

2023-24



UNIVERSITY IN THE HIGH SCHOOL

ADMINISTRATOR & INSTRUCTOR HANDBOOK
2023-2024

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ADMINISTRATOR & INSTRUCTOR HANDBOOK

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The background of the page features a large, light gray watermark of the Farmingdale State College logo. The logo is circular and contains the text "UNIVERSITY OF NEW YORK" at the top, "LET EACH BECOME ALL ONE IS CAPABLE OF BEING" around the inner border, and "FARMINGDALE" at the bottom. In the center of the logo is a shield with an open book above it and a crest below. The year "1912" is positioned at the bottom of the shield.

**Farmingdale
State College**

State University of New York

1912

FSC | UNIVERSITY IN THE HIGH SCHOOL

Dear Farmingdale State College University in the High School Administrators and Instructors:

Welcome to the Farmingdale State College University in the High School Program (UHS). UHS allows students to earn college credit, at reduced tuition, for a college-level course they take at their high school. The mission of the UHS Program is to help bridge the gap between high school and college-level study. The success of our program is based on the collaborative efforts between the UHS Program and high school instructors, principals, school counselors and the academic departments at FSC.

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 NYC metropolitan region. Over 6,600 students received FSC college credit through UHS in the 2021-22 academic year.

Farmingdale State College (FSC) was awarded accreditation by the National Alliance of Concurrent Enrollment Partnerships (NACEP) in May 2020. NACEP's standards serve as the model criteria for ensuring parity in faculty, course content, student outcomes, and support. Receiving NACEP accreditation means an institution 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.

There are many benefits to participating in UHS:

UHS students can:

- Earn college credits while in high school.
- College credits earned are represented on an FSC transcript and include a GPA.
- 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.

UHS Administrators and Instructors can:

- Participate in professional development.
- Collaborate with FSC faculty on professional projects.
- Networking with colleagues on other college and high school campuses.
- Participate in and/or present at NACEP Conferences and events.
- Have access to FSC facilities such as libraries, and FSC-sponsored events.

Please contact the office at UHSOffice@farmingdale.edu or call 934-420-2199 if you have questions that are not answered after reading this book.

We look forward to working with you.

Department of College-High School Programs Staff

Francine Federman, PhD
Assistant Dean

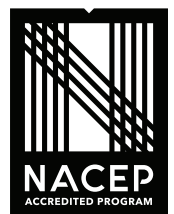
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University in the High School Program Description

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 secondary environment. UHS enables qualified high school students 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. 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 to high school students, we allow students 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.

UHS Primary Contact Role & Responsibilities

- Support UHS within the high school
- Provide the UHS Office with accurate information about courses and teacher assignments by the deadline
- Inform UHS Office of any mid-semester teacher changes and send the resume of the replacement teacher immediately
- Replacement teachers are not guaranteed to be approved to teach the UHS course, and must apply
- Notify the UHS Office of any changes, including updated information for new contact(s), as soon as possible or at least two weeks before the change comes into effect
- Help coordinate UHS faculty liaison site visits, new instructor course training meetings, administrative orientation, and professional development (PD) meetings when needed/appropriate
- Submit applications and resumes for new teachers, or teacher changes, by the deadline (February 1)
- Monitor email for communications from the UHS Office and, if necessary, respond in a timely manner
- Attend UHS Partner meetings, events, and/or review recordings, published summary documents to keep apprised of UHS policies, deadlines, upcoming changes, and/or opportunities
- Forward relevant communications/materials (including registration links, grading requests, survey links, professional development opportunities, etc.) to the UHS Instructors

UHS Instructor Role & Responsibilities

- Attend a mandatory UHS New Instructor Administrative Orientation with UHS Office staff
- Attend a mandatory New Instructor Course Training hosted by FSC faculty liaisons
- Attend one annual discipline-specific professional development (PD) event
- Follow the syllabus as approved by the FSC academic department, including: learning outcomes, content and rigor requirements, grading/assessment criteria, etc.
- Review the syllabus, including course requirements, with students
- Coordinate with faculty liaisons to schedule and participate in site visits
- Provide faculty liaisons with course-related materials at their request, including: syllabi, assessment instruments (tests/quizzes), examples of graded student work, etc.
- Create and foster a collegiate learning environment in the classroom, and distribute and review the UHS Student Handbook and other UHS-provided advisement materials to/with students

-
- Distribute registration information and links upon receipt
 - Confirm course roster(s) and respond to UHS Office by the deadline
 - Communicate as soon as possible when students leave the course
 - Submit grades through the online system by the deadline
 - Share End-of-Term course evaluation survey links and reminders with students
 - Read and respond, when appropriate, to communications from the UHS Office in a timely fashion

How to Become a UHS Instructor

High school teachers who wish to become UHS instructors must be approved by the FSC academic department that hosts the course and must meet the minimum qualifications for instructors teaching the course on-campus. Interested teachers must apply via the application link, and upload a resume, and supporting materials (i.e., transcripts) that show that the applicant meets the minimum credentials required for the discipline. The deadline to apply is February 1st. Submissions will not be entertained after the deadline, unless there is an extenuating circumstance that prevented the high school from meeting the deadline. Under these circumstances, the UHS Office will ask for additional information and documentation prior to any action.

Some departments require a master's degree in the discipline (e.g., the sciences, such as biology). Other departments look for specific coursework taken at both the undergraduate and graduate level, and/or recent professional experience. Refer to the webpage UHS Instructor Credentials by Discipline for a list of the minimum UHS credentials by discipline.

All applicants are notified of their status via letters sent prior to the start of the course. Approved teachers must submit their personal information to the UHS Office, including:

- Date of birth*
- Social security number*
- Contact information (professional email and phone number)

*The Registrar's Office uses the first two items to create a record for the new instructor in our Banner Student Information System, granting him/her grading privileges through the online OASIS system. This information is not stored locally by the UHS Office.

Principal Letter & Agreements

A "Principal letter" is to establish a new relationship between FSC/UHS and the high school. A letter must be sent by the high school Principal to the FSC Provost "inviting" FSC/UHS to partner with the school. The letter must state the semester and specific courses that will be offered to confirm the partnership. The letter is sent after the courses and teachers are approved by the FSC academic departments.

FSC will work in partnership to produce a Memorandum of Understanding (MOU) or articulation agreement(s) for the purpose of a CTE Postsecondary endorsement. A lead time for processing and signing is a minimum of 8 weeks. Please contact the UHS Office for more information.

Instructor Orientation and Training

Prior to the start of the course, all new UHS instructors must complete:

1. New UHS Instructor Administrative Orientation, hosted by UHS Office staff and
2. New Instructor Course-Specific Training, hosted by a faculty liaison.

Veteran instructors who have been approved for additional courses must attend Course-Specific Training. Orientation and Course Training take place the semester prior to the start of the academic year. Instructors are notified of these requirements via the approval letter, sent by the UHS Office. Instructors are notified and invited to the New Instructor Administrative Orientation from the UHS Office. Instructors are notified of the Course-Specific Training date via email from the faculty liaison. Missed Orientation and/or Course-Specific Training must be made up in a form and fashion determined by the UHS Office and/or faculty liaisons. Contact the UHS Office as soon as possible to schedule a make-up Orientation and/or Training.

Professional Development

All UHS instructors must participate in annual discipline-specific professional development (PD). The purpose of annual PD is to encourage ongoing collegial interaction to enhance instructors' pedagogy and breadth of knowledge in the discipline. FSC offers a variety of PD, across disciplines, and in different formats, such as on-campus events, webinars, and small group meetings. Occasionally, regional professional meetings or other events not sponsored by FSC are appropriate; however, all PD must be approved by the FSC academic department. The UHS Office tracks PD participation, and sends periodic reminders to UHS Primary Contacts. Please see Policies section below for information about non-compliance for non-participation in annual discipline-specific PD.

Instructor's Extended Absence

If a UHS instructor will be out for extended leave or illness, the UHS Office must be notified immediately. The substitute teacher must submit their resume for approval. If the substitute teacher is approved, they must complete New Instructor Orientation and Course-Specific Training as quickly as possible. They must teach the course as it was approved. A faculty liaison may conduct a site visit, depending on when the change occurs.

Benefits

There are many benefits to participating in UHS. Administrators and instructors can:

- Participate in professional development.
- Collaborate with FSC faculty on professional projects.
- Networking with colleagues on other college and high school campuses.
- Participate in and/or present at NACEP Conferences and events.
- Have access to FSC facilities such as libraries, and FSC-sponsored events.

Advisory Board

The purpose of the Advisory Board is to collaborate with UHS leaders to

- Determine the needs for new and/or current practices.
- Provide information and feedback that will help update, modify, expand and improve the quality of the program.
- Review and discuss program initiatives.

Contact the UHS Office if you are interested in volunteering to serve on the Advisory Board.

Course Confirmations

UHS partners must confirm courses/instructors for the upcoming academic year by the deadline (mid-May, exact date TBD and announced via email from UHS Office). Course confirmations are used to set up registration. Failure to provide accurate and timely information to the UHS Office negatively impacts the student registration process.

Student Registration

It is essential that UHS Primary Contacts and instructors support UHS registration by understanding the procedures and adhering to deadlines. Every semester, the UHS Office sends a welcome back e-mail, which contains the following information:

- A link to the UHS Online Registration and Payment System, as well as the Online Registration and Payment Instructions.
- Registration and Payment deadlines, as well as other important dates (e.g., course roster verification deadline)
- Course prerequisite information, if applicable
- Instructions accessing our Virtual Office Hours

UHS Primary Contacts and instructors **may not change UHS deadlines**. If your school sends communications to parents/guardians, you must include all pertinent information as written by the UHS Office. Alteration of dates and/or registration instructions is a serious offense that will result in missed deadlines and could prevent students from registering for credit. Such action is considered non-compliant and may result in a meeting with UHS leadership. See Non-Compliance policy on p 14.

UHS instructors and/or Primary Contacts must inform the UHS Office immediately about any changes needed to the course(s) listed on the Online Registration Form. In addition, UHS Office personal should be informed immediately if a student(s) has special circumstances requiring assistance. Delays may result in missed deadlines, and could prevent students from registering for credit.

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. Students will be required to submit proof (i.e., transcripts) during the registration process that prerequisites are met.

Students will not be registered for UHS courses without verification that they have met the prerequisite requirement(s). UHS students/instructors/administrators may be asked to provide additional information as evidence that the prerequisite(s) has been met. FSC academic departments reserve the right to override course prerequisites, if/when appropriate for a particular student; consistent with on-campus practices. Please see 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 should alert the UHS Office of inaccuracies, i.e. students in incorrect classes. Students missing from the roster who did not complete an online registration prior to the deadline cannot be added to a class after the deadline. If no corrections are necessary, instructors should confirm that the course rosters are accurate.

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 student must provide additional documentation from a teacher/administrator that supports their eligibility to receive college credit.

Program Fees

Program fees are payable by credit card only. Students who do not have access to a credit card and wish to pay by alternative method should 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. Students who do not pay their program fees will not be registered. For information about 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. Students will be required to submit proof (i.e., official correspondence from high school) that they are eligible for this 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, students must indicate if they participate in a Third-Party Payment program (e.g., Smart Scholars, P-Tech, etc.). The option will only appear for students in high schools where this is offered. A high school administrator must verify students’ participation. No bill will be issued to students who are verified. If no verification is provided, a payment link will be sent to the student(s) at a later date.

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 FSC), he or she is assigned a RAM ID. Instructors have access to students’ RAM IDs via the online OASIS system.

College Grading System – Achievement Points

The following is the official College grading system:

Minimum Grade	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

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.

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 934-420-2776.

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. Official Grade Change forms are available from the UHS Office. Instructors cannot change grades through the online OASIS system once a grade has been posted for a student.

Registration and Grading Timeline

Fall Semester

Mid- to Late September: Student registration period. Official class rosters are available to instructors for review. Payment is required by the close of registration.

October: Final course rosters available for UHS instructors to review

Late January: Final grades for Fall classes must be submitted

Year Semester

Mid- to Late September: Student registration period. Official class rosters are available to instructors for review. Payment is required by the close of registration.

October: Final course rosters available for UHS instructors to review

Late June: Final grades for Year classes must be submitted

Spring Semester

Late January: UHS Office sends “Welcome Back” e-mail with registration and payment information/deadlines

Early to Mid-February: Student registration period. Official class rosters are available to instructors for review. Payment is required by the close of registration.

Late February – early March: Final course rosters available for UHS instructors to review

Late June: Final grades for Spring classes must be submitted

Technology Support

For issues concerning OASIS, please contact the Registrar’s Office at 934-420-2776.

Faculty Liaisons

UHS is proud to have FSC faculty, known as UHS faculty liaisons, who are committed to working with UHS instructors to provide academic support. Faculty liaisons are appointed by their academic department to oversee UHS courses. They are subject experts in the disciplines they oversee. Liaisons are responsible for ensuring that UHS course content, assessments, and expectations are consistent with FSC on-campus courses. Faculty liaisons offer training and annual professional development, and conduct site visits. Liaisons may also be available to guest lecture.

Faculty liaisons collect information for review, provide resources as needed, and communicate directly with instructors. Liaisons may review instructor credentials and curricula with the assistance of their department chair. Liaisons will work with their academic department to coordinate assessment activities. Liaisons report back to both their academic department and the UHS Office, and provide the UHS Office with any materials/syllabi/feedback gathered as a result of trainings, professional development, and site visits.

Site Visits

Faculty liaisons will conduct site visits to connect with UHS instructors, and observe course content and student discourse and rapport. Site visits ensure that UHS courses are equivalent to FSC on-campus courses. New, first-year UHS instructors are visited in their first semester of teaching. The UHS Office tracks all UHS course sections, and collaborates very closely with FSC academic chairs to administer faculty liaison site visit assignments. In instances when a new, first-year instructor cannot or is not visited in their first semester, the UHS Office works closely with the faculty liaison and high school to identify and coordinate a day/time for a visit as soon as possible.

UHS operates on a 4-year site visitation schedule. Every UHS instructor will be visited at least once (for each course they teach) every four years. Faculty liaisons complete a site visit form for every course section they visit. Faculty liaisons may request a recent copy of the syllabus before scheduling a site visit. Liaisons are assigned UHS sections by their academic department and based on their area of expertise, and are responsible for ensuring that the FSC department curriculum is being taught. Liaisons are available to instructors for help in regards to syllabi, textbooks/materials, and course content/delivery.

Syllabi & Textbooks

All UHS courses offered through UHS are FSC cataloged courses with the same departmental designations, course descriptions, numbers, titles, and credits. Course requirements and curriculum for a UHS course is the same as curriculum for the course taught on the FSC campus. Instructor qualifications, syllabi, assignments, textbooks, exams and grading requirements are also equivalent. UHS instructors work with faculty liaisons to ensure syllabus alignment, and adoption of appropriate textbooks and materials.

Evaluations

Students will be asked to complete “End-of-Term” course evaluations via a link at the end of the semester. The UHS Office will provide UHS Primary Contacts with the link to share with instructors/students. Results of course evaluations are only shared with UHS instructors, not anyone else. This is consistent with on-campus practice.

FSC assesses its performance across all areas of the institution, both academic and non-academic, and uses the results for the purposes of accountability, resource allocation, and improvement. As such, the UHS Office conducts and reports regular and ongoing evaluations of the UHS Program effectiveness and uses the results for continuous improvement. The UHS Office may periodically send surveys or invitations to participate in research to UHS instructors and administrators 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 their grade. Students can request a transcript for free from the FSC Registrar’s Office by completing the Transcript Ordering Form using Method #2. Once this form is completed, students can check the order status of their requests online. Please visit the Transcript Information page for further details.

Policies

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.

Non-Compete

A UHS instructor may only offer their course through one higher education institution for college credit. In other words, the UHS course may only be offered for credit through FSC, and not any other college/university.

Non-Compliance

Non-participation in annual discipline-specific professional development

UHS instructors must participate in annual discipline-specific professional development (PD). Failure to participate will result in an e-mail stating the non-compliance, with a CC to a high school upper administrator. The instructor must complete PD the following year. Should the instructor fail to complete PD the following year, they, along with a high school upper administrator, must meet with UHS leadership to review UHS Instructor Role & Responsibilities. A faculty liaison may conduct a site visit or meeting the following semester.

Failure to fulfill UHS Administrator and/or Instructor Responsibilities

UHS retains the right to revoke an approval of a high school to offer a UHS course and/or of a teacher to teach a UHS course. UHS may revoke an approval for the following reasons:

- Repeated inaction on the part of the UHS Primary Contact and/or UHS instructor to comply with their respective Role and Responsibilities as stated on p. 6.
- Repeated lack of cooperation and communication with UHS Office and/or UHS faculty liaisons.

Reasons to revoke an approval are managed by the UHS Office in consult with the FSC Provost's Office. Extenuating circumstances are taken into consideration. Concerns must be documented by UHS Office staff and/or the UHS faculty liaison(s). The Principal at the high school will be notified of the concerns. When practical, a remedial plan will be developed with input from appropriate stakeholders, which may include high school administrators and UHS faculty liaisons, to avoid revoking approval. The process seeks to balance the welfare of the students and the professional integrity of all personnel involved, as well as the academic integrity of the UHS Program.

Extenuating Circumstances (Late Registration)

There may be instances, due to extreme extenuating circumstances (i.e., death in the family), that prevent a student from meeting the registration/payment deadline. Under these circumstances, the UHS Office will ask for additional documentation prior to any action.

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.

Grade Differences

It is possible for the high school grade and the 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 a student's overall course grade. If there are circumstances that warrant two different grades, the high school grade should appear on the high school transcript and the UHS grade should be entered into the FSC system. The UHS grade will appear on the students' official FSC transcript. High school transcripts must have the concurrent enrollment class listed.

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