

2019

# University in the High School

ADMINISTRATOR AND INSTRUCTOR HANDBOOK



**Farmingdale  
State College**

State University of New York

**89% of our  
graduates are  
employed within  
six months.**

***Yes, really.\****

- 91% of students with a bachelor's degree are employed; 80% full time.
- 74% are employed in fields related to their degree.
- 47% secured employment before graduation; the balance were employed within six months of graduation.
- More than 90% reported being employed in the New York metropolitan area—the vast majority on Long Island!
- 53% responded that Farmingdale prepared them “extremely well” or “very well” for their current positions.
- 39% did internships, and 46% of those found jobs where they interned.
- 19% of baccalaureate respondents who are employed reported salaries of at least \$60,000; 49% reported salaries of \$40,000 or more.

\*See the full employment report at  
[farmingdale.edu/employment-report](http://farmingdale.edu/employment-report)

**F r i n d l e  
S t a t e C o l l e g e**

State University of New York

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The background features a large, light gray watermark of the Farmingdale State College logo. The logo is circular with the text "UNIVERSITY OF NEW YORK" at the top and "FARMINGDALE" at the bottom. Inside the circle, it says "LET EACH BECOME ALL ONE IS CAPABLE OF BEING" around a central shield. The shield contains a sun, a plow, and a sheaf of wheat, flanked by two figures. The year "1912" is at the bottom of the shield.

**Farmingdale  
State College**

**State University of New York**

# 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

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## Administration and Staff

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## 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 the 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. Send submissions to [UHSOffice@farmingdale.edu](mailto:UHSOffice@farmingdale.edu).

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 FSC Template Syllabus).

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. Please see Appendix B for a list of the minimum UHS credentials by discipline.

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Once an instructor is approved to teach a UHS course he/she will be notified, and informed of a New UHS Instructor Orientation date. He/she must also 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. See Appendix C for examples of acceptance and rejection letters.

## **New UHS Instructor Orientation and Participation Policy**

All new UHS instructors must complete a New UHS Instructor Orientation that includes both administrative and discipline-specific information prior to the start of the overall course (here on out referred to as orientation and training). Orientation and training will take place the semester prior to the start of the overall course (i.e. in June for Fall semester courses). New instructors are notified of the orientation and training date via the approval letter, sent by the UHS Office. Any missed orientation and trainings must be made up in a form and fashion determined by the UHS office and/or individual academic departments. Arrangements must be made prior to the orientation and training event(s). Contact the UHS office as soon as possible. Failure to do so will result in cancellation of the course(s).

## **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 and complete the New UHS Instructor Orientation as quickly as possible.

## **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.

### **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.

The UHS Office will not accept applications after the deadlines identified above. Exceptions will only be made for new teachers replacing instructors that unexpectedly left the school district. General schedule changes in the high school are not considered exceptions. 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. See Appendix D for examples of course approval and denial letters.

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## 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.

The UHS Office will not accept applications after the deadlines identified above.

### Course Confirmations

UHS partners must confirm courses/instructors by May 15th for Fall/Year and December 15th for Spring.

The UHS Office will follow up with UHS partners a maximum of two times after the deadlines stated above.

Courses/instructors that are not confirmed by the end of the previous high school semesters will not run for credit. Exceptions will only be made for new teachers replacing instructors that unexpectedly left the school district. General schedule changes in the high school are not considered exceptions.

## 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 15<sup>th</sup> for Fall/Year class, or April 15<sup>th</sup> 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.

All FSC prerequisites apply. Please see "UHS Prerequisite Guide" for information about prerequisite procedures. UHS instructors and/or administrators 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.

Grant sponsored students do not pay program fees. The grant covers the cost of the UHS registration fee.

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## 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](http://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.
2. 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 "Summary Class List."

## College Grading System – Achievement Points

The following is the official College grading system:

Minimum Grade Percentage Equivalent	Grade	GPA Equivalent	Interpretation
93.0	A	4.00	Excellent
90.0	A-	3.67	
87.0	B+	3.33	
83.0	B	3.00	Good
80.0	B-	2.67	
77.0	C+	2.33	Satisfactory
73.0	C	2.00	
70.0	C-	1.67	
67.0	D+	1.33	
60.0	D	1.00	
0	F		Minimum Passing
0			Failure
0	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.\**

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## 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. Students will not be able to send transcripts to their college for transfer credit evaluation until final grades are submitted. Failure to submit grades may result in dismissal from the UHS Program.

### How to Enter Final Grades

1. Go to [oasis.farmingdale.edu](http://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 E). 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.

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## 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 for FALL classes 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 for the YEAR and Spring classes to be submitted via the online OASIS system.

See Appendix F for the “Welcome” letter the UHS Office sends each semester.

## 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](mailto:Mccuecp@Farmingdale.edu) or [Floresm@Farmingdale.edu](mailto: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 concurrent 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.

## Site Visits

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

It is recommended that new, first year UHS instructors are visited in their first semester of teaching. The UHS Office will support this recommendation by reminding academic departments about visiting new, first year instructors, and providing them with new, first year instructors’ course and contact information at the beginning of each semester. In instances when a new, first year instructor cannot or is not visited in his/her/their first semester, the UHS Office will work closely with the academic department and high school to identify and coordinate a day/time for a visit as soon as possible.

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UHS operates on a 3-year site visitation schedule. Typically, site visits occur once every three years. Faculty liaisons will complete a site visit form (see Appendix G). Faculty liaisons may request a recent copy of the syllabus before scheduling a site visit. Do not ask faculty liaisons to visit sections other than those visits that were previously scheduled. Liaisons are assigned UHS sections by their academic department and based on their area of expertise.

## **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](http://farmingdale.edu/registrar/transcripts.shtml) and submitting a Transcript Request Form to the Registrar's Office.

## **Professional Development and Participation Policy**

All UHS instructors must attend at least 1 discipline specific professional development event a year in order to maintain their status with the UHS Program. 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. In addition to on-campus events, discipline-specific webinars will be available to UHS instructors. If a UHS instructor does not attend a professional development event within the academic year, they are considered non-compliant and placed on probation for the following academic year ("probationary academic year").

If a UHS instructor is on probation, they must attend a professional development event within the probationary academic year. If a UHS instructor does not attend a professional development event during the probationary academic year, they will receive a letter on June 1 (of the current year), notifying them that they have not completed the requirement and will be dismissed from the UHS Program as of June 30.

UHS instructors that complete a PD during their probation year may not miss a PD the following year. UHS instructors that miss a PD the year following a probation will receive a letter on June 1 (of the current year), notifying them that they have not completed the requirement and will be dismissed from the UHS Program as of June 30.

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.

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## **Policies**

### **Email Communications**

The UHS Office will send communications to high school instructors or administrators who have identified themselves as the “primary contact” for their school. It is expected that primary contacts will share such communications with all personnel involved in UHS, including all UHS instructors.

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**

University in the High School (UHS) courses are college courses; therefore, all Farmingdale State College (FSC) course pre-requisites apply. Students will not be registered for UHS courses without verification that they have met the pre-requisite requirement(s). See "UHS Pre-Requisite Guide" for information about pre-requisite procedures.

### **High School Transcripts**

High school transcripts must have the concurrent enrollment class listed.

### **Syllabus Sharing**

If a student asks for a department approved syllabus to submit to his or her college, direct them to the Department of College- High School Programs.



# Appendix



# Farmingdale State College

State University of New York

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**Department Name**

**Course Title | Code | Credits**

Prerequisites/Corequisites:

Meeting Days and Times:

Type of Instruction (lab, lecture, clinic, internship, practicum, recitation):

**Professor's Name**

Professor's Farmingdale e-mail address

Other contact information

**General Education:**

Insert here if this class is a gen ed class: This class fulfills 3 credits of the Gen. Ed. (fill in the blank) requirement.

**Catalog Course Description:**

Catalog description here

**Course Learning Outcomes:**

Insert Learning Outcomes (course learning outcomes). Contact Department Chair for the most current required course learning outcomes.

**General Course Requirements**

What do you require? exams, research papers, textbooks, supplies, etc.:

**Grading in this class:**

Put your grading system here. Be specific.

**Farmingdale Grading System**

Please see the College Catalog for the current Farmingdale State College Grading System.

**Week by week class outline:**

Begin your week by week class outline here. A weekly outline is REQUIRED. Of course, you should note that it might change due to weather or other events that preclude a class meeting.

Date	Topic	Student Learning Outcomes
Week 1	Topic 1	•
Week 2	Topic 2	•
Week 3	Topic 3	•
Week 4	Topic 4	•
Week 5	Topic 5	•
Week 6	Topic 6	•

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Date	Topic	Student Learning Outcomes
Week 7	Topic 7	•
Week 8	Topic 8	•
Week 9	Topic 9	•
Week 10	Topic 10	•
Week 11	Topic 11	•
Week 12	Topic 12	•
Week 13	Topic 13	•
Week 14	Topic 14	•
Week 15	Final Exam Week	

**Cancellation of Classes:**

Weather and other campus-wide cancellations will be listed on the home page, Facebook and Twitter and you can also sign up for RAVE and SUNY Alert. Go to the [Rave](#) web page and use your Farmingdale user ID and password to enter the site. For SUNY-Alert, please visit the [University Police](#) web page.

Put information here on how students will be notified in the event of cancellation of class in other than weather related instances. Notifying students is the instructor's responsibility.

**Electronic Devices Policy:**

State your policy on electronic devices here.

**Attendance Policy:**

Put your attendance policy here.

Attendance policies that deduct points or letter grades for attendance issues are not supported. However, class participation grades, or assignments that must be completed during class time (such as laboratory experiments), are allowed. Assignments such as these should be able to be made up in extenuating circumstances such as serious illness.

**Religious Absences:**

If you are unable to attend class on certain days due to religious beliefs, please consult with your instructor well in advance of the absence so that appropriate accommodation can be made.

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### **Use of Email:**

It is College policy that instructors and students use the Farmingdale email system or the Blackboard email system to contact one another.

### **Copyright Statement:**

Course material accessed from Blackboard or the Farmingdale website is for the exclusive use of students who are currently enrolled in the course. Content from these systems cannot be reused or distributed without written permission of the instructor and/or the copyright holder. Duplication of materials protected by copyright, without permission of the copyright holder, is a violation of the Federal copyright law, as well as a violation of SUNY copyright policy.

### **Disability Services Center:**

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the Disability Services Center, Roosevelt Hall, Room 151, or call 631-420-2411, or 420-2607 as soon as possible this semester.

### **Academic Integrity Policy**

Because intellectual honesty is a cornerstone of all academic and scholarly work, 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. For more information, click the updated link for the [Academic Integrity Policy](#).

It is important for you to understand the concept of plagiarism. Plagiarism is intentionally representing the words, images or ideas of another as one's own in any academic exercise. This includes words, images or ideas in either print or electronic format.

**Make a note of your policy here – do they fail the class? Do they fail the assignment? Do you turn them in to the Dean of Students? Be very specific.**

### **Student Code of Conduct**

The President of the College and the Vice President for Student Affairs recognize the rights of designees including University Police, to enforce all regulations, policies, license agreements, laws and codes on campus. If any individual allegedly violates the laws, Student Code of Conduct or campus policies, a President's designee will institute proceedings against the offender (s). For more information on the student code of conduct, see the Code of Conduct section in the current [Student Handbook](#), or choose Code of Conduct from the A-Z Links.

### **University Police**

631-420-2111

## Farmingdale State College

State University of New York

### University in the High School

UHS Instructor Credentials by Discipline

For Courses in 2019/20

*\*Subject to Change\**

Discipline	FSC School	Minimum Required Credentials
Architecture & Construction Management	Engineering	<ul style="list-style-type: none"> <li>• Related Master's degree or related experience</li> </ul>
Automotive Technology Management	Engineering	<ul style="list-style-type: none"> <li>• Related Master's degree/related experience</li> </ul>
Aviation	Engineering	<ul style="list-style-type: none"> <li>• Related Master's degree/related experience</li> </ul>
Biology	Arts & Sciences	<ul style="list-style-type: none"> <li>• A Master's degree in Biology or a Master's degree in a closely related science field</li> </ul>
Business Management: Accounting, Law, Marketing, Management	Business	<ul style="list-style-type: none"> <li>• Relevant Master's degree and recent substantial professional experience in the area being taught</li> </ul>
Chemistry	Arts & Sciences	<ul style="list-style-type: none"> <li>• Teacher must hold a Master's degree, with either the Bachelor's or Master's degree in Chemistry or Chemistry Education</li> </ul>
Computer Systems	Business	<ul style="list-style-type: none"> <li>• Master's degree in Computer Science</li> <li>• Master's degree in closely related field, and relevant certifications and/or work experience</li> </ul>
Computer Systems – CISCO	Business	<ul style="list-style-type: none"> <li>• Master's degree preferred in closely related field, and current CCNA certifications</li> </ul>
Criminal Justice	Arts & Sciences	<ul style="list-style-type: none"> <li>• A minimum of a Master's degree in Criminal Justice or related field, and career experience in the criminal justice arena</li> </ul>
Economics	Business	<ul style="list-style-type: none"> <li>• Master's degree in Economics or business</li> <li>• Related Master's degree and significant graduate level economics coursework completed, and be NY State Certified to teach Business or Social Studies, bachelor degree in Economics or related field</li> </ul>
Electrical Engineering Technology	Engineering	<ul style="list-style-type: none"> <li>• A Master's degree in Electrical or Computer Engineering or in a closely related field</li> </ul>

Revised 9/25/2019

Appendix B

## Farmingdale State College

State University of New York

### University in the High School

UHS Instructor Credentials by Discipline

For Courses in 2019/20

*\*Subject to Change\**

Discipline	FSC School	Minimum Required Credentials
Health Studies	Health Sciences	<ul style="list-style-type: none"> <li>• Closely related graduate degree, with teaching experience and/or work experience in a health care setting or volunteer agency. A transcript showing appropriate related course work is also required.</li> </ul>
History, Politics and Geography – History	Arts & Sciences	<ul style="list-style-type: none"> <li>• Master’s degree in History, Politics, or Geography</li> <li>• Master’s degree in Education + NY State Certified to teach the subject area</li> <li>• Closely related Master’s degree + experience in teaching the subject</li> </ul>
History, Politics and Geography – Politics	Arts & Sciences	<ul style="list-style-type: none"> <li>• Master’s degree in History, Politics, or Geography</li> <li>• Master’s degree in Education + NY State Certified to teach the subject area</li> <li>• Closely related Master’s degree + experience in teaching the subject</li> </ul>
Mathematics	Arts & Sciences	<ul style="list-style-type: none"> <li>• Teacher must hold a Master’s degree, with either the Bachelor’s or Master’s degree in Mathematics or Mathematics Education</li> </ul>
Mechanical Engineering Technology	Engineering	<ul style="list-style-type: none"> <li>• Master’s degree in Mechanical Engineering or related field</li> </ul>
Psychology	Arts & Sciences	<ul style="list-style-type: none"> <li>• Master’s degree in Psychology or equivalent number of post-graduate credits in the discipline</li> </ul>
Sociology & Anthropology	Arts & Sciences	<ul style="list-style-type: none"> <li>• Related Master’s degree and at least an undergraduate anthropology or sociology minor (or the equivalent # of credits)</li> </ul>
Sport Management	Business	<ul style="list-style-type: none"> <li>• Master’s degree, with a related degree and/or related experience</li> </ul>
Visual Communications	Business	<ul style="list-style-type: none"> <li>• Master of Fine Arts or Master’s degree in a related art field and related experience</li> </ul>

Revised 9/25/2019



**University in the High School Program**

College-High School Programs  
Farmingdale State College  
2350 Broadhollow Road, Farmingdale, NY, 11735  
Thompson Hall, Room 127/129  
[UHSoffice@farmingdale.edu](mailto:UHSoffice@farmingdale.edu)  
Tel 631-420-2199

Date

Instructor

High School

[HIGH SCHOOL ADDRESS 1]

[HIGH SCHOOL ADDRESS 2]

Dear [INSTRUCTOR NAME],

It is my pleasure to inform you that the [DEPARTMENT] Department at Farmingdale State College has approved your application to teach [COURSE] for concurrent enrollment credit. As you prepare for your new University in the High School course, please expect the following:

- The UHS Office will contact you for the information needed to create your BANNER record.
- You will be invited to attend our New UHS Instructor Orientation Meeting, as well as the [DEPARTMENT] Department's Orientation Meeting for New UHS Instructors.
- New Instructor Orientation and Training for [semester] courses will take place on [date]. If you cannot attend New Instructor Orientation and Training on that date, you must notify the UHS Office as soon as possible. Any missed orientation and trainings must be made up in a form and fashion determined by the UHS office and/or individual academic departments. Arrangements must be made prior to the orientation and training event(s). Failure to do so will result in cancellation of the course(s).
- A UHS Faculty Liaison from the [DEPARTMENT] Department will contact you during the upcoming semester regarding site visits to your new UHS course, as well as professional development opportunities available through the College and other related information.

Please feel free to call or email if you should have any additional questions. We look forward to our new partnership, and will work with you to ensure that this course offering meets the standards of quality and rigor established by the College.

Sincerely,

University in the High School



Farmingdale State College ■ 2350 Broadhollow Road, Farmingdale, New York 11735 ■ 631-420-2000 ■ [farmingdale.edu](http://farmingdale.edu)

CC:

[DEPARTMENT CHAIR], [DEPARTMENT] Department Chair

[FACULTY LIAISON], [DEPARTMENT] Department Faculty Liaison

[SCHOOL CONTACT], [HIGH SCHOOL] High School



**University in the High School Program**

*College-High School Programs  
Farmingdale State College  
2350 Broadhollow Road, Farmingdale, NY, 11735  
Thompson Hall, Room 127/129  
UHSoffice@farmingdale.edu  
Tel 631-420-2199*

[DATE]

[TEACHER]

[HIGH SCHOOL]

[HIGH SCHOOL ADDRESS 1]

[HIGH SCHOOL ADDRESS 2]

Dear [TEACHER],

I must regretfully inform you that your application to teach [COURSE] for concurrent enrollment credit through Farmingdale State College was not approved by the [DEPARTMENT] Department. The department cited that you do not have the minimum subject-related Master's degree required, or sufficient related experience in the content area. Should they have overlooked something, please furnish any additional evidence so that your application can be resubmitted.

Sincerely,

University in the High School

CC:

[DEPARTMENT CHAIR], [DEPARTMENT] Department Chair

[FACULTY LIAISON], [DEPARTMENT] Department Faculty Liaison

[SCHOOL CONTACT], [HIGH SCHOOL] High School



Farmingdale State College ▪ 2350 Broadhollow Road, Farmingdale, New York 11735 ▪ 631-420-2000 ▪ farmingdale.edu



**University in the High School Program**  
**Francine Federman, PhD**

*Assistant Dean of College-High School Programs*

Thompson Hall, Room 129  
francine.federman@farmingdale.edu Tel  
631-420-2199

[DATE]

[CONTACT]

[HIGH SCHOOL]

[HIGH SCHOOL ADDRESS 1]

[HIGH SCHOOL ADDRESS 2]

Dear [CONTACT],

I must regretfully inform you that the curriculum you submitted for [COURSE] was not approved by the [DEPARTMENT] Department for dual enrollment credit at Farmingdale State College. The department cited that the syllabus does not align with the course as offered at the College. Please feel free to make any adjustments you wish and resubmit the syllabus for further review.

Sincerely,

A handwritten signature in black ink that reads "Francine Federman Ph.D.".

Francine Federman, PhD

CC:

[DEPARTMENT CHAIR], [DEPARTMENT] Department Chair

[FACULTY LIAISON], [DEPARTMENT] Department Faculty Liaison





**University in the High School Program**  
**Francine Federman, PhD**

*Assistant Dean of College-High School Programs*

Thompson Hall, Room 129  
francine.federman@farmingdale.edu  
Tel 631-420-2199

[DATE]

[CONTACT]

[HIGH SCHOOL]

[HIGH SCHOOL ADDRESS 1]

[HIGH SCHOOL ADDRESS 2]

Dear [CONTACT],

It is my pleasure to inform you that the [DEPARTMENT] Department at Farmingdale State College has approved the curriculum you submitted for [COURSE] for dual enrollment credit. My staff will be in touch shortly regarding your new course offering.

Please feel free to call or email if you should have any additional questions. We look forward to our new partnership, and will work with you to ensure that this course offering meets the standards of quality and rigor established by the College.

Sincerely,

A handwritten signature in black ink that reads "Francine Federman Ph.D." in a cursive style.

Francine Federman, PhD

CC:

[DEPARTMENT CHAIR], [DEPARTMENT] Department Chair

[FACULTY LIAISON], [DEPARTMENT] Department Faculty Liaison



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

**GRADE CHANGE**

STUDENT I.D. NUMBER _____	MAJOR _____	SEMESTER _____	YEAR _____
LAST NAME _____	FIRST _____	MIDDLE _____	
			[ ] 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 or 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.

COURSE REFERENCE NUMBER	DEPARTMENT	COURSE NUMBER	FINAL LETTER GRADE	
			FROM	TO

**EXPLANATION: (see notes on reverse side)**

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INSTRUCTOR'S NAME (PRINT) \_\_\_\_\_

INSTRUCTOR'S SIGNATURE & DATE \_\_\_\_\_

CHAIR'S SIGNATURE & DATE \_\_\_\_\_

**INSTRUCTIONS TO THE INSTRUCTOR AND DEPARTMENTAL CHAIR Re: PROCESSING**

- 1) After completing this form, the Instructor delivers it to the Chair by hand or by Campus mail. No student should be permitted access to this form.
- 2) The Chair will send the original form to the Registrar's Office, one copy to the Instructor, and one copy to the Chair for the Department's file. The grade change will be entered by the Registrar's Office.
- 3) A revised Grade Mailer will be sent to the student indicating that the grade change has been made part of his/her record.

2350 Broadhollow Road, Farmingdale, NY 11735 631-420-2000 [www.farmingdale.edu](http://www.farmingdale.edu)

Revised 2/2010

**Grade Change Policies** (approved by AAS 2/2010)

Grades and grade changes are the responsibility of faculty. Grade Change Policies maintain academic integrity and meet the standards set by the New York State Department of Education. The signature of the chair verifies that proper procedure has been followed.

Grade changes fall under one of the three categories listed on the front of this form.

**Change from Incomplete:** A grade of incomplete may be submitted for students who have not completed one or more course requirements due to extenuating circumstances. The decision to grant an “I” is at the sole discretion of the instructor. The grade of incomplete should never be used for extra credit work done after the completion of the term.

All incompletes must be resolved and a change of grade submitted no later than 30 days after the beginning of the next semester. An instructor may grant an extension of the incomplete grade until the end of the semester by filing the approved form with the Registrar prior to the conclusion of the 30 day period. Any incomplete (I) grade not extended or finalized will be changed to an “F.” The instructor should maintain records of any incomplete grades and extensions.

**Grade Changes due to Extenuating Circumstances:** For purposes of changing a final course grade extenuating circumstances may include:

1. Medical circumstances (physical or psychological)
2. Death in immediate family
3. Family emergencies (loss of job, loss of home, etc.)
4. Military deployment

The Registrar requires an explanation of the grade change from the instructor. In addition to noting the explanation of the extenuating circumstance on the approved form, the faculty member should maintain any documentation provided by the student (ex. physician’s or hospital record; letter or e-mail from student regarding family emergency, etc.). Adjunct faculty should file a copy of the grade change form and supporting documentation in their department office. Grade changes should not be used for extra credit work done after the end of the semester as this is in violation of academic regulations.

Only an extreme extenuating circumstance may require a change of grade beyond the one year period (from the end of the semester). Any such case must be appealed to the college-wide Admission and Academic Standards Committee (AAS) for approval.

**Grade Changes for Purposes of Correcting Errors:**

Final grades may be corrected in the case of faculty errors such as (5) miscalculation or (6) grade entry error. The instructor should explain the nature of the error on the grade change form. It is recommended that the instructors review the final grades carefully before submitting them in the electronic format (Oasis). Consistent problems with the system should be reported.

**Grades for all students, including grade changes, should be kept on file for three years.**



**University in the High School Program**  
*Department of College-High School Programs*

Thompson Hall, Room 129  
uhsoffice@farmingdale.edu  
Tel 631-420-2199

Teacher Instructions for the University in the High School Program  
Year 2019-20/Fall 2019

1. Please use only the registration forms provided. Reproduce back-to-back, as a single, two-sided page.
2. 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.
3. Be sure to **review completed forms** to verify that all required information (First and Last Name, DOB, SSN, etc.) is **accurate and legible**.
4. For **Free / Reduced Lunch** program students, a school official must **complete the verification statement** on the reverse side of the form.
5. For **sophomores**, registration forms must be accompanied by a **verification letter**. It is permissible to include multiple sophomores in the same verification letter.
6. UHS instructors must **sign all forms to verify that the students are eligible** to take the course, and have met all FSC pre-requisites needed to enroll.
7. If there are any corrections on the registration forms, please let us know as soon as possible.

Return all the completed registration forms by mail\* to:

**Dr. Francine Federman, Assistant Dean**  
**University in the High School**  
**Thompson Hall, Room 129**  
**Farmingdale State College**  
**2350 Broadhollow Rd.**  
**Farmingdale NY 11735**

\*Forms must be postmarked no later than  
**two weeks** after they were received.

Regards,

Francine Federman, Ph.D., Laura McMullin, Ryan Mannix, Melanie Weidman

NOTE: There will be NO late registrations granted after November 15<sup>th</sup>, 2019.

\*\*Missing information delays processing of forms. You will be contacted regarding any discrepancies.\*\*



Farmingdale State College ■ 2350 Broadhollow Road, Farmingdale, New York 11735 ■ 631-420-2000 ■ farmingdale.edu

# Farmingdale State College

State University of New York

## University in the High School Faculty Liaison Site Visit Report

Concurrent Enrollment Instructor: \_\_\_\_\_

High School: \_\_\_\_\_

Concurrent Enrollment Course(s): \_\_\_\_\_

FSC Faculty Liaison: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

### Check all that apply from the visit:

- Participated in class (e.g. guest lecture, team teaching, etc.)
- Discussed progress of the class with students
- Reviewed examples of assessment instruments
- Discussed grading of student work with instructor
- 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)
- Other: \_\_\_\_\_
- Attended Class (Please provide details in the Comments on Classroom Visit section on the reverse side.)
- Discussed progress of the class with the instructor
- Reviewed samples of student work

Is the UHS instructor using an approved textbook?	Yes	No
Is the UHS instructor following an approved course syllabus?	Yes	No
Are you satisfied that the curriculum is being delivered successfully in the class?	Yes	No

**If you respond NO to any of the above, please provide specific reasons why and the steps the instructor can take to improve the UHS course in the Faculty Liaison Feedback section on the reverse side.**

Faculty Liaison: \_\_\_\_\_ Signature Date: \_\_\_\_\_

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

Revised 9/19/2019

**Comments on Classroom Visit (e.g., topics covered, class learning activities, etc.)**

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**Faculty Liaison Feedback (observations, suggestions shared with instructor, etc.)**

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**Suggestions for Future Professional Development:**

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**Other Comments:**

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Please attach additional comments/supporting documents as necessary.

Revised 9/19/2019

The background features a large, light gray watermark of the Farmingdale State College logo. The logo is circular with the text "UNIVERSITY OF NEW YORK" at the top and "FARMINGDALE" at the bottom. Inside the circle, it says "LET EACH BECOME ALL ONE IS CAPABLE OF BEING". In the center is a shield with a crest on top and the year "1912" at the bottom.

**Farmingdale  
State College**

**State University of New York**

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2350 Broadhollow Road  
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**[farmingdale.edu](http://farmingdale.edu)**