



**Handbook  
for  
Fast Forward Students**

**Revision July 2019**

# Table of Contents

## Program Overview:

Fast Forward Staff.....	3
Introduction & History.....	3
Mission.....	4
Middle States Commission on Higher Education....	4
NACEP Accreditation & Quality Standards.....	4
Benefits of the Fast Forward Program.....	5
Program Evaluations.....	5
Partner Roles.....	5
<a href="http://www.sunybroome.edu/ff">www.sunybroome.edu/ff</a> .....	6

## Registration:

Registering for your Fast Forward Course(s).....	6
Audit Policy.....	7
Certificate of Residency.....	8
Drop/Withdrawal Course Policy.....	8

## Taking a Fast Forward Course:

What to Expect.....	8
Eligibility and Requirements.....	9
Course Syllabus.....	9
Attendance.....	9
Grading Policy.....	9
Academic Dishonesty & Plagiarism.....	10
FERPA (Family Educational Rights & Privacy Act).....	10
Course Evaluations.....	11

## SUNY Broome Transcript:

How to View your Transcript.....	11
How to Request your Transcript.....	11
Transfer Credit.....	12

## Student Resources:

My College Account.....	13
Tutoring Services.....	13
Parking Permit.....	13
SUNY Broome Email Account.....	14
SUNY Broome Student Handbook.....	14
SUNY Broome ID Cards.....	14

## Appendix:

NACEP Accreditation Standards	
New Student Registration Instructions	
Returning Student Registration Instructions	
Course/Withdrawal Policy	
Certificate of Residency Instructions & Example	
Campus Map	

# Program Overview

## **Fast Forward Staff**

### **Andrea L. Roma**

Chair of Outreach

Fast Forward & Early College/P-TECH/Transfer Articulations /Owego Campus Center

Wales Building, Room 211

P: (607) 778-5619

F: (607) 778-5442

[romaal@sunybroome.edu](mailto:romaal@sunybroome.edu)

## **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.

## **Mission**

**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.

## **Middle 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](http://www.nacep.org).

***Please see the Appendix for the current NACEP Standards the SUNY Broome Program must adhere by to maintain their accreditation status.***

## **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:**

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.

### **Schools:**

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 and course learning outcomes. 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](http://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.

## Registration

### **Registering for your Fast Forward Course(s)**

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.

***Please see the Appendix for the New and Returning Student 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.

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 will continue in the course and complete the coursework. The Fast Forward Office then sends a letter to the parents highlighting additional information about Fast Forward and student expectations.

Students will also receive a SUNY Broome Course Withdrawal Policy. If students need to drop or withdrawal from the course, they must notify their school counselor, instructor and the Fast Forward Office by the strict deadlines. A Certificate of Residency (yellow form) is included and all students of community colleges are required to complete this form, unless they are an international student or Pennsylvania resident.

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.

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.

### **Audit Policy**

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.

### **Tuition**

Students are able to take SUNY Broome Fast Forward courses at no cost to them.

### **Certificate of Residency**

Students must complete a Certificate of Residency (yellow form) 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 New York State 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 [www.sunybroome.edu/financialaid/residency/](http://www.sunybroome.edu/financialaid/residency/).

A video tutorial is available at [www.sunybroome.edu/ff](http://www.sunybroome.edu/ff) under the “Faculty” section.

## **Drop/Withdrawal Course Policy**

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 magnet 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.**

## **Taking a Fast Forward Course**

### **What to Expect**

When you register for a Fast Forward course, you are walking into a SUNY Broome classroom! Your instructor has been credentialed by SUNY Broome and will be using the same pedagogy and assessment methods as on-campus faculty. You, as the student, will be learning the same curriculum and be expected to achieve the same learning outcomes. Expect a faster pace, greater personal responsibility, increased academic rigor, and higher standards than you would in a high school course. This level of quality instruction and standards are what will prepare you for



attending college courses on campus.

## **Eligibility and Requirements**

To be eligible for the Fast Forward program, seniors must have demonstrated a strong performance in academic subjects relevant to the course into which they want to enroll. A strong performance is defined as a grade average of 85 or better. The Course Offerings list, which can be found on the website, contains additional requirements of class standing and pre-requisites that must be adhered to.

Academically prepared juniors may be allowed to register in courses where the SUNY Broome Department has indicated on its Course Offerings list that junior students are allowed to take the course. In some cases, we will administer the placement assessment to assess student skills in Math and/or English. This depends on your academic history in these subjects, and is done on a case-by-case basis.

## **Course Syllabus**

The Course Syllabus contains critical information such as the course description, contact information for your instructor, dates and deadlines, learning outcomes and attendance and grading policies.

Keep your Fast Forward syllabi so that you have a record of your course if you plan to transfer your credits to another college, having this documentation may help you secure successful transfer.

## **Attendance**

Attendance plays a large role in your success, and often time, determining your final grade. In many cases, the learning that occurs during regular class meetings cannot be “made up”. Please see your syllabus for your instructor’s specific attendance policy, as this will vary by course and instructor.

## **Grading Policy**

Fast Forward students are graded the same as our on-campus students. Your high school instructor will convert your high school number grade to a letter grade, A-F. The grade you receive in this course will be recorded on your official SUNY Broome transcript and becomes part of your permanent academic record.

If you are registered with an AUDIT, this will appear as an “AU” on your SUNY Broome transcript and will not be transferrable credit.

## **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.
  - b. A student may file an 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.

## **Family Education Rights & Privacy Act**

<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 Evaluations**

At the conclusion of each semester, students can participate in a course evaluation and the feedback is 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 evaluation feedback is useful and required for our NACEP accreditation standards.

# **SUNY Broome Transcript**

## **How to View your Transcript**

To view your transcript go to your My College Account ([www.mycollege.sunybroome.edu](http://www.mycollege.sunybroome.edu)). Sign on using your user name and password. Once you are in MyCollege click the Student tab on top and select Student Records.

## **How to Request your Transcript**

Go to your My College Account: [www.mycollege.sunybroome.edu](http://www.mycollege.sunybroome.edu)

- Log in to your My College Account
- Click on "Student" Tab
- Click on "Transcripts"
- Or go to: [www.sunybroome.edu/registrar/transcripts/](http://www.sunybroome.edu/registrar/transcripts/)

Transcript requests are processed by the Registrar's Office.

You may also request your transcript in writing, from the SUNY Broome Registrar's Office.

Please include the following information when submitting requests in writing:

- Name
- Date of birth
- Dates of attendance
- Address where transcript should be sent
- Number of copies (maximum of 8 per request)
- Current mailing address
- Any name changes
- Daytime phone number
- Year(s) attended

Transcripts cannot be processed if you have an outstanding financial obligation to the College. By completing the transcript form, you are consenting to the release of your academic record. Please allow up to five days for processing.

All requests to fax or expedite your request within 24 hours must be requested by contacting the Registrar's Office at (607) 778-5267 or visiting our office in the Student Services Building room 105.

## **Transfer Credit**

Fast Forward students and alum who gain admission to a college or university need to submit official SUNY Broome transcripts. **Annual surveys show that 98% of Fast Forward students successfully transfer their credit.**

Typically, students who have earned at least a grade of a "C" or better have successfully transferred credit to a number of schools. Although most colleges and universities do accept these credits, it is in your own best interest to contact your choice of schools to discuss any concurrent enrollment classes that you are interested in, prior to taking the course(s).

Fast Forward students have been successful at a number of types of credit recognition – direct transfer toward your major, elective credits, exemption from a course, or being eligible for placement into an upper-level course.

If you apply to SUNY Broome your credits are automatically transferred.

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

# Student Resources

## My College Account

Students have a My College username and password. My College is SUNY Broome's web portal. Students can check their schedule, view transcript, learn about campus events and get access to the **Library Database**.

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](http://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.

## Tutoring Services

**You are not alone!** Drop in, one-on-one individual tutoring and online tutoring is available to help you succeed! Call the Learning Assistance Department Tutoring Area at (607)778-5333 or stop by, second floor of the Library room 215 for more information.

Website: <http://www2.sunybroome.edu/lad/tutoring/>

Tutors guide students in becoming active learners and provide strategies and skills important for course success. **Success is within reach! All students are welcome to take advantage of this FREE support.**

## Parking Permit

If you are planning a trip to the SUNY Broome campus and driving, remember to obtain a parking permit from the lobby attendant upon your arrival. They are located in the Wales Administration Building lobby. The permit needs to be displayed by hanging from your rearview mirror. Parking lots are monitored 24/7 by Campus Officers and you will receive a ticket if proper parking permits are not displayed.

## **SUNY Broome Email Account**

Fast Forward students receive a SUNY Broome email account through Gmail. To access your email follow the steps below:

- 1) Go to <http://www.gmail.com>
- 2) Your email username is the same as your **My College** username with @acad.sunybroome.edu  
**For example:** [publicj999@acad.sunybroome.edu](mailto:publicj999@acad.sunybroome.edu)
- 3) Your email password will be your **My College** password with **BCC** at the beginning of your password  
**For example:** If your password for My College is [ilovebroome](#)  
Your email password will be [BCCilovebroome](#)

Change your email password log on to <http://www.gmail.com>  
Click Settings, Accounts, Google Account Settings, finally click changing your password. Use the same password you use for your My College Account for easy access.

You can also forward your SUNY Broome email to your personal email so you do not miss any important messages. Refer to Google on how to do this.

For a list of **Frequently Asked Questions for Gmail:** <http://www.sunybroome.edu/gmail-faq>

## **SUNY Broome Student Handbook**

SUNY Broome compiles a complete student handbook for its students. Please visit <http://www1.sunybroome.edu/about/vision/> and click on the “Student Handbook” link in the right hand menu for a complete viewing of the SUNY Broome Student Handbook.

## **SUNY Broome ID Cards**

SUNY Broome ID Card will enable access to campus and much more! 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.