



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

**Handbook  
for  
Students & Parents**

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## Table of Contents

Introduction.....	1
Program Purpose.....	1
SUNY Orange CCHSP Participants .....	1
Eligibility & Registration.....	1
Student Eligibility .....	1
Request for Academic Waivers .....	1
Registration Procedures .....	1
Tuition and Fees.....	2
SUNY Orange CCHSP Students & Instructors: Members of the College Community .....	2
SUNY Orange CCHSP Courses .....	2
Course Offerings.....	2
Course Outline/Syllabus .....	2
Class Size.....	2
Course Text.....	3
Student Withdrawal .....	3
Grades & Attendance.....	3
Final Grades .....	3
High School Progress Reports .....	3
Final Exams .....	3
Request for Transcripts .....	3
Transferability of Credit .....	3
Attendance .....	3
Grievance Procedure .....	3
SUNY Orange Policies .....	4
SUNY Orange Student Release Form (FERPA) Authorizing Release of Grades .....	4
Release of Academic information to Parents/Guardians .....	4
Student/Instructor Conferences & Disclosure of Academic Information.....	4
Students with Disabilities .....	4
SUNY Orange Informational Directory.....	5
Appendix.....	6
SUNY Orange FERPA Waiver Form.....	6
Disability Services Form.....	6

# Introduction

The information contained in this abbreviated guide is intended to answer the questions most frequently asked by participating students and their parents 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

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

- Increase students' post-secondary school success,
- Reduce college tuition costs, and
- Shorten the time required to earn a degree.

## 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.

## Eligibility & Registration

### Student Eligibility

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

- Seniors need a minimum cumulative GPA of 85 and a minimum score of 85 on the NYS Regents Exam that corresponds to their SUNY Orange CCHSP course, if applicable.
- Juniors need a minimum cumulative GPA of 90 and a minimum score of 90 on the NYS Regents Exam that corresponds to their SUNY Orange CCHSP course, if applicable.

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. 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.

### Registration Procedures

At the beginning of each semester, registration materials will be made available through each participating high school and Orange-Ulster BOCES. Registration forms should be completed in accordance with the directions given by the SUNY Orange Registrar's Office. All registration forms must be returned by the deadline specified for each academic term.

Any student who attends a class or lab on a SUNY Orange campus, 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 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 2017-2018 is \$66 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: 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 CCHSP students 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). Information regarding the Remote Database Link is available at the Reference Desk in the College Libraries.

## **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 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). They are also available at Kaplan Hall on the Newburgh campus. Not all courses are available at all participating sites.

### **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.

### **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 Text**

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 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. In order to withdraw, the student must file the required Drop/Add Form with the Registrar's Office. A student who officially withdraws from a course will receive a college grade of "W" in that course.

## **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.

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 mailed to their respective high school and/or Orange-Ulster BOCES.

### **High School Progress Reports**

The high school or Orange-Ulster BOCES may release the articulated SUNY Orange CCHSP grade according to their normal grade release schedule.

### **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 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 SUNY Orange Registrar's Office.

### **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.

### **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 the SUNY Orange CCHSP Coordinator for complete details. Grievance of grades must follow the procedure outlined in the SUNY Orange *College Catalog* at [www.sunyorange.edu/catalog](http://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 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. 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.

## **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.shtml](http://www.sunyorange.edu/academic_services/ferpa.shtml).

## **Students with Disabilities**

SUNY Orange welcomes students with disabilities and encourages them to access accommodations and modifications so that they may receive equal educational opportunities. There are different regulations governing the rights of disabled students at the high school and at the college level. For example, at the college level, a disabled student must self-disclose in writing in order to receive services. Additionally, accommodations and modifications approved at the high school level may not always be appropriate at the college level. Since SUNY Orange CCHSP courses are college classes, the rules governing disabilities at the college level apply even though the student is still in high school. For more information, contact Mary Ford at (845) 341-4760 or [mary.ford@sunyorange.edu](mailto:mary.ford@sunyorange.edu).

## **SUNY Orange Informational Directory**

Mary Ford, Director of Educational Partnerships/CCHSP Coordinator	341-4760
Lyla Ten Eyck, Senior Secretary	341-4252
Bookstore	341-4815
Student Accounts Office	341-4837
Registrar's Office	341-4140
Student Activities Office (for student & faculty IDs)	341-4065
SUNY Orange Library – Middletown	341-4855
Transcripts	341-4155
Tutorial Center	341-4171
Wellness Center	341-4870



## **Appendix**

**A: SUNY Orange Student Release Form - FERPA**

**B: SUNY Orange Disability Services Form**



**SUNY ORANGE**

## Appendix A: FERPA

[WWW.SUNYORANGE.EDU](http://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 (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 direct any questions to the SUNY Orange CCHSP Coordinator at (845) 341-4760.



**SUNY ORANGE**

## Appendix B: Disability Services Form

[WWW.SUNYORANGE.EDU](http://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 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 the 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 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 the SUNY Orange CCHSP Coordinator at (845) 341-4760 or [mary.ford@sunyorange.edu](mailto:mary.ford@sunyorange.edu).

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  
Office of Educational Partnerships  
SUNY Orange  
115 South Street  
Middletown, NY 10940  
Phone: (845) 341-4760  
Fax: (845) 341-4382  
[mary.ford@sunyorange.edu](mailto:mary.ford@sunyorange.edu)