NEW YORK INSTITUTE
OF TECHNOLOGY

New York Tech
Advance Program
Guide for High School Administrators

NYIT.EDU/NYITADVANCE

The **New York Tech Advance** program allows high school students to enroll in university-approved courses that, upon completion, award them college credit from New York Institute of Technology. These courses count toward high school graduation while providing students with a *head start on their college education* at a discounted rate.

A **New York Tech Advance** course is a New York Tech course taught in the high school classroom by high school teachers who meet New York Tech requirements and undergo a thorough approval process. Students take the course concurrently with their high school curriculum and have the opportunity to *earn college and high school credit at the same time*.

New York Tech Advance courses are college-level courses. Students who enroll are considered college students and expected to follow the same policies as full-time college students (including textbooks, grading policies, and curriculum). The main difference between a New York Tech Advance course and the same course on campus is that New York Tech Advance students pay a *reduced tuition* for their courses, *typically saving over 90 percent*.

NEW YORK TECH ADVANCE CONCURRENT ENROLLMENT STUDENTS:

- Are officially enrolled into New York Tech;
- Become non-matriculated (not in a degree program) college students;
- Get the opportunity to challenge themselves academically; and
- Have the ability to earn college credit.

BENEFITS OF NEW YORK TECH ADVANCE AND CONCURRENT ENROLLMENT

- Tuition is typically discounted by more than 90 percent.
- High school students can explore potential majors by taking courses in different disciplines.
- Courses can include opportunities to visit campus, attend lectures, and pursue unique, hands-on learning experiences.
- Students acclimate to the rigors of college while still having access to their high school support network.
- Students receive a New York Tech email address, giving them access to free resources and discounts at major retailers and service providers, including free software!
- Access to New York Tech's financial success and wellness program.
- Students learn about other New York Tech programs offered exclusively to high school students.

ELIGIBILITY

In order to be eligible for the New York Tech Advance program, students must have a sophomore or higher standing and a minimum cumulative average of a B (80/3.0 or higher).

- New York Tech academic departments may impose additional and/or stricter criteria for a specific course at their discretion.
- Criteria may be updated, as needed, in order to comply with internal New York Tech policies, regulatory requirements, and/or accreditation standards.

It is the responsibility of each school to ensure that students are properly advised, have had adequate preparation to reasonably ensure success, and meet the eligibility criteria.

COURSE REGISTRATION PROCESS

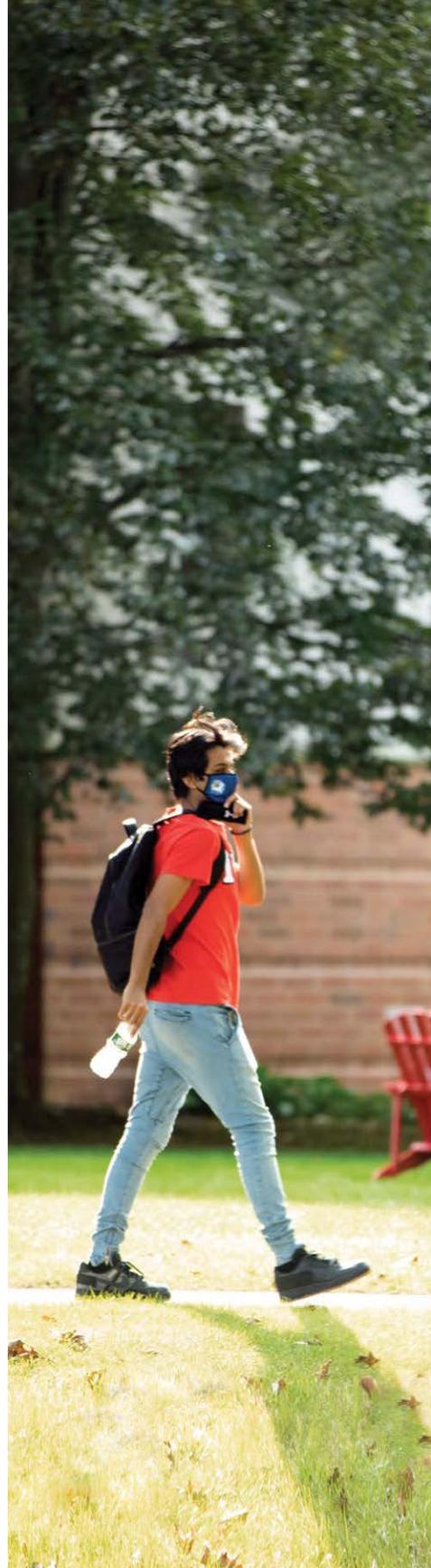**1** Each student in the class will receive an information packet describing the New York Tech Advance program.

2 Each student seeking credit under this program must complete and submit the New York Tech Advance Registration Form and submit all tuition and fees.

3 Students who are under 18 years of age will require a parent or guardian's signature.

4 Students register by the given deadline.

5 New York Tech will send the course instructor a list of registered students for verification of each student's eligibility.

6 Students who successfully complete their course(s) will receive appropriate course credit, which will be reflected on a New York Tech transcript. Students may request a transcript by following New York Tech's process.

BECOME A HIGH SCHOOL PARTNER

New Courses

If you would like to offer a New York Tech course(s) at your school for the first time:

- Provide the current course outline(s) or syllabus.
- Submit the instructor's resume and a completed Course and Instructor Approval Form (one for each course) for approval by the New York Tech department chair and dean.
- Submit all forms **at least** two weeks prior to the course's start date.

Repeat Courses

If the course was previously taught at your school as an approved New York Tech course:

- Submit the current course outline or syllabus, as well as the completed Course and Instructor Approval Form.
- Submit resume of any **new** instructors who will be teaching the course.

Instructor Qualifications

Instructors teaching in this program must:

- Hold at **minimum** a master's degree or its equivalent, in a field pertaining to the course(s) being taught.
- Submit a resume or curriculum vitae.
- Be approved by New York Tech.

Ongoing Review of Courses

- New York Tech, at the discretion of the associated academic department, may visit a school during the academic year to observe classes.
- This visit may include a review of course material, students' work, or a special lecture.

High school teachers, school counselors, and administrators interested in partnering with New York Tech Advance: email nyitadvance@nyit.edu.

CONTACT US

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