



# High School Achievement Program 2025-2026 POLICIES and PROCEDURES

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Thank you for your interest in the Mercy University High School Achievement Program. This document outlines the Program's policies and procedures. Participating high schools and their faculty must adhere to all policies and procedures included in this document.

## 1 Course Submission Process

1. Course syllabi must be submitted yearly for evaluation and approval. Course submissions are completed through the Mercy online course submission form **ONLY** - located on the Mercy College website. **No submissions will be accepted through email, phone, postal service, or fax.**
2. Courses can only be submitted during the submission period. The submission period for the academic year **2025-2026 is Monday, April 14, 2025, through Friday, May 23, 2025.**
3. All course submissions must be submitted by the deadline.
4. Returning teachers must always complete the submission form for all courses they intend to teach in the following academic year. Returning teachers who do not submit by the May 23 deadline will **not** have their courses added in late August/early September. By this time, most academic unit heads are not available to review submissions, and the Registrar cannot accommodate additional requests at the peak of their busy season.
5. New teachers and their administrators will receive an email notifying them of the outcome Approximately one month after the submission window closes.
6. In late August, all teachers and their administrators will receive their school's customized HSAP Schedule Confirmation "One-Sheet" detailing all approved HSAP courses for the full year.

## 2 Course Syllabus Requirements

1. Syllabi must align with a course listed in the 2025-2026 High School Achievement Program Course Catalog.
2. The course syllabus **MUST** contain all of the following categories. Please use the exact headings listed below:
  - a. Course Description (consult HSAP Course Catalog)
  - b. Mercy College Student Learning Outcomes (consult HSAP Course Catalog)
  - c. Assessment of Mercy University Course Learning Outcomes (see example below)
  - d. Grading Scale and Policy
  - e. Course Outline of Topics
  - f. Required Textbook/Materials
  - g. Faculty Contact Information (name, telephone, and email)
3. Per NY State Education Department, 3 credit courses require a minimum of 45 hours of instruction over the course of a term and 4 credit courses require a minimum of 60 hours of instruction over the course of a term.
4. Textbooks and all course materials are provided by the high school.

### 3 Student Learning Assessment Requirements (Required in Course Syllabi)

- All syllabi must include the Mercy University student learning outcomes (SLOs) for the course.
  - SLOs are statements describing faculty intentions about what students should know and be able to do when they complete the course. SLOs begin with an action verb, are measurable (result in a product that reflects student behavior that is direct evidence of learning and specifies criteria for success), and reflect the appropriate levels of Bloom's taxonomy.
- Faculty teaching approved courses must identify the assignments in the course that directly measure student achievement of each SLO. The course syllabus must include a section where the faculty member clearly lists the SLO, indicates the assignment used to measure achievement of the SLO, and describes any scoring methods used (i.e., rubrics)
- Assignments submitted as evidence of university level learning should be sufficiently complex and generate a reasonable sample of student work that showcases the learning achieved. Brief student responses to short answer essays may not sufficiently demonstrate university level learning. Please provide a brief description of why the expectations for each assignment are challenging enough such that students' work clearly represents university level achievement.
- "Assessment measures" can be any assignment in a course that directly assesses student performance on the SLO. For example, a term paper might be used to measure whether students can provide a coherent written explanation of the application of specific disciplinary knowledge to analyze or solve a problem.
- A description of the scoring method could be as simple as "Student achievement of this learning outcome will be assessed using a term paper that is evaluated using a 4-point holistic rubric."
- Faculty are required to submit a description of the assignment and instructions to students for completion of the work that will be assessed to demonstrate achievement of the SLO. The scoring method should also be described. These assignments and scoring tools must be submitted at the time of syllabus submission.

#### SLO Assessment example from HIST 101 syllabus

*The example below is provided to assist faculty in developing the assessment section of the course syllabus. It is not inclusive of all course learning outcomes for HIST 101 or of all possible assessment measures a teacher can use.*

Student Learning Outcome	Assessment Measure(s)	Scoring Method(s)
1. Critically analyze and interpret primary and secondary historical sources.	Journal Entries & In-class assignments	Holistic Journal-entry rubric; In class-assignments scored on accuracy/engagement scale
2. Develop skills to read historical texts critically and produce insightful written responses.	Term Paper & Midterm Exam	5-point Term Paper Rubric; Midterm Exam: point value assigned by question or section
3. Comprehend how social, religious, political, economic, and technological forces have shaped historical change over time.	Outlines and Reflections on term paper; Midterm Exam; Final Exam	5-point Term Paper Rubric; Exams: point values assigned by question or section

#### 4 Faculty Qualifications

1. High School Faculty members who hold a Master's Degree in the subject area (or a Master's Degree in Education and concentration in the subject area) and have at least three (3) years' experience teaching the subject matter may qualify to teach college level courses. Mercy University Academic Unit Heads in the appropriate academic department review each course submission. High school faculty who are approved to teach will work closely with Mercy University faculty to ensure that the curriculum being taught within the high school is equivalent to the curriculum taught in a university- level course in the content area.
2. All high school faculty must submit their current resume each year during the course submission process.
3. All **NEW** high school faculty must submit an official copy of their transcript for their highest degree. All transcripts must be sent to the address below:

Mercy University  
Office of the Provost  
Attn: A Baker/HSAP  
555 Broadway  
Dobbs Ferry, NY 10522

4. All resumes and transcripts will be reviewed by appropriate Academic Unit Heads using the same standard in which the University reviews adjuncts for hire.
5. Prior to approval, all potential faculty are required to attend a one-day workshop at Mercy University. This workshop is free of charge.

#### 5 Registration Process

1. Only qualified high school juniors and seniors may enroll in courses in the High School Achievement Program. Typically, these courses are honors courses or courses being offered for AP credit or senior electives. The final decision concerning student eligibility is made at the discretion of the host high school.
2. **Registration is completed online.** For students to earn university credit for their learning, they must **register for the course by the deadlines indicated below**. Please note that registration is on a semester basis, not a yearly basis. If the student wishes to take courses in both the fall and the spring semesters, he or she must register separately for each semester.

**General registration runs:**

- i. **Fall Semester & Yearlong courses**- September 15<sup>th</sup> through October 17<sup>th</sup>
  - ii. **Spring Semester** - January 26<sup>th</sup> through February 27<sup>th</sup>
3. The number of courses students take each semester depends on how many courses the high school offers and students' own capabilities. This is something the student needs to discuss with his or her high school counselor. The maximum number of credits a student may earn in the High School Achievement Program is 24.

4. Payment may be made by credit card or debit card (MasterCard, VISA, AMEX, or Discover are accepted). Please note there are no refunds for High School programs.
5. All registrations for the fall semester must be received by **October 17<sup>th</sup>** and by **February 27<sup>th</sup>** for the spring semester.

## 6 Mercy University Credit

1. Mercy University credit is awarded based on the **final grade earned** for the course. Students must earn a grade of C or better to be eligible for university credit.
2. It is important that faculty **submit final grades on time** so that earned credits and grades appear on the student transcript in a timely fashion.
3. Although we cannot guarantee transfer credit in advance, most colleges accept Mercy University credits. However, credit transfer practices are different at each school. Students may receive elective credits, advanced standing, requirement waivers, or some combination of the above. The student should contact the colleges that he or she is considering to find out about transfer credit policies.
4. Students may request their transcript by following the link below:

<https://www.mercy.edu/student-support/transcript-requests>

Mercy sends official transcripts directly to the college(s) that the student specifies. Students may also request a copy to be sent directly to them for their records.

## 7 Grade Submission

1. Final grades are submitted online **ONLY** via Mercy Connect --> Faculty Hub. Every teacher is provided with Mercy credentials (ID & email) which are used to establish their Mercy Connect account. See item 10 "IT Support/Mercy Connect access" for more details.
2. Final grades for Fall 2025 courses are due **January 30<sup>th</sup>**. Final grades for Yearlong and Spring 2026 courses are due **June 30<sup>th</sup>**.
3. Students often need their updated transcript for college planning and application purposes; therefore, it is critical that faculty **submit final grades on time**.
4. If you are unable to meet the deadlines set forth by the Registrar's office, you must notify the HSAP office immediately.

## 8 Student Learning Evidence Submission

1. Faculty are required to submit three (3) samples of student learning (actual student work) for each assignment listed in the syllabus to be used to assess student achievement of student learning outcomes for the course. This serves to document the assessment activities in the course. Faculty are required to submit these artifacts for **ONLY** those assignments used for assessment of the course learning outcomes.

- The samples ideally should represent the range of student achievement on the course learning outcomes. Try to select artifacts that demonstrate low, medium, and high performance on the learning outcomes if that range of performance is evident in your class. If the artifact is an oral presentation, you may submit the rubric scoring protocol (with ratings) used to evaluate the presentation in place of a recording or audio file.
- You are **not** required to submit artifacts for every assignment in your course.
- Faculty are required to submit **three (3) student work samples for EACH course** taught in this program to demonstrate that students have been provided with the opportunity to achieve all Mercy University course learning outcomes. Faculty will be required to complete a separate form for **Each course** you taught in this program during the current academic year.
- Please be sure to redact any identifying student information in each artifact to maintain confidentiality.** This can be accomplished by simply blacking out the information.
- All artifacts must be submitted via the artifact form here. A link to the form will be provided by the office of Academic Partnerships.** All course artifacts for all terms are due by: **June 30, 2026**

## 9 Important Due Dates 2025-26

Due Date	Action	Responsible for Completion	
<b>APR 14 - MAY 23</b>	Course Submission for AY2025-26	Teachers	<b>2025</b>
<b>JUN 30</b>	Final Grades & Artifacts due for Spring & Yearlong courses	Teachers	
<b>Late AUG</b>	HSAP Sends "One-sheet" Course/Schedule Confirmations to all teachers & admin	HSAP office	
<b>SEP 15 - OCT 17</b>	Fall 2025 HSAP Registration	Students (w/ visit & assistance from MU Admissions)	
<b>NOV 15</b>	Mercy Invoices Schools for Fall & Yearlong Registration*	Mercy Student Accounts	
<b>JAN 26 - FEB 27</b>	Spring 2026 HSAP Registration	Students (w/ visit & assistance from MU Admissions)	<b>2026</b>
<b>JAN 30</b>	Teachers Submit Grades for Fall-only courses	Teachers	
<b>MAR 15</b>	Mercy Invoices Schools for Spring Registration*	Mercy Student Accounts	

*\*Applies only to schools that pay their students' HSAP Registration Fees*

## 10 IT Support/Mercy Connect Access

Once approved to teach in HSAP, new faculty will receive **Mercy credentials and a PDF Guide to Activating their Mercy Connect account** and accessing the Faculty Hub which contains their course roster and final grades portal.

For additional assistance with establishing a Mercy Connect account or for account access issues (password not working; ID not recognized, etc.), call or email Angel Davenport at the Mercy Helpdesk 914-496-3766 [adavenport1@mercy.edu](mailto:adavenport1@mercy.edu).

If you have any questions, please direct them to:

Course submission questions –  
[hscoursesubmission@mercy.edu](mailto:hscoursesubmission@mercy.edu) Registration and payment  
questions – [hsprograms@mercy.edu](mailto:hsprograms@mercy.edu) Student learning  
assessment – [educationalassessment@mercy.edu](mailto:educationalassessment@mercy.edu)