Syracuse University Project Advance facilitates and administers a cooperative arrangement between the University and high schools. Through Project Advance, SU enables high school seniors to take Syracuse University courses in their own schools. Project Advance also provides a continuing forum for communication between educators from both school and University settings through its in-service training for high school instructors. In addition, Project Advance conducts ongoing research and evaluation in an effort to systematically improve instruction.

The policies and procedures described in this manual were developed in cooperation with high schools offering SU courses through Project Advance in order to clarify roles and responsibilities vital to the long-term success of this collaborative relationship, help prevent misunderstandings, improve communication between schools and the University, and explain the regulations governing academic programs.

It is important that we all work to establish and maintain trust and a sense of common purpose. We value your support and welcome your suggestions.

Gerald S. Edmonds, Ph.D.
Director, Project Advance
Syracuse University
# Project Advance Course Listing 2014-2015

Tuition = $112 per credit hour

## Course Details

Details by course are listed on the following pages. Courses are listed alphabetically with the SU course number, the number of credits that can be awarded for the course, the tuition cost per student and the minimum and maximum number of students that must be enrolled in the class.

The minimum number refers to the number of tuition-paying students seeking college credit who must be enrolled for the University to offer a particular class. The maximum number refers to the total class enrollment, including any students who may not be registered for University credit. Our experience has shown that students who do not enroll for college credit can affect the motivation of the entire class; the number of such students in any one class should be carefully considered. Additional requirements for individual courses may be adopted in conformance with actions taken by academic departments in the University. If you have any question concerning these policies, please contact the Project Advance administrator for the course in question.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Tuition Cost</th>
<th>Recommended Class Size</th>
<th>SUPA Administrator</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 151 Introduction to Financial Accounting</td>
<td>4</td>
<td>$448</td>
<td>15-25</td>
<td>Eric Young</td>
<td>Note: This is a full-year course.</td>
</tr>
<tr>
<td>BIO 121 General Biology I</td>
<td>4</td>
<td>$448</td>
<td>10-20</td>
<td>Eric Young</td>
<td>First course of a two-course biology sequence. It is offered in the fall. Must register for both Bio 121 and BIO 123/124 in the fall.</td>
</tr>
<tr>
<td>BIO 123 General Biology II</td>
<td>3</td>
<td>$336</td>
<td>10-20</td>
<td>Eric Young</td>
<td>Second course of a two-course biology sequence. It is offered in the spring. Prerequisite: BIO 121. (See above.) Corequisite: BIO 124 (Lab)</td>
</tr>
<tr>
<td>BIO 124 General Biology II Laboratory</td>
<td>1</td>
<td>$112</td>
<td>10-20</td>
<td>Eric Young</td>
<td>Corequisite: BIO 123 (Lecture)</td>
</tr>
<tr>
<td>CHE 107 General Chemistry Lab</td>
<td>1</td>
<td>$112</td>
<td>15-20</td>
<td>John Fiset</td>
<td>Corequisite: CHE 106 (Lecture).</td>
</tr>
<tr>
<td>CHE 113 Forensic Science</td>
<td>4</td>
<td>$448</td>
<td>15-25</td>
<td>John Fiset</td>
<td>May be offered as a one-semester or full-year course.</td>
</tr>
<tr>
<td>CHE 117 General Chemistry Lab</td>
<td>1</td>
<td>$112</td>
<td>15-20</td>
<td>John Fiset</td>
<td>Corequisite: CHE 116 (Lecture).</td>
</tr>
<tr>
<td>CLS 105 College Learning Strategies</td>
<td>3</td>
<td>$336</td>
<td>15-25</td>
<td>Gerald Edmonds</td>
<td>Must take another college-level or AP course in the same semester as CLS 105.</td>
</tr>
</tbody>
</table>
Application

How do I apply to take classes?

You can register for classes online by logging into our secure site at [https://pass.supasyr.edu](https://pass.supasyr.edu) using the sign-on procedure received from your instructor or by viewing the instructions on our website, [supasyr.edu](http://supasyr.edu). Simply choose the course(s) you wish to register for and then print out the Application so that your parent/guardian can sign it. Bring the form to your instructor, who will forward it on to Project Advance for processing. Only those students registering for Syracuse University credit should complete the online registration forms. **Even if you are registering for more than one Syracuse University course you should complete only one registration form per semester. Your application is not complete and you are not officially registered for a Syracuse University course(s) until the SUPA office receives your signed form for processing.**

The registrar’s calendar outlines the specific block of time available for you to register online. The registrar’s calendar is distributed to students and outlines all the critical dates in the registration process. It is also posted on our website, [supasyr.edu](http://supasyr.edu). Critical dates include when you may register for courses and when you may drop a class without any financial obligation to the University.
When I register for these courses, what is my official status with Syracuse University?

When you register for SU courses through Project Advance, you become a part-time student at Syracuse University. Just as it does for all SU students, the SU registrar’s office will maintain your academic records for the SU course(s) you take.

As an officially registered part-time, non-matriculated student of Syracuse University, you will receive a Syracuse University Project Advance identification number. This number permits you to use the SU libraries.

Who can register to take SU courses through Project Advance?

Course offerings are normally restricted to qualified high school seniors. However, students in their junior year are sometimes permitted to enroll in Project Advance sections of SU courses with approval from the appropriate Project Advance administrator and University faculty coordinator.

Tuition

Tuition is based on the number of credits designated for your course(s) at the current rate of $110.00 per credit hour.

Payment Policies

Once your Application/Intent to Register Form has been received and processed, an invoice will be generated for the total cost of your tuition (as determined by the course(s) you registered for) and mailed to your parent/guardian at the address provided on the registration form. Your tuition payment must be received at the Project Advance office by the due date printed on the bill. Options for payment include paying the balance in full or choosing to make installment payments. The payment plan does include an additional $15.00 service charge to help defray the cost of generating a monthly invoice.

Bills for full-year and fall semester courses are due beginning Oct. 15 or Nov. 15. Bills for spring semester courses are due beginning March 15 or April 15. Once the invoice is received, payment for the course(s) can be made online using our secure online payment processing system (BillPay).

To make an online payment, a parent or guardian can go to https://pass.supa.syr.edu and sign in using your SU ID number and BillPay code, which is provided on the invoice. Credit cards are accepted online—American Express, Discover, MasterCard, and Visa. Syracuse University also accepts checks and money orders.

Registering for a Syracuse University course incurs a financial obligation to the University. Students will be placed on financial hold if their tuition is not paid. Students on financial hold will not be issued an SU transcript.

Dropping a Course

If you have any doubts about your readiness for the work included in your SU course, you should consult with your instructor before the drop date. A Syracuse University drop form, signed by you, your instructor, and a parent/guardian, must be submitted to Project Advance. The University’s regulations concerning dropping a course, described below, apply to all SU students. Dropping a course with a school guidance department or instructor DOES NOT remove you from the Syracuse University class list. You will remain a registered SU student until SUPA receives your drop request documentation.

To drop a course you must complete a drop form (available from your instructor or our website, supa.syr.edu), obtain the required signatures, and mail or fax it to the Project Advance office. This will remove you from the class list and remove all financial obligations to the University. Please refer to the registrar’s calendar at supa.syr.edu for the specific dates when you can voluntarily drop courses and still receive a 100 percent refund. SU will not issue tuition refunds after these dates.

If your family moves out of the district or if a major illness or accident requires you to drop all high school courses for an extended period, you may receive a 100 percent tuition refund up to the 10th week of the semester. If you drop the course(s) under these conditions, you will not receive any SU credit for the
work you have completed before or during the 10th week. Involuntary drops or withdrawals after the 10th week of a semester are evaluated by SU on a case-by-case basis.

**Withdrawing from a Course**

After the official SU drop deadlines you may withdraw from a course. To withdraw from a course you must complete a withdrawal form (available from your instructor or our website, supa.syr.edu); obtain the required signatures; and mail or fax it to the Project Advance office. The symbol WD (withdrew) is recorded on your transcript. The option of withdrawing from a course and having a WD instead of a grade recorded on your SU transcript extends to two weeks before the last day of classes. If you withdraw from the first semester of American history, biology, calculus, chemistry, statistics, or writing/English, you will not be eligible to enroll in the second course of the sequence. If you repeat courses or units of courses for any reason, both grades will appear on your transcript but only the later grade will be calculated in your grade point average. NOTE: Withdrawal from a course after the official drop deadline does not remove the student/parent financial obligation to the University; it only removes a grade.

You will be placed on financial hold for failure to pay your tuition. **Students on financial hold will not be issued an SU transcript.** Information regarding these University policies can be found online at [http://www.syr.edu/publications/undergradcat](http://www.syr.edu/publications/undergradcat).

**Academic Integrity Policy**

At Syracuse University, academic integrity is expected in all the endeavors of every community member. Academic integrity includes a commitment to the values of honesty, trustworthiness, fairness, and respect. These values are essential to the overall success of an academic society. In addition, each member of the University community has a right to expect adherence to academic integrity from all other community members. The complete policy is available at [http://supolicies.syr.edu/ethics/acad_integrity.htm](http://supolicies.syr.edu/ethics/acad_integrity.htm)

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**Grades**

Students enrolling in SU courses through Project Advance normally obtain both high school and college credit for the courses. The standards used to determine your SU grades are the same as those used on campus. Your high school grade is determined in accordance with grading criteria established by your high school. A-F are normal grades for Syracuse University courses. Other University grade designations are as follows:

- **I** (Incomplete) Given when a student has not completed the coursework when grades are assigned — this option is only available to students who are taking a fall semester class.

- **WD** (Withdrawal) The option of withdrawing extends to two weeks before the last day of classes — this does **not** remove your financial responsibility to Syracuse University for the outstanding balance.

**What are credit hours?**

In most colleges and universities, the courses you take are described in credit hours. Some courses are “worth” three credit hours, some four, etc. You complete an undergraduate program of study in college (a major) when you accumulate the number of credit hours (usually 120 to 122) that satisfy a specified combination of courses in your major, courses that fulfill institutional requirements, and elective courses you choose to take. Often, course credit (hours) taken at one college or university can be transferred to another and applied toward degree requirements. Upon successful completion of the SU courses you take through Project Advance, you will have earned course credits from Syracuse University.

**Will my SU grades affect my GPA at the college I eventually attend?**

Most institutions do not use the grades earned in courses they accept for transfer credit when they calculate a student’s GPA in their own institution. However, the grade you earn in your SU course is part of your permanent record at SU and will count toward your GPA if you attend SU. If you are concerned about
How do colleges recognize work done at another institution?

Colleges and universities can recognize coursework taken at other institutions in several ways. Based on the student’s transcript, which is proof that he or she has completed college coursework, institutions may transfer the credit hours into a student’s program of study, reducing the number of courses the student must complete to graduate. They may also offer a student the option of using transferred courses to gain exemption from specific course requirements. These might include courses that fulfill distribution or general education requirements, introductory writing courses, and courses required within a major or minor course of study. Finally, colleges and universities can allow the student to use transfer courses to fulfill prerequisite course requirements for more advanced study by granting placement into a higher level of a course sequence. All of these forms of recognition may be granted individually or in combination.

Seeking Recognition

You must decide what forms of recognition you are seeking. Once you determine the institution you will attend, we recommend that you review its catalog to identify all of the requirements for graduation. Then, determine which of these requirements might be completely or partially fulfilled by the courses you have already taken. To receive any form of recognition you must request that a transcript from Syracuse University be sent to your college.

Requesting that a transcript be sent to your college is the most important action you must take in seeking recognition for your Syracuse University coursework. Your transcript (a record of all of your SU courses) will not be sent automatically to your college or university because (unless you enroll at SU) Syracuse University has no way of knowing where you are enrolling. Your request must go to the Syracuse University Transcript Office, not the Project Advance office. You can have
an official transcript sent by following these procedures:

1. Find out exactly where your college wants the transcript to be sent (the admissions office, the registrar’s office, etc.). You can get this information from your college application, the college catalog, or the college admissions office.

2. Complete the transfer request form from our website at supa.syr.edu. The form must include your full name (not your nickname); social security number; high school; SU course taken; year the course was taken; and the name, title, and address of the college official to whom the transcript will be sent. When you request an official transcript, we recommend that you ask the registrar to send you an unofficial copy of it for your records. Students should wait one or two weeks after the end of the semester before mailing a transcript request.

Mail your transcript request to this address:
Transcript Office
109 Steele Hall
Syracuse University
Syracuse NY 13244-1120

You may also fax the form to 315-443-7994.

3. Syracuse University policy and federal law protect access to student records. You are the only person authorized to request that an official Syracuse University transcript be sent to your chosen college or university and the request must be made according to the procedure detailed above. Transcripts will not be sent in response to requests made by telephone, by e-mail, or by an individual other than you.
4. Check with the person or office where you had your transcript sent to make sure it arrived.

5. Do not try to negotiate credit transfer before your college has received your transcript. Courses in which you earned grades below a C are usually not accepted for transfer credit.

6. If your college is reluctant to recognize your SU courses (in one of the ways outlined above), contact our office in writing, by phone or e-mail:

   Syracuse University Project Advance
   400 Ostrom Avenue
   Syracuse NY 13244-3250
   315-443-2404
   e-mail: help@advance.syr.edu

Be sure to find out the reason for your college’s reluctance; the more information we have, the more useful we can be. Although we can’t force any college to accept Syracuse credit, we can write letters and/or make phone calls on your behalf.

**Are all colleges and universities obligated to recognize my SU credit hours?**

Credit recognition remains the exclusive prerogative of the institution granting it. College policies vary in regard to transfer credit, may be changed from year to year, and may be applied differently from student to student.

Many factors affect the decision to accept transfer credit, including the grade the student earned in the course. In most cases, colleges will accept courses in which you’ve earned a C or better and that are a good match for those you would take on that campus. Courses that differ from those the college offers may also be transferred, usually as elective credits.

Some colleges will not give credit for a college course that also fulfilled a high school graduation requirement.

Increasingly, transfer credit decisions for some combination of degree credit, requirement exemption, and/or placement are made case by case, based on the work the student can show he or she did in the course. Even at schools where transfer credit is not normally granted, you may be able to negotiate recognition for your SU coursework. Keep all of your course materials, including portfolios and your syllabi, so you can show them to college officials who ask for more information before accepting your transfer credit.

**To whom do I talk about transfer credit?**

The most important person to talk with about transfer credit is the person at your institution who has the power to make transfer credit decisions. That person varies from institution to institution. Begin by asking your academic advisor whom to see. If she or he doesn’t know, talk with a college official such as a dean or department chairperson.

**Some things to remember:**

- The chairperson of the academic department relevant to your course may be the most helpful in your effort to gain recognition for your SU coursework;

- Admissions representatives usually do not have the authority to make transfer credit decisions;

- Registrars typically do not make transfer credit decisions - although they may interpret and administer policies established by their academic departments or their institution’s faculty senate.

**How do I talk about getting my SU credit recognized?**

It is important to refer to the SU courses you took as SU courses, **not** as Project Advance courses. There is no such thing as a Project Advance course. When you meet with the faculty member or college official who will make the decision about your SU credits, you should bring your course syllabi or manuals, course
**Academic Integrity Policy**

At Syracuse University, academic integrity is expected of every community member in all endeavors. Academic integrity includes a commitment to the values of honesty, trustworthiness, fairness, and respect. These values are essential to the overall success of an academic society.

In addition, each member of the University community has a right to expect adherence to academic integrity from all other community members.

“Syracuse University students shall exhibit honesty in all academic endeavors. Cheating in any form is not tolerated, nor is assisting another person to cheat. The submission of any work by a student is taken as a guarantee that the thoughts and expressions in it are the student’s own, except when properly credited to another. Violations of this principle include the following: giving or receiving aid in an exam or where otherwise prohibited; fraud; plagiarism; the falsification or forgery of any record; or any other deceptive act in connection with academic work. Plagiarism is the representation of another’s words, ideas, programs, formulae, opinions, or other products of work as one’s own either overtly or by failing to attribute them to their true source.” (Section 1.0, University Rules and Regulations.)

The complete policy is available from Syracuse University’s Academic Integrity Office or by visiting [academicintegrity.syr.edu/academic-integrity-policy](http://academicintegrity.syr.edu/academic-integrity-policy)
General Administrative Requirements

A. Teachers of Project Advance sections of Syracuse University courses should have undergraduate and graduate degrees (or their equivalents) and a minimum of five years of teaching experience in the subject area. For some subjects, the requirement of a master’s degree in the subject area may be waived if the teacher has substantial teaching experience, coursework related to the particular Syracuse University course, or experience in business and industry (waiver of a master’s degree in the subject area is not an option in New Jersey). In some cases, certification to teach a course will be made contingent upon completion of additional graduate coursework, field experiences, or a program of structured independent study.

B. If you plan on offering two or more sections of a Syracuse University course, please consult the SUPA administrator for approval.

C. Because University courses generally require an unusually large amount of time for preparation and direct consultation with students, teachers should be relieved of at least a portion of their nonteaching duties (insofar as possible).

D. Three preparations and five classes constitute a maximum load for teachers in SU’s Project Advance program. Class sizes for Project Advance sections may not exceed those listed in the Class Size table (see appendix A at the end of this document). Syracuse University does not allow co-seating with other programs.

E. In case a SUPA teacher is unable to complete the year because of illness or some other unforeseeable occurrence, each high school should have a sufficient number of trained teachers available to prevent cancellation of a class. A cancellation hurts everyone, especially students. We ask that you notify your course administrator of any changes that may occur with the SU adjunct instructors.

F. SU courses offered through Project Advance should be scheduled during periods that are not subject to frequent cancellation or interruption.

G. University grades must conform to standards established by the University. These are explained in our manuals, workshops, and training sessions. The SUPA-certified instructor is the only person authorized to enter grades. Occasionally, differences in the application of grading criteria may arise between teachers in high school and Syracuse University faculty members. Such problems are usually discussed and resolved on a collegial basis. In the unlikely case of pervasive and irreconcilable differences of a more serious kind, however, courses may be withdrawn at the option of either the school or the University.

H. Instructional materials should be ordered well before the beginning of the academic year. Updated lists of required materials are available on our web site: supa.syr.edu/courses.

I. Certification to teach Project Advance sections of SU courses is contingent upon the following requirements:

1. Submission of a new school application (if the school is not a current SUPA partner) or a new course application, and the school’s course catalog—SUPA course administrators must review and approve before the high school can begin offering the course.

2. Presentation of an acceptable written proposal and/or conversation with the supervising faculty member for adaptation of the University course to the specific high school situation.

3. Attendance at all sessions and satisfactory completion of the Summer Institute training.

4. Annual participation in the subject-specific in-service seminars. These required seminars are held on regular school days and are typically offered twice each year, and ALL teachers are required to attend these seminars once per semester that the course is being taught in order to maintain their SU adjunct instructor appointments. Consequences for not attending seminars can include de-certification and/or required re-training.
5. Assumption of major responsibility for teaching the course at least once every three years. Please consult your course administrator or faculty advisor if you cannot do so.

J. It is very important that members of the high school’s guidance department be thoroughly familiar with the requirements, objectives, and design of each course and work closely with teachers in advising prospective students whether to register for SU courses offered through Project Advance. We encourage Guidance Personnel to attend one of our Guidance Information Sessions held yearly, or contact the SUPA office to request a video or telephone conference.

K. Parents of prospective students should be given an opportunity to meet with the instructors who teach SU courses before their children are registered for the program. A letter should also be sent to parents explaining the program, its operation in the school, the tuition structure, and the University’s role. Parents should be made aware of both the high school and University grading policies for each course. Models for such letters are available from the Project Advance office.

Registration, Student Records, and Grades

All official student records for Project Advance sections of SU courses are maintained by the SU registrar’s office, which handles approximately 25,000 current student records and more than 200,000 alumni records for the entire University. Given the scope of the registrar’s operation, it is important that students enrolling in Project Advance sections register accurately and in accordance with specified deadlines and procedures.

A. Registration materials and instructions are mailed to the attention of the SU Project Advance instructors and to the designated registration coordinators in the high school. To register for Syracuse University credit, students must register online at pass.supa.syr.edu. High schools should instruct their students to include all courses they wish to register for on the same application form. The application form must then be printed and signed by both the student and parent/guardian and returned to the high school instructor. Instructors will then forward the applications to the SU Project Advance office for processing.

B. Course offerings are normally restricted to qualified high school seniors and junior. Exceptions to this policy require prior approval from the appropriate SU Project Advance adminis-

C. Students who wish to drop a course must inform their teachers in accordance with the policies of Syracuse University:

1. A drop form must be completed and signed by the instructor, parent, and student and submitted to Project Advance prior to the official deadlines for dropping a course. Please review the registrar’s calendar on the website for specific dates. Although courses that are officially dropped before the cutoff date will not be recorded on the student’s transcript, tuition may be refunded only under the circumstances explained in this manual. Under no circumstances may a course be dropped after students have earned a grade.

2. After the official SU drop date, students may withdraw from a course and have the symbol WD (withdraw) recorded on their transcripts. The option of withdrawing extends to two weeks before the last day of classes. NOTE: Withdrawal from a course after the official drop deadline does not remove the financial obligation to the University on the part of students/parents. Students will be placed on financial hold for failure to pay tuition. Students on financial hold will not be issued SU transcripts. Information regarding relevant University policies can be found online at syr.edu/publications/undergradcat.

3. For certain SU course sequences completed through Project Advance, successful completion of the first course in the sequence is the prerequisite for beginning the second course in the sequence. Please
see chart at the end of the guide.

D. Each semester, instructors have the opportunity to log in to the PASS online information system and view their applications/class lists and notify us if they are correct. The purpose of these lists is to inform instructors which students have officially registered for the Syracuse University course.

E. At the end of each semester, each instructor assigned an SU course has the responsibility of posting the students’ grades that appear on their class list. After the University has processed the grades, students can then request a transcript.

F. Students enrolling in Syracuse University courses through Project Advance normally obtain dual high school and college credit. The University grade for the course is determined in compliance with grading criteria established by Syracuse University. The high school grade is determined by the high school.

Student Identification Numbers

Students in Project Advance sections of SU courses are officially registered as part-time, nonmatriculated students and receive an SU I.D. number. The I.D. number permits students to use the SU libraries.

Student-Parent Orientations

Many schools conduct orientation programs during the school year to offer parents and students the opportunity to learn and ask questions about the high school-college program and enrollment procedures.

These programs ideally occur prior to when students select their courses for the following year. Such programs have met with positive community response and have prevented potential misunderstandings. Schools that desire University participation should try to arrange a time that coincides with our school visits to the area, particularly when there is considerable distance involved. The date, time, scope of the orientation, and materials needed for distribution must be arranged several weeks in advance.

Tuition Payments and Policies

Please consult website for current tuition charges

Tuition is based on the number of credits each student registers to take in a given academic year or semester. Financial assistance is available for those who qualify.

School administrators are informed well in advance of any tuition changes for the next academic year.

A. If students choose to enroll in a two-semester sequence or a full-year course, tuition is due for all of the credits in the fall semester. If students choose to enroll in one-semester courses, tuition is due at the beginning of the semester in which each course is taken. It is up to each high school to determine which semester (fall or spring) to offer the one-semester, three-credit courses. On page 11, please find a table describing each course in relation to credits, prerequisites, tuition, etc.

Payment Procedures and Policies

Once registrations have been received and processed, Project Advance will send an invoice for tuition to each student’s parent(s) or guardian(s) at the address provided on his/her registration. No money is to be collected by the instructor or the school. Project Advance must receive tuition payment by the due date printed on the bill.

We offer a convenient online BillPay option at pass.supa.syr.edu. A monthly installment payment plan is also available, but it does include an additional $15 processing charge for monthly billing notices. Registering for a Syracuse University course incurs a financial obligation to the University. Failure to pay tuition will result in the student being placed on financial hold. Students on financial hold will not be eligible to receive SU transcripts.

Tuition Refunds

A. Voluntarily dropping courses:
   1. Students who voluntarily drop courses before the semester’s posted drop date deadlines are eligible for a 100 percent refund of the tuition paid. SU does not issue refunds for voluntary drops after these dates.

B. Involuntarily dropping courses for unforeseen events, such as:
   1. The student’s family moves out of the district.
   2. A major illness or accident that requires the student to withdraw from all high school courses for an extended period.

   These requests will be reviewed on a case-by-case basis prior to processing a refund.

Financial Assistance

Although limited financial assistance for students with urgent financial need (e.g., free or reduced lunch) is available through Project Advance, we encourage schools and students to ex-
school; SU course(s) taken; and the name, title, and address of the college official to whom the transcript should be sent.

B. Students should find out from their college catalogs where transcripts should be sent (i.e., registrar, admissions, etc.), as this varies from institution to institution. Students matriculating at SU should direct a transcript to the dean of the college in which they enroll.

C. Students should wait one or two weeks after the end of the semester before mailing a transcript request. The transcript request form should be sent to:

Syracuse University
Transcript Office
109 Steele Hall
Syracuse NY 13244-1120

Transcript request forms may also be faxed to 315-443-7994. Transcripts will not be sent when the request is made by telephone, e-mail, or by an individual other than the student.

D. Students are advised to check with the college to which they are applying to confirm receipt of the transcript. If the transcript has not been received within six weeks of a request, students should contact the Syracuse University Transcript Office at the address above or call 315-443-2422.

Occasionally, students seeking credit and advanced standing at colleges and universities other than SU find that people misunderstand the term "Project Advance." They assume the term indicates courses specially designed by SU for high school students. In fact, the courses are regular SU courses, identical in every important respect to those taught in the colleges on the University campus, including the same textbooks and curriculum.

Moreover, Project Advance administers Syracuse University courses entirely in accordance with the framework, rules, and academic guidelines covering all courses offered by SU. With this in mind, we suggest that instructors, guidance counselors, and all others who speak with students about these courses refer to them as SU or Syracuse University courses and use the course name and number (e.g., PAF 101, SOC 101, MAT 295, etc.). We also suggest the following procedure for students who are seeking recognition in college:

1. College applications often question whether the applicant has ever enrolled at, or done coursework with, another college or university. Students should answer "Yes" and explain that they were enrolled as part-time, nonmatriculated students in the College of Arts and Sciences, College of Engineering and Computer Science, Whitman School of Management, etc., at Syracuse University.

2. In both correspondence and discussion with college officials, students should refer to the course(s) taken by name and number (e.g., Psychology 205).

3. Students should be sure they have requested, and the college has received, an official Syracuse University transcript of all coursework taken through the University.

4. If the question of transfer of credit or advanced standing depends on showing a similarity between course content at the institution the student will attend and the Syracuse University course, the student should request that the faculty or other college officials making the decision review the course syllabi or manuals, course descriptions, and student portfolios as appropriate. Brief course descriptions also appear in the official Syracuse University Bulletin: Undergraduate Course Catalog. More extensive course descriptions can be downloaded from the Project Advance website: supa.syr.edu/courses.

5. Some colleges require or make available a validating examination to evaluate transfer students’ preparation for advanced coursework. Alternatively, students may have the opportunity to register for the advanced course at their own risk. If a question arises about their preparation, they should request an opportunity to demonstrate their readiness for advanced work.

6. If, after a student has followed the preceding steps, faculty or officials at the college have questions that the student cannot answer, the student should request assistance from the Project Advance office by contacting the director, in writing, by phone or by e-mail:

   Director
   Syracuse University Project Advance
   400 Ostrom Ave
   Syracuse NY 13244-3250
   315-443-2404
   help@supa.syr.edu

   The student should communicate the name, title, address, and phone number of the faculty member or the official, as well as the nature of his or her questions.

7. Above all, students should not give up if their college or university is initially unwilling to recognize their SU coursework for credit and/or placement. Most colleges want to give students proper placement based on their achievement. If the institution needs further clarification or evidence of the work completed, students should ask Project Advance for assistance and encourage college officials to do so at any time.
Instructional Materials

Lists of instructional materials necessary for the courses are provided at supa.syr.edu/courses under the individual course listings. These include all ordering information, including special rates available for high schools offering SU courses through Project Advance. High schools should purchase all instructional materials required for students enrolled in SU courses in the minimum quantities indicated by the University.

Teacher Copies

High school teachers participating in summer workshops will receive copies of most of the instructional materials used in their SU courses.

Research and Evaluation

The Project Advance staff conducts a variety of research and evaluation activities to assess the effectiveness of instruction in the SU courses offered through the program; the maintenance of academic standards; the quality of instructional materials; and the impact of the program upon students, faculty, curriculum, and schools. Such information is not only vital for continued course and program improvement; it also is necessary for colleges and universities that evaluate these courses in order to make recognition decisions. Research and evaluation activities include the following:

- Course and instructor evaluations
- Post-graduate studies of students who took SU courses through Project Advance to determine the recognition received from other colleges and universities, the impact of participating in the program on their academic behaviors, and the impact of participating in the program on their high schools
- Comparison studies of students in Project Advance sections of SU courses and students in Main Campus sections of SU courses
- Impact studies of Project Advance instructors and schools
- Other special studies

Requests for reports and inquiries about research on specific topics should be sent to:

Rob Pusch, Associate Director
Syracuse University Project Advance
400 Ostrom Avenue
Syracuse NY 13244-3250
E-mail: evaluation@supa.syr.edu

For more information, contact us at:

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SUPA Administrators

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Computer Engineering, IST, Web Design
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William Newell (bnewell@supa.syr.edu)

English/Writing, Presentational Speaking, Sociology
Christina Parish (cmparish@syr.edu)

Accounting, American History, Biology, Entrepreneurship, Physics, Public Affairs, Sport Management
Eric Young (ewyoung@syr.edu)

English
Sean Conrey (smconrey@syr.edu)
<table>
<thead>
<tr>
<th>Course/Program</th>
<th>Items Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawing</td>
<td>The costs of this course will be equivalent to the purchases made previously. There will not be an increase in staffing, the need for training, or equipment and supplies.</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td><strong>Textbook</strong> $183.95 Barnes &amp; Noble - Cost per student</td>
</tr>
<tr>
<td></td>
<td><strong>Staffing</strong> Depending on enrollment for Mrs. Petrie's classes, there may be a need to increase her from a .7 FTE to 1.0 FTE</td>
</tr>
<tr>
<td>SUPA Biology</td>
<td><strong>Professional Development</strong> Kathleen will be required to attend a 1-week training program to become a certified member of SU's faculty. The district will be responsible for the costs of food and Professional Development as per the CTA contract. In addition, Kathleen will be required to attend 2-days of training during the school year.</td>
</tr>
<tr>
<td></td>
<td><strong>Supplies</strong> There would be a materials cost for the lab portion of the course. Kathleen will need to submit.</td>
</tr>
<tr>
<td>PLTW</td>
<td><strong>Training</strong> For each high school level course, the teacher must attend a 2-week training at RIT. The cost, before BOCES Aid is $2,400.</td>
</tr>
<tr>
<td></td>
<td>For each middle school course, the cost of training will be $795. PD will be compensated as per the CTA contract.</td>
</tr>
<tr>
<td></td>
<td><strong>Program Cost</strong> The cost of the high school PLTW program will be $3,000 per year. The cost of the middle school program will be $795 per year.</td>
</tr>
<tr>
<td></td>
<td><strong>Materials</strong> I have attached the detailed materials costs sheet to this document. The cost of Principles of Engineering will be approximately $10,000 for a class of 20 student</td>
</tr>
<tr>
<td></td>
<td>The cost of DDP will be approximately $600 per class of 20 students.</td>
</tr>
</tbody>
</table>