



SUNY Schenectady Early College High School Handbook



Schenectady City School District Partnership

Congratulations on your acceptance into the SUNY Schenectady Early College High School Program!

The purpose of this handbook is to familiarize students and families with the policies, procedures, and expectations of the Schenectady Early College High School Program. Please refer to this handbook when you have questions about programming, academics, support services, or matters relating to Schenectady High School or SUNY Schenectady County Community College. There is also contact information, on page 6, in this handbook if you have additional questions or concerns. Welcome to the Program!

How to Use this Handbook:

- Read this Handbook completely!
- Refer to the Table of Contents to find answers to any questions you have
- Utilize the contact information found in the handbook to communicate with staff
- Look at the “Definitions to Know” on pages 29-30 to find the explanation of any terms that are new to you
- Sign, and return to an ECHS representative:

What to Know:

- College is very different from high school
- It is your responsibility to question everything and assume nothing
- Be polite and respectful to members of the college and high school community
- Attend all classes and be on time
- You must ask for help as soon as you think you need it
- “Plan your work and then work your plan”
- Study groups with fellow students is an excellent way to prepare for exams
- Whatever out-of-class obligations you have (work, clubs, sports), your first priority is your academics
- Good study skills are vital to academic success

This handbook is a compilation of policies from the Schenectady City School District and SUNY Schenectady County Community College. For more information and academic calendars, please visit:

www.schenectady.k12.ny.us or www.sunysccc.edu

SUNY Schenectady Early College High School Handbook 2024-2025

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What is an Early College High School?

“An Early College High School approach blends high school and college work to enable students to graduate with a high school diploma and college credit hours, applying them toward a baccalaureate degree; which can include required coursework for a 2-year degree. At its essence, Early College High Schools replace remediation with acceleration, more engaging, rigorous instruction, and individualized supports to prepare students for college and careers. Many times, Early College High Schools are co-located on a college campus (two-year or four-year), giving student’s great access to not only college coursework but also collegiate environments...”

Williams, M. (2015, March). Capitalizing on Potential: Scaling Early College High Schools. Retrieved from <https://knowledgeworks.org/resources/scaling-early-college>

About SUNY Schenectady Early College High School

SUNY Schenectady Early College High School is modeled after existing Early College High Schools in the country. The Schenectady ECHS Programs are supported by NYS grants including, but may not be limited to the Smart Scholars Early College High School (SS-ECHS), Smart Transfer Early College High School (ST-ECHS), and Pathways in Technology (P-Tech ECHS).

Vision Statement

The vision of Schenectady Early College High School is to build an environment where students create their own plan for college and career success, apply 21st century skills to all of their educational endeavors, and grow and develop into successful, contributing members of their communities.

Mission Statement

Our mission is to provide innovative programming and coursework in a challenging and supportive setting. We strive to maintain a nurturing, rigorous, and challenging college-oriented learning environment leading to outstanding student achievement and a strong foundation of skills. We seek to prepare students for successful integration into academic, career, and life endeavors.

Goals

Schenectady Early College High School Programs intend to:

- Increase high school graduation rates
- Prepare students for the rigors and expectations of college classes
- Graduate students with a high school diploma and transferrable college credit
- Increase postsecondary degree completion rates
- Effect student learning outcomes by preparing students for high-demand, high-skill occupations
- Support students historically underrepresented in higher education in obtaining a college degree

Schenectady Early College High School

SUNY Schenectady Early College High School is a program which allows high school students to pursue college credits while earning their high school diploma. Each year, a group incoming ninth graders are selected to participate. After completing the program, students can automatically transfer earned credits to a 4-year institution, applying the credits towards a bachelor's degree.

We seek students with the one or more of the following criteria:

- Eligible for promotion to 9th grade
- Enrolled in an accelerated course, or courses. in middle school
- On track to successfully pass Regents exams
- Identified as belonging to a population who historically has not had access to, or success in, higher education
- Possess a strong work ethic and be committed to high school and college course work

Residency Requirement

ECHS students must be residents of Schenectady City School District throughout the duration of their programs and high school careers. They apply for admission and are accepted while in 8th grade, entering high school with the additional supports and benefits of the Early College High School Program.

Recruitment and Admissions

Every fall, 8th grade students who reside in Schenectady City School District are invited to apply to Schenectady Early College High School. Various criteria are considered as students undergo a multi-stage application process. We also seek recommendations from middle teachers, counselors, and staff.

Program Acceptance

Students are accepted and placed into each program by ECHS staff and do not have the option to change programs after the start of the first summer college course prior to entering 9th grade. Admission decisions are made in the spring of their 8th grade year. All accepted students are then required to attend an Orientation/Welcome meeting and participate in a college summer course at SUNY Schenectady County Community College. There are limited seats available in the ECHS programs, once a student accepts their participation in a particular program, they may not move to a different program.

Early College High School Staff

The Early College High School staff is comprised of teachers, counselors, success coaches, administrators, and professors from both Schenectady City School District and SUNY Schenectady County Community College.

STAFF

Lauren Gallo

Director of College and High School Partnerships
SUNY Schenectady County Community College

Oversees all SUNY Schenectady Dual Enrollment and Early College High School Programming through partnerships with Capital Region School Districts. Manages partnerships, programmatic structure, and processes for all programs.

Theresa Polson

Project Director Early College High Programs
SUNY Schenectady County Community College

Coordinates and manages the Early College High School Program grants, budgets, data, and reporting.

Kiersten Janis

Laura Ficarra

Jessica Krawec

ECHS Program Success Coaches
(Located at Center City, SHS, and SUNY Schenectady)

Provides academic and socio-emotional coaching, support, and refers tutoring and services for ECHS students. Assists students with identity development and goal setting, and identifies areas of opportunity for improvement, and implements developmental plans. Oversees student progress and academic pathways, provides students with opportunities, workshops, and programming related to college readiness and success.

Chris Chank

City as Our Campus Principal
Schenectady City School District

Amanda Cruz

Chelsea Houghton

School Counselors
Schenectady City School District

Tymesia Nabors

Social Worker
Schenectady City School District

About Our Partnerships

Schenectady City School District

The Schenectady City School District serves nearly 10,000 students in grades pre-K through 12, making it one of the largest school districts in the Capital Region. Our incredibly diverse population of students speaks more than 30 different languages. Our schools, filled with culture and richness, foster awareness and tolerance. Students not only learn to value and respect people of all races, backgrounds and cultures, they appreciate the differences and are prepared to be citizens in a multicultural world. The district is comprised of 11 elementary schools (pre-K through fifth grade), three middle schools (grades 6-8), one high school (grades 9-12) and an adult education center.

SUNY Schenectady County Community College

SUNY Schenectady County Community College was established in 1967. The College is part of the State University of New York (SUNY) system and emphasizes high-quality academic programs, broad access for students, and responsiveness to the needs of the community. For nearly 50 years, the College has been an important part of Schenectady County. The College has its accreditation through the Middle States Commission on Higher Education, which is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. The Board of Trustees, along with the President and his entire Leadership Team, is committed to providing a quality education, at an affordable price.

Additional Partnerships

We are also fortunate to have the community backing of organizations such as The Schenectady Foundation, The Junior League of Schenectady and Saratoga Counties, and Stewart's Corporation. The funding and support they provide to our ECHS Programs is instrumental in our ability to offer additional services and materials to our students and families.

Student Support and Wellness

It is the expectation of the Schenectady Early College High School Program that students take an active role in their education, but we are here to help and support you through your four years in the program. If you have questions or concerns about classes, course registration, activities, or your progress, please contact an ECHS representative.

What students should focus on:

- Building and maintaining positive relationships with peers, teachers, and others in my school community
- Being respectful in all interactions with peers, teachers, and staff
- Attending all classes

- Actively participating in all courses
- Completing classwork, homework, and projects on-time and with integrity
- Asking for help when needed and take advantage of tutoring services.

How students should stay engaged:

- Joining after school clubs and/or activities
- Meeting with other ECHS students on a regular basis
- Communicating with ECHS staff about events and opportunities at SHS and SUNY Schenectady
- Attending SCSD and SUNY Schenectady functions
- Taking advantage of any field trips, workshops, and presentations the programs have to offer

“The Productive Struggle”

According to the Association for Supervision and Curriculum Development (ASCD), the Productive Struggle can be defined as helping “students persevere in their learning even when easy answers fail to emerge.” By holding students to the highest standards of academic work and rigor, practicing the “struggle”, supports self-directed learning. The ECHS staff are here to foster the Productive Struggle and help students find the confidence to work through any problems they may face in life.

For a struggle to qualify as productive, it should:

1. Challenge the specific weaknesses of the student or small group rather than overwhelm them.
2. Occur within challenging activities and assignments.
3. Be productive rather than frustrating.
4. Let students reflect on their thinking. With reflection, students think about *how* they learn in addition to *what* they learn.

Student Support Services

Students who need academic supports should be notifying Early College staff, teachers, school counselors, etc. as soon as possible. Tutoring is available through structured times and at a student’s request at all locations. Early College students have access to all SUNY Schenectady Learning Commons and Academic Services, including writing and mathematics labs, individual tutors, and library resources at SUNY Schenectady.

Schenectady City School District

The Schenectady City School District Pupil Personnel Services (PPS) is responsible for the implementation of all student accommodations and/or special needs. These needs could include; co-teaching, resource, as well as testing accommodations.

SUNY Schenectady County Community College

The Office of ADA Transition Services at SUNY Schenectady offers programs and presentations to heighten the awareness of disability issues. Students who require accommodations and are enrolled in courses at the college will work with ECHS staff and the SUNY Schenectady ADA coordinator to implement accommodation(s) and support students through the high school to college transition.

Student Accommodations and Special Needs and the Americans with Disabilities Act (ADA)

The Schenectady Early College High School Programs fully support all students with special education needs at both Schenectady High School and SUNY Schenectady County Community College. The Americans with Disabilities Act of 1990 is a civil rights law that prohibits discrimination based on disability. It affords similar

protections against discrimination to Americans with disabilities as the Civil Rights Act of 1964, which made discrimination based on race, religion, sex, national origin, and other characteristics illegal.

ACCES-VR

ACCES-VR is a program which helps individuals with disabilities to obtain and maintain employment. Transition services specifically refers to services provided to students with disabilities in order to assist them to transition from school into the world of work. This can include:

- Vocational Counseling
- Vocational Assessments
- Diagnostic Vocational Evaluations
- Functional Evaluations
- Technological Evaluations
- Vocational Training
- College Services and Supports
- Supported Employment
- Direct Job Placement
- Work try out
- On the job training
- Driver training

Students can apply to ACCES-VR in their last year of high school by contacting their SHS Transition Counselor. Adults can apply for ACCES-VR services by going to <http://www.acces.nysed.gov/> or by attending an orientation held at the One Stop Center, located at 797 Broadway, Schenectady NY 12305.

Parent/Guardian Support and Expectations

It is the expectation of the Schenectady Early College High School Program that families take an active role in their students' education. If you have questions or concerns about classes, course registration, activities, or your student's progress, please contact an ECHS representative.

Family Involvement and Support

We encourage parents/guardians to:

- Talk about the importance of going to school every day; make it an expectation
- Help your child maintain daily routines like finishing homework and getting a good night's sleep
- Try not to schedule any appointments, including medical or dental, during the school day
- Refrain from scheduling family vacations while school is session (including summer)
- Not let your child stay home unless truly sick
- Notify ECHS staff if your child seems anxious about going to school
- Develop back-up plans for getting to school if something comes up
- Familiarize yourself with the school's calendar of events and report card mailings
- Make sure teachers know how to contact you and update changed contact information
- Encourage participation in sports and clubs
- Know when your student is staying after school
- Log in to the Infinite Campus Parent Portal and check your child's attendance and grades frequently

Parents/Guardians/Family Members:

Consider your options for applying to college or finishing your degree at
SUNY Schenectady County Community College.

It's never too late to start or to finish!!

Applying to SUNY Schenectady County Community College is an easy process. Since SUNY Schenectady is an open-admission institution, we require no specific grade point average from your high school record. Most of the programs have no special admissions requirements other than being a high school graduate or its equivalent. We'll help guide you in contacting your former high school for the state required information. SUNY Schenectady also makes it convenient to attend as the College offers many evening, weekend, and online courses. There are also resources on campus to help you once you become a student, including student success coaches, Learning Labs, and tutoring.

To get started on that degree, contact the Admissions Office at (518) 381-1366 or visit

<https://sunysccc.edu/Admissions/Apply-Now/index.html>

Early College Program Design

It is the expectation that students in the Schenectady Early College High School Program participate fully in all academic and non-academic endeavors including, but not limited to:

- Attending MANDATORY ECHS orientation
- Participation in MANDATORY summer college courses
- Volunteering and community service
- After school sessions
- Field trips
- Community service and volunteering
- Tutoring
- Check-ins with ECHS staff

In addition, it the expectation that students will:

- Meet with school counselors, ECHS Success Coaches, and SUNY Schenectady advisors
- Complete 24-60 credit hours of college-level courses or an Associate's Degree, depending on the program the student belongs to and progress in courses
- Attend student/parent/guardian meetings
- Attend courses on SUNY Schenectady campus

School Year

All students will be engaged in a full-day curriculum and many will participate in courses requiring rigorous and advanced curriculum. Students must be prepared to spend extra time after school and at home on the skills which will help them be successful.

Smart Transfer: Smart Transfer students will be located on the Center City Campus where they will complete their high school requirement and will follow an adjusted and accelerated academic track. During their 11th and 12th grade years, ECHS students will take the college courses on the campus of SUNY Schenectady. Students will graduate in four years with an Associate's Degree or 60 transferable college credits along with their high school diploma. Each ECHS student's schedule is customized to meet all graduation requirements at both the high school and college level.

Smart Scholars: Student will attend SHS all four years of high school where they are able to enroll in CHS Dual Enrollment courses that allow them to earn college credit. Student should work with their school counselors to choose CHS courses that best suite them. In the summer, they have the option to register for college courses at SUNY Schenectady that are offered through our 6-week summer session.

Smart Tech (P-Tech): P-Tech students will be located on the Center City Campus where they will complete their high school requirements and will follow an adjusted and accelerated academic track. Each ECHS student's schedule is customized to meet all graduation requirements at both the high school and college level. Depending on their progress, students will have the option to take colleges courses at SUNY

Schenectady in 11th and 12th grade, and will have an additional two years after high school graduation to complete the P-Tech program.

Student Health and Wellness

In the event of a medical emergency while on the campus of SUNY Schenectady, staff will follow protocol which may involve calling 911.

Codes of Conduct

The Schenectady Early College High School programs will follow the disciplinary measures dictated in the Schenectady City School District Code of Conduct, as well as the SUNY Schenectady Code of Conduct. Early college staff will actively refer students to appropriate supports whether it be behavioral, academic, or socio-emotional as needed. Disciplinary measures will be considered on a case by case basis. Please visit www.schenectady.k12.ny.us and www.sunysccc.edu for additional information.

Regents Weeks (January and June)

Students taking courses on the Schenectady High School campus will follow the Regents week schedules in January and June. Any students attending SUNY Schenectady full-time will follow the college schedule and should not expect to have any days off during each of those weeks.

Vacations and Breaks

If you are attending classes (from August-May) on the campus of SUNY Schenectady, you will follow the College calendar. The vacations and breaks are different from the District. You will no longer follow a District calendar when you are enrolled at SUNY Schenectady for classes. Please plan accordingly, as there is an expected attendance requirement for college courses. Please visit www.schenectady.k12.ny.us and www.sunysccc.edu for each of these calendars.

Delays/Closures

Students taking classes on the campus of SUNY Schenectady will follow the College's delay and/or closing procedures. 9th and 10th graders at Center City will need to look for communication about closures and delays that come from Schenectady City School District and the School Principal.

These delays and closures may not be the same at either campus or building.

Please check local news, and college or district websites for closing and delay information. If you have any questions about the schedule, delays, or closings, please contact your ECHS representative

College Preparatory Exams - SATs

PSAT/SAT preparation is offered through the district's school counselors. Financial assistance to pay for the SAT may be available.

Portfolio Project

All ECHS students will complete a Portfolio Project. This project will be designed to encourage students to track their experiences and progress throughout the Early College Program. The portfolio will also serve as a tool that students can use to apply to college or jobs at the end of their time in the program. The portfolio

project will build over the 4 years that students are in the program and will challenge students to think critically, solve challenging problems, and develop skills such as oral communication, public speaking, research skills, media literacy, teamwork, planning, self-sufficiency, or goal setting—i.e., skills that will help prepare them for college, modern careers, and adult life. This project will also encourage students to connect their projects to community issues or problems, and to integrate outside-of-school learning experiences, including activities such as interviews, scientific observations, or externships/internships. *Externships are required for Smart Transfer/ City as Our Campus Students.

Homework

The Schenectady Early College Programs immerse students into advanced courses with a high level of rigor. Homework and preparatory reading is part of the general academic expectations for our students. In addition to nightly homework, students may also be expected to complete assignments over the weekends and breaks as well. All assigned work and grading is done at the discretion of teachers and SUNY Schenectady instructors. A strong work ethic, time-management, and organizational skills are essential to ensure student success. The goal of homework is to:

- Reinforce skills and concepts learned in class
- Develop study skills and habits
- Check understanding of material
- Assist students in acknowledging when they need extra help

Students will be assigned additional tasks throughout the school year and are expected to read at home. Students are also encouraged to choose books from the school or community library. Building this habit leads to becoming a lifelong learner throughout one's lifetime.

Make-Up Work

Students are responsible for seeking out teachers and completing all make-up work due to absences, in accordance with instructor course policies and syllabi.

Grades and Transcripts

Schenectady Early College High School student transcripts activate as soon as they enroll in their first college course (summer between 8th grade and 9th grade). A transcript is the most important piece of evidence of college work. Students must earn a C or above to receive credit for the course. If a student earns a grade below a C, the grade will be recorded on the college transcript, but they will not earn college credit and will have to retake the course. End of semester grades for fall, spring, and summer college classes are reported to the registrar's office and entered into the student's transcript. SUNY Schenectady does not issue "report cards". Students are responsible for checking their final grade by logging in to the portal with their username and password.

*SUNY Schenectady Academic Policies related to GPA, Academic Warning and Dismissal will be adhered to at all times. Advisement and interventions will be made if a student is chronically unsuccessful in their courses which may bar a student's ability to continue in the ECHS program.

During the regular school year, Center City and Smart Scholar students will follow the regular grading practices and procedures of Schenectady City School District.

Physical Education Graduation Requirement

ECHS students must complete the New York State high school Physical Education requirement.

After School, Sports, and Extracurricular Activities

Students have the ability to participate in any after school activities (i.e. plays, sports, clubs, etc.) with the understanding that academics take precedence over these events. Students will need to pay close attention to their college course schedule as they will be attending all their classes on the SUNY Schenectady campus. These classes may end after the traditional 3:30pm high school dismissal time. Students also cannot be “early dismissed” from college courses to attend games or practices.

Summer

Summer Session is a 6-week summer program where students can enroll in college course at SUNY Schenectady every year beginning in the summer prior to 9th grade. **The first summer is mandatory all 6- weeks for all incoming students, then optional for Smart Scholar students after that.**

***For Smart Transfer students, summer session is mandatory every summer.**

*Please DO NOT schedule vacations or conflicting obligations during the mornings of these 6 weeks. If you miss more than 3 classes you will be dropped or receive a failing grade.

To be eligible for summer courses, students must pass all required courses (every year), scheduled Regents exams, and any additional assigned work or assessments to remain in good standing with the program. Courses are completed according to the SUNY Schenectady academic and attendance policies.

Some additional reminders about summer programming:

- In the spring, registration information will go out and ECHS staff will assist with registrations.
- Summer college courses always begin on the Monday after the high school holds graduation. Please refer to Schenectady City School District calendar each year and note the date.
- Students enrolled in a 6-week summer college course will receive a mid-semester report from their instructor.
- Early College students are provided breakfast while attending the summer program.
- CDTA bus passes are provided to students who need transportation.

SECHS Enrichment & Extracurricular Opportunities

SUNY Schenectady Early College High School seeks to provide an array of enrichment opportunities and extracurricular offerings based on student interests. Student involvement in clubs, sports, and activities at Schenectady High School is encouraged.

Student Leadership

Our Early College Program encourages students to become leaders of their school and their community. Leadership opportunities include: planning volunteering events, speaking at ECHS events and/or orientation, and mentoring incoming Early College students.

Mandatory Events and Programming

Schenectady Early College High School will schedule mandatory events at various times throughout the year. Permission slips with detailed information will be handed out prior to the event.

Community Service

The opportunity to serve those in our community contributes not only to those in need, but also to the growth of each individual who performs community service. It is important to note that many colleges and universities are looking for strong community service participation as part of admission criteria. Schenectady Early College High School staff and student leaders regularly plan community service activities in which all students are invited to participate. Students should begin thinking about community service interests in areas that might be rewarding personally and also build connections to inspire focus for their Portfolio Project.

Field Trips

A great benefit of Early College High School is to expand students learning with the hands-on experience of field trips. The ECHS program schedules field trips periodically throughout the school year and during the summer session. Field trips include college visits, community service experiences, college and career development activities. In order to attend field trips, a parent/guardian must complete a permission slip which will include contact information and any allergies and/or medical information.

SUNY Schenectady County Community College Resources

The college campus provides programs and services which are extended to Schenectady ECHS students to assist with their attainment of personal goals and educational objectives. Early College students have access to all classrooms, computers, library services, programs and activities at SUNY Schenectady. It is believed that a student's total educational experience is made up of quality instruction combined with opportunities for growth, fulfillment, and enjoyment. Offices at SUNY Schenectady include: Academic Advisement Center, ADA Transition Services, Admissions, Athletics, Career and Transfer Services, Counseling, Educational Opportunity Programs, Liberty Partnerships Program, Financial Aid, Student Life and Activities, and the Student Government Association. Activities which align with the Early College High School goals to prepare students for the rigors and expectations of college and high-demand careers are offered to ECHS students and families. These include Admissions Open Houses, Financial Aid workshops, Career Days, College Visits, club activities and leadership development and training.

ID Cards

Students are provided with both a Schenectady High School ID as well as a SUNY Schenectady ID (ST/CC students only). If a student loses his/her ID, there may be a fee charged to replace it. Students must produce their SUNY Schenectady ID to borrow materials from the Begley library. Students may also be asked for their SHS IDs for any high school campus activities.

Transportation/CDTA

Smart Transfer/ Center City ECHS students are issued a Student ID/CDTA bus pass upon entering the program which can be used anytime during (summer as needed), then in 11th and 12th grade year. CDTA bus passes are provided to any student who needs transportation during summer session. Students who wish to use the CDTA bus must show their current student ID card in order to access these facilities.

Email

Upon enrollment, all Schenectady ECHS students will receive a SUNY Schenectady email. It is expected that students use *this* email (not a personal email) to communicate with SUNY Schenectady instructors and staff, especially when taking courses full-time at the College. Students are also given a Schenectady High School apps account email which they also have access to.

Brightspace Learning Management System

SUNY Schenectady courses provided to ECHS students will utilize technology-based learning by requiring students to use SUNY Schenectady's online Learning Management System. Students will interact with peers using discussion boards; submit assignments and complete assignments online, and be required to login daily to obtain updates on coursework. Professors will also use this as a way to communicate important information to students.

DegreeWorks

DegreeWorks is a web-based tool for students to monitor their academic progress toward degree or certificate completion. DegreeWorks is a tool, not an official SUNY Schenectady document.

DegreeWorks matches a student's academic record against the program requirements. The benefit is that this software is user-friendly and will help students learn easily what courses they still need to take to fulfill their program requirements. They can click on course descriptions and courses with prerequisites have an asterisks so students are aware of this when planning for their semesters.

Begley Library

Early College High School students are eligible to borrow books, DVDs and other items from the Begley Library on the SUNY Schenectady campus. They will have full use of the library journals, archives, computers and facilities for the entire four years of the program. Workshops are provided during the summers and academic year on how to best utilize these resources. Students and families are required to read and sign a borrowing agreement to abide by the Rules & Regulations of the SUNY Schenectady County Community College Library and to assume responsibility for replacing any lost or damaged material. Use of the library is a privilege and may be revoked.

SUNY Schenectady Academic Code and Student Code of Conduct

Students enrolling in a Schenectady Early College Program are also enrolling at SUNY Schenectady County Community College. Therefore, they assume an obligation to conduct themselves in a manner compatible with the academic standards, policies, procedures, rules and regulations of the College and its entities. The SUNY Schenectady Student Code of Conduct defines the expectations, rights and responsibilities of all members of the student body. Behavior that adversely affects the student's responsible membership in the academic community shall result in appropriate disciplinary action. All policies set forth in the SUNY Schenectady County Community College Royal Handbook, which outlines the Academic Code and Student Code of Conduct apply to Early College High School Students. The handbook can be found at: https://sunysccc.edu/PDF/Publications/23-24_Student-Handbook.pdf

Withholding Diplomas/Grades/Transcripts

The school may withhold grades, diplomas, or transcripts of a student who fails to replace damaged textbooks, return borrowed textbooks, or to pay any school related costs or fees. The school will make a reasonable effort to obtain the return of or payment for lost textbooks, payment for damaged textbooks, and payment of any outstanding costs and fees. If the school determines a student is unable to pay for damage, loss, or cost, the school may obtain payment through other methods such as a payment plan or a plan established whereby the student performs services for the school.

Credit Hour Definitions (for courses taken through SUNY Schenectady)

The State University of New York definitions indicate that a semester credit hour of credit is awarded for the equivalent of (1) fifteen class periods with a normal expectation of two hours of outside study for each class period, or (2) forty-five practicum periods with little or no outside preparation expected, or (3) thirty practicum periods with substantial outside preparation required, or (4) forty-five 50 minute sessions of student academic activity given initial guidance, review, criticism, and final evaluation.

SUNY Schenectady Community College Grading System

The following grades are determined and assigned by course instructors and carry the grade points indicated:

Grade	Numeric Equivalent	Definition	Grade Points per Credit
A	93 – 100	Excellent	4.0
A-	90 – 92		3.67
B+	87 – 89		3.33
B	83 – 86	Good	3.0
B-	80 – 82		2.67
C+	77 – 79		2.33
C	73 – 76	Average/Satisfactory	2.0
C-	70 – 72		1.67
D+	67 – 69		1.33
D	63 – 66	Poor	1.0
D-	60 – 62		0.67
F	Below 60	Failure	0.0

Pass/Fail Courses

The grade of P-pass indicates that a student has successfully completed the requirements in a course offered specifically on a pass/fail basis. The grade of P (pass) is comparable to a C (2.00) or better and has no effect on a student's grade-point average. Likewise, the grade of F-fail assigned by an instructor for a course offered specifically on a pass/fail basis has no effect on a student's grade-point average.

Other Grade Assignments

The grades below as defined in the SUNY Schenectady County College Academic Code and have no effect on a student's grade-point average. The grade of NC is assigned for all non-credit courses, and the grade of NR is assigned to a course for which a grade has not yet been reported. Both NC and NR have no effect on a student's grade-point average (GPA).

Grades:

I	Incomplete
W	Withdrawal
AW	Administrative Withdrawal
MW	Military Withdrawal
AU	Audit
CR	Credit for previous experience or by examination
T	External transfer
NC	Non-credit course: grade has no effect on student GPA
NR	No grade reported yet: grade has no effect on student GPA

Grade Corrections

A correction to an error in a final grade assignment is the responsibility of the course instructor and must be submitted in writing by the instructor within the 60 calendar day period from the date that final grades for the term are due. Any corrections after the 60 calendar day period must be approved by the Vice President of Academic Affairs. If it becomes impossible for the instructor to make such corrections to a final grade, any related decision will be based upon the recommendation of the Division Dean and approval by the Vice President of Academic Affairs.

Graduation Honors and Awards

Degree recipients with a cumulative grade-point average of 3.70 or higher graduate with high honors. Degree recipients with a cumulative grade-point average from 3.20 to less than 3.70 will graduate with honors.

Semester Honors

Matriculated students are eligible for semester honors in a given semester. Students who receive a grade of F or AW in that semester are not eligible for semester honors.

Students who receive a grade of "I" will not be considered for semester honors in that semester, with the following exception: students who complete the course within three weeks of the end of the final exam period may apply for semester honors with the Registrar by the third week of the subsequent semester.

- A student's name is placed on the President's List for each semester in which the student has earned a grade-point average of 3.70 or higher while completing at least 12 credit hours that term.
- A student's name is placed on the Dean's List each semester in which the student has earned a grade-point average from 3.20 to less than 3.70 while completing at least 12 credit hours that term.
- A part-time student's name will be placed on the President's List or Dean's List if the student meets the GPA requirements as stated in 7.3.1, while completing 6 to 11 credit hours that semester and having a cumulative earned total of at least 12 credit hours.

Academic Review

Student progress toward meeting graduation requirements in degree or certificate programs will be reviewed at regular intervals. The first review will occur when a student has either attempted twelve credit hours or registered for twelve credit hours. Subsequent reviews will occur at the end of each succeeding term. The cumulative GPA is computed as defined in Section 7.2. It is based on credit hours attempted, that is, credits generated by courses for which one has received a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F.

Academic Warning, Dismissal and Probation

(From SUNY SCCC Academic Code)

1. If a review at the end of a term indicates that the student does not meet the requirements of Satisfactory Academic Progress (SAP), the student will be placed on Academic Warning for the subsequent term in which the student enrolls. During the Academic Warning period, the student is

limited to enrollment of no more than 13 credits. A student who still does not meet the SAP standards at the end of the warning period will be dismissed from his/her program.

2. A student who is dismissed from his/her program will need to submit an application for readmission and an academic plan for approval by the Readmission Committee. The academic plan, developed with the assistance of an academic advisor, will outline the process the student will need to follow in order to meet the requirements for SAP. Readmitted students will be placed on Academic Probation for one semester (fall or spring).

Students on probation may not hold student office, participate in intercollegiate functions or serve as public representatives of the College. During the probationary period, these students may be limited to enrollment in 13 credit hours.

3. If the student fails either to return to SAP status or to meet the conditions outlined in the academic plan at the end of the semester in which he/she was readmitted, the student will be dismissed from his/her program.

Appeals Process

If a student fails to make Satisfactory Academic Progress (SAP) after the Academic Warning term, he/she may file an appeal on the basis of: injury, illness, the death of a relative, or other special circumstances with appropriate documentation. The appeal must explain why he/she failed to make SAP and what has changed in his/her situation that will allow him/her to make SAP at the next evaluation. A record of the appeal and the final determination will be maintained in the student's file. The Readmission Committee will review the student's appeal and special circumstances. If the appeal is granted, a student will be considered to be making satisfactory academic progress and he/she will be reinstated to a matriculated status in a degree or certificate program. The readmitted student will have a status of Academic Probation. If the student has been placed on Academic Probation, an academic plan can be developed that would ensure that the student will be able to meet the College's SAP standards by a specific point in time.

SUNY Schenectady Graduation Requirements

Smart Transfer students must meet each of the following academic requirements to be eligible for an Associate Degree.

- Candidates must meet the program requirements in effect at the time of their matriculation and earn a cumulative grade-point average of at least 2.00.
- Candidates must be matriculated in the program from which they wish to graduate at least one semester prior to graduation and meet the residence requirements for degree programs.
- Candidates must be recommended for graduation by vote of the Academic Senate, approved by the Board of Trustees, or be approved by the Vice President of Academic Affairs when the vote is based on incorrect information.

Course Requirements

Students will be provided a syllabus by their individual instructors during the first class session. This statement shall include the approved Student Learning Outcomes, a grading policy stating the relative weighting of the course requirements, and attendance-related policies used in determining the student's final grade.

- Students are responsible for meeting course prerequisites and for promptly equipping themselves with such texts or materials as may be required for the course
- Instructors shall adhere to the course content as approved by the Academic Senate and reflected in the course outline supplied by the division responsible for the course
- All students must do their own work; cheating, plagiarism and other forms of academic dishonesty can result in a failing grade or another penalty as set forth in the code of conduct. Plagiarism is representing another person's work or ideas from any source as one's own without attributing credit

Academic Integrity

Academic integrity is the foundation of institutions of higher learning, and students will act in accordance with the academic integrity guidelines of the College. The following guidelines apply to all courses offered by the College.

- a. Each student's work will be her/his own work
- b. Each student will appropriately identify the work of others when it is incorporated into the writing of her/his papers, examinations, or oral presentations. This includes both direct quotations and paraphrased opinions and ideas
- c. Each student will follow the directions of the instructor with regard to permissible materials in a room at the times of tests and examinations
- d. Each student will proceed during examinations without any assistance whatsoever and without communicating in any way with another student while an examination is being conducted
- e. Each student will refrain from obtaining or disseminating the content of any examination prior to distribution by the instructor
- f. Except as directed by the instructor, students enrolled in laboratory sections will complete all observations and reports based solely on their own processing of the experiment or demonstration
- g. Each student will submit her/his work to only one instructor, unless she/he has the prior approval of all instructors involved
- h. Students will represent data and sources appropriately and honestly

Violations of Academic Integrity

Violations of academic integrity include, but are not limited to:

- A. Plagiarism: The intentional or unintentional representation of another person's work as one's own including the use of works created by Artificial Intelligence. Examples include, but are not limited to:
 - i. Quoting, paraphrasing, or summarizing another's work without appropriately acknowledging the source

- ii. Using another's research without acknowledging the source
 - iii. Submitting another's paper, purchased or otherwise obtained, as one's own
- B. Cheating on Examinations: Looking at another's work, using or bringing materials not permitted by the instructor during the exam, communicating with another student, receiving any kind of assistance including but not limited to assistance from electronic devices, during an examination, and obtaining or disseminating the content of an examination prior to its distribution by the instructor.
- C. Multiple Submission: Submitting any work, even one's own, to more than one instructor, without the permission of those instructors.
- D. Facilitating Academic Dishonesty: Knowingly allowing another student to use one's work or cheat from one's exam.
- E. Fabrication: Falsifying or inventing information in any situation, including but not limited to data for lab or researched project.

Consequences of Violating Academic Integrity

The following are the College's guidelines for consequences for violating academic integrity, but the student must consult the course syllabus, since the instructor will determine the consequences for each course. Consequences may include, but are not limited to, one or a combination of the following penalties:

- A. Oral or written warning. Deduction of points, grade of "F" or "O" for the assignment, project, or exam.
- B. Failure of the course. Disciplinary action by the Student Affairs Office. Results of disciplinary actions are outlined in the *Student Code of Conduct*.

SUNY Schenectady ECHS Programs of Study and Agreements

ECHS Programs of Study (Smart Transfer and City as Our Campus Students Only)

ECHS students will select an academic degree pathway, which will lead to an Associate in Science (A.S.) or an Associate's in Arts or A.A. All ECHS degree options prepare students for transfer into related programs at a four-year college or university. Students work with Early College High School Staff beginning the summer after 8th grade on career development and exploration. Courses such as First Year Seminar and required field trips and academic and/or career focused sessions nurture students as they take inventory of their strengths and interests in preparation for choosing their academic pathway. By spring of sophomore year, students will select their program of study at SUNY Schenectady and will begin taking courses specific to their discipline the fall of their junior year. It is imperative that students work continuously with the Early College High School program staff and academic advisors at SUNY Schenectady while in this program. Credits and graduation requirements will be tracked by program staff, however students are responsible for keeping all appointments and communicating any challenges and/or difficulties they encounter which could prevent them from meeting program requirements.

Articulation and Transfer Agreements

SECHS students who earn credits or a transferrable degree from SUNY Schenectady are subject to the same transfer and/or articulation agreements as any other SUNY Schenectady student. The college maintains partnerships with a range of four-year colleges and universities to help ensure seamless transfer for graduates to earn a bachelor's degree. Please speak with an ECHS representative if you have any questions about the transferability of your college courses.

All list of SUNY Schenectady Articulation and Transfer Agreements is available at <https://sunysccc.edu/Current-Students/Academic-Advisement/Transfer-Services> **Please be advised, SUNY Schenectady's articulation agreements continue to increase in number and are constantly evolving to reflect changes in program requirements. It is also important to note that transfer opportunities are not limited to those institutions with which we have formal agreements. Most 4-year colleges will accept credits from SUNY Schenectady's A.A. or A.S. degree programs**

Early College High School Technology Policies

Below are policy excerpts from SUNY Schenectady and the Schenectady City School District. Please read the policies carefully and sign the “Receipt of Technology and Consent of Use” form found in the appendices. Please visit www.schenectady.k12.ny.us and www.sunysccc.edu for additional information.

SUNY Schenectady County Community College

This technology policy applies to all College technology resources, including but not limited to computers, wired and wireless networking equipment, portable electronic devices, information systems, and all other electronic devices used to support the College’s educational mission and operations. Authorized users include students, faculty, staff, contractors and others approved by the College’s President and/or his/her designee pursuant to procedures implemented.

No Expectation of Privacy

Users have no expectation of privacy when using College Technology Resources, including but not limited to College-issued email accounts, and College-maintained computers, servers, cloud-based storage solutions, other electronic devices, and other electronic media. All information placed on or sent using College Technology Resources may be monitored. Use of College Technology Resources constitutes consent to monitoring. Notwithstanding this Section, private User files and email stored in individual User accounts will be accessed by the College without notice only with specific permission of the College’s President or Chairperson of the Board of Trustees. All such access will be recorded on a log, along with specific reason(s) for such access.

No Warranties

Users of College Technology Resources use those resources at their own risk. The College makes no warranties of any kind, express or implied, relating to access or use of College Technology Resources. Further, the College assumes no responsibility for the quality, availability, accuracy, nature or reliability. The College is not liable for any claims, losses, damages, suits, expenses, or costs of any kind incurred, directly or indirectly, by any User through use of College Technology Resources.

Responsible Use

Use of College Technology Resources is a privilege, not a right, and access is granted with restrictions and responsibilities for acceptable use. All Users are required to conduct themselves in a responsible, decent, ethical and polite manner. Users of College Technology Resources are solely responsible for use of their account(s).

Prohibited Uses

The following uses of College Technology Resources are expressly prohibited.

Any use that:

- Violates federal, state or local laws or regulations
- Violates College policies or procedures, including the Code of Conduct; and
- May disrupt the College’s educational mission and/or operations.

The Board of Trustees recognizes that technology changes rapidly and that it is not possible to identify each and every specific prohibited use. The College President and/or his/her designee is authorized to identify specific prohibited uses and provide notice of same to Users. Specific prohibited uses may be changed from time-to-time as necessary and appropriate.

Potentially Objectionable Content

From time to time, a User may need to access data for legitimate business and/or academic purposes that other users may find to be objectionable, including but not necessarily limited to sexually explicit images or content. The Board of Trustees recognizes that the definition of objectionable content is subjective and that it is not possible to identify each and every specific example of potentially objectionable content. The College President and/or his/her designee is hereby authorized to identify specific potentially objectionable content and provide notice of same to Users, as necessary and appropriate. A User must obtain permission from the College President and/or his/her designee prior to using SCCC Computer Technology Resources to access content that has been identified as potentially objectionable.

Security Issues and Protecting Data

All Users are required to abide by the College's Information Security Policies and Procedures, including the College's Information Security Program. To protect Users, other members of the College community, the College itself and College Technology Resources from security incidents, it may be necessary to suspend or disable access to College Technology Resources without notice. It is Users' responsibility to ensure that they maintain backup and/or duplicate copies of all data stored on College Technology Resources in the event that such resources become unavailable due to security or other issues. Any backup must comply with all applicable privacy laws. No security controls are one hundred percent (100%) effective to eliminate all threats. The College is not responsible for failure of any reasonable security controls to preserve the confidentiality, integrity or availability of College Technology Resources or data stored or transmitted through College Technology Resources. Internet Access College Technology Resources may be used to access the Internet or other remote computing resources not under the control of the College. All use of the Internet is at a User's own risk and the College has no responsibility for any content accessed through the Internet. In its sole discretion, the College may monitor data uploaded to and/or downloaded from the Internet for the purpose of (a) ensuring compliance with this and all other College policies, and (b) protecting the security of College Technology Resources, including the confidentiality, integrity and availability of College data. Use of College Technology Resources, including any wired or wireless access points, to access the Internet constitutes consent to such monitoring.

Schenectady Early College High School Information Policies

Media Releases

The Schenectady ECHS programs ask that parents/guardians sign a media release for *both* SUNY Schenectady and the Schenectady City School District. With the many academic and social activities available to our students, we often take pictures, interview program participants, and provide press releases to local television channels and newspapers.

SUNY Schenectady Begley Library

In order to borrow materials from the campus library, we must have a signed borrowing agreement and students must abide by the Rules & Regulations of the SUNY Schenectady County Community College Library. Students must also present their SUNY Schenectady ID to borrow materials.

FERPA Release of Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) restricts the personal information that can be released by the College without the written consent of the student. Students are asked to complete a release of information form upon entering an Early College Program, and every year thereafter. Consent remains in effect for the current academic year. Each year you wish to allow access to your records, you will need to complete a new FERPA release form.

Education Questionnaire

The New York State Education Department asks that the Early College High School Program collect information about parent/guardian education status. The information is confidential and no names or other identifying information is reported.

Contact Information

All ECHS families are required to provide their high school cohort office with the most up-to-date contact information including address, phone number(s), and email address. ECHS families are responsible for checking their email on a regular basis to ensure receipt of all school emails.

Social Media Communication

Mobile technology allows ECHS staff, parents, and students the ability to communicate through features like REMIND 101, Facebook, Twitter, email, text messaging, and phone. Notifications and updates will be posted on all forms of social media, and sent through Remind 101 and email. Emails, text messaging and REMIND 101 are the best way to directly reach ECHS staff.

Definitions to Know:

Academic Dismissal – When a student does not meet Satisfactory Academic Progress and is removed from coursework resulting in a loss of Financial Aid.

Academic Warning – When a student does not meet Satisfactory Academic Progress in a semester, they are placed on warning the following semester to identify the need to be successful or risk being dismissed.

Add/Drop – Designated time in the first week or two of the semester which allows a student to add or drop a course without having an effect of their academic progress. Both adding a course or dropping a course can result in a change to a student's Financial Aid.

Adjunct – Part-time faculty member.

Advisor – Your academic advisor is the individual who you will work with to develop your schedule each semester, ensure you are on track in your degree progression and assist you in the development of your success and transfer plan.

Articulation and Transfer Agreements – Generally, articulation agreements document a pathway between two or more colleges or universities and their academic programs. Articulation means how courses count toward degree requirements when transferring credits from one college to another.

Catalog – Provides information about the College including policies, organizations, and resources at the College.

Certificate – One-year academic program which offers a student a Certificate rather than an Associate Degree. A Certificate is a non-transferrable accreditation.

Course Registration Number (CRN) – This number is used during the registration period and identifies a course from other specific courses being offered in a given semester.

Credit hour – Each academic course has a specific number of credits. Each credit equals the number of hours in class required for the course. A 3 credit course meets for 3 hours a week.

Curriculum Audit – The list of all classes required for your degree. Within DegreeWorks the audit will show classes.

Discipline – Refers to your field of study (major).

Division – Each Academic program is part of a division. For example, a Criminal Justice Major is a part of the Division of Business, Criminal Justice and Law or a student studying Human Services is part of the Division of Liberal Arts. Knowing your division will help you identify your Academic Dean.

Dual Enrollment – High school courses that also count toward college credit. Students must pass the college course with at least a “C” average to receive transferable college credit.

FAFSA – Free Application for Federal Student Aid. This form assists in determining if a student is eligible for financial aid, grants, and loans to assist the student in paying for college.

Full-time – A student is considered full-time if he/she takes 12 credits or more per semester.

GPA (Grade Point Average) – This is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. Your grade point average may range from 0.0 to a 4.0.

Matriculation – A student who has been accepted into an academic program and is working towards a specific degree.

Non-matriculated – A student not yet in an academic program, but taking classes on campus.

Part-time – A student who takes between 1 and 11 credits per semester.

Plagiarism – Using someone else’s work or ideas and passing them off as your own.

Pre-requisite – A course required to be successfully completed prior to taking another course.

Registration – The process of signing up for classes for a specific semester.

Reverse Dual Enrollment – College courses that also count toward high school credit.

Syllabus – An outline of a class semester schedule, class policies, and information regarding the course and instructor. Each class has a syllabus which is generally given on the first day of classes. It is important to read each course syllabus to understand each class expectations and schedule.

Term – The academic year is divided into three terms: Fall, Spring, and Summer.

Tuition – The cost of classes. This can be per credit hour for part time students or a single amount for full-time students.

Tutor/tutoring – A free service which allows a student to meet one-to-one with an expert in a field. A student may apply for a tutor by visiting the Tutor Coordinator’s Office in the Begley Building, Room 210.

Withdrawal – When a student removes himself/herself officially from a course after the add/drop date. Withdrawals will appear on a student’s transcript as a “W” and can effect academic status.

SCHENECTADY EARLY COLLEGE HIGH SCHOOL PROGRAM HANDBOOK

APPENDICES

APPENDIX I	Receipt of Early College High School Program Handbook
APPENDIX II	Academic Honesty Pledge
APPENDIX III	Receipt of Technology and Consent of Use

****Please Note: Appendices must be signed and returned to an Early College High School representative****

APPENDIX I

SCHENECTADY EARLY COLLEGE HIGH SCHOOL Receipt of Schenectady Early College High School Program Handbook

Dear Schenectady Early College High School Participant:

This Schenectady Early College High School (ECHS) Program Handbook ("Handbook") is a compilation of policies, practices, and procedures currently in effect for the Schenectady Early College High Schools (SECHS). It is designed to introduce ECHS students and families to our programs; familiarize you with policies, provide general guidelines on rules, disciplinary procedures, and other issues. In addition, all students and families of Schenectady ECHS programs are encouraged to be aware of all approved SUNY Schenectady County Community College (SUNY Schenectady) Board of Trustees policies and Schenectady City School District (SCSD) Board Policies. All school policies, practices, and procedures will be applied according to the Schenectady City School District Student Code of Conduct as well as the SUNY Schenectady Student Handbook & Code of Conduct.

The Schenectady ECHS Program reserves the right to change, withdraw, apply, or amend any of our policies, practices, or procedures, including those covered in this handbook, at any time. You also acknowledge you understand your responsibility to read and comply with the policies, practices, and procedures contained therein.

By signing below, you acknowledge that you have received a copy of the Schenectady Early College High School Handbook and agree to its policies and procedures.

Student Printed Name

Student Signature

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

APPENDIX II

SCHENECTADY EARLY COLLEGE HIGH SCHOOL

Academic Honesty Pledge

I, _____, understand that as a student in Schenectady Early College High School I must take responsibility for my actions and choices. I understand that academic honesty is an expectation and a requirement for all students enrolled in this program.

I, _____, understand that plagiarism is defined as representing the works of another as my own. I also understand that not providing the proper citations for a work I use as a reference is plagiarism.

I, _____, understand that academic honesty is required in order to demonstrate respect for the work and thoughts of others, and to demonstrate my true mastery level of the content I learn.

I, _____, agree to ask for assistance if ever I am not sure if I am committing plagiarism, or if I am unsure of how to cite my references accurately and sufficiently.

I, _____, agree to demonstrate academic honesty in all of my classes and activities, and to understand that the failure to do so may result in my suspension or possible expulsion.

Student Printed Name

Student Signature

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

APPENDIX III

SCHENECTADY EARLY COLLEGE HIGH SCHOOL

Receipt of Technology and Consent of Use

I _____, acknowledge that technology from the Schenectady Early College High School Program property is loaned to me for my academic use. I also understand that I am expected to exercise care in the use of this property and to use it only for its intended purpose(s). I acknowledge the ECHS office will keep record of what I borrow and there may be a fee if it not returned. I understand if it is damaged, lost, or stolen, it will not be replaced.

Student Printed Name

Student Signature

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

