

Office of Academic Affairs

Dual Credit HANDBOOK

2026-2027

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Dual Credit Introduction

Taking college courses while still in high school helps students understand college expectations and demonstrates their ability to succeed, all while receiving support from high school teachers. Additional advantages of dual credit programs include:

- **Cost Savings:** Reducing future college expenses by earning college credits during high school.
- **Increased College Readiness:** Highlighting the importance of junior and senior years to college admissions officers.
- **Reduced Course Load:** Easing the workload in the first or second semester of college, which can help alleviate stress during the transition.
- **More Opportunities:** Allowing for more elective courses, the possibility of a double major, engaging in internships, or traveling abroad by starting college preparation earlier in high school.

Buffalo Public Schools currently has multiple partnerships with local colleges and universities for dual credit. Buffalo Public Schools students who successfully pass a dual credit course will receive high school credit towards graduation on their BPS transcript and concurrently receive transcript credit from the local partner college or university for the same course.

Buffalo Public Schools' college and university partners include Bryant and Stratton College, Buffalo State University, Hilbert College, Niagara University, SUNY Erie (ECC), and Villa Maria College.

Dual credit course curriculum and assessment are course specific and developed through a collaborative process between the college/university partner and the BPS faculty. Professional learning is provided to BPS course instructors in cooperation with the college/university partner and specific BPS departments.

Dual credit programs align with BPS Priority 1 – Academic Excellence – Goal 3: By June 2031, BPS High Schools will achieve a 5-percentage point increase in Advanced Placement (AP) or Dual Credit (DC) enrollment - Strategy 1: Expand access to AP and dual Credit opportunities.

Dual Credit Higher Education Partners and Programs
Buffalo Public Schools has dual credit partnerships and agreements with numerous colleges and universities in the Greater Buffalo/Niagara and WNY area. Each higher education partner college/university has its unique dual credit program. The following chart details the specific programs provided by each higher education partner within Buffalo Public Schools.

Higher Education Partner	Dual Enrollment Program
Bryant and Stratton College	Jump Start Program
Hilbert College	Dual Enrollment
Niagara University	NUSTEP
SUNY Buffalo State University	College Access Program - CAP
SUNY Erie (ECC)	Advanced Studies
Villa Maria College	Dual Credit Program

Dual Credit Course Offerings

Dual credit course offerings throughout BPS provide well-rounded opportunities for all BPS students. Contact Stephanie Finn, Project Administrator in the Department of Library and Curriculum Initiatives with any questions concerning dual credit offerings in BPS.

Higher Education Partner	Dual Credit Program/High School	BPS Course Code	Courses Offered
Bryant and Stratton College	Bryant and Stratton Jump Start Program – Various Schools within BPS	CF03GC	Career and Financial Management SOC 109
		BC02MC	Business Computer Application INFT 123
Hilbert College	Dual Enrollment – Various Schools within BPS	PS03PC	AP Psychology PSY 101
		US03PC	AP United States History HI 104
		AE03PC	AP Environmental Science BI 112
		AP05GC	Anatomy and Physiology BI 114
		CS05PC	AP Computer Science Principles CS 131
		CS04PC	AP Computer Science Principles/Math CS 131
Niagara University	NUSTEP – PS 198 International Preparatory School	BIO101	Human Biology BIO 101
		ECO100	Principles of Economics ECO 100
		MAT102	Introductory Statistics MAT 102
		POL101	American Government POL 101
SUNY Buffalo State University	College Access Program - Arts – PS 187 – Buffalo Academy for the Visual and Performing Arts	AA05MC	Aesthetics and Art Criticism AED 200
		DM03MC	Modern Dance 11 DAN 200
		DM04MC	Modern Dance 12 DAN 200
		DB04MC	Dance Ballet 12 DAN 220
		DH01MC	Dance History DAN 224
		SS02MC	Studio in Sculpture FAR 240
SUNY Erie (ECC)	Advanced Studies – Various Schools within BPS	AL05GC	African American Literature EN 216
		LA01PC	AP Language and Composition EN 100
		LI04PC	AP Literature and Composition EN 101
		PS05GC	Public Speaking EN 114
		CM05GC	College Math MT 125
		PC04PC	AP Pre-Calculus MT 180
		CA04PC	AP Calculus MT 181
		CS01PC	AP Computer Science A CS 121
		HS05GC	Street Law PA 101
		SP05PC	AP Spanish SP 201
		SP04GC	Spanish IV SP 112
		AS02GC	American Sign Language 2 SL 110
		AS03GC	American Sign Language 3 SL 111
		AN04GC	Survey of Popular Music in America MU 217

Higher Education Partner	Dual Credit Program/High School	BPS Course Code	Courses Offered
		WM04GC	Exploring World Music MU 100
		CP02GC	Digital Drawing and Painting AT 263
		TA12MC	Theatre Arts 12 DT 104
		TH12MC	Theatre History One DT 110
Villa Maria College	Dual Credit Program PS 187 – Buffalo Academy for the Visual and Performing Arts	AD03GC	Advanced Drawing and Painting ART 104
		GD02GC	Studio in Graphic Design and Advertising GRA 224
		CP02GC	Studio in Computer Arts PHO 201
		MT04PC	AP Music Theory MUS 101
		VJ04GC	Vocal Jazz Theory MUJ 201
	Dual Credit Program – Various Schools within BPS	SD02PC	AP Studio in 2D ART 101
		SD004PC	AP Studio Drawing & Design ART 104
		IM02GC	Introduction to Music Industry MUI 107
		IM01GC	Introduction to Music Technology MUI 150

District-Wide Dual Credit

Buffalo Public Schools has partnered with the Bryant and Stratton College Jump Start program, Buffalo State University College Access Program (CAP), Hilbert College Dual Enrollment program, SUNY Erie (ECC) Advanced Studies program, and Villa Maria College High School Plus program to provide opportunities for students to enroll in dual credit courses.

Dual credit opportunity partnership with Niagara University NUSTEP dual credit program is offered at International Preparatory School PS 198.

Contact PS 415 Middle Early College High School for detailed information about their dual enrollment programs with Buffalo State University and SUNY Erie. PS 212 Leonardo daVinci High School has a partnership with Buffalo State University. Contact PS 212 Leonardo da Vinci High School for further information regarding their program.

Bryant and Stratton College Jump Start Program

In collaboration with Bryant and Stratton College, BPS offers dual credit courses through the Bryant and Stratton College Jump Start Program. This program is open to students in grades 9-12. Students enrolling in the Bryant and Stratton Jump Start Program must have an 85% average and 85% attendance at the time of registration to be eligible. Students must maintain class attendance of 85% following registration for course college credit to be awarded. BPS students are not responsible for tuition and/or fees.

Founded in 1854, Bryant and Stratton College has built its reputation and success on a commitment to excellence and high standards. Students enrolled in the Bryant and Stratton Jump Start program have the following benefits: Students are enrolled in courses that may fulfill college degree requirements and/or serve as electives.

Please refer to the chart below for detailed information about the courses currently available as dual credit courses in the Bryant and Stratton Jump Start program to BPS Students for the 2025-2026 school year.

BPS Course	BPS Course Code	High School Credit	College Credit Hours	Bryant and Stratton College Course
Career and Financial Management	CF03GC	1.0	3	SOC 190 – Career and Financial Development
Business Computer Applications	BC02MC	1.0	3	INFT 124 – Computing Essentials

Bryant and Stratton Teacher of Record information

Teachers of record for the Bryant and Stratton Jumpstart program are vetted by high school building administrators and BPS content area directors. Once vetted, teachers are required to submit a screenshot of their NYSED teaching certification, a PDF of all college/university transcripts (unofficial), and a resume. Refer to the Bryant and Stratton Lecturer Reference Guide and the Bryant and Stratton New Instructor Checklist for details.

Bryant and Stratton College Jump Start Student Registration

Students can enroll and register for the spring 2027 semester at Bryant and Stratton. The registration period is November 2026 – December 2026. Refer to the Bryant and Stratton College Jump Start program information letter for registration information.

Students will register for their course within the Bryant and Stratton registration secure portal. Detailed instructions for student registration which will be shared with school administrators and teachers prior to the registration period. ***Students must have access their Social Security Number to register in the program.***

Bryant and Stratton College Jump Start Program Student Rosters

The roster of eligible BPS students will be shared with Bryant & Stratton College for verification of enrollment status. At the close of the registration period, Bryant & Stratton College will share the official class rosters with the BPS teachers of record for each course.

Bryant and Stratton College Student Course Withdrawal/Drop Process

Registered students who transfer out of the Buffalo Public Schools or cannot complete a course due to long-term documented medical leave may withdraw from the Bryant and Stratton College course(s). Contact the Department of Library and Curriculum Initiatives as soon as possible in these instances.

Registered students requesting to drop or withdraw should discuss their concerns and options with their parent/guardian, high school teacher, and building administrator. If the decision is to withdraw, contact the Department of Library and Curriculum Initiatives.

Bryant and Stratton College Jump Start Program Grading Process

Student grades are to be reported to Bryant and Stratton College at the conclusion of the grade reporting time frame in accordance with the BPS timeframe. BPS teachers of record will follow the Byrant and Stratton College Grading Submission process. The Bryant and Stratton College grading scale is below.

Points	Grade
90 -100	A
89-85	B+
84-80	B
79-75	C+
74-70	C
69-65	D+
64 or below	F

Bryant and Stratton College Course Credit Hours

Course credits earned through the Bryant and Stratton Jump Start Program can be applied toward a degree at Bryant and Stratton College or may qualify for transfer to other institutions, subject to their transfer credit guidelines. Students should confirm with their chosen college or university about the transfer credit rules and degree requirements to determine if their Bryant and Stratton credits can be utilized for their intended degree program. This applies to students planning to attend schools outside their home state as well. To be eligible for college credits from a Bryant and Stratton College Jump Start program course, students must enroll in the program, achieve a final grade of C or better, and maintain an attendance rate of at least 85%.

Bryant and Stratton College Transcripts

Upon successful course completion, a transcript will be issued from Bryant and Stratton College. Transcript request options can be found on the Bryant and Stratton College Transcript webpage. When requesting an official transcript, you must use the Buffalo Campus request link. Bryant and Stratton requires all students to complete requests through Parchment. ***Students will need to create a Parchment account and have access to their Social Security Number when requesting a transcript.***

Hilbert College Dual Enrollment Pre-College Program

The Hilbert College Dual Enrollment Pre-College program is designed for academically eligible high school students to have the opportunity to take dual credit courses through Hilbert College while still attending high school. This program is open to high school juniors and seniors. In order to be eligible for enrollment in a Hilbert College Dual Enrollment course students must have an 85% course average at the time of Hilbert College registration. This is designed to be a benchmark that indicates that the student is able to manage the rigors of college-level course work. Refer to the FAQ for Hilbert Dual Enrollment program. BPS students are not responsible for tuition and/or fees.

Students enrolled in the Hilbert College Dual Enrollment program have the following benefits: Students are enrolled in courses that may fulfill college degree requirements, serve as electives, fulfill prerequisites, and/or allow them to graduate college earlier or earn credits toward additional concentrations. Enrollment in the Hilbert College Dual Enrollment program will offer students the opportunity to earn college credit based on their course grades and not a qualified score on an AP examination.

Refer to the chart below for detailed information about the courses currently available as dual credit courses in the Hilbert College Dual Enrollment program to BPS Students for the 2026-2027 school year.

BPS Course	BPS Course Code	High School Credit	College Credit Hours	Hilbert College Course
AP US History	US03PC	1.0	3	HI 104 – Twentieth Century America
AP Psychology	PS03PC	1.0	3	PSY 101 – Introduction to Psychology
AP Environmental Science	AE03PC	1.0	3	BI 112 – Environmental Science
Anatomy and Physiology	AP05GC	1.0	3	BI 114 – The Human Body
AP Computer Science	CS05PC	1.0	3	CS 131 – Computer Science I
AP Computer Science/Math	CS04PC	1.0	3	CS 131 – Computer Science I

Dual enrollment courses available in BPS high schools are at the discretion of the Division of Curriculum, Assessment, and Instruction. Content area directors work closely with the Department of Library and Curriculum Initiatives in collaboration with Hilbert College to ensure curriculum alignment for each Hilbert College Dual Enrollment course.

Hilbert College Teacher of Record information

Teachers of record for each course are vetted by high school building administrators and BPS content area directors. Once vetted teachers are required to submit an updated resume and an unofficial transcript for the highest degree confirmed Refer to the Hilbert College Lecturer Reference Guide and the Hilbert College New Instructor Checklist for details.

Hilbert College Student Registration

Students will have the opportunity to enroll and register for the spring 2027 semester at Hilbert College. The registration period is January 2027 – February 2027. Students can register for a maximum of three (3) courses per school year. Students enrolling in the Hilbert College Dual Enrollment Pre-College Program must have an 85% course average at the time of registration to be eligible. The course average is a benchmark intended to motivate students for the rigors of college-level course work. BPS students are not responsible for tuition and/or fees.

Students will register for their course within the Hilbert College registration portal. Detailed instructions for student registration will be shared with school administrators and teachers prior to the registration period. ***Students must have access to their Social Security Number to enroll and register in the Hilbert program.***

Hilbert College Student Course Withdrawal/Drop Process.

Registered students who transfer out of the Buffalo Public Schools or cannot complete a course due to long-term documented medical leave may drop the Hilbert College course(s). Contact the Department of Library and Curriculum Initiatives as soon as possible in these instances.

Registered students requesting to drop or withdraw should discuss their concerns and options with their parent/guardian, high school teacher, and building administrator. If the decision is to withdraw, contact the Department of Library and Curriculum Initiatives.

Hilbert College Grading Process

Student grades must be submitted to Hilbert College at the end of the designated grade reporting period, following the BPS schedule. Details for reporting course grades are found in the Hilbert College-Buffalo Public Schools Dual Enrollment Grading Submission document. Teachers will record alpha grades determined by the alpha grade conversion chart provided by Hilbert College. The Hilbert College grading scale is below.

Points	Grade
93 - 100	A
90 - 92.9	A-
87 - 89.9	B+
83 - 86.9	B
80 – 82.9	B-
77 – 79.9	C+
73 – 76.9	C
70 – 72.9	C-
66 - 69	D+
60 - 65	D
<60	F

Hilbert College Course Credit Hours

Credits earned through the Hilbert College Dual Enrollment Pre-College program can count towards a degree at Hilbert College or be transferred to other colleges or universities, depending on their transfer credit policies. It is essential for students to verify with the institution they intend to attend about how these credits may apply to their degree requirements. This advice also holds true for students considering colleges or universities in other states. To obtain college credits for the Hilbert College Dual Enrollment Pre-College course, students must achieve a final grade of C- or higher.

Hilbert College Transcripts

Students who register for dual credit courses with Hilbert College will receive email communication from Hilbert College with instructions for transcript requests. This information can be found on the Hilbert College Dual Credit Information webpage. The National Student Clearinghouse processes all Hilbert College transcript requests. ***Students will need access to their Social Security number when ordering transcripts.*** Hilbert College does not process unofficial transcript requests

Leonardo daVinci High School

Leonardo daVinci High School PS 212 has a high school program where students have the opportunity to earn college credit through a partnership with Buffalo State University. Students attending Leonardo daVinci PS 212 begin their college classes in grade 10. This unique educational collaboration combines articulation agreements with dual credit through the SUNY Buffalo State College Access Program (CAP) and dual enrollment options. Students in this program have the opportunity to have access to college classes and facilities on the Buffalo State University campus. Contact Leonardo daVinci High School PS 212 for more information about this program.

Refer to the chart below for detailed information about the 2026-27 courses currently available to students enrolled at Leonardo daVinci High School PS 212 for dual credit in collaboration with the Buffalo State University College Access Program (CAP). Please note that courses are subject to change based on student enrollment.

Refer to the Buffalo State University College Access Program (CAP) for details relating to CAP.

Course Name	BPS Course Code	High School Credit	College Credit Hours	College Course
Leonardo daVinci High School ONLY				
AP Environmental Science	AE03PC	1.0	3	GES 123 – Environmental Earth Science
Anatomy & Physiology	AP05GC	1.0	3	BIO 101 – Human Biology
AP US History	US03PC	1.0	6	HIS 106/HIS107 History of American Life I/History of American Life II
AP English (Language and Composition)	LA01PC	1.0	3	CWP 101 – College Writing I
AP Studio Art in 2D	SD02PC	1.0	3	AAD 102 – Introduction to Two – Dimensional Design
Public Speaking	PS05GC	0.5	3	SPC 205 – Introduction to Oral Communication
College Transition	TC05TC	0.5	3	UNC 100 – Mastering the Academic Environment

The chart below has detailed information about the 2026-27 courses currently available to students enrolled at Leonardo daVinci High School PS 212 for dual enrollment in collaboration with the Buffalo State University College Access Program (CAP). Please note that courses are subject to change based on student enrollment. Students enrolled in the courses below attend Buffalo State University to take the course.

College Course Name	College Credit Hours
Leonardo daVinci High School Seniors ONLY Fall 2026	
CWP 102 College Writing II	3
AAS 100 Introduction to Africana Studies	3
Spring 2027	
SWK 101 Social Work	3
ANT 101 Anthropology	3

Middle Early College High School

Middle Early College High School PS 415 is a high school program where students are dual enrolled in high school and local college and/or university partners. Successful students enrolled in the program graduate with a high school diploma and an associate's degree or college credits towards a degree. Middle Early College High School partners locally with Buffalo State University and SUNY Erie (ECC). Students begin their college classes in grade 10. Students in 12th grade spend the majority of their school day as full-time college students. Contact Middle Early College High School PS 415 for more information about this program.

Niagara University – NUSTEP Program

Niagara University Senior Term Enrichment Program (NUSTEP) has partnered with International Preparatory School PS 198 in offering junior or senior level high school students the opportunity to participate in the NUSTEP program. In order to be eligible for the opportunity to enroll in the NUSTEP program, students should demonstrate an average of 80% in their core classes.

Students enrolled in the Niagara University NUSTEP program have the following benefits: The ability to earn concurrent college and high school credit; potential for scholarship opportunities with Niagara University; and access to Niagara Universities library resources, including books and databases.

Refer to the chart below for detailed information about the courses currently available as NUSTEP courses to BPS Students attending International Preparatory School PS 198 for the 2026-2027 school year.

BPS Course	BPS Course Code	High School Credit	College Credit Hours	Niagara University Course
Human Biology	BIO101	1.0	3	BIO 101 Human Biology
Principles of Economics	ECO101	1.0	3	ECO 100 Principles of Economics
Introductory Statistics	MAT102	1.0	3	MAT 102 Introductory Statistics
American Government	POL101	1.0	3	POL 101 American Government

NU Step Program Teacher of Record information

Teachers of record for each course are vetted by high school building administrators and BPS content area directors. Once vetted, teachers are required to submit an updated resume, an unofficial transcript for the highest degree confirmed, and a screen shot or PDF of the teacher's NYSED certification to the NUSTEP program for approval.

NU Step Student Registration

Students will have the opportunity to enroll and register for the fall and spring semester courses at Niagara University. For students enrolled in fall semester courses, the registration period is in October 2026. For students enrolled in spring semester courses, the registration period is January 2027. Students will register for their course within the Niagara University registration portal. Detailed instructions for student registration will be shared with school administrators and teachers prior to the registration period. ***Students must have access to their Social Security Number to enroll in the program.***

NU Step Student Rosters

The roster of eligible BPS students will be shared with Niagara University for verification of enrollment status. At the close of the registration period, Niagara University will share the official class rosters with the BPS teachers of record for each course.

NU Step Student Grading

Student grades are reported to Niagara University at the conclusion of the grade reporting time frame in accordance with the BPS time frame. Teachers will use their section rosters to record each student's final course grade. Teachers will record alpha grades determined by the alpha grade conversion chart provided by Niagara University. Details regarding submission of final grades will be shared with school administrators and teachers prior to the grade reporting time frame. The Niagara University grading scale is below.

Points	Grade
98 - 100	A+
93 - 97	A
90 - 92	A-
87 - 89	B+
83 – 86	B
77 – 79	C+
73 – 76	C
70 – 72	C-
67 - 69	D+
66	D
65	D-
64 - 0	F

NU Step Student Credit Hours

Dual credit earned through the NUSTEP program can contribute towards a degree at Niagara University or be transferred to any college or university, depending on that institution's policy for transfer credits. Students are responsible for verifying with their intended college or university regarding its transfer credit policies and degree requirements to determine if their NUSTEP course credits can be applied to their selected degree program. This also applies to those students planning to attend an out-of-state college or university.

NU Step Student Transcripts

Students can obtain a transcript from Niagara University by filling out the transcript request form found on the Records Services and Resources section of the university's website. If a student plans to enroll in another college or university, there is a $10 fee for requesting the transcript. Please be aware that transcripts for dual enrollment will not be accessible until the course instructor has submitted the final grades.

SUNY Buffalo State University College Access Program (CAP)

The Buffalo State University College Access Program (CAP) gives students enrolled in CAP courses the opportunity to earn SUNY college credits while still attending high school. The program is open to high school juniors and seniors. In order to be eligible for enrollment in a dual credit Buffalo State University CAP course, students must have an 85% course average at the time of Buffalo State University CAP registration. The course average is a benchmark intended to motivate students for the rigors of college-level course work. BPS students are not responsible for tuition and/or fees. Refer to the Buffalo State University CAP Student & Parent Orientation Guide for details.

Students enrolled in the Buffalo State University CAP have the following benefits: The ability to earn concurrent college and high school credit of a selected course; enhance the education of students with instructional standards and learning outcomes the same as those of a parallel college course; give students an early start in college with courses that can transfer to other colleges or universities; provide access for students to Buffalo State academic resources (library, online materials, etc.), and reduce the cost of college study. Enrollment in these courses may provide future opportunities for students such as the ability to enroll in upper-level college courses or complete a four-year degree in a shorter amount of time.

Refer to the chart below for detailed information about the 2026-27 courses currently available to BPS students for dual credit in the Buffalo State University CAP. Please note that courses are subject to change based on student enrollment.

Course Name	BPS Course Code	High School Credit	College Credit Hours	College Course
BAVPA ONLY				
Aesthetics & Art Criticism	AA05MC	1.0	3	AED 200 – Fundamentals of Art History
Studio in Sculpture	SS02MC	1.0	3	FAR 240 – Introductory Sculpture
Modern Dance 11	DM03MC	1.0	3	DAN 200 – Modern Dance Technique I
Modern Dance 12	DM04MC	1.0	4	DAN 200 – Modern Dance Technique I
Dance Ballet 12	DB04MC	1.0	3	DAN 220 – Ballet Technique I
Dance History	DH01MC	1.0	3	DAN 224 – Dance Appreciation

Dual credit courses available in BPS high schools are at the discretion of the Division of Curriculum, Assessment, and Instruction. Content area directors work closely with the Department of Library and Curriculum Initiatives in collaboration with Buffalo State University to ensure curriculum alignment for each Buffalo State University CAP course.

SUNY Buffalo State University CAP Teacher of Record information

Teachers of record for each course are vetted by high school building administrators and BPS content area directors. Once vetted by their content area director, teachers are required to submit an up-to-date resume that will be reviewed by the appropriate Buffalo State University department. Refer to the Buffalo State University CAP Teacher Handbook for details.

Course syllabi are reviewed upon the initiation of a new dual credit course and are reviewed every three years thereafter to ensure the learning objectives of the college course are still being met. During the revision year, the Buffalo State CAP Coordinator will request the most recent syllabi and submit it for review to the heads of the appropriate BSU departments.

SUNY Buffalo State University CAP Student Registration

Students eligible for a Buffalo State CAP course will be provided with information from Buffalo State University by their course instructor in November 2026. This information includes a registration link, a description of the CAP program, and the course they will be registering for. Students will register online for the CAP program during the registration window from December 2026 through January 2027. Once students complete the online registration, a Banner ID number will be generated by Buffalo State University. The Buffalo State University CAP Coordinator will enroll the students in their specific courses. Students will use their Banner ID number to order transcripts (see Buffalo State University Transcript section below).

SUNY Buffalo State University CAP Student Withdrawal Process

The Buffalo State University CAP Coordinator will conduct a mid-term check-in during the last week of March 2027. At this time, BPS will indicate any students that will not be enrolled in the course due to unsatisfactory grades. This will not be reflected on their official college transcript as a withdrawal.

SUNY Buffalo State University CAP Rosters

A roster of qualified students will be provided to the Buffalo State University CAP Coordinator by December 1, 2026, before the registration period begins. The roster will indicate which courses each student is taking. This roster will be used to cross-reference as students complete the registration form online. The Buffalo State University CAP Coordinator will be in contact with BPS during this time period to ensure that all interested and qualified students fill out the registration form during the allotted time frame. Students who do not fill out the registration form during the registration time period will not be eligible for dual credit.

SUNY Buffalo State University CAP Grading Process

Student grades are to be reported to Buffalo State University at the conclusion of the grade reporting time frame in accordance with the BPS time frame. Details for reporting course grades are found in the Buffalo State University -Buffalo Public Schools Dual Enrollment Grading Submission document.

The Buffalo State University CAP coordinator will convert the numerical grade into a letter grade using the Buffalo State grading scale. The coordinator will then enter these grades into the Buffalo State system. Students who earn a cumulative grade of C (73) or above in their high school course will also earn college credit. Buffalo State uses the following grading scale:

Points	Grade
92 - 100	A
89 - 91	A-
86 - 88	B+
83 - 85	B
79 - 82	B-
76 - 78	C+
73 - 75	C
69 - 72	C-
66 - 68	D+
66	D
60 - 65	D-
<60	F

SUNY Buffalo State University CAP Course Credit Hours

Upon successful completion of Buffalo State University CAP course requirements, students will receive credit from Buffalo State University for the courses in which they have enrolled. These credits will form the basis of a permanent post-secondary academic record at Bufalo State University.

SUNY institutions will recognize SUNY General Education courses for credit hours and Knowledge Areas if a student achieves a grade of "C" or higher. For colleges outside of SUNY, students should reach out to their chosen institution to verify that the course credits will be accepted. The acceptance of transfer credits is determined by the college the student plans to attend. All coursework undertaken will be documented on the students' official Buffalo State transcript.

SUNY Buffalo State University Transcripts

Buffalo State University College Access Program (CAP) students should be provided with the CAP Ordering Transcripts Flyer. Transcript request options can be found on the Buffalo State University Registrar's Office – Transcript Ordering: https://registrar.buffalostate.edu/transcript-ordering. ***Transcript requests can be made after July 31, 2027.*** The transcripts may not be ready to order before this date, and requests may be delayed if ordered early. Students will need to have access to their SUNY Buffalo State University Banner ID to order transcripts. Official transcripts are required to transfer dual enrollment credits to schools outside of SUNY.

SUNY ERIE (ECC) Advanced Studies Program

The SUNY Erie (ECC) Advanced Studies program gives students enrolled in Advanced Studies courses the opportunity to earn SUNY college credits while still attending high school. The program is open to high school juniors and seniors. In order to be eligible for enrollment in a dual credit SUNY Erie (ECC) Advanced Studies course students must have 85% attendance and 85% course average at the time of SUNY Erie registration. The attendance and course averages are benchmarks intended to motivate students for the rigors of college level coursework. Buffalo Public School students are not responsible for tuition and/or fees. Refer to the SUNY Erie Advanced Studies Student and Parent Orientation Guide 2026-2027 for more information.

Students enrolled in the SUNY Erie (ECC) Advanced Studies program have the following benefits: The ability to earn concurrent college and high school credit of a course; apply to SUNY Erie as an undergraduate and transfer the credit and grade point average; apply to other institutions as an undergraduate and transfer credit only; access to SUNY Erie facilities and services including the library, gym, student services, and academic advisement; and a SUNY Erie ID card – valid for the semester the student is registered for classes. Enrollment in the SUNY Erie Advanced Studies program will offer students the opportunity to earn college credit based on their course grades and not a qualified score on an AP examination.

Refer to the chart below for detailed information about the courses currently available as dual credit courses in the SUNY Erie Advanced Studies Department to BPS Students for the 2026-2027 school year. Note that courses are subject to change based on student enrollment.

BPS Course	BPS Course Code	High School Credit	College Credit Hours	SUNY Erie Course
African American Literature	AL05GC	1.0	3	EN 216 – African American Literature
AP Language and Composition	LA01PC	1.0	3	EN 100 – Composition I: Rhetorical Strategies
AP Literature and Composition	LI04PC	1.0	3	EN 101 Composition for the Humanities
Public Speaking*	PS05GGC	0.5	3	EN 114 – Public Speaking
College Math	CM05GC	1.0	4	MT 125 – College Math I
AP Pre-Calculus	PC04PC	1.0	4	MT 180 – Pre-Calculus Mathematics
AP Calculus	CA04PC	1.0	4	MT 181 - AP Calculus
AP Computer Science A	CS01PC	1.0	3	CS 121 – AP Computer Science A
Street Law*	HS05GC	0.5	3	PA 101 – Introduction to Law
AP Spanish	SP05PC	1.0	3	SP 201 - Spanish Composition I
Spanish IV	SP04GC	1.0	3	SP 112 - Intermediate Spanish
ASL 2- American Sign Language	AS02GC	1.0	3	SL 110 - Beginning Sign Language
ASL 3 – American Sign Language	AS03GC	1.0	3	SL 111 – Beginning Sign Language
Digital Drawing and Painting	CO02GC	1.0	3	AT 263 – Digital Drawing and Painting
Exploring World Music	WM04GC	1.0	3	MU 100 – Exploring World Music
Survey of Popular Music	AN04GC	1.0	3	MU 217 – History of Popular Music
Theatre Arts 12	TA12MC	1.0	3	DT 104 – Theatre Workshop
Theatre History	TH12MC	1.0	3	DT 110 Theatre History One

*Offered during either the fall or spring semester or every other day throughout the year.

Dual credit courses available in BPS High Schools are at the discretion of the Division of Curriculum, Assessment, and Instruction. Content area directors work closely with SUNY Erie Lead Instructors to create course syllabi and curriculum aligned for each Advanced Studies dual credit course.

SUNY Erie (ECC) Advanced Studies Teacher of Record information

Teachers of record for each course are vetted by BPS content area directors. Once vetted by their content area director, teachers are required to submit an Advanced Studies Lecturer Application, cover letter, resume, and unofficial copies of all college transcripts. Refer to the SUNY Erie Advanced Studies Lecturer Welcome Guide and Greetings Checklist for details. The lecturer's application and accompanying information is forwarded to the Appointment Committee for the specified SUNY Erie department. Upon lecturer approval, the teacher of record will submit a syllabus (provided by the BPS content area director and/or Department of Library and Curriculum Initiatives). Approved teachers will edit their course syllabus with their details (room, contact information, etc.). The specified SUNY Erie department must approve the syllabus prior to the course being taught. The SUNY Erie Advanced Studies Lecturer Reference Guide Full Year is available with details for all SUNY Erie Advanced Studies Lecturers.

Teachers of record should understand that the course syllabus serves as a contract between SUNY Erie, the teachers, and the students enrolled in the course. This document outlines essential information, including the course description, required materials, learning outcomes, assessment methods, grading criteria, and overall expectations for the course. It is essential that every enrolled student receives a copy of the syllabus, and that it is discussed with all students at the start of the course.

Teachers of record for Advanced Studies courses will collaborate closely with their BPS content area director and their lead instructor from SUNY Erie throughout the academic year. This collaboration involves attending curriculum committee meetings facilitated by both the BPS content director and the SUNY Erie lead instructor, as well as participating in a non-evaluative classroom observation.

SUNY Erie (ECC) Advanced Studies Student Registration

Students have the opportunity to register as Advanced Studies students and enroll in college courses. The registration/enrollment period for the spring 2027 semester is November 2026 – December 2026. The registration period for students enrolled in Public Speaking or Street Law fall 2026 is September 2026; spring 2027 registration for half year Public Speaking and Street Law will be in February 2027. As part time, non-matriculated students can register for a maximum of 11.5 credits per semester per year for SUNY Erie courses.

New students enrolling for the Advanced Studies program will complete the SUNY Erie online application for Advanced Studies. This process will occur in school prior to or during the registration/enrollment period.

All returning students (students who enrolled and registered for an Advanced Studies course in the 2026-2026 school year), and new students will complete a SUNY Erie Advanced Studies Course Registration form for the course(s) they wish to enroll in for dual credit. Detailed instructions for student registration will be shared with school administrators and teachers before registration. ***Note that the students must provide their Social Security Number when enrolling for the Advanced Studies Program online***. Student and parent/guardian signatures are required on the course registration form.

SUNY Erie (ECC) Advanced Studies Rosters
Following student registration, BPS teachers of record will receive a SUNY Erie Advanced Studies section roster for their course via email. Teachers must download the roster, verify each student registration, sign, and return to SUNY Erie as directed by SUNY Erie Advanced Studies Department and the lead instructor for the course. Anytime there is a course enrollment change (see below), the SUNY Erie Advanced Studies Department will email an updated section roster to the teacher of record for verification. The updated roster must be downloaded, signed, and returned to the SUNY Erie Advanced Studies Department.

SUNY Erie (ECC) Advanced Studies Student Course Withdrawal/Drop Process
If a registered student transfers out of the Buffalo Public Schools or cannot complete a course due to a long-term documented medical leave a student may drop the SUNY Erie Advanced Studies course. Contact the Department of Library and Curriculum Initiatives as soon as possible in these instances.
Once a student is registered for an Advanced Studies course, they are not able to drop the course unless the registered student transfers out of district or cannot complete the course due to long-term documented medical leave. The only available option is to withdraw from the course. Students will need to follow the steps below to withdraw from a course. These steps are also outlined in the SUNY Erie Advanced Students Student and Parent Orientation Guide 2026-2027. The student must withdraw by the SUNY Erie official withdrawal date. The withdrawal date for Fall Semester 2026 is November 23, 2026. The withdrawal date for Spring Semester 2027 is April 23, 2027. For reference, the link to the SUNY Erie Academic Calendar is here. SUNY Erie directives to withdraw from a course are as follows:

1. Prior to withdrawing the student should discuss their concerns and options with their parent/guardian, high school teacher, and building administrator.
2. If it is decided that the student will withdraw, the student or their legal guardian must contact the BPS Department of Library and Curriculum Initiatives (sfinn@buffaloschools.org) via email with a written withdrawal statement.
3. Once a student is withdrawn, they cannot re-join the course.
4. Once a course grade has been officially entered into the system a student cannot withdraw from the college credit course.

There have been cases where students have enrolled in BPS high schools from other districts or local charter schools who are also SUNY Erie Advanced Studies Students. In these situations, the teacher of record should contact the Department of Library and Curriculum Initiatives as soon as they are aware to initiate the process of enrollment into the correct course section.

SUNY Erie (ECC) Advanced Studies Grading Process
Student grades are to be reported to SUNY Erie at the conclusion of the grade reporting time frame for one semester courses (Public Speaking/Street Law) - fall 2026, spring 2027) and full year courses in accordance with the BPS timeframe. Teachers will use their section rosters to record each student's final course grade in the registration status section. Teachers will record alpha grades determined by the alpha grade conversion chart in their course syllabus.

SUNY Erie (ECC) Advanced Studies Course Credit Hours
SUNY institutions will accept SUNY General Education courses for its credit hours and Knowledge Area if the student receives a “C” or better. Outside of SUNY institutions students are encouraged to contact the college of their choice to ensure that the course credit will be accepted. Credit transferability is at the discretion of the college the student will be attending.

SUNY Erie (ECC) Transcripts

Transcript request options can be found on the SUNY Erie webpage - Transcripts & Records (ecc.edu). The SUNY Erie Registrar's office (716-851-1466) encourages all students to complete requests through Parchment. Students will need to create a Parchment account and have access to their ECC student number and/or their Social Security Number when requesting a transcript. Official transcripts are required to transfer dual enrollment credits to schools outside of SUNY Erie. To request an unofficial or official transcript by mail or in person use the Paper Transcript Form.

Villa Maria College Dual Credit Program

The Villa Maria High Dual Credit program provides students enrolled in specific visual, performing, or music art courses with the opportunity to earn Villa Maria College credits while still attending high school. The program is open to high school juniors and seniors. Students in their freshman or sophomore year of high school must submit work samples to be considered for registration in the Villa Maria Dual Credit program. In order to be eligible for enrollment in the Villa Maria College Dual Credit program students must have an 85% course average at the time of course registration. This is intended to be a benchmark to motivate students for the rigors of college level course work. BPS students are not responsible for tuition and or fees.

Students participating in the Villa Maria College Dual Credit program can earn both college and high school credits simultaneously, engage in college-level courses, and get a head start on their college education while fulfilling high school obligations.

Refer to the chart below for detailed information about the courses currently available as dual credit courses in the Villa Maria College Dual Credit program to BPS Students for the 2026-2027 school year. Please note that some courses are only open to students at PS 192 Buffalo Academy for Visual and Performing Arts.

Course Name	BPS Course Code	High School Credit	College Credit Hours	College Course
AP Studio Art – Draw Portfolio	SD04PC	1.0	3	ART 104 - Drawing
AP Studio Art in 2D	SD02PC	1.0	3	ART 101 – Two-Dimensional Design
Introduction to Music Industry	IM02GC	1.0	3	MUI 107 – Music Industry
Introduction to Music Technology	IM01GC	1.0	3	MUI 150 – Introduction to Music Technology
BAVPA ONLY				
Advanced Drawing and Painting	AD03G	1.0	3	ART 104 - Drawing
Studio in Graphic Design and Advertising	GD02GC	1.0	3	GRA 224 – Illustration
Studio in Computer Arts	CP02GC	1.0	3	PHO 201 – Photo Imaging and Design
AP Music Theory	MT04PC	1.0	3	MUS 101 – Music Theory I
Vocal Jazz Theory	VJ04GC	1.0	3	MUJ 201 - Jazz Theory I

Dual enrollment courses available in BPS High Schools are at the discretion of the Division of Curriculum, Assessment, and Instruction. Content area directors work closely with the Department of Library and Curriculum Initiatives in collaboration with Villa Maria College to ensure curriculum alignment for each Villa Maria High School Plus program course.

Villa Maria College Dual Credit Program Teacher of Record information

Teachers of record for the Villa Maria High School Plus program are vetted by high school building administrators and BPS content area directors. Once vetted, the teacher is approved as a Villa Maria High School Plus program course instructor. The BPS -Villa Maria Dual Credit Instructor Reference Guide provides details for program teachers of record.

Villa Maria College Dual Credit Program Student Registration
Junior and senior level students will have the opportunity to enroll and register for the spring 2027 semester. If a freshman or sophomore level student is enrolled in a high school course that is dual credit, they may enroll and register, however, they must also provide work samples to be considered. Students will register within the Villa Maria College Dual Credit Program registration portal. The registration window will be February 2, 2027 – February 26, 2027.

Detailed instructions for student registration will be shared with school administrators and teachers prior to the registration period. ***Students must provide their Social Security Number to enroll in the program.***

Villa Maria College Dual Credit Program Student Rosters
Villa Maria College High School Plus course section rosters will be available to BPS course instructors following student registration.

Villa Maria College Dual Credit Program Grading Process
Student grades are reported to Villa Maria College at the conclusion of the grade reporting time frame in accordance with the BPS time frame. Teachers will use their section rosters to record each student's final course grade. Teachers will record alpha grades determined by the alpha grade conversion chart provided by Villa Maria College. Details regarding submission of final grades will be shared with school administrators and teachers prior to the grade reporting time frame. The Villa Maria College grading scale is below.

Points	Grade
93 - 100	A
90 - 92	A-
87 - 89	B+
83 - 86	B
80 - 82	B-
77 - 79	C+
73 - 76	C
70 - 72	C-
67 - 69	D+
63-66	D
60 - 62	D-
0-59	F

Villa Maria College Dual Credit Program Student Withdrawal Process

Once a student is registered for a Villa Maria course, they are not able to drop the course. The only available option is to withdraw. The withdrawal date for Spring Semester 2027 is March 23, 2027.

1. Prior to withdrawing the teacher and student should discuss their concerns and options with their parent/guardian, high school teacher, and building administrator.
2. If it is decided that the student will withdraw, the student or their legal guardian must contact the BPS Department of Library and Curriculum Initiatives (sfinn@buffaloschools.org) via email with a written withdrawal statement.
3. Once a course grade has been officially entered into the system a student cannot withdraw from the college credit course.

Villa Maria College Course Credit Hours

Dual course credits can be utilized towards a Villa Maria degree or transferred to another accredited institution that a student may choose to attend. The acceptance of transfer credits is at the discretion of each college, which may set specific grade requirements. It is the student's duty to verify the transfer credit policy and degree requirements with the college or university they intend to enroll in, to see if their Villa Maria course credits can be applied to their desired degree program. To qualify for college credits through a Villa Maria College Dual Credit program course, the student must be officially enrolled in the program and achieve a final grade of C or higher.

Villa Maria College Transcripts

Students can find details about transcript requests on the Villa Maria Registrar webpage. ***When filling out the online request form, students will need their Social Security Number.*** If a student does not possess a Social Security Number, they should reach out to Villa Maria's Registrar's Office to obtain their Villa student ID number instead. Additionally, students should select "no" in response to the question, "Are you currently enrolled at Villa Maria?"

Villa Maria advises against requesting unofficial transcripts. However, if a student requires an unofficial transcript, they should directly contact the Villa Maria Registrar's office to request the unofficial transcript form.