



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 are responsible for sharing with students and families.

There are two application periods each year: Fall and Full Year courses apply during the Fall application period, and Spring courses apply during the Spring application period. Specific application dates are published annually in the CAP Timeline. Students must apply within the designated period; 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.

At the close of each period, the CAP Coordinator will provide 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.



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

TUITION

Tuition for CAP is \$250 per course. Students who provide proof of Free and Reduced Lunch status qualify for a reduced rate of \$125 per course. Acceptable documentation, such as a letter from the school district or guidance counselor, must be uploaded with the online application.

MIDTERM CHECK IN

The CAP Coordinator will send a mid-term email to the teacher 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 after the midterm check-in. Students in Fall semester courses are registered for Buffalo State's Spring term, while students in Full Year or Spring courses are registered for Buffalo State's Early Summer term, which aligns with the end of the high school academic year.

ORDERING TRANSCRIPTS

Transcripts are available only after the grading window for the term 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, 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 access instructions for requesting unofficial or official Buffalo State transcripts by visiting <https://registrar.buffalostate.edu/transcript-ordering>. Transcript requests must be submitted directly to the SUNY Buffalo State Office of the Registrar along with the required form and transcript fee. Students will also need their Banner ID number in order 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. This means that 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. Grade submission deadlines are published each year in 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 grading window for that term.

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

QUESTIONS



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COLLEGE ACCESS PROGRAM

IMPORTANT DATES & DEADLINES

FALL SEMESTER AND FULL YEAR COURSES



DATE	DEADLINE ITEM / DESCRIPTION
Friday September 19, 2025	CAP Materials sent to Teachers Schools are responsible for sending materials to families.
Wednesday October 1, 2025	Virtual Teacher Orientation: Fall Application 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 October 10, 2024	Fall CAP Application Opens Students enrolled in Fall term courses and Full Year courses only fill out the Fall Application (link is included on Letter Home to Families and Parent Student Orientation Guide).
Wednesday October 15, 2025 October 22, 2025 October 29, 2025	CAP Application Weekly Check-Ins Coordinator will provide schools with list of students who have successfully applied.
Wednesday November 5, 2025	Fall CAP Application Closes CAP Application will close at 11:59 PM. Students will not be accepted for dual credit for Fall term or Full Year courses after application closes.
Friday November 14, 2025	Final List of Fall Term and Full Year 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 dual credit students.
Monday December 1, 2025	Fall Midterm Check-In Coordinator checks in this week with teachers to ensure all Fall Term students are still on track to earn dual credit.

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QUESTIONS



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

OFFICE OF CONTINUING PROFESSIONAL STUDIES | CLEVELAND HALL 210 | (716) 878-5907

2025 – 2026

COLLEGE ACCESS PROGRAM

IMPORTANT DATES & DEADLINES FALL SEMESTER AND FULL YEAR COURSES



BUFFALO STATE
The State University of New York

DATE	DEADLINE ITEM / DESCRIPTION
Friday December 5, 2025	Fall Term Withdrawal Deadline Teacher emails any completed withdrawal forms to Coordinator for students that need to be withdrawn from their course.
Friday January 30, 2026	Fall Term Final Grades Due Teachers submit their final cumulative numerical grades for Fall Term courses via email to Coordinator.
Monday March 23, 2026	Full Year Midterm Check-In Coordinator checks in this week with teachers to ensure all Full Year students are still on track to earn dual credit.
Friday March 27, 2026	Full Year Withdrawal Deadline Teacher emails any completed withdrawal forms to Coordinator for students that need to be withdrawn from their course.
Tuesday May 26, 2026	End of Year Check-In Coordinator conducts final check-in this week to request final grades for Full Year courses, share instructions for ordering transcripts, and deliver stipend paperwork
Wednesday June 24, 2026	Full Year Final Grades Due Teachers submit their final cumulative numerical grades for Full Year courses via email to Coordinator.
Wednesday June 24, 2026	Stipend Paperwork Due 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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COLLEGE ACCESS PROGRAM

IMPORTANT DATES & DEADLINES

SPRING SEMESTER COURSES



DATE	DEADLINE ITEM / DESCRIPTION
Friday September 19, 2025	CAP Materials sent to Teachers Schools are responsible for sending materials to families.
Wednesday February 25, 2026	Virtual Teacher Orientation: Spring Application 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 March 6, 2026	Spring CAP Application Opens Students enrolled in Spring term courses only fill out the Spring Application (link included on Letter Home to Families and Parent Student Orientation Guide). Students in Full Year courses are no longer eligible for dual credit and cannot apply through the Spring Application.
Wednesday March 11, 2026 March 18, 2026 March 25, 2026	CAP Application Weekly Check-Ins Coordinator will provide schools with list of students who have successfully applied.
Wednesday April 1, 2026	Spring CAP Application Closes CAP Application will close at 11:59 PM. Students will not be accepted for dual credit in the Spring term after application closes.
Tuesday April 13, 2026	Final List of Spring Term 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 dual credit students.

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2025 – 2026



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COLLEGE ACCESS PROGRAM

IMPORTANT DATES & DEADLINES SPRING SEMESTER COURSES

DATE	DEADLINE ITEM / DESCRIPTION
Monday April 27, 2026	Spring Midterm Check-In Coordinator checks in this week with teachers to ensure all Spring Term students are still on track to earn dual credit.
Friday May 1, 2026	Spring Withdrawal Deadline Teacher emails any completed withdrawal forms to Coordinator for students that need to be withdrawn from their course.
Tuesday May 26, 2026	End of Year Check-In Coordinator conducts final check-in this week to request final grades for Spring courses, share instructions for ordering transcripts, and deliver stipend paperwork
Wednesday June 24, 2026	Spring Term Final Grades Due Teachers submit their final cumulative numerical grades for Spring Term courses via email to Coordinator.
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