



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://continuingstudies.buffalostate.edu/cap-registration>. The application must be completed during the designated application period for your school, as shared with you by your teacher.

Before submitting the application, make sure the correct high school and courses are selected, and for those who qualify for reduced tuition, that the support document is uploaded. If a mistake has been made on the application but not realized until after submission, notify the Continuing Professional Studies office. Do not fill out another application.

It is important to only submit one application per application period.

QUESTIONS



Please write the CAP Program Coordinator, Cecilia Pershyn
at pershycm@buffalostate.edu.



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 'C' 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 are registered during Buffalo State's Early Summer Term, which runs from May through the end of June. The end of the Early Summer Term aligns with the end of the high school academic school year. Grades will be received at the end of June and reported in early July.

HOW DO I REQUEST MY OFFICIAL TRANSCRIPT?

At the end of the school year, students will receive a letter in the mail stating the courses for which they are registered. Seniors may use this letter for academic planning purposes with their future college. Students can download their unofficial transcript starting on July 7, 2025 after grades have been reported. Students must wait to request their official college transcripts until the Full Summer Term has ended on August 19, 2025. **Official transcript requests placed before August 19, 2025 will not be processed.**

Students can find 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.

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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