



BUFFALO STATE
The State University of New York

COLLEGE ACCESS PROGRAM

TEACHER HANDBOOK



COURSE/FACULTY CRITERIA

The Department Chairperson at SUNY Buffalo State will review for approval the vitae of the high school faculty member and the syllabus and text for each course. The syllabi will be reviewed every three years to ensure the learning objectives of the equivalent college course are still being met.

High school instructors will receive an honorarium and recognition as a Buffalo State Teaching Associate.

STUDENT SELECTION

All juniors and seniors are eligible to be considered for CAP. Sophomore students can be considered on a case by case basis. Students selected for CAP must be in good academic standing and qualified to handle college level coursework. Selection is at the discretion of the high school faculty and administration.

APPLICATION PROCESS

Students enrolling in CAP must complete an electronic application and submit payment at the time of application. The CAP Coordinator will provide teachers with informational materials, including the application link, which teachers must share with students and families. The application is open for six weeks, from early December through mid-January. Students must apply within this window, as late applications are not accepted.

While the application is open, the CAP Coordinator will send weekly updates to schools. During this time, teachers will be asked to approve applicants to confirm they meet academic requirements. Once the application period closes, the CAP Coordinator will send a final roster of enrolled students along with their Banner ID numbers. Teachers are responsible for sharing Banner IDs with their students, as these are required to order transcripts at the end of the year.

FACULTY LIAISON

Each dual credit course is assigned a Buffalo State faculty liaison who is familiar with the course content. Teachers who instruct more than one dual credit course may be assigned more than one liaison. Faculty liaisons will conduct regular virtual check-ins and one classroom observation per school year.

The purpose of the liaison relationship is to provide mentorship and support to high school teachers while ensuring that course learning objectives are being met. Liaisons also serve as a resource to share information about departmental events, programs, and special opportunities that may be of interest to students.



Please write to cps@buffalostate.edu with College Access Program in the subject line.

TUITION

The tuition is \$250 per course for each student enrolled in CAP. Families who provide proof of Free & Reduced Lunch status may pay a discounted tuition of \$125 per course. A letter from the school district or guidance counselor stating that the student qualifies for free and reduced lunch would count as proof. Documentation should be uploaded as part of the online application.

MIDTERM CHECK IN

The CAP Coordinator will send an email to the teacher in March to check in and make sure that all CAP students are still on track to earn dual credit. Teachers should indicate if there are any students who need to be withdrawn from the course at this time. There will be no indication of withdrawal on the student's permanent transcript. Buffalo State will provide a tuition refund only in documented, highly extenuating circumstances.

REGISTRATION

Students who are academically on track to earn college credit will be registered by the CAP Coordinator following the midterm check-in. Students are registered for Buffalo State University's Early Summer term, which aligns with the end of the high school academic year.

ORDERING TRANSCRIPTS

Since students are registered during the Early Summer term, transcripts are not available to order until the grading window for that term has officially closed. Each year, the CAP Coordinator will provide teachers with a flyer that includes the specific dates when transcript requests may be submitted. Teachers are responsible for sharing this information with their students.

Students can find instructions on how to request copies of their unofficial or official Buffalo State transcripts by visiting <https://registrar.buffalostate.edu/transcript-ordering>. The form and transcript fee must be submitted to the Office of the Registrar at SUNY Buffalo State. Students will need their Banner ID number to complete the request.

STIPENDS

Teachers are eligible to receive a \$100 stipend for each unique college course they teach. To qualify for the stipend, a course must have student enrollment, and the teacher must submit final grades along with the required stipend paperwork by the deadline indicated on the CAP Timeline. Stipends are awarded on a per-course basis rather than per section. Teaching multiple sections of the same course qualifies for a single stipend, while teaching different courses qualifies for separate stipends.

GRADING

Teachers will submit cumulative numerical grades for each dual credit student to the CAP Coordinator via email as soon as they are available but no later than the deadline indicated on the CAP Timeline. Grade entry and therefore student access to transcripts may be delayed if grades are not received in time.

Grades will be entered by the CAP Coordinator into the Buffalo State University Banner system during the Early Summer Term grading window in the first week of July.

Students must earn a 73 or above to receive college credit.

QUESTIONS



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IMPORTANT DATES & DEADLINES



DATE	DEADLINE ITEM / DESCRIPTION
Friday September 19, 2025	CAP Materials sent to Teachers Schools are responsible for sending materials to families.
Wednesday November 19, 2025	Virtual Teacher Orientation CAP coordinator will walk through the program. Topics will include completing the online application, free and reduced lunch support documents, registration, ordering transcripts, and teacher stipends.
Friday December 5, 2025	CAP Application Opens The application link is included on Letter Home to Families and Parent Student Orientation Guide.
Wednesday December 10, 2025 December 17, 2025 January 7, 2026 January 14, 2026	CAP Application Weekly Check-Ins Coordinator will provide schools with list of students who have successfully applied.
Friday January 16, 2026	CAP Application Closes CAP Application will close at 11:59 PM. Students will not be accepted for dual credit after application closes.
Monday January 26, 2026	Final List of Students and Courses Confirmed Coordinator sends final list of dual credit students and their Banner ID numbers to teacher. Teachers are responsible for sharing Banner IDs with students.
Monday March 23, 2026	Midterm Check-In Coordinator checks in this week with teachers to ensure all students are still on track to earn dual credit. Teachers must submit any completed withdrawal forms for students that need to be withdrawn from course.
Tuesday May 26, 2026	End of Year Check-In Coordinator conducts final check-in this week to request final grades, share instructions for ordering transcripts and deliver stipend paperwork.
Wednesday June 24, 2026	Final Grades and Stipend Paperwork Due Teachers submit their final cumulative numerical grades via email to Coordinator. Teachers must return completed stipend paperwork by this date to be eligible for the stipend. Stipend checks will be processed and delivered via mail within 4-6 weeks of paperwork submission.



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