

Project Advance[®]
SYRACUSE UNIVERSITY



SUPRA

**Global
Student Guide**

CREDIT *with* CREDIBILITY[®]



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Welcome to Syracuse University! Through Project Advance and its strategic alliance partner, Flagship Education, Syracuse University is able to partner with your high school to provide you with the chance to prepare yourself for the academic challenges of college. Enrolling in introductory SU courses before you begin full-time college study shows everyone that you are a serious student who expects the best from yourself and from your education.

This student guide contains important information regarding the SU courses you are taking. As an officially registered non-matriculated SU student, you should become familiar with this important information and use it for reference both during and after your SU studies. If you ever have a question that is not answered here, please don't hesitate to request assistance from your instructor or the Project Advance office.

We hope that taking SU courses with Project Advance will inspire you the way it has inspired so many of our graduates.

I wish you the best of luck with your coursework this year, and in the years to come.

Gerald S. Edmonds

Gerald S. Edmonds, Ph.D.
Director, Project Advance
Syracuse University



Application

How do I apply to take classes?

First you must pre-register 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, you should complete course registration for all of your SU courses at the same time.

Syracuse University registration for classes takes place online by logging into our secure site at <https://pass.supa.syr.edu>. Use the sign-on

procedure received from your instructor or see the instructions on our website, supa.syr.edu. Include all courses for which you wish to register on the same application form. Simply choose the course(s) for which you wish to register and then print a copy of the application for your records. Please click on the payment link that has been provided to complete the registration process. Only paid students will be officially registered for Syracuse University credit.

The registrar's calendar for SUPA, posted at <http://supa.syr.edu> under Students/Registration, outlines the specific block of time available for you to register online and indicates the critical dates in the registration process. 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 identification number. This number will be e-mailed to you along with instructions on how to access the Syracuse University library online.

Who can register to take SU courses through Project Advance?

Course offerings are normally restricted to qualified high school seniors (or Year 13 for students following the National Curriculum for England program), however, students in their junior year (Year 12 for British Curriculum Schools) are sometimes permitted to enroll in Project Advance sections of SU courses with approval from the appropriate Project Advance administrator and University faculty coordinator. For schools following the National Curriculum of England, students should have completed all pre requisite AS level courses.

Payment Policies

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. 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 his or her registration. Fifty percent (50%) of the course fees must be received by Flagship Education by the due date printed on the bill.

SU Tuition Payments

Payment (in full) is expected when the student completes the SUPA online application. Options of payment include Visa, MasterCard, American Express and Discover. Payments may be made directly through our website at <https://pass.supa.syr.edu>. No registration will be processed without receipt of payment in full.

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 our website, supa.syr.edu, under Students/Forms), obtain the required signatures, and email or fax a copy of the request to the attention of Christine Signy. Contact information is available on the drop form. This will remove you from the class list and remove all financial obligations to the University. Please refer to the registrar's calendar at <http://supa.syr.edu> (under Students/Registration) 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 area 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.

Course Fees Refunds from Flagship

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 from the Partner School's district;
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.

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 our website, <http://supa.syr.edu>); obtain the required signatures; and email or fax it to the Project Advance office. Contact information is available on the Withdrawal Form. 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 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.**

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

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. Incompletes can be granted only when exceptional circumstances prevent the student from completing the course, including final examinations or projects, within normal time limits.

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 your grades earned in SU courses will affect your GPA, you should contact the registrar at the college you choose to attend for information.

How do other institutions recognize SU coursework?

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.

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 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.

Seeking Recognition for SU coursework

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 SU course(s) you have 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 (under Students/Forms). The form must include your full name (not your nickname); SU I.D. number; high school; SU course(s) 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 to 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 00-1-315-443-7994.

- 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 email, 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 email:

Syracuse University Project Advance
400 Ostrom Avenue
Syracuse NY 13244-3250
00-1-315-443-2404
email: help@supa.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.

Whom should I talk to 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 descriptions and, if appropriate, your student portfolios from the SU courses you took. Course descriptions can be downloaded from the Project Advance web site, <http://supa.syr.edu>. Bring these with you as well.

What if my college or university will not accept my Syracuse credit?

If your college or university will not transfer your SU credits after you have (1) sent your transcript; (2) talked with the appropriate college official(s); (3) shown your syllabus and course portfolio to the appropriate official(s); and (4) called our office and asked us to contact (on your behalf) the appropriate person at your school, you may need to resign yourself to the fact that some institutions, for various reasons, simply will not accept the transfer credit.

However, there are other ways your SU credit can be recognized by your college. You may be exempted from taking a similar required course or you may be placed in a higher-level course. Both forms of recognition will benefit you by allowing you more room to take courses in your major as well as interesting electives. Talk about the SU coursework you have taken with your advisor or with another college official. Typically, colleges will not force you to take coursework you've already completed. Your job will be to make and support that argument.

If my college doesn't accept my credit, has my SU tuition been wasted?

Of course not. First of all, that credit and the educational experience are always yours. If for some reason

you transfer to a different school, you may be able to transfer the credit to that institution. If you ever leave college for some reason, the work you completed at SU will always be there for you. Whatever your situation, the coursework you took from Syracuse University will serve you well throughout your life.

Reminders

To avoid misunderstandings, please review the following clarifications:

- Completing an online application does not mean that you are officially registered for SU credit. SUPA must receive your payment in order to complete the registration process;
- Payment of tuition does not ensure Syracuse University credit;
- You are not automatically granted admission to Syracuse University upon successful completion of a course taken through Project Advance;
- The Syracuse University transcript certifies college credit earned but does not automatically guarantee its acceptance at any other institution. You and/or your parents are solely responsible for the decision to enroll in Syracuse University courses through Project Advance;
- High school grades for courses taken through Project Advance are determined by criteria established by your high school, while University grades for courses are determined by criteria established by Syracuse University;
- Questions about University grades should be resolved, whenever possible, with the instructor. Together, you and your instructor may refer any unresolved questions to the academic supervisor for the course;
- Registering for a Syracuse University course incurs a financial obligation to the University on the part of students/parents – non-payment of tuition will result in students being placed on financial hold;
- You are not entitled to a Syracuse University e-mail address.



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

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Flagship Education
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