



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

**Handbook
for
Teachers &
Administrators**

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Office of Educational Partnerships
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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

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.

SUNY Orange CCHSP Participants

John S. Burke Catholic High School; Chester Academy, George S. Baker High School (Tuxedo); Goshen High School; James I. O'Neill High School; Middletown High School; Minisink Valley High School; Monroe-Woodbury High School; Orange-Ulster BOCES Mandarin Chinese Program; Orange-Ulster BOCES New Vision Programs: Medical, Law and Government and Education; 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. 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 other additional information.

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.

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 2013-2014 is \$61 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/publications.shtml.

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/culturalaffairs. 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 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.

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 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.

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.shtml.

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. For more information, contact Mary Ford at (845) 341-4760 or mary.ford@sunyorange.edu.

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 will be 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.

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.

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 2,250 minutes per semester. Each four (4) credit course must meet for a minimum of sixty (60) fifty (50) minute sessions or the equivalent 3,000 minutes per semester. Instructors teaching lab courses should confirm lab meeting time requirements with their SUNY Orange department chair.

SUNY Orange Informational Directory

Mary Ford, Director of Educational Partnerships/CCHSP Coordinator	341-4760
Lyla Ten Eyck, Senior Secretary	341-4765
Bookstore	341-4815
Bursar	341-4837
Registration	341-4140
Student Activities (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 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**



SUNY ORANGE

Appendix A: High School Form

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.



Appendix A: Orange-Ulster BOCES New Vision Form

SUNY ORANGE

WWW.SUNYORANGE.EDU

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- 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 direct any questions to the SUNY Orange CCHSP Coordinator at (845) 341-4760.

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 CCSHP 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 CCSHP 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) 341-4760.

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

Sincerely,



SUNY ORANGE

Appendix B: High School Form

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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.

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



Appendix B: Orange-Ulster BOCES New Vision Form

SUNY ORANGE

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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 Orange-Ulster BOCES New Vision 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 Orange-Ulster BOCES New Vision to the 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 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.

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 Orange-Ulster BOCES New Vision 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:

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