

24-25



# UNIVERSITY IN THE HIGH SCHOOL

ADMINISTRATOR & INSTRUCTOR HANDBOOK  
2024-2025

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**ADMINISTRATOR & INSTRUCTOR HANDBOOK**

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The background features a large, light gray watermark of the Farmingdale State College logo. The logo is circular and contains the text "UNIVERSITY OF NEW YORK" at the top, "LET EACH BECOME ALL ONE IS CAPABLE OF BEING" around the inner border, and "FARMINGDALE" at the bottom. In the center of the watermark is a shield with an open book above it and a crest below. The year "1912" is positioned at the bottom of the shield.

**Farmingdale**  
**State College**

**State University of New York**

1912

# FSC | UNIVERSITY IN THE HIGH SCHOOL

Dear Farmingdale State College University in the High School Administrators and Instructors:

Welcome to the Farmingdale State College University in the High School Program (UHS). UHS allows students to earn college credit, at a reduced rate for a college-level course they take at their high school. The mission of the UHS Program is to help bridge the gap between high school and college-level study. The success of our program is based on the collaborative efforts between the FSC and high school instructors, principals, and school counselors.

The UHS Program started in 1998 with one high school. The UHS Program has grown consistently over the years, and we now have partnerships with over 100 high schools. Over ~~6,600~~ students received FSC college credit through UHS each year.

Farmingdale State College (FSC) was awarded accreditation by the National Alliance of Concurrent Enrollment Partnerships (NACEP) in May 2020. NACEP's standards serve as the model criteria for ensuring parity in faculty, course content, student outcomes, and support. Receiving NACEP accreditation means an institution has met the nation's most rigorous standard in concurrent enrollment program development, management, and evaluation across multiple, multifaceted program areas. NACEP accreditation distinguishes UHS as one of the nation's leading concurrent enrollment programs.

There are many benefits to participating in UHS:

UHS students:

- Earn college credits while in high school.
- College credits earned are represented on an FSC transcript and include a GPA.
- May accelerate degree completion and lower the overall cost of college.
- Courses may be easily transferable to other colleges and universities.
- Have access to some FSC facilities such as libraries, and FSC-sponsored events.

UHS Administrators and Instructors:

- Participate in professional development.
- Collaborate with FSC faculty on professional projects.
- Network with colleagues on other college and high school campuses.
- Participate in and/or present at NACEP Conferences and events.
- Have access to some FSC facilities such as libraries, and FSC-sponsored events.

Please contact the office at [UHSOffice@farmingdale.edu](mailto:UHSOffice@farmingdale.edu) or call 934-420-2199 if you have questions that are not answered after reading this book.

We look forward to working with you.

## Department of College-High School Programs Staff

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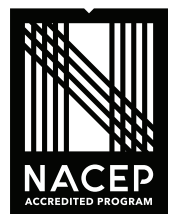
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## University in the High School Program Description

The University in the High School Program (UHS) is FSC's concurrent enrollment program. Sometimes referred to as "dual enrollment" or "dual credit," concurrent enrollment is the subset of dual enrollment courses taught by college-approved high school teachers in a secondary environment. UHS enables qualified high school students to earn college credit for approved courses offered in their own school. Students who register with Farmingdale State College (FSC) and successfully complete a course will be eligible to earn undergraduate college credits. Credits will be recorded on an official Farmingdale transcript and can be used to pursue a degree at Farmingdale or transferred to another institution. All UHS courses offered through UHS are in the FSC College Catalog.

FSC helps bridge the gap between high school and college. ~~By providing the UHS program to high school students, we allow students to take college-level course work while attending high school.~~ UHS Primary Contacts are high school administrators or instructors who serve as the primary liaison to the UHS Office. UHS instructors are FSC- approved high school teachers who teach UHS courses.

## UHS Primary Contact Responsibilities

- Support UHS within the high school
- Provide the UHS Office with accurate information about courses and Instructor assignments by posted deadline (i.e. course confirmations)
- Notify the UHS Office of any changes, including updated information for new contact(s), as soon as possible or at least two weeks before the change goes into effect
- Help coordinate UHS faculty liaison site visits and new instructor course training meetings, when needed and appropriate
- Help ensure Instructors attend administrative orientation and professional development (PD) meetings, when needed and appropriate
- Submit applications and resumes for new Instructors, or Instructor changes, by the posted deadline
- Inform UHS Office of any Instructor changes and send the resume of the replacement Instructors immediately (replacement Instructors are not guaranteed to be approved)
- Monitor email for communications from the UHS Office and, if necessary, respond in a timely manner
- Attend UHS Partner meetings, events, and/or review recordings, published summary documents to keep apprised of UHS policies, deadlines, upcoming changes, and/or opportunities
- Forward relevant communications/materials (including registration links, grading requests, survey links, professional development opportunities, etc.) to the Instructors
- Submit Federal Reduced-Price Meal Program Discount (FRL) documentation for school as applicable
- Assist with prerequisite course verification as applicable
- Notify, if applicable, the UHS Office with any changes in grant or funding status
- Submit requests for agreement as relevant: Grants Memorandum of Understanding (MOU) and Career and Tech Education (CTE) Postsecondary Articulation Agreement endorsement with a lead time for processing and signing of a minimum of 8 weeks
- Reinforce deadlines with Instructors and students (i.e., registration and grading deadlines)
- Collect and forward syllabi to the UHS Office when requested

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## UHS Instructor Responsibilities

- Submit an updated syllabus to the Primary Contact for each course taught in the academic year
- Follow the syllabus as approved by the FSC academic department, including: learning outcomes, content and rigor requirements, grading/assessment criteria, etc.
- Review the syllabus (including course requirements) with students
- Submit grades 72 hours after the last day of the course
- Attend a mandatory New Instructor Course Training hosted by FSC faculty liaisons, as applicable
- Attend a mandatory New Instructor Administrative Orientation with UHS Office staff, as applicable
- Attend one annual discipline-specific professional development (PD) event, hosted or approved by FSC
- Schedule and participate with FSC faculty liaisons for site visits
- Provide faculty liaisons with course-related materials at their request, including: syllabi, assessment instruments (tests/quizzes), examples of graded student work, etc.

## Partnering with FSC

All partner high schools have signed Partnership Agreements with FSC, outlining the terms of agreement, responsibilities of stakeholders, courses offered, and program fees.

To establish a partnership or expand a partnership the following steps must occur:

1. The high school primary contact or instructor must submit a letter of intent (LOI), specifying which course(s) they seek to offer through UHS, along with resumes of the instructor(s) who will teach the course(s). The deadline to submit a LOI for courses that will run the following academic year is November 15th. Resumes must show that the instructors meet the minimum qualifications, which are consistent with on-campus adjunct faculty. Refer to the UHS website for a list of the required minimum credentials by department.
2. In accordance with SUNY policy, FSC must coordinate with area community colleges with regard to course offerings.
3. The high school will be notified in January about course/instructor approvals.
4. All instructors must be onboarded by attending course-specific training with FSC faculty, and administrative orientation with UHS staff.
5. The UHS Office will send Partnership Agreement(s) to the high school for signatures, inclusive of the new courses.



## Instructor Onboarding

Prior to the start of the course, all new UHS instructors must complete:

1. New UHS Instructor Administrative Orientation, hosted by UHS Office staff and
2. New Instructor Course-Specific Training, hosted by a faculty liaison.

Veteran instructors who have been approved for additional courses must attend Course-Specific Training. Orientation and Course Training take place the semester prior to the start of the academic year. Instructors are notified of these requirements via the approval letter, sent by the UHS Office. Instructors are notified and invited to the New Instructor Administrative Orientation from the UHS Office. Instructors are notified of the Course-Specific Training date via email from the faculty liaison. Missed Orientation and/or Course-Specific Training must be made up in a form and fashion determined by the UHS Office and/or faculty liaisons. Contact the UHS Office as soon as possible to schedule a make-up Orientation and/or Training.

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## Professional Development

All UHS instructors must participate in annual discipline-specific professional development (PD). The purpose of annual PD is to encourage ongoing collegial interaction to enhance instructors' pedagogy and breadth of knowledge in the discipline. FSC offers a variety of PD, across disciplines, and in different formats, such as on-campus events, webinars, and small group meetings. Occasionally, regional professional meetings or other events not sponsored by FSC are appropriate; however, all PD must be approved by the FSC academic department. The UHS Office tracks PD participation, and sends periodic reminders to UHS Primary Contacts. Please see Policies section below for information about non-compliance for non-participation in annual discipline-specific PD.

## Instructor's Extended Absence

If a UHS instructor will be out for a planned, or unplanned absence, the UHS Office must be notified. The high school must identify, in consult with UHS Office, a qualified replacement instructor for the course, so as to maintain instruction/assessment. The substitute must be onboarded (attend course-specific training, and administrative orientation), as quickly as possible. The instructor must teach the course as it was approved by FSC, and a faculty liaison may conduct a site visit, depending on when the change occurs. If it is not possible to arrange for a qualified substitute, the UHS Office will facilitate administrative withdrawal of students from the course.

## Advisory Board

The purpose of the Advisory Board is to collaborate with UHS leaders to

- Determine the needs for new and/or current practices.
- Provide information and feedback that will help update, modify, expand and improve the quality of the program.
- Review and discuss program initiatives.

Contact the UHS Office if you are interested in volunteering to serve on the Advisory Board.

## Course Confirmations

A Primary Contact must confirm courses/instructors for the upcoming academic year by the deadline (mid-May, exact date TBD and announced via email from UHS Office). Course confirmations are used to set up registration. Failure to provide accurate and timely information to the UHS Office negatively impacts the student registration process.

## Student Registration

It is essential that UHS Primary Contacts and instructors support UHS registration by understanding the procedures and adhering to deadlines. Every semester, the UHS Office sends a welcome back e-mail, which contains the following information:

- A link to the UHS Online Registration and Payment System, as well as the Online Registration and Payment Instructions.
- Registration and Payment deadlines, as well as other important dates (e.g., course roster verification deadline)
- Course prerequisite information, if applicable
- Instructions accessing our Virtual Office Hours



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UHS Primary Contacts and instructors **may not change UHS deadlines**. If your school sends communications to parents/guardians, you must include all pertinent information as written by the UHS Office. Alteration of dates and/or registration instructions is a serious offense that will result in missed deadlines and could prevent students from registering for credit. Such action is considered non-compliant and may result in a meeting with UHS leadership. See Non-Compliance policy on p 15.

UHS instructors and/or Primary Contacts must inform the UHS Office immediately about any changes needed to the course(s) listed on the Online Registration Form. In addition, UHS Office personal should be informed immediately if a student(s) has special circumstances requiring assistance. Delays may result in missed deadlines, and could prevent students from registering for credit.

## **Verifications**

### *Parent/Guardian Permission*

A valid parent/guardian email address is required in order to verify that students have permission to enroll for college credit.

### *Prerequisites*

All FSC prerequisites apply. Students will be required to submit proof (i.e., transcripts) during the registration process that prerequisites are met.

Students will not be registered for UHS courses without verification that they have met the prerequisite requirement(s). UHS students/instructors/administrators may be asked to provide additional information as evidence that the prerequisite(s) has been met. FSC academic departments reserve the right to override course prerequisites, if/when appropriate for a particular student; consistent with on-campus practices. Please see UHS Prerequisite Guide for more information about prerequisites.

### *Course Roster Verifications*

As part of the registration process, UHS instructors must review course rosters for accuracy. Instructors should alert the UHS Office of inaccuracies, i.e. students in incorrect classes. Students missing from the roster who did not complete an online registration prior to the deadline cannot be added to a class after the deadline. If no corrections are necessary, instructors should confirm that the course rosters are accurate.

### *Non-Upperclassmen*

If a non-upperclassman wishes to register, additional verification must be submitted for that student. For example, if one or more sophomore students are placed in the course, and meet the prerequisite requirements for the course, the student must provide additional documentation from a teacher/administrator that supports their eligibility to receive college credit (for example, a letter of recommendation).

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## Program Fees

Program fees are payable by credit card only. Students who do not have access to a credit card and wish to pay by alternative method should contact the UHS Office as soon as possible. All fees must be paid in full prior to the payment deadline listed for any given term. Students who do not pay their program fees will not be registered. For information about students enrolled in grants or third-party payment programs, see section below “*Grants & Third-Party Payments.*”

### *Federal Reduced-Price Meal Program*

Students who participate in the Federal Reduced-Price Meal Program are eligible for a 50% discount on program fees. Students will be required to submit proof (i.e., official correspondence from high school) that they are eligible for this program. If no verification is provided, students who identify as Reduced-Price Meal Program participants will have their invoices adjusted to reflect the full fee.

Course Credits	Full-Fee	Reduced-Price Meal Program
1	\$50.00	\$25.00
2	\$100.00	\$50.00
3	\$150.00	\$75.00
4	\$200.00	\$100.00

### *Grants & Third-Party Payments*

During online registration, students must indicate if they participate in a Third-Party Payment program (e.g., Smart Scholars, P-Tech, etc.). The option will only appear for students in high schools where this is offered. A high school administrator must verify students’ participation. No bill will be issued to students who are verified. If no verification is provided, a payment link will be sent to the student(s) at a later date.

## RAM IDs

UHS instructors must provide UHS students with their FSC identification number, known as a RAM ID. The first time a student registers for a UHS course (or applies to FSC), he or she is assigned a RAM ID. Instructors have access to students’ RAM IDs via the online OASIS system.

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## College Grading System – Achievement Points

The following is the official College grading system:

Minimum Grade	Grade	GPA Equivalent	Interpretation
93.0	A	4.00	Excellent
90.0	A-	3.67	
87.0	B+	3.33	
83.0	B	3.00	Good
80.0	B-	2.67	
77.0	C+	2.33	
73.0	C	2.00	Satisfactory
70.0	C-	1.67	
67.0	D+	1.33	
60.0	D	1.00	Minimum Passing
0	F		Failure
0	I		Incomplete
0	W		Withdrawal
0	UW		Unofficial Withdrawal
0	N		Never Attended

To determine the cumulative grade point average, multiply the achievement point value of each grade by the credits designated for each subject. Then divide the total achievement points by the number of credits carried. Only grades earned in the college are considered in the computation of averages for all students.

*\*All grades earned will be included on the student's Farmingdale State College transcript\**

## Submitting Grades

UHS instructors must enter final grades through the online OASIS system. Only the instructor assigned to the specific section has the authority to enter grades for that section. Every student on the roster must receive a grade. It is the UHS instructor's responsibility to enter final grades for each student as per the directions given.

### *How to Enter Final Grades*

1. Go to [oasis.farmingdale.edu](http://oasis.farmingdale.edu)
2. Enter your Ram ID and your PIN.
  - If you have never logged in your PIN is your date of birth in MMDDYY format.
  - If you have used the system and have changed your PIN, enter that PIN and click the Login Button.

*\*If you have problems with your Login and PIN, contact the Registrar's Office at 934-420-2776.\**
3. Click on the "Faculty Services" tab.
4. Scroll down and click "Final Grades."
5. Select the term and click "submit." The CRN for your first course section will appear. The CRN field displays the total number of students registered in that section and the total number of students to be graded.
6. Select one section and work with one section at a time.
7. Next to each name there is a grade block. Click on the arrow and a drop menu will appear with grade choices. Every student must receive a grade.

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When a student has moved, or withdrawn for another reason, you have the option of assigning a “UW” (unofficial withdrawal). When you assign a “UW” or grade of “F,” you must complete the last date attended column. If you are not certain of the last date of attendance, submit the last date for which you have evidence that the student was in class (e.g., a midterm exam). If the “F” you have assigned is an earned F and your student actually attended through the final exam, then simply enter the exam date as the last date of attendance. A student who has never attended must be assigned an ‘N’ grade (not attended) and the UHS office notified as well as the high school Primary Contact.

When each grade has been assigned, click the submit button at the bottom of each roster and this will post the grades you have entered. The tab above the roster will show you that grades have been submitted (16 of 24 grades submitted – indicates not all students have been graded).

Important Notice: You must view your grades to ensure that they have been posted. Go to the bottom of grade sheets and click on display class list. If the system posted the grades, you should be able to view them here. If you see that grades are not posted or some have been missed, go back to the grade roster and enter them again. The most common error is not entering a last date of attendance for UW and F grades.

### *Incompletes*

Note: A grade of “I” should be assigned only in those special circumstances where you and the student have met and agreed upon a plan and timetable for the student to complete the semester’s work. Use of grade of “I” is not recommended.

A grade of “I” (Incomplete) is reported when, for some reason beyond his/her control, the student misses the final examination or has not completed a portion of the required work for the course. The decision to grant an “I” is at the sole discretion of the instructor. All incompletes must be resolved and a change of grade must be submitted no later than 30 days after the beginning of the next semester.

## **Grade Changes**

If a grading error should occur, the Official Grade Change form should be used to make a change in the student’s records. Official Grade Change forms are available from the UHS Office. Instructors cannot change grades through the online OASIS system once a grade has been posted for a student.



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## Registration and Grading Timeline

### *Fall Semester*

Early September: UHS Office sends “Welcome Back” e-mail with registration and payment information/deadlines.

Mid- to Late September: Student registration period. Official class rosters are available to instructors for review. Payment is required by the close of registration.

October: Final course rosters available for UHS instructors to review

Late January: Final grades for Fall classes must be submitted

### *Year Semester*

Early September: UHS Office sends “Welcome Back” e-mail with registration and payment information/deadlines.

Mid- to Late September: Student registration period. Official class rosters are available to instructors for review. Payment is required by the close of registration.

October: Final course rosters available for UHS instructors to review

Late June: Final grades for Year classes must be submitted

### *Spring Semester*

Late January: UHS Office sends “Welcome Back” e-mail with registration and payment information/deadlines

Early to Mid-February: Student registration period. Official class rosters are available to instructors for review. Payment is required by the close of registration.

Late February – early March: Final course rosters available for UHS instructors to review

Late June: Final grades for Spring classes must be submitted

## Technology Support

For issues concerning OASIS, please contact the Registrar’s Office at 934-420-2776.

## Faculty Liaisons

UHS is proud to have FSC faculty, known as UHS faculty liaisons, who are committed to working with UHS instructors to provide academic support. Faculty liaisons are appointed by their academic department to oversee and support UHS courses. They are subject experts in the disciplines they oversee. Liaisons are responsible for ensuring that UHS course content, assessments, and expectations are consistent with FSC on-campus courses. Faculty liaisons offer training and annual professional development, and conduct site visits. Liaisons may also be available to guest lecture.

Faculty liaisons collect information for review, provide resources as needed, and communicate directly with instructors. Liaisons may review instructor credentials and curricula in collaboration with their department chair. Liaisons will work with their academic department to coordinate assessment activities. Liaisons report back to both their academic department and the UHS Office, and provide the UHS Office with any materials/syllabi/feedback gathered as a result of trainings, professional development, and site visits.

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## Site Visits

Faculty liaisons will conduct site visits to connect with UHS instructors, and observe course content and student discourse and rapport. Site visits ensure that UHS courses are equivalent to FSC on-campus courses. New, first-year UHS instructors are visited in their first semester of teaching. The UHS Office tracks all UHS course sections, and collaborates very closely with FSC academic chairs to administer faculty liaison site visit assignments. In instances when a new, first-year instructor cannot or is not visited in their first semester, the UHS Office works closely with the faculty liaison and high school to identify and coordinate a day/time for a visit as soon as possible.

UHS operates on a 4-year site visitation schedule. Every UHS instructor will be visited at least once (for each course they teach) every four years. Faculty liaisons complete a site visit form for every course section they visit. Faculty liaisons may request a recent copy of the syllabus and examples of assignments/student work before scheduling a site visit. Liaisons are assigned UHS sections by their academic department and based on their area of expertise, and are responsible for ensuring that the FSC department curricula is being taught. Liaisons are available to instructors for help in regards to syllabi, textbooks/materials, and course content/delivery.

## Syllabi & Textbooks

All UHS courses offered through UHS are FSC cataloged courses with the same departmental designations, course descriptions, numbers, titles, and credits. Course requirements and curriculum for a UHS course is equivalent to curriculum for the course taught on the FSC campus. Instructor qualifications, syllabi, assignments, textbooks, exams and grading requirements are also equivalent. Any differences in curriculum are due to the high school having more seat time to either prep, and/or cover content beyond what is covered on-campus. UHS instructors work with faculty liaisons to ensure syllabus alignment, and adoption of appropriate textbooks and materials.

## Evaluations

Consistent with on-campus practice, students will be asked to complete “End-of-Term” course evaluations via a link at the end of the semester. Results of course evaluations are only shared with UHS instructors, not anyone else.

FSC assesses its performance across all areas of the institution, both academic and non-academic, and uses the results for the purposes of accountability, resource allocation, and improvement. As such, the UHS Office conducts and reports regular and ongoing evaluations of the UHS Program effectiveness and uses the results for continuous improvement. The UHS Office may periodically send surveys or invitations to participate in research to UHS instructors and administrators to determine those partners’ perspectives and help inform and guide program improvement.

## Transcripts

FSC does not automatically mail grade reports at the end of the term. The UHS instructor is responsible for advising students of their grades. Students can request a transcript for free from the FSC Registrar’s Office by completing the [Transcript Ordering Form](#) that is available on the FSC website. Once this form is completed, students can check the order status of their requests online. Please visit the [Transcript Information](#) page on the FSC website for further details.

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## Policies

### *FERPA*

In accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR Part 99), FSC has adopted regulations to protect the privacy rights of its students, available via this [link](#). Copies of this statement as well as the law are available upon request in the FSC Office of the Registrar.

### *Non-Compete*

A UHS instructor may only offer their course through one higher education institution for college credit. In other words, the UHS course may only be offered for credit through FSC, and not any other college/university.

### *Non-Compliance*

#### **Non-participation in annual discipline-specific professional development**

UHS instructors must participate in annual discipline-specific professional development (PD). Failure to participate will result in an e-mail stating the non-compliance, with a CC to the Primary Contact. The instructor must complete PD the following year. Should the instructor fail to complete PD the following year, they, along with the Primary Contact, must meet with UHS leadership to review the Partnership Agreement, which includes UHS Instructor responsibilities. If the instructor and Primary Contact do not agree to the terms, the instructors' status will be changed to non-active in the UHS database. If they wish to resume teaching in the future, they must re-apply. A faculty liaison may conduct a site visit or meeting the following semester.

#### **Failure to fulfill UHS Administrator and/or Instructor Responsibilities**

UHS retains the right to revoke an approval of a high school to offer a UHS course and/or of a teacher to teach a UHS course. UHS may revoke an approval if the terms of the Partnership Agreement are not met.

### *Extenuating Circumstances (Late Registration)*

There may be instances, due to extreme extenuating circumstances (i.e., death in the family), that prevent a student from meeting the registration/payment deadline. Under these circumstances, the UHS Office will ask for additional documentation prior to any action.

### *Pre-Requisites*

University in the High School (UHS) courses are college courses; therefore, all FSC course pre-requisites apply. Students will not be registered for UHS courses without verification that they have met the pre-requisite requirement(s). See UHS Pre-Requisite Guide for information about pre-requisites.

**Farmingdale**  
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