



**Erie Community College**  
*your future begins here*

## **ADVANCED STUDIES PROGRAM REFERENCE GUIDE**

### **What is the Erie Community College Advanced Studies Program?**

The Erie Community College Advanced Studies Program is an opportunity for high school students to enroll in a college course and receive official college credit. Advanced Studies Program courses are taught in the high schools by high school faculty working collaboratively with ECC faculty. ECC faculty could teach the college courses to high school students in the high school, through distance learning, or the high school students could attend classes on one of ECC's three (3) campuses.

Advanced Studies Program courses are offered at the college freshman level. The course curriculum, course syllabus, selection of textbooks, assessment strategies, and the credentials of the high school faculty teaching the course are reviewed and approved by the faculty from the appropriate ECC Academic Department.

In order to ensure student success and to maintain academic standards, the college faculty supervises formal evaluation of student learning or performance.

A financial advantage for Advanced Studies Program students is the fact that the tuition fee is one-third the cost of tuition plus fees. Once the student has registered for the course a bill will be sent to the student's home address.

Academic advantages for students include the opportunity to earn college transcript credit while in high school and the experience of working to college standards prior to graduating from high school. Erie Community College courses that are completed with a grade of "C" or better are generally transferable to colleges and universities throughout the country.

# **ERIE COMMUNITY COLLEGE**

## **Advanced Studies Program**

### **Erie Community College Responsibilities**

In an effort to provide effective administration of the Advanced Studies Program, Erie Community College has identified Deborah Schmitt as Coordinator of Advanced Studies. It is the coordinator's responsibility to oversee and coordinate the administrative duties to ensure that the program meets the needs of both partners. The coordinator works with college faculty as well as with personnel in the offices that deal with admissions, registration, financial, and counseling matters. As the program facilitator, the Advanced Studies Program Coordinator ensures that the following tasks are carried out:

- Meets with college department chairs and faculty to recommend and determine courses for the program
- Distribute information and give presentations to interested faculty and staff on the Advanced Studies Program
- Arrange opportunities for college and high school faculty to meet and exchange information on possible Advanced Studies Program course offerings
- Finalize the Articulation Agreement
- Register students and responsible for routing forms to the ECC Registrar offices
- Perform program evaluation
- Manage budget issues

### **High School Personnel Responsibilities:**

The following steps are carried out through coordination of the appropriate college and high school personnel:

- Provide an ECC Articulation Agreement for each course, delineating scope of work, dates, financial arrangements, and responsible persons
- Distribute the contract for signatures to appropriate ECC and high school personnel
- Collect master schedule information from high school and college personnel and ensure the courses are listed on the college master schedule
- Process requisitions and recording purchase order numbers for billing high school sites for student tuition
- Work with ECC to arrange payment for high school students tuition costs
- Cooperate with ECC departments to establish faculty of record for Advanced Studies Program
- Review class lists, track payments made/received
- Troubleshoot and manage problems that may arise

# **ERIE COMMUNITY COLLEGE**

## **Advanced Studies Program**

### **Erie Community College Faculty Responsibilities**

Erie Community College faculty who decide to participate in Advanced Studies Program courses assume certain responsibilities. ECC faculty is responsible for carrying out the following associated tasks:

- Faculty will determine such issues as textbook selection, course outline/syllabus, and grading standards. It is the responsibility of the lead faculty to determine course length for high school students
- Coordinate the submission and approval of the high school faculty member's credentials for department review. It is expected that high school faculty will have the same credentials as college faculty who are approved as adjuncts
- Observe classroom instruction
- Review student performance
- Provide daily attendance records for the duration of the course. Acceptable documentation is a copy of the high school attendance record, which should be submitted at the end of each semester
- Assist high school faculty member in the evaluation of student performance; lead faculty will assign the final grade
- Submit a signed, final grade list to Registrar's office
- Work with Advanced Studies Program Coordinator in resolving issues that may arise

### **High School Faculty Responsibilities**

In the Erie Community College Advanced Studies Program, high school faculty collaborates with college faculty in the planning and delivery of courses that have been approved for Advanced Studies Program. The high school teacher is responsible for the day-to-day instruction and is expected to carry out the following associated tasks:

- Submit academic credentials to the ECC Human Resources to be forwarded to the department sponsoring the course. It is expected that high school teachers of Advanced Studies Program courses will have the same credentials as do ECC adjunct faculty
- Meet with college faculty to align the secondary course with college standards. Faculty will meet with lead ECC faculty on such issues as textbook selection, course outline/syllabus, and grading standards. It is the responsibility of the lead faculty to determine course length for high school students. Communicate with students regarding the value of the Advanced Studies Program, registration procedures, and course information
- Provide daily attendance records for the duration of the course. Acceptable documentation is a copy of the high school attendance record, which should be submitted at the end of each semester
- Contact ECC faculty or Advanced Studies Program Coordinator if concerns arise regarding student progress
- Cooperate with ECC faculty to establish methods of student evaluation and the submission of final grades
- Participate in Advanced Studies Program professional development activities

# ERIE COMMUNITY COLLEGE

## Advanced Studies Program

### High School Administrative Responsibilities

The high schools that elect to offer Erie Community College Advanced Studies Program courses will assume the following responsibilities:

- Approval of the contract
- Recommend students for the Advanced Studies program
- Provide facilities and other resources typically available to high school teachers
- Provide textbook and other resources typically available to high school students
- Promote Advanced Studies Program
- Assist in the identification of courses for the program
- Assist in annual evaluation of the program

### Student Responsibilities

High school students may benefit in a number of ways from the Advanced Studies Program courses.

- They earn college credit while completing high school.
- They can apply the credit toward a program of study at Erie Community College or they may elect to transfer the credit to another college.
- Students get an opportunity to experience college level courses while still attending high school.

Along with the benefits of the Advanced Studies Program courses, there are student responsibilities associated with the opportunity to earn college credit:

- Prior to registration, students work with their advisors to determine whether they meet the requirements and/or prerequisites of the course.
- Students register for the course by completing the ECC Advanced Studies registration form. The student will be billed for payment of one-third the cost of tuition and fees. Checks should be made payable to: **Erie Community College/Advanced Studies Program**
- Once a student has registered for an Advanced Studies Program course, it is expected that they will work to fulfill all the requirements of the course. Dropping or withdrawing from an Advanced Studies program course is serious, and students are urged to talk with their advisor to be sure to follow the official ECC/High School policy. Tuition may not be reimbursed.
- Once the course is completed and final grades have been recorded at the college, the student will receive their grade by mail. To request an official college transcript, students must send a letter with their name, address, social security number, date of birth, and Advanced Studies course date, and semester attended along with \$3.00 for each copy requested to: **Registrar's Office, Erie Community College, South Campus, 4041 Southwestern Blvd., Orchard Park, NY 14127.**

# **ERIE COMMUNITY COLLEGE**

## **Advanced Studies Program**

- Admissions information is available at any time by calling the Admissions Office at Erie Community College.

**City Campus** 121 Ellicott St, Buffalo, NY 14203

*Admissions: 851-1155*

**North Campus** 6205 Main St., Williamsville, NY 14221

*Admissions: 851-1455*

**South Campus** 4041 Southwestern Blvd., Orchard Park, NY 14127

*Admissions: 851-1655*

### **FECC Contractual Responsibilities**

Advanced Studies is the delivering of college courses to high school students utilizing the following methods:

- A member of the ECC Faculty teaches the college course to high school students in the high school or through Distance Learning.
- High school students attend college classes on one of ECC's three campuses.
- ECC authorizes a high school teacher to provide college credit-bearing coursework to students in the high school.

The terms and conditions to authorize a high school teacher to teach college credit-bearing courses are contained in the approved attached Articulation Agreement. It is further understood that for the college to enter into this agreement with a high school, an Academic Unit must be willing to participate in the review of the courses and that the courses offered will be considered regular load as an alternative to retrenchment.

### **Attachments**

- Sample Articulation Agreement
- Human Resources Procedures

**ERIE COMMUNITY COLLEGE**  
**Advanced Studies Program**

**SAMPLE**  
**ARTICULATION AGREEMENT**  
**WITH**  
**HIGH SCHOOL**

Erie Community College is committed to offering quality college-level coursework to interested and qualified high school students in order to enhance student learning in high school and better prepare students for the transition into the first year of college. The methods of delivering college courses to high school students include the following options:

1. A member of the ECC faculty teaches the college course to high school students in the high school or through Distance Learning.
2. High school students attend college classes on one of ECC's three campuses.
3. ECC authorizes a high school teacher to provide college credit-bearing coursework to students in the high school.

In the event that the school district chooses to offer ECC credit courses for high school students taught in the high school by an ECC authorized high school teacher, the college and the school district agree that a quality experience will be best provided through a collaborative effort between the faculty of the school district and the college. The following procedures shall apply:

1. The high school principal will identify an instructor who is qualified to teach the intended course. A resume of qualifications for the instructor will be forwarded to the college. Credentials will be reviewed by the appropriate academic department's appointments committee for the determination of possible placement of the instructor into the unit's part time job bank.
2. The college department chair will collaborate with the high school administration on course related matters.
3. The high school principal will identify eligible students.
4. The appropriate college academic department will provide a course outline for each course, outlining the topics and depth of coverage for each course. The lead teacher and the high school teacher will provide a course syllabus outlining topics, coverage, objectives and methods of evaluating student performance. (The college will provide samples.)
5. The appropriate college academic department will be the department that offers the course at the campus that is closest in distance to the high school that is requesting the ECC course.
6. Assessment of student learning in the course will be comparable to on-campus offerings. The quality of the teaching will be reviewed periodically by any or all of the following means:

# **ERIE COMMUNITY COLLEGE**

## **Advanced Studies Program**

- A. Review of course materials, assignments and expectations of students by the department lead faculty member.
  - B. Peer Observations:
    - a) The sponsoring department will designate a full-time faculty member of record whose name will be assigned to the course on the master schedule. This lead faculty member will be designated by using the FFECC contractual method of selecting overload. The lead faculty member will be responsible for all record keeping aspects of the course including such activities as orientation of the high school teacher, record student attendance, review of all instructional materials, course outline and examinations, observations of classroom teaching, review of student performance in cooperation with the high school teacher, assignment of final grades, sign-off of the final grade report and coordination with ECC administrative officers.
    - b) The number of students in an ECC section will be determined by the class size used on the lead teacher's campus for that course.
    - c) The lead faculty member will receive one contact hour credit for the assignment of each dual credit course per site. When multiple sections of a course occur, the lead faculty member will receive one-half contact hour credit for each additional section of the same course with the same high school teacher. Each new course and each new high school teacher assigned will constitute a new contact hour and multiple sections of that course with that high school teacher will give the lead faculty member one-half contact hour credit for each additional section of the same course with the same high school teacher. In the case where a high school would like to extend instruction of the ECC course to match their one year course, the lead faculty member will receive one-half contact hour credit for each semester, i.e. one-half contact hour credit for Fall and one-half contact hour credit for Spring.
    - d) In the case where a high school would like to present material all year but enroll in January, the sponsoring department would still have to have a lead faculty member working with the high school teacher and the lead faculty member would receive credit for this assignment as outlined above even if the high school does not enroll any students in the college.
    - e) The credit received by a lead faculty member may be used for on-load or overload credit.
    - f) The appropriate department's reappointment committee will accomplish student evaluations of the course and the instructor.
7. In the event of an extended faculty absence of five (5) consecutive days or more, the college department chair will be notified and will provide instructional support for the replacement faculty.

# ERIE COMMUNITY COLLEGE

## Advanced Studies Program

8. Applicable academic policies and regulations, as stipulated in the ECC catalog, shall apply to such courses, including basic skills and prerequisite course requirements.
9. The college academic department lead faculty member will determine textbooks used in each course. Textbooks and supplies purchased through the college bookstore will be the responsibility of the school district or the student.
10. The course will be recorded on the ECC college transcript in the same manner as all other college courses.
11. Tuition shall be set at one-third the cost of tuition plus fees for each course taught during the normal high school course of operation. Students enrolled in these courses are not eligible for financial aid. Students will be billed directly by the bursar for the appropriate tuition and fees unless other arrangements are made with the college.
12. The established tuition rate will be the only element of finances transacted and neither party will bill the other for implicit facilities operation or administrative costs.
13. This agreement will be reviewed annually and can be withdrawn by either party with one semester's prior notice.
14. Courses to be taught will be determined by the needs of the high school and the willingness of the ECC academic department to participate in this agreement.

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William J. Mariani          Date  
President of Erie Community College

\_\_\_\_\_  
Superintendent          Date  
High School

## HIGH SCHOOL FACULTY PROCEDURES FOR APPLICATION

# **ERIE COMMUNITY COLLEGE**

## **Advanced Studies Program**

**Interested faculty must provide :**

- A completed Erie Community College employment application
- A letter of intent
- Official college transcripts for all college work
- Current resume

and

**Mail to:**

**Erie Community College  
Advanced Studies Program  
North Campus  
6205 Main Street,  
Williamsville, NY 14221**

The Coordinator of Advanced Studies will send the application to the Human Resource department who will forward the application, resume and official transcripts to the appropriate academic department for review, interview and approval.

The Academic Department approves a high school faculty member to be placed in the job bank of the reviewing department. If a high school faculty member would like to teach more than one course, approval by additional academic units of the college would then be necessary.

**Please call Deborah Schmitt Coordinator of Advanced Studies at 851-1270 or email [Schmitt@ecc.edu](mailto:Schmitt@ecc.edu) if you need assistance with these procedures.**