



**Community College  
in the  
High School Program  
(CCHSP)**

**Information  
for  
High School Teachers &  
Administrators**

*Revised February 2022*

**Mary Ford, Director  
Office of Educational Partnerships  
845-772-1229**

## **Introduction to CCHSP**

CCHSP offers high-achieving high school juniors and seniors the opportunity to earn college credits while attending high school. The Program provides a number of benefits. It introduces students to the academic challenge of college level courses, shortens the time period needed to complete a college degree, and offers a strong addition to college applications. Many – but not all – two-year colleges and four-year colleges accept dual-enrollment credits, and you may want to check the websites of individual colleges to learn about their transfer-credit policies.

The information contained in this abbreviated guide is intended to answer the questions most frequently asked by faculty members and administrators regarding the SUNY Orange, Community College in the High School Program (CCHSP). It is not intended as a substitute for the *College Catalog*, the *Student Handbook* or the *Academic Policy Manual*.

## **SUNY Orange CCHSP Participants**

John S. Burke Catholic High School; Chester Academy; Cornwall Central High School; Goshen High School; James I. O'Neill High School; Minisink Valley High School; Monroe-Woodbury High School; Newburgh Free Academy; Orange-Ulster BOCES; Pine Bush High School; Port Jervis High School; S.S. Seward Institute (Florida); Valley Central High School; Warwick Valley High School; and Washingtonville High School.

## **Student Eligibility**

To participate in the program students must meet the below criteria and be recommended by their instructor(s) and guidance counselor as being suitable for the program. Exceptions must be approved on a case-by-case basis by the appropriate SUNY Orange Department chair. In the case of waivers, the SUNY Orange placement exam, a writing sample, work sample or other additional information may be requested.

In consideration of the current Regents exam policies for June 2021, the CCHSP criteria for the 2021-2022 academic year will be as follows:

- Seniors require 1) a minimum GPA of 85 and 2) a grade of 85 or higher in the applicable Regents exam OR a final course grade of 85 or above in the applicable Regents course.
- Juniors require 1) a minimum GPA of 90 and 2) a grade of 90 or higher in the applicable Regents exam OR a final course grade of 90 or above in the applicable Regents course.
- As has been the case, for disciplines in which no Regents exam is normally offered (languages, film, engineering, accounting, etc.) the GPA is the only criterion.

## **Request for Academic Waivers**

A student who fails to meet eligibility criteria can only enroll in a SUNY Orange CCHSP course with an academic waiver approved by the appropriate SUNY Orange department chair. Exceptions must be approved on a case-by-case basis by the appropriate SUNY Orange department chair, and students requesting waivers may be required to take the SUNY Orange placement exam or submit a writing sample, work sample or other information.

## **Verification of Eligibility**

It is the responsibility of the high school or Orange-Ulster BOCES principal or his/her designee to confirm the eligibility of each high school student registered for any SUNY Orange CCHSP course. A course instructor who believes an ineligible student has registered for his or her course should inform Mary Ford ([mary.ford@sunyorange.edu](mailto:mary.ford@sunyorange.edu) 845-772-1229).

## **Registration and Tuition Payment**

At the beginning of each semester, registration information and links to online registration instructions will be sent to prospective CCHSP students by their CCHSP instructors.

CCHSP tuition for 2021-2022 is \$75 per credit.

All students incur non-refundable tuition upon registration; non-payment does not limit a student's liability. Payment is by check or credit card only. Outstanding financial obligations will prevent future registrations as well as preventing students from obtaining their official transcripts from SUNY Orange.

Checks should be made payable to SUNY Orange and mailed to: SUNY Orange, Student Accounts Office, 115 South Street, Middletown, NY 10940. Please write the student's name and birthdate on the memo line of the check.

Credit card payments may be made at <http://www.sunyorange.edu/bursar/>. Choose the option for "Make a Payment," scroll down to the middle of the screen and click on the "CCHS (Community College in the High School)" link. Please note the following: At the bottom of the page, select "Community College in HS" as the payment type. The student's birthdate may be entered in lieu of the student ID number. There is a 2.75 percent fee for online payment.

Students who are eligible for free/reduced lunch at their high schools receive a half-price tuition scholarship for SUNY Orange CCHSP tuition. See Appendix A. Please contact Mary Ford ([mary.ford@sunyorange.edu](mailto:mary.ford@sunyorange.edu) 845-772-1229) for more information.

## **Members of the College Community**

Students enrolled in any SUNY Orange CCHSP course are recognized as part-time SUNY Orange students and are subject to the same policies, rules, and regulations as other part-time students. For full details, see the SUNY Orange *College Catalog* at [www.sunyorange.edu/catalog](http://www.sunyorange.edu/catalog) and the *Student Handbook* at [www.sunyorange.edu/studentactivities/publications.shtml](http://www.sunyorange.edu/studentactivities/publications.shtml). SUNY Orange's Student Accounts Office (845-341-4829) is available to assist students with matters related to billing. The SUNY Orange Bookstore Manager (845-341-4321) can help with questions regarding the campus bookstore. After students have registered, CCHSP students can avail themselves of the services of the SUNY Orange Library (845-341-4855).

SUNY Orange CCHSP students and instructors are invited to obtain college IDs, use the SUNY Orange Library, Remote Database Link, and Fitness Center, participate in College activities, and attend College cultural events. Once course registration is fully completed, IDs and listings of upcoming events are available at the Student Activities Office just outside the SUNY Orange Bookstore entrance in the Shepard Student Center or at [www.sunyorange.edu/culturalaffairs](http://www.sunyorange.edu/culturalaffairs). They are also available at Kaplan Hall on the Newburgh campus. Information regarding the Remote Database Link is available at the Reference Desk in the College Libraries.

## **Course Offerings**

The specific courses to be offered at each high school site are agreed upon by the College and the participating school district or Orange-Ulster BOCES prior to the start of each new academic year. Courses offered are selected from those courses taught at the College and listed in the *College Catalog* at [www.sunyorange.edu/catalog](http://www.sunyorange.edu/catalog).

## **Course Instructors**

Course instructors may be either SUNY Orange faculty members or high school teachers who have been approved by the applicable SUNY Orange department chair. Regarding instructor criteria, CCHSP instructors must meet the same requirements as an adjunct who is approved to teach at OCCO – which is generally a Master’s in the subject discipline, a Master’s in the teaching of the subject discipline, or a Master’s in a closely related field. The specific review of individual qualifications is done by the SUNY Orange department chair, and individual teachers should feel free to call and discuss before formally submitting paperwork for approval. In all matters pertaining to course instruction, procedure, and content, the instructor is accountable to the College and must follow departmental and College policy.

## **Course Outline/Syllabus**

Each SUNY Orange CCHSP instructor will provide a copy of the course syllabus/outline to students and to his or her SUNY Orange department chair at the beginning of each semester. The elements to be included in the course outline are heading (including SUNY Orange course number and name), catalog description, relationship to programs, course objectives, chronology of study, grading system, types of evaluative instruments and tests, instructional materials, attendance policy, instructor withdrawal policy, support services, and conference hours. Instructors should check with their SUNY Orange department chair regarding any additional information to be included.

## **Class Size**

SUNY Orange CCHSP class size follows SUNY Orange requirements. Class size in English writing courses and Foreign Language courses is 10-25 students per section. Class size in other courses is 10-30 students, except for laboratory courses where class size is limited to the number of lab stations available.

## **Textbooks**

Course texts are selected and/or approved by the appropriate SUNY Orange department chair. In some instances, students purchase their own books, and in others, the district provides books. Students should check with the course instructor or guidance counselor regarding where and when they should pick up their books.

## **Student Withdrawal**

College policy permits students to withdraw from a SUNY Orange CCHSP course in accordance with college deadlines. Students who wish to withdraw must contact Mary Ford ([mary.ford@sunyorange.edu](mailto:mary.ford@sunyorange.edu) 845-772-1229) to complete appropriate paperwork.

## **Final Grades**

Final college grades will be one of the following: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W.

## **Final Exams**

Completed final exams are to be kept on file by the high school for one year. The SUNY Orange department chair may also require a file copy of the final exam. Each instructor should confirm end of semester procedures with the appropriate SUNY Orange department chair.

## **Transcripts**

For transcript requests, see <https://sunyorange.edu/registrar/transcripts.html>

## **Transferability of Credit**

College credits earned in SUNY Orange CCHSP course(s) transfer within the State University of New York system. Credits also transfer to many other public and private colleges. Students registering for courses through the program should be aware that transfer credit awarded is always determined by the receiving institution. SUNY Orange CCHSP students are therefore advised to inquire about course transferability by contacting the Admissions Office at the institution(s) to which they plan to apply.

## **Attendance**

Course attendance is required. Instructors should state specific attendance requirements on their course outline/syllabus; these requirements should reflect the attendance policy of the respective SUNY Orange academic department.

## **Grievance Procedure**

SUNY Orange provides a student grievance procedure for resolving complaints. Any SUNY Orange CCHSP participant can contact either the appropriate SUNY Orange department chair or Mary Ford ([mary.ford@sunyorange.edu](mailto:mary.ford@sunyorange.edu) 845-772-1229) for complete details. Grievance of grades must follow the procedure outlined in the SUNY Orange *College Catalog* on the website at [www.sunyorange.edu/catalog](http://www.sunyorange.edu/catalog).

## **FERPA**

According to FERPA, the Family Educational Rights and Privacy Act of 1974, the College is prohibited from releasing students' grades to third parties without written permission. Any questions regarding FERPA should be directed to Mary Ford ([mary.ford@sunyorange.edu](mailto:mary.ford@sunyorange.edu) 845-772-1229).

## **Students with Disabilities**

SUNY Orange welcomes students with disabilities and encourages them to access their approved accommodations/modifications so that they may receive equal educational opportunities. All support services and accommodation/modification designation will be provided by the school district. However, no modification of the curriculum or instruction is allowed for college level courses. For more information, contact Mary Ford ([mary.ford@sunyorange.edu](mailto:mary.ford@sunyorange.edu) 845-772-1229). See Appendix B.

## **Faculty Meetings & Professional Development**

It is the intent of SUNY Orange to develop and maintain a close professional relationship between SUNY Orange CCHSP faculty and the academic departments at the College. Attendance at annual meetings is required to enhance open communication, academic and program standards, and provide professional development. Additionally, the SUNY Orange department chairs, or coordinators, will provide guidance and support to SUNY Orange CCHSP instructors by observing classes and reviewing materials, exams, etc.

## **Instructional Time**

SUNY Orange recognizes that the COVID-19 environment continues to impact course formats for the upcoming academic year and the need for flexibility with respect to hybrid or blended solutions when face-to-face formats are not possible. Three (3) credit course must log 2,250 minutes of synchronous and/or asynchronous **instructional time** per semester. Four (4) credit course must log 3,000 minutes of synchronous and/or asynchronous **instructional time** per semester. Courses that include a lab component may have different requirements. Contact Mary Ford ([mary.ford@sunyorange.edu](mailto:mary.ford@sunyorange.edu) 845-772-1229) if there are questions regarding individual course requirements or if an instructor is going to be absent for an extended period.

# SUNY Orange Directory

Mary Ford, Director of Educational Partnerships/CCHSP Coordinator	772-1229
Lyla Ten Eyck, Senior Secretary	341-4252
Bookstore	341-4815
Student Accounts Office	341-4829
Registrar's Office	341-4140
Student Activities Office (for student & faculty IDs)	341-4065
SUNY Orange Library	341-4855
Tutorial Center	341-4171
Wellness Center	341-4870

Appendix A



SUNY Orange

Community College in the High School Program (CCHSP)  
Scholarship Financial Verification Form

To be submitted by high school guidance counselor. Please complete the following:

\_\_\_\_\_ qualifies for free/reduced lunch. He/she will be in  
(Print Student's Name)

the following SUNY Orange courses through the Community College in the High

School Program (CCHSP) in the 2021-2022 academic year: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Guidance Counselor \_\_\_\_\_  
(Print Name)

Guidance Counselor Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Guidance Counselor Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please send completed form to: Mary Ford, Director, Office of Educational Partnerships, SUNY Orange, 115 South Street, Middletown, NY 10940.  
Phone: 845-772-1229, Fax: 845-341-4382, Email: mary.ford@sunyorange.edu



## Disability Services Form Community College in the High School Program (CCHSP)

Please sign below indicating your choice to self-disclose for your CCHSP course(s). Please return this form to your high school guidance counselor as soon as possible.

I choose to self-disclose and receive accommodations and/or modifications consistent with my disability. I agree to have my disability documentation released, when necessary for review, from my high school to Mary Ford ([mary.ford@sunyorange.edu](mailto:mary.ford@sunyorange.edu) 845-772-1229) and the Office of Disability Services at SUNY Orange. I understand that my high school guidance counselor will give a copy of this form and a list of the accommodations and/or modifications recommended/approved by SUNY Orange to my instructor(s).

I understand that accommodations and/or modifications provided for college-level courses may not alter the fundamental requirements of the course. Questions concerning modifications that may alter the rigor of a course are to be directed to Mary Ford ([mary.ford@sunyorange.edu](mailto:mary.ford@sunyorange.edu) 845-772-1229).

My choice to self-disclose shall remain in effect for the \_\_\_\_\_ academic year, but I may revoke it at any time, in writing, by contacting my high school guidance counselor.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Address

**Instructions for Guidance:** If the student self-discloses, please send the completed copy of this form, the student's IEP and a list of accommodations and/or modifications to:

Mary Ford, Director  
Office of Educational Partnerships  
SUNY Orange  
115 South Street  
Middletown, NY 10940  
Phone: 845-772-1229  
Fax: 845-341-4382  
[mary.ford@sunyorange.edu](mailto:mary.ford@sunyorange.edu)