FAST FORWARD
SUNY BROOME IN YOUR HIGH SCHOOL

**Handbook
for
Fast Forward Instructors & Administrators**

Revision August 2020

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*AVAILABLE AS SEPARATE PDF DOWNLOADS AT HTTP://WWW2.SUNYBROOME.EDU/FFEC/ADMIN-HANDBOOK/

PROGRAM OVERVIEW

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Introduction & History

Welcome to SUNY Broome's Fast Forward Program. We are proud of the program we have built, and invite you to take advantage of all the offerings that await you. We have worked extensively with your high school to provide both instructors and students with the opportunity to benefit from college-level coursework through collaboration.

SUNY Broome Community College's concurrent enrollment program originated as an Early Admissions program in 1983, allowing high school students to enjoy college level work on campus. Two years later, the program expanded to offer college courses conducted at local high schools. The program was renamed Fast Forward in 2005, and through measured growth now includes 25+ high schools and thousands of students.

Fast Forward allows high school students to earn college credit while simultaneously completing their high school classes. The Program serves local students, instructors, and schools by increasing access to college learning, supporting excellence in teaching and strengthening high school-college connections. By collaborating with area high schools, SUNY Broome offers college-level courses to qualified high school students and approved for college credit, enabling students to earn both high school and college credit for courses taken through Fast Forward. Experienced high school instructors with the same qualifications as on-campus professors and approved by SUNY Broome Department Chairs teach Fast Forward courses.

- Students experience the academic standards, increased workload and personal responsibility required to be successful in college.
- Students enter college with completed coursework, lessening their time to graduation and saving on tuition.
- High school instructors enjoy ongoing, professional development directly related to the content, pedagogy, and assessment of the college-level courses they teach through Fast Forward.
- Relationships strengthen on curricular, instructional and professional levels between SUNY Broome Community College and high schools.

Vision

Learning today, transforming tomorrow.

Mission

College: SUNY Broome Community College supports all members of the learning community by creating access to inclusive, diverse educational experiences. Success is achieved through the provision of innovative academics, transformative student support, and meaningful civic & community engagement.

We realize our mission by fostering an environment that exemplifies the college's institutional goals to the highest quality.

Fast Forward Program: Concurrent enrollment programs, such as SUNY Broome Community College's Fast Forward Program, promote and offer challenging college-level experiences to students in their last one or two years of high school. Students benefit through their ability to enroll in rigorous college-level courses while simultaneously meeting high school graduation requirements. As colleges experience high remediation rates, programs such as Fast Forward play an increasingly vital role in building the all-important partnerships between high schools and colleges.

Values

All members of the campus community will demonstrate:

- **Inquiry:** We embody an environment that promotes critical and creative thinking.
- **Respect:** We demonstrate courtesy and tact.
- **Integrity:** We act with honesty and fairness.
- **Trust:** Our relationships and interactions are based on mutual understanding and good faith.
- **Equity:** We embrace diverse and inclusive practices.

Middles States Commission on Higher Education (MSCHE)

SUNY Broome Community College accreditation is through the Middle States Commission on Higher Education (MSCHE) located at 3624 Market Street, Philadelphia, PA 19104. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. Accreditation is a process of validation in which colleges and universities undergo an evaluation to ensure the institution follows certain standards. The federal government requires that an institution receive accreditation by a nationally recognized accrediting organization in order for its students to be eligible to receive financial aid.

NACEP Accreditation & Quality Standards

SUNY Broome's Fast Forward program received re-accreditation in 2017 by the National Alliance of Concurrent Enrollment Partnerships (NACEP). This national organization is the only group certifying all concurrent programs in the US. Each program must meet a series of 17 challenging standards addressing five primary goals: rigorous curriculum, qualified faculty, comparable student instruction, assessment/grading, and evaluation by students and high school administration.

"NACEP works to ensure that college courses taught by high school instructors are as rigorous as courses offered on the sponsoring college campus so students experience a seamless transition to college and instructors benefit from meaningful, ongoing professional development."

Having met these standards, Fast Forward has demonstrated that students enrolled in its courses receive the same quality of instruction and facilities as do students at SUNY Broome, are able to transfer those courses to SUNY Broome and other institutions of higher education, and often enter college with significant coursework already completed. Programs need to apply for reaccreditation every seven years.
To learn more, please visit www.nacep.org.

SUPPLEMENTAL DOCUMENT: NACEP Accreditation Standards (PDF)

Benefits of the Fast Forward Program

Students:
By providing a college experience to motivated individuals. They experience rigorous academic content, the workload and the responsibility of college study. Students also enjoy greater flexibility when matriculating to college as many of their concurrent enrollment credits earned allow them time to study abroad, double major or graduate early. Fast Forward students are also given a SUNY Broome ID card that enables them access campus and SUNY libraries.

Instructors (High School Teachers):
By providing them professional development and connections with SUNY Broome faculty and collegial resources. Instructors also report that they enjoy teaching highly motivated and talented students. This is also an opportunity to increase professional development opportunities, networking and resume building.

High School:
By providing college opportunities that keep students in the high school and offering a variety of educational opportunities for their students to learn and grow.

SUNY Broome:
By providing many students with their first direct contact with the College. Fast Forward also enables academic departments to engage in high quality, economically sustainable outreach to high school instructors, schools and students helping to better prepare them for college.

Program Evaluations

Fast Forward conducts yearly program surveys that assist in determining the effectiveness of the program. We send surveys to current students and alumni of Fast Forward, but we also will conduct surveys with our instructors, school counselors and principals.

Based on data from our 2018 Fast Forward Alumni Survey:

Over 98% of student successfully transferred their Fast Forward college credit to their high education institution.

58% say FF credit counted towards their degree completion
49% of FF students were exempted from a required course
31% say FF enabled them to enroll in a more advanced course

Partner Roles

Fast Forward is organized under Academic Affairs of SUNY Broome and is a partnership that expands across all four divisions (STEM, Business & Public Services, Liberal Arts, and Health Sciences). Following is a summary of key players and their major roles. Fast Forward relies on all partners to perform critically important work to contribute to its success.

High Schools provide the classroom space, lab equipment, and technology for SUNY Broome courses taught in the high school. They also ensure adherence to student entrance requirements via student advising and scheduling. High Schools also sign a yearly Memorandum of Agreements, and provide invoices and payment at the end of each semester to the College.

Fast Forward Instructors/High School Instructors provide classroom instruction in adherence to SUNY Broome departmental expectations, course learning outcomes and assessment needs set forth by our accreditation standards. FF Instructors also cooperate with the Fast Forward Office for administrative business such as attendance and final grade submission. In addition, new instructors attend orientation in August, and all instructors attend the Fast Forward Professional Development each November.

SUNY Broome Academic Departments make decisions on prospective instructor applications, provide orientation to new instructors, provide professional development to all instructors, conduct classroom visits to ensure quality, and assess the course and its contents for equivalency.

Fast Forward Students admitted to the College as non-matriculated students and register for transcript college credit. Students must adhere to course withdrawal policies, grading and attendance policies and all other rights and responsibilities of SUNY Broome students. Students are encouraged to obtain a college ID card and complete course evaluations at the end of each term.

Fast Forward Staff handles all administrative and policy matters, partner relationships, web and print communication, program evaluation, orientation and professional development event planning, instructor application and review process, course management and student registration and residency, NACEP compliance and provides assistance in the billing processes.

www.sunybroome.edu/ff

The Fast Forward Program has a dedicated webpage that Fast Forward Instructors, High School Officials and students can reference any time. Please take the time to review the webpage and its contents. This handbook along with the Fast Forward Instructor application, video tutorials, FAQs and access links to the Library Databases and My College are available, along with much, much more. We want to make the Fast Forward experience a positive and reinforcing program that meets the needs and wants of our high school, college and student partners.

APPROVAL PROCESS & EXPECTATIONS

Teacher Application Process & Deadline

Every November, the Fast Forward Program opens up its applications for new or current Fast Forward Instructors to teach a Fast Forward course. Before applying, please reference the *Fast Forward Instructor Qualifications Guide (in the Appendix)* or on our webpage, to determine if you meet the credentials. Fast Forward Instructors must meet the same credentials as SUNY Broome Adjunct Professors.

The Fast Forward Instructor Qualifications (PDF) is available at
http://www2.sunybroome.edu/ffec/teach-a-new-course/

If you feel you meet the qualifications, fill out and submit the Fast Forward Instructor Application, resume and copies of your undergraduate and graduate transcripts, along with additional application requirements as indicated in the Fast Forward Instructor Qualifications Guide. Please visit www.sunybroome.edu/ff for the required application forms and instructions.

If your application meets approval, you will receive electronic notification with the principal and SUNY Broome Department Chair copied. New Fast Forward Instructors or those current instructors approved to teach an additional course outside of their current department will be required to attend all or a portion of the New Fast Forward Instructor Orientation in August. You will be required to meet with your SUNY Broome Department Chair and review the course syllabus, textbooks, pedagogy, course expectations and learning objectives, grading rubrics, attendance procedures, etc. As all of these elements must align with those taught on the SUNY Broome campus.

The SUNY Broome Department Chair or Coordinator observe and evaluate new Fast Forward Instructors at least once each semester during the first two years of teaching for Fast Forward. All Fast Forward Instructors are to attend the annual Professional Development in November.

Applications to teach a Fast Forward course are due on May 1st each year. Applications submitted after the deadline cannot guarantee approval, as SUNY Broome Department Chairs are not required to report over the summer, if not only for a limited number of summer hours.

Course Offerings List

The Fast Forward Course Offerings List indicates the courses that SUNY Broome Department Chairs approved to teach through Fast Forward and its Instructors. Be sure to reference this list at all time as courses may change in availability at any given time.

The course offerings list includes the course number and title, credit hours, whether or not there is a prerequisite for the college course, along with additional student qualifications and the names of the Department Chair and Fast Forward Coordinator.

The Fast Forward Course Offerings List (PDF) is available at
http://www2.sunybroome.edu/ffec/teach-a-new-course/

Memorandum of Agreement (MOA)

The Memorandum of Agreement (MOA) is sent at the beginning of each school year and lists pertinent information about the Fast Forward Program, course offerings for the current year, billing, partner roles, student eligibility and instructor qualifications. SUNY Broome Department Chairs, Administration and High School Officials and Teachers sign the agreement each year. Once obtaining signatures by all parties, we file this document in the Fast Forward Office. Please request a copy with us should it be needed for reference or records.

SUPPLEMENTAL DOCUMENT: Memorandum of Agreement (MOA) (PDF)

New Fast Forward Instructor Orientation

Fast Forward holds an annual New Instructor Orientation – mandatory for all new instructors. This is a time to meet with your SUNY Broome department chair to discuss curriculum, course learning outcomes, assessment criteria, course philosophy, the syllabus, etc.

During New Instructor Orientation, instructors will also meet with the Fast Forward Office to review the administrative responsibilities and procedures required of the program, go through the Welcome Packet and student registration process.

Professional Development

Fast Forward Instructors receive an invite to annual Fast Forward Professional Development Event, as well as Department, Division, and College-wide meetings to promote an equivalency between the SUNY Broome courses taught at the high school and with those at the College. It also better integrates high school faculty into the Fast Forward program. The College will agree

to provide verification of attendance for Professional Development. Annual attendance is required.

There is required annual attendance for Fast Forward Professional Development Event and/or departmental professional development opportunities and the Fast Forward Office maintains an attendance log for these events. We recognize that life events and school issues may prevent an instructor from attending. When such events result in an instructor missing an event for three consecutive years, retraining will be necessary in order to continue to offer the Fast Forward course. Ongoing collegial discussions about curriculum, pedagogy, assessment, and course philosophy ensure Fast Forward Instructors are able to deliver quality SUNY Broome Community College courses to their students. Such seminars are a key distinguishing characteristic of quality concurrent enrollment programs.

Extended Leave & Absence Procedure

Any anticipated or unanticipated absences of the assigned Fast Forward Instructor in excess of one week should have immediate communication to the Chair of Outreach and Department Chair responsible for the course. The SUNY Broome Department Chair must approve all substitute instructors for any Fast Forward course where the substitute instructor will be in place for longer than one week.

School Administrators should also plan accordingly with replacement of retiring high school teachers or those high school teacher permanently relieved of their teaching duties with School District that teach a Fast Forward course. Replacement high school teachers will go through the Fast Forward Instructor Application materials and approval process. In order to maintain a Fast Forward course offerings schedule, be sure you are aware of the high school teacher's qualifications to teach the Fast Forward course. Failure to plan accordingly can result in a loss of the Fast Forward course offering at the high school.

Academic Year Timeline & Calendar

Each academic year Fast Forward Instructors should adhere and reference the Fast Forward Timeline. A simply stated "To Do List", which only references a minimum of what is expected of an instructor, but some of the more important tasks and deadlines needed for the efficient operation of a Fast Forward course.

SUPPLEMENTAL DOCUMENT: Academic Year Timeline Fast Forward Instructors (PDF)

SUPPLEMENTAL DOCUMENT: Fast Forward Academic Year Calendar 2020-2021 (PDF)

Course Evaluation & Site Visit Observations

Fast Forward Instructors receive an evaluation and observation by the SUNY Broome Department Chair or Coordinator at least once per semester during the first year the instructor teaches the course. Observation of the Fast Forward Instructor is a minimum of once every two years.

Within 30 days of the observation, the SUNY Broome Department Chair or Coordinator will provide a written observation report. The report may include specific recommendations for improvement if the Fast Forward Instructor is not performing adequately after site observation and evaluation. The Chair will allow one semester to implement such recommendations. If, after the observation report in the second semester, the Instructor is still not meeting instructional objectives for the course, we will no longer permit participation in the program.

The Fast Forward Office tracks evaluation and observation dates and reports and details a reminder to each Chair every semester of evaluations and observations coming due. This policy is in the Memorandum of Agreement between high schools and the College. This information is also helpful upon re-accreditation years as evidence we are meeting the Faculty Standards online by the National Alliance of Concurrent Enrollment Partnerships (NACEP).
Please see the Appendix for the current NACEP Standards the SUNY Broome Program must adhere by to maintain their accreditation status.

COURSE DEVELOPMENT & MATERIALS

Course Syllabus

Fast Forward Instructors must create a syllabus for each of their Fast Forward courses they are teaching to give to their students. SUNY Broome Departments determine their syllabus requirements and some require a standard syllabus for courses, while others allow for academic freedom.

SUNY Broome Community College has adopted a syllabus template for use by all courses.

SUPPLEMENTAL DOCUMENT: Course Syllabus Template

Textbooks

Fast Forward Instructors coordinate with their SUNY Broome Academic Department Chair or Coordinator on the textbook(s) and/or course materials (if applicable) for their Fast Forward course(s). Some departments require the use of the same textbook and/or course materials as those courses on campus as other departments allow at the discretion of the Fast Forward Instructor per academic freedom. Consult with your department chair and/or coordinator.

Grade Rubric

SUNY Broome Grading Policy states:
The instructor of record for a particular course has the authority and responsibility to assign or change a grade based on their position to evaluate student performance; students should receive timely and formative feedback during a course; instructors are responsible for submitting final grades; instructors can make final grade corrections for appropriate reasons (after grades have been submitted); and students have the right to appeal a grade.

SUNY Broome Departments have their own grade scale and the range of numbers that equate to the letter grade. Please consult your Department Chair for this scale and we encourage you to include this in your syllabus.

A video tutorial is available at www.sunybroome.edu/ff under the "Faculty" section.

Fast Forward Instructors must submit final grades at the end of each semester (or in June for a full year course).

Accommodations

If your student needs accommodations in which your school cannot provide, please reach out to your Department Chair for information. For example, if a student needs a SUNY Broome department issued exam in larger font, the department should be able to assist in your request.

Academic Dishonesty and Plagiarism

The SUNY Broome Fast Forward program conforms to the same on-campus policy, as follows:

It is the policy of SUNY Broome Community College to educate students about academic honesty standards, encourage adherence to the standards and enforce the practice of acting with the highest standards of honesty and personal integrity in all aspects of their academic careers.

Student Responsibilities
Students share the responsibility for maintaining academic honesty.
Students' expectations:
   a) Refrain from acts of academic dishonesty
   b) Refuse to aid or abet any form of academic dishonesty
   c) Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty
   d) Encourage other students to adhere to the standards of academic honesty
Faculty Responsibilities
Fast Forward Instructors have the responsibility to support academic honesty in their classrooms.
Faculty Members' expectations:
   a) Explain the meaning of academic honesty to their students and refer them to the campus policy
   b) Conduct their classes in a way that makes academic dishonesty difficult
   c) Address students suspected of academic dishonesty and take appropriate disciplinary action in a timely manner
Procedure
   1) An instructor has the prerogative of failing a student who has violated the Academic Honesty Policy on an exam, paper, project, report or other assignment for that exercise only.
   2) An instructor has the prerogative of failing a student in the course when the student has violated the Academic Honesty Policy a second time; a grade of "F" assigned to a student for academic dishonesty is final and will appear on the SUNY Broome transcript.

a. If the student withdraws from the course, a "W" will not replace an "F" assigned for academic dishonesty.

A student may file and Academic Grievance based on the academic disciplinary actions taken by the instructor based on alleged cheating, as specified in the College's Academic Grievance Procedure.

STUDENT REGISTRATION OPTIONS & DOCUMENTS

Online Student Registration (New & Returning FF Students)

Students new to Fast Forward will complete a Fast Forward Student online application, and then complete the registration for their Fast Forward Course(s) online. Returning students will log into their My College Account and register for their Fast Forward courses.

SUPPLEMENTAL DOCUMENT: New Student Online Registration Instructions

SUPPLEMENTAL DOCUMENT: Returning Student Online Registration Instructions

All students sitting in the SUNY Broome Fast Forward classroom must register for the course through the online process. Students have the option to audit the course if they do not wish to receive transferable college credit, but will still participate in the college-level coursework and assignments. **SUNY Broome will no longer conduct retro-registrations. The attendance list is the indicator to whether a student has completed the registration process and should be a point of reference each day during the Fast Forward course; to be sure, students have been registered or dropped appropriately.**

Fast Forward Instructors may conduct registration on their own in their classes or may request Fast Forward staff to assist in the classroom, in which you should notify the Fast Forward Office in a timely manner to schedule a date; students must have access to a laptop or PC and have their Social Security Numbers available.

We encourage students to share the Fast Forward information with their parents. Once Fast Forward Instructors submit their attendance for the course, this confirms to the Fast Forward Office that those students have attended class at least once and will continue in the course and complete the coursework. The Fast Forward Office then sends a postcard to the parents directing them to the Fast Forward webpages which highlights important information about Fast Forward student expectations. We also encourage Fast Forward Instructors to notify your Fast Forward course(s) students' parents to assist in effective communication.

Students should either receive; electronically or hard copy the Fast Forward Student Information Guide. We encourage Fast Forward Instructors to review and read the information provided to students. Taking college courses is a responsibility that should not take lightly. Whether a grade of "A", "C" "W" or "F", it will follow them through their academic careers and they must understand the implications whether positive or negative.

SUPPLEMENTAL DOCUMENT: Fast Forward Student Information Guide

Course Audit Option

Students who wish to take a SUNY Broome Fast Forward course but earn no college credit may audit the course by indicating to their school counselor and instructor, who must contact the Fast Forward Office within the first two weeks that the course has begun. After that period, we cannot adjust the students to take the course as an audit. Students should understand that they would participate at the college coursework level, but earn no transferable college credit. An "AU" will be marked on their SUNY Broome transcript.

Certificate of Residency

All students who register for a Fast Forward course (whether for credit or audit) must complete a Certificate of Residency indicating that he or she has been a legal resident of the State of New York for one year and of a county for six months. International students, Pennsylvania residents and any students who reside out of or have not received New York State residency, do NOT need to complete this form and will not affect Fast Forward registration.

The Certificate of Residency is good for one year. Students, who submitted the Certificate of Residency in the fall, do not need to submit another in spring. Only those students new to Fast Forward in the spring will submit a residency form.

For specific Certificate of Residency instructions, refer to the back of the residency form. For additional information and a list of Counties and their Certificate of Residency instructions visit http://www2.sunybroome.edu/financialaid/residency/.

A video tutorial is available at www.sunybroome.edu/ff under the "FF Student Resources" section.

SUPPLEMENTAL DOCUMENT: Certificate of Residency Instructions & Samples

Course Withdrawal Policy & Procedure

SUNY Broome has a strict drop/withdrawal course policy that Fast Forward must adhere. If a student needs to drop from the Fast Forward course, they must notify their school counselor and Fast Forward Instructor, who must then send an email to the Fast Forward Office or complete an Add/Drop Form and scan/email to the Fast Forward Office.

Students and Fast Forward Instructors MUST BE AWARE of drop/withdrawal deadlines so that their grade is not negatively affected. The drop deadlines and policies are located on the website, on the Fast Forward Academic Year Calendar provided to all instructors and on the Course Withdrawal Policy hand out.

Please remember that dropping the course at the high school is only HALF of the process. SUNY Broome MUST have the drop form or email request on file to drop/withdrawal students from the course. SUNY Broome's student database does not work in conjunction

with the high school student database. SUNY Broome will not conduct or allow retro-withdrawals or retro-drops. The Fast Forward will conduct a proper drop/withdrawal based on the date of notification.

SUPPLEMENTAL DOCUMENT: Course Withdrawal Policy & Deadlines

Student Roster

Fast Forward Instructors must review their course roster (the list is also used to submit attendance) to ensure that students have been properly registered or dropped from the course. If a student registered, but does not appear on your list notify the Fast Forward Office ASAP to register the student(s).

Fast Forward Instructors should frequently check their course roster throughout the semester. It is required to check your course roster every day to ensure it matches with the students sitting in your Fast Forward Course. Failure to check your course roster could result in a student not properly registered or dropped which could have detrimental consequences to their grade and transcript.

Access your course roster by:
- Log-in to your My College Account
- Click on "Faculty" folder under the Quick Launch menu to the left
- Click "Attendance & Mid-Term Grades"
- Select the current term
- Select your Course Registration Number (CRN)
- Review the student names in your course roster for each course you are currently teaching

Fast Forward Instructors must review the list to ensure registration was complete for students and students who have dropped are not on the list.

The course roster also lists each student's SUNY Broome ID number, also known as B# (ex. B00123456). If a student does not know their B#, you can access this information in your course roster to assist your student.

Family Education Rights & Privacy Act (FERPA)

https://studentprivacy.ed.gov

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student.

HOWEVER, in a situation where a student enrolls in both a high school and a postsecondary institution, the two schools may exchange information on that student. The parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

If a parent/guardian contacts SUNY Broome Community College for information regarding their student's Fast Forward course(s) or any other information pertaining to their record, the College administrative offices are happy to assist, but may be limited with the information that can be shared.

COURSE EXECUTION & EXPECTATIONS

Attendance Submission

The College requires submission of attendance for your Fast Forward courses. As the Fast Forward Instructor of a SUNY Broome Fast Forward course, you will submit attendance each semester.

A video tutorial is available at www.sunybroome.edu/ff under the "Faculty" section.

Submit Attendance by:
- Log-in to your My College Account
- Click on "Faculty" folder under the Quick Launch menu to the left
- Click "Attendance & Mid-Term Grades"
- Select the current term and click "submit"
- Select your Course Registration Number (CRN)
- Review the student names in your course roster for your course
- If all students are correct and attended your course at least once, place a "1" under the "Attend Hours" column for the first student in your list only!
- Press "Submit"

Remember…you must do this for each course you are teaching for that semester or full year. For example if you are teaching a Fast Forward course in the fall, you will submit attendance by the deadline. If you are teaching two Fast Forward courses in the spring, you will submit attendance for each of those courses by the spring deadline date.

Please adhere to the deadlines listed on the Fast Forward Timeline (found in this Handbook) and on your Fast Forward magnet or postcard date provided to you at the start of the academic year. The Fast Forward Office will also do our best to notify Fast Forward Instructors via email as the deadlines approach.

Final Grade Submission & Options

Submit Final Grades:
- Log-in to your My College Account
- Click on "Faculty" folder under the Quick Launch menu to the left
- Click "Final Grades"
- Select the current term and click "submit"
- Select your Course Registration Number (CRN)
- Under the "Grades" column input the letter grade each student received
- Press "Submit"

Remember to check with your SUNY Broome Department Chair for the numeric to letter conversion to what constitutes an A-F grade. If a student took your course as an AUDIT, there will be an "AU" posted under the Final Grades Column for this student(s). Do not enter a final grade, as the "AU" will appear on the student's SUNY Broome transcript and will not be transferrable credit.

Notification of Grade Change

If a student's final grade needs modification, notify the Fast Forward Office to receive further information and instructions.

Grade changes may occur, due to the following reasons:

- Demonstrable arithmetic, editing, or factual error in calculating the grade
- Omission of assignments or parts of assignments in calculating the grade
- Completion of work identified on an Incomplete Grade Contract

Incomplete Grade Contract

An "I" or incomplete grade signifies that coursework cannot be completed during the term due to extenuating circumstances. Notify the Fast Forward Office for further information and instructions.

The "I" or incomplete grade shall be assigned by instructors only in cases where they have agreed to grant students extensions to complete coursework and a contract has been arranged between the student and instructor.

To petition for an "I" grade, the student must contact the instructor prior to the last class to arrange for the completion of the unfinished work. The instructor will file with the Office of the Registrar an "Incomplete Contract" form, outlining the provisions to complete the "I" grade, including *an agreed upon time limit that shall not exceed the last day of the next major semester.* The instructor may grant an extension for an additional semester by completing another "I" Contract.

After the student has completed the work, the instructor will submit a "Notification of Grade Change" form to the Registrar for removal of the "I" grade. If the student does not meet the time limit, the instructor shall direct the Registrar to record the appropriate grade.

When the Registrar does not receive notification by the instructor of a grade change, the Registrar will convert the "I" grades to "F" or "U" at the end of the next semester. An instructor submitting a grade change for an "I" grade that converted to an "F" must follow the normal grade change provisions.

An "I" grade will be treated as an "F" grade in the calculation of academic progress.

Refer to your Fast Forward Timeline and deadlines magnet final grades deadlines.

Student Course Evaluations

At the conclusion of each semester, students can participate in a course evaluation and the feedback sent to Fast Forward Instructors. The Fast Forward Office will email the course evaluations via Google Form and invite students to participate. The student will fill out one course evaluation per course. The Fast Forward Office will also send this out to Fast Forward Instructors about a month before the semester ends, so you can assist in the distribution of the evaluation. The evaluation feedback is useful and required for our NACEP accreditation standards.

Transfer Credit

Fast Forward students and alum who gain admission to a college or university need to submit official SUNY Broome transcripts sent at no cost to the student. **Annual surveys show that 98% of Fast Forward students successfully transfer their credit.**

Beyond the transcripts, students should also:
- Save the course syllabus and course work
- If a college questions the transferability of a course, it is often helpful for the student to provide these materials to show college-level equivalency
- Indicate on the college application that they have taken college coursework

REQUEST a SUNY Broome Transcript, students:
- Log in to their My College Account
- Click on "Student" Tab
- Click on "Transcripts"
- Or go to: http://www2.sunybroome.edu/registrar/transcripts/

The Registrar's Office processes transcript requests. For assistance, call (607)778-5527 or email registrar1@sunybroome.edu.

RESOURCES

My College Account

Fast Forward Instructors have a My College username and password at the start of each academic year. My College is SUNY Broome's web portal. Instructors will check class lists; submit attendance and final grades through this system. My College does not connect with or speak to your high school's student system. Every task related to your SUNY Broome Fast Forward course is through your My College Account.

The Fast Forward Office provides instructors with usernames and passwords located in their Welcome Packet at the beginning of each academic year. The sheet is a white 8 ½" x 11" piece of paper labeled "Fast Forward Instructor Login and Course Information".

Students also have access to My College. When they apply as a New Fast Forward Student, they will receive their My College username and password in a letter directly from SUNY Broome Information Technology Services.

Access the My College page for students and Fast Forward Instructors by going to www.sunybroome.edu and click "LOGIN" in the upper right side of the webpage. Then input your username and password to access My College.

If the student forgets their username and password, they can go to the My College login page and click on "Username/Password Look-Up". Input a combination of either their SUNY Broome ID# (located on the back of their SUNY Broome ID card) and date of birth or use their Social Security Number and date of birth to access their username and password.

*If the students' date of birth or Social Security Number are incorrect or missing in our student database system, the look-up function will not be available to them.

Fast Forward Instructors CANNOT use the look-up function. If you have forgotten your username or password, please contact the Fast Forward Office.

SUPPLEMENTAL DOCUMENT: My College Account Username & Password Look-Up Instructions

Google Drive Folder for Fast Forward

Each high school (Fast Forward Instructor, School Counselor & Principal) will have access to a Google Drive folder that will contain a number of information documents and instruction guides to you may conduct your Fast Forward course efficiently and successfully. The Fast Forward Office will share access to the folder at the end of August, prior to the start of the school year. Become familiar with the contents and information. The more you know, the more positive experience you and your students will have in this program.

Blackboard

Blackboard is a learning management system utilized by SUNY Broome to offer online, blended

and web-supplemented courses. Some SUNY Broome Academic Departments require their instructors to utilize Blackboard. In order to receive training, please connect with your department chair and email the Teaching Resource Center (TRC) at trc_ctr@sunybroome.edu. For more information visit www.sunybroome.edu/online and click on the "Faculty Resources" button to the right of the page.

Remote Access - APPS

APPS is a secure remote-access environment that enables convenient access from home or anywhere else, to licensed campus software such as Microsoft Office and other applications, such as, some licensed campus software such as Microsoft Office (Access, Excel, Outlook, PowerPoint, Publisher, and Word), Minitab, and others.

You can access Citrix from My College Account by clicking on the "Remote Apps" link under the LAUNCHPAD section. Citrix is constantly updating their software, so different browsers will often yield different results.

Library Database Access

Allows students and Fast Forward Instructor access via their My College username and password. If you are having trouble accessing the databases, please contact the Fast Forward Office.

Teaching Resource Center

The Teaching Resource Center (TRC) promotes the sharing of information, skills, and resources among colleagues in several ways. It offers a centralized location for a collection of pedagogical books, periodicals, videos and instructional materials; it also provides a setting for faculty to bring their questions and concerns about teaching.
The TRC offers workshops, webinars, and colloquia on a wide range of topics: Orientation for new faculty; mentoring of individual instructors; informal discussions on classroom issues and teaching methods; informational workshops on new and existing technology/software; etc. Please contact the TRC to be included in their emails.

The TRC also provides resources, support, and instruction to assist faculty and staff with technological innovations and information technologies. Of special importance are those instructional technologies that enhance teaching and allow our students to learn about and with technology. The TRC coordinates SUNY Broome's on-line courses, which integrate within traditional departments, and provides pedagogical and technical support for faculty developing and teaching on-line courses.

SUNY Email Account

Fast Forward Instructors may request to have a SUNY Broome email generated. Please contact

the Fast Forward Office for the form and procedure. SUNY Broome utilizes Google for Education. SUNY Broome emails addresses are through a Gmail account.

Once Information Technology Services (ITS) generates a SUNY Broome email account and address for you, please refer to the My College Account Username and Password Look-Up Instructions to acquire your SUNY Broome Gmail account login credentials.

SUNY Broome ID Card

Fast Forward Instructors and students may obtain a SUNY Broome ID card.

Fast Forward Instructors can obtain their ID card within the semester and/or year they are teaching a Fast Forward course. You must be an active instructor during the time in which you obtain your SUNY Broome ID card.

Students can receive an ID card once they register for a Fast Forward course and must bring photo ID for verification. Students have until the end of their Fast Forward course to receive their ID card. If they request an ID card once their Fast Forward course concludes and is not registering for a Fast Forward course in the subsequent semester, they cannot receive an ID card.

Visit the Public Safety (PS) Building on campus to receive your ID card.

Campus Visit Requests

The Fast Forward program encourages partnership and collaboration among its partners in the College and at the high schools on all levels and we invite you to bring your Fast Forward class on campus.

Please use the online form found here: http://www1.sunybroome.edu/about/visit-us/

Be sure you mark that you are a Fast Forward class and use the text box to indicate some activities you wish to do while visiting campus. The Admissions Office and Fast Forward Office will coordinate and communicate to you your agenda and any special instructions.