CLINTON
COMMUNITY COLLEGE
STATE UNIVERSITY OF NEW YORK

# College Advancement Program
# Instructor and Administrator Handbook
# 2026-2027

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Dear CAP instructors and administrators:

Thank you for participating in Clinton Community College's College Advancement Program (CAP). We are very excited to partner with you and create an exciting and challenging environment for your students. Clinton Community College views the College Advancement Program as a valuable way to enhance educational opportunities in the county. This joint venture strengthens both our institutions and gives students a rich learning experience.

In this handbook, you will find the guidance you need to be a successful CAP instructor and site coordinator. There is a wealth of information on roles and responsibilities; however, I would like to highlight certain sections. It is very important to become familiar with the instructor approval process and the guidelines to create an effective and appropriate college syllabus. In addition, student placement and eligibility are key to each student's success in their CAP courses. We want to make sure each student is ready for college-level work.

All current CAP forms and resources can be found on the College Advancement Program website at https://www.clinton.edu/degrees-and-programs/college-advancement-program/resources-for-site-coordinators.aspx

Please contact me if you have any questions. In closing, on behalf of Clinton Community College, let me welcome you to what I hope will be an academically productive year for you and your students.

Sincerely,

Daniel T. Parker

Daniel Parker
Early College Placement Coordinator
Clinton Community College
518-562-4175
Daniel.parker@clinton.edu

# Key Players and Terminology

B**ursar's Office:** The college office through which students pay their CAP bills.

**CAP:** College Advancement Program, Clinton Community College's concurrent enrollment program in partnership with the area high schools.

**CAP Course**: A CCC course, typically taught on-site at the at the high school, for which students can earn, simultaneously, high school and college-level course credit. Only existing CCC courses can be offered as CAP courses at area high schools. Each CAP course in the high school must meet the same rigor and learning outcomes as the CCC version, and students wishing to enroll in a CAP course must meet the same prerequisite/corequisite skills as required for its CCC counterpart course.

**CAP Instructor:** The high school instructor teaching the CAP course in the high school and approved by the college to teach the course.

**Clinton Community College Catalog:** Provides general information and is a guide to the policies, course offerings, and degree requirements of Clinton Community College. It is not, however, to be considered a contract between the College and the students. All information provided by the college including (but not limited to) policies, offerings, times, instructors, tuition, and fees is subject to change without notice.

**Concurrent Enrollment**: A program that affords high school students the opportunity to take college credit-bearing courses, typically taught by college-approved high school teachers. Students gain exposure to the academic challenges of college while in their supportive high school environment, earning college credit upon successful completion of the course.

**Corequisite:** A course that must be taken prior to registering for the main course of interest or is taken concurrently as the main course of interest. If the corequisite is taken at the same time as the main course of interest, then the student registers for two courses (the corequisite and the main course of interest).

**Division Coordinator:** A faculty member in the assigned division who provides leadership to that division.

**Early College Pathways Coordinator:** The individual at Clinton Community College who oversees all aspects of the College Advancement Program. The Early College Pathways Coordinator serves as a bridge between the College and high school site coordinators and is the main point of contact for information about the program.

**High School Site Coordinator (or Site Coordinator):** The contact person for the College Advancement Program at each high school. The site coordinator acts as secondary school partner and collaborator responsible for student academic eligibility, course registration, and communication regarding all student/parent concerns.

**Prerequisite:** A course or placement criterion required to have been met in order for a student to register for the course of interest.

**Registrar's Office:** The CCC office through which students submit registrations and request transcripts.

**SUNY:** State University of New York

**VPAA:** Vice President for Academic Affairs

# CAP Contact Information

| | |
|---|---|
| **General information on the CAP website:**<br>https://www.clinton.edu/degrees-and-programs/college-advancement-program/<br><br>**The most current CAP forms and resources can be found on the website at:**<br>https://www.clinton.edu/degrees-and-programs/college-advancement-program/resources-for-site-coordinators.aspx | |
| **Bursar** | Office: 103M Moore Building<br>Phone: 518-562-4134 |
| **Early College Pathways Coordinator** | Email: daniel.parker@clinton.edu<br>Phone: 518-562-4175 |
| **Registrar** | Office: 122/124 Moore Building<br>Phone: 518-562-4124 |
| **Subject Area** | **CCC Contact** |
| • Art<br>• Communication<br>• English<br>• Library Research Skills<br>• World Languages | **Lee Ann Thomas**<br>Division Coordinator • English and Humanities<br>518-562-4328<br>leeann.thomas@clinton.edu |
| • Economics<br>• History<br>• Political Science<br>• Psychology | **Gina Lindsey**<br>Division Coordinator • History and Social Science<br>518-562-4187<br>gina.lindsey@clinton.edu |
| • Accounting<br>• Business<br>• Mathematics | **Angela Barnaby**<br>Division Coordinator • Business and Mathematics<br>518-562-4271<br>angela.barnaby@clinton.edu |
| • Science<br>• Technology | **Christina Cone**<br>Division Coordinator • Natural Sciences and Technology<br>518-562-4348<br>christina.cone@clinton.edu |
| • Human Services<br>• Nursing | **Niki Rivers**<br>Director of Nursing<br>Division Coordinator • Health Professions and Human Services<br>518-562-4162<br>niki.rivers@clinton.edu |

# Participating High Schools and Site Coordinators

| Participating High Schools | Section Code | Site Coordinator Contact Information |
|---|---|---|
| **AuSable Valley High School**<br>1490 Route 9N<br>Clintonville, NY 12924 | V | Shannon Olson<br>**518-834-2800 Ext. 3501**<br>**Olson.shannon@avcsk12.org** |
| **Beekmantown High School**<br>37 Eagle Way<br>West Chazy, NY 12992 | B | Nichole Christiansen<br>518-563-8787 ext. 4513<br>christiansen.nichole@bcsdk12.org |
| **Chazy Rural School District**<br>609 Miner Farm Road<br>Chazy, NY 12921 | F | Rachel Chapman<br>518-846-7135<br>rchapman@chazy.org |
| **CV-TEC**<br>PO Box 455<br>Plattsburgh, NY 12901 | T | Jen Parker<br>518-561-0100 ext. 259<br>parker_jen@cves.org |
| **Northeastern Clinton Central School (NCCS)**<br>103 State Route 276<br>Champlain, NY 12919 | G | Amy Racine<br>518-298-8638<br>amyracine@nccscougar.org |
| **Northern Adirondack Central School (NAC)**<br>PO Box 164<br>Ellenburg Depot, NY 12935 | N | Tim McAfee<br>518-594-3962 ext. 3008<br>tmcafee@nacs1.org |
| **Peru Central High School**<br>PO Box 68<br>Peru, NY 12972 | O | Matt Armstrong<br>518-643-6400<br>marmstrong@perucsd.org |
| **Plattsburgh Senior High School**<br>1 Clifford Drive<br>Plattsburgh, NY 12901 | H | Carrie Armstrong<br>518-561-7500 ext. 5637<br>carmstrong@plattscsd.org |
| **Saranac Central High School**<br>PO Box 8<br>Saranac, NY 12981 | S | Michael Johnson<br>518-565-5736<br>mjohnson@saranac.org |
| **Seton Catholic High School**<br>206 New York Road<br>Plattsburgh, NY 12903 | K | Shallen Wells<br>518-561-4031 ext. 2003<br>swells@setonknights.org |

# College Advancement Program Mission Statement

The College Advancement Program (CAP) exists to serve the needs of the local high school student population. CAP enables high school students to receive, simultaneously, high school and college-level course credit. The objective of this program is to provide high-performing students an affordable opportunity to experience college-level courses at their high school, and, as a result, improve their chances of being successful in their transition from secondary to post-secondary education. Students participating in CAP are non-matriculated (non-degree seeking) students of Clinton Community College (CCC). Students enrolled in CAP must meet the same requirements as on-campus students.

# Institutional Accreditation

Clinton Community College (CCC) is accredited by the Middle States Commission on Higher Education (MSCHE).

MSCHE
MIDDLE STATES COMMISSION ON HIGHER EDUCATION

The curricula offered by Clinton Community College are approved by the State University of New York and registered by the New York State Education Department - Office of Higher Education. The college is authorized to award the degrees of Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in Occupational Studies, as well as certificates, as established by the Board of Regents of the University of the State of New York.

**Additional Locations**

High schools offering CCC's concurrent enrollment coursework are considered to be additional locations of the college and must follow equivalent guidelines for instructor approval, student placement, and assessment for courses in the College Advancement Program. An active additional location is a location, other than a branch campus, that is geographically apart from the main campus and at which the institution offers at least 50 percent of an educational program. These locations may be included in site visits as part of the college's re-accreditation process. The high schools listed below were approved by MSCHE as additional locations in 2018. Additional schools meeting the 50 percent threshold will be submitted to MSCHE for approval.

| Location Name | City | State | Status | Approval Date |
|---|---|---|---|---|
| AuSable Valley Central High School | Keeseville | NY | Approved | 2018 |
| Beekmantown Central High School | Clintonville | NY | Approved | 2018 |
| Champlain Valley Educational Services (CV-TEC) | Plattsburgh | NY | Approved | 2018 |
| Northern Adirondack Central School | Ellenburg | NY | Approved | 2018 |
| Northeastern Clinton Central High School | Champlain | NY | Approved | 2018 |
| Peru High School | Peru | NY | Approved | 2018 |
| Plattsburgh High School | Plattsburgh | NY | Approved | 2025 |
| Seton Catholic Central High School | Plattsburgh | NY | Approved | 2018 |

# New Course Approval Process

New CAP courses must be requested by a representative from the high school and approved by the Early College Pathways Coordinator and the division coordinator from the discipline represented. CCC classes taught in high schools must be equivalent in all aspects to on-campus sections including course content, workload, standards, objectives, prerequisites/corequisites, and policies, all of which must be reflected in the course syllabus.

Academic divisions review and approve all new CAP courses to ensure that they meet the same objectives, prerequisites/corequisites, and placement criteria as on-campus courses.

**The following deadlines must be adhered to when considering new courses at your school:**

- Courses to be offered in the fall semester must be approved by August 1.
- Courses that will be offered in the spring semester must be approved by December 1.

Course approval on this timeline ensures that instructors have the necessary materials, information, and appropriate time for course planning prior to teaching a new course.

**The CAP course approval process requires the High School Representative (principal, site coordinator, or HS department chair) to complete the following steps:**

1. Complete the CAP Course Request Form prior to the above deadlines
2. Discuss with the Early College Pathways Coordinator plans for offering course (semester of first offering; prerequisite/corequisite requirements; potential instructor, etc.)

The Early College Pathways Coordinator will forward the Course Request Form to the division coordinator for consideration. If approved, the Course Approval Form will be signed by the division coordinator and the Early College Pathways Coordinator. The Early College Pathways Coordinator will provide final notification of the decision to the school representative.

After the course offering is approved, the potential CAP instructor at the high school will follow the instructor approval process outlined below. For a course to be offered at the high school both the course and the instructor must be approved.

# Instructor Approval Process

## New Instructor Approval Process

Instructors wishing to teach a CAP course are required to go through the same approval process as CCC on-campus adjunct instructors and possess the same qualifications as are required for on-campus adjunct instructors in each discipline. CAP instructors must meet the same standards as CCC on-campus adjunct faculty members for the course.

To apply to teach a CAP course for the first time, potential instructors are required to:

1. Submit the following documents for consideration to the Early College Pathways Coordinator:
    a. Cover letter indicating which classes the instructor wishes to teach
    b. Current professional resume (including any professional development in the discipline)
    c. College transcripts (unofficial are acceptable)
    d. Individual supporting documents such as certification, training certificates, and other documents as requested
2. Meet with a representative from the division in which the CAP course is housed.

The Early College Pathways Coordinator will forward all materials to the discipline-specific division coordinator for review.

The Early College Pathways Coordinator will notify the VPAA, site coordinator, and the instructor, in writing, whether the instructor is approved. If approved, the division coordinator will complete an Adjunct and CAP Course Approval Form indicating the courses for which the instructor is approved to teach and submit it to the VPAA for approval.

After the course and instructor have been approved, the instructor is required to:

1. Meet with a representative from the academic division to ensure course meets the same standards as on-campus course sections (including textbook and placement standards). This meeting will include a new instructor orientation session (See New CAP Instructor Orientation Checklist)
2. Submit a syllabus and any requested course material prior to the course offering.

## Current CAP Instructor: Approval to Teach a Different Course

If an approved CAP instructor wishes to teach a CAP course for which they have not been approved, the instructor is required to:

1. Submit a letter of interest to the Early College Pathways Coordinator indicating which additional course(s) the instructor wants to teach.
2. Submit updated resume/transcripts if there are any changes since the last course approval.

The letter of interest will be forwarded to the appropriate division coordinator for consideration. The division coordinator will notify the instructor if any additional supporting documentation is required. The Early College Pathways Coordinator will notify the site coordinator and instructor, in writing, whether the instructor is approved.

# Instructor Responsibilities and Requirements

CAP instructors are required to:

1. Follow CCC syllabi and textbook requirements, as specified by the division that houses the course.
2. Submit a syllabus and course outline by the deadline for each high school semester the course is offered. All syllabi must indicate that the course is a CCC course by using the college logo.
3. Provide students with the course syllabus on the first day of class.
4. Provide accurate, complete, and timely records (class verification lists, final grades, and surveys).
5. Communicate on a regular basis with the division coordinator in the discipline to ensure CAP policy, procedures, and course expectations are being followed.
6. Assess CAP courses as required for SUNY and Middle States accreditation.
7. Distribute registration materials and assist students with the registration process.
8. Contact the Early College Pathways Coordinator if they will be out of class for a prolonged period of time (family leave, illness, etc.) and/or have a change in name, e-mail address, phone, or mailing address.

## Textbook and Required Materials

CAP courses are required to follow the same textbook and required materials policies as college campus courses. Each discipline has its own policy regarding textbook adoption. The division coordinator will inform the instructor of textbook requirements adopted by their division.

High schools can either purchase textbooks for the students to use, or the students can be required to purchase the textbooks themselves through the college bookstore. If students are required to purchase textbooks through the college bookstore, the CAP instructor should contact the appropriate division coordinator to guide them through the college's textbook ordering process.

## Discipline-Specific Activities

### Science

All science courses are required to meet the identified laboratory objectives for the course being taught using equipment appropriate for college-level laboratory instruction. Contact the Division Coordinator for Math, Science, and Technology for a list of the laboratory objectives by course and the CCC equipment lending form to request equipment.

#### Science Equipment Lending Guidelines

The equipment in the lending library is for CAP instructors only. The equipment lending library is intended to offer science CAP instructors the necessary equipment to conduct college level laboratory science in the high school setting. Note that all equipment must be reserved two weeks in advance. Every attempt will be made to accommodate an instructor's request; however, it should be recognized that availability may be limited due to multiple instructor requests for the same time period.

## Syllabus Guidelines and Due Dates

Each instructor is required to create and distribute a course syllabus. All students must receive a copy of the syllabus for the course they are taking. The syllabus is, in a sense, a contract between the instructor and the students and should be taken seriously. Since CAP courses are the first college courses high school students encounter, it is beneficial to stress to the students the importance and significance of a syllabus.

Although the instructor is the author of his or her syllabus and is encouraged to use creativity, certain pieces of the syllabus are **required** items for all syllabi at CCC. Many courses have course information sheets which provide the framework for instructors to build a syllabus. The CAP Course Syllabus Feedback Form is used by instructors as a guide when creating or updating a CAP syllabus and by division coordinators when reviewing syllabi. The items listed on the form are required on every syllabus by the Vice President for Academic Affairs. Instructors may add other items that are felt to be important and pertinent to the course.

### Syllabus Due Dates

A syllabus must be submitted every school year, or every semester in the case of half-year courses offered in both the fall and the spring, to be retained at the college campus. The syllabus must receive approval from the appropriate division coordinator prior to the start of the high school semester. The following syllabus submission and approval deadlines should be adhered to.

- CAP instructor submits an electronic copy of the syllabus to the division coordinator **by the 3rd Friday in August for fall and full-year courses or the 3rd Friday in December for spring courses**.
- Division coordinator reviews the syllabus and provides feedback/recommendations for revisions using the CAP Course Syllabus Feedback Form **by the 4th Friday in August for fall and full-year courses or by the 2nd Friday in January for spring courses.**
- CAP instructor makes required revisions and submits final version to the division coordinator by the **1st Friday in September for fall courses or the 4th Friday in January for spring courses.**
- Division coordinator will post the syllabus in the discipline-specific folder in the secure CAP Admin SharePoint site **by the 2nd Friday in September for fall courses or the 1st Friday in February for spring courses.**

## Classroom Site Visits and Instructional Feedback

CAP courses taught at individual high schools are Clinton Community College courses. Therefore, representatives from the appropriate division at CCC will observe CAP courses, including laboratory sessions, to ensure consistency between on-campus and off-campus courses. CAP instructors will be scheduled for a classroom visit in the first two years of teaching a CAP course and then in the fourth and sixth years of teaching. Following each classroom visit, the division representative will complete a CAP Classroom Visitation Report and send a copy to the instructor for their signature. The instructor will have an opportunity to request a follow-up meeting and/or respond to the observer's comments in writing. Copies of the completed report will be forwarded to the Early College Pathways Coordinator and the CCC division coordinator responsible for the subject area.

Classroom visitation notes will not be submitted to administrators at the high school, nor will they have an impact on the instructor's employment status at the high school. The discipline-specific division representative will notify each CAP instructor who is scheduled for a site visit to arrange a date for the visit.

## SUNY General Education Learning Outcomes Assessment

The SUNY General Education (SUNY-GE) framework stipulates that students pursuing an A.A., A.S., or a baccalaureate degree at a SUNY institution complete 30 general education credits in seven of ten general education subject areas and two competencies; A.A.S. degree candidates must complete 20 credits of approved general education coursework. Many approved general education courses are offered through the CCC College Advancement Program. Depending on the course offerings available in a particular high school, it is possible for a CAP student to complete a significant portion of the SUNY-GE before graduating high school.

In accordance with SUNY policy, CCC is required to regularly assess its general education learning outcomes. Assessment of the ten subject areas and two competencies follows a three-year cycle. CAP courses are included in this assessment process. When a CAP course is scheduled to be assessed, the CAP instructor will be notified by the Student Learning Outcomes Assessment Coordinator or the division coordinator and given instructions on how to conduct the assessment in their class. Once the assessment is complete, the CAP instructor will submit all results to the appropriate division coordinator.

CAP assessment results are combined with campus results, and category data are reported in the aggregate. Category results are not tied to a particular instructor or class. Individual student data are never made public or shared. The purpose of student learning outcomes assessment is to initiate instructor reflection and departmental discussion and, ultimately, to serve as the basis for making improvements to teaching and learning.

For more information on CCC's General Education Program, visit https://www.clinton.edu/degrees-and-programs/general-education/default.aspx

A listing of general education CAP courses and schedule of learning outcomes assessment can be found on the CAP website.

Outcomes assessment procedures and results are subject to evaluation by the division in which the CAP course is housed. This is intended to ensure that assessment practices and standards of CAP instructors meet those of college campus instructors.

## Long-Term Substitute Teacher Policy

Only CCC-approved instructors may teach CAP courses. In the event that a CAP instructor will be absent for an extended period of time (four or more weeks), the high school is responsible for notifying CCC of the situation. Written notification must be provided at least four weeks prior to the start of the course, or immediately in an emergency situation.

Prior to assuming the role of instructor of the CAP course, the substitute teacher must be approved as a CAP instructor for the course by following the instructor approval process as outlined in the CCC CAP Instructor and Administrator Handbook. If a qualified substitute is unavailable, CCC reserves the right to proceed as the college deems appropriate. This may entail canceling the course.

## Student Teacher Policy

Only CCC-approved instructors may teach CAP courses; thus, student teachers are not allowed to teach CAP courses. In the event a CAP instructor has a student teacher, the CAP instructor must be the only person teaching the CAP course.

## Instructor Removal Policy

Instructors are expected to follow the guidelines, deadlines, policies, and procedures for CAP. When an instructor does not adhere to the requirements of Clinton Community College, the College will evaluate whether the instructor will be permitted to teach in the CAP program.

# Course Management Information for Instructors

## CAMS Faculty Portal

Approved CAP instructors will have accounts in CAMS, the college's online information management system. CAP instructors will use the Faculty Portal to access class lists and submit grades.

**To Access the Faculty Portal:**

1. Go to the **Clinton Community College** homepage – www.clinton.edu
2. Click the **Faculty & Staff** quick link located at the top of the page
3. Click **Faculty Portal** located under the **Faculty & Staff** header

**To Log into the Faculty Portal:**

1. Enter your **Username** - Your username is created by using the first four letters of your last name, the first letter of your first name, and the first letter of your middle name. For example, Catherine Ann Miller's username would be *millca*. If you do not have a middle initial, then your username would not include it.
2. Enter your **Password** - Your password for the first time will be **FACULTY** (upper case). Once logged into the **Faculty Portal**, it is recommended you change your password. **Please note: Your password must be at least 8 characters long and contain at least one upper case alpha, one lower case alpha and one numeric character.** Be sure to pick a password that you will remember.

**To Change Your Password:**

1. Log into the **Faculty Portal**.
2. Click **Change Password** located near the top of the left navigation pane.
3. Enter your **Old Password** (the current one you are using), enter a **New Password** and **Retype New Password** to confirm it.
4. Be sure to follow the validation rules listed in the blue box and click **Change My Password**.

**If a CAP instructor cannot reset their password or has an issue accessing CAMS, they should contact the VPAA Office at 518-562-4110.**

## Final Grades

It is the instructor's responsibility to submit all CAP final grades through the Faculty Portal. If an instructor encounters difficulty when entering their grades in CAMS, they should contact the appropriate division coordinator or the Early College Pathways Coordinator. Deadlines for submitting final grades via CAMS are posted on the CAP calendar found on the website.

**To Enter Final Grades in CAMS:**

1. Log into the Faculty Portal.
2. Make sure that the correct **term** is selected for your course (FA-25 or SP-26). Full-year courses are listed under the Fall term. You can change the term, if necessary, when you enter your login credentials or under your name in the top-left corner of the page from within the portal.
3. Located toward the bottom on the left navigation pane, under **Course Management**, click **My Courses**.
4. Click on one of your courses to open the **Course Management** module.
5. Under **Course Gradebook,** in the **Submit Grades** section, click on **Direct Grade Submit**.
6. For Grade Type, select **Final**. The system will populate with your students.
7. Click the **down arrow** beside each student and select the **letter grade** to be assigned. Do NOT use the Number Grade option.
8. When you are finished, click **Submit**. If there is a page 2, you will submit them in a second **Submit** process.
9. Some browsers may give you a false error message after you submit your grades. To check if the grades were submitted correctly, you can click on **Final Course Grades** under **Course Gradebook>Reports**. If the grades were successfully submitted, you should see a list of your students and their final grades.

**Incomplete Grades**

In the event of student illness or other emergency, a CAP instructor may deem it necessary to assign an Incomplete "I" grade to a student who has been unable to fully complete the course requirements by the end of the term. Follow the steps below to assign an "I" grade.

1. When entering final grades into CAMS (see instructions above), select the "I" grade for the student receiving an Incomplete.
2. Complete and submit an Incomplete Grade Form (https://www.clinton.edu/registration/forms.aspx)
    a. Discuss with the student the course requirements that need to be completed and the expected timeline for completion.
    b. Fill in the Incomplete Grade Form, indicating the course requirements and the percentage of the final grade that each of the outstanding requirements represents.
    c. Instructor and student sign the form. In the event the student cannot meet with the instructor or sign the form in person, the CAP instructor may discuss the requirements for completing the course with the student via phone or e-mail. The CAP instructor must make a notation on the "I" grade form in lieu of the student's signature, and a copy of the form must be sent to the student.
    d. File the form with the Registrar's Office by sending a copy via email (Registration@clinton.edu) or regular mail, or by dropping it off in person (Room 122/124M).

3. When the student completes the course requirements, submit a grade change request for the student following the instructions for Changing a Final Grade below.

**NOTE: If the student fails to complete the course requirements by the end of the following semester (summer session not included), the "I" grade will be converted to an "F" grade.**

**Changing a Final Grade**

In the event that a CAP instructor needs to change a student's grade after it has been submitted, the instructor will need to submit a change request to the CCC Registrar via the Faculty Portal.

**To Change a Final Grade in CAMS:**

1. Log into the Faculty Portal.
2. Located on the left navigation pane, under **Course Management**, click **My Courses**.
3. Click on the course in which the student is enrolled to open the **Course Management** module.
4. Under **Course Gradebook, Submit Grades** section, click on **Direct Grade Submit**.
5. For Grade Type, select **Final**. The system will populate with your students and their grades.
6. Locate the student for whom the grade should be changed and click the **Change Request** link.
7. In the text box, provide a reason for the change (e.g., an incorrect score was used in the calculation of student's final grade, a score was omitted from the calculation of student's final grade, course requirements have been completed, etc.)
8. Click on **Send Request**.
9. The Registrar and/or VPAA will review the request. If approved, the grade will be changed by the Registrar.

## Site Coordinator Responsibilities and Requirements

High school site coordinators are required to:

1. Act as the liaison between the Early College Pathways Coordinator and the CAP instructors.
2. Act as the liaison between the Early College Pathways Coordinator and CAP students.
3. Submit and verify course offerings and sections each semester including start/end course dates, start/end class times, and instructors. Only approved courses and instructors may be included in the course offerings.
4. Schedule registration sessions for fall and spring.
5. Ensure proper placement and prerequisite/corequisite completion of CAP students by following CCC placement procedures and requirements. Any questions about student placement should be directed to the Early College Pathways Coordinator.
6. Ensure proper completion of registration paperwork for each student including a certificate of residency.
7. Notify unpaid CAP students that they will be dropped from their CAP courses if bills are not paid.

8. Arrange meetings with CAP instructors, administrators, and students on an as-needed basis.
9. Distribute CAP information to students as requested by the Early College Pathways Coordinator or division coordinator (e.g., registration paperwork, parent letters, brochures, course offerings, information sessions).
10. Participate in CAP meetings and other events hosted by the Early College Pathways Coordinator.

# Student Eligibility and Placement Requirements

## Student Eligibility

To participate in CAP courses, students must meet the following criteria:

1. Have junior or senior standing*
2. Have a minimum of a "B" average (as defined as a minimum 80% GPA)
3. Meet all CCC placement and prerequisite/corequisite requirements

**Exception*: Sophomores who are in advanced courses may be permitted to take CAP courses with the approval of the Early College Pathways Coordinator. A formal written request, with documentation of advanced status, (i.e., proof of advanced coursework or a letter of recommendation and high school transcript) must be submitted to the Early College Pathways Coordinator showing that the student is capable of taking college courses. Once these criteria are determined to have been met by the student, the student must meet all placement and prerequisite/corequisite criteria for the particular course(s) in order for the student to be eligible to take the CAP course of interest.

## Placement Criteria

Site coordinators and/or school counselors are required to verify that all prerequisites and corequisites for each course have been met by the student as specified on the CAP Course Prerequisites and Corequisites Chart. On the registration form, students will be asked to verify that a counselor or site coordinator has approved of the courses selected. Checking the box indicates that the student has met all prerequisites/corequisites and is eligible to register for the courses selected on the registration card. The Early College Pathways Coordinator is available to address any questions regarding prerequisites.

**Prerequisite Waiver**

A waiver may be considered for students who do not meet the placement criteria for a CAP course. If a student does not meet the placement criteria for the course, but the CAP instructor and site coordinator feel that the student can be successful in the CAP course of interest, the site coordinator may request a prerequisite waiver on the student's behalf. To be considered for a prerequisite waiver, the student must:

- have met the criteria to be in the College Advancement Program (CAP),
- have the recommendation of the CAP instructor teaching the course for which the waiver is being requested.

Site coordinators must complete the Prerequisite Waiver Request Form for CAP Courses and submit it to the Early College Pathways Coordinator along with a copy of the student's high school transcript.

# CAP Application, Registration, and Payment Processes

## CAP Application Process

### Completing the Online Application

All NEW CAP students (students who have never taken a CCC course) will need to submit an online application 24–48 hours before they can be registered for classes. The CAP application triggers the College to generate an e-mail address and Student Portal account for the student. The CAP application is electronic, can be completed out-of-school by the student, and should be completed at least several days in advance of registration. The online application can be found on the CAP website: https://application.clinton.edu/login.asp.

The College has created a set of instructions that can be used to guide students through the CAP application process. The CAP Application Instructions sheet is set up so you can print and disseminate it to students.

After the student has submitted the online application, they will receive an email from CCC at the address the student provided during the application process stating that they have completed the application.

**Special Notes**:

1. Any student who has previously taken a course through CCC or the CCC CAP program already has their applicant information in our system and does NOT need to fill out another CAP application. Any student who has taken a course with CCC in the past already has a CCC e-mail address and Student Portal account.

2. Filling out the CAP application does NOT register a student for a course. Registering for courses, which is a separate process, starts with an online course selection process described in the next section.

### Student Portal

All CAP students need access to their Student Portal to view their schedule, billing details, and final course grades. It is in the Student Portal that a student can retrieve their unique Student ID.

**To Obtain Access to the Student Portal:**

1. Go to the **Clinton Community College** homepage – www.clinton.edu
2. Click the **Student Portal** link located at the top of the page
3. **The first time you enter the Student Portal, you will need to activate your account**. You will need to enter your Social Security Number (SSN) as part of this process.

   ***NOTE: The username and password you used for your online CAP application is NOT the same as the username and password you will use for the Student Portal.***

   a. Click on the **Activate Your Account** link

   b. Enter your first name, last name, SSN, birthdate, and a password of your choosing (Must contain at least 8 characters and contain at least one upper case alpha, one lower case alpha, and one numeric character)

   c. Click on **Submit**.

   d. You will receive a confirmation message and login information. You may want to print or take a screen shot of your confirmation page for quick reference.

4. Back on the login page, enter your **Username** from the confirmation page and the **Password** that you just created. Change the **Term** to the appropriate semester using the dropdown menu.

    a. Your username is equal to your first name, middle initial, last name, with no spaces between. So, John Carter Smith's username would be johncsmith. If you do not have a middle name, or did not include it on your CAP application, the middle initial is omitted.

    b. If you forgot your password, click on the 'Reset Password' link, and follow the instructions to reset your password.

5. Click on **Login**
6. You should now be in the Student Portal. Take note of your Student ID number located at the top left-hand side of the page.

## Course Selection Process

New CAP students can be registered for classes only after the application process has been completed. CAP course registration forms are completed online unless a school requests paper registration forms. Only students who meet the criteria for the CAP program as outlined in Student Eligibility and Placement Requirements section may register for courses.

All new and prior CAP students will need to complete a registration form to select the courses they would like to take in a given semester. Registration dates and deadlines are outlined in the CAP Calendar.

Registration forms that are filled out by new CAP students who have not yet submitted an online CAP application cannot be processed.

### Registration Dates

Each semester, students will be allowed to register for classes until the deadline specified in the CAP Calendar approved by Clinton Community College. Registrations received after the deadline will be returned to the student and they will not be able to receive credit for the course. **Retroactive registration cannot occur, and the student cannot receive credit for a course they did not register for within the semester deadlines outlined in the College approved CAP Calendar.**

1. Registration for fall and full-year courses will be held after the beginning of the high school academic year in September and completed as soon as reasonably possible and by the deadline noted in the CAP Calendar.
2. Registration for spring courses will begin in January and be completed by the deadline noted in the CAP Calendar.

## Student Verification Procedure

Site coordinators are responsible for verifying that each student has signed up for correct courses and has met the prerequisites and corequisites for all CAP courses listed on the rosters provided by the college and based on students' registration submissions. Any changes/corrections must be communicated to the Early College Pathways Coordinator prior to the end of the registration period.

## Tuition and Billing Process

CAP courses are offered at a rate significantly lower than on-campus courses. CCC is able to provide this opportunity to high school students because the courses are taught at the high school by high school instructors.

**Notification of Billing and Tuition Bill Payment**

After a student has registered for a course, the Bursar's Office will mail the bill to the address provided by the student. The Bursar's Office will also post the bill electronically for the student to review in the Student Portal. The bill can be located in the Student Portal under Administrative Services and then by clicking "My Billing Statement". The student must have access to the Student Portal to review or print the bill.

The following must be received by the Bursar's Office for the student to remain registered in their course(s):

1. Certificate of Residency-proof of residency is required to receive the NYS student tuition rates and subsequent CAP tuition discount.
2. Payment- tuition payment must be received by the due date outlined in the CAP calendar.

If a certificate of residency is not on file or payment is not received by the due date, the student's enrollment in the course(s) will be cancelled. **The student cannot receive retroactive course credit after the payment due date. The student can receive credit for a course only within the same billing semester in which they registered and paid for the course.**

### Payment of Tuition Bill:

Students can pay their bill online, by phone, by mail, or in person. If a financial circumstance prevents a student from paying the entire bill at one time, a payment plan within the semester the student is taking the course can be arranged through the College Bursar's Office.

**Online:** To pay the bill in full online, go to the Student Portal under Administrative Services, and then click "My Billing Statement". Pay the bill using MasterCard or Visa. (This option cannot be used if making a partial payment or if paying on an installment plan.)

**Phone:** To pay by phone or to ask questions regarding your bill - call (518) 562-4135

**Mail:** Clinton Community College Bursar
46 Beekman Street
Plattsburgh, NY 12901

Make checks payable to *Clinton Community College*

**In Person:** Room 103 Moore Building
Bursar's Office Normal Hours of Operation:

Monday through Thursday 8:00 am - 4:30 pm
Friday 8:00 am - 4:00 pm

## CAP Foundation Scholarship

The Clinton Community College Foundation will award scholarships to eligible high school students taking classes through the College Advancement Program. The amount of the scholarship will vary each semester and depends on the amount available and the number of students applying. To qualify for the scholarship, students must meet the following criteria:

1. Attend a CAP participating high school
2. Meet the criteria for participation in the College Advancement Program
3. Demonstrate financial need or extenuating financial circumstance
4. Register for at least one CAP class

The deadline to submit the scholarship application is in September for courses beginning in the fall semester and in February for spring semester courses. Specific dates for each semester are listed on the CAP Calendar. Any application received after the deadline will not be considered for the scholarship. Students will be notified prior to the tuition due date whether they received a scholarship and how much the scholarship was worth. Scholarships are awarded each semester if funds are available, and applicants must submit a new application for each semester. The scholarship application can be accessed through the CAP website at https://www.clinton.edu/degrees-and-programs/college-advancement-program/cap-scholarship.aspx

## Withdrawal Policy

**Voluntary:**

To withdraw from a CAP course, the student and/or high school site coordinator must contact the Early College Pathways Coordinator to ensure completion of the appropriate paperwork.

If a student withdraws from a course prior to the date of record, then no record of the course will be indicated on a transcript. A grade of "W" (withdrawn) shall be used when a student withdraws from a course after the date of record indicated on the CAP calendar for the academic semester in which the student enrolled in the course.

**Involuntary**:

Students will be withdrawn from all CAP courses if the bill is not paid by the due date. If a student is withdrawn for failure to pay, they will not be readmitted into the college component of the course and cannot receive credit retroactively if they continue to attend the course. The student and/or site coordinator should contact the Bursar's Office at (518) 562-4134 with billing questions or concerns.

The "W" grade may also be given at the discretion of the instructor to indicate involuntary withdrawal from a course when a student stops attending class without completing the official withdrawal process.

## Course Transferability

CCC CAP credits will transfer to all SUNY colleges. Many other colleges and universities will accept CAP credit; however, each institution has its own policies and regulations concerning the transfer of credits. Students are advised to check with the college(s) they are considering regarding course transferability.

Many colleges will want information about the course (e.g., syllabus, course outline, assignments) before making a decision regarding transfer of credits. It is important that students retain copies of course syllabi. Students may also contact the Early College Pathways Coordinator for copies of CAP course syllabi.

## Requesting an Official Transcript

Transcript requests can be made online at https://www.clinton.edu/registration/transcript.aspx.
For questions, call the Registrar's Office at (518) 562-4124.

# College Policies and Procedures

## Family Educational Rights and Privacy Act (FERPA) Policy and Overview

The Family Educational Rights and Privacy Act (also called the Buckley Amendment) is a federal law that protects the privacy of student educational records. In brief, FERPA guarantees that students have the right to inspect and review their records, the right to request amendments, through informal and formal hearings, to their record if they believe the information is incorrect, misleading, or in violation of their privacy rights and the right to have some control over the release of personally identifiable information from their educational records. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act.

Educational records as defined by FERPA are those records, with certain exceptions, that are maintained by Clinton Community College, which include a student's name on them. These include files, documents, and materials in any medium (i.e., electronic, handwritten, print, tapes, film, microfilm, microfiche), which contain information directly related to students and from which students can be individually identified.

## CCC and FERPA Policy

CCC is not allowed to disclose any information other than directory information without the student's written consent except under very limited conditions. These conditions are: to other officials who have a legitimate educational interest, under federal laws which supersede FERPA (e.g., Armed Forces under the Solomon Act, INS or Taxpayer Relief Act), contracting agencies that provides a service to CCC students, and health and safety situations during an emergency.

Directory information is considered public information and may be released by the college upon request in accordance with existing law. At CCC, directory information includes name, address (city and state of residence only), level, field of study, enrollment status, dates of attendance, degree awarded, and date conferred, awards and honors received, prior attendance at other schools, and participation in officially recognized activities and sports. All other information is considered non-directory information and may be released based only on student consent.

## FERPA Waiver information

If a student would like to grant access to their education records to other people, such as a parent, the FERPA Waiver Form must be completed. The FERPA Waiver form can be accessed at the Registrar's website:

https://www.clinton.edu/registration/ ⟶ Forms ⟶ **FERPA Waiver Form**

The student must complete and return the FERPA Waiver Form to the Registrar's Office at registration@clinton.edu.

## Attendance Policy

Regular attendance is considered essential for successful study and is expected at all lecture and laboratory periods for which the student is registered. If, for some unavoidable reason, a student should miss a class, it is the student's responsibility to contact the instructor as soon as possible to determine what measures can be taken to make up the missed work to maintain the continuity of the course. However, the instructor is not obligated to give make-up work, quizzes, examinations or extended due dates for work because of student absence.

When a student misses more than 15 percent of the class meetings for a particular course, his or her absence will be considered excessive. Excessive absence may result in a student being involuntarily withdrawn from the course by the Registrar, upon recommendation of the instructor.

Since high schools may have different attendance policies, the student will be expected to meet the attendance requirements for both institutions.

## Academic Honesty

Academic honesty is expected of all Clinton Community College students. It is academically dishonest, for example, to misrepresent another person or entity's work as one's own, to take credit for someone else's work or ideas, to knowingly give or accept help on a test, to obtain advanced information on confidential test materials, or to intentionally harm another student's chances for academic success. This includes the use of AI-generated language, visuals, or audio without proper attribution and permission from your instructor.

## CCC Writing Policy

In all courses, students' written work is evaluated for effectiveness, as well as content. The writing must express ideas clearly, logically, and maturely, using Standard English sentence structure, grammar, and spelling. Students must acknowledge all sources of information by following a standard citation format.

## Academic Grievance Procedure

### Academic Grievance Procedure Preamble:

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community at large. Students should exercise their freedom with responsibility. The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis and not on opinions or conduct in matters unrelated to academic standards.

### Definition/Jurisdiction:

The term academic grievance as used in these procedures shall mean a complaint by a student of Clinton Community College concerning a faculty member at the College.

1. That the rights and freedoms of the student in the classroom have been violated, *OR*
2. That there has been a violation, misinterpretation or inequitable application of any of the academic regulations of the College.

In keeping with the intent and spirit of these statements, it is expected that all parties involved show respect, restraint, and responsibility in their efforts to resolve perceived grievances. It is incumbent upon faculty members to arrange meetings and conferences with the student in good faith and to communicate decisions to the student promptly.

**Protection of Freedom of Expression:**
Students should be free to take reasonable exception to the data or view offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

**Protection against Improper Academic Evaluation:**
Students should have protection through orderly procedures against prejudiced or capricious academic evaluation.

**Protection against Improper Disclosures:**
Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosures is a serious professional obligation. Evaluations of ability and character may be provided under appropriate circumstances. Disagreements between students and instructors are frequently resolved on an informal basis. However, the College is obligated to provide formal avenues for appeal of grades or academic conduct of an instructor. These formal procedures are not intended to replace informal channels, and every attempt should be made to explore informal avenues prior to escalating to more formalized procedures.

The procedures described are purposefully general, rather than detailed, to ensure flexibility for both the student and the instructor in pursuing and/or defending the grievance. Rather than listing specific time limits, it is assumed that reasonable efforts will be made to expedite the process. These procedures in no way reduce the traditional responsibility and authority of faculty members in establishing academic standards and procedures for their courses.

**Grievance Procedure Informal Level**

1. The student with a concern should make a complaint to the instructor within twenty (20) calendar days of the condition on which the dispute is based. For due cause, the Vice President for Academic Affairs (VPAA) may extend this time requirement. The student and the faculty member should attempt to resolve the difference informally, and in a manner acceptable to both.

2. If, after this procedure, the student is still dissatisfied, the student should contact the VPAA concerning the issue. As soon as possible or practical, the VPAA (or his/her designee) shall work as a mediator with the student, the instructor, and, if necessary, the appropriate division coordinator to attempt to resolve the complaint.

3. If the complaint is resolved, a written confirmation of resolution will be filed in the VPAA Office.

**Grievance Procedure Formal Level**

If the matter remains unresolved at the end of the meeting referred to in step two, informal level, the following procedures must be initiated:

1. The student will obtain a “Student Academic Grievance Form” from the VPAA Office. This form will serve as the student’s position paper and will be distributed to those indicated on the form. The student may request, through the VPAA, the services of a faculty member (or another college community member) to serve as his/her Academic Grievance Advisor. No person outside the college community may serve this role.

2. The VPAA will request that the chairperson of the Academic Standards Committee appoint a five-person Academic Hearing Committee comprising the following:

a. One full-time teaching faculty member from the academic division of the faculty member named in the grievance;
b. One full-time teaching faculty member not from the same academic division of the faculty member named in the grievance;
c. One full-time faculty member from Student Services; and
d. Two students chosen from the Student Senate.

The aggrieved student and the named faculty member (the principals) have the right to review the membership of the Hearing Committee before the hearing begins and to request the replacement of any one member of the committee. Any additional request for the replacement of any other member must be made in writing to the Academic Standards Committee.

3. As soon as possible, the Academic Hearing Committee will arrange a meeting to review all positions of the grievance.

4. After investigating and deliberating the matter, the committee will forward all pertinent materials, along with their recommendations to the VPAA.

5. The VPAA shall review the committee's written proceedings and recommendations, along with the positions of all involved parties.

6. As soon as practical, the Vice President for Academic Affairs shall render a decision and report the findings to the parties involved. The Vice-President's decision is binding.

7. All materials relevant to the case should be placed on file in the Vice President for Academic Affairs Office.