

2022



UNIVERSITY IN THE HIGH SCHOOL

STUDENT HANDBOOK
2022-2023

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STUDENT HANDBOOK

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UNIVERSITY IN THE HIGH SCHOOL

Dear Students:

Welcome to the University in the High School (UHS) Program at Farmingdale State College! Congratulations on taking this important step towards college.

UHS started in 1998 with one high school, and has grown consistently over the years. Farmingdale State College (FSC) now has partnerships with over 100 high schools through the UHS Program! Over 6,600 students received FSC college credit through UHS in the 2021-22 school year.

FSC was awarded accreditation by the National Alliance of Concurrent Enrollment Partnerships (NACEP) in May 2020. This means that FSC has met the nation's most rigorous standard in concurrent enrollment program development, management, and evaluation across multiple, multifaceted program areas. NACEP accreditation distinguishes UHS as one of the nation's leading concurrent enrollment programs.

UHS is meant to help bridge the gap between high school and college. It is an opportunity for you to challenge yourself. There are many benefits to participating in UHS.

As a UHS student:

- You can earn college credits while in high school.
- College credits earned are represented on a FSC transcript and include a GPA.
- You may accelerate degree completion and lower the overall cost of college.
- Courses may be easily transferable to other colleges and universities.
- Have access to FSC facilities such as libraries, and FSC-sponsored events.

This handbook is meant to be a guide to the UHS program, and is intended to complement your high school's Student Handbook, as well as the resources that FSC makes available to you via the UHS webpage. Some of the topics in this handbook are registration information, how to order transcripts, and UHS 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 counselor, or contact us at UHSOffice@farmingdale.edu.

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!

Department of College-High School Programs Staff

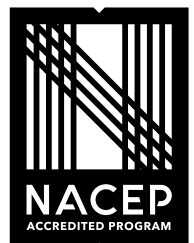
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Farmingdale State College Mission Statement

Dedicated to student success, Farmingdale State College delivers exceptional academic and applied learning outcomes through scholarship, research, and student engagement for Long Island and beyond. FSC's commitment to student-centered learning and inclusiveness prepares graduates to be exemplary citizens equipped to excel in a competitive, diverse, and technologically dynamic society.

Find out more about what FSC has to offer at farmingdale.edu

Farmingdale State College

STATE UNIVERSITY OF NEW YORK

METRICS THAT MATTER

JOB READY

94% of **FSC graduates are employed** six months after graduation or enrolled in graduate school.

GOING FAR

FSC is ranked in the **top 2% nationally** in early career earnings according to *CollegeNet's* Social Mobility Index.

NO DEBT/LOW DEBT

FSC ranks #4 among NYS public colleges in the lowest student debt, and 55% of bachelor's graduates leave with no debt.

INCLUSIVE EXCELLENCE

FSC is the winner of SUNY's inaugural award for excellence in diversity, inclusion, and social justice.

FSC ACADEMIC PROGRAMS

BACHELOR'S DEGREES

- Aeronautical Science - Professional Pilot
- Applied Economics
- Applied Gerontology - NEW
- Applied Mathematics
- Applied Psychology
- Architectural Engineering Technology
- Aviation Administration
- Bioscience
- Business Analytics - NEW
- Business Management
- Civil Engineering Technology - NEW
- Computer Engineering Technology
- Computer Programming & Information Systems
- Computer Science - NEW
- Computer Security Technology - NEW
- Construction Management Engineering Technology
- Criminal Justice:
 - Law Enforcement Technology
- Criminal Justice:
 - Police, Courts and Corrections - NEW
- Dental Hygiene
- Dental Hygiene Completion - Online
- Electrical Engineering Technology
- Facility Management Technology
- Geographic Information Systems - NEW
- Global Business Management
- Health Promotion and Wellness - NEW
- Horticultural Technology Management
- Interaction Design - NEW
- Manufacturing Engineering Technology
- Mechanical Engineering Technology
- Medical Laboratory Science
- Nursing
- Nursing RN to BS Completion - online
- Nutrition Science - NEW
- Professional Communications
- Science, Technology, and Society
- Security Systems
- Sport Management
- Visual Communications:
 - Art & Graphic Design

ASSOCIATE DEGREES

- Criminal Justice - Law Enforcement
- Dental Hygiene
- General Horticulture
- Landscape Development
- Liberal Arts & Sciences

University in the High School Program Description

The University in the High School Program (UHS) is FSC's concurrent enrollment program. Sometimes referred to as "dual enrollment" or "dual credit," concurrent enrollment is the subset of dual enrollment courses taught by college-approved high school teachers in a high school environment. UHS enables qualified high school students to earn college credit for approved courses offered in their own school. If you register with Farmingdale State College (FSC) and successfully complete a course, you 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 that you wish to attend. All UHS courses offered through UHS are FSC cataloged courses.

FSC helps bridge the gap between high school and college-level study. By providing the UHS program, we allow you to take college-level course work while attending high school.

UHS Primary Contacts are high school administrators or instructors who serve as the primary liaison to the UHS Office.

UHS instructors are FSC-approved high school teachers who teach UHS courses.

Benefits of Participation

- Earn college credits while in high school.
- Start your college career with FSC early! College credits earned are represented on a FSC transcript and include a GPA.
- Courses may also be easily transferable to other colleges and universities.
- May accelerate degree completion and:
 - Lower the overall cost of college.
 - Lighten your first or second semester course load, which may reduce stress during your freshman year
 - Create more time to devote to electives, or internships and other co-curricular activities.
 - Allow you to graduate from college earlier.
- UHS students have access to FSC facilities such as libraries, and FSC-sponsored events.

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 family members, teachers and school counselor. Your high school may have eligibility requirements for participation in UHS. You should speak with your teacher and/or school counselor about any other requirements. Carefully consider the cost, workload, and information in this handbook before registering.

RAM IDs

The first time you register for a UHS Course, or apply to FSC, you are assigned a FSC identification number, known as a RAM ID. UHS instructors have access to and may provide UHS students with their RAM IDs.

Your RAM ID doesn't change. If you have taken a UHS course before, use your RAM ID for registration.

Registration

You will receive registration information from your instructor(s). **FSC sets the deadline for registration, not your high school.** There are 3 UHS semesters: Fall, Year, and Spring. To be registered for FSC credit, you must submit your online registration by the appropriate deadline(s). The UHS Office also posts all instructions and deadlines on our website, and hosts daily Open Virtual Office Hours during the registration period.

Every semester, the UHS Office sends a welcome back e-mail to high school staff, which contains the following information:

- A link to the UHS Online Registration and Payment System, as well as [Online Registration and Payment Instructions](#).
- Registration and Payment deadlines, as well as other important dates
- Course prerequisite information, if applicable
- Instructions for accessing our Virtual Office Hours

High school staff must share all of the above information with you.

Verifications

Parent/Guardian Permission

A valid parent/guardian email address is required in order to verify that students have permission to enroll for college credit.

Prerequisites

All FSC prerequisites apply. The UHS Office ensures that course prerequisites are met by working closely with high school staff and instructors via the registration process. UHS instructors confirm student eligibility via their approval of the course roster(s) and submission of student prerequisite information.

You will not be registered for UHS course(s) without verification that you have met the prerequisite requirement(s). UHS students/instructors/administrators may be asked to provide additional information as evidence that the prerequisite(s) have been met. FSC academic departments reserve the right to override course prerequisites, if/when appropriate for a particular student. This is consistent with on-campus practice. Please see the [UHS Prerequisite Guide](#) for more information about prerequisites.

Course Roster Verifications

As part of the registration process, UHS instructors must review course rosters for accuracy. Instructors will alert the UHS Office of inaccuracies, i.e. students in incorrect classes. **If you did not complete an online registration prior to the registration deadline, you cannot be added to a class after the deadline.**

Non-Upperclassmen

If a non-upperclassman wishes to register, additional verification must be submitted for that student. For example, if one or more sophomore students are placed in the course, and meet the prerequisite requirements for the course, the UHS instructor must confirm student eligibility via their approval of the course roster(s).

Program Fees

Program fees are payable by credit card or money order only. If you do not have access to a credit card and wish to pay by an alternative method, please contact the UHS Office as soon as possible. All fees must be paid in full prior to the payment deadline listed for any given term. If you do not pay the UHS course fee(s), you will not be registered for FSC credit. Students enrolled in grants or third-party payment programs, see section below “Grants & Third-Party Payments.”

Federal Reduced-Price Meal Program

Students who participate in the Federal Reduced-Price Meal Program are eligible for a 50% discount on program fees. A high school administrator must verify students’ participation in the program. If no verification is provided, students who identify as Reduced-Price Meal Program participants will have their invoices adjusted to reflect the full fee.

Course Credits	Full-Fee	Reduced-Price Meal Program
1	\$50.00	\$25.00
2	\$100.00	\$50.00
3	\$150.00	\$75.00
4	\$200.00	\$100.00

Grants & Third-Party Payments

During online registration, you must indicate if you participate in a grant or third-party payment program (e.g., Smart Scholars, P-Tech, etc.). The option will only appear if you attend a high school where this is offered. If you answer “Yes,” a high school administrator must verify your participation. No bill will be issued if you are verified.

If no verification is provided, a payment link will be sent at a later date.

Registration and Payment Timeline

Semester	Timeline
Fall	Mid-September to Early October: Student registration period ▪ Refer to Online Registration and Payment Instructions for payment deadline
Year	Mid- September to Late October: Student registration period ▪ Refer to Online Registration and Payment Instructions for payment deadline
Spring	Early to Late February: Student registration period ▪ Refer to Online Registration and Payment Instructions for payment deadline

Grades

All UHS instructors are required to electronically enter grades in the online system. Instructors only have to enter a final grade. It is possible for your high school grade and your UHS grade to differ. UHS grades must follow the standards of the FSC academic department offering the credit. For example, the UHS grade may reflect how the FSC academic department weighs the mid-term and final exams, papers, or projects as a percentage of your overall course grade. If there are circumstances that warrant two different grades, the high school grade should appear on your high school transcript and the UHS grade will appear on your official FSC transcript.

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	
73.0	C	2.00	Satisfactory
70.0	C-	1.67	
67.0	D+	1.33	
60.0	D	1.00	Minimum Passing
0	F		Failure
0	I		Incomplete
0	W		Withdrawal
0	UW		Unofficial Withdrawal

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

Transcripts

FSC does not automatically mail grade reports at the end of the term. The UHS instructor will advise the student of their grade. Students can request a transcript from the FSC Registrar's Office by completing the [Transcript Ordering Form](#). Once this form is completed, students can [check the status](#) of their requests online. Please visit the [Transcript Information page](#) for further details.

Students Attending FSC After High School (degree seeking)

As a UHS student, we hope you will consider applying to Farmingdale State College for your undergraduate education. In order to apply, please visit farmingdale.edu/apply to complete either the SUNY application or Common Application. Standardized tests are optional through the Spring 2024 semester and we encourage you to send two letters of recommendation along with your high school transcript.

If you attend FSC after high school, tell your Academic Advisor at your first registration meeting that you already have FSC credit through UHS.

Transferring Credit

If you attend another college, you must send an official transcript from FSC. Your high school transcript will not be sufficient.

The other college may evaluate your FSC transcript and grant you transfer credit for the course(s). Acceptance by other SUNY schools is typical. General Education courses are transferable to all other SUNY institutions. 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 asks for a copy of the syllabus, or for more information, please contact the UHS Office at UHSOffice@farmingdale.edu or 934-420-2199.

Course Evaluations

You will be asked to complete “End-of-Term” course evaluations via a link at the end of the semester. The UHS Office will provide high school staff and instructors with the link to share with you. Results of course evaluations are only shared with UHS instructors, not anyone else. This is consistent with on-campus practice.

Policies

Registration & Payment

Program fees are payable by credit card. If you do not have access to a credit card and wish to pay by alternative method please contact the UHS Office as soon as possible. All fees must be paid in full prior to the payment deadline listed for any given term. If you do not pay the UHS course fee(s), you will not be registered for FSC credit.

Withdrawals & Refunds

Registration for UHS courses is handled in accordance with SUNY policies. Once you submit the online registration form and pay the fee, you are enrolled in the course. If, for any reason, you want or need to drop the UHS course (whether or not you continue to participate in the high school course) you must contact the UHS Office and provide the following information:

- Full name
- High school attending
- Course(s) you wish to withdraw from
- Last date of attendance

Only the UHS Office may officially drop or withdraw you from a course.

During the registration period, you may withdraw from courses with no financial liability. From the close of registration through the last day of class, you will receive a “W” on your transcript. After the ninth week of classes through the last day of classes, withdrawal is permitted only under extenuating circumstances at the discretion of the instructor. In this case, have your instructor contact the UHS Office on your behalf.

If you do not follow this procedure, you will remain enrolled in your courses and may receive failing grades for work not completed.

The financial liability will be determined by the following refund schedule:

- Courses that are dropped during the registration period will not appear on a student’s transcript.
- During the registration period students will receive a 100% refund for courses that are dropped.
- After the registration period, students are fully liable for all program fees.

No Retroactive Credit

FSC does not allow retroactive credit. Students must understand that if they do not register online for all UHS courses they wish to receive credit for by the posted deadlines, they will not receive FSC credit. Students are unable to receive retroactive credit for a course.

Pre-Requisites

University in the High School (UHS) courses are college courses; therefore, all 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.

Family Educational Rights and Privacy Act (FERPA)

In accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR Part 99), FSC has adopted regulations to protect the privacy rights of its students, available via this [link](#). Copies of this statement as well as the law are available upon request in the FSC Office of the Registrar.

Academic Integrity

FSC Policy Statement

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 content (e.g., words, images, sounds, etc.) design, or ideas of another as one's own in any academic exercise. This includes content, design, 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.

For details about what constitutes plagiarism, go to: farmingdale.edu/library/plagiarism.shtml .

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.

Advisement: Discussion with an approved counselor or instructor to help you reach your academic and career goals.

ADA: The Americans with Disabilities Act. Civil rights legislation that prohibits discrimination and guarantees that people with disabilities have the same opportunities as everyone else.

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).

Concurrent enrollment: A program that allows students to take college credit-bearing courses at their high school. Course syllabi and instructors have been approved by a post-secondary partner.

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.

Co-requisite: A requirement that must be met at the same time that you are taking a given course.

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.

Financial Aid: Assistance provided to students to increase opportunities for student access to and success in higher education. Help for students and their families seek, obtain, and make the best use of all financial resources.

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.

Master's Degree: A Master's Degree is a graduate degree offered by some four-year colleges and universities.

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.

Pre-requisite: A requirement that needs to be met in order for a student to enroll in a given course, or before being able to move on to the next course.

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 approved by FSC academic department that offers the course. Your UHS instructor is your high school teacher, teaching your UHS course.

Farmingdale
State College

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