



CAP FACULTY HANDBOOK



College Acceleration Program (CAP) 2024-2025

September 2024

Dear CAP Faculty Member:

I am pleased to welcome you as a faculty member of the College Acceleration Program (CAP) of SUNY Niagara. Our College takes pride in the excellent reputation of its faculty and I know you too will be proud to become a part of that tradition of teaching excellence.

The SUNY Niagara College Acceleration Program (CAP) offers area high school students an opportunity to earn college credits while they are still in high school. CAP has become recognized as a viable option to provide students with more choices, an alternative to AP courses, and a motivator that some students need to continue to study.

Our CAP agreement with your high school allows selected students dual high school and college credit for work completed. Successfully completed course work generally transfers to other institutions that accept SUNY Niagara course work.

It is SUNY Niagara's expectation that the work completed in the CAP program be comparable to work completed through traditional class instruction; therefore, the College considers the program an extension of its off-campus offerings.

Through this handbook, it is our hope that you will become more aware of the CAP philosophy, standards, and procedures, as well as SUNY Niagara policies and operating procedures, so that you will become an even more effective program leader.

Sincerely,

Delaney Douglas, Assistant to the Vice President for Special Programs
College Acceleration Program (CAP)

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About The College

SUNY Niagara has two locations in Western New York. The Sanborn campus is centrally located minutes from Buffalo and Niagara Falls, NY, and offers a traditional college experience with world-class academics, knowledgeable faculty members, state-of-the-art classrooms, NJCAA athletics, and on-campus housing. The Niagara Falls Culinary Institute (NFCI) is located in the heart of one of North America's biggest tourist destinations, just steps away from the world wonder, Niagara Falls. NFCI is home to Culinary Arts, Baking and Pastry Arts, and Hospitality programs. Both of our locations offer a unique environment and provide a career-focused, success-oriented education at an affordable price.

SUNY Niagara is a locally sponsored college supervised by the State University of New York (SUNY).

SUNY Niagara is authorized by the Board of Regents of the University of the State of New York to award the Associate in Arts Degree (AA), the Associate in Science Degree (AS) and the Associate in Applied Science Degree (AAS) to regularly matriculated students upon successful completion of curriculum requirements.

SUNY Niagara History

SUNY Niagara was created in 1962 and took its name from the County of Niagara, its local sponsor.

The contemporary campus opened in 1973, is an example of sound planning. Approximately 4,000 students are enrolled in credit programs and thousands more annually take advantage of the college's extensive credit-free courses, short-term vocational programs and cultural and social events.

SUNY Niagara Mission Statement

SUNY Niagara provides flexible teaching and learning environments dedicated to educational excellence and committed to our core values of student centeredness, accessibility, comprehensiveness, collegiality, community partnership, and lifelong learning. Through the liberal arts and sciences as a key component of all academic programs, our College nurtures and empowers students to recognize and to value our common humanity as well as the richness of our diversity. SUNY Niagara offers quality academic programs while providing supportive student and academic services. To produce engaged citizens, SUNY Niagara provides cultural, social, recreational, athletic, and global experiences. SUNY Niagara is a major contributor to economic development through transfer, career and technical education, workforce development, and continuing education. To demonstrate integrity and accountability, SUNY Niagara operates through a collegial model of shared governance, which provides for a comprehensive assessment of all aspects of institutional effectiveness.

About the College Acceleration Program (CAP)

The College Acceleration Program is dedicated to offering College courses to qualified high school students based on the curriculum needs of the districts. By doing so, students are given the opportunity to enhance their secondary experience as well as prepare for their college experience. The program is NACEP (National Alliance of Concurrent Enrollment Partnerships) affiliated.

College Acceleration Program Mission Statement

The College Acceleration Program is dedicated to offering college courses to qualified high school students based on the curriculum needs of the districts. By doing so, students are given the opportunity to enhance their secondary experience as well as prepare for their college experience.

Common questions about the SUNY Niagara CAP Program

- **What is the purpose of CAP?**

At the request of area high schools, CAP provides students an opportunity to gain advanced standing or earn college credit by offering SUNY Niagara courses to eligible high school students. Students will receive college grades and earn college credits which will appear on their SUNY Niagara transcripts. The courses are offered at a reduced rate of tuition. Tuition is approximately one third the cost of regular tuition. The 2024-2025 CAP rate is \$86 per credit.

CAP is a viable option to AP (Advanced Placement) and IB (International Baccalaureate).

- **Is this program encouraged by State Education Department and SUNY?**

Yes. "The State University of New York (SUNY) encourages the expanded offering of quality college-level course work to qualified high school students in order to enhance student learning in high school and better prepare more students for the transition into the freshman year of college. Such an expansion is one way for SUNY to meet a genuine state need in public education."

-SUNY Guidelines on Offering College Credit Courses in High School - June, 1994

- **How is curriculum integrity assured?**

Instructors are expected to complete all SUNY Niagara requirements in accordance with the Colleges standard practices and procedures. College faculty conduct site visitations. Instructional evaluations are reviewed by appropriate college officials to assure program integrity.

- **Do these courses transfer any differently than SUNY Niagara credit?**

Generally, no, these credits transfer in the same manner. Some colleges and universities may require a portfolio of work. (See *Transcripts / Transferring Credit*.)

- **Does SUNY Niagara accept concurrent enrollment course credit from other colleges?**

Yes. A grade of "C" or better is transferrable.

SECTION ONE: GENERAL INFORMATION FOR TEACHERS

TEACHER ELIGIBILITY AND APPROVAL PROCESS

All full time and adjunct faculties must meet SUNY Niagara departmental qualifications in order to be approved to teach. A Master's Degree in the subject area to be taught is the desirable requirement. However, an applicant must have substantial coursework in the appropriate content area. The principal of the high school identifies a potential instructor based on these requirements. A resume and transcripts for the candidate are submitted to SUNY Niagara's Assistant to the Vice President of Academic Affairs. The credentials are then forwarded to the appropriate Division Chair/AVP and/or Program Coordinator for final approval. The high school teacher and principal are notified of the decision.

GENERAL RESPONSIBILITIES OF A HIGH SCHOOL CAP TEACHER

It is the responsibility of the CAP instructor to maintain educational integrity and to strive for academic excellence in the course he/she teaches. It is the CAP instructor's responsibility to promote and encourage adequate standards of oral and written expression. **It is the CAP instructor's responsibility to ensure that only qualified students have registered for the courses (i.e. prerequisites and basic skills tests where required.)** High school transcripts may be requested on those students who need certain prerequisites. (See pages 19 and 20 for Student Eligibility.)

Preferably, CAP instructors ensure that efforts are made to have CAP courses as separate sections (i.e. only those students who have registered with SUNY Niagara and have paid tuition be scheduled in a particular section.)

At the beginning of each semester the CAP instructor must provide students with the course outline indicating material to be covered, related assignments, and method of evaluation. The CAP instructor must also provide students with a course syllabus explaining the grading system to be used and should apply it fairly and consistently throughout the course. The outline/syllabus must equal those of the SUNY Niagara course on campus. (See *Syllabus*.)

The textbook that is assigned for the class should be utilized as an integral part of the instruction. It is important that the CAP instructor have the department's permission to use alternative textbooks. It is not encouraged, but understood, that some CAP classes will use previously purchased and approved textbooks. When it is time for the district to purchase a new book for the course, the textbook used at the College should be adopted.

The instructor will ensure that the correct students are listed on the official course rosters. Any additions or deletions must be made with SUNY Niagara staff.

Attendance records must be kept.

College regulations pertaining to the submission of grades and attendance records must be followed. Grading periods will run according to the high school calendar.

Expectations for student learning and their outcomes in CAP courses must be consistent with the equivalent on campus courses. The high school teacher submits SLO documentation to the College

while the assigned faculty liaison works closely with the high school teacher to ensure these outcomes are assessed.

All high school CAP courses will be officially evaluated at least once annually by the assigned liaison.

SUNY NIAGARA FACULTY LIAISON ASSIGNMENT AND DUTIES

Once approval to teach a CAP course at the high school is granted, the College assigns a member of the SUNY Niagara faculty as *liaison* to the high school faculty member. In most cases, the liaison is a member of the discipline that traditionally offers the course, however, the liaison is generally someone who is currently teaching the course or has taught it in the past. A liaison's duties include:

- Assisting in the assessment of high school teachers' qualifications to teach SUNY Niagara course(s).
- Providing and explaining course syllabi.
- Ensuring that appropriate textbook and course materials are acquired and utilized.
- Meeting with high school teachers, as necessary, to discuss the methods and issues related to teaching the course(s) as in compliance with SUNY and State Education Department requirements.
- Helping to secure available lab and library resources so that students may have the opportunity to participate in activities on campus, when possible.
- Observing classroom instruction at least once per semester.
- Assisting in the resolution of any instructional issues.
- Ensuring that all student evaluations of instruction are administered in accordance with College policy.
- Ensuring that only qualified students have registered for the course(s).
- Ensuring that rosters and grades are turned in to the College Records Office in a timely manner.
- Making recommendations to the division chair concerning the continuation of a partnership utilizing the same teacher and resources.

THE FIRST CLASS SESSION

The first meeting of a new class is very important in setting the tone for your CAP course. The instructor can make valuable use of this time for explanation and student contact. These points should be used as a guide:

1. CAP instructors should identify themselves and offer some personal remarks such as their preparation and/or experience in the subject area or their reasons for teaching a CAP course.
2. The students could be asked to respond orally or on paper about their background, preparation in the field, and/or reasons for taking a CAP course. NOTE: Oral response allows more familiarity among the students and will set the stage for verbal exchanges later.
3. The CAP instructors should make clear rules and policies of the class, preferably in a hand-out or syllabus that the student can keep. This handout should include due dates of major assignments and tests, policies for late work and attendance, and policies for grading. (See *Syllabus*.)

4. Required texts and class materials should be identified and the patterns expected for their use, both class work and homework.
5. CAP instructors should identify some of the major expectations of the course and allow discussion of student concerns about these expectations.
6. Student questions on any of these points should be answered at this meeting or investigated for answering at the next class meeting.
7. CAP instructors should check to see that all prerequisites have been met and that the students are registered for the right course.
8. CAP instructors should check and be sure that their students meet the eligibility requirements.
9. CAP instructors should provide students with CAP registration dates, times, and tuition information.

USING THE SYLLABUS

The syllabus should be passed out on the first day of class and gone over in detail. There is no question that writing detailed syllabi requires considerable forethought and hard work. Still, the benefits are considerable: the contract between you and your class has been made fully clear and concrete at the beginning; both you and your students have an agenda to refer to for preparation; and you have made your best effort to be genuinely helpful to your students. One additional benefit is that course evaluations can be drawn from information on the syllabus to provide you with detailed and useful feedback on your teaching and on the course as a whole.

CREATING YOUR SYLLABUS: PUTTING IT DOWN ON PAPER

Contact the CAP Office for the standard syllabus/course outline template.

A useful syllabus is one which students will both want and need to refer to frequently over the academic semester. It must include:

1. General Information. Your syllabus must mirror the Master Syllabus and include the basic information about the course which would include course number and name, lecture/lab hours, the course description from the college catalog (be sure to include any prerequisites), and the methods of instruction.
2. A clear statement of course goals and Student Learning Objectives as taken from the Master Syllabus. What are the general themes/concepts/ ideas/etc. that the student should learn by the end of the class? To this end, objectives should be included to indicate not merely mastery of course content, but also development of skills, that is, what students will learn to do as well as what they will learn about. Students' sense of the relevance of a course is enhanced when they understand that they will learn skills that can be applied elsewhere later.
3. Course Outline. Fundamental to a good syllabus is a clear outline of the subject areas that will be covered during the course and in the order in which they will be covered. This may or may not include specific dates that topics are to be covered. This is not merely a list of assignments, but a description of classroom and study activities: lecture, discussion, reading, research, panel presentations, lab work, etc. The descriptions should be referenced clearly to course objectives so

students can see how the things you and they are doing will lead to accomplishing objectives. Such descriptions will help them to understand your rationale for the way you teach: the way you use class time, why you assign the work you do. You might also include here a statement about the amount of study time you assume they will need. For example, you estimate that a student with a little prior knowledge of the subject will study about two hours daily.

4. **Course Materials.** In this portion of your syllabus, you should indicate what the student must obtain to successfully complete the course. Primary to this portion should be the textbook, but if you include the purchase of a textbook, it very definitely should be used and not ignored. Also include lab manuals, study guides, computer software and any equipment the student is responsible for obtaining, i.e. graphing calculator, lab/art supplies, uniforms, etc. Include the texts used, even if the district provides the texts.

5. **Grading Policy.** This section becomes more and more critical as the syllabus becomes a form of contract between the student and the faculty member. Specificity will save conflicts and embarrassment. This section compliments the course content portion and clearly lists the students' assignments and how they will affect the students' grades. Listed in this section will be the exams, quizzes, papers, projects, oral presentations and other assignments/activities that are calculated into the grade.

Your syllabus must tell the students the value/weight of each assignment (number of points/percentage of final grade) and how extra credit may be earned and calculated. You will also want to note how make-ups can be attained or what affect missed or late assignments will cause in the students' grades.

Your Grading Policy must also include how the grades are to be calculated, i.e. 93% and above = an A, etc. This should be included for both individual assignments and for the final class grade. The following is a suggested grade conversion scale with the grade points associated with each grade. The high school grades must be the equivalent to the SUNY Niagara grade, in all instances.

A	93 - 100	4.0	C	73-77	2.0
A-	90-92.99	3.7	C-	70-72.99	1.7
B+	87.1-89.99	3.3	D+	67.1-69.99	1.3
B	83-87	3.0	D	63-67	1.0
B-	80-82.99	2.7	D-	60-62.99	0.7
C+	77.1-79.99	2.3	F	59.99 & lower	0.0

6. **Course Policies.** This is the section where you should include your attendance policy. If attendance is important, indicate that up front. Define what an absence is, i.e. 15 minutes tardy will be considered a full class absence or two tardies (arriving after attendance is complete) equals one full class absence. It is very important to spell out how the students' grades will be affected by attendance, i.e. each absence lowers a student's grade one-third letter grade or three absences is an automatic failure. Also indicate the College's grading system including withdrawals. Please note the following information regarding withdrawals:

Unofficial Withdrawal from a course occurs when a student discontinues a course prior to the time when the instructor can properly assign any earned grade. Excessive absence from class may be interpreted as an unofficial withdrawal. (See *Grading.*)

Official Withdrawal – no grade on transcript: Withdrawal from a course during the first three weeks of the semester signifies that the course will not be entered on the student’s record. The only person who can request an official withdrawal from a course is the student.

Official Withdrawal – W grade on transcript: Withdrawal from a course without academic penalty is permitted until the tenth week into the course. A grade of W will appear on the student’s transcript.

Either official withdrawal is initiated by the student in the following ways:

- The student may contact his/her instructor who contacts SUNY Niagara for the withdrawal
- The student contacts the CAP Coordinator to request a withdrawal from the course
- The student comes in person to the CAP Coordinator to withdrawal from the course

Important: If a student will be leaving the district, he/she must also complete a drop form to drop the class officially at the College.

In this section you should also note your policies on cheating/plagiarism and their consequences. Also indicate your position on classroom behavior, making it clear from the beginning that inappropriate behavior will not be tolerated; refer students to SUNY Niagara’s Code of Conduct and consequences for its violation. (See *Code of Conduct*.)

7. A list of student resources, if available, may be included. This will include, of course, a bibliography of recommended texts and reserve readings. It very well may include alternative textbooks, style manuals, research tools, sample tests on file, and other resources students might find helpful. This list will be more useful to students if it is annotated: indicate whether the item is required or recommended, what its strengths and weaknesses are, why you've assigned or suggested it, how it will help them.

COURSE OUTLINE TEMPLATE (contact CAP Office of Academic Affairs)

ACADEMIC INTEGRITY POLICY

Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the mission of SUNY Niagara. Academic misconduct is destructive to the spirit of an educational environment and, therefore, cannot be condoned.

The following definitions will apply:

1. The term “cheating” includes, but is not limited to, using or providing unauthorized assistance, including the use of Artificial Intelligence (AI) tools, in taking quizzes, tests, examinations, or assignments; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; the acquisition without permission of tests or other academic materials belonging to a member of the college’s faculty. Employing any individual other than the named registrant for a course to take that course in place of the actual registrant, including the evaluations and assignments upon which the course is graded, is strictly prohibited.

This prohibition includes individuals who are concomitantly enrolled in the course in question.

2. The term “plagiarism” includes, but is not limited to, the use by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.
3. The term “academic misconduct” includes any or all forms of the above.

Unless an instructor has provided students with an alternative academic integrity policy at the start of the semester, the college policy that follows will apply:

For the first incidence of academic misconduct in a course, the student will receive a grade of F (or zero) for the test, assignment or activity.

If there is a second incidence in the same course, the student will receive a grade of F for the course.

The instructor who believes that an incidence of academic misconduct has occurred will discuss it immediately with the student. If, in the judgment of the instructor, the student has committed an act of academic misconduct or if the student admits that there has been misconduct, the instructor will assess the appropriate penalty.

Instances of admitted or proven academic misconduct should be reported in writing to the Vice President for Academic Affairs. The purpose of this reporting will be to track individuals who have repeated incidences. If such a pattern of behavior is found, the Vice President of Academic Affairs will determine an appropriate sanction on a case-by-case basis.

Students who think they have been treated unfairly may invoke the Academic Grievance procedure, which is explained in the student code of conduct handbook.

STUDENT CODE OF CONDUCT

The College, like all communities, functions best when its members treat one another with honesty, fairness, respect, and trust. SUNY Niagara expects academic honesty and integrity from all students and believes it is an important aspect of each student’s education and preparation for the future.

Therefore, students should refrain from all forms of academic dishonesty such as cheating, plagiarism, etc. Students in the CAP program are also held to the same Code of Conduct as all other SUNY Niagara students. For details to the Student Code of Conduct, please refer to the SUNY Niagara Student Rights and Responsibilities Handbook.

SUNY Niagara reserves the right to dismiss students whose conduct is not in accordance with the code of student conduct for the College as published by the College.

GUIDELINES FOR COLLEGE-REQUIRED RECORDS

Record keeping is an important part of each CAP instructor’s responsibilities. Accurate, complete and timely records are expected.

CLASS ROSTERS

Faculty members **MUST** maintain permanent rosters in accordance with all instructions issued by the Records Office. The rosters will be provided after registration is completed. Attendance

records as well as recorded grades must be kept for the entire semester. A key should be provided in the permanent roster to explain the various grades listed and the relative value attached to each grade in determining the final mark. **Signed rosters must be submitted at the end of the semester as designated by SUNY Niagara's Office of Academic Affairs.**

GRADING

The instructor must have a sufficient number of recorded grades for the final evaluation of each student. CAP students are held to the same grading standards as their on-campus counterparts. The SUNY Niagara grade and high school grades must be equivalent. Grades may include but are not restricted to quizzes, term papers, oral reports, laboratory reports and discussion. A mid-term and final examination alone are not sufficient for fair evaluation. Final grades are based on sound evaluation of course objectives.

The following letter grade and grade point system is used:

A	4.0	Outstanding Achievement
A-	3.67	
B+	3.33	
B	3.0	Above Average Achievement
B-	2.67	
C+	2.33	
C	2.0	Average Achievement
C-	1.67	
D+	1.33	
D	1.0	Below Average Achievement
D-	0.67	Minimum Passing Grade
F	0	Failure
I	0	Incomplete
NG	0	Nongradable
T	0	Transfer credit
W	0	Course withdrawal without grade

SPECIAL NOTES ON SPECIFIC GRADES

D- GRADE

A D- grade is the minimum passing grade for pre-requisite and co-requisite courses, but it may not fulfill certain curricular requirements. Please refer to the individual program requirements.

W GRADE—WITHDRAWAL FROM A COURSE

To withdraw from a course, a student is required to obtain a Withdrawal Form from the Records Office which will identify the course being dropped. The student must complete and sign this form and return it to the Records Office for processing by the posted deadline.

Course withdrawals are permitted through the first two thirds (2/3) of any course. Please consult the college website as there are specific deadlines for deleting a course from the student's schedule versus deadlines for issuing W grades. The grade of W will not affect the student's grade point average, but may negatively impact the student's academic standing and/or ability to receive financial aid.

I GRADE—INCOMPLETE

A student who requests an I grade (Incomplete) is required to arrange for completion of course work with his or her instructor. The maximum time for the change of an I grade to a performance grade is determined by the instructor, but shall not exceed one academic year. The Records Office will inform the instructor and student of the approach of the one-year deadline. Students will be sent a letter at the address last known to the SUNY Niagara Records Office. If no change of grade is made by the instructor prior to the deadline, the I grade will automatically be converted to an F grade. An I grade (incomplete) should be avoided in the College Acceleration Program since the student may not be available in the future to make up the work.

GRADE CHANGES

An officially reported grade cannot normally be changed except in the case of a reporting or transcribing error. Grade changes require approval of faculty member and the division chair.

FINAL EXAMS

All CAP instructors must provide an instructional activity (e.g. examination, writing assignment, etc.) during "Finals Week" of each semester.

Instructors must supply a copy of their final exam/assessment tool to the college along with final grades. If a final exam is not given, an explanation of the final activity is required. Academic divisions reserve the right to require a departmental examination.

FINAL GRADES

Final grades will be recorded on forms provided by the Records Office and entered electronically on the computer. It is mandatory that final course grades and rosters be turned into the Office of Academic Affairs within 48 hours after the final instructional activity occurs.

Please keep in mind the importance of the due date. No grades can be issued to any students until all grades have been entered and processed. Late receipt of these grades impacts all students in a number of ways (e.g. official transcripts for other colleges cannot be processed, etc.). Please keep this in mind and submit your grades by the date requested.

Two procedures are required for providing final grades: The computer-generated roster with handwritten grades and on-line entry using Banner Web. For instructions/guidelines on grading online, see the section on using Banner Web. When reporting grades in either fashion, the following apply:

Grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, S and U are **performance grades** and require sufficient evidence through tests, papers, homework, projects, participation, attendance, quizzes, etc. to justify the grade. If any of these grades are submitted for a student, the grade must be **justified** with sufficient evidence of accomplished work. Students should NOT be given an F grade unless tests, quizzes, homework, attendance, etc. warrant an F.

Grades of W and X are **nonperformance grades**.

Please note well:

1. Teachers cannot assign an A+ or F- as they are invalid grades. The system also does not recognize numerical grades.
2. Avoid the use of a grade of I for an incomplete. If the student is a senior, chances of course completion are slim.
3. A teacher may not assign a W as this grade must be student initiated.
4. The printed roster must be signed, dated and returned by the due date.

In order to comply with SUNY and the State Department of Education requirements, permanent class rosters MUST include the following information:

- FINAL GRADES
- Your SIGNATURE

FINAL GRADE SUBMISSION ON BANNER WEB

High school faculty will be required to input grades via SUNY Niagara Banner web. Deadlines will be issued each semester.

You MUST use your SUNY Niagara email username and password to access Banner Web. For help with Banner Web Login: Contact the SUNY Niagara Helpdesk at (716) 614-6730 or helpcalls@niagaracc.suny.edu

Go to the SUNY Niagara homepage – www.niagaracc.suny.edu – under MYSUNY NIAGARA, at the top right hand corner of the homepage, choose “Banner Web.”

1. On sign in screen, log into Banner Web using your **SUNY Niagara email username & password**.
Once logged into Banner Web:
2. Click on “Faculty and Advisor Services” tab at the top of the page.
3. Click on “**NEW – Faculty and Advisor Self Service Landing Page**.” This will take you to the new Faculty & Advisor Services page.
4. Click on “Enter Final Grades.”
5. Under “My Courses” you will see your assigned sections for grading. Simply click on the section you are submitting grades for and the student names will appear below for entering final grades.

*Please note that there may be other sections listed that you are assigned to in other terms, but only sections that are currently due will be available for grade submission.

6. Select a grade for each student listed using the Final Grade drop-down box.
 - a. **For grades of “U” or “F”** you MUST enter the student’s **last attend date**.
 - b. Dropped or withdrawn students will appear as “Non-Gradable” under the Final Grade column.
7. Be sure to complete all pages of grading. You may have a 2nd PAGE of grading if you have more than 20 students in section. In this case, click “SAVE,” then choose page 2 at the bottom of the page to go to the next page.
8. Click “SAVE” at the bottom to save your work. You will see a green “Save Successful” message in the upper right hand corner if everything saves correctly. If there are any issues, you will receive a red error message that will describe the issue that needs to be resolved before you can save successfully.
9. To print a copy of these final grades for your records, click on print icon on toolbar or go to File, Print.
10. To grade another section, simply click on a different section listed under “MY Courses.”
11. Log out of Banner Web when complete.

Additional Reminders:

- Incomplete grades (“I”) are input by Enrollment Center Staff. Requests should be submitted as early as possible before the deadline.
- If a student has withdrawn from your class, a “W” or “X” grade will have already been assigned to them. They will appear as “non-gradable” on the roster. These grades cannot be changed.
- If you teach a zero-credit course (i.e. lab, clinical, etc.), the grade of “NG” should already appear for each student.
- Do NOT leave any students with a blank grade. Ensure a grade appears for each and every student. Even though you may enter a Last Attend Date, you still need to assign a final grade.
- **For assistance with Grade Entry Questions/Help:** Contact Enrollment Center (716) 614-6250 or records@niagaracc.suny.edu

SUBMISSION of PERMANENT CLASS ROSTERS

In order to comply with SUNY and the State Department of Education requirements, permanent class rosters MUST include the following information:

- FINAL GRADES
- **Your SIGNATURE**

Grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F are **performance grades** and require sufficient evidence through tests, papers, homework, projects, participation, attendance, quizzes, etc., to justify the grade. If any of these grades are submitted for a student, the grade must be **justified** with sufficient evidence of accomplished work. Students should NOT be given an F grade unless tests, quizzes, homework, attendance, etc., warrant an F.

PLEASE NOTE: Grades must be submitted on BANNER, in addition, **you must mail permanent rosters and a copy of your final exam to:**

**College Acceleration Program Coordinator
College Acceleration Program Office, A-242
SUNY Niagara
3111 Saunders Settlement Road
Sanborn, NY 14132**

- Grades may be input online and permanent rosters may be submitted **at any time** prior to deadline.
- Please ensure that the grades indicated on Banner web match the final grades marked on your permanent roster *before* submission.
- If a student has opted for college credit but does NOT appear on the Banner final grade roster, please notify College Acceleration Program **immediately** at 614-6452.

FERPA

In accordance with Federal Family Educational Rights and Privacy Act, any record that contains information that can personally identify a student must be protected. The public posting of grades by the student's name, institutional student identification number or social security number without the student's written permission is a violation of FERPA. Even with names obscured, numeric student identifier numbers are considered personally identifiable information. Therefore, the practice of posting grades by social security number or student identification number violates FERPA.

Instructors and others who post grades should use a system that ensures FERPA requirements are met. Instructors may use code words or randomly assigned numbers that only the instructor and individual student know. The order of posting should not be alphabetic.

The act also allows the College to release a student's education records to a court, without the consent of the students or parents, if the student or parents have sued the College.

ACADEMIC FREEDOM/EQUAL OPPORTUNITY POLICY STATEMENT

SUNY Niagara is committed to the principle of academic freedom for faculty and students. Academic freedom ensure faculty have the freedom to teach or communicate ideas or facts in the classroom. The American Association of University Professors (AAUP) states, however, that teachers should be careful to avoid controversial matter that is unrelated to the subject. "They should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution" when speaking publicly.

Equal Opportunity Statement of Policy

SUNY Niagara does not discriminate and prohibits harassment or discrimination related to any protected category including creed, ethnicity, citizenship, sexual orientation, national origin, sex, gender, pregnancy, disability, marital status, political or social affiliation, age, race, color, veteran status, military status, religion, domestic violence status, genetic information, gender identity, gender expression or perceived gender. Women, minorities, veterans and individuals with disabilities.

THE COLLEGE STUDENT WITH DISABILITIES

A person is classified as disabled under the Americans with Disabilities Act if the individual has a physical or mental impairment that substantially limits one or more of the major life activities of such individuals, or has a history of such an impairment, or is regarded as having such an impairment.

The phrase, "physical or mental impairment" includes but is not limited to such conditions as orthopedic, visual, speech, hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease, tuberculosis, drug addiction and alcoholism.

Some students have physical disabilities that result in a fluctuating state of health. Stress, long periods of inactivity, and medication are a few of the factors that will impact their level of health and learning.

LEGAL RIGHTS OF STUDENTS WITH LEARNING DISABILITIES

Accessibility Services provides environmental and academic adjustments to qualified students with disabilities in accordance with Section 504 of the 1973 Rehabilitation Act and the 1990 Americans with Disabilities Act and amendments. The purpose and function of these services are to remove the barriers created by disability and provide appropriate support to these students while protecting academic standards at the course and program level. Students with disabilities must meet the same academic standards and student code of conduct as all other students. Under the law, faculty share responsibility for providing access to learning and course materials. As such, faculty should contact Accessibility Services if a student discloses they have a disability so the office can contact the student confidentially to offer support. Faculty cannot grant or alter academic adjustments; this can only be done through Accessibility Services. If a faculty member has a concern about an academic adjustment a student has been granted, they cannot deny the accommodation without consultation with Accessibility Services. Whenever helpful or necessary, Accessibility Services will engage faculty in the deliberative process for determining appropriate accommodation. The office is here to support students and faculty throughout the processes. Faculty are encouraged to contact Accessibility Services with any questions about making course content accessible to students.

PROFESSIONAL DEVELOPMENT

CAP faculty members are expected to participate in SUNY Niagara's professional development offerings. Attendance at departmental meetings can also be arranged. The Faculty Liaison Visit is an opportunity to share knowledge of subject matter. Your Faculty Liaison is available to work with you all semester (s). Questions regarding course specifics should be directed to your Faculty Liaison. In addition, instructors are invited on campus with their CAP students to take part in campus activities such as TECH WARS, theatrical performances, and political speakers. Science instructors may conduct at least one lab per semester on campus.

ABSENCES

Instructors are expected to meet with their classes for all scheduled sessions and at the scheduled times except in cases of emergencies or illness. Student teachers are not approved to teach SUNY Niagara courses. Therefore, they cannot be used in a CAP classroom at any time.

For anticipated absences, instructors must follow normal high school absence procedures. Extended leaves of absence for any reason should be reported to the CAP Coordinator as soon as possible.

CREDENTIALS

Part-time faculty is required to have undergraduate and graduate transcripts and a resume on file in the appropriate Division Office. The CAP Coordinator is responsible for forwarding these documents at the point of pending approval.

Faculty members should update their resumes whenever there is a significant change in their status or experience.

HELPFUL HINTS

1. It is important at the beginning of the semester to determine how much students know about the subject area. A brief written exam, class discussion, or small group discussions may be used to determine the students' degree of understanding. This will give you a better understanding of your class and help determine where to begin.
2. Maintain and publicize a time and place where students can meet you outside of class. It is your responsibility to develop some form of office hours, usually directly before or after regular class periods.
3. Seek feedback regularly from your students. In order for you to know if your students are progressing, you must develop ways of monitoring their progress. Some tests can be used to provide you and your students with feedback relative to how well they are doing.
4. Know the textbook well and explain how it is organized. Suggest ways for the students to study the book, thus helping students to use their textbooks effectively and efficiently.
12. Lecturing is one of the least effective modes of teaching/learning. If you lecture make certain your lectures are well organized with a clear summary statement at the end of each lecture. At the end of each lecture there should be ample time to respond to student questions.
13. Do not allow your personal preferences to influence how you treat students. It is important to provide each student an opportunity to succeed.

SECTION TWO: EVALUATION

POLICY ON CLASS VISITS/SITE VISITS

The college is committed to providing a supportive learning environment for each student, an essential component of which is effective faculty performance. Faculty need and deserve feedback about their work. Faculty evaluation can contribute to a positive academic climate and to improving and rewarding faculty performance by encouraging clear statements of faculty objectives and institutional expectations, by using appropriate measures for evaluating the effectiveness of faculty fulfillment of their objectives and institutional expectations, and by assisting faculty improvement and innovation. A site visit does fulfill a professional development requirement. CAP faculty will be amenable to class visitations by an assigned SUNY Niagara faculty liaison.

SITE VISITS/CONFERENCE PROCEDURES

CAP faculty members teaching for the college will be scheduled for a site visit/conference once per semester. The procedure shall be as follows:

1. CAP faculty members will be notified in advance via e-mail or phone to schedule a visit/conference. It is recommended that the time include a class to observe with about 15 minutes either prior to or at the conclusion of the class to discuss CAP with the instructor. The intent of this visit is not to disrupt class instruction but rather to assist CAP instructors and the department/division chairperson in their future course preparations and to ensure the academic integrity of SUNY Niagara courses offered through the CAP Program.
2. On the scheduled date, a SUNY Niagara faculty liaison will sit in on the class then will meet with the instructor and discuss the CAP course.
3. Upon completion, site visit reports will be returned to the CAP Coordinator. These site reports will not be shared with school districts but shall be used exclusively for the College's purposes. A copy of the site report will be given to the instructor, SUNY Niagara liaison, and the CAP Coordinator.

EVALUATION FORMS

Ensuring that all student evaluations of instruction are administered in accordance with College policy, evaluation forms are administered for each CAP course. High school teachers will be given this information and then must provide the link to their CAP students. The assessment supplies statistical results for SUNY Niagara based on student and faculty questionnaires. Results are shared with high school teachers.

SECTION THREE: INFORMATION FOR STUDENTS

As CAP participants, your students will be considered part-time SUNY Niagara students earning college credits. They will have library and other student privileges including their own student I.D. cards. Other benefits of the College Acceleration Program may not be so obvious to your students.

It is important to stress to students that successful completion of CAP courses may provide a competitive edge to students seeking admissions to highly selective colleges. For many students, their CAP program experience helped them get into their college of first choice. Remember, the positive educational experience gained through the CAP program will undoubtedly contribute to your students' college success and their goals.

STUDENT ELIGIBILITY REQUIREMENTS

Since CAP students are required to meet the standards SUNY Niagara maintains for all of its students. Only those students who are recommended by their guidance counselor, principal, and teacher are accepted into the program. Students must meet the course prerequisites as indicated below, where applicable. Depending on course selection, requirements may include successful completion of NYS Regents for Algebra II for some mathematics courses or an 80% overall average or waivers for ENG 101 through placement testing (See *Placement Testing* below). We rely on School counselors and High School instructors to ensure that students are placed appropriately in CAP courses. Where applicable, students must meet pre-requisite requirements.

Pre-requisite requirements. This list is not exhaustive and subject to change. P-TECH coursework is not included. Please check the SUNY NIAGARA catalog for specific courses and their requirements.

Course Prefix	Course #	Course Title	Pre-Requisite/Co-Requisite
BIO	110	General Biology II	BIO 109E/L
CHE	120	General Chemistry I	MAT 111, MAT 116 or MAT 120/ CHE 111L
CHE	121	General Chemistry II	CHE 120/CHE 113L
DRF	275	Advanced CADD	DRF 173E/L /DRF 275L
ENG	101	Writing I	HS GPA 80% or higher; 550 SAT Writing; 25 ACT Verbal & Reading
ENG	102	Writing II and Intro to Literature	ENG 101
ENG	229	Creative Writing	ENG 102
FRE	204	Intermediate French II	FRE 203
GER	204	Intermediate German II	GER 203
HPE	225	Kinesiology/Exercise & Sport	BIO 117
MAT	116	Pre-Calculus	70% or higher Algebra II Regents exam or 80% GPA final grade Algebra II
MAT	120	Calculus & Analytic Geometry I	MAT 116
MAT	121	Calculus & Analytic Geometry II	MAT 120
MAT	164	Introduction to Statistics	70% or higher Algebra II or Geometry Regents Exam
PHY	131	General Physics I	MAT 110 or equivalent/ PHY 131L
PHY	132	General Physics II	PHY 131E/L /PHY 132L
SPA	204	Intermediate Spanish II	SPA 203

PLACEMENT TESTING

Students not meeting the above criteria for ENG 101 must take the SUNY Niagara Placement Tests in Reading and Writing, administered by the Testing Center (A-167). The test (s) are delivered online.

REGISTRATION

Registration for courses at the high school takes place in September for fall courses and January for spring courses. The last date to register for fall and full year courses is October 18, 2024.

For detailed CAP registration information, go to www.niagaracc.suny.edu/academics/highschool/

CERTIFICATE OF RESIDENCE

An affidavit/application for Certificate of Residence is a legal document which is supplied to SUNY Niagara students who are **not** permanent residents of Niagara County. In Orleans County, students must also visit the County Treasurer's Office for additional documentation. In any case, the legal document must be notarized and returned to SUNY Niagara with registration materials.

TUITION AND PAYMENT

One of the greatest benefits of SUNY Niagara's College Acceleration Program (CAP) is the substantial savings in college tuition. Tuition is based on the number of credits designated for each course. Classes taken in participating high schools or afternoons on campus cost one-third of the full rate for part time students. Currently, the CAP rate per credit hour is \$86* vs. \$214* per credit hour rate of regular College students.

Invoices will be mailed to the student's home. Payment is due within 2 weeks.

Transcript fee = \$10*

Financial aid is **not** available to CAP students. Limited scholarships based on a family financial situation may be available.

*Subject to change

COURSE WITHDRAWAL

Course withdrawal dates are listed on the High School Information Sheet. Unofficial Withdrawal from a course occurs when a student discontinues a course prior to the time when the instructor can properly assign any earned grade. Excessive absence from class may be interpreted as an unofficial withdrawal. An F grade may be appropriate in this situation. An F is an instructor-initiated grade. Students should discuss the appropriateness of this grade with the faculty member.

Official Withdrawal from a course during the first three weeks of the semester signifies that the course will not be entered on the student's record. The only person who can request an official withdrawal from a course is the student.

Official Withdrawal from a course without academic penalty is permitted until the tenth week into the course. A grade of W will appear on the student's transcript.

Any official withdrawals are initiated by the student in the following ways:

- The student may contact his/her instructor who contacts the CAP Coordinator for the withdrawal
- The student contacts the CAP Coordinator to request to withdrawal from the course
- The student comes in person to the CAP Coordinator to withdrawal from the course

STUDENTS WHO DO NOT OFFICIALLY WITHDRAW FROM A COURSE RUN THE RISK OF EARNING A FAILING GRADE ON THEIR SUNY NIAGARA TRANSCRIPT.

Important: If a student will be leaving the district, he/she must also complete a drop form to drop the class officially at the College.

TRANSCRIPT REQUEST/TRANSFER OF CREDIT GUIDELINES

Most colleges will accept SUNY Niagara credit earned in high school if a grade of C or better is earned. State University of New York (SUNY) system colleges accept SUNY Niagara CAP credits. It is the discretion of private colleges and universities and those not in the SUNY system to decide whether they will accept transfer credits from another college or university in the country. It is strongly recommended that the students check with the college or university of their choice for acceptance of CAP transfer credit before registering for a CAP course. CAP credits can be accepted several ways:

- Credit hours can be directly transferred toward a chosen degree.
- They can be accepted as elective credits.
- They can exempt students from taking a required course, or they can make students eligible for placement into a higher level of course sequence.
- They may allow students advanced standing when applying to highly selective institutions of higher education.

If there is concern about whether specific colleges are likely to accept the credit earned from SUNY Niagara, students should call and ask to speak with the chairperson of the academic department of the intended major course of study or the college registrar. They will not be able to give a definitive answer until after the course is completed and official copy of the transcript is received, but a college should be able to disclose its general policies. It is advisable to present a CAP course syllabus and a portfolio of coursework to college officials who might need more detailed course information before accepting CAP credit.

After completing a SUNY Niagara course in high school through CAP, **follow the steps below** to obtain an "official" transcript to be sent to the intended college. Do not attempt to use a high school transcript to receive College credit.

Official Transcripts

CLICK ON THE LINK BELOW TO ORDER YOUR OFFICIAL SUNY NIAGARA TRANSCRIPT:

<https://www.credentials-inc.com/tplus/?ALUMTRO002874>

- Read the Ordering Overview then click “Please Choose One of the Following Options”
- Enter student and ordering information

Do not order your “official transcript” until all grades are in. That is generally at the end of June. You do not need your student ID number to order through Transcripts Plus.

PRICING INFORMATION FOR AN OFFICIAL SUNY NIAGARA TRANSCRIPT

Standard Fees and Delivery Options: \$10.00 each for regular First Class Mail, Electronic Transmission (PDF) or for Pick Up.

UNOFFICIAL TRANSCRIPTS (copy without college seal) ARE AVAILABLE AT NO CHARGE. CAP students can email and attach a signed and dated letter of request to records@niagaracc.suny.edu and include the following **required** information:

- First and last name (include all previous last names if different than current name)
- Banner ID# or date of birth
- Last 4 digits of social security #
- Current address
- Phone #
- Fax # or address to which the unofficial transcript is to be sent (please note, unofficial transcripts cannot be emailed)
- Signature (a **written signature is required** – typed signatures are not accepted)
- Date

SECTION FOUR: ACADEMIC DEPARTMENTS

CAP faculty members are encouraged to contact their assigned faculty liaisons in matters relating to the content of the course to which they have been assigned. In addition, the department/division chairperson can explain the philosophy of the department with regard to specific courses.

DIVISION EXTENSIONS

Division	Name	Extension	Email@niagaracc.suny.edu
Academic Affairs/ CAP Coordinator	Delaney Douglas	6452	ddouglas
Arts, Humanities & Social Sciences	Megan Schutte	6720	mschutte
Hospitality, Tourism & Culinary	Josh Blumberg	6456	jblumberg
Business & STEM	Sal Sciandra	6867	ssciandr
Bookstore		6840	
Cashier’s Office		6260	

Library	6780
Records	6250

CONTACT INFORMATION

SUNY Niagara
3111 Saunders Settlement Road
Sanborn, New York 14132
(716) 614-6222

For questions about classes, registration, and transfer of credit, please call
Delaney Douglas, Assistant to the Vice President for Special Programs
College Acceleration Program (716) 614-6452.
FAX (716) 614-6406

CAP office hours are Monday through Thursday 9:00am to 5:00pm. The office is located in
Academic Affairs, A-241, 3111 Saunders Settlement Road, Sanborn, NY 14132. Please stop in or call
us with any questions you may have regarding the CAP Program.

For questions about payments, please contact
SUNY Niagara's Cashier's Office Room A205 (716) 614-6443