

**ORANGE COUNTY COMMUNITY COLLEGE**  
**115 South Street**  
**Middletown, New York 10940**

**COMMUNITY COLLEGE IN THE HIGH SCHOOL PROGRAM**  
**CONTRACT**

The Orange-Ulster BOCES New Vision Program will be referred to in this contract as “high school”.

**I. MISSION**

The mission of the Community College in the High School Program (CCHSP) is to challenge well prepared high school students, help students make a smooth transition from high school to college, shorten the time required to earn a college degree, reduce college tuition costs, and increase secondary and post-secondary success. Additionally, the intention of the program is to build a closer working relationship between Orange County high schools and SUNY Orange, and to help align academic expectations and standards.

**II. ESTABLISHING PROGRAM** (For more details refer to the Timeline for New CCHSP Courses/Programs on the SUNY Orange website.)

1. To initiate the establishment of the CCHS Program, the school district administration should contact the CCHSP Coordinator at SUNY Orange to indicate interest. The CCHSP Coordinator will meet with representatives at the high school to discuss CCHSP and possible college courses to be taught. Once the contract is signed, a proposed schedule of courses and faculty assignments will be developed.
2. Each CCHSP course taught must be an existing SUNY Orange course listed in the College Catalog and is subject to approval from the appropriate SUNY Orange academic department chair. The course could replace an Advanced Placement course or be a new offering in the high school.
3. There are two options for selecting faculty to teach a CCHSP course. The high school administration may request that 1) members of its faculty be considered for the position of SUNY Orange CCHSP faculty, or 2) a SUNY Orange instructor come to the high school. In either case, the selection and on-going assessment of the teacher are the responsibility of the appropriate SUNY Orange academic department chair.
4. If a member of the high school faculty is to be considered for the position of SUNY Orange CCHSP faculty, the high school must nominate one or more of its faculty. The faculty member's qualifications are reviewed by the appropriate SUNY Orange department chair to determine if he/she meets the departmental criteria used for SUNY Orange adjunct faculty. Qualifications normally include a master's degree and graduate work in the field being taught (additional alternative qualifications, such as, related work experience are being considered by the College). Finally, the instructor will be selected, in part, on his/her ability to meet the challenge of creating a "college atmosphere" in a high school setting.

- a. The candidate shall submit to the CCHSP Coordinator a cover letter, resume, copies of college transcripts, completed job application and letters of recommendation from his/her department chair and high school administrator.
  - b. The candidate will meet with the appropriate SUNY Orange department chair or his/her designee for an interview.
  - c. Upon departmental approval, the department chair will recommend the candidate to the appropriate Associate Vice President and then the Vice President of Academic Affairs for final approval of appointment.
5. Once courses have been selected and instructors approved, the school district will announce to its students that through CCHSP an opportunity exists for them to earn college credits in the high school.
  6. Students must be recommended by their instructor(s) and approved by the high school guidance office as being suitable for enrollment in CCHSP course(s). Exceptions must be approved on a case-by-case basis by the appropriate SUNY Orange department chair.
    - 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.

Private high schools that do not administer NYS Regents Exams, should use “core” courses to determine the cumulative GPA, as well as, student’s maturity and motivation to be successful in college courses.

### **III. POLICIES**

1. All students in the classroom for a CCHSP course should be registered with SUNY Orange for either regular credit or audit. Students must be registered by the freeze date stated in the packet of registration materials provided by the SUNY Orange Office of Records and Registration prior to the start of each semester. The school district may request that a College representative visit the high school to register students.

A check for the cost of the course should be made out to “SUNY Orange” or “OCCC”. The checks will be collected by the school district and submitted to the College. The school district has the option of paying the tuition and fees itself. 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.

2. The Family Educational Rights and Privacy Act (FERPA) of 1974 dictates the terms of release by SUNY Orange of student information to any third party, including the high school and the student’s parents or guardians. CCHSP students must sign the SUNY Orange Student Release Form (Appendix A) to grant release of their grades to their high school and/or their parents/guardians. In

this way, CCHSP course credits can be included on a student's high school transcript. The completed SUNY Orange Student Release Forms should be kept on file by the school district, and a copy must be sent to: Neil Foley, Registrar's Office, SUNY Orange, 115 South Street, Middletown, NY 10940.

SUNY Orange will, upon request of the high school guidance office, release the mid-term grades of students who are doing "D" or "F" work. (*This information can only be provided for students who have signed the SUNY Orange Student Release Form referred to above.*) In addition, the parent/guardian for each student must give written permission for their child to participate in the CCHS Program. These signatures of approval must be kept on file by the school district.

FERPA also dictates the nature of communication at student/instructor conferences. Student/Instructor conferences are confidential and between the instructor and the student. A parent/guardian, principal, guidance counselor or any other person may be present with the express permission of the student. They may facilitate discussion between the student and instructor but may not be an active participant in the conference. The instructor may also have a representative present who may facilitate discussion.

Finally, the instructor must have the express permission of a student to call, contact or discuss 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 CCHSP Coordinator.

3. 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 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 CCHSP faculty will direct inquiries to the 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.

**CCHSP Disability Procedure:**

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

- a. To receive accommodations/modifications at the college level, the student must self-disclose in writing. The high school guidance counselor will give the student the Disability Letter (Appendix B) and the SUNY Orange Disability Services Form (Appendix B) to complete. The SUNY Orange Disability Services Form must be completed, whether or not the student wishes to receive disability services.

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

- b. The guidance counselor will send a copy of the completed SUNY Orange Disability Services Form to the CCHSP Coordinator, Office of Educational Partnerships, SUNY Orange, 115 South Street, Middletown, NY 10940. It is strongly recommended that this information be received by the CCHSP Coordinator a minimum of one month prior to the start of class.
- c. 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 CCHSP instructor. *College instructors are not to be told the nature of the student's disability(ies).*
- d. 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/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.*

- “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.
- e. Any questions from the school district or the CCHSP instructor should be directed first to the 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 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 CCHSP faculty member, the College has the right to deny any high school assigned accommodation that reduces the academic standards of the course.

4. It is the intent of both the high school and SUNY Orange to develop and maintain a close professional relationship between 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 CCHSP instructors by observing classes and reviewing materials, exams, etc.

The continuing appointment of a 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.

5. CCHSP courses will be evaluated using standard SUNY Orange course evaluations. Post-graduate surveys may be conducted at the discretion of the College.
6. All CCHSP faculty supplied by the College shall be fingerprinted and receive criminal history background check clearance in accordance with NY State regulations. Fingerprinting shall be arranged by the SUNY Orange CCHSP Coordinator.
7. Specific course offerings will be agreed upon prior to the start of each academic year.
8. English and foreign language classes are limited to 25 students. Class size in laboratory courses is limited to the number of lab stations. All other classes are limited to 30 students. Minimum class size is 10. Extenuating circumstances will warrant consideration.
9. CCHSP courses should be taught in a time frame equivalent to a sixteen week semester. If a school district wishes to request that a course be taught slightly longer than 16 weeks, it may do so. (e.g., end in January and June after the Regents exams are over, rather than December and May.) If a school district wants a semester course to be offered over two semesters, it may request so. The College will respond to these requests on a case-by-case basis after consulting with the academic department involved.
10. 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.
11. SUNY Orange will mail verification of course registration to each student. Each registered student may come to the College (with his or her proof of registration) and obtain a SUNY Orange Student Identification Card and Parking Permit. The student's ID card entitles them to: Library usage; Physical Education facilities usage; free or reduced admissions to student activities--plays, concerts, lectures, films, etc; and discounts at a number of stores that participate in the student discount plan.

12. Students enrolled in CCHSP shall follow, and are subject to, all College policies and procedures outlined in the College Catalog, in addition to, the CCHSP procedures described in this document and the CCHSP Student Handbook.
13. Students enrolled in CCHSP shall be recognized as non-degree seeking, part-time students, at SUNY Orange and shall be awarded the appropriate College credits for the successful completion of the each course.
14. Students who have successfully completed course work in CCHSP will receive full credit for those courses, if they attend SUNY Orange upon graduation.
15. Students planning to continue their studies at a different college campus should contact the specific college admissions office to discuss the transferability of college courses taken in high school.

#### **IV. FINANCIAL CONSIDERATIONS**

1. The students and/or the school district will pay tuition and fees as per the following schedule. These dollar amounts may be revised annually by action of the College's Board of Trustees. For the 2007 - 2008 academic year the fees are:
  - Tuition: \$40 per credit
  - Accident Insurance Fee: \$2 per semester
2. If SUNY Orange, rather than the high school, provides the instructor, the school district will reimburse the College per credit of instruction according to the current SUNY Orange Faculty Contract. This payment will be made at the same time that the tuition and fees are paid by the high school. In this instance, a minimum class size of 10 students is required.
3. To withdraw from a class a student must complete a SUNY Orange "drop slip" with their high school guidance counselor. The "drop slip" will then be forwarded to the SUNY Orange Records and Registration Office for processing. A separate request for refund should be submitted to the SUNY Orange Refund Review Board at the SUNY Orange Business Office. Normal drop fees will be assessed. The \$2 insurance fee will not be refunded.
4. Prior to the beginning of each course, the school district should determine whether it wishes itself or the student individually to be responsible for purchasing required textbooks and materials. (Such materials may be ordered through the College Bookstore by contacting the appropriate department chairperson. However, the school district may choose to purchase these materials through its regular channels.) Textbooks and materials must be approved by the appropriate SUNY Orange department chairperson.
5. This agreement may be cancelled by either party prior to the start of each academic year, based upon budgeting or staffing constraints. No changes or alterations may be made without mutual agreement and written communication.

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High School Principal  
School District

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Date

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Superintendent or Designee  
School District

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Date

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Director of Educational Partnerships  
SUNY Orange

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Date

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College President  
SUNY Orange

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Date

## **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**



**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**

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.



**Family Educational Rights and Privacy Act (FERPA)  
 SUNY Orange Student Release Form  
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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**

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 letterhead)*

*(This text is suggested and may be modified by the high school.)*

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) 341-4179.

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

Sincerely,



## Disability Services Form Community College in the High School Program (SUNY Orange 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 (SUNY Orange 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 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.

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

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 Orange-Ulster BOCES New Vision 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:

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