



Syracuse University

Project Advance

**ADMINISTRATIVE GUIDE
2022-2023**

supa.syr.edu



Table of Contents

Welcome	2
Contact Information	3
School Partner Information and Instructor Policies	4
Student Advising, Placement and Course Guidelines	4
Teaching Guidelines and Responsibilities	5
Student Registration and Course Records	7
Tuition, Transcripts and Credit Transfer	8
Research and Evaluation	10
Course Listing with Notes	11

Syracuse University Project Advance facilitates and administers a cooperative arrangement between the University and high schools. Through Project Advance, Syracuse University enables high school seniors and select juniors to enroll in Syracuse University courses in their own schools. Project Advance also provides a continuing forum for communication between secondary and postsecondary educators through its in-service training for high school instructors. In addition, Project Advance conducts ongoing research and evaluation in an effort to systemically improve instruction.

The policies and procedures described in this manual were developed in cooperation with high schools offering Syracuse University courses through Project Advance in order to clarify roles and responsibilities vital to the long-term success of this collaborative relationship, help prevent misunderstandings, improve communication between schools and the University, and explain the regulations governing academic programs.

It is important that we all work to establish and maintain trust and a sense of common purpose. We value your support and welcome your suggestions.

Christina Parish, Ph.D.
Director, Project Advance
Syracuse University

50 Years!

The 2022-23 academic year marks the 50th Anniversary of Project Advance. We are so grateful for all of our school partners, teachers, parents, students, staff, administrators and faculty who have supported the program.

Here's to 50 more!



Project Advance Staff List and Contact Information

ADMINISTRATION

Christina (Chris) Parish, Director
(cmparish@syr.edu)

Art of Animation, College Learning Strategies, Presentational Speaking, Sociology, Professional Development, Program Administration

Melanie Nappa Carroll, Associate Director
(msnappa@syr.edu)

African American Studies, Chemistry, Forensic Science, Science Research Program

Sean M. Conrey, Associate Director
(smconrey@syr.edu)

English 181/192, Psychology, Women and Gender Studies, Writing 105/114, Economics, Personal Finance, Course Transfer Advisor

Josh Davis, Communications Manager
(jedavi05@syr.edu)

Marketing, Public Relations, Strategic Initiatives, Government Relations

Kennia Delafe, Assistant Director
(kdelafe@syr.edu)

Earth Science, French, German, Italian, Latin, Spanish

**Gerald (Jerry) Edmonds, Executive Director/
Sr. Assistant Provost Academic Affairs**
(gedmonds@syr.edu)

Program Administration

Avinash (Avi) Kadaji, Associate Director
(akadajis@syr.edu)

Calculus, Computer Engineering, Cybersecurity, Information Technologies, Statistics, Web Design, Project Advance Registration and Administrative Service Systems (PASS)

Eric Young, Sr. Associate Director
(ewyoung@syr.edu)

Accounting, American History, Biology, Entrepreneurship, Physics, Public Affairs, Human and Family Studies, Sport Management, Guidance Liaison, Government Relations

INSTRUCTIONAL DESIGN, RESEARCH AND EVALUATION

Rob Pusch, Sr. Associate Director
(rpusch@syr.edu)

Instructional Design and Development, Research and Evaluation

Sari Signorelli, Research and Evaluation Analyst
(szsignor@syr.edu)

Facilitator of Research Publications

Salvatore (Torry) Mendoza, Media Specialist
(smendoza@syr.edu)

Video, Photography, Graphic Design, Digital Media Specialist

BUSINESS OFFICE

Victoria Toper, Business and Budget Manager
(vtoper@syr.edu)

Administrative Coordinator of Business Operations and Budget

Emily Beck, Sr. Student Records Coordinator
(eabeck@syr.edu)

Registration, Grades, Class Assignment, Administrative Support

Alyssa (Aly) Spagnola, Accounting Clerk
(afspagno@syr.edu)

Billing, Financial Assistance, Administrative Support

Sasha Pulaski, Office Coordinator
(sbpulask@syr.edu)

Communications Coordinator, Purchasing Agent, Administrative Support

Vacant, Office Coordinator
([email](#))

Application Review, OnBase, Admin PASS, Library Access, Administrative Support

Vacant, Office Coordinator
([email](#))

Travel & Events Coordinator, Summer Institute, Administrative Support

General Office Contact Information

Billing Questions: supabilling@syr.edu

Registration Questions: superegistration@syr.edu

Summer Institute: supasi@syr.edu

General Help: supahelp@syr.edu

Live Chat: go to supa.syr.edu and click the CHAT button

Telephone: 315.443.2404

Fax: 315.443-1626

Mailing Address

Project Advance
400 Ostrom Avenue
Syracuse, NY 13244

Facebook: facebook.com/ProjectAdvance

Twitter: twitter.com/ProjectAdvance

School Partner Information and Instructor Policies

Becoming a Partner School

Schools wishing to offer Project Advance sections of Syracuse University courses should complete a 'new school' application (if the school is not a current SUPA partner) and submit the school's course catalog (which must be reviewed and approved by SUPA course administrators before the high school can begin offering the course) or a 'new teacher' application if already a SUPA partner school and wishes to offer a new course. In some cases, presentation of an acceptable written proposal and/or conversation with the supervising faculty member for adaptation of the University course to the specific high school situation will be requested. For more information on becoming a partner school, visit supa.syr.edu/partner.

Teacher Qualifications and Certification

1. Qualification: Teachers of Project Advance sections of Syracuse University courses should have undergraduate and graduate degrees (or their equivalents) and a minimum of five years of teaching experience in the subject area. For some subjects, the requirement of a master's degree in the subject area may be waived if the teacher has substantial teaching experience, coursework related to the particular Syracuse University course, or experience in business and industry (waiver of a master's degree is not an option in New Jersey). If you have questions about qualifications for a specific course, please contact the SUPA administrator for that course (see **Course Details** at the end of this document for a list of SUPA administrators). For full details on the teacher application process, please visit supa.syr.edu/apply.

2. Certification: To become a certified instructor for a specific Syracuse University course, teachers must apply for and be approved to attend SUPA's annual Summer Institute training on the Syracuse University campus. Approved instructors participate in discipline-specific professional development workshops, typically over the course of a week, facilitated by the SU faculty coordinator. The Summer Institute is essential to familiarize instructors with the course curriculum, pedagogy, assessment criteria, and administrative practices.

Attendance at all sessions and satisfactory completion of the Summer Institute training are required. Go to supa.syr.edu/summer-institute to see the current year schedule. Upon successful completion of the training, the teacher will be designated a Syracuse University adjunct instructor and will be certified to offer the course at their high school. In some cases, certification to teach a course will be made contingent upon completion of additional graduate coursework, field experiences, or a program of structured independent study.



3. Maintaining Certification: To stay certified, teachers are required to attend the program's professional development seminars for each course in which they are certified. These **required seminars** are held on regular school days and are typically offered twice each year. All teachers, regardless of teaching status (i.e., active or backup) or course status (if you do not offer the course during a particular semester) are required to attend these seminars in order to maintain their Syracuse University adjunct instructor appointments. Consequences for not attending seminars include de-certification and/or required re-training. Teachers must also teach the course at least once every three years to remain certified in that course area. Please consult with your course administrator or faculty advisor if you cannot do so.

Instructor Back-up

In case a SUPA teacher is unable to complete the year because of illness or some other unforeseeable occurrence, each high school should have a sufficient number of trained teachers available to prevent cancellation of a class. A cancellation hurts everyone, especially students. Please notify the SUPA course administrator immediately of any changes that may occur with the Syracuse University instructor of record. Partner high schools must seek approval from the course administrator and faculty coordinator if a substitute teacher is anticipated to teach an Syracuse University course for more than two weeks.

SUPA Coordinator

Project Advance strongly recommends that the school appoint a SUPA Coordinator to serve as the main point of contact between the high school and Project Advance. Often this will be a member of the guidance staff, a teacher, or administrator who is committed to the partnership. The SUPA coordinator is not required to attend any specific meetings or seminars but will serve as a general administrative contact and resource for students.

Course Oversight

Syracuse University reserves the right to determine and periodically revise the conditions under which its programs may be offered for college credit and assumes responsibility for their supervision.

Student Advising, Placement and Course Guidelines

Eligible Students

Syracuse University courses offered through Project Advance are open to qualified seniors who have shown high self-motivation and academic achievement, i.e., a recommended 'B' average or better in the subject area and overall GPA, and who have the recommendation of their teachers, school administrators, and guidance personnel. Some courses are open to select juniors as well. To be eligible to take an Syracuse University course through SUPA, students must meet any prerequisites required (see **Course Details** at the end of this document for a list of courses and their

prerequisites). Exceptions to this policy require prior approval from the appropriate Syracuse University Project Advance administrator and University faculty coordinator.

High school students who take an Syracuse University course through Project Advance are held to the same academic standards as matriculated Syracuse University students. In advising students, counselors should keep in mind that regularly matriculated, full-time Syracuse University students are considered to be carrying a full course load if they register for 12-15 credits per semester (or 3 or 4 courses). Given the rigor and the additional preparation required for these University courses, **students should be advised against taking more than 2-3 Syracuse University courses per semester** to ensure that they will be successful in their studies, particularly if they are taking other advanced courses and involved in multiple extracurricular activities.

Course Load

Some instructors become certified to teach more than one Syracuse University course, and some schools offer multiple sections of Syracuse University courses to meet student demand. If a single teacher plans on offering more than two sections of a Syracuse University course per semester, either of the same course or different Syracuse University courses, please consult with the SUPA administrator(s) in advance.

Because University courses generally require an unusually large amount of time for preparation and direct consultation with students, teachers should be relieved of at least a portion of their non-teaching duties (insofar as possible).

Three preparations and five classes constitute a maximum load for teachers in Syracuse University's Project Advance program. Class sizes for Project Advance sections may not exceed those listed in the Class Size table (see **Course Details** at the end of this document).

Co-Seating

Syracuse University prohibits non-registered students from being seated in courses on the Syracuse University campus. However, Project Advance does make allowances for mixed classes at our partner high schools *with the stipulation that a vast majority of students must be officially registered for credit in each course section.*

Project Advance does not allow co-seating with other programs, including AP.

Scheduling

Syracuse University courses offered through Project Advance should be scheduled during periods that are not subject to frequent cancellation or interruption.

School Counselor Department

It is very important that members of the high school's counseling department be thoroughly familiar with the requirements, objectives, and design of each course and work closely with teachers in advising prospective students whether to register for Syracuse University courses offered through Project Advance. We encourage school counseling personnel to attend one of our School Counselor Infor-

mation Sessions, or contact the SUPA office to speak to an administrator. Counseling professionals should also pay close attention to the next section, titled "Eligible Students" for guidelines on student enrollments.

Course Descriptions and Weight

See page 11 of this document for specific course notes, course descriptions are also available on our website at supa.syr.edu/courses.

We ask that Syracuse University courses offered at your school be given the same course weight as other honors or college-level classes at your school.

Information for Parents and Students

Parents and prospective students should be given an opportunity to ask questions and learn about the benefits of Syracuse University courses before registering. SUPA can provide materials for students and parents for these Parent-Student Information Sessions. These orientations can help prevent potential misunderstandings about concurrent enrollment courses.

SUPA administrators are also available to speak at your school to discuss the program and answer any questions. Schools that desire University participation should try to arrange a time that coincides with our school visits to the area, particularly when there is considerable distance involved. The date, time, scope of the orientation, and materials needed for distribution must be arranged several weeks in advance. Schools are provided with course descriptions that should be included in the school curricular guide. Course information can be found on the website at supa.syr.edu/courses.

Student Identification Numbers

Students in Project Advance sections of Syracuse University courses are officially registered as part-time, non-matriculated students and receive an Syracuse University I.D. number. The I.D. number permits students to utilize university resources, such as the Syracuse University libraries. This number is unique to each student and should not be shared with anyone.

Syracuse University Library Access

For information on how to access the library system, visit supa.syr.edu/library-access

Project Advance instructors and students have full access to the Syracuse University Library system.

Teaching Guidelines and Responsibilities

Course Load (Repeated from the School Partner Section)

Some instructors become certified to teach more than one Syracuse University course, and some schools offer multiple sections of Syracuse University courses to meet student demand. If a single teacher plans on offering more than two sections of a Syracuse University course per semester, either of the same course or different Syracuse University courses, please consult with the SUPA administrator(s) in advance.

Because University courses generally require an unusually large amount of time for preparation and direct consultation with students, teachers should be relieved of at least a portion of their non-teaching duties (insofar as possible).

Three preparations and five classes constitute a maximum load for teachers in Syracuse University's Project Advance program. Class sizes for Project Advance sections may not exceed those listed in the Class Size table (see **Course Details** at the end of this document).

Instructional Materials

Individual course descriptions including instructional materials are available on our website at supa.syr.edu/courses.

Instructional materials should be ordered well before the beginning of the academic year. Special rates are available for high schools offering Syracuse University courses through Project Advance. High schools should purchase all instructional materials required for students enrolled in Syracuse University courses. Older editions of required textbooks are generally acceptable if approved by the Syracuse University faculty coordinator. High school teachers participating in summer workshops will receive copies of the instructional materials used in their Syracuse University courses.

Instructor Responsibilities

Our office will communicate with instructors about deadlines and procedures for these responsibilities.

Syllabi: Instructors will be required to develop and submit a syllabus that adheres to the template provided by our faculty and that includes the required text(s), curricular materials, and academic policies each semester that you teach the course.

Administrative Duties: Examples include, but are not limited to: input of class information, return of signed applications during the registration period, confirmation of class lists, and grade submissions. These procedures help to ensure that the students who appear on your class list are registered for Syracuse University course credit and are therefore eligible to receive an SU transcript.

Course Feedback: End-of-semester student evaluations are an important part of our program! Instructors and students will receive instructions on completing these important surveys.

Backup Instructors: In case a SUPA teacher is unable to complete the year because of illness or some other unforeseeable occurrence, each high school should have a sufficient number of trained teachers available to prevent cancellation of a class. A cancellation hurts everyone, especially students. Please notify the SUPA course administrator immediately of any changes that may occur with the Syracuse University instructor of record. Partner high schools must seek approval from the course administrator and faculty coordinator if a substitute teacher is anticipated to teach an Syracuse University course for more than two weeks. Only certified course instructors may serve as the instructor of record and submit official Syracuse University grades.

Course Rosters and Records

Each semester, instructors are required to log in to the PASS online information system and view their applications/class lists and confirm they are correct. The purpose of these class lists is to inform instructors which students have officially registered for the Syracuse University course and ensure an accurate class list. **Students are not eligible to register retroactively for Syracuse University course credit.** They must enroll in Syracuse University courses by the stated registration deadline for the academic year/semester in which they are taking the course.

Instructors will also be asked to upload a copy of their syllabi to PASS. This is a requirement for our program to maintain accreditation.

Annual Seminar Attendance and Class Visit

Instructors are required to attend an annual professional development seminar, arranged by Project Advance once per year in order to maintain their certification.

In addition, Project Advance will arrange a class visit, where a member of the faculty will visit the classroom to ensure the course is being taught to specification, and to meet the students and engage in the material.

Instructor Resources

Information on how to access and use these resources is available on our website at supa.syr.edu/instructional-services.

Project Advance Student Services (PASS): PASS is Project Advance's online system for tracking student registrations, class lists, instructor and school information. pass.supa.syr.edu

MySlice: MySlice (myslice.syr.edu) is a Syracuse University online system. Project advance instructors will use MySlice to enter their grades each semester they teach an SU course.

TurnItIn: TurnItIn is a web service that allows instructors to upload student work (submitted as electronic files, such as a Word document) into the system and receive a report that identifies "matched text." The instructor still must analyze the report for originality, but Turnitin does provide them with more information that can be used to make this determination.

Grades

University grades must conform to standards established by the University. These are explained in our manuals, workshops, and training sessions. The Syracuse University-certified instructor is the only person authorized to enter grades. Occasionally, differences in the application of grading criteria may arise between the high school instructor of record and Syracuse University faculty members. Such problems are usually discussed and resolved on a collegial basis.

Students enrolling in Syracuse University courses through Project Advance normally obtain dual high school and college credit. As noted, the University grade for the course is determined in compliance with grading criteria established by Syracuse University. The high school grade is determined by the high school. At the end of each term, each instructor assigned a Syracuse University course

section has the responsibility of posting University grades for the students who have registered for Syracuse University credit. After the University has processed the grades, students can then request a Syracuse University transcript.

Students who intend to matriculate at Syracuse University should be advised that their Syracuse University grades will become part of their official GPA at Syracuse University. Syracuse University grades are typically not factored into the GPA at other colleges or universities when a student receives transfer credit.

Grade Appeals

The assignment of grades at Syracuse University is the responsibility of the faculty instructor of record; once assigned by the instructor of record, a grade cannot be changed without their consent, except by due process as detailed below.

The appeal process for a grade dispute begins with the instructor of record at the high school. Failure to comply with this may be grounds for denial of subsequent appeals.

If you are not able to resolve the grade dispute with the instructor of record, the next level of appeal is the Syracuse University Project Advance Faculty Liaison for the course. Appeals at this level and any subsequent levels must be submitted in writing, along with any supporting documentation. Contact the SUPA office for assistance identifying the appropriate Syracuse University faculty liaison.

Academic Integrity Policy

Students who take an SU course through Project Advance are considered non-matriculated students of the University, and therefore are expected to abide by the Academic Integrity Policy. The complete policy is available from Syracuse University's Academic Integrity Office or by visiting <http://class.syr.edu/academic-integrity/policy/>.

Project Advance instructors are required to provide the Syracuse University academic integrity statement in their course syllabi, along with any other required University policies. Instructors are also required to report academic integrity violations in their Syracuse University course sections to the University. Contact the SUPA office for forms and additional information.

Student Registration and Course Records

All official student records for Project Advance sections of Syracuse University courses are maintained by the Syracuse University registrar's office, which handles approximately 25,000 current student records and more than 200,000 alumni records for the entire University. Given the scope of the registrar's operation, it is important that students enrolling in Project Advance sections register accurately and in accordance with specified deadlines and procedures. The SUPA Coordinator should be available to oversee course registrations (see page 3 for information on SUPA Coordinators).

Registration

For complete registration instructions, please visit supa.syr.edu/register.

Materials and instructions are made available to Syracuse University Project Advance instructors and to the designated SUPA coordinators in the high school. To register for Syracuse University credit, students must register online at pass.supa.syr.edu. High schools should instruct their students to include all courses they wish to register for on the same application form. The application form must then be printed and signed by both the student and parent/guardian and returned to the high school instructor. Instructors will then forward the applications to the Syracuse University Project Advance office for processing (via fax or email).

Course Drops and Withdrawals

Forms and more information are available at supa.syr.edu/forms

Students who wish to drop or withdraw from a course must inform their teachers in accordance with the policies of Syracuse University.

Course Drop

A **drop form** must be completed and signed by the instructor, parent, and student and submitted to Project Advance prior to the official deadlines for dropping a course. Please review the registrar's calendar on the website for specific dates. Although courses that are officially dropped before the cutoff date will not be recorded on the student's transcript, tuition may be refunded only under the circumstances explained in this manual. Under no circumstances may a course be dropped after students have earned a grade, or while an academic integrity case is still under review.



Hendricks Chapel, Syracuse University

Course Withdrawal

After the official Syracuse University drop date, students may **withdraw** from a course and have the symbol WD (withdrew) recorded on their transcripts. The option of withdrawing extends to two weeks before the last day of classes. *NOTE: Withdrawal from a course after the official drop deadline does not remove the financial obligation to the University on the part of students/parents.* Students will be placed on financial hold for failure to pay tuition. Students on financial hold will not be issued Syracuse University transcripts.

NOTE: The University reserves the right to enact an **administrative drop** for students who are absent from class for an extended period of time and cannot meet the participation requirements of a course for reasons other than a documented disability, such as a school suspension. Proper documentation from the high school may be required and will be reviewed on a case-by-case basis.

Tuition, Transcripts and Credit Transfer

Tuition Payments and Policies

Tuition Information available at supa.syr.edu/tuition

Tuition is based on the number of credits each student registers to take in a given academic year or semester. Financial assistance is available for those who qualify. School administrators will receive written notification in advance of any tuition changes for the next academic year.

If students choose to enroll in a two-semester sequence or a full-year course, tuition is due for all of the credits in the fall semester. If students choose to enroll in one-semester courses, tuition is due at the beginning of the semester in which each course is taken. For most courses, it is up to each high school to determine which semester (fall or spring) to offer the one-semester, three-credit courses. See **Course Details** at the end of this document for a table describing each course in relation to credits, prerequisites, etc.

Payment Procedures and Policies

Once signed applications have been received and processed, Project Advance will send an invoice for tuition to each student's parent(s) or guardian(s) at the address provided on his/her registration. **No money is to be collected by the instructor or the school.** Project Advance must receive tuition payment by the due date printed on the bill.

We offer a convenient online BillPay option at pass.supa.syr.edu. A monthly installment payment plan is also available, but it does include an additional \$15 non-refundable administrative fee for monthly billing notices. Registering for a Syracuse University course incurs a financial obligation to the University. Failure to pay tuition will result in the student being placed on financial hold. Students on financial hold will not be eligible to receive Syracuse University transcripts.

Tuition Refunds

Voluntarily dropping courses

1. Students who voluntarily **drop** courses before the semester's

posted drop date deadlines are eligible for a 100 percent refund of the tuition paid. Students who withdraw (WD) from the course after the drop deadline remain financially responsible to the University.

Involuntarily dropping courses for unforeseen events will be reviewed on a case-by-case basis prior to processing a refund, i.e.,

1. The student's family moves out of the district.
2. A major illness or accident that requires the student to withdraw from all high school courses for an extended period.

Financial Assistance

Although limited financial assistance for students with urgent financial need (e.g., qualifies for free or reduced lunch based on individual household income) is available through Project Advance, we encourage schools and students to explore the possibility of scholarship aid through local organizations. When students are applying for financial assistance, we ask that supporting documents be attached to each request .

Parents or guardians are responsible for completing the Student Financial Assistance Form that is available at supa.syr.edu/forms and then returning all the supporting documents to the Syracuse University Project Advance office for approval prior to the first payment due date.

Course/Credit Recognition

Students who have taken Syracuse University courses through Project Advance have reported on their experiences in seeking recognition for the courses after matriculating to one of more than 600 colleges and universities in the United States, Canada, and Europe. A high proportion of students, approximately nine in 10, consistently report receiving recognition for their Syracuse University courses in the form of transfer of credit hours, fulfillment of general education or major program requirements, placement in more advanced courses, or some combination of these. No institution of higher education can guarantee the recognition of its courses by another institution, and institutional and departmental policies do change. **Credit recognition remains the exclusive prerogative of the institution granting it.** Colleges and universities often consider the individual student when making this decision, rather than extending blanket acceptance or rejection of the credit. To learn the most recent credit transfer history for specific institutions, students should contact the Project Advance office.

Catalogs of colleges and universities from across the country show that most introductory-level courses do not differ substantially in content from one campus to another. However, the sequence of course topics over two semesters may vary considerably among colleges and universities. To create wider acceptance for Syracuse University coursework taken through Project Advance, students enrolled in Project Advance sections of American history, biology, chemistry, physics, and statistics are required to take both semesters of these courses.

We encourage students to review the content of their Syracuse University courses with their academic advisors at college and with the appropriate faculty in the academic departments involved to determine how the courses relate to institutional and departmental requirements. **Attempts to transfer academic credit should be started by requesting that a copy of the official Syracuse Uni-**

versity transcript be sent to the institution rather than through discussions with the advisor. The official transcript is almost always the only record recognized when colleges are considering whether to grant credit recognition.

Transcripts

Transcript information available at supa.syr.edu/transcripts

The transcript includes a complete record of all courses a student has taken at Syracuse University through Project Advance, Summer Sessions, University College, or any other division of the University. Syracuse University policy and federal law protect access to student records. The individual student is the only person authorized to request that an official Syracuse University transcript be sent to any college or university. Transcripts must be requested by the student and can be sent to any school of their choosing (provided the student's account is paid in full). Transferring credit is a novel and occasionally frustrating experience for new college students. For the first time, they have to initiate the transfer of their educational records. Hence, the information below should be reviewed carefully with students. Students are responsible for ensuring that the colleges and/or universities they designate actually receive their official Syracuse University transcripts to review.

Procedures for Transferring Credit

A. Request a Transcript: To begin the credit transfer process, students will need to request that an official Syracuse University transcript be sent to the school they will be attending. *Students should wait to order transcripts until they have finished their course! Students will receive a letter from our office with transcript request information.*

Syracuse University transcripts are managed by Parchment, a secure partner of the University. When requesting a transcript for the first time through the Parchment system, you will be required to create a new account. When you create your account, you are required to have either the SUID or the last four of your Social Security number. (If you did not provide your Social Security number when you registered for credit and do not have your SUID, please call our office to receive your SUID. We will not give it out that information over email or livechat.) Please also have the address or contact information of where you want your transcript sent as this varies from institution to institution. Students matriculating at Syracuse University should direct a transcript to the dean of the college in which they enroll.

There is a \$12 fee for transcripts, so have credit card information ready.

Please visit supa.syr.edu/transcripts for more information, including instructions on the Parchment system and some FAQ on the credit transfer process.

B. Students are advised to check with the college to which they are applying to confirm receipt of the transcript.

Suggestions for Transferring Syracuse University Credit

Project Advance administers Syracuse University courses entirely in accordance with the framework, rules, and academic guidelines covering all courses offered by Syracuse University. **With this in mind,**

we suggest that instructors, school counselors, and all others who speak with students about these courses refer to them as "SU" or "Syracuse University" courses and use the course name and number (e.g. PST 101, SOC 101, MAT 295, etc.). We also suggest the following procedure for students who are seeking recognition in college:

A. College applications often question whether the applicant has ever enrolled at, or done coursework with, another college or university. Students should answer "Yes" and explain that they were enrolled as part-time, non matriculated students in the College of Arts and Sciences, College of Engineering and Computer Science, Whitman School of Management, etc., at Syracuse University.

B. In both correspondence and discussion with college officials, students should refer to the course(s) taken by name and number (e.g., Psychology 205).

C. Students should be sure they have requested, and the college has received, an official Syracuse University transcript of all coursework taken through the University.

D. If the question of transfer of credit or advanced standing depends on showing a similarity between course content at the institution the student will attend and the Syracuse University course, the student should request that the faculty or other college officials making the decision review the course syllabi or manuals, course descriptions, and student portfolios as appropriate.

Brief course descriptions also appear in the official Syracuse University Course Catalog (coursecatalog.syr.edu). More extensive course descriptions can be downloaded from the Project Advance website: supa.syr.edu/courses.

E. Some colleges require or make available a validating examination to evaluate transfer students' preparation for advanced coursework. Alternatively, students may have the opportunity to register for the advanced course at their own risk. If a question arises about their preparation, they should request an opportunity to demonstrate their readiness for advanced work.

F. If, after a student has followed the preceding steps, faculty or officials at the college have questions that the student cannot answer, the student should request assistance from the Project Advance office by contacting the director, in writing, by phone or by e-mail:

Director
Syracuse University Project Advance
400 Ostrom Ave
Syracuse NY 13244-3250
315.443.2404
supahelp@syr.edu

The student should communicate the name, title, address, and phone number of the faculty member or the official, as well as the nature of his or her questions.

G. Above all, students should not give up if their college or university is initially unwilling to recognize their Syracuse University course-

work for credit and/or placement. Most colleges want to give students proper placement based on their achievement. If the institution needs further clarification or evidence of the work completed, students should ask Project Advance for assistance and encourage college officials to do so at any time.

Research and Evaluation

The Project Advance staff conducts a variety of research and evaluation activities to assess the effectiveness of instruction in the Syracuse University courses offered through the program; the maintenance of academic standards; the quality of instructional materials; and the impact of the program upon students, faculty, curriculum, and schools. Such information is not only vital for continued course and program improvement, it also is necessary for colleges and universities that evaluate these courses in order to make recognition decisions. Research and evaluation activities include the following:

- Course and instructor feedback
- Post-graduate studies of students who took Syracuse University courses through Project Advance to determine the recognition received from other colleges and universities, the impact of participating in the program on their academic behaviors, and the impact of participating in the program on their high schools
- Comparison studies of students in Project Advance sections of Syracuse University courses and students in Main Campus sections of Syracuse University courses
- Impact studies of Project Advance instructors and schools
- Other special studies

Requests for reports and inquiries about research on specific topics should be sent to:

Dr. Rob Pusch, Senior Associate Director
Syracuse University Project Advance
400 Ostrom Avenue
Syracuse NY 13244-3250
E-mail: supa-evaluations@syr.edu

Project Advance Course Details

Students can only register for courses for which they have fulfilled any prerequisite coursework. These Syracuse University courses are open to qualified high school seniors. Some courses are also open to select juniors. Please check with the program administrator for the course for more details prior to placing any juniors into a course section. Sophomores and ninth graders are not eligible to take these University courses. Tuition for each course is \$115 per credit hour.

The minimum class sizes refers to the number of University- registered students who must be enrolled for the University to offer a particular class. The maximum number refers to the total class enrollment, including any students who may not be registered for University credit. Our experience has shown that students who do not enroll for University credit can affect the motivation of the entire class. The number of such students in any one class is restricted and should be carefully considered. Courses with low enrollments or that are over-enrolled may be subject to cancellation. Additional requirements for individual courses may be adopted in conformance with actions taken by academic departments in the University. If you have any question concerning these policies, please contact the Project Advance administrator for the course in question.

Full course descriptions are available at supa.syr.edu/courses. Each course page includes a PDF with any instructional materials required.

Tuition for classes is \$115 per credit hour

Course	Credits	Class Size	SUPA Administrator	Comments
ANG 101	3	TBD	Christina Parish	PILOT; open to juniors and seniors
AAS 112 Intro to African-American Studies	3	15-24	Melanie Nappa-Carroll	Open to seniors only
ACC 151 Introduction to Financial Accounting	4	15-25	Eric Young	Note: This is a full-year course.
BIO 121 General Biology I	4	10-20	Eric Young	First course of a two-course biology sequence. It is offered in the fall. Must register for both Bio 121 and BIO 123/124 in the fall.
BIO 123 General Biology II	3	10-20	Eric Young	Second course of a two-course biology sequence. It is offered in the spring. Prerequisite: BIO 121. (See above.) Co-requisite: BIO 124 (Lab)
BIO 124 General Biology II Laboratory	1	10-20	Eric Young	Co-requisite: BIO 123 (Lecture)
CHE 106 General Chemistry Lecture	3	15-20	Melanie Nappa-Carroll	First course of a two-course sequence in general chemistry. Offered in the fall. Must register for CHE 106/107 and CHE 116/117 in the fall. Co-requisite: CHE 107 (Lab).
CHE 107 General Chemistry Lab	1	15-20	Melanie Nappa-Carroll	Co-requisite: CHE 106 (Lecture).
CHE 113 Forensic Science	4	15-24	Melanie Nappa-Carroll	May be offered as a one-semester or full-year course.
CHE 116 General Chemistry Lecture	3	15-20	Melanie Nappa-Carroll	Second course of a two-course sequence in general chemistry. Offered in the spring. Must register for CHE 106/107 and CHE 116/117 in the fall. Co-requisite: CHE 117 (Lab).
CHE 117 General Chemistry Lab	1	15-20	Melanie Nappa-Carroll	Co-requisite: CHE 116 (Lecture).
CLS 105 College Learning Strategies	3	15-25	Christina Parish	Must take another college-level or AP course in the same semester as CLS 105 for applied learning. Not accepting applications for new schools.
CPS 155 Intro to Cybersecurity	3	10-25	Avinash Kadaji	May be offered as a one-semester or full-year course.
CPS 185 Animation and Game Development	3	10-25	Avinash Kadaji	
CRS 325 Presentational Speaking	3	10-20	Christina Parish	Open to seniors and select juniors.
CSE 283 Introduction to Object-Oriented Design	3	10-25	Avinash Kadaji	Should have completed ECS 102 or an equivalent C++ course.

Course	Credits	Class Size	SUPA Administrator	Comments
EAR 203 Earth System Science	4	10-20	Kennia Delafe	Typically offered as a full-year course. May be offered as a one-semester course if additional lab periods are scheduled. For seniors and select juniors.
ECN 203 Economic Ideas and Issues	3	15-25	Sean M. Conrey	
ECN 305 The Economics of Personal Finance	3	15-25	Sean M. Conrey	
ECS 102 Introduction to Computing	3	10-25	Avinash Kadaji	
EEE 370 Entrepreneurship	3	10-25	Eric Young	
ENG 181 Class and Literary Texts	3	15-20	Sean M. Conrey	Note: ENG 181 is frequently paired with WRT 105 as a required full-year course sequence for schools' senior English offering.
ENG 192 Gender and Literary Texts	3	15-20	Sean M. Conrey	Note: ENG 192 is frequently paired with WRT 105 as a required full-year course sequence for schools' senior English offering.
FRE 201 French III (Intermediate French)	4	10-20	Kennia Delafe	Note: This is a full-year course. Open to seniors and juniors by petition.
GER 201 Intermediate German	4	10-20	Kennia Delafe	Note: This is a full-year course. Open to seniors and juniors by petition.
HFS 202 The Development of Children	3	10-20	Eric Young	
HFS 327/SPM 327 Human Development and Sport	3	10-20	Eric Young	
HST 101 American History to 1865	3	15-25	Eric Young	HST 101 is offered in the fall as part of a two-course sequence. Must register for both HST 101 and HST 102 in the fall semester.
HST 102 American History Since 1865	3	15-25	Eric Young	HST 102 is offered in the spring as part of a two-course sequence. Must register for both HST 101 and HST 102 in the fall semester.
IST 195 Information Technologies	3	10-25	Avinash Kadaji	
IST 256 Application Programming for Information Systems	3	10-25	Avinash Kadaji	
IST 263 Intro to Front End Web Development	3	10-25	Avinash Kadaji	
IST 322 Digital Strategy	3	10-25	Avinash Kadaji	Pre-requisite of IST 263
IST 323 Intro to Information Security	3	10-25	Avinash Kadaji	
ITA 201 Italian III (Intermediate Italian)	4	10-20	Kennia Delafe	Note: This is a full-year course. Open to seniors and juniors by petition.
LAT 201 Latin III	4	10-20	Kennia Delafe	Note: This is a full-year course.
LAT 310 Latin Prose Authors	3	10-20	Kennia Delafe	
LAT 320 Latin Poets	3	10-20	Kennia Delafe	
MAT 221 Elementary Probability and Statistics I	4	10-20	Avinash Kadaji	Can be offered without MAT 222; contact program administrator for details
MAT 222 Elementary Probability and Statistics II	3	10-20	Avinash Kadaji	Must have D or better in MAT 221 to be eligible; must register for MAT 221 in Fall semester
MAT 295 Calculus I	4	10-25	Avinash Kadaji	
MAT 296 Calculus II	4	10-25	Avinash Kadaji	Must pass MAT 295 with a C or better or have a 4 or better on the AP, AB Calculus exam.

Course	Credits	Class Size	SUPA Administrator	Comments
MAT 397 Calculus III	4	10-25	Avinash Kadaji	Must pass MAT 296 with a C or better or have a 4 or better on the AP, BC Calculus exam or have a qualifying score on the department exam.
MAT 414 Intro to Ordinary Differential Equations	3	10-25	Avinash Kadaji	Must pass MAT 296 with a C or better or have a 4 or better on the AP, BC Calculus exam or have a qualifying score on the department exam AND pass 397 with a C or better.
PHY 101 Major Concepts of Physics I	4	10-20	Eric Young	Includes lab. Must register for both PHY 101 and PHY 102 in the fall.
PHY 102 Major Concepts of Physics II	4	10-20	Eric Young	Includes lab. Must register for both PHY 101 and PHY 102 in the fall.
PHY 211/221 General Physics I	4	10-20	Eric Young	First half of a two semester introduction to classical physics including mechanics and thermal physics. Uses calculus. Knowledge of plane trigonometry required. (221 is required 1 credit lab)
PHY 212/222 General Physics II	4	10-20	Eric Young	Second half of a two semester introduction to classical physics including mechanics and thermal physics. Uses calculus. Knowledge of plane trigonometry required. (222 is required 1 credit lab)
PST 101 An Introduction to the Analysis of Public Affairs	3	15-25	Eric Young	
PSY 205 Foundations of Human Behavior	3	10-25	Sean M. Conrey	May be offered as a year-long OR one semester course to select juniors and seniors
SOC 101 Introduction to Sociology	3	15-25	Christina Parish	Open to seniors and select juniors.
SPA 201 Spanish III	4	10-20	Kennia Delafe	Note: This is a full-year course. Open to seniors and juniors by petition.
SPM 205 Principles and Contemporary Issues in Sport Management	3	10-25	Eric Young	
URP 150 Science Research 1 (Juniors)	4	max 25	Melanie Nappa-Carroll	Students must have taken a science research course in their sophomore year
URP 250 Science Research 2 (Seniors)	4	max 25	Melanie Nappa-Carroll	Students must have taken a science research course in their sophomore year; Students must have completed URP 150 SR 1 course to be eligible
WGS 101 Women's and Gender Studies	3	15-25	Sean M. Conrey	Open to seniors and select juniors
WRT 105 Studio 1: Practices of Academic Writing	3	15-20	Sean M. Conrey	Maximum 20 students, seniors only; Note: WRT 105 is frequently paired with ENG 181 or ENG 192 as a required full-year course sequence for schools' senior English offering.
WRT 114: Intro to Creative Nonfiction	3	15-20	Sean M. Conrey	Maximum 20 students; Open to seniors and juniors.





Project Advance
400 Ostrom Avenue
Syracuse, NY 13244-3250

T 315.443.2404
F 315.443.1626

supahelp@syr.edu
supa.syr.edu