

MERCY COLLEGE

High School Achievement Program

2019-2020

Policies and Procedures

Thank you for your interest in the Mercy College High School Achievement Program. This document outlines the Program's policies and procedures. Participating high schools and their faculty must adhere to all policies and procedures included in this document.

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 submissions 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 2019-2020 is March 25, 2019, through May 17, 2019.*
3. All course submissions must be submitted by the deadline. **No submissions will be accepted after May 18, 2019.**
4. Approximately one month after the submission window closes, an email will be sent to the school contact notifying him or her of the outcome.

Course Syllabus Requirements

1. Syllabi must align with a course listed in the 2019-2020 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 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. Faculty Contact Information (name, telephone, 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.

Student Learning Assessment Requirements (Required in Course Syllabi)

- All syllabi must include the Mercy College student learning outcomes (SLOs) for the course.
 - 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, are measurable (result in a product that reflects student behavior that is direct evidence of learning and specifies criteria for success), and reflect the appropriate 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 lists the SLO, indicates the assignment used to measure achievement of the SLO, and describes any scoring methods used (i.e., rubrics).
- "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 application of specific disciplinary knowledge to analyze or solve a problem.

- 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 using a 4-point holistic rubric.”
- Faculty are required to submit a description of the assignment and instructions to students for completion of the work that will be assessed to demonstrate achievement of the SLO. The scoring method should also be described. These assignments and scoring tools must be submitted at the time of syllabus submission.

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 three (3) years experience teaching the subject matter may qualify to teach college level courses. Mercy College Academic Unit Heads in the appropriate academic department review each course submission. High school faculty who are approved to teach will work closely with Mercy College faculty to ensure that the curriculum being taught within the high school is equivalent to the curriculum taught in a college-level course in the content area.
2. All high school faculty must submit their current resume each year during the course submission process.
3. All high school faculty must submit an official copy of their transcript for their highest degree. All transcripts must be sent to the address below:

Mercy College
Office of the Provost
555 Broadway
Dobbs Ferry, NY 10522
4. All resumes and transcripts will be reviewed by appropriate Academic Unit Heads using the same standard in which the College reviews adjuncts for hire.
5. Prior to approval, all potential faculty are required to attend a one-day workshop at Mercy College. This workshop is free of charge.

Registration Process

1. Only qualified high school juniors and seniors may enroll in courses in the 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. In order to run an approved course, there must be a minimum of 15 students registered in the course. If there are less than 15 students registered, Mercy reserves the right to withdraw the course approval.
3. **Registration is completed online.** For students to earn college credit for their learning, they must **register for the course by the deadlines indicated below.** Please note that registration is on a semester basis, not a yearly basis. If the student wishes to take courses in both the fall and the spring semesters, he or she 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 on how many courses the high school offers and on the students' own capabilities. This is something the student needs to discuss with his or her 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 card or debit card (MasterCard, VISA, AMEX, or Discover are accepted). 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 course 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. Students must earn a grade of C or better to be eligible 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. The student should contact the colleges that he or she is 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 a transcript is to order it online at:

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

Mercy sends official transcripts directly to the college(s) that the student specifies. Students may also request a copy to be sent directly to them for their records.

Grade and Student Learning Evidence 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.
3. Beginning this year (2019-2020), faculty are required to submit three (3) samples of student learning (actual student work) for each assignment listed in the syllabus to be used to assess student achievement of student learning outcomes for the course. This serves to document the assessment activities in the course. Faculty are required to submit these artifacts for **ONLY** those assignments

used for assessment of the course learning outcomes. All artifacts must be submitted via Dropbox by the time final grades are submitted to Mercy College. Submission information will be sent to approved faculty with their course approval letter.

If you have any questions, please direct them to:

Course submission questions – hscoursesubmission@mercy.edu
Registration and payment questions – hsprograms@mercy.edu
Student learning assessment – educationalassessment@mercy.edu