

SAMPLE COLLEGE COURSE POLICIES

COLLEGE COURSE POLICY GUIDELINES: OVERVIEW

P-TECH 9-14 schools provide students with the opportunity to earn an industry recognized associate degree, while simultaneously earning a high school diploma. P-TECH schools provide preparation and academic support so that as many students as possible achieve that goal.

PARTNER COLLEGE APPROVAL OF COLLEGE COURSES

As the entity that awards credit for college courses, the partner college must approve each course offered to early college students. Specifically, the appropriate department must approve:

- The professor assigned to teach the course
- Course content and syllabus
- Grading and attendance policies

COLLEGE COURSE ELIGIBILITY

- Students are eligible to enroll in college courses beginning the summer prior to 10th grade.
- To be eligible for college English courses (or other courses that require reading and writing proficiency), students must demonstrate that they have met the college's proficiency benchmarks by earning a score of 80 on the New York State English Language Regents exam or passing the CUNY Assessment tests in reading and writing. Students may not enroll in a college credit bearing English course prior to 11th grade.
- To be eligible for college math courses (or other courses that require math proficiency), students must demonstrate that they have met the college's proficiency benchmarks by earning a score of 85 on any New York State Mathematics Regents exam and completing Algebra 2/Trigonometry; or passing the CUNY Assessment tests in mathematics. Students may not enroll in a college credit bearing math course prior to the second semester of 10th grade.
- Early college students must fulfill all prerequisites for college level courses before enrolling in them, unless the department chair at the partner college waives the prerequisite.
- Students who fail a high school course that precedes a college course in the same discipline are ineligible to take that college-level course until they successfully pass the high school course.
- P-TECH students may not enroll in remedial or developmental courses at the college. If students have not met proficiency benchmarks, the school partners should work together to develop high school courses that will aid them in gaining the necessary skills.
- 11th and 12th grade students with a college GPA below 2.0 are ineligible to take college courses for one semester. In their "off" semester, students should be offered additional academic and socio-emotional support options (e.g., counseling, study skills workshop, note taking, time management) that will prepare them for re-enrollment.



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- P-TECH students who enroll in college credit courses and their family members must sign a Student Contract at the beginning of each academic year. This contract outlines the key expectations and responsibilities of students in college courses.

PARTNER COLLEGE APPROVAL OF COLLEGE COURSES

- Attendance should be recorded using a method that schools and partner colleges have agreed upon in advance.
- Every college course should have an attendance policy that is clearly outlined in the course syllabus and explained to students at the outset of the course. Students should be aware of the expectations of attendance and the consequences of non-attendance.

PARTNER COLLEGE APPROVAL OF COLLEGE COURSES

- Every college course should have a clear grading policy that is outlined in the course syllabus and approved by the appropriate department at the partner college.
- College professors, Early College Liaisons, and school leaders should work together to develop and administer early assessments of student learning in the college courses, in order to take corrective action to improve academic standing.
- Over as many as six years, P-TECH students can withdraw from a maximum of three college courses for academic reasons.
- Final letter grades of A, B, C, D, F, INC should be given in every college course, unless a student has withdrawn or opted for credit/no credit (pass/fail). Students are limited to one credit/no credit (pass/fail) option, in an elective course.

For more information about the P-TECH 9-14 model, please visit ptech.org