



**SUNY NIAGARA
COLLEGE ACCELERATION PROGRAM**

CAP

STUDENT HANDBOOK

**College Courses in High School
2024-2025**

**Receive high school and college credits
Reduced tuition rate for courses taken at your high
school**



www.niagaracc.suny.edu

Phone: 716.614.6450

Fax: 716.614.6406

INTRODUCTION

Welcome! Through the College Acceleration Program (CAP) of SUNY Niagara, students can experience college-level work before they've left high school. Taking college courses while still in high school will help students learn about college culture and expectations, showing that students have what it takes to succeed. Additional benefits may include:

- Saving money by reducing future college costs (through earning college credit while still in high school)
- Showing college admissions officers the seriousness of junior and senior year in high school
- Graduating from college earlier by starting now
- Lightening the first- or second-semester course load in college and relieving some pressure and stress in the first year
- Having the time to take more electives in college, earn a double major, do a special work internship or spend a semester traveling abroad by starting early in high school

OVERVIEW

CAP is a concurrent enrollment program established as a cooperative agreement of the State University of New York (SUNY), colleges, and high schools allowing high school students to take college classes in their high schools for both high school and college credits.

SUNY Niagara is an affiliate member of NACEP (National Alliance of Concurrent Enrollment Partnerships). For more information about NACEP and the national standards, please see the organization's website at www.NACEP.org.

CAP courses can be delivered in two ways:

1. Courses are taught by teachers **at the high school** for dual high school and college credit (reduced rate of tuition). The high school teachers have been approved by the College to become SUNY Niagara adjunct instructors. They are required to complete all SUNY Niagara requirements in accordance with the College's standard practices and procedures. The high school calendar is followed.
2. Courses taught **at SUNY Niagara** for dual or college credit. Instructors are SUNY Niagara faculty members. The College calendar is followed. Tuition may be discounted. These courses are generally held over the summer.

Participating Schools are:

Niagara County Schools

Barker High School
Lewiston-Porter High School
Lockport High School
Newfane High School
Niagara Falls High School
Niagara Wheatfield High School
North Tonawanda High School
Royalton-Hartland High School

Starpoint High School
Wilson High School
Orleans/Niagara BOCES

Erie County Schools

Akron High School
 Erie One BOCES
 Erie Two BOCES
 Frontier High School
 Kenmore East High School
 Kenmore West High School
 Sacred Heart
 St. Joseph's Collegiate Institute

Orleans County Schools

Medina High School
 Orleans/Niagara BOCES

ELIGIBILITY AND PRE-REQUISITES

- 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 teachers are accepted into the program
- Students must meet the course pre-requisites
- For Mathematics courses, see pre-requisite information here:
- <https://drive.google.com/file/d/1aJcJdF33NOuMNAwwjp7uh5YznYsfJHmD/view>
- For English courses, see pre-requisite information here:
<https://drive.google.com/file/d/1ZdBk3gWtDX20r0dgrlr1h-gfyosXAL0y/view>

In addition, the following courses have pre-requisite requirements. This list is subject to change and does not include P-TECH coursework.

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 111 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 and/or MAT 116 and/or MAT 164 must take the SUNY Niagara Placement Tests in Reading and Writing, administered by the Testing Center (A-167). The tests are delivered online.

CAP vs. Advanced Placement (AP)

CAP and AP both offer rigorous course options to qualified students. Differences exist in CAP's connection with SUNY Niagara whereas AP has no college or university affiliation. A CAP student is actually enrolled at SUNY Niagara with the same privileges as a general student. Issues regarding transferability of credit can exist in both CAP and AP. The major difference is the final exam. AP courses have an "all-or-nothing" exam at the end of the term. On the other hand, CAP courses are graded throughout the semester by their own teachers so students always know how they are doing.

Transferring SUNY NIAGARA Credits and Transcript Requests

If a student has earned a "C" grade or better in the course, then SUNY Niagara credits will transfer to SUNY colleges and most two- or four-year colleges throughout New York State and the country. Students must complete a transcript request form to forward grades to other colleges.

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

Please Note:

Although most colleges have shown a general willingness to accept SUNY Niagara CAP transfer credits, a few colleges will not accept credits earned while a student was still in high school. It is strongly recommended that students check with their choice of private college/university (or schools not in the SUNY system) for acceptance of CAP courses. Please consult with the Coordinator of the College Acceleration Program (CAP) if you have any questions regarding the transferring of SUNY Niagara credits.

What if I don't do well in the course?

Most students do well in CAP courses because they are familiar with their high school, probably know their instructor and have been recommended by those at their school who monitor their academic progress. Your instructor will monitor everyone's progress in class and notify those students who have a D or F at midterm. This will allow you to discuss with your instructor what is needed to bring your grade up to passing. ***If you wish to drop the course, you must contact the SUNY NIAGARA CAP Coordinator immediately. You will then need to complete a WITHDRAWAL FORM.*** This form is available online. Complete the form and give it to your instructor who will determine whether you can withdraw from the course, request an S/U grade (Satisfactory/Unsatisfactory) or whether you receive an F.

Do not disregard this policy; it can become very costly (financially and academically) if you disregard it.

Who can apply?

Qualified juniors and seniors will be notified by the course instructor or school counselor of the opportunity to participate in the CAP Program. Students should be academically prepared for collegiate-level course work. This decision is made by the guidance department in conjunction with the local high school instructor who will teach the CAP course. Students should demonstrate motivation to work hard and be challenged, as college courses will make greater demands overall on a student. All courses with pre-requisites must have this requirement met prior to enrollment in the course(s).

Registration and Payment

Registration information is available online. A representative from SUNY Niagara may visit your classroom at the beginning of the semester in which the class is being offered. They will explain the benefits of participating and facilitate completion of the registration form. Complete CAP information is available at <https://www.niagaracc.suny.edu/academics/highschool/>. Please tell your parents that this option is available so they are aware of the program requirements, including registration, participation, payment, credits and transfer credits.

SUNY Niagara accepts credit cards and checks. No cash payments. If the check you submit to SUNY Niagara for payment is returned for nonsufficient funds from the bank, you will be contacted by the

college. You must provide a new check to the college. Failure to do so will result in your course(s) being dropped from the college and no college credit will be received.

The registration form will be due on a specific date. This date will be posted on the registration form instructions. An invoice will be mailed with payment options and due date.

Tuition

CAP Courses are offered at a reduced tuition rate. Tuition based on the number of credits designated for your course, two, three or four credits. The CAP cost is currently \$86 a credit hour. This means that a two-credit course will cost \$172, a three-credit course will cost \$258, and a four-credit course will cost \$344.

What if I decide not to attend SUNY Niagara?

The course credit that you receive upon successful completion of the course is transferable to other colleges and universities. Many colleges and universities offer programs similar to CAP and will accept credits from other schools' programs. However, it is not guaranteed that it will accept your credits. It is at the discretion of the other school to accept the course work for credit. You must complete a transcript request form directly from the college (see page 4). Completion of this electronic form, along with required payment, will be processed through our Records Office at SUNY Niagara. An official copy of your SUNY Niagara transcript will be issued and mailed to the designated school(s) you have requested it to be sent.

What if my college will not accept my SUNY Niagara credits?

Some schools will not accept any college credits. You may have to be exempted from certain similar courses or you may be allowed to take a higher level course as a result of your CAP participation. It is up to your college. Some schools may require you to provide them with the course syllabus. Your instructor can assist with that.

It is important that you have followed through with your intended college regarding your SUNY Niagara credits. You must:

- Ensure that your SUNY Niagara transcript was received by your college.
- Talk with the appropriate official at your college and explain your participation in the program.
- Provide the syllabus and/or course description (from SUNY Niagara catalog) to your college, if necessary.
- Call the SUNY Niagara representative and request that he/she contact your college if you have difficulty with this process.

Will my credits be wasted if they are not accepted by my college?

Absolutely not. The credits are yours, you earned them, and if for some reason you transfer to another school, you may be able to transfer your SUNY Niagara credits. Each time you apply to a college or university, you must remember to complete a transcript request form to have your grades sent to the new school, because once a college receives a transcript from a student, it becomes property of that college and it will not be forwarded to any other schools. The educational experience of participating in

a college-level class in high school will serve you well regardless of whether your credits were accepted or not. They are your credits for life and may be beneficial in your educational career.

CAP Advantages

- College credit. College credit is awarded for all courses successfully completed in this program. Students wishing to transfer CAP credit to another college or university should check with that particular institution to ensure that it will be accepted.
- Low cost. High school students currently pay \$86 per credit hour for each course taken. That's \$258 for a three-credit-hour course, and \$344 for a four-credit-hour course.
- Early completion of college. Many students who participate in the CAP program will graduate from college early by a semester or more, thereby saving more money.

Student Privileges/Obtaining a Student ID Card

In order for you to take advantage of various resources that are available, you must go to the Security Office G-106, (614-6400) to secure your SUNY Niagara photo ID Card. You will need a current picture ID (driver's license or high school ID). Access is to the library, computer labs, health & fitness center, theatrical performances, sporting events, campus activities, and art center.

Additional Important Phone Numbers and Offices:

Library (614-6705)

Access to the Library: books in print and electronic formats, DVD's and periodicals.

📍 Academic Center for Excellence-Tutoring (614-6453)

📍 Health & Fitness Center (614- 6746)

Free to SUNY Niagara students with ID.

📍 Theatrical Performances

Free to SUNY Niagara students with ID.

📍 Sporting Events (Athletics) (614-6270)

All SUNY Niagara regular season athletic contests are free for all fans.

📍 Campus Activities (614- 6255)

All campus events which are free such as: guest speakers, special performances and on-campus movies sponsored by the SUNY Niagara Campus Activity Office.

📍 Dolce Valvo Art Center

Students are admitted free of charge for all exhibitions, opening receptions and special programs.

📍 CAP Office (614-6452)

Presentation of valid SUNY Niagara ID card, and a form of photo ID is necessary when borrowing library materials and buying tickets or attending SUNY Niagara sponsored events

Student Conduct

Student conduct regulations are contained in the SUNY Niagara Student Rights & Responsibilities Code of Conduct. These regulations, drafted jointly by representatives of the student body, faculty, and administration, are intended to help maintain an atmosphere conducive to learning and personal growth and to make the process of education positive and successful for all members of the community. Every student is guaranteed due process in all college-related disciplinary matters when a student's college-related actions go beyond the exercise of inalienable rights guaranteed by law.

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 or AI tool 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 of 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 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 held to the same Code of Conduct as all other SUNY Niagara students. For details, please refer to the SUNY Niagara Student Rights & Responsibilities Code of Conduct 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 in the College Catalog.

Grading

A letter grade will be assigned to you by your high school instructor. Your final grade may be comprised of many different factors, such as tests, quizzes, reports and/or projects. Your instructor will provide the grading details to you on the course syllabus.

Student Rights Under 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.

**Where can I get more information about SUNY Niagara's CAP program?
(College Acceleration Program)**

Delaney Douglas
Assistant to the Vice President for Special Programs
SUNY Niagara
3111 Saunders Settlement Road
Sanborn, New York 14132
Telephone: 71.614.6452
E-mail: ddouglas@niagaracc.suny.edu