



BUFFALO STATE
The State University of New York

COLLEGE ACCESS PROGRAM

STUDENT & PARENT ORIENTATION GUIDE



WHAT IS THE COLLEGE ACCESS PROGRAM?

The College Access Program is an opportunity for high school students to earn college credit through SUNY Buffalo State University while completing their high school requirements. Students can enroll in college courses at a reduced tuition. The program is open to high school juniors and seniors of average or better academic ability that have been nominated by their teachers. Sophomore students may be recommended by their teacher or guidance counselor.

WHAT IS A COLLEGE ACCESS PROGRAM COURSE?

A College Access Program course is taught in the high school by a high school teacher. SUNY Buffalo State faculty have determined that the course meets the same learning objectives, course rigor and expectations as an equivalent course, as described in the university catalog.

WHAT BENEFITS DO COLLEGE ACCESS PROGRAM STUDENTS RECEIVE?

- Earn concurrent college and high school credit for a course
- Course credit transfers 1-to-1 within the SUNY system and may transfer to private and out-of-state colleges and universities
- Reduce the overall cost of college study
- Experience college-level rigor without leaving your high school
- Complete a four-year degree in a shorter amount of time
- Electronic access to the SUNY Buffalo State library (<https://library.buffalostate.edu>)
- Students can receive a SUNY Buffalo State ID (cards can be obtained by filling out a form at <https://library.buffalostate.edu/home/bengalcard>)

HOW DO I APPLY FOR THE COLLEGE ACCESS PROGRAM?

Students complete an electronic application: <https://connect.buffalostate.edu/portal/cap-application>. The application must be completed during the designated application period for your school, as shared with you by your teacher.

Students who are new to CAP or returning students who have not yet created an account must first create an account using a personal email address; school email addresses should **not** be used. Students must select their school and the courses for which they are seeking dual credit. If a course is not listed, contact the Continuing Professional Studies office.

Student permission is required before any information can be shared with parents. Students may grant this permission by checking the designated box on the application and providing parent contact information.

Only one application may be submitted per application period. To add courses after submission, students or authorized adults must contact the Continuing Professional Studies office before the application period ends.

QUESTIONS



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

**WHAT IS THE COST?**

Tuition is \$250 per college course. Families who provide proof of Free & Reduced Lunch status qualify for 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.

Please note that some high school courses are equivalent to two college courses. Check with your teacher to make sure that you are applying and paying tuition for the correct number of college courses.

Tuition payment is due at the time of application. Course registration will not be completed until full payment is received.

HOW DO I OFFICIALLY WITHDRAW FROM THE COLLEGE ACCESS PROGRAM?

Prior to withdrawing, please discuss your options with your high school teacher. A student who wishes to withdraw from a course must officially withdraw through their teacher by submitting an official withdrawal form before the withdrawal deadline. There will be no indication of withdrawal on the student's permanent transcript. SUNY Buffalo State will provide a tuition refund **ONLY** in documented, highly extenuating circumstances.

ARE COLLEGE ACCESS PROGRAM COURSES TRANSFERRABLE?

College credit is awarded to students who receive a cumulative grade of 73 or better. Course credit transfers one-to-one within the SUNY system. For all other institutions students are encouraged to contact the college of their choice to ensure that the course will be accepted.

WHEN AM I REGISTERED FOR MY COURSE?

Students in Fall term courses will be registered for Buffalo State's Spring semester, while students in Full Year and Spring term courses will be registered during Buffalo State's Early Summer semester, which aligns with the end of the high school academic year.

HOW DO I REQUEST MY OFFICIAL TRANSCRIPT?

Transcripts are available only after the grading window for the semester has officially closed. Students enrolled solely in Fall courses may order transcripts once the Spring grading window has closed. Students in Full Year or Spring courses may order transcripts after the Early Summer grading window has closed. Each year students will receive a flyer from their school that includes the specific dates when transcript requests may be submitted.

Students can access instructions on how to request copies of their unofficial or official SUNY Buffalo State transcript 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, which will be provided by their teacher.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

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