



Date: 2019 - 2020
To: High School Administrators
From: College Now, City University of New York
Subject: College Now Partnership

Thank you for expressing an interest in joining College Now (CN), a collaboration between The City University of New York (CUNY) and the NYC Department of Education (DOE). We encourage you to visit our website at <https://k16.cuny.edu/collegenow/> to learn more about College Now, view summer courses and contact information for campus programs.

College Now operates on a partnership model, whereby an individual high school develops a close relationship with a College Now program at one CUNY campus. Over time, a new college/high school collaboration builds into an established partnership and is reviewed annually. In order to provide more varied opportunities for all eligible students, some high schools may have a smaller, secondary partnership with another CUNY campus. All College Now offerings are determined by our program priorities, administrative capacities at the local campuses and schools, and the availability of funding.

The principles of effective partnership described in this memo are based on the experiences of College Now staff and faculty implementing and sustaining successful programs with more than 450 participating NYC public high schools. **Program offerings differ from campus to campus and depend on the intensity of the partnership at a high school.** To enjoy the benefits of its collaboration with College Now, schools agree to meet the following expectations in the area of enrollment, retention, and success targets as negotiated between the program leader and school staff:

Partnerships Expectations
<ul style="list-style-type: none"> • Each school is assigned to a CUNY campus by the CN Central Office. • The school principal meets with the campus-based program leader to learn about course offerings and policies. • Based upon the number of likely participants, the principal might recommend a school liaison to facilitate the student recruitment process. The responsibilities of the liaison vary by campus program, but they are generally expected to support recruitment and application, attend any scheduled meetings, communicate with CN staff and follow-up with students regarding progress and absences. • CN staff and school leaders select courses and activities based on students’ academic eligibility and set mutual enrollment targets. • Schools provide the academic profiles of eligible students and work with CN staff to determine appropriate course offerings and activities. The CN program may provide specialized courses to fit the school’s needs. • School administrators ensure that CN fits into the school schedule and timeline of other after-school activities. • Schools meet 95% of enrollment targets by actively selecting, screening, and supporting students and by monitoring attendance and progress. • Schools support students so that 80% or more complete their courses with grades of “C” or better. • School staff discuss the strengths/limitations of the partnership with CN program staff on a regular basis. • Individual courses are included in the CN budget, and program seats are reserved in order to accommodate a projected number of students.

The benefits of participating in College Now include the following:

Academic:	<ul style="list-style-type: none">• Access to free college courses or developmental courses to eligible NYC public school students (tuition currently ranges from \$750 - \$970 per 3-credit course)• Free pre-college courses and workshops to prepare students to enroll in college-credit classes• Free textbooks for all courses and workshops (book costs range from \$80-\$150 per student)• Free, comprehensive college opportunities during the summer, with full-day programs that combine academic coursework and extracurricular activities for college- or high school-credit (CN summer programs are open to all NYC public high school students regardless of their schools' partnership with a particular CUNY campus; lunch vouchers and Metrocards are provided for all participants)
College Experience:	<ul style="list-style-type: none">• College identification cards and access to college facilities• College tours or college awareness workshops• Special programming and scholarships include <i>Model New York City Council Project</i>, a leadership development program for students in the 11th and 12th grades, and the <i>Myself Third: Spirit of New York Scholarship</i>, awarded to CUNY-bound seniors who are actively engaged in civic service
For HS teachers:	<ul style="list-style-type: none">• Potential adjunct teaching opportunities for high school faculty, subject to each college's and department's policy and approval• Professional and curriculum development activities for participating instructors

Application: Principals interested in forging a partnership should complete the attached form and return it along with any supplemental materials. Following submission of the request form to the College Now Central Office, schools will be contacted by staff from one or more campuses to determine which campus will establish a new partnership with the school. The school location and proximity to a College Now campus -- as well as the academic profile of the student body and their eligibility for the program -- will play an important role in our selection of a potential campus partner. If the school would like to work with College Now on a specific CUNY campus, indicate this and provide a rationale as part of the request. **Please note:** Published evaluations of the program have demonstrated that College Now is a positive motivator with regard to college enrollment and academic progress irrespective of the CUNY campus of participation.

For general information pertaining to short- and long-term outcomes associated with College Now participation, please visit: <http://www2.cuny.edu/about/administration/offices/evaluation/data-methods/data-hub/program-statistics/>.

Send all materials to: Matthew Silverman
CUNY College Now
16 Court Street, 3rd Floor | Brooklyn, NY 11201
Email a scanned completed application to: CollegeNow@cuny.edu



COLLEGE NOW HIGH SCHOOL COLLABORATION REQUEST



(To be completed by the school principal.)

Name _____ Date _____

Name of High School _____

Address _____

School Number _____ ETS Code _____

Telephone _____ E-Mail _____

Recommended candidate(s) to serve as College Now liaison:

Name/Position	Telephone/Email
_____	_____
_____	_____

Briefly discuss the academic needs of your students and provide a description of your school and your student population. Please include the number of students enrolled in each grade, your admissions policies, AP courses you offer and a list of other existing partnerships in your school (pertaining to out-of-school-time activities). Describe the kinds of College Now activities that you feel will benefit your students the most and how these activities will complement other programs or initiatives in the school (if applicable). Feel free to use the back of this page if you need more space.

Signature of Principal _____ Date _____