

## (PROCEDURE)

<b>Procedure:</b>	Concurrent Enrollment – At Area High Schools	<b>Procedure No.:</b>	AA4008.2
<b>Delegated Authority:</b>	College President	<b>Associated Policy Reference No.:</b>	AA4008
<b>Procedure Owner:</b>	<i>Vice President for Academic Affairs</i>	<b>Responsible Party:</b>	<i>Executive Enrollment Management Officer</i>
<b>Approved:</b>	February 1, 1995		
<b>Revised:</b>	November 5, 2024		

### Purpose

The purpose of this procedure is to define the process for enrolling in concurrent enrollment courses, also known as Fast Forward.

### Statement of the Procedure

The following arrangements pertain to Concurrent Enrollment Program (Fast Forward) courses offered on-site at area high schools by SUNY Broome Community College.

1. **STUDENT ELIGIBILITY:** Students with intent to enroll in the Fast Forward program will comply with the regulations of the Commissioner and Regents, the State Education Department, the Chancellor of the State University of New York, the participating high school, and SUNY Broome Community College’s policies and procedures.
  - a. Prerequisites for Fast Forward courses align with prerequisites listed in the course catalog of the College. Guidance on course offerings is completed within the high school.
  - b. Registration is completed via the Fast Forward Application. Students complete an application each semester they are enrolled in a Fast Forward course. Application processing and course registration is conducted by the Enrollment Management Coordinator and team.
  
2. **STAFFING:** High school teachers must meet the minimum credential qualifications for adjunct instructors at SUNY Broome Community College per the College’s

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employment standards. Instructors must apply to be a Concurrent enrollment instructor and approved by the College. Concurrent enrollment instructors, once approved, are considered adjuncts.

3. **TEACHING ENVIRONMENT:** In order to provide an equivalent college experience, the high school class/lab space and equipment must be consistent with the College teaching environment. The high school is responsible for providing the necessary materials and equipment to meet the College’s standards.
4. **COLLEGE CREDIT:** The course is recorded on the College transcript in the same manner as all other college courses.
5. **ACADEMIC GOOD PRACTICE:** Per [National Alliance of Concurrent Enrollment Partnerships \(NACEP\) Standards](#), an institution that offers college credit coursework in a high school maintains evidence that the following processes and procedures are in place:

Course syllabi are reviewed annually to ensure they are equivalent to the course offered at SUNY Broome. The high school instructors’ qualifications must be comparable to those of the instructors teaching the course on the home campus. The high school instructors are designated as an adjunct instructor at the College.

- a. Fast Forward instructors are reviewed by SUNY Broome’s department faculty or chairpersons for each course offering. This is conducted through a review of course materials, assignments, and student evaluations. Evaluations include peer observations and mentoring sessions, review of student work samples, student evaluations, and an end-of-term evaluation of the instructor.

6. **RELEASE OF CONCURRENT ENROLLMENT COURSES**

SUNY Broome Community College serves high schools and BOCES locations within the defined SUNY Service Area Agreement. According to SUNY guidelines, SUNY Broome [follows SUNYs Policy on Credit Courses in High Schools](#)

**Related Policies (by number)**

AA4008- Admissions Policy

**To Whom it Applies (title or department)**

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## General Guidelines

Pursuant to, the State University of New York (SUNY) policy regarding [Credit Courses in High Schools, document number 1302](#).

In accordance with, the SUNY Faculty Council of Community Colleges, [Guidance for Concurrent Enrollment Best Practices](#).

Accredited by, National Alliance of Concurrent Enrollment Partnerships (NACEP), <http://www.nacep.org/>

## Definitions

For the purposes of the procedure, the following definitions apply:

- **Early College** - provides the opportunity for high school students to take courses directly from SUNY Broome in any modality.
- **Concurrent Enrollment** - a subset of dual enrollment courses taught by college-approved high school teachers in a secondary environment (<http://www.nacep.org/about-nacep/what-is-concurrent-enrollment/>).
- **Fast Forward** - SUNY Broome's title for its concurrent enrollment program.

## Appendix

Ex. Written communication, location,

## Forms for Further Clarification of Procedure

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