

SUNY BROOME

FAST FORWARD

STUDENT HANDBOOK

2026/2027

Fast Forward Staff

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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.

Visit at www.sunybroome.edu/ff

Introduction & History

Welcome to SUNY Broome's Fast Forward Program. SUNY Broome has worked extensively with your high school to provide both instructors and students with the opportunity to benefit from college-level coursework through our 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 students, instructors, and schools by increasing access to college High school instructors enjoy 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. 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 school.

Mission

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

Accreditation

Middles 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.

National Alliance of Concurrent Enrollment Partnerships (NACEP)
SUNY Broome's Fast Forward program received re-accreditation in 2026 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 challenging standards addressing five primary goals: rigorous curriculum, qualified faculty, comparable student instruction, assessment/grading, and evaluation by students and high school administration.

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.

Benefits of the Fast Forward Program

Students: By providing students an opportunity to experience rigorous academic content, the workload and the responsibility of college study. Students also enjoy greater flexibility when matriculating to college as many of their concurrent enrollment credits earned allow them time to study abroad, double major or graduate early. Fast Forward students can also get a SUNY Broome ID card that enables them access campus and SUNY libraries.

Instructors: By providing them professional development and connections with SUNY Broome faculty and collegial resources. Instructors also report that they enjoy teaching highly motivated and talented students. This is also an opportunity to increase professional development opportunities, networking and resume building.

Schools: By providing college opportunities that keep students in the high school and offering a variety of educational opportunities for their students to learn and grow.

SUNY Broome: By providing many students with their first direct contact with the College. Fast Forward also enables academic departments to engage in high quality, economically sustainable outreach to high

school instructors, schools and students helping to better prepare them for college.

Program Evaluations

Fast Forward conducts yearly program surveys that assist in determining the effectiveness of the program. Surveys are sent to current students of Fast Forward, but SUNY Broome also periodically conduct surveys with 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 academic four divisions (Science, Technology, Engineering, and Math (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 Agreements.

Fast Forward Instructors/High School Instructors provide classroom instruction in adherence to SUNY Broome departmental expectations and course learning outcomes. 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 year.

SUNY Broome Academic Departments make decisions on prospective instructor applications, provide orientation to new instructors, provide professional development to all instructors, conduct classroom visits to ensure quality, and assess the course and its contents for equivalency.

Fast Forward Students admitted to the College as non-matriculated students and register for transcript college credit. Students must adhere to course withdrawal policies, grading and attendance policies and all other rights and responsibilities of SUNY Broome students. Students are encouraged to obtain a college ID card and complete course evaluations at the end of each term.

Fast Forward Staff handles all administrative and policy matters, partner relationships, web and print communication, program evaluation, orientation and professional development event planning, coordination of instructor application and review process, course management and student registration and residency, and NACEP compliance.

Course Registration

Registering for your Fast Forward Course(s)
Students new to Fast Forward and returning students will complete a Fast Forward Student online application, and then the Fast Forward office completes their registration.

All students sitting in the SUNY Broome Fast Forward classroom must register for the course through the online process. Students have the option to audit the course if they do not wish to receive transferable college credit, but will still participate in the college-level coursework and assignments.

We encourage students to share the Fast Forward information with their families. Once Fast Forward Instructors submit their attendance for the course, this confirms to the Fast Forward Office that those students will continue in the course and complete the coursework. The Fast Forward Office then sends a letter to the families highlighting additional information about Fast Forward and student expectations.

Students will also receive a SUNY Broome Course Withdrawal Policy. If students need to drop or withdrawal from the course, they must notify their school counselor, instructor and the Fast Forward Office by the strict deadlines.

We encourage students to review and read the information provided. Taking college courses is a responsibility that should not take lightly. Grades received in Fast Forward courses can follow them through their academic careers and they must understand the implications whether positive or negative. Performance in Fast Forward classes can also impact future financial aid eligibility.

Audit Policy
Students who wish to take a SUNY Broome Fast Forward course but earn no college credit may audit the course by indicating to their school counselor and instructor, who must contact the Fast Forward Office within the first two weeks that the course has begun. After that period, we cannot adjust the students to take the course as an audit. Students should understand that they would participate at the college coursework level, but earn no transferable college credit. An "AU" will be marked on their SUNY Broome transcript.

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

Certificate of Residency
Students must complete a Certificate of Residency indicating that they have been a legal resident of the State of New York for one year and of a county for six months.

International students, Pennsylvania residents and any students who reside out of New York State do not need to complete this form and it 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/ .

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

Information Guide provided.

Please remember that dropping the course at the high school is only half of the process. SUNY Broome must have the drop form on file to drop/withdraw students from the course. SUNY Broome's student database does not work in conjunction with the high school student database. SUNY Broome will not conduct or allow retro-withdrawals or retro-drops. The Fast Forward will conduct a proper drop/withdrawal based on the date of notification.

Taking a Fast Forward Course

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

Eligibility and Requirements
To be eligible for the Fast Forward program, students must the pre-requisite requirements as laid out in the SUNY Broome Course Catalog for each course into which they want to enroll. The Course Offerings list, which can be found on the Fast Forward Website, also contains the pre-requisites that must be adhered to for each course.

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

Keep your Fast Forward syllabi so that you have a record of your course if you plan to transfer your credits to another college, having this documentation may help you secure successful transfer. If you ever need a copy of syllabus, you can contact the Fast Forward office at fastforward@sunybroome.edu.

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

Grading Policy
Fast Forward students are graded the same as our on-campus students. Your high school instructor will convert your high school number grade to a letter grade, A-F. The grade you receive in this course will be recorded on your official SUNY Broome transcript and becomes part of your permanent academic record. The Grade submitted to SUNY Broome is unweighted, so it is possible the grade on your SUNY Broome transcript may differ from the grade on your official High School Transcript.

Generally speaking, a "C" or better is needed in a Fast Forward course for it to transfer to another college. If a Fast Forward student chooses to attend SUNY Broome after high school graduation, their Fast Forward GPA will be part of their SUNY Broome GPA.

Below is the SUNY Broome Grading Scale Policy

A	4.0	93-100
A-	3.7	90-92
B+	3.3	87-98
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
D	1.0	60-69
F	0	0-59

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

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 and invite students to participate. The student will fill out one course evaluation per course. The evaluation feedback is useful and required for our NACEP accreditation standards.

SUNY Broome Transcript

How to View your Transcript
To view your transcript go to your My College Account (mycollege.sunybroome.edu). Sign on using your user name and password. Once you are in MyCollege click the Student tab on top and select Student Records.

How to Request your Transcript
Go to your My College Account: mycollege.sunybroome.edu
Log in to your My College Account
Click on "Student" Tab
Click on "Transcripts"
Or go to: http://www2.sunybroome.edu/registrar/transcripts/

Transcript requests are processed by the Registrar's Office. Transcript requests can be completed online on the Registrar's Office Website.

Transfer Credit
Fast Forward students and alum who gain admission to a college or university need to submit official SUNY Broome transcripts.

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

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

If you apply to SUNY Broome your credits are automatically transferred. Beyond the transcripts, students should also:

- Save the course syllabus and course work
- If a college questions the transferability of a course, it is often helpful for the student to provide these materials to show college-level equivalency
- Indicate on the college application that they have taken college coursework

Student Resources

MyCollege Account
The MyCollege Portal is SUNY Broome's central access point to a number of important college systems as well as where you can access your class schedule, grades, campus announcements and more. After you complete your Fast Forward application for the first time, you will receive an email with your SUNY Broome log-in credentials. Instructions for logging into your MyCollege account can also be found on the College's website.

SUNY Broome Gmail
All Fast Forward students receive a SUNY Broome email account. SUNY Broome uses Gmail.

Your Gmail is username@acad.sunybroome.edu.

Your initial email password will be sent by Information Technology Services along with your MyCollege login credentials.

Academic Support
Fast Forward students are able to access free tutoring services on campus. Drop in, one-on-one individual tutoring and online tutoring is available to help you succeed. Call the Student Success Center Tutoring Area at (607)778-5333 or visit the second floor of the Library room 215 for more information. Tutors guide students in becoming active learners and provide strategies and skills important for course success.

Accessibility Resource Information

Most Fast Forward students work within their districts on accommodations, but if accommodations are needed for a Fast Forward course beyond what the home district can provide, students may work with our Accessibility Resource office.

The Accessibility Resource Office (ARO) serves the College in creating a learning/living environment that is inclusive of and accessible to students with disabilities. ARO partners with students, faculty, and staff to identify pathways of access and elimination of barriers to academic and student-life activities and facilities, so that all students have full benefit of the College offerings.

To be considered for reasonable accommodations, students must submit appropriate disability documentation through the AROConnect page. Acceptable documentation may include psychological evaluation reports, Individualized Education Programs (IEPs) or 504, or documentation completed by a

current provider using the applicable form below.

ARO is located on the lower level of the Library, L017. For appointments and information, call 607-778-5150, VP 607-238-2714 or email aro@sunybroome.edu

Academic Dishonesty and Plagiarism
The SUNY Broome Fast Forward program conforms to the same on-campus policy, as follows:
SUNY Broome Academic Honestly Procedure

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. Students share the responsibility for maintaining academic honesty.

Students are expected to:

- Refrain from acts of academic dishonesty
- Refuse to aid or abet any form of academic dishonesty
- Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty
- Encourage other students to adhere to the standards of academic honesty

Family Education Rights & Privacy Act
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 (**https://studentprivacy.ed.gov)**.

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. A Information Release Form may be completed via the Registrar's Office for parents/guardians to gain further access to their students information at SUNY Broome.

SUNY Broome Student Handbook
SUNY Broome compiles a complete student handbook for its students. Please visit https://www1.sunybroome.edu/about/current-students//, and scroll to the bottom under "Campus Policies & Student Conduct" click on the "Student Handbook" link in the menu for a complete viewing of the SUNY Broome Student Handbook.

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. Visit the Public Safety (PS) Building on campus to receive your ID card.