



Be bold. Be a Viking.

May 14, 2015

Dale Getto
Acting Principal
Albany High School
700 Washington Avenue
Albany, NY 12203

Dear Dale:

The Albany School District has a "post-secondary agreement" with Hudson Valley Community College. This Cooperative Agreement provides for the college to offer courses taught for college credit for District students.

These courses are part of the college's concurrent enrollment program (CEP) and this program is administered through the School Programs and Educational Outreach department. The college has offered courses through this cooperative arrangement at Albany High School for almost ten years and while our agreements are renewed annually we expect to continue this relationship for many years to come. Changes in courses or course requirements at the college might affect these offerings as would changes in faculty approved to teach these courses.

High school juniors and seniors in good standing are eligible to enroll in these courses with the permission of their guidance counselor and will earn Hudson Valley college credits as well as high school credit upon successful completion. Students earning a grade of "C" or better may transfer these credits into appropriate majors in SUNY schools as well as many private colleges and universities. The students will have an official HVCC transcript of their course work on file at the college and may request to have the transcript sent to any postsecondary institution of their choosing.

Students enrolled in these courses are considered Hudson Valley students. They receive their own student number and may also get an ID card. They are also eligible to use the same college's resources as our on-campus students.

High school teachers providing the instruction for CEP courses must be approved by the appropriate department chair and must have the same qualifications as our on-campus faculty. These teachers are considered Hudson Valley adjunct faculty and many also teach on campus during summer or at night. The teacher must follow the college's course outline and text, as well as the college's regulations pertaining to grading, submission of grades, and final examinations. Assessment of student learning in the course is comparable to on-campus offerings.

The following two Business courses are offered for college credit at Albany High School: Business Concepts and Applications, BADM 100 and Business Math, BADM 120. The high school also offers Personal Computer Concepts and Applications I, CMPT 101 through our program.

If you have any questions or need further information, please contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Chris Helwig".

Chris Helwig
Associate Dean
Educational Outreach and Academic Services