



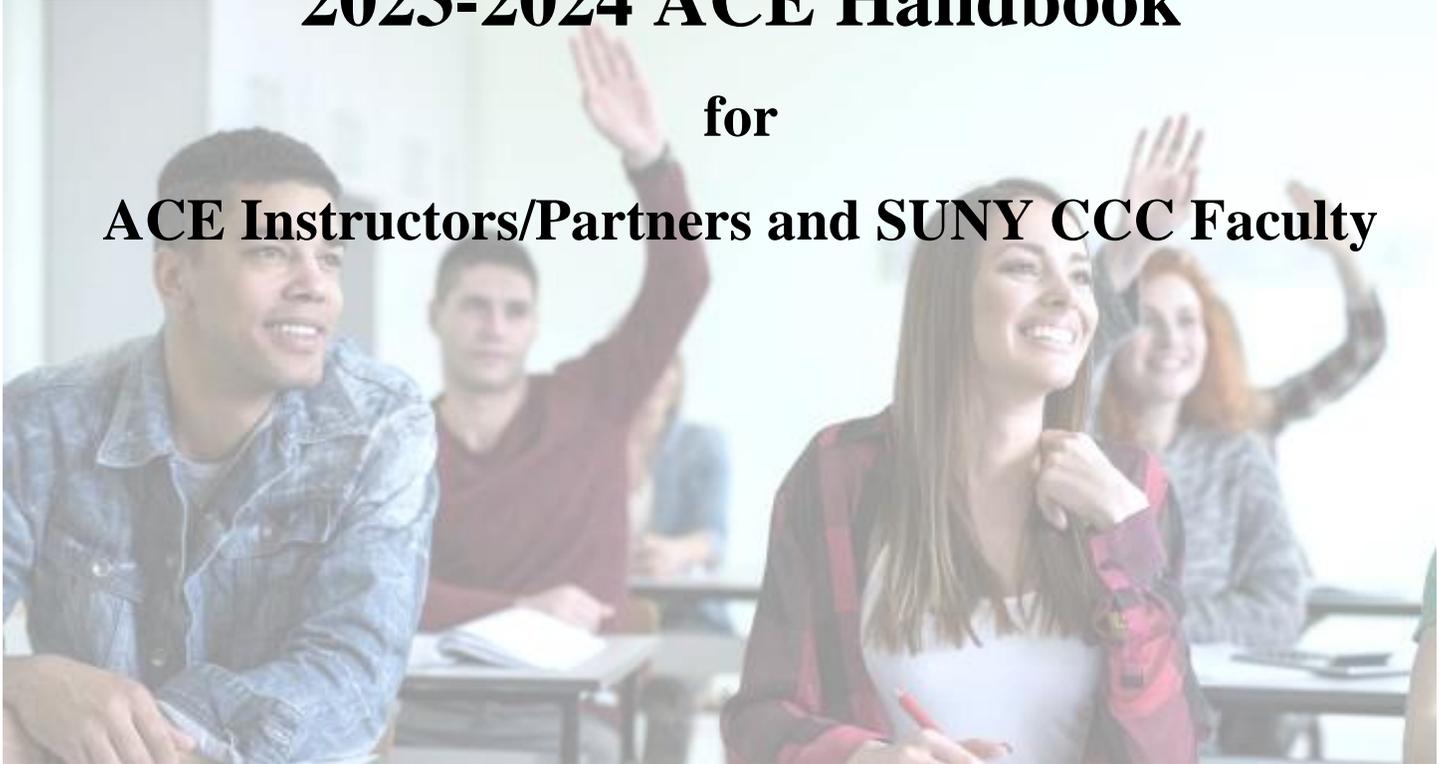
**SUNY
CORNING**
COMMUNITY COLLEGE

Accelerated College Education

2023-2024 ACE Handbook

for

ACE Instructors/Partners and SUNY CCC Faculty





ACE CRITICAL DATES:

Fall 2023

These Dates are strictly enforced during the academic year. Please pay close attention to Registration and Drop dates so that the students do not miss out on receiving credit.

Fall 2023			
Course Term	Date Range	Drop Deadline	Withdrawal Deadline
HS CEO –(online) 15 week(ons	9/18-1/12/24	10/07/23 (3rd week)	11/18/23 (9th week)
NY 1st 10 weeks	9/11-11/17/22	9/23/23 (2nd week)	10/21/23 (6th week)
NY 2nd 10 weeks	11/20-1/26/24	12/2/23 (2nd week)	12/30/23 (6th week)
NY 20 weeks	9/11-1/26/24	10/07/23 (4th week)	12/2/23 (12th week)
NY 40 weeks	9/11-6/14/24	11/04/23 (8th week)	2/24/24 (24th week)
PA 20 weeks	8/28-1/12/24	9/23/23 (4th week)	11/18/23 (12th week)
PA 40 weeks	8/28-5/24/24	10/21/23 (8th week)	2/10/24 (24th week)

Final Grades Due – Entered into MyCorning 72 hours after the course is finished. It is critical that this is accomplished so that students can request transcripts.

October 1st – Class Roster Verifications Due – Teachers, ACE Coordinators and Principals will sign off on class lists and confirm students are registered in their course to receive the College credit. **There will be no retro-credit awarded after the dates above.**

**ACE CRITICAL DATES:
Spring 2024**

These Dates are strictly enforced during the academic year. Please pay close attention to Registration and Drop dates so that the students do not miss out on receiving credit.

Spring 2024			
Course Term	Date Range	Drop Deadline	Withdrawal Deadline
HS CEO – 15 weeks	2/5-5/10/24	2/24/24 (3rd week)	4/5/24 (9th week)
NY 1st 10 weeks	1/29-4/5/24	2/9/24 (2nd week)	3/08/24 (6th week)
NY 2nd 10 weeks	4/8-6/14/24	4/19/24 (2nd week)	5/17/24 (6th week)
NY 20 weeks	1/29-6/14/24	2/23/24 (4th week)	4/19/24 (12th week)
PA 20 weeks	1/15-5/31/24	2/9/24 (4th week)	4/5/24 (12th week)
PA 40 weeks	8/28-5/24/24	10/21/23 (8th week)	2/10/24 (24th week)

Final Grades Due – Entered into MyCorning 72 hours after the course is finished. It is critical that this is accomplished so that students can request transcripts.

February 16th- Class Roster Verifications Due - – Teachers, ACE Coordinators and Principals will sign off on class lists and confirm students are registered in their course to receive the College credit. **There will be no retro-credit awarded after the dates above.**

ACE Handbook

Table of Contents

The handbook *ACE: College Courses for High School Students* is designed to provide guidance counselors, teachers, principals, the information SUNY CCC wishes to communicate on various guidelines and requirements for the ACE program. This document addresses the following topics:

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General Information

Program Overview, History, and Accreditation

Overview: Accelerated College Education (ACE) is a high school concurrent enrollment program that allows students who meet the requirements of the college course to earn college credit at their high schools in these approved courses. Instructors in the program are recruited from the faculty at each high school and are approved by SUNY Corning Community College (SUNY CCC) to function as adjunct instructors.

History: Originally called the College Level Education Program (CLEP), ACE began in the fall of 1972 as a joint venture of the Elmira City School District and SUNY SUNY CCC. It consisted of a single course in Calculus, which was taught at both Elmira high schools. By 1987, the program, which changed its name to ACE, had grown to 185 students in six high schools. It had developed into a collaborative effort among the six high schools, the area BOCES, and SUNY CCC. Today, the program has grown to include 40 schools located in the Southern Tier of New York and the Northern Tier of Pennsylvania and offers a choice of 60 college courses while providing high quality educational experiences to approximately 2,000 students.

Accreditation: SUNY CCC is a founding member of the National Alliance of Concurrent Enrollment Partnerships (NACEP), a national accrediting body for concurrent enrollment programs, and received accreditation status from NACEP in 2008. NACEP was established for the purpose of professional exchange, development of common standards, and the sharing of information regarding best practices for member colleges.

SUNY CCC received Re-Accreditation from NACEP in 2015 and 2023.

Course Offerings and Descriptions

The following is a comprehensive list of courses offered in the ACE Program during the 2023-2024 academic year. For a complete course description and prerequisites required click on this link: [23-24 ACE Course Descriptions](#)

Participating ACE Schools: 2023-2024

New York State Schools

Addison Central School	GST BOCES-Bush Campus, Elmira
Alfred Almond Central School	GST BOCES-Coopers Plains Campus, Painted Post
Andover Central School	GST BOCES-Wildwood Campus, Hornell
Arkport Central School	Hammondsport Central School
Avoca Central School	Hornell Central School
Bath-Haverling Central School	Horseheads Central School
Bradford Central School	Jasper-Troupsburg Central School
Belfast Central School	Notre Dame High School
Campbell-Savona Central School	Odessa-Montour Central School
Canaseraga Central School	Prattsburgh Central School
Canisteo-Greenwood Central School	Spencer-Van Etten Central School
Corning-Painted Post Central School	Twin Tiers Christian Academy
Elmira Central High School	Watkins Glen Central School
Elmira Heights Central School	Waverly Central School
Fillmore Central School	Wayland-Cohocton Central School
Genesee Valley Central School	Whitesville Central School

Pennsylvania State Schools

<p>Cowanesque Valley High School Sayre Area High School Williamson Jr. Sr. High School Wyalusing High School</p>

Administrator Roles

ACE High School Coordinator

The Principal at each high school will appoint a guidance counselor to be the ACE Coordinator at that school. This individual performs the following duties:

- Serves as the main contact between the HS and the SUNY CCC ACE Office
- Provides SUNY CCC with the **ACE Course Offering Form** for the next academic year by the designated deadline
- Provides a spreadsheet of ACE students with Legal Names, Preferred names if available, addresses, Biological DOB, Phone #, Student Email and Grade level to the ACE office by the designated deadline
- Provides the individual **Class Rosters** for ACE courses by the established deadline even if the information is tentative
- Ensures that enrolled students meet enrollment / prerequisite criteria
- Assists in coordinating, scheduling and proctoring of Assessments if needed
- Communicates all enrollment / prerequisite criteria to other onsite HS counselors
- Tracks students' Regents final exam scores in English for a score of 85 or higher
- Assists in coordinating the **Student Reaction to Instructor Surveys**
- Ensures that faculty enter final grades for each course
- Assists with ACE Instructor applications and notifying the ACE office of substitutions or changes in the instructor
- Communicates to the ACE Office any issues that arise

ACE Instructor

An ACE Instructor performs the following functions:

- Maintains college-level standards in all assigned classes
- Communicates with SUNY CCC faculty liaisons and keeps up to date on college course requirements
- Becomes familiar with logging into MyCorning and checking their class rosters throughout the semester
- Communicates all COURSE WITHDRAWAL AND DROP DEADLINES to their student

- Assists ACE students in accessing their MyCorning accounts
- Submits an electronic copy of the **course syllabus and final exam** to the ACE Liaison or ACE Office by the established deadlines (2 weeks after the course starts)
- Verifies that class lists(s) are accurate and complete and returns the **Verified Class Lists** to the ACE Office by the designated deadline. – Email ACE office at ace@corning-cc.edu
 - Students cannot be added to the course after the Registration deadlines
 - Students who are not withdrawn by the deadlines must receive the grade earned in the course.
- Works with the ACE High School Coordinator to ensure that the **Student Reaction to Instructor Survey** is administered and completed
- Reminds students to notify the ACE Office if they decide to drop a course and include this information in the course syllabus
- **Submits final grades via MyCorning by the posted deadline at the end of each course (within 72 hours of course completion)**
- Becomes familiar with and enforces all ACE, divisional, and departmental policies and procedures
- Participates in Professional Development opportunities offered by SUNY CCC at least once every 3 years. If unable to attend an event, an alternative meeting must be scheduled between the instructor and college faculty. Professional Development is an important and essential piece to the concurrent enrollment offering. In order to maintain our compliance with NACEP, instructors must participate once every 3 years. Non-compliance will result in discontinuing of ACE credentials.

ACE Liaison

The three academic divisions appoint a liaison for each course to work with ACE instructors for the purpose of ensuring curricular consistency and program rigor, as well as providing content area expertise and guidance concerning course material.

An ACE Liaison performs the following functions:

- Serves as the primary contact for the ACE instructor
- Provides discipline specific training for the course prior to the instructor teaching
- Contacts their assigned Instructors within the first 3 weeks for the semester



- Establishes and communicates assessment criteria final exam requirements; along with any updates during the academic year
- Collects and approves the course syllabus within the first month of the course. If changes need to be made, the liaison will contact the instructor and copy the ACE Office
- Forwards a copy of the approved syllabus and/or final exam to the ACE Office
- Supplies the ACE Office with departmental policies for the ACE course(s)
- Orientates and mentors' new instructors, providing information on divisional and departmental policies and procedures, an overview of the target course and academic subject area.
- Attends at least one class session each semester for the purpose of observing the course content using the standard SUNY CCC instructor evaluation form
- Evaluates the ACE course to ensure that it meets the College's academic standards
- Meets with the instructor after the observation to review what was observed and makes any recommendations for changes
- The observation report is submitted to the ACE Office no later than two weeks after the course ends.
- Attends meetings called by the Director of ACE
- Attends annual workshops for all ACE instructors and plans agenda items and appropriate professional development activities within the discipline.

Director of ACE

The Director of ACE performs the following functions:

- Serves as the primary contact at SUNY CCC for the entire program, acting as a bridge between the high school (guidance counselors, principal, superintendent) and the College
- Coordinates with each high school to discuss which courses will be offered
- Calls meetings to discuss issues that arise, as needed
- Assists with ensuring program quality standards
- Serves as a major contact to facilitate the resolution of any issues involving program quality
- Resolves issues pertaining to materials and equipment
- Works with the Associate Deans of Instruction to establish credential requirements for ACE Instructors, reviews instructor evaluations, and sets guidelines for ACE Liaisons

- Seeks out new member schools located within the College's service area
- Assists with oversight of syllabus usage and formation
- Maintains the ACE program website and handbook
- Serves as principal contact for the college regarding NACEP membership and other regional and national professional organizations
- Coordinate's registration efforts and testing
- Coordinates and Assist with Educational Planning for ACE students

Associate Dean of Instruction

Each Associate Deans of Instruction, representing Liberal Arts and Professionalism and STEAM (Science, Technology, Engineering, Arts, Math) performs the following functions:

- Approves new instructors in conjunction with the Department Chair of the target discipline
- Assists with ensuring program quality standards
- Addresses questions pertaining to curricular issues, changes, content, and prerequisites
- Shares oversight of the course syllabus in conjunction with the ACE Liaison as well as the Department Chair

ACE Administrative Processes

Registration

- Students enroll in ACE courses with their guidance counselor in the spring for the falling fall semester
- The ACE Coordinator along with the administration at the high schools will submit a **Course Offering Form** indicating the courses, times, and instructors for the upcoming academic year
- The ACE Coordinator will submit an Excel file of the Student Information needed by the ACE Office by June 1st
- ACE Coordinators will submit class rosters for each course by August 1st.
- Students are required to obtain a "Certificate of Residency" from their county of residence by the due date to ensure that no "out of state" tuition charges will be incurred by the student.
- **A non-resident fee of \$153/cr hr will be assessed to students who do not submit a Certificate of Residency by their county deadlines. There will be a HOLD placed on their account which will prohibit them from registering for upcoming semesters.**
- A College Representative visits high schools to explain the ACE process to students
- Students are required to contact the ACE office by the Drop and Withdrawal deadlines if they have dropped the course.
- ACE faculty are responsible for using MyCorning to ensure that their class rosters are accurate and complete, as well as for entering final grades at the end of the semester.
- Instructors should direct questions about MyCorning and entering grades to the ACE office at (607-962-9533) or ace@corning-cc.edu

Approving Instructors

- The potential new instructor completes the application form and submits it and any other pertinent supporting documentation, including academic transcripts, to the ACE Office, which in turn sends the application forth to the Associate Dean of Instruction and/or the Department Chair for the appropriate discipline
- The Associate Dean of Instruction reviews the application and transcripts in conjunction with the Department Chair and determines whether to accept or reject the application
- In some cases, the Academic Department reserves the right to offer a provisional acceptance for the first year, to be reviewed annually.



- The Director of ACE receives the decision and passes to the applicant, the High School Principal, and any other designated parties at the high school
- Once an applicant is approved, the ACE Liaison helps orientate the new instructor to the college and the course.

Evaluating Instructors

- The ACE Liaison attends at least one class session each semester for the purpose of observing the course content
- The ACE Liaison meets with the instructor after the observation to review what was observed and makes any recommendations for changes
- If results are unsatisfactory, this information is to be communicated to the Director of ACE, who will in turn consult with the Associate Dean of Instruction and Department Chair to determine if an intervention is required
- After 5 years of successful observations; the academic division will then attend a class session once every 3 years for the purpose of observing the course content.

Addressing Problems with Instructors

- Because quality control is the responsibility of all ACE staff, it is incumbent upon all members to participate in any necessary intervention, which may involve course content, pedagogy, or behavioral concerns. These efforts will be led by the Director of ACE, but may also involve the Associate Dean of Instruction, the Department Chair, the ACE Liaison, and the ACE Coordinator.

The following is the process for addressing a problem:

- If the SUNY CCC liaison perceives any problems serious enough to jeopardize the offering of the course, these problems will be discussed with the ACE instructor and presented in writing to that instructor. The ACE instructor will be offered an opportunity to respond in writing. The SUNY CCC liaison and ACE instructor will formulate a plan for correcting these problems and develop a timetable for the corrective actions. This plan and documentation will be shared with the Director of ACE.
- If the issue persists, then a second letter will be sent to the ACE instructor with copies to the divisional Associate Dean of Instruction, SUNY CCC Director of ACE, the Principal and the Superintendent of the school involved.



- The second letter will describe the problem, the proposed corrective action, and the timeline for making the correction. It is expected that the ACE instructor will make every effort to correct the problem within the allotted time period.
- If the problem is not corrected within the allotted time, then the liaison may recommend to the divisional Associate Dean of Instruction one of two options: 1) that the instructor's certification be discontinued or 2) if some progress has been made, that additional time be granted to correct the problem.
- At any time during this process the ACE instructor may request an appeal to the divisional Associate Dean of Instruction. If the divisional Associate Dean of Instruction, in consultation with the Director of ACE and ACE liaison, recommends discontinuation of certification, the ACE instructor, Principal, and Superintendent will receive a letter notifying them of this action.
- Discontinuation will be effective at the end of the semester. If an instructor's certification is discontinued, the ACE course being taught will not be offered until another instructor has been approved

Student Evaluations

In accordance with SUNY CCC policy, all students will have the opportunity to evaluate their instructors each semester. The specific process is as follows:

- The ACE Office coordinates the timeframe with the Institutional Research office.
- An email is sent to each instructor with instructions to give the students to access. A QR code is given so the students can take a picture and have access to the evaluation.
- Summaries will be sent to the ACE Instructors at the end of the semester and shared with the Academic Divisions and the ACE office.

Final Examinations

- ACE Instructors are required to provide a tentative copy of their final exams along with a final copy of the syllabus for each class taught at the beginning of every semester.
- If a departmental final is used in the academic division at the College, the ACE instructor is required to give this same examination at the high school.

ACE Students

ELIGIBILITY & BENEFITS OF ACE OFFICE PROGRAMS

HIGH SCHOOL STUDENT ELIGIBILITY

To participate in the ACE Program, you must be enrolled in one of our Partner Schools as a Freshman, Sophomore, Junior or Seniors. All students must be considered **academically sound** high school students in order to be eligible to enroll in the ACE Program. An academically sound high school student is defined as having an 85% or higher overall High School GPA. These students must also meet prerequisites for each course as outlined in the course description section of our College Catalog.

If a course requires eligibility to enroll in ENGL 1010 (College Composition I), a student must meet the criteria outlined below by the English Department. If a student does not meet the Typical Student Requirements, then they have the option to take the English Accuplacer Assessment through our Testing Center.

Typical Student Requirements for ENGL 1010

- views self as strong academic reader/writer, asks questions easily when confused
- reads news/ factual material regularly, reads for pleasure
- HS GPA 85 or better, solid grades in classes requiring research-based essays
- is aware of own strengths and weakness as a writer, has a system for getting help
- able to proofread for punctuation, grammar errors
- proficient with word processing and computer use for class work (online elements)

If a student wants to enroll in a Math course, they must meet the criteria outlined below by the Math Department which could include taking the Math Placement Test through our Testing Center.

Math Placement Levels with Multiple Measures				
SUNY CCC MATH Course(s)	HS Course & Average		Regents	Placement Tests are used to improve placement level or in the case that no other placement measure can be used.
MATH 1610	Calculus I ≥ 70 OR Precalculus ≥ 85 OR IB MATH SL ≥ 85	O R	Algebra II ≥ 85	Level 6 Placement Exam Score ≥ 60
MATH 1413	Precalculus ≥ 70 OR Algebra II ≥ 85	O R	Algebra II ≥ 80	Level 4 & 5 Placement Exam Score ≥ 84
MATH 1310/1411/1510	Algebra II ≥ 75	O R	Algebra II ≥ 70	$68 \leq$ Level 4 & 5 Placement Exam Score < 84

To access course descriptions in the 2023-2024 College Catalog please follow this link [College Catalog](#).

HOMESCHOOL STUDENT ELIGIBILITY

Homeschool students who are interested in enrolling in the High School College Education Online (CEO) Program must be in an equivalent year level of a Freshman, Sophomore, Junior or Senior in their homeschool program. Homeschool students are required to complete the ACE Office Student Enrollment packet to verify year level and gain consent from a parent/guardian for the student to take CEO courses. English Accuplacer and Math Placement are required for homeschool students prior to taking courses that require ENGL 1010 (College Composition 1) as well as MATH 1310 (Elementary Statistics).

BENEFITS OF ACE & HIGH SCHOOL CEO

Students can get a head start on their college education when they participate in concurrent enrollment programs like ACE and CEO. Students are able to build their academic skills while getting the opportunity to explore potential career pathways. When students are able to complete college level courses while still in high school, they gain confidence, motivation and resiliency. The cost of tuition, course fees, books and housing all add up, which can make a college degree expensive. Students who complete courses through ACE and CEO get substantial cost savings as the price of a college education increases. To help the students and families of New York with the increasing cost of a college education, NY State has made all ACE courses **no tuition cost to students**. This cost savings benefit allows students to access college level courses in their high schools at no cost. This means no tuition charge, no fees and no paying for books (the high schools provide books/supplies to students). For students taking CEO courses this means that these courses are also **no tuition cost to students and the only cost is for books/supplies** (Note: CEO courses costs are subject to change and is evaluated by the college every academic year).

NY State Resident Requirements

If you are a NY State resident, all counties require that a student complete a Certificate of Residence for the county they currently reside in each year they participate in ACE and/or CEO. All Certificates of Residence are due within the first 30 days of the semester. If a Certificate is not received by the deadline, students will be billed a non-residence fee and a hold will be placed on the students' account. An account hold prevents future registrations until payment is received. For more information follow this link [ACE Certificate of Residence Application](#).

Pennsylvania Resident Information

Pennsylvania residents are not required to submit a proof of residence and still receive the tuition benefit of taking ACE courses. The tuition benefit for PA residents is subject to change and is evaluated by the college every academic year.

ACE & HIGH SCHOOL CEO ENROLLMENT

ENROLLING IN ACE COURSES

Students enroll in ACE courses with the assistance of their high school guidance counselors in the Spring of each year. The guidance counselors typically meet with the students to go over course selections and create class schedules. During these meetings prerequisites for the courses the students are interested in are reviewed. If the student has met prerequisite requirements, then the student is eligible to be enrolled. If the student doesn't meet the prerequisites, then the guidance counselors can contact the ACE Office to discuss options. The ACE Office works closely with the SUNY Corning Testing Center to get students scheduled to take Placement Test as well as working closely with academic departments to assess individual situations.

Once students have selected courses for their upcoming grade year then the high schools send those registrations to the ACE Office starting in late August. As the ACE Office completes registrations, they work closely with the high schools to ensure all students are accurately enrolled in the courses they have chosen. Students can check their Academic Transcript on the MyCorning student portal to verify registration is correct (See the *Transfer Guidance & Future Financial Aid* section in this handbook for instructions).

As of the 2023-2024 academic year, the ACE Office is limiting credit hours for Freshman level students. The credit limit for Freshman is a maximum of 6 for the year. If a student would like to take more than the policy limit for their grade year, they must first discuss this with their Guidance Office and then contact the ACE Office. This credit limit policy follows best practices in concurrent enrollment for student success. If a student has any concerns regarding their registration, they will need to contact their Guidance Office, then the ACE Office.

ENROLLING IN HIGH SCHOOL CEO COURSES

CEO courses are available in the Fall, Spring and Summer semesters. In order to register for a CEO course a student must have a College ID Number, meet the Eligibility for High School or Homeschool Students and have current access to their MyCorning student portal. As of the 2023-2024 academic year, the

ACE Office is limiting credit hours for Freshman level students. The credit limit for Freshman is a maximum of 6 for the year. If a student would like to take more than the policy limit for their

grade year, they must contact the ACE Office. This credit limit policy follows best practices in concurrent enrollment for student success. Follow this link for more information and to register for an upcoming semester [High School CEO Information](#).

DROP OR WITHDRAW REQUEST

If a student does not wish to take an ACE or CEO course, they are required to submit a Drop Request by the last date to drop. Here is the link to the Drop Request and for information on the drop dates [Dropping an ACE or CEO Course](#). This will allow a student to drop the course without incurring a tuition charge or having the course appear on their Academic Transcript. If a request is received after the last date to drop, it is considered a Withdrawal and a “W” is marked on their Academic Transcript because it is then an attempted course. If a student Withdraws from a course a charge may be incurred. We encourage a student to contact the ACE Office at ace@corning-cc.edu or 607-962-9491 with any questions regarding a drop or withdrawal from an ACE course.

ACADEMIC POLICIES & STANDARDS

ACADEMIC HONESTY

The rules of the host high school should be followed in non-academic behavioral misconduct situations. However, in cases involving academic misconduct, particularly academic dishonesty, the college’s regulations should prevail. The following excerpt is taken from the “Academic Honesty” section of the SUNY Corning 2023-2024 College Catalog.

“The principles of integrity, respect and ethical behavior are long standing traditions at CCC. It is expected that all students will recognize these values and adhere to all aspects of student conduct and academic honesty inside and outside of the classroom. The act of academic dishonesty is one in which a student is trying to gain an unfair academic advantage or is avoiding actions required by a course, which have been designed to improve some aspect of the student’s education. Knowingly and willfully aiding or collaborating with a student in the violation of an Academic Honesty policy, even if not personally committing any violation, is considered academic dishonesty. The following list describes various instances or actions that the College considers to be acts of academic dishonesty. While trying to be thorough, this list is not absolute. It is up to the practical judgment of faculty and students to consider cases that are not included here.”

Follow this link [SUNY Corning Academic Honesty Policy](#) for more information.

ACADEMIC STANDING & GRADING

ACE and CEO students begin their college transcripts when they enroll in any SUNY Corning credit-bearing course, therefore the Student Academic Progress (SAP) Policy does apply. The process to review and communicate SAP for ACE and CEO students is currently pending for the 2023-2024 academic year. ACE and CEO students will have a permanent College Academic Transcript in which they can view their final grades and GPA. Below is the SUNY Corning 2023-2024 College Catalog policy for Student Academic Progress.

“The Standards of Academic Progress at Corning Community College require students to maintain a standard of good academic standing. To be considered in good academic standing and make progress toward a degree or certificate, students must maintain a 2.0 grade point average and successfully complete 67% of their attempted credit/credit equivalent hours each semester. All SUNY Corning students attempting a cumulative total of twelve (12) credit hours or more must have a cumulative grade point average (GPA) of ≥ 2.0 to be in Good Academic Standing. Students will be evaluated at the end of each fall, spring, and summer semesters on the following criteria and must meet both the GPA and passed hours requirements to remain in good academic standing. If the standard of progress is not achieved, a student will be placed on academic probation or academic suspension as indicated in the chart.



Students should be aware that grades of A, A-, B+, B, B-, C+, C, and, I, N, P, W, R, S, and U count as "hours attempted," under Academic Progress Policy. Passed hours include grades of A through D, and P."

Link to [SUNY Corning SAP GPA Requirement Chart](#)

Questions regarding how grades from ACE and CEO courses are considered and/or evaluated by an individual student's high school, should be directed to the guidance office at their high school because each has their own policy. Contact the ACE Office with any questions regarding the Student Academic Progress Policy at ace@corning-cc.edu or 607-962-9533.

ATTENDANCE

Regular attendance is essential for success in the college classroom setting. It is important to communicate with your teacher and the ACE Office when issues with attendance are impacting your success. The following excerpt is taken from the "Attendance" section of the SUNY CCC 2023-2024 College Catalog.

"Success in courses is directly related to attendance. Regular attendance in class and laboratory sessions is expected of all students; however, instructors determine student attendance requirements for their courses. These attendance requirements, along with their relationship to final grades, should be clearly stated in the course syllabus."

TRANSFER GUIDANCE & FUTURE FINANCIAL AID

TRANSFER GUIDANCE

SUNY Corning is accredited by the Middle States Association of Colleges and Secondary Schools, the same agency that accredits every institution of higher learning in New York State, ACE courses will generally transfer to any State University of New York (SUNY) college or university. Over 300 other colleges and universities have indicated that they will accept SUNY Corning credit as well. However, the degree program that a student ultimately pursues may determine whether a course is transferable as a degree program requirement or as elective credit. It is recommended that students, parents, and counselors consult the transfer colleges of interest website or contact them directly about specific transfer requirements.

An Academic Transcript is a copy of a student's permanent academic record, which includes all

courses taken, grades received, and degrees granted. The Transcript Request Form is accessible on the SUNY Corning's website www.corning-cc.edu or by following this direct link [SUNY Corning Transcript Requests](#). Be aware that there is a fee for each transcript requested. Please note that

there is an option to "ACE Student Only-Hold for Grades," and selecting this option will help to ensure that the transcript will be sent with all your grades included. Further questions about the process of requesting a transcript can be answered by reviewing the Frequently Asked Questions (FAQ) section when accessing the site.

The Enrollment Advisement Center (EAC) at eac@corning-cc.edu or the ACE Office at ace@corning-cc.edu can also assist with questions regarding transferring and/or transcripts.

FUTURE FINANCIAL AID ELIGIBILITY

High school students should be aware that a low Grade Point Average (GPA), low credit ratio, or taking too many non-required courses can negatively impact their future financial aid eligibility if they plan to pursue a degree at SUNY Corning. Most associate's degrees must be completed within 150% of their degree program. For example, if the Associate Degree program requires 62 credits 150% would be 93 credit which does not include dropped or audited courses. Another example, if the Bachelor Degree program requires 120 credits 150% would be 180 credit which again does not include dropped or audited courses.

A student with a low ratio of credits earned to credits attempted may lose federal financial aid eligibility. Dropped courses do not appear on the student's transcript; however, courses a student withdraws from do appear on the transcript and count as "credits attempted." SUNY Corning's Federal Satisfactory Academic Policy outlines the academic requirements for federal aid programs such as Pell Grant, SEOG Grant, Federal Work-Study, Direct Loans. For additional information, follow this link to our 2023-2024 College Catalog to review the [Standards of Federal Satisfactory Academic Progress](#)

Students planning to attend SUNY Corning after high school should seriously consider their career paths when selecting courses to take while still in high school. Accruing too many non-



required credits could negatively impact a student's long-financial aid eligibility. Questions regarding Financial Aid Eligibility should be directed to our Enrollment Advisement Center (EAC) at eac@corning-cc.edu or 607-962-9875.

Honor Society: Phi Theta Kappa

ACE students are eligible to become members of the Phi Theta Kappa International Honor Society. Eligibility is based on completion of 12 credit hours of associate degree course work and a cumulative 3.5 GPA. It is organized on three levels: 1) *local* (student becomes a member at a two-year college), 2) *regional* (29 regions nationwide with information at www.ptk.org/regions), and 3) *international* (more than two million members and 1,200 chapters located worldwide).

ACE Instructors

Instructor Approval, Provisional Certification, and Credential Requirements *Instructor*

Approval: A high school faculty member wishing to be certified to teach an ACE course should submit a "Faculty Credential Application" signed by his or her Principal or Superintendent along with a copy of any undergraduate- and graduate-level transcripts to the ACE Director. See the ACE website at <https://www.corning-cc.edu/admissions-future-students/ace/ace-instructors.php> for the application.

Provisional Certification: An ACE instructor may be granted provisional approval for a specified period if he or she is in the process of completing coursework towards completing qualifications. The Academic Divisions may grant provisional approval to allow time to complete the necessary qualifications. These are **granted sparingly** to those who are very close to completing credential requirements and must be issued in writing by the Associate Dean of Instruction or Department Chair representing the appropriate Division. This document will state the requirements that must be met as well as a termination date by which the requirements must be completed. **A provisional may also be granted the first year of their ACE application and reviewed annually.**

Credential Requirements:

Minimum requirements are as follows: Masters of Education with significant coursework in

the content area or with five years or more of high school teaching in the content area, with special consideration given for AP experience, corresponding IB experience, or concurrent enrollment certification through another college.

Optimal requirements would be as follows:

Accounting: B.S. in Accounting or B.S. in Business Administration with course work in Intermediate Accounting I and II

Art: M.F.A. or Master's degree in Education with Art concentration (6-9 cr.)

Biology: Master's degree in Biology; if degree is in Education, at least several graduate courses in Biology

Business: Bachelor's degree in Business Education or Administration, or Master's degree in related field and appropriate course work and/or demonstrated experience in the Business field.

Chemistry: Master's degree in Chemistry; if Master's degree is in Education, at least several courses in Chemistry; Bachelor's degree must be in Chemistry.

Computing: Bachelor's degree and appropriate coursework and/or demonstrated work experience in the computing field, including knowledge of computers and microcomputer systems; interview with Computing Department and teaching demonstration may be required

Economics: Principles of Economics (6 cr.) required; Intermediate Microeconomics (3 cr.) required to teach Principles of Microeconomics; Intermediate Macroeconomics required to teach Principles of Macroeconomics

English: Master's in English; if M.A./M.S. in Education, six (6) graduate credits in English (3 cr. in Literature, 3 cr. in Composition or Rhetoric) required.

Environmental Science: Master's in Environmental Science or Biology with several Environmental Science courses; if Master's is in Education, at least several graduate courses in

Environmental Sciences

First Year Experience: Successful completion of the College's FYEX training and Master's degree in a field emphasizing intrapersonal and interpersonal relations

Government: Master's in History/Government with course work in "American Federal Government" and "State/Local Government" courses; additional Government courses preferred; other Master's degrees with substantial Government courses may be considered

Health: Master's degree in Health Education, Community Health, Public Health or Health Promotion; if M.A./M.S. in Education, Bachelor's must be in Health Education Community Health, Public Health or Health Promotion with several graduate courses in relevant health courses; must be evaluated and/or interviewed by Community and Public Health Education Department Chair or faculty member with equivalent credentials.

History: Master's degree in History including a minimum of twelve (12) credits in undergraduate American History and a minimum of two (2) graduate American History courses (6-8 credits); Other Master's degrees with substantial course work related to American Studies considered

Language: Master's degree in the target language; if Master's degree is in Education, Bachelor's must be in the content area and twelve (12) credits in the target language at the graduate level or equivalent

Statistics: Bachelor's in Mathematics or Statistics or a related field.

Master's degree. At least 6 hours in graduate level mathematics or statistics; and at the undergraduate or graduate level, at least two courses in probability or statistics above elementary statistics. Some experience teaching. Interview with the Mathematics Department. Note that grades in coursework, types of course taken and courses taught will be considered.

Calculus I and II: Bachelor's in Mathematics or Statistics or a related field. Master's degree. At least 6 hours in graduate level mathematics. Some experience teaching. Interview with the Mathematics Department. Note that grades in coursework, types of course taken and courses taught will be considered.

[Current certified teachers would be grandfathered in.]

See Math Certification Checklist on page 44

Music: Master's degree in Music; if M.A. /M.S. in Education, substantial course work in music as acceptable to the Associate Dean of Communications/Humanities.

Photography: M.F.A. or Master's degree in Education with portfolio review

Physical Fitness: Bachelor's or Master's in Education or Physical Education with a current American Red Cross Life Saving or Water Safety Instructor certification

Physics: New York State Teacher Certification in Physics or equivalent

Service Learning: Bachelor's degree, twelve (12) graduate credits in Education or Social Sciences, and two (2) years' experience in community organization work, community service, mentoring, or guidance counseling

Sociology: Master's degree in Sociology or Master's in a related field and a Bachelor's degree in Sociology and at least six (6) graduate credits in appropriate Sociology courses

Studio Arts: M.F.A. in the discipline or Master's in Education with a B.F.A. in the discipline with significant professional experience; portfolio may be required

Technology: *Engineering Orientation (ENGR 1010)* – Master's in Education or related field with a major in Technology or Bachelor's in Technology with substantial graduate course work in an appropriate content area

Graphics for Engineers (ENGR 1030) – Bachelor's degree in Mechanical Engineering or related field and three (3) years of industrial experience or Master's in Education with CAD certification and successful completion of ENGR 1030 or equivalent course, or Bachelor's in Technology and successful completion of ENGR 1030 or equivalent. Experience with ASME Y14.5 drafting standard desired.

Engineering Graphics I (MECH 1050) – Bachelor's degree in Mechanical Engineering or related field and three (3) years of industrial experience or Master's in Education with CAD certification and successful completion of MECH 1050 or equivalent course, or Bachelor's in Technology and successful completion of MECH 1050 or equivalent

Computer Aided Drafting I (CADD 1700) – Same requirements as MECH 1050; in addition, successful completion of CADD 1700 or equivalent, working experience with SolidWorks, and portfolio

Theatre: Master's in Theatre Arts, or M.F.A., or Master's degree in Education with at least nine (9) credits in theatre arts and/or dramatic literature; portfolio review required

Wellness: Master's degree in Health Education; if Masters is in Education, Bachelor's must be in Health Education with several graduate courses in Health Education specific to Wellness; Department interview required.



MATH CERTIFICATION CHECKLIST

STATISTICS Certification

- Bachelor's in Mathematics or Statistics or a related field.
- Master's degree.
- At least 6 hours in graduate level mathematics or statistics and at the undergraduate or graduate level at least two courses in probability or statistics above elementary statistics.
- Experience teaching
- Interview with the Mathematics Department.

Things Considered

- Grades in coursework
- Types of course taken
- Courses taught

PRECALCULUS Certification

- Bachelor's in Mathematics or Statistics or a related field.
- Master's degree
- At least 6 hours in graduate level mathematics
- Experience teaching
- Interview with the Mathematics Department.

Things Considered

- Grades in coursework
- Types of course taken
- Courses taught

CALCULUS Certification

- Bachelor's in Mathematics or Statistics or a related field.
- Master's degree.
- At least 6 hours in graduate level mathematics
- Experience teaching
- Interview with the Mathematics Department.

Things Considered

- Grades in coursework
- Types of course taken
- Courses taught

ACE Workshops

SUNY CCC sponsors a workshop for all ACE instructors each academic year whose purpose is to give the Academic Divisions an opportunity to keep instructors current on curricular changes and provide program policy updates. All instructors are required to attend. As part of the NACEP accreditation process (see page 6 of this *Handbook*), SUNY CCC is required to ensure that its ACE and College faculty meet each year. Therefore, if an instructor cannot attend the summer workshop, the ACE Instructor will contact the ACE Office to schedule an alternative professional development for that year. All ACE instructors must participate in a professional development opportunity once every three years.

Instructor Benefits: Tuition/Dependent Tuition

Dependent Tuition: Tuition benefits for both ACE instructors and their dependents accrue in a bank of available credit hours and can be used at CCC. A maximum of 12 credit hours may be accumulated at the rate of one (1) credit for every three (3) credit hours taught. Instructors must be currently active in the ACE program to be eligible. Credit hours are grandfathered beginning in 2005. Tuition benefit coverage is limited to the NYS resident tuition rate and covers only tuition (not books, fees or other expenses), less any financial aid or scholarships. A new request form must be filed at the beginning of each semester. The required “ACE Instructor / Dependent Tuition Request Form” is on the ACE webpage at <https://www.corning-cc.edu/admissions-future-students/ace/tuition-benefits.php>.

Library Resources and Services

ACE students have full access to the Arthur A. Houghton, Jr. Library. The Library provides a broad array of print and electronic resources covering all subject areas taught at the College. Electronic resources (reference books, periodicals, and electronic books) are available anytime through the Library link, located on the “Student Resource” tab in MyCorning.

ACE students may borrow print materials from the circulating collection. Students will be notified of the loan period at the time they borrow an item, and overdue notices are sent as a courtesy. Please encourage students to return or renew Library materials by the assigned due date. Materials may be renewed in person, by calling the Circulation Office at (607) 962-9251, or via e-mail to circulation@corning-cc.edu. Overdue fines and charges for lost books are the responsibility of the individual student; transcripts will be held until their accounts are cleared.

A SUNY CCC librarian can meet with your class either on campus or at your location to demonstrate SUNY CCC library resources, provide basic library skills instruction, or just give a general orientation to a college library. Librarians can conduct a library instruction session for any discipline. Contact the Library as far in advance as possible at (607) 962-9251 or via e-mail at library@corning-cc.edu.

The Arthur A. Houghton, Jr. Library sponsors a **Student Research Award** competition to recognize excellence in student writing and research that includes a cash award. Submissions are evaluated by a panel of librarians and faculty members on the quality of writing (grammar, logic, and structure) and the quality of research (works cited, relevance, and support of argument). The winning entries should be models of college composition and research and demonstrate high levels of critical thinking. Instructors should encourage their most motivated students to submit entries; many ACE students have been winners in the past. Complete details can be found on the Library web page.



**If you have any questions, please contact:
Kimberly Perkins, Director of ACE**

Wendi Hammond, Administrative ACE Assistant

**Corning Community College
1 Academic Dr., Corning, NY 14830
ace@corning-cc.edu
kperkin7@corning-cc.edu
(607)-962-9533**



**SUNY
CORNING**
COMMUNITY COLLEGE

If you have any questions, please contact:

Kimberly Perkins, Director of ACE
Wendi Hammond, Administrative ACE Assistant
Megan Mletzko, ACE Enrollment Specialist



ace@corning-cc.edu
kperkin7@corning-cc.edu



607-962-9533



1 Academic Drive, Corning, NY, 14830