

Spring 2017

University in the High School

INSTRUCTOR HANDBOOK



Farmingdale
State College
State University of New York

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Farmingdale State College

State University of New York

Dear Farmingdale State College University in the High School Instructors:

Welcome to the Farmingdale State College University in the High School Program (UHS). You are joining a community of educators dedicated to providing a rigorous college experience to motivated high school students. There are many benefits to providing high school students with early college experiences, and we thank you for your commitment to education.

The UHS Program started in 1998 with one high school. The UHS Program has grown consistently over the years, and we now have partnerships with over 100 high schools in the region. Over 6,000 students received college credit through UHS in the 2015-16 school year.

In addition to UHS, the Department of College-High School Programs (the Department) initiated collaborations that resulted in Farmingdale State College (FSC) being named the college partner for the first Long Island P-TECH program. Currently, the Department also serves as the Smart Scholars Early College post-secondary education partner for two school districts.

The Department regularly participates in high school advisory boards, steering committees, and hosts various meetings, field trips, and events for our high school partners. Last year, we hosted over 900 students, teachers, administrators, and business leaders from the Long Island community at the Annual Long Island Virtual Enterprises Business Plan Competition and Trade Show.

FSC and the Department are pleased to support so many students in their efforts to pursue early college-high school experiences. We hope that this handbook will help you prepare for the academic year, and answer any questions you may have. Please contact my office at 631-420-2199 if you have questions that are not answered after reading this book.

We look forward to working with you to support our students.

Francine Federman, PhD
Assistant Dean, Department of College - High School Programs

Administration and Staff

Dr. Francine Federman, Assistant Dean

Thompson Hall 129
Francine.Federman@Farmingdale.edu
631-420-2199

Laura McMullin, Assistant Director

Thompson Hall 127
Laura.McMullin@Farmingdale.edu
631-794-6383

Ryan Mannix, Instructional Support Assistant

Thompson Hall 127
Ryan.Mannix@Farmingdale.edu
631-420-2199

Department Secretary

Thompson Hall
631-420-2199

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 a course will be eligible to earn undergraduate college credits. Credits will be recorded on an official Farmingdale transcript and can be used to either 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 UHS 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 aims 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 the same 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.

University in the High School Instructor Role and Responsibilities

Farmingdale State College UHS instructors must:

- Teach the FSC course as approved by the FSC Academic Department (the academic department is responsible for a specific discipline, or subject, e.g., biology)
- Adhere to FSC course requirements as established by the FSC Academic Department
- Support two-way communication with the UHS Office and the high school by reading all information and responding to inquiries in a timely manner
- Observe program deadlines and policies including student registration, roster accuracy, and the online grading process
 - » Some policies vary by department. Please communicate with the Faculty Liaison from your department about discipline-specific policies
- Participate in regular syllabus collection
- Seek and create a college environment in the FSC UHS classroom
- Attend a minimum of one discipline-specific professional development event per year

How to Become a UHS Instructor

High school teachers who wish to become UHS instructors will adhere to the basic vetting process. Interested teachers will submit a resume, as well as a proposed syllabus for each course he/she wishes to teach, to the UHS Office.

It is important to note that UHS instructors are required to teach the FSC course and adhere to the standards set by the specific academic department at FSC. Interested high school teachers are welcome to reach out to the UHS Office for sample standard syllabi (see Appendix A for Syllabus Elements).

Required qualifications to teach UHS courses vary by academic department. Some departments require a master’s degree in the discipline in order to teach that subject (e.g., the sciences, such as biology). Other disciplines look for specific coursework taken at both the undergraduate and graduate level, and/or previous professional experience. Some departments are more flexible in their requirements and will approve a teacher with a master’s degree in a related field.

Once an instructor is approved to teach a UHS course, he/she must submit his/her date of birth, social security number, and contact information to the UHS Office. The Office asks for this information so that instructors can be entered into the database and be granted grading privileges through the online OASIS system.

New UHS Instructor Orientation

All new UHS instructors must complete an orientation that includes both administrative and discipline-specific information. Orientations are scheduled on an as-needed basis.

Instructor's Extended Absence

If an approved UHS instructor will be out for extended leave or illness, the UHS Office must be notified immediately. The substitute instructor must submit his/her resume for the vetting process. If the substitute teacher is approved, he/she must teach the previously approved curriculum. If the substitute teacher is denied, the class will not run as a FSC credit bearing course.

Timeline for New Instructor Approval

FALL/YEAR SEMESTER

April 15: Resumes (and accompanying syllabus if new course) are due to UHS Office.

May: Teachers who have submitted resumes by the deadline will be notified of a decision by the end of May.

June: New UHS instructors are required to attend a New Instructor Orientation, which consists of both administrative and discipline-specific orientations.

Summer: Teachers who intend to replace a UHS instructor who announces plans to leave will send their resume to the UHS Office by July 15th. The UHS Office considers these submissions emergency requests and will try to expedite a decision. Many faculty members leave the College during the summer months; however, they remain in contact with the UHS Office when possible.

SPRING SEMESTER

November 15: Resumes (and accompanying syllabus if new course) due to UHS Office.

December: Teachers who have submitted resumes by the deadline will be notified of a decision by the end of December.

January: New UHS instructors are required to attend a New Instructor Orientation, which consists of both administrative and discipline-specific orientations.

Winter Intersession (late Dec- late Jan): Teachers who intend to replace a UHS instructor who suddenly announces plans to leave must send their resume to the UHS Office by January 15th. The UHS Office considers these submissions emergency requests and will try to expedite a decision. Many faculty members leave the College during the intersession; however, they remain in contact with the UHS Office when possible.

Important Note: Instructors approved after the deadlines are required to attend a New Instructor Orientation before classes begin.

Benefits

Discipline-specific professional development events are held regularly for UHS instructors to share knowledge, strategies, and techniques with each other. UHS instructors are given the opportunity to meet with FSC faculty to discuss latest developments in their field, and to discuss curriculum development and teaching techniques.

New Courses & Timelines

At this time, the UHS Program is unable to accept requests for new courses in specific disciplines. Please contact the UHS Office at 631-420-2199 for more information.

New Courses

FALL/YEAR SEMESTER

April 15: Completed syllabus is due to UHS Office

Early June: UHS instructor/coordinator is notified of decision

June: New high schools must send the FSC Provost a "Principal Letter," inviting UHS into their school

SPRING SEMESTER

November 15: Completed syllabus is due to UHS Office

End of December: UHS instructor/coordinator is notified of decision

January: New high schools must send the FSC Provost a "Principal Letter," inviting UHS into their school

Recurring Courses

FALL/YEAR SEMESTER

May: The UHS Office will send an email listing the current course offerings for the high school.

May 31st: Deadline for confirmation of courses running.

SPRING SEMESTER

January: The UHS Office will send an email listing the current course offerings for the high school.

January 31st: Deadline for confirmation of courses running.

Student Registration

It is critically important that all UHS instructors and coordinators follow the registration procedures outlined in this book, and direct students to do so, as well.

Every semester, the UHS Office sends a welcome back e-mail, with a request for a response about how to distribute registration forms. Registration forms are distributed one of two ways:

- In person by UHS personnel
- Sent as a .pdf file via e-mail

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

Please review completed forms to verify that all required information (First and Last Name, DOB, SSN, required signatures, proper form of payment) is accurate and legible.

Registration forms must not be altered. If the UHS Office receives forms that have been altered, the forms will be considered invalid, and the student(s) will not be registered for the course(s). UHS instructors and/or coordinators must inform the UHS Office immediately about any changes to the typical registration process.

Completed forms (that are signed by all parties) and payments should be sent to the UHS Office two weeks after the initial receipt of forms. Forms for each class should be sent together (i.e. in one envelope). If possible, all UHS instructors in a school should coordinate and send forms together.

Important: The UHS Office will not accept any new registration forms after November 15th for Fall/Year class, or April 15th for Spring classes.

Signatures

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

UHS instructors will 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. For example, if one or more sophomore students meets the prerequisite requirements for the course, the UHS instructor must write a letter verifying their eligibility. Letters should be sent with registration forms to the UHS Office.

Program Fees

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

Students that 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.

Class Rosters and RAM IDs

UHS instructors must provide UHS students with their FSC identification number, known as a RAM ID. The first time a student registers for a UHS course (or applies to Farmingdale State College), he or she is assigned a RAM ID. Instructors will log into the online OASIS system to look up their UHS class roster, which includes students' RAM IDs. Instructors must confirm class rosters in December for Fall/Year courses, and May for Spring courses.

How to Look Up a Roster

Go to oasis.farmingdale.edu.

1. Enter your Social Security number and your PIN.

» If you have never logged in, your PIN is your date of birth in MMDDYY format.

» If you have used the system and have changed your PIN, enter that PIN and click the login button.

If you have problems with your Login and PIN, contact the Registrar's Office at 631-420-2776.

2. Click on the "Faculty Services" tab.

3. Scroll down and click "Summary Class List."

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

To determine the cumulative grade point average, multiply the achievement point value of each grade by the

credits designated for each subject. Then divide the total achievement points by the number of credits carried. Only grades earned in the college are considered in the computation of averages for all students.

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

Submitting Grades

UHS instructors must enter final grades through the online OASIS system. Only the instructor assigned to the specific section has the authority to enter grades for that section. Every student on the roster must receive a grade. It is the UHS instructor's responsibility to enter final grades for each student as per the directions given. Failure to submit grades may result in dismissal from the UHS Program.

How to Enter Final Grades

1. Go to oasis.farmingdale.edu
2. Enter your Social Security number and your PIN.
 - » If you have never logged in your PIN is your date of birth in MMDDYY format.
 - » If you have used the system and have changed your PIN, enter that PIN and click the Login Button.

If you have problems with your Login and PIN, contact the Registrar's Office at 631-420-2776.
3. Click on the "Faculty Services" tab.
4. Scroll down and click "Final Grades."
5. Select the term and click "submit." The CRN for your first course section will appear. The CRN field displays the total number of students registered in that section and the total number of students to be graded.
6. Select one section and work with one section at a time.
7. Next to each name there is a grade block. Click on the arrow and a drop menu will appear with grade choices. Every student must receive a grade.

When a student has moved, or withdrawn for another reason, you have the option of assigning a "UW" (unofficial withdrawal). When you assign a "UW" or grade of "F," you must complete the last date attended column. If you are not certain of the last date of attendance, submit the last date for which you have evidence that the student was in class (e.g., a midterm exam). If the "F" you have assigned is an earned F and your student actually attended through the final exam, then simply enter the exam date as the last date of attendance.

When each grade has been assigned, click the submit button at the bottom of each roster and this will post the grades you have entered.

Important Notice: You must view your grades to ensure that they have been posted. Go to the bottom of grade sheets and click on display class list. If the system posted the grades, you should be able to view them here. If you see that grades are not posted or some have been missed, go back to the grade roster and enter them again. The most common error is not entering a last date of attendance for UW and F grades.

Incompletes

Note: A grade of "I" should be assigned only in those special circumstances where you and the student have met and agreed upon a plan and timetable for the student to complete the semester's work. Use of grade of "I" is not recommended.

A grade of "I" (Incomplete) is reported when, for some reason beyond his/her control, the student misses the final examination or has not completed a portion of the required work for the course. The decision to grant an "I" is at the sole discretion of the instructor. All incompletes must be resolved and a change of grade must be submitted no later than 30 days after the beginning of the next semester.

Grade Changes

If a grading error should occur, the Official Grade Change form should be used to make a change in the student's records (Appendix B). Official Grade Change forms are available from the UHS Office (631-420-2199). Instructors cannot change grades through the online OASIS system once a grade has been posted for a student.

Registration and Grading Timeline

FALL/YEAR SEMESTER

September: UHS Office sends "welcome back" e-mail with request for response about preferred method for delivery of registration forms.

Mid-September – early November: Registration site visits and e-mails are sent; registration forms and verifications are sent back to UHS Office; students are registered for classes.

November 15: Deadline for all registration forms.

Early December: UHS Office sends email stating that official class rosters are available for UHS instructors to view and download.

December 15: Deadline for confirmation of class roster is due to UHS Office.

Late January: Final grades to be submitted via the online OASIS system.

SPRING SEMESTER

January: UHS Office sends "welcome back" e-mail with request for response about preferred method for delivery of registration forms.

February - March: Registration site visits and e-mails are sent; registration forms and verifications are sent back to UHS Office; students are registered for classes.

April 15: Deadline for all registration forms.

Early May: UHS Office sends email stating that official class rosters are available for UHS instructors to view and download.

May 15: Deadline for confirmation of class roster is due to UHS Office.

Late June: Final grades to be submitted via the online OASIS system.

Technology Support

For issues concerning OASIS, please contact the Registrar's Office at 631-420-2776. You may also reach Marilyn Flores, Associate College Registrar, or Cindy McCue, College Registrar, at 631-420-2429 or at Mccuecp@Farmingdale.edu or Floresm@Farmingdale.edu.

Faculty Liaisons

UHS is proud to have FSC faculty who are committed to working with UHS instructors to monitor quality, consistency, and curricular alignment of dual enrollment courses. Faculty liaisons improve overall communication between FSC faculty and UHS instructors to benefit teaching and learning.

Faculty liaisons collect information as needed for review, provide resources to UHS instructors as needed, and continue contact with the instructors throughout the semester/year. Liaisons review curricula and instructor credentials with the assistance of their department. Liaisons will work with their department to coordinate assessment activities. Liaisons will report back to the UHS office and provide the UHS office with any materials/syllabi/feedback gathered as a result of site visits and communications. Liaisons are involved in the planning and preparation of both the training and professional development opportunities for UHS instructors (see Appendix C).

Site Visits

Faculty liaisons will perform site visits to participating high schools. Site visits are instrumental in assuring the consistency of curriculum in a dual enrollment course.

All new instructors will be visited in their first semester of teaching. Based on department guidelines, visits are scheduled every 1-3 years. Faculty liaisons will complete a one-page site visit form (see Appendix D). Faculty liaisons may request a recent copy of the syllabus before scheduling a site visit.

Evaluations

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

The UHS Office will also send surveys to instructors, principals, and guidance counselors at least once every three years to determine those partners' perspectives and help inform and guide program improvement.

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 transcript by following this link: farmingdale.edu/registrar/transcripts.shtml and submitting a Transcript Request Form to the Registrar's Office.

Professional Development

Discipline-specific professional development events are held regularly for UHS instructors to share knowledge, strategies, and techniques. UHS instructors must attend FSC sponsored or approved professional development events to continue their participation in the UHS program.

At this time, FSC is not a NYSED approved CTLE provider. Alternatively, school districts may include FSC as an approved professional development provider as part of their professional development plan. The districts will certify the FSC professional development events as CTLE requirements for their staff.

Policies

Email Communications

UHS instructors and coordinators will share their most current contact information with the UHS Office.

E-mail is the primary form of communication between the UHS Office and high school instructors, coordinators, and administrators. It is expected that coordinators and instructors check their email regularly, and respond to UHS Office and faculty liaison requests in a timely manner.

Failure to reply to communications from the UHS Office or faculty liaisons may result in dismissal from the UHS Program.

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).

High School Transcripts

High school transcripts must have the dual-enrollment class listed.



Appendix



Syllabus Elements

FSC Course (Title of Course)
Instructor
High School
Semester & Year

Course Description

Required Text

Learning Objectives

Grading

The high school and the FSC grades may differ. It is possible that two different grades are awarded for the same dual-enrollment course. For example, the high school uses number grades and the College uses letter grades. The FSC grade is determined by the official college grading system.

Assignment Summary

Course Policies

- Attendance
- Late Work Policy
- Academic Misconduct
- Plagiarism

Course Calendar

**Syllabus templates may differ, depending on the discipline. The UHS Office or faculty liaison(s) can help by offering sample standard syllabi. Please contact the UHS Office and/or faculty liaison(s) for guidance about syllabus development.*

List of Faculty Liaisons for 2016/17

Automotive Engineering Technology.....	Professor Mohamad Zoghi
Biology.....	Dr. Stuart Chaskes
Biology.....	Dr. Marcy Lombardi
Biology.....	Dr. Lisa Prazak
Business Management.....	Professor Keith Brady
Business Management.....	Professor Mary Clifford, J.D.
Business Management.....	Professor Danielle Conte
Business Management.....	Dr. Jing Betty Feng
Business Management.....	Professor Carol Lane
Business Management.....	Professor Chad A. Lupinacci, J.D.
Business Management.....	Professor John Masserwick
Business Management.....	Professor Maria Randazzo-Davis
Business Management.....	Professor Sudhir Sachdev
Computer Systems.....	Professor Alexis Greenidge
Computer Systems.....	Dr. Marie Pullan
Construction Tech.....	Dr. Bahar Zoghi
Criminal Justice.....	Professor Richard Romano
Criminal Justice.....	Professor James Rooney
Economics.....	Professor Ambrose Jusu
Economics.....	Dr. Xu Zhang
Electrical Engineering Technology.....	Professor Marjaneh Issapour
Health Studies.....	Dr. Denny Ryman
Health Studies.....	Dr. Jack Thomas
History.....	Dr. Melixa Abad-Izquierdo
History.....	Dr. Emily Fogarty
History.....	Professor Lowell Wolf
Math.....	Dr. Arlene Kleinstein
Math.....	Dr. Carlos Marques
Math.....	Dr. Dipendra Regmi
Mechanical Engineering Technology.....	Dr. Jeff Hung
Politics.....	Dr. Robert Saunders
Sociology.....	Dr. Angela Jones
Sport Management.....	Professor John Meindl
Visual Communications.....	Professor Alexandra Giordano

**Farmingdale
State College**
State University of New York

University in the High School Faculty Liaison Site Visit Report

UHS Instructor Name _____

High School _____

Course _____

FSC Faculty Liaison Name _____

Date of Visit _____

Check all that apply from the visit

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Participated in class (e.g. guest lecture, team teaching, etc.) | <input type="checkbox"/> Attended Class |
| <input type="checkbox"/> Discussed progress of the class with students | <input type="checkbox"/> Discussed progress of the class with the instructor |
| <input type="checkbox"/> Reviewed examples of assessment instruments | <input type="checkbox"/> Reviewed samples of student work |
| <input type="checkbox"/> Discussed grading of student work with instructor | |
| <input type="checkbox"/> Professional development discussion, beyond a reflection of the visit, such as sharing of strategies, new developments in the discipline, content from past workshops, texts/activities for course, college expectations, etc. (Attach description, in addition to notes, including any pertinent materials) | |
| <input type="checkbox"/> Other | |

Is the UHS instructor using an approved textbook? Yes _____ No _____

Is the UHS instructor following an approved course syllabus? Yes _____ No _____

Is the course consistent with the on-campus FSC course? Yes _____ No _____

Use the space below for comments, notes, recommendations (attach separate sheet, as needed):

Faculty Liaison Signature _____ Date _____

Did you discuss/share your feedback with the UHS Instructor? Yes _____ No _____

If you checked No, would you like UHS to share a copy on your behalf? Yes _____ No _____

This report is for the sole purpose of maintaining the alignment of UHS concurrent enrollment courses with those taught at FSC. It is not intended as a teacher evaluation, and is not shared with school districts or administrators.

Farmingdale State College

State University of New York

Grade Change

STUDENT I.D. NUMBER	MAJOR
LAST NAME	FIRST
	MIDDLE

SEMESTER _____ **YEAR** _____

01 (Jan.Int.)

02 (Spring)

06 (Summer: _____)

09 (Fall)

To Instructor: Please check appropriate box and follow instructions.

- Change from Inc** Incompletes must be resolved no later than 30 days after the beginning of the next semester. Submit this form with an explanation for the change to the Department Chair for processing.
- Grade to Grade** Grade changes must be completed within one calendar year from the end of the semester. Submit this form with an explanation for the change to the Department Chair for processing.
- Submit Grade** This is to be used ONLY if the instructor omitted entering a grade due to non-attendance, a UW (unofficial withdrawal) or a W (withdrawal) due to non-compliance with immunization law. If more than 6 weeks have elapsed since the end of the semester, this form must be submitted with an explanation of the change to the Department Chair for processing.

PLEASE NOTE: No grade will be changed beyond one year after the conclusion of the semester in which the course was taken, except with the approval of the Campus Admission and Academic Standards Committee. Typically, no grade may be changed after a degree has been officially awarded.

INSTRUCTIONS TO THE INSTRUCTOR AND DEPARTMENTAL CHAIR Re: PROCESSING

1. After completing this form, the Instructor delivers it to the Chair.
2. The Chair will forward Grade Change Form to the Registrar's Office for review. No student should be permitted access to this form.
3. If valid, the grade change will be entered by the Registrar's Office, and copies will be sent to curriculum Chair, Chair of the course and instructor.
4. If not valued, reason will be listed below and copies will be sent to curriculum Chair, Chair of the course and instructor. Instructor will inform student.
5. A revised Grade Mailer will be sent to the student indicating that the grade change has been processed.

COURSE REFERENCE NUMBER	DEPARTMENT	COURSE NUMBER	FINAL LETTER GRADE	
			FROM	TO

EXPLANATION (See notes on reverse side.)

INSTRUCTOR'S NAME (PRINT)	INSTRUCTOR'S SIGNATURE & DATE	CHAIR'S SIGNATURE & DATE
---------------------------	-------------------------------	--------------------------

FOR REGISTRAR'S USE ONLY

RECORD OF GRADES **Action:** Recorded Not Recorded

Comments _____

Copy to student's Curriculum Chair _____ Copy to Department of Course Code _____

NAME OF CHAIR NAME OF CHAIR

* Copy of Grade Change Form to be kept in the Registrar's Office for five years.

Farmingdale
State College

State University of New York

2350 Broadhollow Road
Farmingdale, New York 11735
631.420.2000
farmingdale.edu