

COLLEGE ACCELERATION PROGRAM (CAP) STUDENT HANDBOOK



2022 - 2023

NIAGARA COUNTY COMMUNITY COLLEGE



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COLLEGE ACCELERATION PROGRAM

CAP



STUDENT HANDBOOK
College Courses in High School
2022-2023

Receive high school and college credits
Reduced tuition rate for courses taken at your high school

www.niagaracc.suny.edu

Phone: 716.614.6450

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INTRODUCTION

Welcome! Through the College Acceleration Program (CAP) of Niagara County Community College, students can experience college-level work before they've left high school. Taking college courses while still in high school will help students learn about college culture and expectations, showing that students have what it takes to succeed. Additional benefits may include:

- Saving money by reducing future college costs (through earning college credit while still in high school)
- Showing college admissions officers the seriousness of junior and senior year in high school
- Graduating from college earlier by starting now
- Lightening the first- or second-semester course load in college and relieving some pressure and stress in the first year
- Having the time to take more electives in college, earn a double major, do a special work internship or spend a semester traveling abroad by starting early in high school

OVERVIEW

CAP is a concurrent enrollment program established as a cooperative agreement of the State University of New York (SUNY), colleges, and high schools allowing high school students to take college classes in their high schools for both high school and college credits.

Niagara County Community College is a member of NACEP (National Alliance of Concurrent Enrollment Partnerships). For more information about NACEP and the national standards, please see the organization's website at www.NACEP.org.

CAP courses can be delivered in two ways:

1. Courses are taught by teachers **at the high school** for dual high school and college credit (reduced rate of tuition). The high school teachers have been approved by the College to become NCCC adjunct instructors. They are required to complete all NCCC requirements in accordance with the College's standard practices and procedures. The high school calendar is followed.
2. Courses taught **at NCCC** for dual or college credit. Instructors are NCCC faculty members. The College calendar is followed. Tuition may be discounted. These courses are generally held over the summer.

Participating Schools are:

Niagara County Schools

Barker High School
Lewiston-Porter High School
Lockport High School
Newfane High School
Niagara Falls High School
Niagara Wheatfield High School
North Tonawanda High School
Royalton-Hartland High School

Starpoint High School

Wilson High School

ON BOCES

Erie County Schools

Akron High School
Cardinal O'Hara
Erie One BOCES
Erie Two BOCES
Frontier High School
Kenmore East High School
Kenmore West High School
Sacred Heart
St. Joseph's Collegiate Institute

Orleans County Schools

Medina High School

ELIGIBILITY AND PRE-REQUISITES

- Since CAP students are required to meet the standards NCCC maintains for all of its students, only those students who are recommended by their guidance counselor, principal and teachers are accepted into the program
- Students must meet the course pre-requisites
- For Mathematics courses, see pre-requisite information here:
<https://www.niagaracc.suny.edu/wp-content/uploads/2019/10/NCCC-Math-Waivers-and-Course-Placement.pdf>
- For English courses, see pre-requisite information here: <https://www.niagaracc.suny.edu/wp-content/uploads/2019/10/English-and-Reading-Placement-Chart-Fa18.pdf>

CAP vs. Advanced Placement (AP)

CAP and AP both offer rigorous course options to qualified students. Differences exist in CAP's connection with NCCC whereas AP has no college or university affiliation. A CAP student is actually enrolled at NCCC with the same privileges as a general student. Issues regarding transferability of credit can exist in both CAP and AP. The major difference is the final exam. AP courses have an "all-or-nothing" exam at the end of the term. On the other hand, CAP courses are graded throughout the semester by their own teachers so students always know how they are doing.

Transferring NCCC Credits and Transcript Requests

If a student has earned a "C" grade or better in the course, then NCCC credits will transfer to SUNY colleges and most two- or four-year colleges throughout New York State and the country. Students must complete a transcript request form to forward grades to other colleges.

CLICK ON THE LINK BELOW TO ORDER YOUR OFFICIAL NCCC TRANSCRIPT:

<https://www.credentials-inc.com/tplus/?ALUMTRO002874>

- Read the Ordering Overview then click "Please Choose One of the Following Options"
- Enter student and ordering information

Do not order your "official transcript" until all grades are in. That is generally at the end of June. You do not need your student ID number to order through Transcripts Plus.

PRICING INFORMATION FOR AN OFFICIAL NCCC TRANSCRIPT

Standard Fees and Delivery Options: \$10.00 each for regular First Class Mail, Electronic Transmission (PDF) or for Pick Up.

UNOFFICIAL TRANSCRIPTS (copy without college seal) ARE AVAILABLE AT NO CHARGE

CAP students can email and attach a signed and dated letter of request to records@niagaracc.suny.edu and include the following **required** information:

- First and last name (include all previous last names if different than current name)
- Banner ID# or date of birth
- Last 4 digits of social security #
- Current address
- Phone #
- Fax # or address to which the unofficial transcript is to be sent (please note, unofficial transcripts cannot be emailed)
- Signature (a **written signature is required** – typed signatures are not accepted)
- Date

Please Note:

Although most colleges have shown a general willingness to accept NCCC CAP transfer credits, a few colleges will not accept credits earned while a student was still in high school. It is strongly recommended that students check with their choice of private college/university (or schools not in the SUNY system) for acceptance of CAP courses. Please consult with the Coordinator of the College Acceleration Program (CAP) if you have any questions regarding the transferring of NCCC credits.

What if I don't do well in the course?

Most students do well in CAP courses because they are familiar with their high school, probably know their instructor and have been recommended by those at their school who monitor their academic progress. Your instructor will monitor everyone's progress in class and notify those students who have a D or F at midterm. This will allow you to discuss with your instructor what is needed to bring your grade up to passing. ***If you wish to drop the course, you must contact the NCCC CAP Coordinator immediately. You will then need to complete a WITHDRAWAL FORM.*** This form is available online. Complete the form and give it to your instructor who will determine whether you can withdraw from the course, request an S/U grade (Satisfactory/Unsatisfactory) or whether you receive an F.

Do not disregard this policy; it can become very costly (financially and academically) if you disregard it.

Who can apply?

Qualified students will be notified by the course instructor or school counselor of the opportunity to participate in the CAP Program. Students should be academically prepared for collegiate-level course work. This decision is made by the guidance department in conjunction with the local high school instructor who will teach the CAP course. Students should demonstrate motivation to work hard and be challenged, as college courses will make greater demands overall on a student.

Registration and Payment

Registration information is available online. A representative from Niagara County Community College may visit your classroom at the beginning of the semester in which the class is being offered. They will explain the benefits of participating and facilitate completion of the registration form. Complete CAP information is available at <https://www.niagaracc.suny.edu/academics/highschool/>. Please tell your parents that this option is available so they are aware of the program requirements, including registration, participation, payment, credits and transfer credits.

Niagara County Community College accepts credit cards and checks. No cash payments. If the check you submit to NCCC for payment is returned for nonsufficient funds from the bank, you will be contacted by the college. You must provide a new check to the college. Failure to do so may result in your account balance being sent to collection.

The registration form will be due on a specific date. This date will be posted on the website and on the registration form instructions. Payment is due with the registration form.

Tuition

CAP Courses are offered at a reduced tuition rate. Tuition based on the number of credits designated for your course, two, three or four credits. The CAP cost is currently \$84 a credit hour. This means that a two-credit course will cost \$168, a three-credit course will cost \$252, and a four-credit course will cost \$336.

What if I decide not to attend Niagara County Community College?

The course credit that you receive upon successful completion of the course is transferable to other colleges and universities. Many colleges and universities offer programs similar to CAP and will accept credits from other schools' programs. However, it is not guaranteed that it will accept your credits. It is at the discretion of the other school to accept the course work for credit. You must complete a transcript request form from your high school instructor or directly from the college. Contact the records office at 716.614.6250 or on line at niagaracc.suny.edu/records. Completion of this form, along with required payment, must be sent to the Records Office at Niagara County Community College. An official copy of your NCCC transcript will be issued and mailed to the designated school(s) you have requested it to be sent.

What if my college will not accept my Niagara County Community College credits?

Some schools will not accept any college credits. You may have to be exempted from certain similar courses or you may be allowed to take a higher level course as a result of your CAP participation. It is up to your college. Some schools may require you to provide them with the course syllabus. Your instructor can assist with that.

It is important that you have followed through with your intended college regarding your Niagara County Community College credits. You must:

- Ensure that your NCCC transcript was received by your college.
- Talk with the appropriate official at your college and explain your participation in the program.

- Provide the syllabus and/or course description (from NCCC catalog) to your college, if necessary.
- Call the NCCC representative and request that he/she contact your college if you have difficulty with this process.

Will my credits be wasted if they are not accepted by my college?

Absolutely not. The credits are yours, you earned them, and if for some reason you transfer to another school, you may be able to transfer your NCCC credits. Each time you apply to a college or university, you must remember to complete a transcript request form to have your grades sent to the new school, because once a college receives a transcript from a student, it becomes property of that college and it will not be forwarded to any other schools. The educational experience of participating in a college-level class in high school will serve you well regardless of whether your credits were accepted or not. They are your credits for life and may be beneficial in your educational career.

CAP Advantages

- College credit. College credit is awarded for all courses successfully completed in this program. Students wishing to transfer CAP credit to another college or university should check with that particular institution to ensure that it will be accepted.
- Low cost. High school students currently pay \$84 per credit hour for each course taken. That's \$252 for a three-credit-hour course, and \$336 for a four-credit-hour course.
- Early completion of college. Many students who participate in the CAP program will graduate from college early by a semester or more, thereby saving more money.

Student Privileges/Obtaining a Student ID Card

In order for you to take advantage of various resources that are available, you must go to the Security Office G-106, (614-6400) to secure your NCCC photo ID Card. You will need a current picture ID (driver's license or high school ID). Access is to the library, computer labs, health & fitness center/pool, theatrical performances, sporting events, campus activities, and art center.

Additional Important Phone Numbers and Offices:

Library (614-6705)

Access to the Library: books in print and electronic formats, DVD's and periodicals.

📍 Academic Center for Excellence-Tutoring (614-6453)

📍 Health & Fitness Center (614- 6746)

Free to NCCC students with ID.

📍 Theatrical Performances

Free to NCCC students with ID.

📍 Sporting Events (Athletics) (614-6270)

All NCCC regular season athletic contests are free for all fans.

☒ Campus Activities (614- 6255)

All campus events which are free such as: guest speakers, special performances and on-campus movies sponsored by the NCCC Campus Activity Office.

☒ Dolce Valvo Art Center

Students are admitted free of charge for all exhibitions, opening receptions and special programs.

☒ CAP Office (614-6452)

Presentation of valid NCCC ID card, and a form of photo ID is necessary when borrowing library materials and buying tickets or attending NCCC sponsored events

Student Conduct

Student conduct regulations are contained in the Niagara County Community College Students Code of Conduct. These regulations, drafted jointly by representatives of the student body, faculty, and administration, are intended to help maintain an atmosphere conducive to learning and personal growth and to make the process of education positive and successful for all members of the community. Every student is guaranteed due process in all College-related actions go beyond the exercise of inalienable rights guaranteed by law.

Academic Integrity Policy

Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the mission of NCCC. Academic misconduct is destructive to the spirit of an educational environment and, therefore, cannot be condoned.

The following definitions will apply:

1. The term “cheating” includes, but is not limited to, use of any unauthorized assistance in taking quizzes, tests or examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; the acquisition without permission of tests or other academic materials belonging to a member of the college’s faculty.
2. The term “plagiarism” includes, but is not limited to, the use by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.
3. The term “academic misconduct” includes any or all forms of the above.

Unless an instructor has provided students with an alternative academic integrity policy at the start of the semester, the college policy that follows will apply:

For the first incidence of academic misconduct in a course, the student will receive a grade of F (or zero) for the test, assignment or activity.

If there is a second incidence in the same course, the student will receive a grade of F for the course.

The instructor who believes that an incidence of academic misconduct has occurred will discuss it immediately with the student. If, in the judgment of the instructor, the student has committed an act of academic misconduct or if the student admits that there has been misconduct, the instructor will assess the appropriate penalty.

Instances of admitted or proven academic misconduct should be reported in writing to the Vice President for Academic Affairs. The purpose of this reporting will be to track individuals who have repeated incidences. If such a pattern of behavior is found, the Vice President of Academic Affairs will determine an appropriate sanction on a case-by-case basis.

Students who think they have been treated unfairly may invoke the Academic Grievance procedure, which is explained in the student handbook.

Student Code of Conduct

The College, like all communities, functions best when its members treat one another with honesty, fairness, respect and trust.

Niagara County Community College expects academic honesty and integrity from all students and believes it is an important aspect of each student's education and preparation for the future. Therefore, students should refrain from all forms of academic dishonesty such as cheating, plagiarism, etc.

Students in the CAP program are held to the same Code of Conduct as all other NCCC students. For details, please refer to the Niagara County Community College Student Rights & Responsibilities Handbook.

NCCC reserves the right to dismiss students whose conduct is not in accordance with the code of student conduct for the College as published in the College Catalog.

Grading

A letter grade will be assigned to you by your high school instructor. Your final grade may be comprised of many different factors, such as tests, quizzes, reports and/or projects. Your instructor will provide the grading details to you on the course syllabus.

Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights begin once a student is enrolled in coursework and include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to

whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the College decides not to amend the record as requested by the student, the College will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without a student's prior written consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, and academic or research, or support position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Should you wish to release personally identifiable information to an outside party (other than those exempted by law), contact Records at: records@niagaracc.suny.edu

Certain directory information may be released without the student's permission. Niagara County Community College has defined directory information to include: the student's name, address (including email), telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, photograph, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. However, you may prevent the release of such information by completing the appropriate form in the Registration & Records Office: records@niagaracc.suny.edu

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Niagara County Community College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student -

- To other school officials, including teachers, within the College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31 (a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the college's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the

disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

**Where can I get more information about NCCC's Early College Program?
(College Acceleration Program)**

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