COMMUNITY COLLEGE COURSES IN THE HIGH SCHOOL PROGRAM

I. PURPOSE

This initiative is an effort to help students make a smooth transition from the senior year in high school to college, to challenge better prepared students, help them by shortening the time it takes to earn a college degree. In addition, it will build a closer working relationship between high schools and the community college which may serve as a basis for other collaborative efforts.

II. ESTABLISHING PROGRAM (For more details refer to the Timeline for New Courses/Programs.)

1. In order to initiate the establishment of this program, the school district contacts Orange County Community College regarding the "Community College in the High School" program. The school district indicates the college courses it wants taught and may request that one or more of its teachers be reviewed for possible adjunct faculty rank to teach a college course or it may request that a college instructor currently employed by SUNY Orange come in to teach a college course in the high school. In either case, the approval of the course and the initial selection and on-going evaluation of the teacher are the responsibilities of the appropriate SUNY Orange academic department chair.

2. The course to be taught must be an existing SUNY Orange course. It might replace an Advanced Placement course or be a totally new offering in the high school.

3. If a high school instructor is to be considered, the high school may nominate one or more of its staff to be reviewed to determine if he or she meets the departmental criteria to become an adjunct faculty member at SUNY Orange. (This normally includes a Master’s degree and some graduate work in the field being taught.) He or she shall submit a resume and meet with the appropriate SUNY Orange department chair or his/her designee for an interview. Upon departmental approval, the department chair recommends the candidate to the appropriate Associate Vice President and then the Vice President of Academic Affairs for final approval for “hire”. The instructor will be selected, in part, on his or her ability to meet the challenge of creating a "college atmosphere" in a high school setting.

4. Once the course has been selected and instructor has been approved, the school district will announce to its students that an opportunity exists to earn college credits in the high school. This program is designed for talented seniors and exceptional juniors.
Students must be recommended by their instructor and approved by the high school guidance office as being suitable for enrollment in the class. Seniors should have at least an 85 average in Regents courses and at least an 85 on the Regents in the subject area being taught. Juniors should have at least a 90 average in Regents courses and at least a 90 on the regents in the subject area being taught. Exceptions must be approved on a case-by-case basis by the appropriate SUNY Orange department chair.

III. POLICIES

1. All students in the classroom must be registered as regular credit or audit students in the Orange County Community College course being taught. Students must be registered by the freeze date stated in the packet of registration materials provided by the 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 from each credit and audit student should be made out to Orange County Community College. They 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 school district will obtain a release from each student whereby each student grants permission to SUNY Orange to release his or her grades to the school district. These releases will be kept on file by the school district and the college will be informed if any students refuse to grant permission to have their grades released. Orange County Community College will, upon request of the 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 the release referred to above.) In addition, each student’s parent’s or legal guardian’s signature of approval of registration must be kept on file by the school district.

3. SUNY Orange will mail to each student a verification of his or her course registration. Each registered student may come to the College Commons Student Life Office (with his or her proof of registration) and obtain an 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.

4. Disabled students may register for college courses but they must meet program standards. Reasonable accommodations will be made, in consultation with the instructor. Support services will be provided by the school district.

5. Students enrolled in the CCHSP shall be expected to comply with SUNY Orange rules and regulations which pertain to all College students. For example, they have the
right to withdraw during certain time frames, use the college's Grievance Procedure if they have a complaint, etc.

6. Students enrolled in the CCHSP shall be recognized as part-time students at SUNY Orange and shall be awarded the appropriate College credits for the successful completion of the each course.

7. Class size limits in English and Foreign Language courses are 25 students. Class size in laboratory courses is limited to the number of lab stations.

8. It is the intent of both the high school and the college to develop and maintain a good and a close relationship between adjunct faculty employed by the school district and the academic department at the college. Attendance at semi-annual part-time faculty meetings will be required to insure that good communication takes place. The department chair or department coordinator may observe classes, review materials, exams, etc. in an effort to improve instruction and maintain standards. The continuing use of an instructor is based upon the SUNY Orange department chair's determination that the instructor continues to meet adjunct faculty standards.

9. Specific course offerings will be agreed upon prior to the start of each academic year.

10. These college 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.

11. Students who have successfully completed course work in the CCHS program will receive full credit for those courses if they attend SUNY Orange upon graduation.

12. Students planning on continuing their studies on another 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.

   Tuition: $30 per credit
   Accident Insurance Fee: $2 per semester
2. If the college, 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. (During 2005-06 the cost was $759 per credit for Instructor rank.) This payment will be paid at the same time as when the tuition and fees are paid by the high school. In this instance a minimum class size of 10 students is required.

3. Students who withdraw from a course will receive a full refund within seven days of the start of class. Thereafter there will be no refund. Normal drop fees will be assessed. The $2.00 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 canceled by either party prior to the start of each academic year, based upon budgeting or staffing constraints.

__________________________________________  _________________________
Superintendent or Designee  College President

_____High School  Orange County Community College

__________________________________________  __________________________
Date              Date