



Memorandum of Agreement

between

SUNY Broome Community College & * High School**

Academic Year 20-20****

Overview:

SUNY Broome Community College (hereinafter referred to as the College) and *** High School (hereinafter referred to as the high school) agree cooperatively to offer the following SUNY Broome Fast Forward courses to eligible high school students, taught by approved and qualified high school teachers (also known as Fast Forward Instructors) to provide enhanced and additional educational opportunities in said high school.

SUNY Broome Fast Forward courses scheduled in said high school for the academic year:

Semester Offer	Course Code	CRN#	Course Title	Fast Forward Instructor

Program Guidelines:

Institutional Mission:

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.

Mission of the SUNY Broome 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.

Determination of SUNY Broome Fast Forward Course Offerings:

The SUNY Broome Fast Forward Program will provide a Fast Forward Course Offerings List (see APPENDIX) to high school partners outlining SUNY Broome college courses available for teaching in the high school under the direction of the Fast Forward Program.

The Fast Forward Course Offerings List will be the result of the collaboration between the Chair of Outreach, SUNY Broome Department Chairs and the Vice President of Academic Affairs of SUNY Broome. Information included in the listing is college courses, course number and description, prerequisites and additional student eligibility requirements and names of the Department Chairs and Coordinators.

High school officials can review the Fast Forward Course Listing and instruct those interested high school teachers to apply as a Fast Forward Instructor by May of each year for the upcoming academic year.

Faculty Assignment:

SUNY Broome Fast Forward Instructors (high school teachers), must meet the same credentials and requirements as new part-time SUNY Broome faculty member teaching in a specific academic discipline. Some SUNY Broome courses listed in the Fast Forward Course Listings may also have additional professional requirements needed for teaching, as specified in the Fast Forward Instructor Qualifications Guide (see APPENDIX).

High school teachers seeking to teach a SUNY Broome Fast Forward course must submit a Fast Forward Instructor Application; resume and undergraduate and graduate transcripts to the fast Forward Office prior to the deadline. SUNY Broome Department Chairs review the Fast Forward Instructor Applications and notify the Fast Forward Office of their approval or denial of the applicant. The applicant will receive an approval or denial decision via electronic communication with the high school principal copied.

Once approved, the Fast Forward Office will work with the high school partners to facilitate and implement the Fast Forward Program policies and procedures for the course(s) approved. New Fast Forward Instructors will attend a mandatory New Instructor Orientation in August. Those current fast Forward Instructors approved to teach an additional Fast Forward course within or outside of their current department must attend the curriculum portion of the orientation in August.

Fast Forward Instructors will work with their SUNY Broome Department Chair or Coordinator to create a course syllabus for approval before the course begins and will require submission of course documents, exams, quizzes, assignments, etc. as requested. SUNY Broome academic departments may require Fast Forward Instructors to utilize the College's learning management system (LMS) for their Fast Forward course(s), if applicable. Fast Forward Instructors must complete the online training for the learning management system prior to teaching the Fast Forward course. If this is not completed, the academic department will take appropriate action, which could result in not offering the Fast Forward course at the high school until training is complete. Once approved, the Fast Forward Office will draft a Memorandum of Agreement for the high school, listing the courses and instructors for the academic year.

The SUNY Broome Department Chair or Coordinator will conduct an evaluation/observation of Fast Forward Instructors at least once per semester during the first year of teaching and a minimum of every two years following. Within thirty days of the evaluation/observation, the SUNY Broome Department Chair or Coordinator will submit a report to the Fast Forward Instructor and Fast Forward Office. Should there be a recommendation for improvement in the report to the Fast Forward Instructor, they will have one semester to implement improvements. If not met, the Fast Forward Instructor will not be able to participate in future Fast Forward course offerings. The Fast Forward Office tracks and files evaluation/observation reports and sends reminders to departments on evaluations/observations that are coming due.

Fast Forward Instructors must adhere to the deadline dates set forth by SUNY Broome Community College regarding student registration, course drops/withdrawals, and submission of attendance and reporting final grades. Student Course Evaluations are a result of collaboration between the Fast Forward Office and Fast Forward Instructors.

Fast Forward Instructors must also participate in the annual Professional Development event held in November each year. When an instructor misses the 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. They will also receive invites to attend and collaborate in department, division and college-wide meetings. This helps promote equivalency between SUNY Broome courses taught on campus and in the high schools via the Fast Forward Program. The College agrees to provide verification of attendance for Professional Development.

Should a Fast Forward Instructor be relieved of their teaching responsibilities permanently with the school district or on extended leave, the district must identify a qualified high school teacher to fulfill the duties of the Fast Forward course. The high school teacher/substitute will need to apply and carry out the Fast Forward Instructor Application, materials and approval process. This circumstance will also be at the purview of the Department Chair to assist in proper transitioning.

Student Eligibility:

High school juniors and seniors must have demonstrated a strong performance in course subjects relevant to the Fast Forward course in which they want to enroll. A strong academic performance is defined as a grade average of 85 or higher. The Fast Forward Course Offerings List contains prerequisites and additional student requirements that high school staff must follow.

The Fast Forward Office will support high schools and their Fast Forward Instructors in the student registration and certificate of residency requirements. Students apply to be a Fast Forward student (if new to the program) and new and returning students register online.

All students attending the Fast Forward course must register for the course and be visible on the course roster viewable through My College. Students have the option to audit the course, but will not receive transferrable college credit and will participate in the college coursework rigor and assignments as outlined in the syllabus. Students must submit a Certificate of Residency (see APPENDIX), if they are a resident of New York State.

SUNY Broome Community College and the Fast Forward Office are not responsible for students who fail to register or drop/withdrawal appropriately from the course, unless there was proof of notification done by the student, school counselor and/or Fast Forward Instructor that the Fast Forward Office failed to notice. Failure to adhere to deadlines for course registration and add/drop will result in detrimental consequences to the student’s transcript. All registrations, drops and withdrawals requests will process accordingly based on the deadlines set forth by SUNY Broome Community College and the Fast Forward Office.

Academic Year 20**-20**			
Course Withdrawal Deadlines			
Fast Forward Term	Course Dates	Drop with “W” Grade	Drop with “F” Grade
Fall 20**			
Spring 20**			
Full Year			

Teaching Environment:

The high school will provide Fast Forward Instructors appropriate and adequate classroom space, laboratory space, equipment and technology for SUNY Broome Fast Forward courses taught at the high school.

Student Textbooks:

The SUNY Broome Department Chair or Coordinator approves textbooks. Fast Forward Instructors must arrange for approval by their high school officials to purchase the textbooks. If denied, Fast Forward Instructors must work with the SUNY Broome Campus Bookstore to facilitate purchasing of textbooks for the students.

Remittance:

No remittance is required. The College offers these courses at no cost to the student or high school.

Certificates of Residency are required from all New York State residents.

The certificate of residency is not required from students who reside outside of New York State or through an international exchange student program.

Responsibilities of Partners:**School District**

- a) Will ensure qualified high school teachers are teaching the Fast Forward course(s) and appropriately replace those qualified high school teachers with those that are qualified in order to maintain course offering(s).
- b) Will ensure each student meets the eligibility requirements outlined in the “Student Eligibility” section of this agreement and that students successfully register for courses and will provide on request student high school transcripts for verification of eligibility.
- c) Will allow only students registered with the College to participate in SUNY Broome Fast Forward courses. Student who choose to audit must notify the Fast Forward Office within two weeks of the start of the semester to change their registration status. Students will not receive transferable college credit, but will still participate in the college level coursework.
- d) Will adhere to all policies and procedures set forth in the Fast Forward Administrators Handbook.

The College

- a) Will provide the high school with administrative and academic support concerning the Fast Forward Program as outlined in the Fast Forward Administrators Handbook and the Fast Forward Student Handbook.

Compliance:

The guidelines of Fast Forward are consistent with the regulations of the Commissioner and Regents of the State of Education Department, the regulations of the Chancellor of the State University of New York, National Alliance for Concurrent Enrollment Partnerships, SUNY Broome policies and procedures and the high school.

Collaboration:

There is mutual agreement that each party listed in this agreement collaborate with one another in the best interest of their students, appropriate courses and approved staff, prior to the establishment of schedules for the academic year of such course offerings.

Contact:

The Fast Forward Office serves as the liaison between SUNY Broome Community College and our high school partners for the SUNY Broome Fast Forward Program and is the point of contact with the school districts and its constituents.

Documentation, Administrator & Student Handbook and www.sunybroome.edu/ff:

All information pertaining to Fast Forward is available for reference on our webpage www.sunybroome.edu/ff and in the Fast Forward Instructor & Administrator Handbook.

An electronic version of the handbook will follow in an email within the first week of the start of high school classes. Those high school and college staff that will be working with the Fast Forward Program in some capacity will need to read the handbook to inform of pertinent information, policies and procedures to the program.

Amendments:

Amendments made to this agreement must be in writing by a Fast Forward Office official only. Acceptable amendments include and are limited to update in course offering(s), such as semester, CRN#, number of sections or cancellation, update to SUNY Broome Community College signature line(s), update to High School Principal signature line.

Unacceptable amendments include adding a new course or new Fast Forward Instructor. These changes must wait for approval and offering in the next academic year.

Merger Clause:

This agreement contains the entire agreement of the parties and no representations, inducements, promises or agreements, oral or otherwise, not appearing herein shall be of any force or effect.

Document Return & Retention:

Please retain a copy of this agreement for your files.

Return original, signed agreement to:

Brittney Richardson
Fast Forward Program
SUNY Broome Community College
PO Box 1017
Binghamton, NY 13902

SUNY Broome Fast Forward Program Staff:

Brittney Richardson, Coordinator of Fast Forward, Early College & PTECH

P: (607)778-5648 / E: richardsonbn@sunybroome.edu

Jesse Wells, Exec. Enrollment Management Officer

**Memorandum of Agreement
between
SUNY Broome Community College & *** High School
Academic Year 20**-20****

SIGNATURE PAGE

SUNY Broome Community College:

_____/_____/_____
*** Date
Vice President for Academic Affairs

***** High School:**

_____/_____/_____
*** Date
High School Principal / Superintendent / Board of Education