

University in the High School Program 2013-2014 Student/Parent Guide Important Information and Deadlines

*******RETAIN FOR YOUR RECORDS*******

The University in the High School Program at the University at Albany was established in 1983 within the former College of Humanities & Fine Arts, now part of the College of Arts & Sciences. The UHS Program was originally designed as an innovative way to provide students in Capital Region high schools with the opportunity to earn University at Albany credit for advanced study in the foreign languages. The Program has since expanded to include course offerings from 23 academic departments, in addition to several schools and programs.

UHS Program courses provide students with the academic challenges of college-level curricula during their final year(s) of high school. As a “bridging” experience to college, UHS courses can help students begin to develop the skills and experience necessary for academic success in higher education. Enrollment in UHS courses may provide future opportunities to students, such as the ability to enroll in higher-level college courses or to complete a four-year degree in a shorter amount of time.

Upon successful completion of UHS course requirements, students will receive credit from the University at Albany for the courses in which they have enrolled and for which they have paid. These credits will form the basis of a permanent post-secondary academic record at the University at Albany. Credits obtained through the University at Albany may be eligible for transfer to colleges and universities throughout the country.

In addition, students interested in pursuing a degree at the University at Albany should be aware that there are several opportunities for further acceleration. The University has numerous combined Bachelor/Master’s Degree Programs and special opportunity programs, such as joint degree programs with other colleges and universities. For example: 3+3 program with Albany Law, 3+2 engineering programs, and early assurance of admission to the following Universities: SUNY Upstate Medical University, Albany Medical College and University at Buffalo School of Dental Medicine. There are also joint 7-year programs in Biology/Optomety and Biology/Dental programs. The Honors College (www.albany.edu/honorscollege) combines the best of a small college liberal arts experience with the strengths of a nationally ranked public research university. For additional information on degree programs offered at the University at Albany, please visit www.albany.edu/admissions.

Students registered for UHS Program courses are encouraged to participate in and to familiarize themselves with the University setting by utilizing the University ID cards that the Program provides. These ID cards allow students on-site use of University library resources, campus recreational facilities, and student admission to sporting, cultural, and other University-sponsored events. Students should call in advance for information on event and library eligibility.

UHS Program courses are offered through the high school only during the academic year. Two science research courses are currently offered during the summer session. On-campus summer course information is available via the Office of General Studies and Summer Sessions (www.albany.edu/generalstudiesandsummersessions). The University at Albany is also a participant in the SUNY Learning Network (www.sln.suny.edu/index.html).

Course Regulations

UHS courses are offered only via classroom instruction, in the high school, by an approved UHS instructor. This model allows for student participation and discussion as mirrored on the University at Albany campus.

One-on-one teacher/student instruction, independent studies, home schooling, or tutoring in lieu of classroom instruction are not allowed even if the activity involves an approved UHS instructor. Accommodations of this nature would result in a fundamental alteration of the program and dilution of standards applied in the instruction of UHS courses.

Student teachers/assistants seeking to instruct UHS courses must gain approval from the UHS Office prior to any classroom instruction.

Students receiving credit through the University at Albany must be physically present in the classroom at the time the course is being offered and for the session the student has registered. If a student fails to register during a particular year, he/she may not register for credit the following year, unless he/she plans to re-enroll, participate and complete all required class assignments once again. Retroactive enrollment is not allowed.

Students must meet UHS/University at Albany attendance requirements. Schools/Teachers/Parents must consult the UHS Office if a student anticipates having an extended absence due to medical issues, suspension from school, etc. Students may be instructed to withdraw to avoid academic penalty. Please see **Course Withdrawals**.

Generally, one credit represents the equivalent of one hour of lecture or recitation or at least two hours of laboratory work each week for one semester or the equivalent in honors study. The University employs a 15-week semester. A four-credit course should meet a minimum of 4 hours a week for 15 weeks. University course descriptions can be found on the UHS website at www.albany.edu/uhs by clicking on “Teachers & Schools...” then “UAlbany Course Descriptions.” The number in parentheses following each course title (e.g., ASPN 103 – Intermediate Spanish I [4]), indicates the credits offered for that course.

Grading

The University at Albany uses a letter-based grading system and utilizes pluses and minuses (+/-) to allow for variations of the assigned grades. Acceptable grades are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, E (“E” being the designation for failure). The University does not use grades of A+ or F. There are no S/U (Pass/Fail) grading options through the UHS Program. Grading scales are determined by individual instructors and are listed on the syllabus given to each student at the beginning of each session. Teachers cannot assign a “W” (Withdrawn) as a final grade for any student. **The responsibility for withdrawing from any course taken through the UHS Program rests with the individual student.** If a student does not submit a written request to withdraw to the UHS Program Office by the published deadlines, the student’s name will appear on the final grade roster. Students who do not successfully withdraw or complete the course should be assigned a grade of “E.” **All students listed on a grade roster must be assigned a grade.**

All grades assigned become a permanent part of the academic record (transcript) at the University at Albany. If a UHS student enrolls at the University at Albany, all UHS grades received, including grades of “E,” will be used in the calculation of the student’s Grade Point Average at the University at Albany. The grade of “W” is non-punitive, but will appear on the student’s transcript.

Standards of Academic Integrity

The University at Albany expects all members of its community to conduct themselves in a manner befitting its tradition of honor and integrity. Members are expected to assist the University by reporting suspected violations of academic integrity to appropriate faculty and/or administrative offices. Behavior that is detrimental to the University’s role as an educational institution is unacceptable. Claims of ignorance, of unintentional error, or of academic or personal pressures are not sufficient reasons for violations of academic integrity.

The following are examples of the types of behaviors that are defined as academic dishonesty and are therefore unacceptable:

Plagiarism: Presenting as one's own work the work of another person. Plagiarism includes paraphrasing or summarizing without acknowledgment, submission of another student's work as one's own, the purchase of prepared research or completed papers or projects, and the unacknowledged use of research sources gathered by someone else; **Cheating on Examinations:** Giving or receiving unauthorized help before, during, or after an examination; **Multiple Submission:** Submitting substantial portions of the same work for credit more than once; **Sabotage:** Destroying, damaging, or stealing of another's work or working materials; **Unauthorized Collaboration:** Collaborating on projects, papers, or other academic exercises that is regarded as inappropriate by the instructor(s); **Falsification:** Misrepresenting material or fabricating information in an academic exercise or assignment; and **Bribery:** Offering or giving any article of value or service to an instructor in an attempt to receive a grade or other benefits not legitimately earned or not available to other students in the class. **Circumventing Security:** Users are prohibited from attempting to circumvent or subvert any system's security measures. Users are prohibited from using any computer program or device to intercept or decode passwords or similar access control information.

The violations listed above should be reported to the UHS Program Office immediately. All parties involved will be directed accordingly.

Student Eligibility

UHS courses are University-level courses. UHS courses match the rigor of their campus counterparts and typically, only juniors and seniors with an average of B or better are eligible to register. Students seeking to enroll should have the requisite preparation and a full understanding and appreciation of the challenges of a university course. In exceptional cases, at the discretion of the Associate Director for Administration and the appropriate department liaison, sophomores with advanced academic standing may also register. In order to determine a sophomore's eligibility, a letter of support from the student's school counseling office and teacher must accompany the request for sophomore registration. A copy of the student's high school transcript must also be provided to the UHS Office for review. Notification will be sent to the teacher if a sophomore does not qualify. Students are not eligible to register for Science Research courses until the summer prior to their junior year. Freshmen are not eligible to register for any UHS Program courses.

Release of Student Information

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, the University at Albany must obtain written consent from a student before releasing the educational records of that student to a third party. Such written consent must be signed and dated by the student. This consent must specify the records to be released, the purpose of the release, and the party or class of parties to whom the release may be made by completing the Student Consent Form to Release Information. This form may be found at the following location: <http://www.albany.edu/~wikiadm1/FERPA-consent-UAlbany.pdf>.

Student Application, Payment, and Registration

Application & Payment – It is the UHS student's responsibility to submit an online Application and Payment for all UHS courses. At the beginning of each term UHS instructors will be provided with directions for students to apply and pay via the UHS website. Once the Application and Payment process has been successfully completed, the student's Albany ID number, Registration Form, and ID card will be sent via e-mail within the next ten business days (to the email address provided in the application). Students will be required to complete the UHS Registration Form and return it to the UHS Office by the respective date on the Registration Schedule. In order to complete the registration process, the Registration Form must be returned to the UHS Office for enrollment.

Personal student information is treated confidentially and consistent with the federal Family Educational Rights and Privacy Act (FERPA) and the New York State Cyber Security Policy P03-002: Information Security Policy. Additionally, the online Application and Payment Center is located on a secure server.

Registration - Once a completed registration form is submitted to the UHS Office with appropriate signatures, the student is considered registered for the course. This means that a grade will be recorded and the student will have a permanent transcript on file. Since registration is voluntary it is not required that all students in a class register through the UHS Program for University credit.

In addition, incomplete registration forms (e.g., missing signature, sophomore materials, etc.) will be subject to an Incomplete Registration Fee or subsequently not accepted. Replacement registration forms can be generated by returning to the online application and completing a payment of \$25 for a replacement registration fee. **It is strongly recommended that students keep the e-mail confirmation in case they misplace the original registration form.**

**** 2013-2014 REGISTRATION SCHEDULE****

Session	Application & Payment Dates	Late Application & Payment Dates	Return signed Registration Form to UHS Office for Enrollment as soon as possible, but no later than:
Summer	5/1/13 – 5/31/13	6/1/13 – 6/30/13	7/31/13
Fall	9/3/13 – 9/30/13	10/1/13 - 10/31/13	11/29/13
Full Year	9/3/13 – 9/30/13	10/1/13 - 12/5/13	2/14/14
Spring	2/1/14 – 2/28/14	3/1/14 – 3/31/14	4/18/14

Program Fees

All students are required to submit payment with their online Application.

The UHS Program Fee, as compared to on-campus tuition and fees at the University at Albany, is quite reasonable. The same courses on campus cost between \$232 and \$2452/course plus fees. This provides significant savings to students and their families.

The UHS Program does not charge "tuition." Students are charged a Program Fee and the Program Fee is not deductible for tax purposes. Therefore, the University does not send students a 1098-T form for tax credit.

Students taking courses with a lab component will be responsible for the applicable program fee for the lab and for the course.

Program Fee - \$150.00 per course, regardless of the number of credits awarded for the course.

Reduced Program Fee - \$75.00 per course, regardless of the number of credits awarded for the course. Before applying and paying online, a “promotional code” will be provided to teachers for those students who are eligible or who participate in the Federal Reduced/Free Lunch Program. Students who qualify for the Federal Reduced/Free Lunch Program must have the bottom of their registration forms signed by their Principal or School Counselor verifying that they are eligible for a reduction in the Program Fee.

Late Program Fee - \$175.00 or \$100 (Reduced Program Fee) per course, regardless of the number of credits awarded for the course. A Late Program Fee will apply when students complete the application and payment process online between the following dates: **Summer:** 6/1/13 – 6/30/13, **Fall:** 10/1/13 - 10/31/13, **Full Year:** 10/1/13 – 12/5/13, **Spring:** 3/1/14 – 3/31/14.

Replacement Registration Fee - \$25 per course, if a replacement registration form is needed. Replacement registration forms can be generated by returning to the online application and submitting a payment of \$25 for a replacement registration fee.

Incomplete Registration Fee - \$25.00 is added to the Program Fee when registration materials are considered incomplete (e.g., missing signature, sophomore materials, etc.). Incomplete registration forms will be subject to an Incomplete Registration Fee, which will be collected over the phone via credit card information, or subsequently not accepted for enrollment.

Outstanding Balances - Students will not be registered for any additional courses unless they meet the following criteria: they must pay the outstanding balance and return the new registration form(s) by the deadline for registration for the particular session in question. Registration is the sole responsibility of the student. **Outstanding financial liabilities are subject to collection by the New York State Attorney General’s Office or other collection agencies. Students with outstanding balances will have holds placed on their accounts and may be subject to additional fees as deemed necessary by the University’s Office of Student Accounts.**

Course Withdrawals

Once an application and payment has been processed a registration form has been submitted to the UHS Program Office with appropriate signatures, the student is enrolled in the course. If a student wishes to withdraw from a UHS course he/she must follow the information below:

Withdrawing from a UHS Program course is the responsibility of the individual student. If, for any reason, the student wants to withdraw from a UHS course, whether or not the student continues to participate in the high school level course, **the student must notify the UHS Program Office in writing.** Such notification can be sent by post, fax, or e-mail and must be sent directly to the UHS Program Office. Notifying the high school Guidance/Counseling Office and neglecting to notify the UHS Office of a course withdrawal will not relieve the student of academic penalty. A letter confirming receipt of a withdrawal will be mailed to the student’s home address and a copy will be sent to the instructor of the course. A grade of “W” (Withdrawn) is non-punitive and will appear on the student’s transcript if a student notifies the UHS Office by the deadline stated in the Withdrawal Schedule. **Refunds will not be issued for students who withdraw. Withdrawals received after the last day to withdraw for a particular session will not be processed.** No exceptions will be made.

The Withdrawal Schedule and Withdrawal Form are available on the UHS website under “Students & Parents” then “Withdrawal Information.” Withdrawal information can also be found on the Student/Parent Guide that both students and parents/guardians are required to read before signing the registration form, indicating that they understand the information contained therein.

**** 2013-2014 WITHDRAWAL SCHEDULE****

Session	Send Withdrawal Request	Student’s Grade will be:
Summer	May 1, 2013 – July 31, 2013	“W” (Withdrawn)
Fall	September 3, 2013 – November 29, 2013	“W” (Withdrawn)
Full Year	September 3, 2013 – February 14, 2014	“W” (Withdrawn)
Spring	February 1, 2014 - April 18, 2014	“W” (Withdrawn)

Transferability of UHS Program/University at Albany Credits

Experience shows that UHS Program/University at Albany credits earned with a reported grade of “C” or better are accepted by a broad range of colleges and universities throughout the country, with general acceptance by state-operated institutions and community colleges within the State University of New York System. Courses certified as fulfilling particular General Education Requirements by any institution in the SUNY system will fulfill those requirements at any other institution in the SUNY system without the necessity of individual articulation agreements (SUNY Trustee Resolution 87-114). While acceptance at other American colleges and universities is not and cannot be guaranteed, students are advised to contact the admissions offices of the schools they are particularly interested in attending to inquire about the transfer of University at Albany credits prior to enrolling in a UHS course. The decision to accept transfer credit from the University at Albany is at the discretion of the receiving institution. Students are encouraged to save their syllabi for such purposes.

Transcript

All accumulated credits and grades earned through the UHS Program will result in an official academic record at the University at Albany. This record, commonly referred to as a "Transcript," is a permanent, irrevocable record of all courses, credits, and final grades accumulated by the individual student.

To transfer credits to another college or university, students need to request an OFFICIAL transcript to be sent from the University at Albany to the other institution. The form and instructions for requesting transcripts can be found on the UHS Program website by clicking on “Transcript Requests.” If a student plans on attending the University at Albany after high school, a transcript does not need to be requested as it is already a permanent record at the University. **Transcripts will not be accessible or released if the student has an outstanding balance or hold on his/her account.**

Please visit the UHS website at www.albany.edu/uhs for further information about the Program.

The information described in this guide is subject to change without prior notice at any time by official action of the University at Albany, State University of New York.