

BONA BRIDGE

Dual-Enrollment Program Administrative Guide

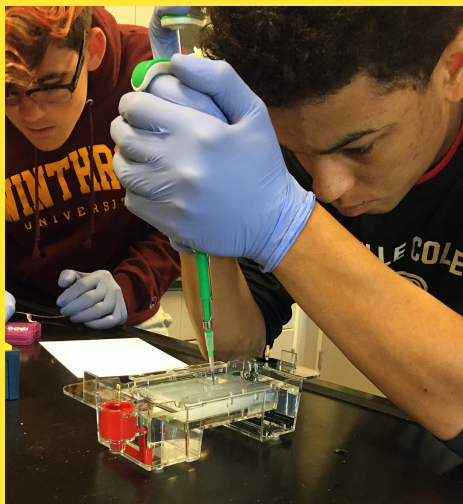


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Two St. Bonaventure students on campus.

BONA BRIDGE

Program Overview & Purpose

1. Program Description

Since 2017, St. Bonaventure University (SBU) has partnered with local high schools to deliver high-quality, dual-enrollment courses. These courses are offered within high schools, taught by high school instructors trained by SBU faculty, allowing students to earn college credit affordably while maintaining a familiar learning environment.

Goals

Empower early scholars: Offer high school (HS) students a meaningful early college experience that sparks curiosity, builds confidence and strengthens readiness for the journey ahead.

Foster collaboration: Cultivate a vibrant community of learners between SBU and high school faculty to share knowledge, mentorship and support.

Inspire pathways to success: Encourage and guide students toward higher education by boosting college enrollment and resilience, and preparing for long-term achievement.

2. Instructor & School Participation

Instructor Qualifications & Development

SBU faculty member/department evaluates HS faculty's experience on content and makes the final decision with the following considerations:

- a degree in the content area or affiliated field (e.g., undergraduate degree in social science or social studies concentration/ master's degree in social studies to teach political science, history, economics)
- evidence that HS faculty stays current in the field.
- a minimum of five years of teaching experience in the content area.



SBU students in Friedsam Library.

Upon completion of training, HS faculty will be certified as SBU Dual Enrollment course instructors and will gain **SBU adjunct faculty status**, with access to St. Bonaventure University's Friedsam Library and faculty email resources. This certification is renewable every three years.

To stay certified, HS instructors are required to teach at least once every three years, participate in refresher training and professional development as needed, and participate in an **annual mandatory retreat**, where updates on course content, delivery, assessment and administrative practices will be discussed.

School Liaison Role

High school guidance counselors and administrators serve as vital partners, informing eligible students about program requirements, orchestrating the application process, and

collaborating with instructors to ensure proper advising.

3. Student Eligibility & Benefits

Eligibility Criteria

Students should:

- Be a high school **junior or senior**.
- Maintain a high school **GPA of 85 or higher** in a college preparatory program.
- Submit an application to SBU's Office of Admissions and provide official transcripts **at least one month prior to course start**.
- Exceptions may be granted with instructor and SBU faculty approval.

Participation Benefits

- A part-time SBU student status with reduced tuition costs: **\$150 per credit** —potentially even lower via **EARLY ACCESS COSER pricing (CABOCES)**.
- Official SBU transcript, **student email account, access to library resources** and other benefits that part-time SBU students enjoy.
- Eligibility for the **Bona Bridge Scholarship**: Up to **\$4,000 total** (\$1,000/year for four years), if BOTH criteria are met:
 - Successfully complete at least one SBU dual-enrollment course.
 - Matriculate at SBU for their undergraduate education beginning in **Fall 2026**.

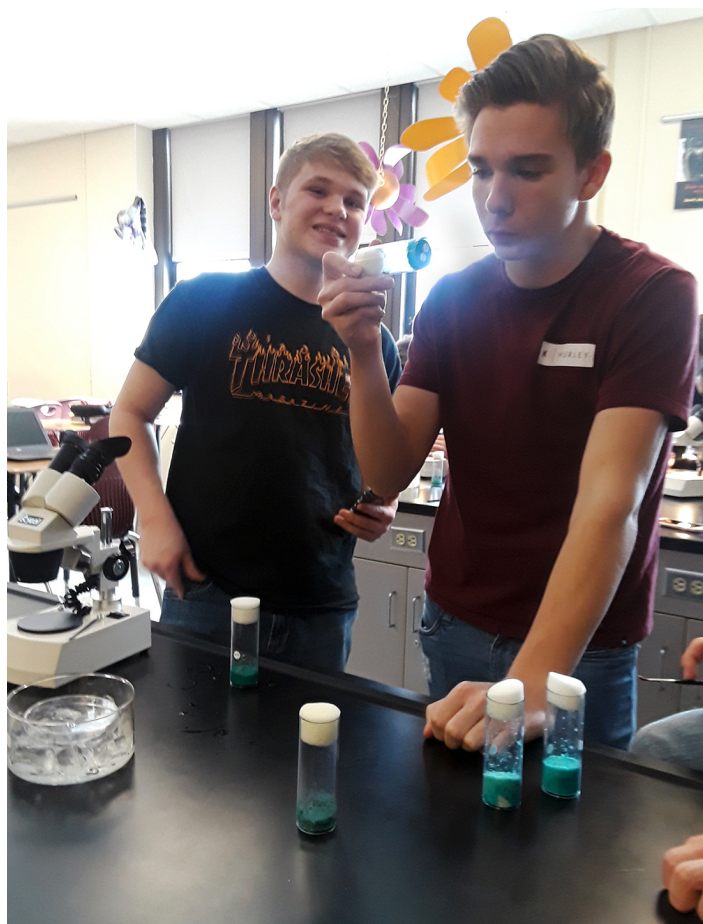
4. Courses, Delivery & Academic Integrity

Course Selection

Course offerings are subject to change. Consult **www.sbu.edu/dualenrollment** for an up-to-date list.

Instruction Format

Courses are held at the high schools, taught by trained and certified HS instructors under SBU faculty supervision.



Academic Integrity

Enrollment at St. Bonaventure University requires adherence to the university's standards of academic integrity. These standards may be intuitively understood and cannot in any case be listed exhaustively.

The following examples represent some basic types of behavior that are unacceptable: cheating, plagiarism, fabrication, obtaining an unfair advantage, aiding and abetting academic dishonesty, falsification of records and official documents & unauthorized access to computerized academic or administrative records or systems. (From Appendix A, St. Bonaventure University Student Code of Conduct.)

In the case where academic dishonesty is suspected, contact **dualenrollment@sbu.edu** for procedures to follow.

5. Program Administration & Oversight

Program Administration

Oversight is led by **Dr. Xiao-Ning Zhang**, coordinator for Early College Access, professor of Biology and director of the Biochemistry Program, and Penny Clancy, assistant to the Dual-Enrollment Program. Instructors and school contacts should reach out to Dr. Zhang and Penny Clancy at **dualenrollment@sbu.edu** to initiate new course offerings and partnerships.

Admissions & Application

Enrollment is facilitated through the Office of Admissions at St. Bonaventure University. Reach out to the Office of Admissions at **admissions@sbu.edu** with any questions.

Transcript Handling & Student Status

Dual-enrollment students gain **part-time student** status, with full privileges, including library access, student email, and an official transcript.

Please visit the following link and scroll down to the transcripts section: **www.sbu.edu/registrar**.

6. Tuition, Scholarships & Financial Procedures

Tuition Structure

Students are charged **\$150 per credit**, though rates may vary under CABOCES COSER agreements.

Bona Bridge Undergraduate Scholarship Opportunity

To qualify for up to **\$4,000** (\$1,000 per year for four years), students must:

- Successfully complete at least one SBU Dual Enrollment course.
- Matriculate at SBU for their undergraduate education beginning in **Fall 2026**.

Billing

Administrative details for billing (due dates and installment options) would align with SBU's

broader policy on operational procedures and are handled via the Office of Admissions/Student Accounts (specifics to be tailored in course contracts later).

7. Instructor Support & Development, Initial & Ongoing Training

SBU faculty provides an initial **free summer training**, followed by refresher trainings as needed and an **annual mandatory retreat**, to equip instructors with pedagogical alignment and course delivery tools.

Faculty Resources

Instructors receive:

- SBU adjunct status.
- Access to the university's **library systems, faculty email accounts** and a **free parking decal, etc.**
- Continued mentorship and oversight from SBU faculty.

8. Communication & Advising Strategies For Students & Families

Schools and SBU should furnish details on eligibility, courses, tuition, application deadlines and scholarship opportunities. Sharing the SBU Dual-Enrollment Program Factsheet and other informational materials during orientation sessions are encouraged.

Schools are responsible for posting an electronic copy of SBU's Dual-Enrollment Program Factsheet on Parent Square online.

For High School Counselors/Administrators

SBU should supply guidance teams with up-to-date course descriptions, policies, student eligibility guidelines, and application support to assist in student advising.

9. Program Evaluation & Future Development

“St. Bonaventure’s Dual-Enrollment Program is something we’re proud to provide to students in our region. We believe strongly in the quality of the content and the instructors who are teaching these courses. Dr. Zhang, the faculty, and the high school instructors have taken great care to ensure that these are college-level courses that challenge students while providing a head start to their college careers.”



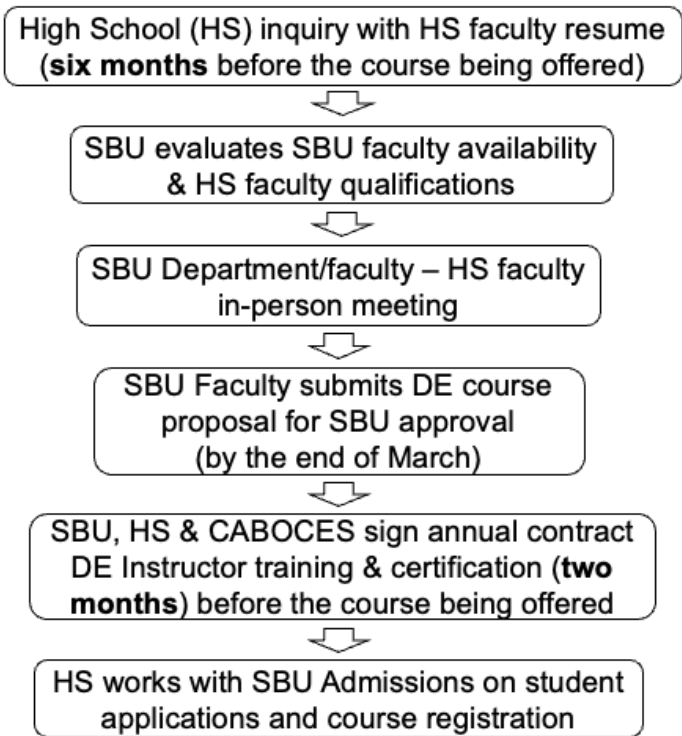
David Hilmey, Ph.D.
Provost and Vice President
for Academic Affairs
St. Bonaventure University

New Course Development

Additional dual-enrollment courses beyond current offerings may be developed, pending school demand and academic alignment.

We invite you to complete our inquiry form for potential dual-enrollment courses:
www.sbu.edu/bonabridgeinterest.

10. Dual-Enrollment Workflow Chart



HS students may audit a DE course, esp. joining after DE course ADD/DROP deadline

Summary Table

Section	Key Highlights
Program Purpose	College prep, affordability, accessibility via CABOCES COSER
Instructor Qualifications	Degree + 5 yrs exp + training = SBU adjunct status
Student Eligibility	Juniors/Seniors, ≥85 GPA, transcript submission, application
Courses Offered	STEM, humanities, wellness — aligned to CABOCES COSER standards
Program Administration	Dr. Zhang oversees; admissions via non-degree portal
Tuition & Scholarships	\$150/credit; up to \$4,000 scholarship for SBU enrollees
Instructor Support	Summer training, library/email access, annual retreat
Communication	Counselors’ resources; materials for students/families
Growth & Evaluation	Program expansion in progress, responsive to demand



For more information about St. Bonaventure's
Dual-Enrollment Program, contact us:

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www.sbu.edu/Bonabridge



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@sbuadmissions



@st.bonaventureuniversity