



SUNY Orange

Community College
in the
High School Program
(CCHSP)

Handbook
for
Teachers &
Administrators

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Introduction

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*, the *Faculty Handbook* or the *Academic Policy Manual*.

Program Purpose and History

The SUNY Orange, Community College in the High School Program was created over 20 years ago to

- Promote a smooth transition for students from high school to college,
- Increase students' post-secondary success,
- Reduce college tuition costs, and
- Shorten the time required to earn a degree.

During the 2006-2007 school year, SUNY Orange CCHSP partnered with 14 high schools and the Orange-Ulster BOCES New Vision Program to serve over 700 students during the fall of 2006, and close to 600 students in the spring of 2007. We are very excited to continue to offer this excellent educational opportunity to high school students in Orange County.

SUNY Orange CCHSP Participants

John S. Burke Catholic High School, Chester Academy, Goshen High School, James I. O'Neill High School, Middletown High School, Minisink Valley High School, Monroe-Woodbury High School, NY Military Academy, Orange-Ulster BOCES New Vision Programs: Medical, Law and Government, Education, and Engineering, Pine Bush High School, Port Jervis High School, S.S. Seward Institute (Florida), Valley Central High School, Warwick Valley High School, Washingtonville High School.

Eligibility & Registration

Student Eligibility

Students must be recommended by their instructor(s) and approved by their high school or Orange-Ulster BOCES New Vision guidance counselor as being suitable for enrollment in SUNY Orange CCHSP course(s).

- Seniors need a minimum combined course average (cumulative GPA) of 85 in all Regents courses, and a minimum score of 85 on the NYS Regents Exam that corresponds to their SUNY Orange CCHSP course.
- Juniors need a minimum combined course average of 90 (cumulative GPA) in all Regents courses and a minimum score of 90 on the NYS Regents Exam that corresponds to their SUNY Orange CCHSP course.

SUNY Orange CCHSP students are limited to eleven and a half (11.5) credits per semester.

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. Requests for such waivers are made by either the high school principal or guidance director. High school officials who wish to make a

waiver request on a student's behalf should contact the SUNY Orange CCHSP Coordinator for details. Requests will be decided on a case-by-case basis by the appropriate SUNY Orange department chair.

Verification of Eligibility

It is the responsibility of the high school or Orange-Ulster BOCES New Vision 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 the SUNY Orange CCHSP Coordinator.

Audit Status

Students may register to audit courses. Audit students pay the same tuition and fees as credit students. However, audit students do not receive college grades or credit. Credit students may change from credit to audit status up to the last day to withdraw from a course. Audit students may change from audit to credit status up to two weeks after the date printed in the Academic Calendar found in the *College Catalog* at www.sunyorange.edu/academic_services/calendar.

Registration Procedures

At the beginning of each semester, registration materials will be made available through each participating high school and Orange-Ulster BOCES New Vision. Registration forms should be completed in accordance with the directions given by the SUNY Orange Office of Records and Registration. **All registration forms must be returned to the College's Office of Records and Registration by the deadline specified for each academic term.** Registration materials include a registration card, data sheet, SUNY Orange Student Release Form, and a notarized residency application form.

Any student who attends a class or lab on a SUNY Orange campus, such as an Orange-Ulster BOCES New Vision biology student, must provide the College with proof of immunity to measles, mumps and rubella according to NYS regulations. The appropriate forms, together with instructions for completion and return, are among the registration materials provided at each participating site. Completed immunization forms must be submitted by the deadlines stipulated in order for a student's course registration to be maintained.

Tuition and Fees

One of the benefits of the SUNY Orange CCHSP is the markedly reduced tuition rate charged for courses given at the high school. Each participating school district determines responsibility for payment. Students should see their high school guidance counselor for details. Checks are to be made payable to "SUNY Orange" or "OCCC". Tuition for Orange-Ulster BOCES New Vision students is paid for by the New Vision Program.

Tuition for 2007-2008 is \$40 per credit hour, per semester, plus a \$2 insurance fee per semester. A student who takes 12 or more combined SUNY Orange credits during a semester through SUNY Orange CCHSP and the SUNY Orange, College Experience Program (CEP) will be charged additional college fees as a full-time student.

SUNY Orange CCHSP Students & Instructors: 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 and the *Student Handbook* at www.sunyorange.edu/studentactivities/handbook.

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 Life Desk just outside the SUNY Orange Bookstore entrance in the College Commons or at www.sunyorange.edu/lyceum. Information regarding the Remote Database Link is available at the Reference Desk in the College Library.

SUNY Orange CCHSP Courses

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 New Vision 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. Not all courses are available at all participating sites.

Course Instructors

Course instructors may be either SUNY Orange faculty members, or high school teachers who have been selected using guidelines for adjunct College instructors. 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. Course auditors count toward class size totals.

Course Text

Course texts are selected and/or approved by the appropriate SUNY Orange department chair. Arrangements for the purchase of textbooks vary between high schools and Orange-Ulster BOCES New Vision. In some instances, students purchase their own books at the SUNY Orange Bookstore, 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.

Course Withdrawal

Since most SUNY Orange CCHSP students expect to receive credit toward high school graduation for their College courses, **it is very important that any student who is considering withdrawing from a SUNY**

Orange CCHSP course first talk with his or her high school guidance counselor about the possible impact upon high school graduation from either course withdrawal or course failure.

Student Withdrawal

College policy permits students to withdraw from a SUNY Orange CCHSP course in accordance with deadlines stipulated in the SUNY Orange Academic Calendar printed each academic year in the *College Catalog* at www.sunyorange.edu/catalog. In order to withdraw, the student must file the required Drop/Add Form with the College's Office of Records and Registration. A student who officially withdraws from a course will receive a college grade of "W" in that course.

Instructor Withdrawal

Instructors may, under certain circumstances, withdraw a student from a SUNY Orange CCHSP course. Instructors should review related policies with their SUNY Orange department chair and include appropriate information on the course syllabus.

Grades & Attendance

Final Grades

Final college grades will be one of the following: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W. Pluses and minuses will be entered on the student's official college transcript but do not affect Cumulative Grade Point Averages (CGPAs).

Instructors must submit final grades to the College's Office of Records and Registration by the date specified by that office and appearing in the annual Letter of Agreement between the College and school district.

Students will receive their course grade by mail from the College's Office of Records and Registration. In the future, grades should be available online. Grades of all students who have a signed SUNY Orange Student Release form (see SUNY Orange Policies below) authorizing release of grades on file at the College are also mailed to their respective high school and/or Orange-Ulster BOCES New Vision.

Mid-Semester Progress Reports

SUNY Orange **does not report mid-semester grades** but does send Progress Reports to students whose work to date is of less than "C" quality, or otherwise unsatisfactory. (This information can only be provided for students who have signed the SUNY Orange Student Release Form discussed under SUNY Orange Policies below). Instructors are to submit Mid-Semester Progress Report forms on all such students to the College Office of Records and Registration by the deadline specified in the academic calendar printed in the *College Catalog* at www.sunyorange.edu/catalog.

Students who receive a College Progress Report should immediately make an appointment to see their instructor regarding their class standing and ask him/her for suggestions as to how to improve academic performance. Students receiving reports should also see their high school or Orange-Ulster BOCES New Vision guidance counselor **regarding any possible impact on high school graduation status.**

It is important to note that SUNY Orange awards a single grade at the end of each course. Though some high schools elect to articulate grades on high school report cards, these marks should **not** be interpreted as

measures of either a student's college course standing or as indicators of the student's final college course grade.

High School Progress Reports

The high school or Orange-Ulster BOCES New Vision may release the articulated SUNY Orange CCHSP grade according to their normal grade release schedule. The articulated grade is the grade that is accepted by the high school from SUNY Orange and placed on the high school transcript. Usually this means changing the SUNY Orange letter grade to a number grade.

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 and with the high school or Orange-Ulster BOCES New Vision guidance director.

Request for Transcripts

Students who wish to have their SUNY Orange transcripts sent to another college, an employer, etc. should request an official college transcript through the College's Office of Records and Registration.

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 calling the Admissions Office at the institution(s) to which they plan to apply. In a 2004 survey, 95% of SUNY Orange CCHSP students who responded said they were able to transfer their courses and credits.

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, not the high school.** The instructor must file attendance reports with the College's Office of Attendance on the forms and according to the instructions provided by that office at the beginning of each semester.

Attendance & Athletics

It is the intention of SUNY Orange CCHSP that all students who are academically qualified be able to participate in the program. Students involved in athletics may have some difficulty meeting College attendance requirements. The SUNY Orange CCHSP instructor may, at his/her discretion, waive College attendance requirements to allow a student to attend an athletic event if the student is performing well in class. It is helpful if athletes give their sports schedule to their instructor at the beginning of the course to identify conflicts. However, class comes first and sports second; so whether a student misses class to attend a sports event is determined by the instructor.

It is the student's responsibility to work with the instructor and make special arrangements. For example, if there is a test scheduled or important deadline, the student may be asked to take the test early and turn in their assignment in advance. Students who participate in SUNY Orange CCHSP and are involved in sports must be committed to being successful at both academics and sports.

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 the SUNY Orange CCHSP Coordinator 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.

SUNY Orange Policies

SUNY Orange Student Release Form Authorizing Release of Grades

According to FERPA, the Family Educational Rights and Privacy Act of 1974, the College is prohibited from releasing any student's grade to any third party without the student's written permission. SUNY Orange CCHSP **students who want their college marks reported to their high school and/or Orange-Ulster BOCES New Vision for computation toward high school graduation credit**, or for any other purpose, **must sign a SUNY Orange Student Release Form** (Appendix A) authorizing SUNY Orange to release their college grades to their high school and, if appropriate, Orange-Ulster BOCES New Vision. This form will be completed by the student, in duplicate, with the registration materials. One copy is kept on file at the College and the other at the high school or Orange-Ulster BOCES New Vision.

Release of Academic Information to Parents/Guardians

FERPA, as stated above, dictates the terms of release of student information regarding a SUNY Orange CCHSP course to any third party, including the student's parents or guardians, even if the student is a minor. SUNY Orange CCHSP students must sign the SUNY Orange Student Release Form (Appendix A) and specifically **grant release of their grades and academic information to their parents/guardians**. Then the parent may have access to grades, attendance and other academic information as requested. However, if the parent/guardian wishes to discuss any of the academic information, the student must be present during the discussion (see below).

Student/Instructor Conferences & Disclosure of Academic Information

FERPA also dictates the nature of communication at student/instructor conferences at the college level. Student/instructor conferences are confidential and are between the instructor and the student. A parent/guardian, principal, guidance counselor or any other person may be present with the permission of the student, either verbally or through the signed SUNY Orange Student Release Form (Appendix A) indicating those present - high school and/or parent/guardian. Attendees may facilitate discussion between the student and instructor but may not be active participants in the conference. They may, for example, ask clarifying questions. The instructor may also have a representative present who may facilitate discussion.

Finally, the instructor must have permission of a student to contact and relay a student's academic progress, attendance, grades, or any information relevant to a SUNY Orange CCHSP course, with a parent/guardian, principal, guidance counselor, or any third party. Any questions concerning FERPA regulations should be directed to the SUNY Orange CCHSP Coordinator. Further information is available at www.sunyorange.edu/academic_services/ferpa and orange.cc.ny.us/cchs/parents/ferpa.

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. Reasonable academic accommodations/modifications will be made for students with documented disabilities in CCHSP classes in consultation with the course instructor(s). 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. If a question or concern arises pertaining to accommodations/modifications, the SUNY Orange CCHSP faculty will direct inquiries to the SUNY Orange CCHSP Coordinator who will contact the SUNY Orange Advocate for Services to Students with Disabilities as necessary.

Rights and Responsibilities of Disabled Students:

A student that self-discloses that he/she has a disability has rights and responsibilities in the post-secondary setting. The student has the right to accommodations and/or modifications in order to access college programs and services provided that he/she:

- has a documented disability, and the documentation shows the need for the requested service;
- has met all college or program entry requirements that apply to him/her;
- has given reasonable notice of his/her need for academic accommodations and/or modifications;
- has followed established procedures in working with the district 504/ed liaison, and the faculty;
- is not asking for a modification that fundamentally alters the requirements and expectations of the program, activity or service;
- is not asking for an accommodation that would create a financial hardship on the school district.

SUNY Orange CCHSP Disability Procedure

A high school student with a documented disability wishing to take a course through SUNY Orange CCHSP must use the following procedure to receive post-secondary accommodations.

1. The high school or Orange-Ulster BOCES New Vision guidance counselor will give the student the Disability Letter (Appendix B) and the SUNY Orange Disability Services Form (Appendix B) to complete. The high school will keep a copy of the form on file whether the student discloses or not.

The procedure, from this point forward, only applies if the student has self-disclosed.

2. The guidance counselor will send a copy of the SUNY Orange Disability Services Form to the SUNY Orange CCHSP Coordinator. It is strongly recommended that this information be received by the SUNY Orange CCHSP Coordinator a minimum of one month prior to the start of class.
3. The guidance counselor will also provide a copy of the signed SUNY Orange Disability Services Form, as well as, a list of the assigned accommodations/modifications to the SUNY Orange CCHSP instructor. *College instructors are not to be told the nature of the student's disability(ies).*
4. It is important to note that there may be differences between assigned accommodations and program modifications at the high school level versus the college level. Additionally, accommodations and/or modifications may vary from course to course depending on the academic standards and technical requirements of the course. *For example, there are three common high school modifications that are different at the college level.*
 - Extended time on tests must be defined as, for example, 1.5 or twice as long. "Un-timed tests" are not permitted.
 - Generally, assignment extensions are not allowed, except at the instructor's discretion.

- Spelling is not waived, instead a spell checker may be allowed for exams.
5. Any questions from the school district or the course instructor will be directed first to the SUNY Orange CCHSP Coordinator and when necessary, to the Advocate for Services to Students with Disabilities at SUNY Orange. In this case, it may be necessary for the guidance counselor to send a copy of the student's IEP and/or 504 plan(s) and any other pertinent disability information to the SUNY Orange CCHSP Coordinator. The SUNY Orange Advocate for Services to Students with Disabilities will review the documented disability paperwork and provide accommodation and/or modification guidance when necessary. After appropriate consultation between the SUNY Orange Advocate for Services to Students with Disabilities and the SUNY Orange CCHSP faculty member, the College has the right to deny any high school assigned accommodation that reduces the academic rigor of the course.

Faculty Meetings & Professional Development

It is the intent SUNY Orange to develop and maintain a close professional relationship between SUNY Orange CCHSP faculty and the academic departments at the College. Attendance at semi-annual faculty and professional development meetings will be required to enhance open communication, academic and program standards, and provide professional development. The school district is requested to make every effort to provide substitute teacher coverage for up to two days per year for professional development and department meetings at SUNY Orange. 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.

The continuing appointment of a SUNY Orange CCHSP instructor is based in part upon satisfactory performance as assessed by the appropriate SUNY Orange department chair, and on required attendance at CCHSP meetings and SUNY Orange Department meetings.

Academic Calendar and Authorized Calendar Adjustments

Each three (3) credit course must meet for a minimum of forty-five (45) fifty-minute (50-minute) sessions or the equivalent 2250 minutes per semester. Each four (4) credit course must meet for a minimum of sixty (60) fifty (50) minute sessions or the equivalent 3000 minutes per semester. Instructors teaching lab courses should confirm lab meeting time requirements with their SUNY Orange department chair.

The College encourages high schools to follow the College's own class meeting schedules and semester calendars as closely as possible. It is understood that modifications are at times made necessary by the high school bell schedule and differences between the College and high school calendars. **Any modifications made, however, will meet the minimum course instructional time requirements stated above and have the approval of the appropriate SUNY Orange department chair.**

Class calendar adjustments **must** be made in those instances in which a) the high school class period is less than fifty minutes in length, and b) in cases in which high school holidays or closings eliminate class meetings which would take place were the course held on the College campus. Making these adjustments calls for creativity and flexibility, and a high degree of professionalism on the part of the instructor, as well as, administrative support from both the high school and College.

Ideally, course finish dates and grade-reporting schedules mirror those on the College campus. When this is not possible, last possible "end dates" are determined by the College's Office of Records and Registration in consultation with department chairs and the SUNY Orange CCHSP Coordinator. Courses at a given high school site should follow a common semester calendar.

Each instructor should, by the end of the fourth week of SUNY Orange's semester, provide the appropriate SUNY Orange academic department chair with a copy of his/her SUNY Orange CCHSP class meeting schedule. In all instances, actual instructional time must meet stated requirements.

Several options regarding the modifying or blending of College and high school class schedules follow:

- Schedule an extra class meeting in certain weeks. One additional 40-minute class, for example, makes up for eight class sessions which were "five minutes too short."
- Hold class even though the high school is in session only half a day. (This would, naturally, require the approval of the high school principal and timely notification of both students and parents.)
- Hold a class on a day that the College is closed but the high school is open.
- Bring high school students to the SUNY Orange campus for a library orientation or to use a department resource, attend a class-related event, lecture, or performance.

A campus activity directly related to course content, and at which the instructor is present with students, counts as a class session. Be aware, however, that such visits **can be strongly encouraged but cannot be made mandatory**. An alternative assignment requiring equivalent time and proficiency must be made available to any student unable to attend a session or event on the College campus.

Each instructor should check, in a timely manner, any proposed campus activity with both his/her SUNY Orange department chair and the high school principal. If the school district provides transportation, the instructor should follow procedures outlined by the high school principal regarding notification of parents, any necessary permission forms, etc. If students are to provide their own transportation to and from the College, a form may be acquired from the SUNY Orange CCHSP Coordinator. Timely notice to students and parents, and to high school and College colleagues, is always in order.

Field Trips

Any instructor who wishes to arrange a course-related field trip to a destination other than the College campus should contact the appropriate SUNY Orange department chair for approval as early as possible, but no less than three weeks prior to the proposed trip date. If the department chair deems the trip appropriate, he/she will seek authorization from SUNY Orange's Vice President of Academic Affairs and from the Vice President of Administration.

SUNY Orange Informational Directory

Cindy Simpson, SUNY Orange CCHSP Coordinator	341-4179
Rosana Reyes-Rosello, Director of Educational Partnerships	341-4760
Lyla Ten Eyck, Senior Secretary	341-4765
Attendance	341-4177
Bookstore	341-4815
Bursar	341-4837
Health Services Office	341-4870
Registration	341-4140
Transcripts	341-4155
Learning Resource Center (Library)	341-4855
Student Life Desk (for student & faculty IDs)	341-4065
Tutorial Center	341-4171
Writing Center	341-4026

Appendix

A: SUNY Orange Student Release Forms – FERPA

- **High School Form**
- **Orange-Ulster BOCES New Vision Form**

B: SUNY Orange Disability Services Forms

- **Disability Letter**
- **High School Form**
- **Orange-Ulster BOCES New Vision Form**



Appendix A: High School Form

SUNY ORANGE

WWW.SUNYORANGE.EDU

115 SOUTH STREET, MIDDLETOWN, NEW YORK 10940 (845) 344-6222
ONE WASHINGTON CENTER, NEWBURGH, NEW YORK 12550 (845) 562-2454

Family Educational Rights and Privacy Act (FERPA) SUNY Orange Student Release Form Community College in the High School Program (SUNY Orange CCHSP)

The Family Educational Rights and Privacy Act of 1974, or FERPA, was designed by the federal government to protect the privacy of educational records. Under this policy, SUNY Orange officials are not permitted to give any information to a third party, including the student's parents and/or guardians, about the student's

- Academic progress, including grades
- Personal development or disciplinary matters

However, it is often the student's wish that information be released to the parent or other designated officials who may seek information from the College. If you wish to grant access to your information, this consent form must be signed and submitted to your high school guidance counselor, who will forward a copy to SUNY Orange.

Name: _____ Student ID: _____
(Please print)

The following person(s) and/or institution(s) have my permission to review the records listed below upon written request. Please check box(es).

- ☐ High School, _____, for the purpose of maintaining accurate student records.
(list name)
- ☐ Parent(s), guardian(s) or other persons, for the purpose of reviewing the accuracy of student records.

Please list names:

Relationship

Information (check box):

- ☐ **Academic** (grades, GPA, academic progress/status, enrollment & registration information, attendance records)
- ☐ **Other:** _____

This consent shall remain in effect for the _____ academic year. I may revoke it at any time, in writing by contacting my high school guidance counselor, who will notify SUNY Orange of the change.

Student's signature: _____ Date: _____

I am revoking my consent to release information indicated above effective _____.

Student's Signature: _____

Instructions for Guidance: Please send completed copies to: Neil Foley, Registrar's Office, SUNY Orange, 115 South Street, Middletown, NY 10940. Please direct any questions to the SUNY Orange CCHSP Coordinator at (845)341-4179.

**SUNY ORANGE**

WWW.SUNYORANGE.EDU

 115 SOUTH STREET, MIDDLETOWN, NEW YORK 10940 (845) 344-6222
 ONE WASHINGTON CENTER, NEWBURGH, NEW YORK 12550 (845) 562-2454

Family Educational Rights and Privacy Act (FERPA)
SUNY Orange Student Release Form
Community College in the High School Program (SUNY Orange CCHSP)

The Family Educational Rights and Privacy Act of 1974, or FERPA, was designed by the federal government to protect the privacy of educational records. Under this policy, SUNY Orange officials are not permitted to give any information to a third party, including the student's parents and/or guardians, about the student's

- Academic progress, including grades
- Personal development or disciplinary matters

However, it is often the student's wish that information be released to the parent or other designated officials who may seek information from the College. If you wish to grant access to your information, this consent form must be signed and submitted to your BOCES New Vision guidance counselor, who will forward a copy to SUNY Orange.

Name: _____ Student ID: _____
 (Please print)

The following person(s) and/or institution(s) have my permission to review the records listed below upon written request. Please check box(es).

- ☐ Orange-Ulster BOCES New Vision and my High School, _____, for the
 purpose of maintaining accurate student records. (list name)
- ☐ Parent(s), guardian(s) or other persons, for the purpose of reviewing the accuracy of student records.

Please list names:**Relationship**

Information (check box):

- ☐ **Academic** (grades, GPA, academic progress/status, enrollment & registration information, attendance records)
- ☐ **Other:** _____

This consent shall remain in effect for the _____ academic year. I may revoke it at any time, in writing by contacting my high school guidance counselor, who will notify SUNY Orange of the change.

Student's signature: _____ Date: _____

I am revoking my consent to release information indicated above effective _____.

Student's Signature: _____

Instructions for Guidance: Please send completed copies to: Neil Foley, Registrar's Office, SUNY Orange, 115 South Street, Middletown, NY 10940. Please direct any questions to the SUNY Orange CCHSP Coordinator at (845)341-4179.

Appendix B: Disability Letter

(High School or Orange-Ulster BOCES New Vision letterhead)

(This text is suggested and may be modified by the high school or Orange-Ulster BOCES New Vision.)

Dear _____,

Congratulations and welcome to the SUNY Orange Community College in the High School Program (CCHSP)! An advantage of CCHSP is having the chance to adjust to the rigor of college classes while still in high school. The opportunity to become accustomed to the disability process at the college level may be especially helpful to you.

The disability process at the college level differs substantially from the process you are accustomed to at the high school level and is governed by different regulations. The most important difference is that **you must self-disclose in writing** by signing the attached SUNY Orange Student Disability Services Form **in order to continue receiving disability services at the college level**. You need to decide if you wish to self-disclose or not self-disclose to your CCHSP instructor(s). You may wish to discuss your decision with your parents/guardians and high school counselor.

You need to present the signed form to guidance in a timely fashion. Your guidance counselor will give a copy of the form, as well as, a list of your accommodations and/or modifications to the appropriate CCHSP instructor(s). The information must be presented to the instructor(s) in a timely fashion so he/she can consult with the Office of Disability Services at SUNY Orange, if necessary. Generally, a month prior to the end of the previous semester is strongly suggested.

Please note that accommodations and/or modifications provided in a college level course may not alter the fundamental requirements of the course. For example,

- “Un-timed tests” are not permitted, instead 1.5 or twice as long is usually indicated;
- Generally, assignment extensions are not allowed, except at the instructor’s discretion;
- Spelling is not waived, instead a spell checker may be allowed for exams.

Please direct any questions to your guidance counselor. Further questions or concerns should be directed to the CCHSP Coordinator at SUNY Orange, (845) 341-4179.

We hope you enjoy the opportunities offered by SUNY Orange CCHSP and we wish you well in your college course(s).

Sincerely,



Appendix B: High School Form

SUNY ORANGE

WWW.SUNYORANGE.EDU

115 SOUTH STREET, MIDDLETOWN, NEW YORK 10940 (845) 344-6222
ONE WASHINGTON CENTER, NEWBURGH, NEW YORK 12550 (845) 562-2454

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

Please sign below indicating your choice to self-disclose or not to self-disclose for your SUNY Orange CCHSP course(s). **You must sign in one of the two boxes.** Please return this form to your high school guidance counselor as soon as possible. It is recommended that it be returned at least one month prior to the beginning of class.

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 the SUNY Orange CCHSP Coordinator and the Office of Disability Services at SUNY Orange. I understand that my high school guidance counselor will give a copy of this form, as well as, a list of my accommodations and/or modifications to my instructor(s). However, it is ultimately my responsibility to self-advocate and make sure that my instructor(s) have been notified of my choice to self-disclose and that they are aware of the accommodations and/or modifications I receive.

I understand that accommodations and/or modifications provided at the College level may not alter the fundamental requirements of the course. For example, "un-timed tests" are not permitted, instead 1.5 or twice as long is usually indicated; generally, assignment extensions are only allowed at the instructor's discretion. Questions concerning modifications that may alter the rigor of a course are to be directed to the SUNY Orange CCHSP Coordinator at SUNY Orange, (845) 341-4179.

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

I choose not to receive disability services for my SUNY Orange CCHSP course(s).

My choice not 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, who will notify SUNY Orange.

Student's Signature

Date

Instructions for Guidance: If the student self-discloses, please send the completed copy of this form to:

SUNY Orange CCHSP Coordinator
Office of Educational Partnerships
SUNY Orange
115 South Street
Middletown, NY 10940



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

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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 Orange-Ulster BOCES New Vision to the SUNY Orange CCHSP Coordinator and the Office of Disability Services at SUNY Orange. I understand that my Orange-Ulster BOCES New Vision guidance counselor will give a copy of this form, as well as, a list of my accommodations and/or modifications to my instructor(s). However, it is ultimately my responsibility to self-advocate and make sure that my instructor(s) have been notified of my choice to self-disclose and that they are aware of the accommodations and/or modifications I receive.

I understand that accommodations and/or modifications provided at the College level may not alter the fundamental requirements of the course. For example, "un-timed tests" are not permitted, instead 1.5 or twice as long is usually indicated; generally, assignment extensions are only allowed at the instructor's discretion. Questions concerning modifications that may alter the rigor of a course are to be directed to the SUNY Orange CCHSP Coordinator at SUNY Orange, (845) 341-4179.

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Student's Signature

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