

MERCY COLLEGE

High School Achievement Program 2017-2018 Policies and Procedures

Mercy College would like to thank you for your interest in our High School Achievement Program. This document outlines all policies and procedures for the Mercy College High School Achievement Program. All policies and procedures listed in this document must be strictly adhered to.

New policies are highlighted in yellow

Course Submission Process

1. Course syllabi must be submitted yearly for evaluation. Course submissions are completed through the Mercy online course submission form **ONLY** located on the Mercy College Admissions website (<https://www.mercy.edu/hs-course-submissions>). **No courses will be accepted through email, phone, postal service or fax.**
2. Courses can only be submitted during the submission period. *The submission period for the academic year 2017-2018 is April 12, 2017, through May 12, 2017.*
3. All deadlines for course submission must be strictly adhered to. **No submissions will be accepted after May 12, 2017.**
4. Once a course is approved, an email will be sent to the school contact.

Course Syllabus Requirements

1. Syllabi must align with a course listed in the 2016-2017 High School Achievement Program Course Catalog.
2. The course syllabus **MUST** contain all of the following categories. Please use the exact headings listed below:
 - a. Course Description
 - b. Mercy College Course Student Learning Outcomes**
 - c. Assessment of Mercy College Course Learning Outcomes (details below)**
 - d. Grading Scale and Policy
 - e. Course Outline of Topics
 - f. Required Textbook / Materials
 - g. Contact information for Teacher (name, phone, and email)
3. Courses must meet for a minimum of 15 weeks for at least 3 hours each week for a one-semester course OR 30 weeks for at least 3 hours each week for a yearlong course.
4. Textbooks and all course materials are provided by the high school.

High School Achievement Program Assessment Requirements Included in Course Syllabi

- **All syllabi must include a list Mercy College student learning outcomes (SLOs).**
 - SLOs are statements describing faculty intentions about what students should know and be able to do when they complete the course. SLOs begin with an action verb and reflect the levels of Bloom's taxonomy.
- Faculty teaching approved courses must identify the assignments in the course that directly measure student achievement of each SLO. The course syllabus must include a section where the faculty member clearly shows the SLO and the assignment used to measure achievement of the SLO.
- "Assessment measures" can be any assignment in a course that directly assesses student performance on the SLO. For example, a term paper might be used to measure whether students can provide a coherent written explanation of the development of a given discipline.

- A description of the scoring method could be as simple as “Student achievement of this learning outcome will be assessed using a term paper that is evaluated on a 4-point holistic rubric.”
- For the 2017-18 academic year, faculty will be required to submit actual evidence of student learning.
 - This evidence should be sent to the Mercy College Provost Office at hscoursesubmission@mercy.edu

Example for BLAW 240: Business Law I

The example below is provided to assist faculty in developing the assessment section of the course syllabus. It is not inclusive of all course learning outcomes for BLAW 240.

Student Learning Outcome	Assessment Measure	Scoring Method
Students should be able to apply their knowledge of tort law to business situations.	Case Study Assignment	4-Point Holistic Rubric

Faculty Qualifications

1. High School Faculty members who hold a Master's Degree in the subject area (or a Master's Degree in Education and concentration in the subject area) and have at least 3 years' experience teaching the subject matter may qualify to teach college level courses. After being approved by the respective Mercy College Department Academic Unit Head, instructors work closely with Mercy College faculty to ensure that the curriculum being taught is equivalent to a college-level course.
2. All high school faculty must submit an official copy of their transcript for their highest degree.
 - a. All transcripts are to be sent to the below address:

Mercy College, Office of the Provost
555 Broadway
Dobbs Ferry, NY 10522

3. All CV's and transcripts will be reviewed by department Academic Unit Heads using the same standard in which we review adjuncts for hire.
4. Once approved, faculty are required to attend a one day workshop at Mercy College. This workshop is free of charge. Additionally, once approved, faculty will no longer be required to submit their CV/transcripts each year.

Registration Process

1. Only qualified high school juniors and seniors may enroll in the courses High School Achievement Program. Typically, these courses are honors courses or courses being offered for AP credit or senior electives. The final decision concerning student eligibility is made at the discretion of the host high school.

2. Starting 2017-2018 there is be a **minimum** registration established set to all courses approved in the program. In order to run an approved course, there must be a minimum of 15 students registered for Mercy credit. If not, Mercy reserves the right to withdraw the course approval.
3. **Registration is completed online.** To earn college credit for your work, you must **register by the indicated deadlines.** Registration is for a semester, not a yearly basis. Therefore, if you wish to take courses in both the fall and the spring semesters, you must register separately for each semester.
 - a. **General Registration runs:**
 - i. **Fall Semester** - September 15th through October 15th
 - ii. **Spring Semester** - January 15th through February 27th
4. The number of courses students take each semester depends partly on how many courses the high school offers and on the students' own capabilities. This is something you need to discuss with your high school counselor. The maximum number of credits a student may earn in the High School Achievement Program is 24.
5. Payment may be made by credit or debit, MasterCard, VISA, AMEX, Discover. Please note there are no refunds for High School programs. Any student who has an overdue balance will not be eligible to participate in the registration process and receive transcripts.
6. All registrations and payments for the fall semester must be received by October 15th, and by February 27th for the spring semester.

Mercy College Credit

1. Mercy College credit is awarded based on the **final grade earned** for the course.
 - a. A minimum grade of C is acceptable for college credit
2. Although we cannot guarantee transfer credit in advance, most colleges accept Mercy College credits. However, credit transfer practices are different at each school. Students may receive elective credits, advanced standing, requirement waivers, or some combination of the above. You should contact colleges that you are considering to find out about transfer credit policies.
3. A student transcript can be requested free of charge. The quickest and most convenient way to request your transcript is to order it online at:

<https://www.mercy.edu/office-student-services/transcript-requests>

We will send it directly to the colleges you specify. You may also request a student copy sent directly to you.

Grade Submission

1. Final rosters will be sent to each school administrator from the Mercy College registrar's office at the end of each term.
2. If you are unable to meet the deadlines set forth by the registrar's office, you must notify the registrar's office immediately.