

Spring 2017

University in the High School

STUDENT HANDBOOK



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Farmingdale State College

State University of New York

Dear Students:

Welcome to the University in the High School Program at Farmingdale State College! Congratulations on taking this important step towards pursuing a college degree.

Farmingdale State College (FSC) is committed to providing access to and preparation for post-secondary education programs through its ability to offer college credit bearing courses to high school students.

The University in the High School Program (UHS) helps bridge the gap between high school and college level study. It is an opportunity for you to challenge yourself academically. Every UHS course is equivalent to the same course at FSC.

This handbook is meant to be a written introduction to the UHS program, and is intended to complement your high school's Student Handbook.

Some of the topics this handbook covers are:

- Overview of the UHS Program
- Registration Information
- How to Order Transcripts
- College and Program Policies

We trust that you will carefully consider the information and policies outlined in this book, and will work hard to succeed in your UHS course.

If, after reading this handbook you have further questions, speak directly with your UHS instructor (teacher) or school's UHS Coordinator, or call our office at 631-420-2199.

We are pleased that you are a part of the FSC community, and we wish you the best of luck in your college course this year!

Sincerely,

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Farmingdale State College Mission Statement

Farmingdale State College, a campus of the State University of New York, is a public comprehensive college of applied science and technology. At Farmingdale, students, faculty, and staff form a community committed to diversity and excellence in learning, scholarship, research, and service to society. The educational experience at the College provides students with a foundation of knowledge and skills so that they may be imaginative, critical thinkers and successful problem solvers, who are motivated by a spirit of inquiry and recognized for innovative achievement throughout the region, state, and nation. Offered by outstanding scholar-teachers and professional staff members, a Farmingdale State College education, embracing ethics, culture, and aesthetics, empowers graduates to be exemplary citizens, scholars, professionals, and leaders in an increasingly diverse and interdependent world. In fulfilling its mission, the College shall:

- Provide students with a broad academic foundation, which includes an appreciation of culture, ethics, aesthetics, citizenship, cultural diversity, and the interrelationships among the applied arts and sciences, technologies, and society.
- Offer affordable programs to academically qualified students which support their educational aspirations, meet the needs of regional employers, and promote the economic, social and cultural development of the region. Provide a stimulating environment that results in student learning.
- Promote scholarship and research that addresses the Mission of the College, benefits the larger society, and enhances teaching and student learning.
- Enhance student activities and services beyond the classroom in order to support and enrich learning and promote career, social, and personal development for diverse student populations.
- Provide a physical environment that supports and enriches teaching, learning, scholarship, and research Foster an open and transparent campus environment in order to maintain the integrity of the Mission of the College.
- Seek and provide ample resources to support the Mission of the College.
- Encourage students to aspire to be exemplary citizens, scholars, professionals, and leaders in society.

University in the High School Program Description

The University in the High School Program (UHS) enables qualified high school upperclassmen (juniors and seniors) to earn college credit for approved courses offered in their own school. Students who register with Farmingdale State College (FSC) and successfully complete the course will be eligible to earn undergraduate college credits. Credits will be recorded on an official Farmingdale transcript and can either be used to pursue a degree at Farmingdale or a transcript can be sent to any other college the student wishes to attend.

FSC helps bridge the gap between high school and college level study. By providing the University in the High School program to high school students, we allow students to take college level course work while attending high school. By exposing the students to this level of work FSC aspires to motivate students to continue college level work after graduation from high school.

What is Concurrent Enrollment?

Formally called “dual credit” or “dual enrollment”, concurrent enrollment refers to a course where qualified students earn both high school and college credit for one course, taught by a high school teacher who has been approved to instruct the college course. This program enables students to take challenging, college-level courses in high school to aid the transition from high school to college, and to earn college credits that can be transferred to many colleges and universities in New York and throughout the country.

Benefits of Participation

Students who enroll in the UHS Program distinguish themselves from their peers in several ways. You will potentially:

- Be a more attractive college candidate because of your proven commitment to education
- Save money by reducing future college costs
- Lighten your first or second semester course load, which may reduce stress in your freshman year
- Have more time to devote to electives, or internships and other co-curricular activities
- Graduate from college earlier

Participating in rigorous college level work while in high school will undoubtedly contribute to your overall development and success, and may help you clarify your life's goals.

Taking the Next Steps

It is important that you understand that once you register for a UHS course, you have started a college transcript. The class will become part of your permanent academic record. You may choose to continue your education at FSC, or use the FSC transcript to apply for transfer credit at another institution.

We recommend that you discuss the UHS Program with your parent(s) or guardian(s), and teacher(s) or guidance counselor. Carefully consider the cost, workload, and information in this handbook.

Student Eligibility

You were placed in a college-level class by your high school; however, to participate in UHS, you must have a recommendation from your teacher and/or school administrator by way of signature(s) on the registration form. Your teacher/administrators' signatures indicates that you have met the prerequisites for the course.

Your high school may have other eligibility requirements for participation in UHS. You should speak with your teacher and/or guidance counselor to learn of any other requirements.

All FSC prerequisites apply.

RAM IDs

The first time a student registers for a UHS course (or applies to Farmingdale State College), he or she is assigned a FSC identification number, known as a RAM ID. UHS instructors must provide UHS students with their RAM ID number. When available, use your RAM ID for registration.

Registration & Fees

It is critically important that all students follow the registration procedures outlined in this book. Every semester UHS registration forms are distributed one of two ways:

- In person by UHS personnel
- Sent as a .pdf file via e-mail, for the UHS instructor or administrator to hand out in class

Once registration forms are distributed, students have two weeks to return completed forms to their UHS instructor.

You must use blue or black ink to complete your registration form. You must include all required information (i.e. First and Last Name, DOB, SSN, required signatures, proper form of payment). If the form and/or check is illegible, it may be considered invalid, and you will not be registered for the course.

Registration forms must not be altered. If the UHS Office receives a form that has been altered, the form will be considered invalid, and you will not be registered for the course.

IMPORTANT: The UHS Office will not accept any new registration forms after November 15th for Fall/Year class, or April 15th for Spring classes. See below for registration and payment timeline.

Signatures

Registration forms must be signed by the student, parent/guardian, and UHS instructor. Students will not be registered unless all required signatures have been obtained.

UHS instructors must sign all forms to verify that the students are eligible to take the course. If a non-upperclassman fulfills the prerequisite requirements for taking the course, additional verification must be submitted for that student.

UHS registration takes place during your high school district's Fall/Spring semesters.

Registration and Payment Timeline

When does the class meet?	Semester you will register	Registration and Payment Deadline
Fall Only (September – January)	Fall (September – mid November)	November 15
All Year (September – June)	Fall (September – mid November)	November 15
Spring Only (February – June)	Spring (February- mid April)	April 15

You may only register for Fall classes in the Fall, and Spring classes in the Spring. You may only register for Year-long courses in the Fall. You **MAY NOT** register after the deadline. You **MAY NOT** register for classes after the semester ends.

2016-17 Fees

Registration fees are payable by check or money order only. We cannot accept cash. The fee for each course is listed on the front of the registration form.

Students who qualify for the free/reduced lunch program are eligible to pay a reduced UHS fee. A high school administrator must complete the verification statement on the form.

Number of Credits	Full Registration Fee	Free/Reduced Lunch Registration Fee
1	\$50	\$25
2	\$100	\$50
3	\$140	\$70
4	\$180	\$90

IMPORTANT - Please note that UHS registration fees will increase in the 2017-18 year.

2017-18 Fees

Registration fees are payable by check or money order only. We cannot accept cash. The fee for each course is listed on the front of the registration form.

Students who qualify for the free/reduced lunch program are eligible to pay a reduced UHS fee. A high school administrator must complete the verification statement on the form.

Number of Credits	Full Registration Fee	Free/Reduced Lunch Registration Fee
1	\$50	\$25
2	\$100	\$50
3	\$150	\$75
4	\$200	\$100

Grades & Transcripts

FSC does not automatically mail grade reports at the end of the term. The UHS instructor will advise the student of his/her grade. Students can request a FSC transcript by following this link: farmingdale.edu/registrar/transcripts and submitting a Transcript Request Form to the Registrar's Office.

College Grading System – Achievement Points

The following is the official College grading system:

Percentage	Equivalent	Grade	Interpretation
93 - 100%	4.00	A	Excellent
90 - 92%	3.67	A-	
87 - 89%	3.33	B+	
83 - 86%	3.00	B	Good
80 - 82%	2.67	B-	
77 - 79%	2.33	C+	
73 - 76%	2.00	C	Satisfactory
70 - 72%	1.67	C-	
67 - 69%	1.33	D+	
60 - 66%	1.00	D	Minimum Passing
0 - 59%	0.00	F	Failure
		I	Incomplete
0		W	Withdrawal
0		UW	Unofficial Withdrawal

All grades earned will be included on the student's Farmingdale State College transcript.

Transferring Credit

Taking a UHS course does not guarantee admission to FSC. If you attend FSC after high school, your grades are already here; just tell your advisor at your first registration meeting. If you attend another college, you must send an official transcript from FSC. Your high school transcript will not be sufficient. Visit the "Grades and Transcripts" webpage and follow the instructions.

The other college may evaluate your FSC transcript and grant you transfer credit for the course(s). Acceptance by other SUNY schools is typical. While no guarantee can be offered for all American colleges and universities, we have found that such credits earned with a grade of "C" or better are accepted by a broad range of public and private institutions.

If you are planning to attend another college or university, we highly recommend that you contact that school and inquire about their transfer policies before registering for a UHS course.

If your college is reluctant to recognize your FSC course(s), please contact the UHS Office at 631-420-2199.

Course Evaluations

Students will be asked to complete course evaluations via a link at the end of the semester. The UHS Office or FSC faculty liaisons will provide UHS instructors with the link to share with students.

Policies

Registration & Payment

At this time, all payments must be received in the form of a check or money order. We do not accept cash payments. We are unable to accept phone transactions.

If we receive a personal check and it is returned from the bank due to insufficient funds, the only forms of payment that we will accept are an official cashier's check, or a money order. You will receive a letter with instructions as to how to pay for the course. The alternative payment must be sent immediately upon receipt of the letter. If we do not receive a payment, you will not be registered for the course (and will not receive credit for the course).

Withdrawals & Refunds

Registration for UHS courses is handled in accordance with SUNY policies. Once you submit the registration form and proper payment, you are enrolled in the course, and are responsible for the registration fee.

If, for any reason, you want or need to drop the University in the High School course (whether or not you continue to participate in the high school level course) you must tell us in writing. The following financial liability schedule will apply:

Date written request is postmarked	Your financial liability will be:	Your grade will be:
Within the first 3 weeks of registration	Cancelled	Cancelled
After first 3 weeks of registration	100%	"W" (Withdrawn)

Also in accordance with University policies, outstanding financial liability to the University results in a "Hold" being placed on student records. This means that future registrations are not permitted and transcript requests will not be honored until the liability has been satisfied.

Enrollment

Class size policies vary based on the academic department and course specifications. There may be a minimum number of students needed in order to offer the class for FSC credit.

Pre-Requisites

Course eligibility is dependent upon students meeting departmental requirements. Please refer to the FSC College Catalog for information about specific course pre-requisites. UHS instructors and/or administrators sign student registration forms to verify that they meet the pre-requisite(s).

Family Educational Rights and Privacy Act (FERPA)

FSC UHS students are included in the College's Family Educational Rights and Privacy Act (FERPA) policy. Under the FERPA policy, students have a right to expect that information in their education records will be kept confidential and will be disclosed only with their permission or under provisions of the law.

For purposes of FERPA, FSC considers all students independent (regardless of their age). Please visit farmingdale.edu/registrar/ferpa for more information about FERPA.

Academic Integrity & Code of Conduct

Each member of the Farmingdale State College campus community is expected to maintain academic integrity. Farmingdale State College has developed regulations concerning academic dishonesty and integrity to protect all students and to maintain an ethical academic environment. This includes prohibiting any form of academic dishonesty as outlined below.

Academic dishonesty cannot be condoned or tolerated in a college community. Such behavior is considered a violation of the Student Code of Conduct, and students found guilty of committing an intentional act of fraud, cheating or plagiarizing will be disciplined and face penalties.

The College regards academic dishonesty as an intentional act of fraud, in which a student seeks to claim credit for the work or efforts of another individual without correct documentation, or uses unauthorized, undocumented or fabricated information in any academic exercise.

The College also considers academic dishonesty to include forging of academic documents, intentionally impeding or damaging the academic work of others, or assisting other students in acts of dishonesty. Academic dishonesty is divided into four categories which are defined as follows:

- **CHEATING:** Intentionally using or attempting to use unauthorized materials (including all electronic devices), information or study aids in any academic exercise.
- **FABRICATION:** Unauthorized falsification or invention of any information or citation in an academic exercise.
- **FACILITATING ACADEMIC DISHONESTY:** Knowingly helping someone commit an act of academic dishonesty.
- **PLAGIARISM:** Intentionally representing the words or ideas of another as one's own in any academic exercise. This includes words or ideas in either print or electronic format.

Academic dishonesty is morally wrong, and such behavior interferes with learning and intellectual development. Therefore, all members of the campus community have the responsibility to prevent dishonesty, protect honest students, and enforce campus policies. These responsibilities include but are not limited to the following:

- Faculty members have the responsibility to establish standards of academic integrity and disciplinary policies
- In cases of academic dishonesty (consistent with the standards and policies of the College) and to include a statement of those standards on their course syllabi.
- Students have the responsibility to abstain from academic dishonesty or facilitating the dishonest behavior of others.
- Violation of the academic integrity policy is strictly prohibited and may result in a disciplinary action ranging from a warning letter to probation, suspension, or dismissal from the College with a permanent transcript notation.

Please visit farmingdale.edu/campus-life/dean/code-of-conduct for more information about the FSC Student Code of Conduct.

Important College Terms

Academic Standing: A student's status based on grades. To be in "good" academic standing and advance toward graduation, a student must maintain a grade average of C or better.

Alumni: Graduates from an institution, such as Farmingdale State College.

Associate Degree: The Associate Degree is granted upon completion of a program of at least two, but less than four years of college work.

Bachelor's Degree: The Bachelor's Degree is the undergraduate degree offered by four-year colleges and universities (Minimum of 120 credits).

Course Numbers: Numbers containing 3 or 4 digits used to identify courses in the course catalog and in the course schedule. For example, English 101 - Composition.

Credit Hours: Courses taken in college are measured in terms of credit hours. To earn one credit hour, a student must satisfactorily complete one 50-minute session of classroom instruction per week for a semester of not less than 15 weeks. Most courses carry 3 credit hours. Some may carry more credit hours (e.g., labs in Math, Engineering or the Sciences). It is assumed that each credit hour is also associated with a minimum of approximately 100 minutes of out of class work each week for a semester of not less than 15 weeks.

Cumulative Credits: The number of credits a student has earned.

Curriculum: A curriculum is composed of those courses prescribed or outlined by the College for completion of a program of study leading to a degree or certificate.

Discipline: A subject or field of study such as "English", "Mechanical Engineering", "Nursing."

Elective: Beyond major and General Education courses, students may take elective courses to explore their interests.

FAFSA: Free Application for Federal Student Aid. The almost universal application for financial aid, including loans, grants, college work-study and other federal and state programs. Often required before a student can be considered for scholarships.

FERPA: This U.S. government act is designed to protect the privacy of students' educational records. The Family Rights and Privacy Act (FERPA) affords students academic privacy rights.

Final Exams (Finals): Exams given at the end of the semester. The type of final administered in a course is left to the discretion of the instructor.

Grade Point Average (GPA): To figure a GPA, simply multiply the number of hours a course is worth by the number of points for the letter grade, then add up the totals for each course and divide by the number of credit hours. The result is the grade point average.

Hold: A hold on a student's account will prevent registration. Transcript requests will also not be honored until the hold is removed.

Mid-Term Exams (Midterms): Exams that are given approximately mid-semester. Instructors may give mid-term exams that test students on the material covered throughout the first half of the semester.

Minor: Subject or course of study that is supplemental to the principal course of study or major. Usually requires 15-21 credits. Optional.

Registrar: The registrar is responsible for the maintenance of all academic records.

Registration: The process of enrolling in classes for a future academic semester or session.

Syllabus: A document that outlines the important information about a course. Written by the professor or instructor, it includes important dates, assignments, expectations and policies specific to that course.

Transcript: A permanent academic record of a student. It shows courses taken, grades received, academic status and honors received.

UHS Instructor: High school teacher that has been vetted by FSC, and is teaching your UHS course.



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