

## **University in the High School Program 2019-2020 Student/Parent Guide Important Information and Deadlines**

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

The University in the High School Program (UHS) 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 in over 30 subject areas.

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. UAlbany 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 School, 7-year degree program with SUNY College of Optometry, and early assurance of admission to the following: Albany Medical College, SUNY Upstate Medical University, and the Touro College of Osteopathic Medicine. The Honors College ([www.albany.edu/honorscollege](http://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-undergraduate](http://www.albany.edu/admissions-undergraduate).

Students enrolled 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, and student admission to some of the 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 (<http://www.albany.edu/generalstudiesandsummersessions/>). The University at Albany is also a participant in SUNY Learning Network (<https://open.suny.edu>).

## 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 enrolled. If a student fails to enroll during a particular year, he/she may not enroll 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 three-credit course should meet a minimum of 3 hours a week for 15 weeks. University course descriptions can be found on the UHS website at [www.albany.edu/uhs](http://www.albany.edu/uhs) by clicking on “Teachers & Schools...” then “UAlbany Course Descriptions.” The number in parentheses following each course title (e.g., ASPN 105 – Spanish for Bilinguals [3]), 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. In rare cases, a temporary grade of “I” (incomplete) can be assigned by the instructor, indicating that the student has every intention of completing required work for the course. “I” is a temporary grade requested by the student and assigned by the instructor ONLY when the student has nearly completed the course requirements, but because of circumstances beyond the student’s control the work is not completed. The incomplete should only be assigned on the basis of an agreement between the instructor and the student specifying the work to be completed and establishing a general timeline in which work will be completed. All work must be completed and a new grade entered no later than one month before the end of the following semester. Grades of “I” which are not resolved within University time frames will automatically revert to a grade of “E.” 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. Participating high schools are expected to follow an academic integrity policy that substantially complies with the University at Albany policy and to ensure that there are procedures in place to enforce the policy. Please see Appendix for UAlbany's complete Standards of Academic Integrity, also available at: [http://www.albany.edu/studentconduct/standards\\_of\\_academic\\_integrity.php](http://www.albany.edu/studentconduct/standards_of_academic_integrity.php). Teachers must include in their syllabi information about academic integrity.

### **Violations of Academic Integrity**

Students who are charged with violations of academic integrity are subject to the high school's academic disciplinary process and procedures, including sanctions imposed.

### **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. If eligibility and preparation are questionable, students may be required to take a diagnostic exam to ensure that they are ready for a particular course. In exceptional cases, at the discretion of the Staff Assistant for Registration and Enrollment and the appropriate department liaison, sophomores with advanced academic standing and **an A average (93 or above) in the subject area** may also register. **In order to determine a sophomore's eligibility, 3 letters must accompany the request for sophomore enrollment. Specifically, UHS requires letters of recommendation from: the current teacher of the course to which the student is applying and the student's subject area teacher from the year prior, each attesting to his/her/their academic preparedness in the subject area, and from the school counseling office supporting their recommendation.** 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 federal 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: <https://www.albany.edu/its/images/FERPA-consent-UAlbany.pdf>.

### **Student Registration and Enrollment**

***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, Enrollment Form, and ID card will be sent via e-mail within the next ten business days (to the email addresses provided in the application). Students will be required to complete the UHS Enrollment Form and return it to the UHS Office by the respective date on the Enrollment Schedule. In order to complete the Enrollment process, the Enrollment Form must be returned to the UHS Office for enrollment. If the completed Enrollment Form is not received by the UHS Office, the student's application will be cancelled.

Personal student information is treated confidentially and in accordance 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.

***Enrollment*** - Once a completed enrollment form is submitted to the UHS Office with appropriate signatures, the student is considered enrolled for the course. This means that a grade will be recorded and the student will

have a permanent transcript on file. Since enrollment is voluntary it is not required that all students in a class enroll through the UHS Program for University credit.

In addition, incomplete enrollment forms (e.g., missing signature, sophomore materials, etc.) will be subject to an Incomplete Enrollment Fee or subsequently not accepted. Replacement enrollment forms can be generated by returning to the online application and completing a payment of \$25.00 for a replacement enrollment form fee. **It is strongly recommended that students keep the e-mail confirmation in case they misplace the original enrollment form.**

**\*\*2019-2020 REGISTRATION AND ENROLLMENT SCHEDULE\*\***

<b>Session</b>	<b>Application &amp; Payment Dates</b>	<b>Late Application &amp; Payment Dates</b>	<b>Return signed Enrollment Form to UHS Office for Enrollment as soon as possible, but no later than:</b>
Summer	5/1/19 – 5/31/19	6/1/19 – 6/29/19	7/26/19
Fall	9/4/19 – 10/4/19	10/5/19 – 11/13/19	11/30/19
Full Year	9/4/19 – 10/4/19	10/5/19 – 12/6/19	2/12/20
Spring	2/3/20 – 2/29/20	3/1/20 – 3/30/20	4/15/20

**Program Fees**

**All students are required to submit payment with their online applications.**

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 \$295 and \$3,952 per 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** - \$160.00 per course, regardless of the number of credits awarded for the course.

**Reduced Program Fee** - \$80.00 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 enrollment forms signed by their Principal or School Counselor verifying that they are eligible for a reduction in the Program Fee.

**Late Program Fee** - \$185.00 or \$105.00 (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 during the late application and payment period. Please refer to the Registration and Enrollment Schedule above. Please note that special payments - such as payment by the school district, board of education, or grant funding - are due by the deadline stated on the invoice. If payment is not received by the

stated deadline, students may not be enrolled and may not receive University at Albany credit for the course. Please follow up accordingly to ensure that payment is made on time.

**Replacement Enrollment Form Fee/ Incomplete Enrollment Fee** - \$25 per course, if a replacement enrollment form is needed or if a form is received incomplete. Replacement enrollment forms can be generated by returning to the online application and submitting a payment of \$25 for a replacement enrollment form fee.

**Outstanding Balances** - Students will not be enrolled in any additional courses until they pay the outstanding balance on their record and return the new enrollment form(s) by the deadline for the particular session in question. Completing the enrollment process 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 and an enrollment 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. An e-mail confirming receipt of the withdrawal form will be sent to the student and parent e-mail addresses provided on the application. 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 enrollment form, indicating that they understand the information contained therein.

**\*\* 2019-2020 WITHDRAWAL SCHEDULE\*\***

<b>Session</b>	<b>Send Withdrawal Request</b>	<b>Student’s Grade will be:</b>
Summer	May 1, 2019 – <b>July 26, 2019</b>	“W” (Withdrawn)
Fall	September 4, 2019 – <b>November 30, 2019</b>	“W” (Withdrawn)
Full Year	September 4, 2019 – <b>February 12, 2020</b>	“W” (Withdrawn)
Spring	February 3, 2020 – <b>April 15, 2020</b>	“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 to students who have outstanding balances or holds on their accounts.**

### **Academic Grievances**

Student academic grievances will be adjudicated through the high school's policies and procedures.

**Please visit the UHS website at [www.albany.edu/uhs](http://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.*



## Appendix

# Standards of Academic Integrity Policy

*Note: The policies and procedures in the following section on Standards of Academic Integrity are effective beginning Fall 2013 by action of the University Senate.*

As a community of scholars, the University at Albany has a special responsibility to integrity and truth. By testing, analyzing, and scrutinizing ideas and assumptions, scholarly inquiry produces the timely and valuable bodies of knowledge that guide and inform important and significant decisions, policies, and choices. Our duty to be honest, methodical and careful in the attribution of data and ideas to their sources establishes the foundations of our work. Misrepresenting or falsifying scholarship undermines the essential trust on which our community depends. Every member of the community, including both faculty and students, shares an interest in maintaining academic integrity.

When the entire University community upholds the principles of academic integrity, it creates an environment where students value their education and embrace experiences of discovery and intellectual growth. In this environment, grades and degrees are awarded and applauded as the recognition of years of learning, achievement, discipline, and hard work. Maintaining the highest standards of academic integrity insures the value and reputation of our degree programs; these standards represent an ethical obligation for faculty intrinsic to their role as educators, as well as a pledge of honor on the part of students. If a violation of academic integrity occurs, faculty, deans, and students all share in the responsibility to report it.

Violations of trust harm everyone. The academic community needs to trust that its members do not misrepresent their data, take credit for another's ideas or labor, misrepresent or interfere with the work of other scholars, or present previous work as if it were new. Acts of academic dishonesty undermine the value and credibility of the institution as a whole, and may distract others from important scholarship or divert resources away from critical research. In particular, students who plagiarize or falsify their work not only fail to adhere to the principles of scholarly inquiry and fail their peers by taking undeserved credit or reward, but they also fail to demonstrate their learning.

These guidelines define a shared context of values to help both students and faculty to make individual and institutional decisions about academic integrity. Every student has the responsibility to become familiar with the standards of academic integrity at the University. Faculty members must specify in their syllabi information about academic integrity, and may refer students to this policy for more information. Nonetheless, student claims of ignorance, unintentional error, or personal or academic pressures cannot be excuses for violation of academic integrity. Students are responsible for familiarizing themselves with the standards and behaving accordingly, and UAlbany faculty are responsible for teaching, modeling and upholding them. Anything less undermines the worth and value of our intellectual work, and the reputation and credibility of the University at Albany degree.

### Resources for Students

The University Libraries offer important resources for students seeking additional orientation to academic integrity.

*Practicing Academic Integrity Site:* [library.albany.edu/infolit/integrity](http://library.albany.edu/infolit/integrity). This site provides access to concise and

engaging educational resources that will help students navigate through the complexities surrounding information use and creation in today's digital environment. Acknowledging the work of others through citation (and its flip side, plagiarism), copyright, the ethics of sharing information in different formats, and the importance of contributing one's own voice to academic conversations are all highlighted.

*Citation Tools:* the University Libraries offers a wide variety of citation tools which may be found at [libguides.library.albany.edu/citationgenerators](http://libguides.library.albany.edu/citationgenerators). These resources include citation generators and more extensive citation management tools, such as Zotero, Citation generators are websites or mobile apps that automatically format citations and bibliographies. Users select a type of source to be cited, such as a book, enter the book title, and the citation generator retrieves the required data and creates the citation data. Citation generators are useful for undergraduates who need to create bibliographies when writing papers, but it is important to check the resulting citations for errors. Citation management software programs allow students to create and organize a personal library of references and articles, format citations for a bibliography in various citation styles, and sometimes share and collaborate with others. Also available is CitationFox, an extensive resource developed by UAlbany librarians that provides citation guidance and examples for both the MLA and APA style.

Students should consult syllabi, their instructors, and in relevant circumstances their advisors for information about specific policies on academic integrity in courses or other academic exercises such as comprehensive/qualifying examinations, theses, and dissertations.

Graduate students may access additional information on Academic Integrity, Conduct, and Research Regulations via [www.albany.edu/graduate/index.php](http://www.albany.edu/graduate/index.php).

#### Examples of Academic Dishonesty

The following is a list of acts considered to be academically dishonest and therefore unacceptable. Committing such acts is a breach of integrity and is subject to penalty. No such list can, of course, describe all possible types or degrees of academic dishonesty. Therefore this list should be viewed as a set of examples, rather than as an exhaustive list. Individual faculty members, Deans of Schools and Colleges as appropriate, and Community Standards will continue to judge each breach according to its particular context.

**Plagiarism:** Presenting as one's own work the work of another person (for example, the words, ideas, information, data, evidence, organizing principles, or style of presentation of someone else). Some examples of plagiarism include copying, paraphrasing, or summarizing without acknowledgment, submission of another student's work as one's own, the purchase/use of prepared research or completed papers or projects, and the unacknowledged use of research sources gathered by someone else. Failure to indicate accurately the extent and precise nature of one's reliance on other sources is also a form of plagiarism. Students are responsible for understanding legitimate use of sources, the appropriate ways of acknowledging academic, scholarly, or creative indebtedness.

Examples of plagiarism include: failure to acknowledge the source(s) of even a few phrases, sentences, or paragraphs; failure to acknowledge a quotation or paraphrase of paragraph-length sections of a paper; failure to acknowledge the source(s) of a major idea or the source(s) for an ordering principle; failure to acknowledge the source (quoted, paraphrased, or summarized) of major sections or passages in the paper or project; the unacknowledged use of several major ideas or extensive reliance on another person's data, evidence, or critical method; submitting as one's own work, work borrowed, stolen, or purchased from someone else.

**Cheating on Examinations:** Giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include collaboration of any sort during an examination (unless specifically approved by the instructor); collaboration before an examination (when such collaboration is specifically forbidden by the instructor); the use of notes, books, or other aids during an examination (unless permitted by the instructor); arranging for another person to take an examination in one's place; looking upon someone else's examination during the examination period; intentionally allowing another student to look upon one's exam; unauthorized discussion of exam questions during the examination period; and the passing of any examination information to students who have not yet taken the examination. There can be no conversation while an examination is in progress unless specifically authorized by the instructor.

**Multiple Submission:** Submitting substantial portions of the same work for credit more than once without receiving the prior explicit consent of the instructor to whom the material is being submitted the second or subsequent time.

**Forgery:** Imitating another person's signature on academic or other official documents, including class material.

**Sabotage:** Willfully destroying, damaging, or stealing of another's work or working materials (including lab experiments, computer programs, term papers, digital files, or projects).

**Unauthorized Collaboration:** Collaborating on projects, papers, or other academic exercises when this is forbidden by the instructor(s). The default faculty assumption is that work submitted for credit is entirely one's own. At the same time, standards on appropriate and inappropriate collaboration as well as the need for collaboration vary across courses and disciplines. Therefore, students who want to confer or collaborate with one another on work receiving academic credit should seek the instructor's permission to collaborate.

**Falsification:** Misrepresenting material or fabricating information in an academic exercise or assignment (for example, the false or misleading citation of sources, the falsification of experimental or computer data, etc.).

**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.

**Theft, Damage, or Misuse of Library or IT Resources:** Removing uncharged library materials from the library, defacing or damaging library materials, intentionally displacing or hoarding materials within the library for one's unauthorized private use, or other abuse of reserve-book privileges. Any violation of the University's Responsible Use of Information Technology policy. This includes, but is not limited to, unauthorized use of the University's or another person's computer accounts, codes, passwords, or facilities; damaging computer equipment or interfering with the operation of the computing system of the University.