

# SUNY NIAGARA

## COLLEGE ACCELERATION PROGRAM HANDBOOK



**2025-2026: STUDENT**

## INTRODUCTION

Welcome! The College Acceleration Program (CAP) at SUNY Niagara lets you jump-start your college journey, tackling real college-level courses and earning credits before you even graduate high school. Taking these courses will help students learn about college expectations, time management, and academic rigor, showing that they have what it takes to succeed. Additional benefits may include:

- Saving money by reducing future college costs (by earning college credit while still in high school).
- Many CAP students graduate from college a semester or more ahead of schedule, which can save additional tuition costs.
- Strengthening your college application by showing admissions officers that you took challenging courses in your junior and senior years.
- Lightening your course load in your first year of college, reducing stress and giving you more flexibility.
- Making room for opportunities such as more electives, a double major, special internships, or study abroad.

## 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](http://www.NACEP.org).

**CAP courses are most often taught right at your high school**, giving you the convenience of earning both high school and college credit without leaving campus. In these classes, your high school teachers—approved as SUNY Niagara adjunct instructors—follow the same academic standards, grading policies, and course requirements as our college faculty. These courses follow your high school calendar and are offered at a reduced tuition rate.

**In some cases**, students may take CAP courses directly at SUNY Niagara (or online) for dual or college credit. These classes are taught by SUNY Niagara faculty, follow the college calendar, and are generally offered in the summer.

Participating Schools include:

### **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  
Christian Central Academy  
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-gfyosXALOy/view>

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

<b>Course Prefix</b>	<b>Course #</b>	<b>Course Title</b>	<b>Pre-Requisite/Co-Requisite</b>
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)

Both CAP and AP offer challenging courses for qualified students, but there are important differences. **CAP courses are directly connected to SUNY Niagara**, meaning you are officially enrolled as a SUNY Niagara student and have the same privileges as any other college student. AP courses, in contrast, have no direct affiliation with a college or university.

Credit transferability can vary for both programs, so it's important to check with your future college. The biggest difference lies in how you earn the credit:

- **AP:** Your score on one "all-or-nothing" exam at the end of the year determines whether you earn college credit.
- **CAP:** You are graded throughout the semester by your teacher, so you always know where you stand and your final grade is based on the full semester's work.

## 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. 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 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 in 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 uncertainty about whether a specific college will accept SUNY Niagara credits, students should contact the chairperson of the academic department for their intended major or the college registrar. While a definitive answer is often not possible until after the course is completed and an official transcript is received, most colleges can provide information about their general credit-transfer policies. To support the evaluation process, students are encouraged to present a CAP course syllabus and a portfolio of completed coursework to college officials who may require more detailed information before granting credit.

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

<https://www.parchment.com/u/registration/33392/institution>

- 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/beginning of July. 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](mailto: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 transfer of SUNY Niagara credits.

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

Most students thrive in CAP courses because they're learning in a familiar environment, often with a teacher they already know and trust, and they've been recommended by school staff who recognize their strong academic potential. 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 high school students 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 coursework. This decision is made by the guidance department or principal 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 prerequisites must have this requirement met prior to enrollment in the course(s).

### **Registration and Payment**

Your instructor will distribute information about the program and registration to eligible students. Registration application and information are available online at <https://sunyniagara.edu/academics/highschool/>. Be sure to let your parents know about this option so they understand the program's requirements, registration, participation, payment, credits, and how those credits may transfer.

SUNY Niagara accepts credit cards and checks. Cash payments can only be made in person at the Cashier's Office. If the check you submit to SUNY Niagara for payment is returned for insufficient 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, as posted on the registration form instructions. An invoice will be mailed with payment options and due date.

**Failure to pay by the deadline will result in removal from courses for college credit.**

## **Tuition**

CAP Courses are offered at a reduced tuition rate. Tuition is based on the number of credits designated for your course. The CAP cost is currently \$87 a credit hour.

1 credit	\$87
2 credits	\$174
3 credits	\$261
4 credits	\$348

## **What if I decide not to attend SUNY Niagara?**

The college credit you earn upon successful completion of a CAP course may be transferable to other colleges and universities. The majority of other institutions offer similar programs and will accept credits from other schools. However, transfer of credit is not guaranteed, and each college or university decides whether to accept the coursework.

To send your credits to another school, you must complete a transcript request form directly through SUNY Niagara (see page 5). This electronic form, along with the required payment, is processed by the Records Office. An official transcript will then be issued and mailed to the schools you designate.

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

Some colleges may not accept any transfer credits. Others may grant exemptions from certain courses or allow you to enroll in higher-level classes based on your CAP participation. Each institution makes its own determination. Some colleges may also require you to submit a course syllabus, which your instructor can help you obtain. It is essential to follow up with your intended college regarding your SUNY Niagara credits:

- Confirm that your SUNY Niagara transcript has been received.
- Speak with the appropriate college official to explain your participation in CAP.
- Provide the course syllabus and/or course description from the SUNY Niagara catalog, if required.
- If you experience difficulty, please contact Academic Affairs at SUNY Niagara to request assistance.

## **Will my credits be wasted if my college does not accept them?**

Absolutely not. These credits are yours and they will remain on your SUNY Niagara transcript permanently. If you transfer to another college, you may still be able to apply them toward your degree.



Each time you apply to a new college or university, you will need to submit a transcript request to have your grades sent directly to that school, as colleges do not forward transcripts to other institutions.

Even if your current college does not accept the credits, the experience of completing a college-level course in high school is excellent preparation for future academic success.

### **Student Privileges/Obtaining a Student ID Card**

To access campus resources, visit the Security Office (Room G-106, 716-614-6400) to obtain your SUNY Niagara photo ID card. Bring a current photo ID, such as a driver's license or high school ID. Your SUNY Niagara ID grants access to the library, computer labs, health and fitness center, theatrical performances, sporting events, campus activities, and the art center.

### **Additional Important Phone Numbers and Offices:**

**Library (716-614-6705):** <https://libguides.niagaracc.suny.edu/welcome>

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

**Academic Center for Excellence-Tutoring (716-614-6453):**

<https://sunyniagara.edu/ace/>

**Health & Fitness Center (716-614- 6746):**

[https://nccathletics.com/intramurals\\_recreation/Open\\_Access\\_Hours](https://nccathletics.com/intramurals_recreation/Open_Access_Hours)

Free to SUNY Niagara students with ID.

**Theatrical Performances:** Schedule of events frequently updated on SUNY Niagara website. Free to SUNY Niagara students with ID.

**Sporting Events (Athletics) (716-614-6270):** <https://nccathletics.com/landing/index>

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

**Student Life (716-614- 6255):** <https://sunyniagara.edu/studentlife/>

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:** <https://sunyniagara.edu/dvac/>

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

**Academic Affairs/CAP (716-614-6450):**

<https://sunyniagara.edu/academics/highschool/>

**Presentation of a valid SUNY Niagara ID card, and a form of photo ID is necessary when borrowing library materials, 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:

1. 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.
2. 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 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)**

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