EXCELSIOR PROGRAM
SCCC CONCURRENT ENROLLMENT PROGRAM

HIGH SCHOOL STUDENT GUIDELINES
FOR STUDENTS ENROLLED IN COURSES OFFERED THROUGH THE EXCELSIOR PROGRAM IN PARTICIPATING HIGH SCHOOLS

2011-2012

DR. SHAUN L. MCKAY, PRESIDENT
DR. CARLA MAZZARELLI, VICE PRESIDENT ACADEMIC AND STUDENT AFFAIRS
DEAN GEORGE TVELIA, ASSOCIATE DEAN FOR FACULTY AND PROFESSIONAL ADVANCEMENT
PROF. DEBORAH S. WOLFSOHN, EXCELSIOR PROGRAM LIAISON
# CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to Suffolk County Community College</td>
<td>3</td>
</tr>
<tr>
<td>Mission and Vision</td>
<td></td>
</tr>
<tr>
<td>What is Concurrent Enrollment?</td>
<td>4</td>
</tr>
<tr>
<td>Excelsior Program Overview</td>
<td>4</td>
</tr>
<tr>
<td>Mission Statement</td>
<td></td>
</tr>
<tr>
<td>Goals</td>
<td></td>
</tr>
<tr>
<td>Student Benefits and Responsibilities</td>
<td>5</td>
</tr>
<tr>
<td>Textbooks</td>
<td></td>
</tr>
<tr>
<td>Enrollment Procedures</td>
<td></td>
</tr>
<tr>
<td>Student Eligibility Requirements</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td></td>
</tr>
<tr>
<td>Timelines/Deadlines</td>
<td></td>
</tr>
<tr>
<td>Grading System</td>
<td></td>
</tr>
<tr>
<td>Course Quality Assurance</td>
<td>8</td>
</tr>
<tr>
<td>Student Access of SCCC Transcript and Grades</td>
<td>8</td>
</tr>
<tr>
<td>Transferring SCCC Credit (Requesting a Transcript)</td>
<td></td>
</tr>
<tr>
<td>Types of Credit Recognition</td>
<td></td>
</tr>
<tr>
<td>Tips for Securing Credit Recognition</td>
<td></td>
</tr>
<tr>
<td>Academic Integrity and Plagiarism</td>
<td>9</td>
</tr>
<tr>
<td>Contact Information</td>
<td>11</td>
</tr>
<tr>
<td>SCCC Excelsior Program Website</td>
<td></td>
</tr>
<tr>
<td>SCCC Course Catalog</td>
<td></td>
</tr>
<tr>
<td>SCCC Transcript Request</td>
<td></td>
</tr>
<tr>
<td>SCCC Discipline Specific Course Syllabi</td>
<td></td>
</tr>
<tr>
<td>SCCC Excelsior Program Liaison and Program Office</td>
<td></td>
</tr>
</tbody>
</table>
WELCOME:
We are pleased to welcome you to the Suffolk County Community College Excelsior Program as a participating high school student. You are part of a nation-wide movement in education: high school students taking courses for college credit. The number of students registered in concurrent enrollment (or dual credit) classes is growing rapidly throughout the country, and the quality of programs offering such courses is expanding to meet the high expectations of students, parents and educators. Participating in the SCCC Excelsior Program affords a multitude of benefits to enhance high school student’s academic experience, while providing challenging college courses that allow students to begin their college transcript. Through these guidelines, it is our hope that participating students will become more aware of the Excelsior Program’s philosophy, standards and procedures. We look forward to providing you with this opportunity. Have a great year!

SUFFOLK COUNTY COMMUNITY COLLEGE:
Suffolk County Community College (SCCC) is the largest community college in the State University of New York (SUNY) system, enrolling 24,500 students at its three campuses in Selden, Brentwood and Riverhead.

SCCC offers the Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.) degree, as well as a variety of certificate programs. Students may choose from 69 programs of study in the areas of business; communications and the arts; computing; health, community and human services; liberal arts/university parallel; and technical, scientific and engineering studies. Additionally, we have articulation, dual admissions agreements and Stay on Long Island Scholarships with many prestigious four-year schools located nearby and around the country. Students can earn their associate’s degree from Suffolk, and then transfer with full credit to a four-year college or university to pursue their bachelor’s degree.

Each year, Suffolk County Community College prepares graduates to enter the work force in such marketable areas as manufacturing technology (MFT), automotive service specialist, veterinary science technology, medical records, physical therapist assistant, paralegal studies, culinary arts, graphic design, computer science, and heating, ventilation, air conditioning, and refrigeration (HVAC). Other students transfer to four-year colleges and universities to complete their baccalaureate degree. Suffolk graduates have gone on to study at such institutions as Columbia, Harvard, Cornell, New York University, Boston University, and the University of Pennsylvania, as well as at the State University of New York.

A low student/faculty ratio of 18:1, a highly respected Honors program, extensive extracurricular activities, championship athletic teams, and numerous unified transfer programs are just some of the benefits that make SCCC a first-choice college for many Long Island students.
MISSION STATEMENT:
Suffolk County Community College promotes intellectual discovery, physical development, social and ethical awareness, and economic opportunities for all through an education that transforms lives, builds communities, and improves society.

VISION STATEMENT:
Suffolk County Community College commits to maintaining high educational standards, to fostering and inspiring student success, and to creating diverse opportunities for lifelong learning. By attracting strong leadership and distinguished faculty to a college of excellence, we create an enriched learning environment that empowers students to transform their lives.

WHAT IS CONCURRENT ENROLLMENT?
The SCCC Excelsior Program is a concurrent enrollment program, sometimes referred to as dual enrollment that allows junior and senior high school students to take SCCC college courses at their high school campus during their regular school hours, while simultaneously working toward high school graduation. College credits earned in the Excelsior Program can be applied toward high school graduation and accepted at SCCC or can be transferred to other colleges and universities. Enrollment in an Excelsior Program concurrent enrollment course generates an official SCCC transcript for each student.

Instructors are credentialed high school teachers who meet SCCC requirements and academic department approval to be facilitative teachers. Instructor qualifications, course syllabi, student learning outcomes, course objectives, assignments, textbooks, exams and grading practices are equivalent to SCCC on-campus courses. Courses are monitored by SCCC departmental liaisons.

SCCC has a selection of courses appropriate for delivery to Suffolk County high schools through the Excelsior Program. The majority of these courses are introductory level, general education courses that offer Excelsior Program participants flexible educational options for their future college careers and support statewide higher education goals.

EXCELSIOR PROGRAM OVERVIEW
MISSION STATEMENT:
Suffolk County Community College’s Excelsior Program, a concurrent enrollment program, provides high school students the opportunity to earn college credit by means of a high quality experience in the high school comparable to that of the college classroom.

GOALS:
- To inspire increasing numbers of high school students to attend college
- Promote student self-confidence
- Provide advanced-learning opportunities for motivated students
- Introduce students to the procedures and protocol of the college setting
- Increase the probability of students completing a college degree in a timely fashion
- Strengthen relationships between Suffolk County high schools and SCCC
**STUDENT BENEFITS AND RESPONSIBILITIES:**

- Provide an effective transition to post-secondary learning.
- Build motivation and confidence for continued study.
- College courses are taken on the high school campus during regular school hours.
- Viable preference to provide students with more course options, an alternative to AP or IB courses, and a motivator engaging students in a full course study throughout high school.
- Portable credit through an official SCCC transcript. Students are enrolled in a section of a course with an end of course grade submitted to the college. Excelsior Program courses create an official SCCC transcript that does not differentiate as to where the course is taken; it simply lists the course code, semester, and grade.
- Challenge students during their junior and senior years in high school experiencing the high academic standards, intense workload, and increased personal responsibility for learning, characteristic of college study.
- Qualified students enjoy greater flexibility in college having earned college credits prior to commencing post-secondary study, shortening the time to complete a college degree and/or affording more time for internships, dual majors, minors and/or study abroad, etc.
- Students avoid instructional repetition at the college level.
- Students may be eligible to waive introductory requirements, allowing them to take higher level courses.
- Affordable tuition with no additional fees.
- Enhance students’ college admissions profile.
- Select available SCCC services.
- Since these courses come with a transcript, credits can be used toward a degree at SCCC or transferred to many other colleges/universities around the country, though every college and university has its own policies governing transfer credit. We recommend that students confirm with colleges of interest regarding their transfer credit policies.
- How does the Excelsior Program differ from AP/IB?
  - Actual college credit is earned including a college transcript at the end of each semester
  - Success is based on a variety of assessments throughout the semester, not solely upon one test
  - SCCC Excelsior Program courses follow the college syllabus using college level textbooks
- It is recommended that Excelsior Program participating students keep a portfolio of the course syllabus and their work as documentation in consultation with their anticipated future college, prior to taking additional college courses.
- Any changes in student enrollment should be immediately communicated to the SCCC Excelsior Program Liaison through the student’s high school instructor or administrative contact.
TEXTBOOKS:
College level, academic textbooks are approved when the course is credentialed.

ENROLLMENT PROCEDURES:
Each participating school district communicates the approved Excelsior Program courses that are available in their high school for the upcoming academic school year. Students should contact their high school administration or guidance counselor for a selection of courses offered through the Excelsior Program in their respective high school. These are the only Excelsior Program courses available to students who are eligible. Enrollment is completed through their high school. With the assistance of their counselor, students may plan their future education by creating a “pathway” of Excelsior Program courses to take in high school to allow them to get an advanced start on a college degree.

STUDENT ELIGIBILITY REQUIREMENTS:
Students must be approved by their high school teacher or guidance counselor for admission into courses offered through the Excelsior Program. Guidelines for student eligibility:
- The high school student must be a junior or senior
- The student has demonstrated readiness to take a college level course
- The student has taken the high school and college pre-requisite courses
- The student has demonstrated through previous high school work, the skills and knowledge necessary for the Excelsior Program course OR has exhibited a strong performance in academic subjects relevant to the course into which they want to enroll. A strong performance is defined as a B or better average in the discipline or a letter of recommendation from their principal, teacher, or counselor.

REGISTRATION:
In accordance with the Excelsior Program timeline, students submit to their high school instructor, a one page Excelsior Program Student Application and Course Registration Form with tuition attached using one staple, for each course they want to enroll. The instructor forwards this information to their high school Excelsior Program administrative contact for submission to the SCCC Excelsior Program Liaison. Please note all information on the application/registration forms must be properly completed prior to submission to avoid delay or denial of admission to the course. The Excelsior Program Liaison is responsible for completing the enrollment process for all students participating in the Excelsior Program. For courses that are one semester (fall), students are enrolled the first week of October with grades due in January. For subsequent spring semester courses, students are enrolled in the first week of February with grades due in June. For full year courses, students are enrolled in the first week of October with grades due in June. Students who do not successfully complete the first course in a sequence are not permitted to register for the subsequent course in that sequence.
Subsequent to the collection of Student Application and Course Registration Forms with tuition attached, students are enrolled at SCCC and registered in the appropriate courses. An SCCC ID number is assigned to each student and communicated to high school instructors via electronic rosters. With this ID number students will be able to access their transcripts at the end of the academic semester/year through the SCCC website. The enrollment process may take up to three months after submission to complete. Students may check their online transcripts to verify enrollment. Tuition will clear after enrollment is verified complete.

TUITION:
Tuition payment must be made with checks or money order payable to SCCC (Suffolk County Community College) with Excelsior Program in the memo section. No other form of payment can be accepted. Tuition is dependent upon the number of SCCC credits the course is assigned. Students enrolled in Excelsior Program courses at their high schools pay a special reduced Excelsior Program rate of approximately one-third of the established tuition rate per credit hour of that academic year, as determined by the College. SCCC does not offer financial assistance or payment plans for courses offered through the Excelsior Program.

In the event a student’s tuition check(s) is returned, a $30/returned check fee is incurred to the student balance and notification is sent to the student from the business office, as well as receiving notification from their personal bank. Courtesy contact, phone call or mail notification, from the Excelsior Program Liaison is made to the student explaining the funds due and that future registrations are at risk. If payment is not resubmitted, with cash or money order, within one month of notification the college may enact their “Collection of Overdue Tuition and/or Other Charges” policy where the college employs the services of collection agencies and/or attorneys. In that event, the student is liable for an additional sum representing interest and all costs of collection including reasonable attorney’s fees of one third of the balance in default at the time of collection. Students are also advised that their academic records will be encumbered prior to the end of the semester if all charges are not paid. Grades and transcripts will be withheld until full payment is made.

TIMELINES/DEADLINES:
Specific timelines and due dates for the academic year are communicated at the beginning of the academic year through the high school Excelsior Program administrative contact to the student through their high school instructor. Please be cognizant of the college timeline and due dates as students cannot register or change their enrollment status after application/tuition submission. Student applications and submission of tuition constitute binding enrollment and is non-refundable.

GRADING SYSTEM:
At the beginning of the course, the high school instructor informs students of the criteria to be used in determining their final grade. Student’s grades conform to the SCCC grading policy and will be included on the student’s permanent record/transcript.
Letter grade transformation:

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<tr>
<th>SCCC Grade</th>
<th>High School Grade</th>
<th>Quality Points</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>85-89%</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>80-84%</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>75-79%</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>70-74%</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>65-69%</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>60-64%</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td>0.0</td>
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COURSE QUALITY ASSURANCE:
The Excelsior Program assures the quality of Excelsior Program courses by requiring that all instructors use course syllabi approved by SCCC academic departments. SCCC course syllabi are posted on the Excelsior Program website or available by contacting the high school instructor.

STUDENT ACCESS OF SCCC TRANSCRIPT AND GRADES:
Students enrolled in the Excelsior Program should understand the implications of starting a college transcript and that their Excelsior Program course grades become part of a permanent SCCC college transcript. Students should obtain their SCCC ID number from their high school instructor or may use their social security number to access an unofficial copy of their transcript and view their SCCC grades through the SCCC student portal.

To access SCCC Excelsior Student Grades through the student portal:

- Go to: www.sunysuffolk.edu
- Click on the MYSCCC link, top center of the page to access the student portal.
- Under the log-in box, is a box for new students, click on "Click here" to obtain a username and password link and follow the directions.
- Students may also access an unofficial copy of their transcript through the transcript request form and have a transcript sent to them.

When commencing the college admissions process, colleges and universities will request an official transcript for all college level courses the student has taken. Official transcripts may be requested via: http://www.sunysuffolk.edu/Students/355.asp

Students should secure the correct addresses for transcripts to be sent and should check to make sure all grades are posted prior to requesting a transcript. Grades for Excelsior Program courses are posted after the high school semester ends.

TRANSFERRING SCCC CREDIT:
Excelsior Program credits earned with a reported grade of “C” or better are accepted by a wide range of colleges and universities, with general acceptance within SUNY Community Colleges.
and Institutions. Every college and university has its own policies governing transfer credit. Acceptance of credit for college level course work is under the domain of individual colleges and universities. We recommend that students check with colleges they are interested in to inquire about their policies regarding transfer credits. **Suffolk County Community College accepts all Excelsior Program course credits.**

**TYPES OF CREDIT RECOGNITION:**
Recognition for SCCC credits earned through Excelsior can come in several forms. Credits may:
- be directly transferred toward a student’s college graduation requirements
- exempt students from taking a required course
- affect student eligibility for placement into a higher level course

**TIPS FOR SECURING CREDIT RECOGNITION:**
Students applying to colleges other than the SCCC are advised to do the following:
- Clearly indicate on the application forms that they have taken coursework at another college.
- Submit an official SCCC transcript as part of the application.
- Save course syllabus and written work. If a college has questions regarding SCCC courses the student has taken through the Excelsior Program, students should present a portfolio containing the course syllabus and the student’s written work (completed assignments and exams) to the pertinent academic department with the request that the portfolio be evaluated on an individual basis. SCCC discipline specific course syllabi can be found at: [http://www.sunysuffolk.edu/Students/Syllabi.asp](http://www.sunysuffolk.edu/Students/Syllabi.asp)

Students applying to SCCC should bring their SCCC ID# or a copy of their SCCC transcript when meeting at the college to discuss enrollment and course scheduling. Courses cannot be exempt until the actual grade is posted. Should scheduling occur prior to posting, students should meet with counseling to adjust their schedule once they have a transcript with the appropriate grades posted.

**ACADEMIC INTEGRITY AND PLAGIARISM**
The following addresses SCCC Academic policy as stated in the college catalog.

*The College’s Student Code of Conduct expressly prohibits “any and all forms of academic or other dishonesty.” While this code should be read broadly and does not define such conduct in exhaustive terms, the following conduct clearly falls under the heading of academic dishonesty.*

**Cheating**
Any form of cheating, be it on a formal examination, informal quiz or other submitted material, is a violation of college conduct. Copying material from fellow students or from other sources, including electronic devices, during an examination may result in a failing grade for the course and/or serious disciplinary sanctions as outlined in the Code of Conduct. When students work together on a project, this becomes a joint responsibility for a group so designated and should be limited to the people and resources agreed upon with the instructor.
Plagiarism

Students should realize that presenting the words and ideas of others as their own is dishonest. In writing, students must fully credit the source of any quoted, paraphrased, or summarized passages and any ideas which they have borrowed. Failure to conform to these academic standards is plagiarism and may result in a failing grade for the course and/or serious disciplinary sanctions as outlined in the Code of Conduct.
CONTACT INFORMATION

SCCC Excelsior Program Website:
http://department.sunysuffolk.edu/Excelsior/

SCCC Course Catalog:
http://www3.sunysuffolk.edu/Catalog/2010-12/catalog1012.pdf

SCCC Transcript Request:
http://www.sunysuffolk.edu/Students/355.asp

SCCC Discipline Specific Course Syllabi:
http://www.sunysuffolk.edu/Students/Syllabi.asp

Primary Source of SCCC Excelsior Program Contact:
The primary source of SCCC Excelsior Program contact should be the student’s high school teacher, then high school Excelsior Program administrative contact. If a question or concern arises that cannot be answered through the high school personnel, please feel free to contact Prof. Deborah S. Wolfson, SCCC Excelsior Program Liaison via e-mail: wolfsod@sunysuffolk.edu.

Mailing Address:
Suffolk County Community College
Attn: Prof. Deborah S. Wolfson
Michael J. Grant Campus MA 106
Crooked Hill Road
Brentwood, New York 11717

The Excelsior Program Office serves as the connection between Suffolk County Community College and our high school partners.

Suffolk County Community College Excelsior Program Office:
Dean Tvelia, Associate Dean of Faculty and Professional Advancement; tveliag@sunysuffolk.edu

Mailing Address:
Suffolk County Community College
Attn: Dean Tvelia
OR
Attn: Prof. Deborah S. Wolfson
Ammerman Campus, Smithtown Science Building Rm. 100
533 College Road
Selden, New York 11784