



**Handbook
for
Fast Forward Instructors & Administrators**

Revision June 2024

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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 20+ 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: The Fast Forward program provides an opportunity for students to earn college credit while still in high school.

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.

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.

[SUPPLEMENTAL DOCUMENT 1: NACEP Accreditation Standards \(PDF\)](#)

Benefits of the Fast Forward Program

For Students:

By providing a college experience and access to college credits while in high school. 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 free 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.

For 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.

For 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.

For 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 of Fast Forward, but we also will conduct surveys with our instructors, school counselors and principals.

Partner Roles

Fast Forward is organized under Academic Affairs of SUNY Broome and is a partnership that expands across all four divisions (STEM, Business & Professional Studies, 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 Agreement with SUNY Broome.

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. Fast Forward 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.

Fast Forward High School Liaisons provide additional support to Fast Forward Instructors and serve as another layer of communication between the high schools and Fast Forward Staff. Liaisons assist with roster verification and ensure all necessary processes are complete at the high school.

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 are 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. All of these elements must align with those taught on the SUNY Broome campus.

The SUNY Broome Department Chairs and/or Coordinators observe and evaluate new Fast Forward Instructors at least once during the first semester/year of teaching a new Fast Forward course. All Fast Forward Instructors are to attend the annual Professional Development in November.

Applications to teach a Fast Forward course are due by May 1st each year. Applications submitted after the deadline may or may not be reviewed before September, depending on the availability the SUNY Broome Department Chairs over the summer.

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)

A Memorandum of Agreement (MOA) is sent to participating school districts at the beginning of each school year. The MOA lists pertinent information about the Fast Forward Program, course offerings for the current year, partner roles, student eligibility and instructor qualifications. SUNY Broome Department Chairs, SUNY Broome Administration, and High School Officials 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 2: 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 for the replacement of their Fast Forward teachers who retire or leave the school district. Replacement high school teachers will go through the Fast Forward Instructor Application 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 Checklist. 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 3: Fast Forward Instructor Checklist \(PDF\)](#)

[SUPPLEMENTAL DOCUMENT 4: Fast Forward Academic Year Calendar 2023-2024 \(PDF\)](#)

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. Subsequently, 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 Community College has adopted a syllabus template for use by all courses.

The syllabus must be emailed to BOTH the Department Chair and the Fast Forward Office prior to the official start date of the Fast Forward course.

SUNY Broome Department Chairs must review and approve each Fast Forward course syllabus.

SUPPLEMENTAL DOCUMENT 5: 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.

Fast Forward Instructors must submit final grades at the end of each semester (or in June for a full year course). Instructions for submitting grades can be found at www.sunybroome.edu/ff under the “Faculty” section.

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 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.

STUDENT REGISTRATION OPTIONS & DOCUMENTS

Online Student Registration (New & Returning FF Students)

Students new to Fast Forward will complete a Fast Forward Student online application to complete the registration for their Fast Forward Course(s) online. A link from the Fast Forward Staff will be shared each semester.

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 (i.e., after the published registration deadline). The Fast Forward class roster is the indicator as to whether a student has successfully completed the registration process. It is the instructor's responsibility to verify the accuracy of their Fast Forward class roster by cross referencing it with their high school roster, and to contact the Fast Forward Office if there are discrepancies. Roster lists will also be sent to High School Liaisons for an additional level of verification.

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 case you should notify the Fast Forward

Office in a timely manner to schedule a date; students must have access to a laptop, PC, or cellphone.

We encourage students to share the Fast Forward information with their parents/guardians. 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 receive (either digitally 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 be taken lightly. Students need to understand that their Fast Forward grades (even "F" and "W" grades) will follow them through their post-secondary academic careers, and they must understand the implications whether positive or negative.

SUPPLEMENTAL DOCUMENT 6: 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.

Course Withdrawal Policy & Procedure

SUNY Broome has a strict drop/withdrawal course policy that Fast Forward must follow. If a student needs to drop from the Fast Forward course, they must notify their school counselor and Fast Forward Instructor, who must then 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 7: Course Withdrawal Policy

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 to ensure it matches with the students sitting in your Fast Forward Course. All the students in your class must be registered for the class either or credit or as an audit. **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/guardians 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 **once** each semester within a specific window of time.

Instructions for submitting attendance may be found 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 fall attendance 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 Academic Year Timeline 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 for final grades deadlines.

Student 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 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/>

(Note that the Registrar’s Office no longer processes transcript requests in-house.)

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.

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 an email 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.

Google Drive Folder for Fast Forward

Each high school (Fast Forward Instructor, High School Liaison & Principal) will have access to a Google Drive folder that will contain a number of information documents and instruction guides so 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.

Brightspace

Brightspace 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 Brightspace. 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 will have a SUNY Broome email generated. 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 contact the Fast Forward Office (fastforward@sunybroome.edu) if you wish to arrange a visit.



NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS
NATIONAL STANDARDS FOR QUALITY
CONCURRENT ENROLLMENT PROGRAM (CEP)

Adopted May 2017

DEFINITION:

NACEP defines concurrent enrollment program (CEP) as college credit-bearing courses taught to the high school students by college-approved high school teachers.

PARTNERSHIP STANDARDS	
P1 - PARTNERSHIP 1	The concurrent enrollment program aligns with the college/university mission and is supported by the institution's administration and academic leadership.
P2 - PARTNERSHIP 2	The concurrent enrollment program has ongoing collaboration with secondary school partners.

FACULTY STANDARDS	
F1 - FACULTY 1	All concurrent enrollment instructors are approved by the appropriate college/university academic leadership and must meet the minimum qualifications for instructors teaching the course on campus.
F2 - FACULTY 2	Faculty liaisons at the college/university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course.
F3 - FACULTY 3	Concurrent enrollment instructors participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.
F4 - FACULTY 4	The concurrent enrollment program ensures instructors are informed of and adhere to program policies and procedures.

ASSESSMENT STANDARD	
A1 - ASSESSMENT 1	The college/university ensures concurrent enrollment students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.

CURRICULUM STANDARDS

C1 - CURRICULUM 1	Courses administered through a concurrent enrollment program are college/university catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.
C2 - CURRICULUM 2	The college/university ensures the concurrent enrollment courses reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the respective college/university discipline.
C3 - CURRICULUM 3	Faculty liaisons conduct site visits to observe course content and delivery, student discourse and rapport to ensure the courses offered through the concurrent enrollment program are equivalent to the courses offered on campus.

STUDENT STANDARDS

S1 - STUDENT 1	Registration and transcription policies and practices for concurrent enrollment students are consistent with those on campus.
S2 - STUDENT 2	The concurrent enrollment program has a process to ensure students meet the course prerequisites of the college/university.
S3 - STUDENT 3	Concurrent enrollment students are advised about the benefits and implications of taking college courses, as well as the college's policies and expectations.
S4 - STUDENT 4	The college/university provides, in conjunction with secondary partners, concurrent enrollment students with suitable access to learning resources and student support services.

EVALUATION STANDARDS

E1 - EVALUATION 1	The college/university conducts end-of-term student course evaluations for each concurrent enrollment course to provide instructors with student feedback.
E2 - EVALUATION 2	The college/university conducts and reports regular and ongoing evaluations of the concurrent enrollment program effectiveness and uses the results for continuous improvement.



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 Greene 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 Last Name	Fast Forward Instructor First Name

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 2023-2024 Course Withdrawal Deadlines			
Fast Forward Term	Course Dates	Drop with “W” Grade	Drop with “F” Grade
Fall 2023			
Spring 2024			
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



Fast Forward Instructor Semester Checklist

For each course please be sure to complete all the following checklist items to ensure a smooth semester:

Course: _____

- Submit syllabus to department for approval and send copy to Fast Forward office via email (fastforward@sunybroome.edu)
 - **DUE: 9/18-fall/full year, 2/12-spring**
- Review Google Drive materials prior to start of term, mark deadlines on calendar
- Have all students register for SUNY Broome course through completing either new or returning student form
 - **DUE: 9/19- fall/full year, 2/13-spring**
- Distribute student information sheets and parent/guardian letter for students to bring home
- Have all students complete a certificate of residency unless they are non-NYS residents
 - **DUE: 9/22- fall/full year, 2/23- spring**
- Submit any audit requests to fastforward@sunybroome.edu by deadline
 - **DUE: 10/2- fall, 11/8- full year, 3/7- spring**
- Submit course attendance
 - **Verify roster in MyCollege matches district class roster and the students in your seats!**
 - **DUE: 10/2- fall/full year, 2/23-spring**
- Process and drops/withdrawals through the Fast Forward office and make sure changes are reflected on your roster in MyCollege.
 - Pay attention to drop deadlines
- Attend Fast Forward Instructor professional development event
- Encourage students to take course evaluation survey at end of semester, give class time encourage completion
- Submit final grades by deadline
 - **DUE: 2/13- fall, 6/26-spring/full year**
 - Complete Fast Forward Partner survey for instructors



FAST FORWARD

SUNY BROOME IN YOUR HIGH SCHOOL

Fall 2023

9/18/23 - 2/9/24

Registration Due | 9/19/23

Residency Form Due | 9/22/23

Drop with No Penalty |
9/18/23 - 10/16/23

Request for Audit Due |
10/16/23

Attendance Due | 10/2/23
Submit Beginning | 9/18/23

Drop with "W" Grade |
10/17/23 - 1/2/24

Drop with "F" Grade |
1/3/24 - 2/9/24

Final Grades Due | 2/13/24
Submit Beginning | 1/26/24

Spring 2024

2/12/24 - 6/21/24

Registration Due | 2/13/24

Residency Form Due | 2/23/24

Drop with No Penalty |
2/12/24 - 3/7/24

Request for Audit Due | 3/7/24

Attendance Due | 2/23/24
Submit Beginning | 2/12/24

Drop with "W" Grade |
3/8/24 - 5/15/24

Drop with "F" Grade |
5/16/24 - 6/21/24

Final Grades Due | 6/26/24
Submit Beginning | 6/14/24

Full Year

9/18/23 - 6/21/24

Registration Due | 9/19/23

Residency Form Due | 9/22/23

Drop with No Penalty |
9/18/23 - 11/8/23

Request for Audit Due | 11/8/23

Attendance Due | 10/2/23
Submit Beginning | 9/18/23

Drop with "W" Grade |
11/9/23 - 3/20/24

Drop with "F" Grade |
3/21/24 - 6/21/24

Final Grades Due | 6/26/24
Submit Beginning | 6/14/24

COURSE TITLE

Course Designator, # & Section

Semester/Year

Credit Hours

Class Location/Modality (*Building & Room, Fully Online, etc.*)

Class Meeting Time(s)

Pre-requisites/Co-requisites (*as listed in the official college catalog*)

Faculty Contact Information

Faculty Name:

Office Location:

Office Hours:

Office Phone:

SUNY Broome Email:

Course Description and Learning Outcomes

Course Description (from official college catalog):

Student Learning Outcomes (from official college catalog):

Course Requirements

Course Materials

Required Textbook(s) and Readings:

Supplemental Textbook(s):

Required Materials/Supplies:

Supplemental Materials/Supplies:

Required Fee(s):

Library Reserve Materials:

Class Attendance and Participation Expectations

(Insert class attendance and participation expectations here)

Use of Email

All official communication, including course communications, should occur via the SUNY Broome email system for both faculty and students. *(It is suggested: State what your communication timeframe for responding to a student will be.)*

Brightspace Communication (optional)

All course communication will occur within Brightspace. Please be sure to check your messages on a regular basis.

Course Assignments (brief description)

Brief overview of course assignments.

Grading Criteria

Include your specific grading system here (basis of grade determination)
Types of assignments & weighted value of each

College Policies and Procedures

Absence Due to Religious Beliefs

Please review SUNY Broome's catalog under [Academic Information: Classroom Practices](#) for more information.

Academic Integrity

Because intellectual honesty is a cornerstone of all academic and scholarly work, each member of the SUNY Broome campus community is expected to maintain academic integrity. SUNY Broome has an [Academic Honesty Policy](#) and an [Academic Honesty Procedure](#) to protect all students and to maintain an ethical academic environment.

Cancellation of Classes

Weather-related closures, cancellations, and delays will be communicated via SUNY Broome's RAVE Alert messaging system. These notices will also be posted on the College's homepage, portal (MyCollege), Facebook and Twitter channels, as well as on local television/radio stations. For more information please review [SUNY Broome's Weather-Related Closure & Cancellation Procedure](#).

Class cancellations for *this course* will be communicated (*insert how students will be notified here*).

Civility Statement

SUNY Broome is committed to providing an environment which is conducive to learning and civility. As such, the college has a [Civility Statement](#) to demonstrate its commitment to the respect of one another and to encourage professional and academic growth with open communication, honesty, and empathy.

Code of Conduct

While a student at SUNY Broome, you are expected to accord yourself in a manner that enhances the opportunity for you and your classmates to get the most out of your classes. In concert with the [SUNY Broome Rules of Student Conduct](#), SUNY Broome will not tolerate rude, unsafe, disruptive, or threatening conduct and will deal with infractions appropriately. Students who engage in disruptive or threatening classroom behaviors that interfere with the rights of fellow students who wish to learn, and/or impede their faculty's ability to provide instruction will be expected to remedy such behavior immediately.

Student Complaints, Grievances, and Appeals

During the time of your relationship with the College, situations may arise in which you believe the institution has acted in error or that your particular case requires further review. The [Student](#)

[Complaints, Grievances, and Appeals website](#) provides information about how to file specific complaints.

All fully online programs and programs which have a clinical, internship, or externship requirement that may result in an out of state learning placement must include the following language, per NC-SARA regulations:

Consumer complaints resulting from distance education courses, activities, and operations

SUNY Broome Community College is a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA) and follows the complaint resolution policies and procedures outlined within the [SARA Policy Manual](#) and NC-SARA Student Complaints.

For [consumer protection complaints](#) resulting from distance education courses, activities, and operations, please visit the website.

Non-Discrimination Policy

SUNY Broome Community College does not discriminate on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, sexual orientation, gender identity, transgender status, pregnancy, predisposing genetic characteristics, domestic violence victim status, military status or status as a disabled veteran or veteran on the Vietnam era, and as such has a [Non-Discrimination Statement Policy](#).

Accessibility Statement

SUNY Broome Community College is committed to ensuring equitable access to all of its academic courses, programs, services, and activities. Students who require accommodations or use of assistive technology, regardless of course modality, or believe they may be eligible for accommodations should contact the Accessibility Resources Office at (ARO@sunybroome.edu) or call 607-778-5150. The Accessibility Resource Office offers testing, makes formal recommendations about necessary accommodations based on diagnosed disabilities, and provides students with the documentation outlining the accommodations needed for courses and programs at the college. Additional information about these services can be found on the [Accessibility Resource Office website](#).

Recommended: Course Schedule*

Topic	Assignment	Due Date

*Please note that this schedule is subject to change during the semester. Students will be notified in a timely manner of any such changes.

WELCOME TO THE SUNY BROOME FAST FORWARD PROGRAM!

The SUNY Broome Fast Forward Program makes it possible for you to take college-level courses at your high school while earning college credit that can transfer to many colleges and universities. The program offers courses in the high school, during the school day, by approved high school teachers, in cooperation with college faculty. Fast Forward offers courses during the fall or spring semesters or during the course of the full academic year (one course taught from September to June). The fall semester begins in September and the spring semester begins in February.

This informational guide will be imperative to review. Use the space provided above to write down your SUNY Broome ID# & password and keep safe and convenient so you can reference the information.

HOW DO I REGISTER?

- Complete the Fast Forward registration online. Your teacher will guide you through the process. Be sure to follow instructions carefully and write down information. Only register for courses your high school has given you permission. Eligibility requirements for each course are strictly enforced. Instructions are available at www.sunybroome.edu/ff.
- You are required to complete the yellow Certificate of Residency form. Depending on the county in which you live, there are different instructions, detailed on the back of the form. See further instructions in the Certificate of Residency section on the back of this guide.

ACCREDITATION

- The SUNY Broome Fast Forward Program has accreditation with the National Alliance of Concurrent Enrollment Partnerships (NACEP). SUNY Broome is one of the few U.S. colleges to have attained this prestigious designation and meets the highest quality of standards.

WHAT ARE THE BENEFITS?

- Every SUNY Broome Fast Forward student has all the privileges and responsibilities of a part-time student at SUNY Broome. You can obtain a SUNY Broome ID card which will give you access to the libraries at SUNY Broome Community College and Binghamton University, to SUNY Broome sporting events, as well as discounts at local stores. Taking certain courses may also give you a head start on general course requirements when you enroll in college after high school.
- You receive a SUNY Broome ID number (B#) and access to your My College Account, which is SUNY Broome's student portal. You can check your schedule, order transcripts and learn about campus

events. You also receive a Student Email Account through Gmail. Refer to the "Log in to your My College Account" section for your email and password look-up.

LOG INTO YOUR MY COLLEGE ACCOUNT

- Click on the Username and Password Lookup and input your information to get your My College login and SUNY Broome Google email login information. You will need your B# for this process. Your Fast Forward teacher can provide it, but you will also receive an email with this information. Please use a personal email on the application, not your school email to ensure you get your login credentials email. Consult with your Fast Forward teacher if you have issues.

WHAT IS THE COST?

- The SUNY Broome Fast Forward course credits are available at no cost to students. Depending on the course, there may be additional costs for textbooks and materials, which is a determination by the high school. It is still critical to submit your Certificate of Residency.

HOW MANY CREDITS CAN I TAKE?

- You may take advantage of any Fast Forward courses your school counselor deem appropriate. There are pre-requisites to college courses you will need to meet in order to enroll. Keep in mind that it is more about the courses you take, not the number of credits you earn that determines transfer credit into the degree program and major you are intending to enroll.

My high school does not offer a course I want to take, what are my options?

- High schools offer different Fast Forward courses. If you would like

to take a course that is not in your Fast Forward course offerings, please visit www.sunybroome.edu/ec to learn about our Early College Program. Students in this program come onto to campus or online to take a course and are responsible for tuition and fees.

How do I withdraw from the course(s)?

- Refer to the Fast Forward Course Withdraw Policy on the back of this guide.

Where can I access information about the program?

- Visit the Fast Forward website at www.sunybroome.edu/ff to access your My College Account, Student Handbook, registration instructions, withdraw information, SUNY Broome Email, student and tutoring services, library databases and so much more!

WHAT IS A TRANSCRIPT?

- A transcript is a record of your grades. An official college transcript generates once you enroll in a Fast Forward course. The transcript will indicate course grade(s) that you earned for each semester you register. If you enroll at SUNY Broome after high school, your Fast Forward course grades will contribute to your GPA. If you enroll at a different college, credit(s) may transfer, but your grades and GPA will not.

CAN I TRANSFER MY FAST FORWARD CREDITS?

- Typically, students who have earned at least a grade of "C" 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 schools of choice to discuss your options.

COURSE WITHDRAW POLICY

- There are important dates to consider if you are withdrawing. Failure to withdraw from a course will result in receiving the grade earned in the course. Students, who no longer attend class, quit school or move out of the district need to withdraw from the Fast Forward course. Withdrawing from a course may affect future Satisfactory Academic Progress at SUNY Broome Community College.
- Contact the school counselor and teacher. They must contact the SUNY Broome Fast Forward Office to process the withdrawal.
- You cannot drop your Fast Forward course online.

CERTIFICATE OF RESIDENCY INSTRUCTIONS

- All students must submit a Certificate of Residency each fall
- Students new to Fast Forward in the spring submit then
- Due September 22th for fall and February 23rd for spring
- See back of Certificate of Residency for instructions
- All shaded boxes must be completed legibly and in pen
- Check for accuracy before sending in your form
- Submit to the Fast Forward Office before the deadline
- Visit www.sunybroome.edu/residency for additional information

BROOME COUNTY RESIDENTS:

- Fill out the form
- Sign and date

OTHER COUNTY RESIDENTS (TIOGA, DELAWARE, CHENANGO, ETC.):

- Contact the County Treasurer for instructions
- The county will issue an Affidavit of Residency Certificate

OUT OF STATE STUDENTS & FOREIGN EXCHANGE STUDENTS:

- The form is NOT required of students residing out of NYS or foreign exchange program

ACADEMIC YEAR 2023-2024

FAST FORWARD TERM	COURSE DATES	DROP WITH "W" GRADE	DROP WITH "F" GRADE
FALL 2023	9/18/23-2/9/24	10/17/23-1/2/24	1/3/24-2/9/24
SPRING 2024	2/12/24-6/21/24	3/8/24-5/15/24	5/16/24-6/21/24
FULL YEAR	9/18/23-6/24/24	11/9/24-3/20/24	3/21/24-6/21/24

CONTACT US:

SUNY Broome Outreach Department Fast Forward Program

SUNY Broome Community College, Wales Administration Building, Room 108A

P.O. Box 1017 Binghamton NY 13902

Phone: (607) 778-5648

Email: fastforward@sunybroome.edu

www.sunybroome.edu/ff

ACCESSIBILITY RESOURCE OFFICE

The Accessibility Resources Office (ARO) serves the College in creating a learning/living environment that is inclusive of and accessible to students with disabilities

To be determined eligible for reasonable accommodative services, students must provide the college with disability documentation records. Documentation records include copies of psychological test reports, IEP's, and/or physician's reports. Eligible students work with an Accessibility Specialist to determine reasonable academic accommodations, receive instruction in specific academic skills, identify learning and study strategies, review academic advisement/planning, and develop self-advocacy skills. Eligible students may arrange for testing accommodations, readers, note-takers, tutors and assistive technology through the ARO.

Students who suspect they have a learning disability or attention deficit disorder can meet with an Accessibility Specialist to discuss individual situations. Based upon an initial interview and screening, students who are in need of evaluation may be eligible for an on-campus diagnostic assessment. If a disability is discovered, the student may be eligible to access reasonable accommodations.

STUDENT INFORMATION

Family Educational Rights and Privacy Act (FERPA)- The Family Educational Rights and Privacy Act (FERPA) 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. FERPA gives parents certain right with respect to their children's education



SUNY Broome Fast Forward Withdraw Course Policy

There are important dates to consider if students are withdrawing from their Fast Forward course(s).

Failure to withdraw properly from a course will result in the student receiving the grade he/she earned in the course.

Students who no longer attend class, withdraw from high school or move out of the district need to withdraw from the Fast Forward course.

Withdrawing from a course may affect a student’s future Satisfactory Academic Progress at SUNY Broome Community College.

Contact the school counselor and teacher. They must contact the SUNY Broome Fast Forward Office; we are the only official who can withdraw a student from a Fast Forward course. Contact us immediately if a student needs to withdraw.

Refer to webpage for more information: <http://www2.sunybroome.edu/ffec/how-to-drop-a-course/>

Academic Year 2023-2024			
Fast Forward Term	Course Dates	Drop with “W” Grade	Drop with “F” Grade
Fall 2023	9/18/2023 – 2/9/2024	10/17/2023 – 1/2/2024	1/3/2024 – 2/9/2024
Spring 2024	2/12/2023 – 6/21/2023	3/8/2024 – 5/15/2024	5/16/2024 – 6/21/2024
Full Year	9/18/2023 – 6/21/2023	11/9/2023 – 3/20/2024	3/21/2024 – 6/21/2024

For complete information, Handbook, FAQ’s and more visit www.sunybroome.edu/ff

