

(PROCEDURE)

Procedure:	Enrollment for Early College	Procedure No.:	AA4008.3
Delegated Authority:	College President	Associated Policy Reference No.:	AA4008
Procedure Owner:	<i>Vice President for Academic Affairs</i>	Responsible Party:	<i>Executive Enrollment Management Officer</i>
Approved:	January 27, 1999		
Revised:	November 5, 2024		

Purpose

The purpose of this procedure is to ensure that enrollment through Early College offerings follow eligibility standards, as outlined below, that are applicable to [New York State Education Department Regulations](#). All related processes are managed by the Enrollment Management Office.

Statement of the Procedure

Students seeking to earn college credit while in high school can do so by taking college level courses at SUNY Broome as non-matriculated students. This does not include concurrent enrollment (Fast Forward) students.

1. Eligibility:

It is the responsibility of high school or homeschool to ensure compliance with appropriate State Education regulations for graduation.

- A. Student eligibility will comply with the regulations of the:
- a. Commissioner and Regents, State Education Department
 - b. Chancellor of the State University of New York
 - c. High School
 - d. Policies and Procedures of the College

The Enrollment office, in consultation with the appropriate Division Dean, will ensure all criteria are met.

- B. All of the following criteria must be met to finalize Early College enrollment:
- a. Completed [Early College application](#)
 - b. Submission of High School Transcripts

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- c. Letter from the High School Counselor stating that courses will not conflict with their high school coursework schedule.
- d. Submission of Minor Enrollment Waiver form
- e. Completion of prerequisite course requirement

2. Registration:

Application, admission, and course registration for Early College courses are administered by SUNY Broome's Enrollment Office.

3. Tuition and Fee Payment:

High school students enrolled in Early College courses must pay all tuition and fees as outlined by College policies.

Related Policies (by number)

AA4008- Admissions Policy

To Whom it Applies (title or department)

Enrollment Management at SUNY Broome

General Guidelines

Procedure must adhere to Policy AA4008 - Admissions Policy

Definitions

For the purpose of this 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

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
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