

ADMINISTRATIVE GUIDE

2026-27



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WELCOME TO SUPA

Syracuse University Project Advance (SUPA) facilitates and administers a concurrent enrollment program that enables high school seniors and select juniors to enroll in Syracuse University courses on their own high school campus. Project Advance provides a continuing forum for communication between secondary and postsecondary educators through its in-service training and annual professional development for high school instructors. In addition, Project Advance conducts ongoing research and evaluation in an effort to systemically improve instruction.

The policies and procedures described in this manual were developed in cooperation with high schools offering Syracuse University 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.

As an educational partnership that depends on a shared purpose and trust, we value your support and welcome your suggestions.



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Director, Project Advance
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GENERAL OFFICE CONTACT INFORMATION

Website

projectadvance.syracuse.edu

Email & Live Chat

Billing Questions: supabilling@syr.edu

Registration Questions: suparegistration@syr.edu

Marketing Questions: supacomms@syr.edu

Summer Institute: supasi@syr.edu

General Help: supahelp@syr.edu

Live Chat: go to projectadvance.syracuse.edu and click the CHAT button.

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Instagram: instagram.com/supprojectadvance

LinkedIn: linkedin.com/company/syracuse-university-project-advance

SCHOOL PARTNER INFORMATION AND INSTRUCTOR POLICIES

Becoming a Partner School

Schools wishing to offer Project Advance (SUPA) sections of Syracuse University courses should complete a 'new school' application (if the school is not a current SUPA partner) and submit the school's course catalog (which must be reviewed and approved by SUPA course administrators before the high school can begin offering the course). Existing partner schools planning to offer a new course should submit a 'new teacher' application for that course area. In some cases, presentation of an acceptable written proposal and/or conversation with the supervising faculty liaison for adaptation of the University course to the specific high school situation will be requested. For more information on becoming a partner school, visit projectadvance.syracuse.edu/partner.

Teacher Qualifications and Certification

1. Qualifications: 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. If you have questions about qualifications for a specific course, please contact the SUPA administrator for that course (see Course Details at the end of this document for a list of SUPA administrators). For full details on the teacher application process, please visit projectadvance.syracuse.edu/instructors/apply.

2. Certification: To become a certified instructor for a specific Syracuse University course, teachers must apply for and be approved to attend SUPA's annual Summer Institute training on the Syracuse University campus. Approved instructors participate in discipline-specific professional development workshops, typically over the course of a week, facilitated by the SU faculty liaison. The Summer Institute is essential to familiarize instructors with the course curriculum, pedagogy, assessment criteria, and administrative practices.

Attendance at all sessions and satisfactory completion of the Summer Institute training are required. Go to projectadvance.syracuse.edu/summerinstitute to see the current year schedule. Upon successful completion of the training, the teacher will be provided a courtesy appointment as a Syracuse University adjunct instructor and will be certified to offer the course at their high school. 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.

3. Maintaining Certification: To stay certified, teachers are required to attend the program's annual/biannual professional development seminars for each course in which they are certified. These required seminars are held on regular school days and are typically offered once or twice each year.

If your course conducts seminars twice per academic year, then attendance for both sessions is required. All teachers, regardless of teaching status (i.e., active or backup) or course status (if the HS does not offer the course during a particular semester) are required to attend these seminars to maintain their Syracuse University adjunct instructor appointments. Consequences for not attending seminars include decertification and/or required retraining. Teachers must also teach the course at least once every three years to remain certified in that course area. Please consult with your course administrator or faculty liaison if you cannot do so.

Backup Instructors, Student Teachers, and Co-teachers

In case a SUPA teacher is unable to complete the course instruction because of illness or some other unforeseeable occurrence, each high school should have a sufficient number of trained and certified teachers available to prevent cancellation of a class for Syracuse University credit. A cancellation hurts everyone, especially students. Schools are required to notify the SUPA course administrator immediately of any changes that may occur with the Syracuse University instructor of record.

Partner high schools must seek approval from the course administrator and faculty liaison if a substitute teacher is anticipated to teach a Syracuse University course for more than two weeks.

Student teachers are prohibited from teaching an SU course. As noted above, only a SUPA certified instructor may serve as a teacher or "co-teacher" for a Syracuse University course, i.e., deliver course content, provide course-specific instruction, assess student work, assign SU course grades, etc.

SUPA Coordinator

Project Advance strongly recommends that the school appoint a SUPA Coordinator to serve as the main point of contact between the high school and Project Advance. Often this will be a member of the guidance staff, a teacher, or administrator who is committed to the partnership. The SUPA coordinator is not required to attend any specific meetings or seminars but will serve as a general administrative contact and resource for students.

Course Oversight

Syracuse University reserves the right to determine and periodically revise the conditions under which its programs may be offered for college credit and assumes responsibility for their supervision.

STUDENT ADVISING, PLACEMENT AND COURSE GUIDELINES

Eligible Students

Syracuse University courses offered through Project Advance are open to qualified seniors who have shown high self-motivation and academic achievement, i.e., a recommended 'B' average or better in the subject area and overall GPA, and who have the recommendation of their teachers, school administrators, and guidance personnel. Some courses are open to select juniors as

well. To be eligible to enroll in a Syracuse University course through SUPA, students must meet any prerequisites required (see “Syracuse University Course Details” at the end of this document for a list of courses and their prerequisites). Exceptions to this policy require prior approval from the appropriate SUPA administrator and University faculty liaison.

High school students who take a Syracuse University course through Project Advance are held to the same academic standards as matriculated Syracuse University students. In advising students, counselors should keep in mind that regularly matriculated, full-time Syracuse University students are considered to be carrying a full course load if they register for 12-15 credits per semester (or 3 or 4 courses). Given the rigor and the additional preparation required for these University courses, students should be advised against taking more than 2-3 Syracuse University courses per semester to ensure that they will be successful in their studies, particularly if they are taking other advanced courses and involved in multiple extracurricular activities.

Class Size

Class sizes for Project Advance sections may not exceed those listed in the Class Size table (see “Syracuse University Course Details” at the end of this document).

Co-Seating/Mixed Classes

Syracuse University prohibits non-registered students from being seated in courses on the Syracuse University campus. However, Project Advance does make allowances for mixed classes at our partner high schools with the stipulation that a clear majority (75-80%) of students must be officially registered for SU credit in each course section to run as a University course. Project Advance does not allow co-seating with other programs, including AP.

Scheduling

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

School Counselor Department

It is very important that members of the high school’s counseling 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 Syracuse University courses offered through Project Advance.

We encourage school counseling personnel to attend one of our “School Counselor Information Sessions” or to contact the SUPA office to speak to an administrator. Counseling professionals should also pay close attention to the previous section, titled “Eligible Students,” for guidelines on student enrollments.

Course Descriptions and Weight

See page 13 of this document for specific course notes. Course descriptions are also available on our website at projectadvance.syracuse.edu/courses. We ask that Syracuse

University courses offered at your school be given the same course weight as other honors, AP/IB, or college-level classes at your school.

Information for Parents and Students

Parents and prospective students should be given an opportunity to ask questions and learn about the benefits of Syracuse University courses before registering. SUPA can provide materials for students and parents for these Parent-Student Information Sessions. These orientations can help prevent potential misunderstandings about concurrent enrollment courses.

SUPA administrators are also available to speak at your school to discuss the program and answer any questions. 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. Schools are provided with course descriptions that should be included in the school curricular guide. Course information can be found on the website at projectadvance.syracuse.edu/courses.

Guaranteed Orange

Syracuse University values the commitment of students who participate in our Syracuse University Project Advance, Syracuse University Summer College and Accelerated Semester Online programs. To reward their dedication, Syracuse University offers eligible students:

- Guaranteed admission to Syracuse University’s College of Arts and Sciences. Students applying to other colleges within Syracuse University will not be guaranteed admission but will receive full consideration for those programs and applicable scholarships.
- A \$20,000 per year tuition scholarship* - that’s \$80,000 over four years!

**Please note: The Guaranteed Orange Scholarship cannot be added on to other Syracuse University merit-based scholarships.*

Students qualify for Guaranteed Orange if they:

- Achieved at least a 3.0 grade point average (GPA) in the courses that they completed.
- Have completed or plan to complete at least 6 credit hours through SUPA, Syracuse University Summer College or Accelerated Semester Online by the end of their high school senior spring semester. Students who completed a combination of courses from these programs that equals at least 6 credits are also eligible.
- Must have achieved an overall high school GPA of 3.7 (on a 4.0 unweighted scale) or 4.7 (on a 5.0 weighted scale) at the conclusion of their junior year.
- Apply to Syracuse University [by the deadlines](#). No application fee.

To learn more about eligibility requirements and next steps, please visit the Guaranteed Orange webpage (<https://www.syracuse.edu/admissions-aid/application-process/undergraduate/admitted/pathway-programs/guaranteed-orange/>) or contact the Office of Admissions at orange@syr.edu.

Student Identification Numbers

Students in Project Advance sections of Syracuse University courses who officially register as part-time, non-matriculated students receive a Syracuse University I.D. number (SUID). The SUID number permits students to utilize university resources. This number is unique to each student and should not be shared with anyone.

Students will also be assigned a NetID. The NetID is used to access certain online systems at the university, such as the Syracuse University libraries. The NetID will have to be activated by the student. Instructions for this process will be provided once the student is officially registered for SU course credit.

Please note: Only students who complete the registration process, including submitting full course tuition payment by the payment deadline, will continue to have access.

Syracuse University Library Access

For information on how to access the library system, visit projectadvance.syracuse.edu/instructionalservices/library-access.

SUPA instructors, school media specialists, and registered students have full access to the Syracuse University Library system and all of its databases and other resources. SU Librarians are available to support SUPA classes.

TEACHING GUIDELINES AND RESPONSIBILITIES

Course Load

Some instructors become certified to teach more than one Syracuse University course, and some schools offer multiple sections of Syracuse University courses to meet student demand. If an individual teacher plans on offering more than two sections of a Syracuse University course per semester, either of the same course or different SU courses, please consult with the SUPA administrator(s) in advance.

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 non-teaching duties (insofar as possible). Three preparations and five classes constitute a maximum load for teachers in Syracuse University's Project Advance program.

Instructional Materials

Individual course descriptions including instructional materials are available online at projectadvance.syracuse.edu/courses.

Instructional materials should be ordered well before the beginning of the academic year. Special rates may be available for high schools offering Syracuse University courses through Project Advance. High schools should purchase all instructional materials required for students enrolled in Syracuse University courses. Older editions of required textbooks are generally acceptable if approved by the Syracuse University faculty liaison. High school teachers participating in summer workshops will receive copies of the instructional materials used in their Syracuse University courses.

Instructor Responsibilities

Our office will communicate with instructors about deadlines and procedures for these responsibilities. Instructors are responsible for making sure all registration materials are accessible to students and their parents/guardians ahead of the registration period.

Syllabi: Instructors will be required to develop and distribute to students an official course syllabus that adheres to the template provided by SU faculty and that includes the required text(s), curricular materials, and academic policies each semester that they teach the course. Instructors will also be asked to upload a copy of their syllabi to PASS. This is a requirement for our program to maintain accreditation.

Administrative Duties: Examples include, but are not limited to: submitting class section information, confirming class rosters, assisting with student drop and withdrawal requests, and grade reporting. These procedures help to ensure that the students who appear on your class roster are registered for Syracuse University course credit and are therefore eligible to receive an SU transcript.

Course Feedback: End-of-semester student evaluations are an important part of our program! Instructors and students will receive instructions on completing these important surveys, which can provide actionable feedback to improve teaching and learning.

Leave of Absence Notification & Prior Approval: In the event 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. Please notify the SUPA course administrator immediately of any changes that may occur with the Syracuse University instructor of record.

Partner high schools must seek approval from the course administrator and faculty liaison if a substitute teacher is anticipated to teach a Syracuse University course for more than two weeks. Only certified course instructors may serve as the instructor of record and submit official Syracuse University grades.

Class Rosters and Student Records

Each semester, instructors are required to log in to the PASS

online information system and view their applications/class rosters. The purpose of these class rosters is to inform instructors which students have officially registered for the Syracuse University course and ensure accurate student records.

Students are not eligible to register retroactively for Syracuse University course credit. They must apply for Syracuse University courses by the stated registration deadline for the academic year/semester in which they are taking the course and pay the course tuition in full by the listed payment deadline.

Annual Seminar Attendance and Class Visit

Instructors are required to attend an annual or biannual course-specific professional development seminar, facilitated by Project Advance and the Syracuse University faculty, to maintain their SU certification.

In addition, Project Advance will arrange a class visit, where a member of the faculty will visit the classroom to ensure the course is adhering to academic standards and learning objectives and to meet with the students and engage in the course content.

Instructor Resources

Information on how to access and use these resources is available at projectadvance.syracuse.edu/instructionalservices.

Project Advance Student Services (PASS): PASS is Project Advance's online system for tracking student registrations, class rosters, instructor and school information pass.digitalservices.syr.edu.

MySlice: MySlice (myslice.syr.edu) is a Syracuse University online system. Project Advance instructors will use MySlice to enter their students' final course grades each semester they teach an SU course.

TurnItIn: TurnItIn is a plagiarism detection service that allows instructors to upload student work (submitted as electronic files, such as a Word document) into the system and receive a report that identifies "matched text." The instructor still must analyze the report for originality, but Turnitin does provide them with more information that can be used to make this determination. Instructors may request access to SU's TurnItIn license by visiting projectadvance.syracuse.edu/instructionalservices/turnitin/.

Student Grievances

Discrimination or Harassment - The University does not discriminate and prohibits harassment or discrimination related to any protected category including creed, ethnicity, citizenship, sexual orientation, national origin, sex, gender, pregnancy, disability, marital status, political or social affiliation, age, race, color, veteran status, military status, religion, sexual orientation, domestic violence status, genetic information, gender identity, gender expression or perceived gender. Sexual harassment and sexual violence are forms of sex-based discrimination and are prohibited. Complaints of discrimination or harassment, including complaints of sexual misconduct, should be reported to the applicable school officer at your high school, or local law enforcement. If additional assistance is needed, you may contact the Director of Project Advance at 315.443.2404.

Grades

Syracuse University grades must conform to standards established by the University. These are explained in our manuals, workshops, and training sessions. The Syracuse University certified instructor is the only person authorized to enter grades. Occasionally, differences in the application of grading criteria may arise between the high school instructor of record and the Syracuse University faculty. Such issues are usually discussed and resolved on a collegial basis.

Students enrolling in Syracuse University courses through Project Advance normally obtain dual high school and college credit. As noted, 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. At the end of each term, each instructor assigned a Syracuse University course section has the responsibility of reporting University grades for the students who have registered for Syracuse University credit. After the University has processed the grades, students can then request a Syracuse University transcript.

Students who intend to matriculate at Syracuse University should be advised that their Syracuse University grades will become part of their official GPA at Syracuse University and that poor grades can negatively impact scholarships, internships, and other opportunities. Syracuse University grades are typically not factored into the GPA at other colleges or universities when a student receives transfer credit.

However, it is important for students to remember that they are enrolled in an actual university course and that some institutions/organizations, e.g., LSAC for its GPA conversion, may require students' full undergraduate academic record, including their dual (concurrent) enrollment courses and course grades.



Syracuse University campus buildings during the winter.

Grade Appeals

If the student is not able to resolve the grade dispute with the instructor of record, the next level of appeal is the Syracuse University Project Advance faculty liaison for the course. Appeals at this level and any subsequent levels must be submitted in writing, along with any supporting documentation, to the Director of Project Advance. Contact the SUPA office for assistance identifying the appropriate Syracuse University faculty liaison.

- The assignment of grades at Syracuse University is the responsibility of the instructor of record; once assigned by the instructor of record, a grade cannot be changed without their consent, except by due process as detailed below.

- A course grade is based upon the instructor's professional assessment of the academic quality of the student's performance on a body of work. Such assessments are non-negotiable, and disputes about them do not constitute valid grounds for an appeal. Valid grounds can arise, e.g., when an instructor fails to provide or implement uniform and consistent standards or bases an assessment on criteria other than academic performance.
- The appeal process for a grade dispute begins with the instructor of record at the high school. Failure to comply with this may be grounds for denial of subsequent appeals.
- If the student is not able to resolve the grade dispute with the instructor of record, the next level of appeal is the Syracuse University Project Advance faculty liaison for the course. Appeals at this level and any subsequent levels must be submitted in writing, along with any supporting documentation. Contact the SUPA office for assistance identifying the appropriate Syracuse University faculty liaison.
- If satisfaction is not obtained at this or any subsequent level, the appeal always moves to the next level of authority. The levels in succession are: 1) the instructor of record at the high school, 2) SU faculty member in charge of the course (i.e., SUPA Faculty Liaison), 3) the SU department chair of the faculty member, 4) the SU dean of the department chair. The SUPA office is available to direct the student to the appropriate office on campus.
- At each level of appeal, a fair and thorough hearing of all views is sought before a decision is made. This may, but need not, require a face-to-face meeting of the parties directly involved in the dispute.
- A decision may be reached if both student and instructor agree. If such a decision cannot be reached and all of the previous levels in succession have been consulted, a panel designed by the college for this purpose shall hear the case. The College Panel, after reviewing the basic facts of the case may either decline to hear the case or decide to hear the case. Upon hearing the case and after due deliberation, the Panel may deny the appeal or authorize the Registrar to change the grade, among other possible remedies.
- Refer to the Syracuse University Grade Appeals process in full as outlined in Section 8.4.6 of the Academic Rules in the online Undergraduate Catalog.
- Any appeal beyond the instructor of record must be initiated in writing to either the SUPA Director or the Faculty Liaison for the Syracuse University course before the last day of classes of the academic year semester immediately following the one in which the aggrieved grade was received by the Registrar. This written appeal should describe the basis for the grievance, the informal steps taken to resolve the dispute, and the remedies sought. Grade appeals after this deadline will not be considered.

Student Privacy Rights

The Family Educational Rights and Privacy Act of 1974 ("FERPA") protects the privacy of students' educational records, including, for example, student ID information, course grades, and financial aid information, for any institution receiving federal funding. Syracuse University fully complies with FERPA and its implementing regulations.

Please be aware that when a student enrolls in a postsecondary institution (e.g., college or university), regardless of their age, the privacy and access rights afforded by FERPA transfer from the student's parents to the student. This means that Project Advance students have the right to control access to their education records that are created and maintained by Syracuse University.

FERPA permits parental access to a student's information without prior permission of the student when proof of dependency status has been provided to the Office of the Registrar, and in certain other limited circumstances. Students registering for Syracuse University courses through Project Advance provide their consent on the course application form authorizing their parent/guardian to have access to their financial records and to make payments on their behalf.

For more information regarding students' rights as they relate to FERPA, see Syracuse University's Policy Statement at registrar.syr.edu/students/student-privacy-rights/.

Academic Accommodations and Disability Services

Syracuse University is committed to access and inclusion for all Syracuse University students with disabilities in adherence with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008. Disability-related information will be treated in a confidential manner in accordance with federal and state regulations.

If the student has specific accommodation needs related to their Syracuse University courses, they should speak with their course instructor at the start of the semester to ensure access to the appropriate resources. Most, if not all, Syracuse University instructors include a statement in their course syllabi similar to this:

Syracuse University values diversity and inclusion; we are committed to a climate of mutual respect and full participation. My goal is to create learning environments that are usable, equitable, inclusive and welcoming. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or accurate assessment or achievement, I invite any student to meet with me to discuss additional strategies beyond accommodations that may be helpful to your success.

Partner high schools are encouraged to contact the Project Advance office to assist with providing resources, e.g., alternate-text formatting, to ensure equal opportunity for students enrolled in Syracuse University courses.

Academic Integrity Policy and Reporting

Students who enroll in an SU course through Project Advance are non-matriculated students of the University and are expected to abide by the Academic Integrity Policy. The complete policy is available from Syracuse University's Academic Integrity Office or by visiting class.syr.edu/academic-integrity/policy.

Project Advance instructors are required to provide the Syracuse University academic integrity statement in their course syllabi, along with any other required University policies. Instructors are also required to report academic integrity violations in their Syracuse University course sections to the University. Contact the SUPA office for forms and additional information.

STUDENT REGISTRATION AND COURSE RECORDS

Registration

All official student records for Project Advance sections of Syracuse University courses are maintained by the Syracuse University 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 course sections register in accordance with specified deadlines and procedures. The SUPA coordinator should be available to help oversee course registrations (see page 4 for information on SUPA Coordinators). For complete registration instructions, please visit:

projectadvance.syracuse.edu/registration.

Materials and instructions are made available to Syracuse University Project Advance instructors and to the designated SUPA coordinators in the high school. To register for Syracuse University credit, students must apply to register online at pass.supa.syr.edu. Students must complete their online applications, including all course selections, required personal information, and any required supporting documentation, e.g., prerequisite documentation, as well as all student and parent/guardian e-signatures, by the online registration deadline. Late submissions will not be processed, and incomplete applications will be deleted from the system. Syracuse University registration deadlines apply regardless of the add period at partner high schools.

Students have additional time to submit their course tuition. However, the tuition payment in full must be made by the payment deadline for registration to be complete, i.e., for students to be officially enrolled for Syracuse University course credit. Non-payment will result in the application being deleted from SU's records, and any partial payments made will be refunded. The student will be eligible for high school course credit only.

Course Drops and Withdrawals

Students who wish to drop or withdraw from a course must inform their teachers in accordance with the policies of Syracuse University. Drop and withdrawal request forms are available and must be completed in PASS.

Course Drop

A drop form must be completed and electronically signed by the student, approved by the parent/guardian and instructor, and submitted to Project Advance through PASS prior to the official deadline for dropping a course through SU. 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 Syracuse University 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, or while an academic integrity case is still under review.

Course Withdrawal

After the official Syracuse University drop date, students may withdraw from a course and have the symbol WD (withdrew) recorded on their transcripts. The option of withdrawing extends to approximately two weeks before the last day of classes.

A withdrawal form must be completed and electronically signed by the student, approved by the parent/guardian and instructor, and submitted to Project Advance through PASS prior to the official deadline for withdrawing from a course through SU. Please review the registrar's calendar on the website for specific dates. Withdrawal from a course after the official drop deadline does not remove the financial obligation to the University on the part of students/parents.

Note: The University reserves the right to enact an administrative drop for students who are absent from class for an extended period of time and cannot meet the participation requirements of a course for reasons other than a documented disability, such as a school suspension. Tuition refund is not guaranteed and may not be issued under these circumstances. Proper documentation from the high school may be required and will be reviewed on a case-by-case basis.

TUITION, TRANSCRIPTS AND CREDIT TRANSFER

Tuition Payments and Policies

Tuition Information is available at projectadvance.syracuse.edu/tuition.

Tuition is based on the number of credits each student registers to take in a given academic year or semester. Tuition assistance is available for those who qualify, e.g., students whose household income qualifies them for free or reduced lunch according to federal guidelines. School administrators will receive written notification in advance of any tuition changes for the next academic year.

Please refer to the Registration Calendar for specific tuition payment deadlines. For most single semester three-credit courses, it is up to each high school to determine which semester (fall or spring) to offer the course section. Four-credit courses are typically offered over a full year to ensure the requisite contact hours are being met. See Course Details at the end of this

document for a table describing each course in relation to credits, prerequisites, etc.

Payment Procedures and Policies

No money is to be collected by the instructor or the school. Project Advance must receive tuition payment in full by the specified payment deadline for the student to be officially registered. We offer a convenient online BillPay option in PASS at pass.digitalservices.syr.edu.

Tuition Refunds

Partial payments: If a student has made a partial payment of the course tuition but does not make full payment by the payment deadline, that partial payment will be refunded and the student will only be eligible for high school credit. The student will not be registered for Syracuse University course credits.

Voluntarily dropping courses: Students who voluntarily drop courses before the semester's posted drop date deadlines are eligible for a 100 percent refund of the tuition paid. Students who withdraw (WD) from the course after the drop deadline remain financially responsible to the University.



Syracuse University Hall of Languages.

Involuntarily dropping courses for unforeseen events will be reviewed on a case-by-case basis prior to processing a refund, i.e.,

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.

Tuition Assistance and Direct Billed Schools

Although limited tuition assistance for students with urgent financial need (e.g., qualifies for free or reduced lunch based on individual household income) is available through Project Advance, we encourage schools and students to explore the possibility of scholarship aid through local organizations. Students may apply for tuition assistance while completing their application in PASS during the registration period. When students are applying for tuition assistance, we ask that applicable supporting documents be attached to each request.

Tuition assistance information is available on our website at projectadvance.syracuse.edu/tuition/assistance.

Students who receive a tuition assistance award will see their adjusted balance in their PASS account. Payment will still be due by the posted payment deadline.

Schools that intend to cover student tuition through a grant or other means may contact SUPA to become a direct billed school. This will allow SUPA to streamline tuition assistance requests and coordinate with the schools on the billing and payment process.

Course/Credit Recognition

Students who have taken Syracuse University courses through Project Advance have reported on their experiences in seeking recognition for the courses after matriculating to one of more than 600 colleges and universities in the United States, Canada, and elsewhere. A high proportion of students, approximately 9 in 10, consistently report receiving recognition for their SU courses in the form of transfer of credit hours, fulfillment of general education/major program requirements, placement in more advanced courses, elective credit, or some combination of these. No institution of higher education can guarantee the recognition of its courses by another institution, and institutional and departmental policies do change. Credit recognition remains the exclusive prerogative of the institution granting it. Colleges and universities often consider the individual student's academic record when making this decision, rather than extending blanket acceptance or rejection of the credit.

To inquire about the credit transfer history for specific institutions, students should contact the Project Advance office. Catalogs of colleges and universities from across the country show that most introductory-level courses do not differ substantially in content from one campus to another. However, the sequence of course topics over two semesters may vary considerably among colleges and universities. To create wider acceptance for Syracuse University coursework taken through Project Advance, students enrolled in Project Advance sections of American history, biology, chemistry, physics, and statistics are generally required to take both semesters of these courses.

We encourage students to review the content of their Syracuse University courses with their academic advisors at college and with the appropriate faculty in the academic departments involved to determine how the courses relate to institutional and departmental requirements. Attempts to transfer academic credit should be started by requesting that a copy of the official Syracuse University transcript be sent to the institution rather than through discussions with the advisor. The official academic transcript is almost always the only record recognized when colleges are considering whether to grant credit recognition.

Transcripts

Transcript information is available at projectadvance.syracuse.edu/transcripts.

The transcript includes a complete record of all courses a student has taken at Syracuse University through Project Advance, Summer College, or any other division of the University. Syracuse University policy and federal law protect access to student records. The individual student is the only person authorized to

request that an official Syracuse University transcript be sent to any college or university. Transcripts must be requested by the student and can be sent to any school of their choosing.

Transferring credit is a novel and occasionally frustrating experience for new college students. For the first time, they have to initiate the transfer of their educational records. Hence, the information below should be reviewed carefully with students. Students are responsible for ensuring that the colleges and/or universities they designate actually receive their official Syracuse University transcripts to review.

Procedures for Transferring Credit

A) Request a Transcript: To begin the credit transfer process, students will need to request that an official Syracuse University transcript be sent to the school they will be attending. Students should wait to order transcripts until they have finished their course! Students will receive a letter from our office with transcript request information.

Syracuse University transcripts are managed by Parchment, a secure partner of the University. When requesting a transcript for the first time through the Parchment system, the student will be required to create a new account. When the student creates their account, they are required to have either the SUID or the last four digits of their Social Security number. (If the student did not provide their Social Security number when they registered for credit and do not have their SUID, they should call our office to receive their SUID. We will not give out that information over email or livechat.) Students should also have the address or contact information of where the transcript needs to be sent (as this varies from institution to institution). Students matriculating at Syracuse University should direct a transcript to the dean of the college in which they enroll.

There is a \$12 fee for transcripts, so students will also need to have credit card information ready. Please visit projectadvance.syracuse.edu/transcripts for more information, including instructions on the Parchment system and some FAQs on the credit transfer process.

B) Students are advised to check with the college to which they are applying to confirm receipt of the transcript.

Suggestions for Transferring Syracuse University Credit

Project Advance administers Syracuse University courses entirely in accordance with the framework, rules, and academic guidelines governing all courses offered by Syracuse University. With this in mind, we suggest that instructors, school 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. PST 101, SOC 101, MAT 295, etc.). We also suggest the following procedure for students who are seeking recognition in college:

A) 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, non-matriculated students in the

College of Arts and Sciences, College of Engineering and Computer Science, Whitman School of Management, etc., at Syracuse University.

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

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

D) 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 Course Catalog (coursecatalog.syr.edu). More extensive course descriptions can be downloaded from the Project Advance website: projectadvance.syracuse.edu/courses.

E) 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 or petition to enroll. If a question arises about their preparation, they should request an opportunity to demonstrate their readiness for advanced work.

F) 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
Phone: 315.443.2404 Email: supahelp@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.

G) Above all, students should not give up if their college or university is initially unwilling to recognize their Syracuse University coursework for credit and/or placement. Most colleges want to place students properly based on their achievement. If the institution needs further clarification or evidence of the work completed, students should ask SUPA for assistance and encourage college officials to do so at any time.

RESEARCH AND EVALUATION

The Project Advance staff conducts a variety of research and evaluation activities to assess the effectiveness of instruction in the Syracuse University 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 feedback
- Post-graduate studies of students who took Syracuse University courses through Project Advance to determine the credit transfer 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 Syracuse University courses and students in Main Campus sections of Syracuse University 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:

Associate Director for Research and Evaluation
Syracuse University Project Advance
400 Ostrom Avenue
Syracuse NY 13244-3250
E-mail: supa-evaluations@syr.edu



Graduates celebrating with Otto.

SYRACUSE UNIVERSITY COURSE DETAILS

Students can only register for courses for which they have fulfilled any prerequisite coursework. These Syracuse University courses are open to qualified high school seniors. Some courses are also open to select juniors. Please check with the program administrator for the course for more details prior to placing any juniors into a course section. Sophomores and ninth graders are not eligible to take these University courses.

The minimum class size refers to the number of Syracuse University registered students 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 course sections with students who do not enroll for University credit can affect the motivation of the entire class. The number of such students in any one class section is restricted and should be carefully considered. Courses with low enrollments or that are over-enrolled may be subject to cancellation. Additional requirements for individual courses may be adopted in conformance with actions taken by academic departments in the University. If you have any questions concerning these policies, need assistance with course selection, or are interested in embedding curricular and career pathways into your school, please don't hesitate to reach out to the Project Advance administrator for the course in question.

Full course descriptions are available at projectadvance.syracuse.edu/courses.

Tuition for classes is \$115 per credit hour.

Courses	Credits	Class Size	SUPA Administrator	Comments
AAS 112 Intro to African American Studies	3	15 to 24	Melanie Nappa-Carroll	Open to seniors only.
ACC 151 Introduction to Financial Accounting	4	15 to 25	Eric Young	This is a full-year course.
BIO 121 General Biology I	3	10 to 20	Eric Young	First course of a two-course biology sequence. It is offered in the fall. Must register for both Bio 121/122 and BIO 123/124 in the fall. Co-requisite: BIO 122 (Lab)
BIO 122 General Biology I Laboratory	1	10 to 20	Eric Young	Co-requisite: BIO 121 (Lecture)
BIO 123 General Biology II	3	10 to 20	Eric Young	Second course of a two-course biology sequence. It is offered in the spring. Prerequisite: BIO 121/122. (See above.) Co-requisite: BIO 124 (Lab)
BIO 124 General Biology II Laboratory	1	10 to 20	Eric Young	Co-requisite: BIO 123 (Lecture)
CHE 106 General Chemistry Lecture	3	10 to 24	David Tate	First course of a two-course sequence in general chemistry. Offered in the fall. Must register for CHE 106/107 and CHE 116/117 in the fall. Co-requisite: CHE 107 (Lab).
CHE 107 General Chemistry Lab	1	10 to 24	David Tate	Co-requisite: CHE 106 (Lecture).
CHE 113 Forensic Science	4	10 to 24	David Tate	Typically offered as a full-year course but may be offered in a semester.

CHE 116 General Chemistry Lecture	3	10 to 24	David Tate	Second course of a two-course sequence in general chemistry. Offered in the spring. Must register for CHE 106/107 and CHE 116/117 in the fall. Co-requisite: CHE 117 (Lab).
CHE 117 General Chemistry Lab	1	10 to 24	David Tate	Co-requisite: CHE 116 (Lecture).
CLS 105 College Learning Strategies	3	15 to 25	Kennia Delafe	Must take another college-level or AP course in the same semester as CLS 105 for applied learning.
CPS 155 Introduction to Cyber Security	3	10 to 25	Tavish Van Skoik	Please contact tvanskoi@syr.edu if interested in this course.
CRS 325 Presentational Speaking	3	10 to 20	Christina Parish	Open to seniors and select juniors.
CSE 283 Introduction to Object-Oriented Design	3	10 to 25	Tavish Van Skoik	Should have completed ECS 102 or an equivalent C++ course.
DSF 203 Design Thinking	3	20 to 25	Melanie Nappa-Carroll	
EAR 203 Earth System Science	4	10 to 24	Kennia Delafe	Typically offered as a full-year course. May be offered as a one-semester course if additional lab periods are scheduled. Recommended for students with a strong science background. For seniors and select juniors.
ECN 203 Economic Ideas and Issues	3	15 to 25	Melanie Nappa-Carroll	
ECN 305 Economics of Personal Finance	3	10 to 25	Christina Parish	
ECS 102 Introduction to Computing	3	10 to 25	Tavish Van Skoik	
EEE 370 Introduction to Entrepreneurship and Emerging Enterprises	3	10 to 25	Eric Young	
ENG 181 Class and Literary Texts	3	10 to 25	Sean M. Conrey	ENG 181 is typically paired with WRT 105 as a full-year course sequence for schools' senior English offering.
ENG 192 Gender and Literary Texts	3	10 to 25	Sean M. Conrey	ENG 192 is typically paired with WRT 105 as a full-year course sequence for schools' senior English offering.

FMA 158 Introduction to Film and Media Arts: Digital Photography	3	20 to 25	Melanie Nappa-Carroll	
FRE 201 French III (Intermediate French)	4	10 to 20	Kennia Delafe	This is a full-year course. Open to seniors and juniors by petition. Students are expected to have completed a minimum of four French courses before enrolling in this course.
HEB 101 Hebrew I	4	10 to 20	Kennia Delafe	This is a full-year course. Open to juniors and seniors. No petition is required.
HFS 202 Development of Children	3	10 to 25	Eric Young	
HST 101 American History to 1865	3	15 to 25	Melanie Nappa-Carroll	HST 101 is offered in the fall as part of a two-course sequence. Must register for both HST 101 and HST 102 in the fall semester. Open to juniors and seniors only.
HST 102 American History Since 1865	3	15 to 25	Melanie Nappa-Carroll	HST 102 is offered in the spring as part of a two-course sequence. Must register for both HST 101 and HST 102 in the fall semester. Open to juniors and seniors only.
IAN 103 Art and Craft of Animation	3	10 to 14	Christina Parish	Open to seniors, juniors. Contact admin re: sophomores.
IST 256 Introduction to Python for the Information Profession	3	10 to 25	Tavish Van Skoik	
IST 263 Introduction to Web Development	3	10 to 25	Tavish Van Skoik	
IST 323 Introduction to Cybersecurity	3	10 to 25	Tavish Van Skoik	Custom online lab environment available.
IST 387 Introduction to Applied Data Science	3	10 to 25	Tavish Van Skoik	R Studio or Positcloud is required.
ITA 201 Italian III (Intermediate Italian)	4	10 to 20	Kennia Delafe	This is a full-year course. Open to seniors and juniors. No petition is required. Students are expected to have completed a minimum of four Italian courses before enrolling in this course.
LAT 201 Latin III	3	10 to 20	Kennia Delafe	This is a full-year course.
LAT 310 Latin Prose Authors	3	10 to 20	Kennia Delafe	May be offered as a one-semester course. It is suggested to link LAT 310 with LAT 320 after students complete LAT 201.

LAT 320 Latin Poets	3	10 to 20	Kennia Delafe	May be offered as a one-semester course. It is suggested to link LAT 310 with LAT 320 after students complete LAT 201.
MAR 301 Essentials of Marketing	3	10 to 25	Eric Young	
MAT 221 Elementary Probability and Statistics I	4	10 to 25	Tavish Van Skoik	Students should possess Algebra competency or NYS Level 4. Can be offered without MAT 222; contact program administrator for details.
MAT 222 Elementary Probability and Statistics II	3	10 to 25	Tavish Van Skoik	Must have D or better in MAT 221 to be eligible; must register for MAT 221 in Fall semester
MAT 295 Calculus I	4	10 to 25	Tavish Van Skoik	Students should possess algebra competency or pre-calculus
MAT 296 Calculus II	4	10 to 25	Tavish Van Skoik	Must pass MAT 295 with a D or better or have a 4 or better on the AP, AB Calculus exam.
MAT 397 Calculus III	4	10 to 25	Tavish Van Skoik	Must pass MAT 296 with a D or better or have a 4 or better on the AP, BC Calculus exam or have a qualifying score on the department exam.
MAT 414 Introduction to Ordinary Differential Equations	3	10 to 25	Tavish Van Skoik	Must pass MAT 296 with a D or better or have a 4 or better on the AP, BC Calculus exam or have a qualifying score on the department exam AND pass 397 with a D or better.
PHY 101 Major Concepts of Physics I	4	10 to 20	Eric Young	Includes lab. Must register for both PHY 101 and PHY 102 in the fall.
PHY 102 Major Concepts of Physics II	4	10 to 20	Eric Young	Includes lab. Must register for both PHY 101 and PHY 102 in the fall. Must complete PHY 101 with a grade of "D" or better.
PHY 211/221 General Physics I	4	10 to 20	Eric Young	First half of a two-semester introduction to classical physics including mechanics and thermal physics. Uses calculus. Knowledge of plane trigonometry required. (221 is required 1 credit lab)
PHY 212/222 General Physics II	4	10 to 20	Eric Young	Second half of a two-semester introduction to classical physics including mechanics and thermal physics. Uses calculus. Knowledge of plane trigonometry required. (222 is required 1 credit lab). Must complete PHY 211 with a grade of "D" or better.
PST 101 An Introduction to the Analysis of Public Policy	3	10 to 25	Eric Young	This is a full-year course.
PSY 205 Foundations of Human Behavior	3	10 to 25	Sean M. Conrey	May be offered as a full-year OR one-semester course to seniors and select juniors.

SOC 101 Introduction to Sociology	3	10 to 25	Christina Parish	Open to seniors and select juniors.
SPA 201 Spanish III	4	10 to 20	Kennia Delafe	This is a full-year course. Open to seniors and juniors by petition.
SPA 202 Spanish IV	4	10 to 20	Kennia Delafe	
SPM 204 Principles of Esports	3	10 to 25	Eric Young	
SPM 205 Principles and Contemporary Issues in Sport Management	3	10 to 25	Eric Young	
URP 150 Undergraduate Research Program 1 (Juniors)	4	10 to 25	David Tate	Students often have taken a research centric course in their sophomore year, though this is not a requirement.
URP 250 Undergraduate Research Program 2 (Seniors)	4	10 to 25	David Tate	Students must have completed URP 150 course to be eligible.
WGS 101 Introduction to Women's and Gender Studies	3	10 to 25	Sean M. Conrey	Open to seniors and select juniors.
WRT 105 Studio 1: Practices of Academic Writing	3	15 to 20	Sean M. Conrey	Maximum 20 students, seniors only; Note: WRT 105 is typically paired with ENG 181 or ENG 192 as a full-year course sequence for schools' senior English offering.
WRT 114 Writing Culture: Introduction to Creative Nonfiction	3	15 to 20	Sean M. Conrey	Maximum 20 students, open to seniors and select juniors.



Project Advance

Syracuse University courses in your high school.

