

**Project Advance**<sup>®</sup>  
SYRACUSE UNIVERSITY



# SUPA

**Global  
Administrative Guide**

**CREDIT *with* CREDIBILITY<sup>®</sup>**



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Syracuse University's Project Advance and its strategic alliance partner, Flagship Education, facilitate and administer a cooperative arrangement between the University and high schools in the Middle East, Africa and South Asia. Through the Project Advance-Flagship alliance, SU enables international high school seniors to take Syracuse University courses in their own schools. The Project Advance-Flagship alliance also provides a continuing forum for communication and professional development between educators from both high school and university settings through in-service training for high school instructors. In addition, the Project Advance-Flagship alliance conducts ongoing research and evaluation in an effort to systemically improve instruction.

Project Advance developed the policies and procedures described in this manual in cooperation with Flagship Education and high schools currently offering SU courses. The goal was to clarify roles and responsibilities vital to the long-term success of this collaborative relationship, improve communication between schools and the University, and explain the regulations governing the academic programs.

It is important 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





### 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. 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. No more than one section of a University course should be assigned to one teacher per semester unless the University specifically approves such an arrangement.

- C. Because university courses generally require additional responsibilities beyond a teacher's current workload, Adjunct Instructors will receive a Flagship Education Teaching Grant Award for each full year a University course is taught.
- 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.
- E. Each international high school should work with Flagship Education regional representatives to ensure that the school either has a sufficient number of trained teachers available to prevent cancellation of a class (should a trained teacher be unable to complete a year), or has a contingency plan for the course to be completed. A cancellation hurts everyone, especially students.
- 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. 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. For international students, course materials are available through online purchase and access. Updated lists of required materials are available on the Project Advance website: <http://supa.syr.edu/courses/>

- I. Certification to teach Project Advance sections of SU courses is contingent upon the following requirements:
  1. Attendance at all sessions and satisfactory completion of the Summer Institute training.
  2. A Flagship Partner School proposal for adaptation of the University course(s) to the specific high school situation.
  3. Annual submission of an acceptable Flagship review of the course operation in the specific high school.
  4. Annual participation in the subject specific online and/or virtual professional development offered at least once per year. ALL teachers are required to participate to maintain their SU adjunct instructor status.
  5. Assuming major responsibility for teaching the course at least once every three years at an approved Flagship Partner School.
- 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 the Flagship regional representatives and teachers in advising prospective students whether to register for SU courses offered through Project Advance.
- K. Parents of prospective students should be given an opportunity to meet with instructors teaching SU courses before their children are registered for the program. The Flagship Partner School Parent Letter should be sent to parents explaining the program, its operation in the school, the course fee and tuition structure, and the University's role. Parents should be made aware of both the high school and University grading policies for each course. The Flagship Partner School Parent Letter is available from your Flagship Education regional representative.
- L. Syracuse University reserves the right to determine and periodically revise the conditions under which its programs may be offered for college credit and also assumes responsibility for their supervision.



### 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. Pre-registration for SU courses offered through Project Advance at an international Flagship Partner School: Students must complete the Flagship Course Registration Form, have it signed by a parent or guardian, and submit it to the SU Adjunct Instructor by the Flagship course registration deadline (April 15 for yearlong and fall courses that begin in September; September 15 for spring semester only courses that begin in February). At Flagship Partner Schools where more than one University course is offered, teachers shall instruct students to complete Course Registration Forms for all of their Syracuse University courses at the same time.

SU Registration instructions are emailed to 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 <https://pass.supa.syr.edu>. High schools should instruct their students to include all courses for which they wish to register on the same application form.

- B. Course offerings are normally restricted to high school seniors. Exceptions to this policy require prior approval from the appropriate SU Project Advance administrator and University faculty coordinator.
- 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 faxed, or scanned and emailed ([help@supa.syr.edu](mailto:help@supa.syr.edu)) to Project Advance prior to the official deadlines for dropping a course. Please review the registrar's calendar on the website for the specific date. Although courses that are officially dropped before the cutoff date will not be recorded on the student's transcript, course fees and 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 (withdrew) recorded on their transcripts. The option of withdrawing extends to two weeks before the last day of classes. Please review the registrar's calendar on the SUPA website for the specific date.
  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 on subsequent page.
- D. Each semester, instructors will 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 must post his or her grades online. After the University processes 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 are assigned an SU I.D. number. Students will have access to their SU I.D. numbers via a student portal. These numbers are used to access the Syracuse University library online.

### 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 enrollment procedures. These programs typically occur before students select their courses for the following year. Schools that desire a Flagship Partner School Orientation for parents and students as part of their program should arrange a time that coincides with Flagship Educa-

tion's regional representative's visit to the area of your school. The date, time, scope of orientation, and materials needed for distribution may be arranged several weeks in advance.

### Tuition Payments and Policies

Tuition Charges / \$110 per credit hour  
Tuition is based on the number of credits each student registers to take in a given academic year or semester. School administrators are informed well in advance of any tuition changes for the next academic year.

### Course Fee Charges

Flagship Education sets the course fees based on the number of credits each student registers to take in a given academic year or semester. School administrators are informed well in advance of any course fee 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. Below, please find a table describing each course in relation to credits, prerequisites, tuition, etc.

Course	Credits	Tuition Cost	Comments
ACC 151 Introduction to Financial Accounting	4	\$440	Note: This is a full-year course.
BIO 121 General Biology I	4	\$440	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.
BIO 123 General Biology II	3	\$330	Second course of a two-course biology sequence. It is offered in the spring. Prerequisite: BIO 121. (See above.) Corequisite: BIO 124 (Lab)
BIO 124 General Biology II Laboratory	1	\$110	Corequisite: BIO 123 (Lecture)
CHE 106 General Chemistry Lecture	3	\$330	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. Corequisite: CHE 107 (Lab).
CHE 107 General Chemistry Lab	1	\$110	Corequisite: CHE 106 (Lecture).
CHE 116 General Chemistry Lecture	3	\$330	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. Corequisite: CHE 117 (Lab).
CHE 117 General Chemistry Lab	1	\$110	Corequisite: CHE 116 (Lecture).
ECN 203 Economic Ideas and Issues	3	\$330	
EEE 370 Entrepreneurship	3	\$330	Note: This is a full-year course.
ETS 142 Narratives of Culture: Introduction to Issues of Critical Reading	3	\$330	Must register for both WRT 105 and ETS 142.
IST 195 Information Technologies	3	\$330	
IST 263 Design and Management of Internet Services	3	\$330	
MAT 295 Calculus I	4	\$440	
MAT 296 Calculus II	4	\$440	Must pass MAT 295 with a C or better or have a 4 or better on the AP, AB Calculus exam.
PSY 205 Foundations of Human Behavior	3	\$330	
WRT 105 Studio 1: Practices of Academic Writing	3	\$330	Must register for both WRT 105 and ETS 142.

### Payment Procedures and Policies

Registering for a Syracuse University course incurs a financial obligation to the University. Payment is due upon completion of the online registration. No registration will be processed without receipt of payment in full. We offer a convenient online Billpay at <https://pass.supa.syr.edu>.

Once Flagship Course Registration Forms have been received and processed, a bill for Course Fees will be sent to each student's parent(s) or guardian(s) at the address provided on their registrations. Fifty percent (50%) of the course fees must be received by Flagship Education by the due date printed on the bill.

### Tuition Refunds

A. Voluntary dropping of 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. Involuntary dropping of courses for unforeseen events such as:

1. 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.

### Course Fees Refunds

A. Voluntary dropping of courses:

1. Students who voluntarily drop courses before the semester's posted drop date deadlines are eligible for a 50% refund of the course fees paid. Flagship Education does not issue refunds for voluntary drops

after these dates.

B. Involuntary dropping of courses for unforeseen events such as:

1. The student's family moves out of the area, requiring withdrawal from the partner school;
2. A major illness or accident that requires the student to withdraw from all high school courses for an extended period.

These will be reviewed on a case-by-case basis before a refund is processed.

### Class Size

Course	Class Size
Accounting	8-25
Biology	8-20
Calculus	8-20
Chemistry	8-20
Economics	8-25
Entrepreneurship	8-25
Information Technology	8-20
Psychology	8-25
Web Design	8-20
Writing/English	8-20

The minimum number refers to the number of fee-paying students attempting college credit who must be enrolled for the University to offer a course. The maximum number refers to the total class enrollment, including any students who did not register for University credit. Our experience has shown that the more students in a class who are registered for University credit, the more motivated the overall class becomes; the number of students not enrolled for University credit in any one class should be carefully considered.

Additional requirements for individual courses may be adopted in conformance with action taken by academic departments in the University. If you have questions concerning these policies, please contact the Flagship regional representative for the course in question. The course administrators at Project Advance may provide additional assistance.

### Course 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 Europe. A high proportion of students, approximately nine in 10, consistently report receiving recognition for their SU courses in the form of transfer of credit hours, fulfillment of general education or major program requirements, placement in more advanced courses, 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 prefer to consider the individual student when making this decision, rather than extending blanket acceptance or rejection of the credit.

For students who enroll at Syracuse University, the credits (and grades) they earn are part of their records as SU students when they matriculate. Students and their parents should consider this when deciding whether or not to take an SU course.

Catalogs of colleges and universities from across the U.S. 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 SU coursework taken through Project Advance in U.S.-based and international institutions, Flagship Education works with Syracuse University and the credit-receiving university to determine equivalencies for students transferring SU credit. In addition, WES (World Education Services) in New York provides excellent advice on international equivalencies (<http://www.wes.org>), and for the UK, the British Council (<http://www.britishcouncil.org/new/learning/>) is helpful. For other international education

institutions, the new ECTS (European Credit Transfer System) is making conversion of U.S. credits to international universities much easier to achieve.

We encourage students to review the content of their SU 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 SU transcript be sent to the institution rather than through discussions with the advisor. The official transcript is almost always the only record recognized when colleges are considering whether to grant credit recognition.

### Transcripts

The transcript includes a complete record of all courses a student has taken at Syracuse University through Project Advance, Summer Sessions, University 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.

### Suggested Procedures for Transferring Credit

Note to Instructor: 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 are as follows:

- A. Transcript request forms are available on our website: [supa.syr.edu](http://supa.syr.edu). Students should give their full name; SUID number; address; high 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 00-1-315-443-7994. Transcripts will not be sent when the request is made by telephone, email, 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 00-1-315-443-2422. 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. Writing 105, ETS 142, 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



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 email:

Director  
Syracuse University Project Advance  
400 Ostrom Avenue  
Syracuse NY 13244-3250  
00-1-315-443-2404  
**[help@supa.syr.edu](mailto: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 on the SUPA website: <http://supa.syr.edu/courses/>. These include all ordering information for online materials and resources. Students should purchase and review all instructional materials required for the SU course as soon as Flagship Education has accepted their Course Registration Form.

#### **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**

- Postgraduate 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  
Email: [evaluation@supa.syr.edu](mailto:evaluation@supa.syr.edu)

#### **For more information, contact us at:**

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Web & Live Chat: [supa.syr.edu](http://supa.syr.edu)  
<http://supa.syr.edu>

#### **Flagship Education**

Phone: 00-971-4-361-5206  
Email: [info@flagshipeducation.com](mailto:info@flagshipeducation.com)  
[www.flagshipeducation.com](http://www.flagshipeducation.com)



For more information on any aspect of SUPA contact us at:

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