOR STUDENTS WITH DISABILITIES**

It is the College's policy to provide, on an individual basis, reasonable accommodations to students with disabilities which may affect their ability to fully participate in program or course activities or to meet course requirements. To receive academic accommodations, students must identify a qualifying disability, provide appropriate documentation of the disability (prepared by a qualified professional), and work with the Coordinator and classroom faculty to develop an appropriate and reasonable plan for accommodations. All information provided concerning a disability is confidential and is released only with the student's consent.

If you need accommodations for your summer classes please submit all your information to the Coordinator of Access and Equity Services, at the time of registration for your classes. Visit the webpage for more information:

[http://www.delhi.edu/academics/learning\\_center/disabilities\\_services/index.php](http://www.delhi.edu/academics/learning_center/disabilities_services/index.php)

### **Contact:**

**Linda Weinberg, Coordinator of Access and Equity Services**

**Phone:** 607-746-4593

**Email:** [weinbell@delhi.edu](mailto:weinbell@delhi.edu)

Notice of requested accommodation(s) must be provided to faculty members in a reasonable period of time in advance of need each semester.