



**2025-2026
ACADEMIC YEAR**

SUNY CANTON



DUAL ENROLLMENT HANDBOOK



SUNY Canton
**Center for Workforce, Community &
Industry Partnerships**

Mission Statement

SUNY Canton provides a progression of accessible, affordable, high-quality applied programs that enable students in the North Country, New York State, and beyond to achieve their highest potential both personally and professionally.

The Center for Workforce, Community & Industry Partnerships plans, develops, coordinates, administers, and evaluates dual enrollment programs aligned with St. Lawrence County high schools so students can develop the necessary skills and mindset to become successful college students.

Dual Enrollment Contact Information



Dual Enrollment Coordinator

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Registrar

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What is Dual Enrollment?

SUNY Canton's Dual Enrollment Program provides 11th – 12th grade high school students with the opportunity to complete their high school coursework while earning college credit.

“Dual enrollment” means that the students in these courses will earn credit towards their high school diploma in addition to SUNY Canton course credit that may be used towards a SUNY Canton degree or transferred through SUNY's seamless transfer policy to any other SUNY college or university. Acceptance of transfer credit outside of the SUNY system is up to the discretion of the college or university to which you wish to transfer.

What are the advantages of participating in dual enrollment?

- You will have a head start with college credits
- Your earned college credits will count toward enrollment at SUNY Canton or may transfer to other colleges or universities
- Become familiar with the SUNY Canton campus, academic programs and courses



Process for Enrollment

All high school students registered in a SUNY Canton approved dual enrolled course will need to complete the Part-Time Student Registration Form by the semester deadline.



No registrations will be accepted after the deadline

Fall 2025 Semester Deadline for Registration Forms and Tuition Payment

Fall Deadline	Thursday, September 18, 2025
Spring Deadline	Wednesday, February 4, 2026

All fields of the form must be completed. Social Security number and birth date information is required. Both the student and a parent/guardian must sign and date the bottom of the registration form.

To guarantee enrollment in the selected courses, completed registration forms and tuition must be submitted to the SUNY Canton Registrar's Office, Attn: Kari McCormick, 34 Cornell Drive, MCC 012, Canton, NY 13617 or registrar@canton.edu by the deadline indicated above.

Please make checks payable to: SUNY Canton

If a student needs to add a class after the deadline (i.e., moved into the district, adjusted high school schedule) the request will be assessed on a case-by-case basis.

2025-2026 Tuition Amounts

Tuition Amounts	
Tuition	\$56.75 (per credit hour)
Fees	\$18.10 (per credit hour)
Transcript Fee	\$5.00 (per semester)

3-Credit Course	\$229.55
4-Credit Course	\$304.40

Please make checks payable to: SUNY Canton



Process for Withdrawal

If for any reason the student chooses to withdraw from the course, the instructor must complete a Course Change Form. Depending on the date of withdrawal, the student may be assessed a liability fee as indicated below:

Fall Semester Liability Dates: Class start date 09.04.25
Last day to withdraw with 100% refund of charges: Thursday, September 18, 4:00 pm
Last day to withdraw with 70% refund of charges: Thursday, September 25, 4:00 pm
Last day to withdraw with 30% refund of charges: Thursday, October 2, 4:00 pm
After October 2nd, the student has 100% liability.

Spring Semester Liability Dates: Class start date 01.03.26
Last day to withdraw with 100% refund of charges: Wednesday, February 11, 4:00 pm
Last day to withdraw with 70% refund of charges: Wednesday, February 18, 4:00 pm
Last day to withdraw with 30% refund of charges: Wednesday, February 25, 4:00 pm
After February 25 th , the student has 100% liability

Attendance Policy for Dual Enrolled Students

Dual enrolled classes are considered college equivalent courses and attendance is expected for the duration of the course. Dual enrolled instructors are expected to maintain and track attendance. Excessive absences will hinder the ability for the high school student to receive college credit for the course.

If a student misses more than **10** days during a semester only (fall or spring) course or **20** days during a full year course, the student will no longer be eligible to receive college equivalency credit and will need to withdraw or risk a failing grade listed on their SUNY Canton transcript.

The definition of an excused and unexcused absence will be defined by the home high school attendance policy. Exceptions to this policy will be assessed on a case-by-case basis with consultation of the high school instructor and guidance counselor or dual enrollment point of contact.



Submission of Grades

At the end of the term (either January for fall only or June for full year and spring only), each district will receive a grading spreadsheet with all approved dual enrolled courses. The high school instructor will enter individual student grades on the spreadsheet and the completed spreadsheet will be returned to the Center for Workforce, Community & Industry Partnerships at wcip@canton.edu

Grade Deadlines

January 31st for fall only courses

June 30th for full year and spring only courses

Letter Grade	Grade Points	
A	4.00 (Excellent)	<p>NOTE: SUNY Canton does not use "A+" or "minus" grades. Also note that there are no specific, numeric percentages set for the letter grades in our scale (this is up to the individual instructor to decide).</p>
B+	3.50 (Very Good)	
B	3.00 (Good)	
C+	2.50 (Above Average)	
C	2.00 (Average)	
D+	1.50 (Below Average)	
D	1.00 (Minimally Passing)	
F	0.00 (Failing)	

Student Course Comments

All SUNY Canton courses require participants to complete “Student Course Comments” at the completion of the term. The survey is distributed electronically and all comments are anonymous. After the comment period has closed, all survey results will be reviewed and sent back to the school district for dissemination to high school instructors.

If a dual enrolled course has less than 8 students enrolled we will not require student course comments to be completed.

Student Course Comment Questions - All questions are based on a Likert Scale (strongly agree, agree, neutral, disagree, strongly disagree) and the last question is open ended

The instructor gave clear explanations to clarify concepts.

The instructor’s teaching methods are effective.

Assignments were returned quickly enough to benefit me.

The instructor’s evaluation of students’ performances was constructive.

I have become more knowledgeable in this area because of this course.

Was there anything about this course that was significant enough that you’d like to comment on it?

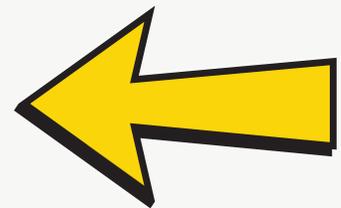
Request a Transcript

At the conclusion of the dual enrollment course, a final course grade will be submitted by the high school instructor and recorded on an official SUNY Canton transcript.

Students interested in attending SUNY Canton will not be required to obtain an official transcript. Students looking to transfer their dual enrollment credits must request an official copy of their transcript to be sent to the receiving college for review of transfer credit.

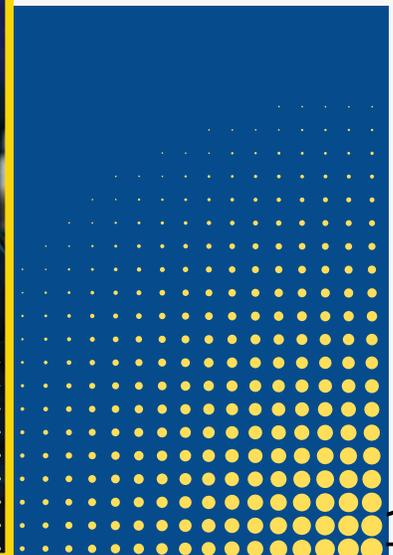
Parchment Transcript Request Website -

<https://www.canton.edu/registrar/transcripts.html>



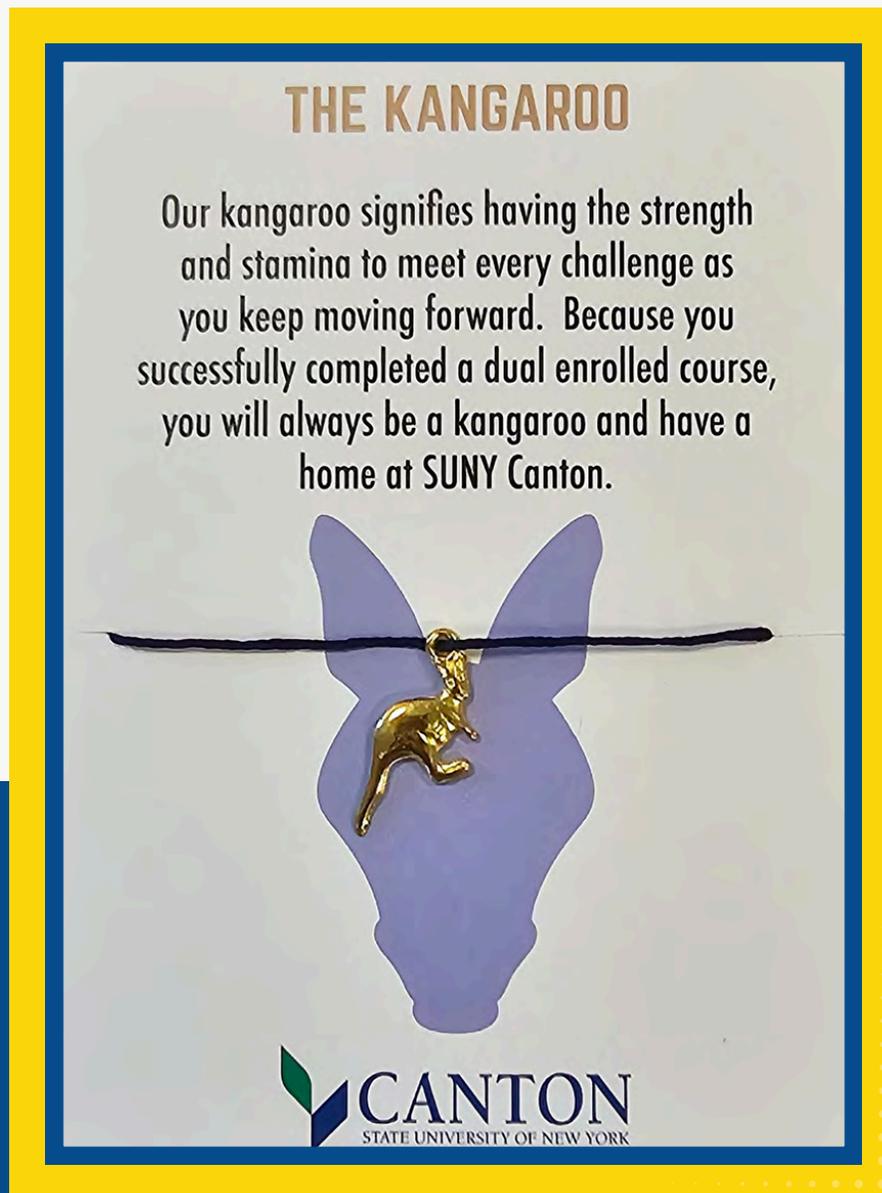
If you request a transcript before July 4th the course will be listed as “in progress” without a grade. You can still request a transcript but make sure to select “hold until grades” and Parchment will wait to send the transcript.

You will need to wait until after July 4th to request a transcript with a grade.



Graduation Regalia

SUNY Canton will provide a graduation honor cord and a kangaroo charm to every graduating high school senior who has successfully completed at least one dual enrolled course. The graduation cords and charms will be delivered to each high school guidance office prior to the scheduled end of year ceremony.



Process for Adding a New Dual Enrolled Course and/or New Instructor

If you are interested in having a new course recognized for dual enrollment at your high school please submit material through the portal at <https://www.canton.edu/dual/teachers/>

Items Needed to Review New Course or New Instructor Proposals:

- Completed Instructor Information Form
- Instructor Resume/CV
- Class Syllabus/Course Outline

Proposals for new dual enrolled courses are accepted from September to April for the next academic year. If proposals are submitted after the deadline we cannot guarantee they will be reviewed and/or approved for the next academic year.

