
Procedure:	FAST FORWARD Release of Concurrent Enrollment Courses	Reference No.: 3.18
Authority:	College President	Cross Reference: Policy 1.1
Approved:	November 7, 2017	
Revised:		

SUNY Broome Community College serves high schools and BOCES locations within the limits of Broome County. According to SUNY guidelines, SUNY Broome has first right of refusal in working with schools within Broome County. This means schools will first seek a concurrent enrollment partnership with SUNY Broome. If SUNY Broome is willing and able, a partnership will be established. If the high school teacher meets departmental standards for adjunct/concurrent enrollment instruction, and SUNY Broome is unable or unwilling to partner with the school for a particular course, this will be stated in writing. A letter from the SUNY Broome Chief Academic Officer will be written allowing the school to seek partnership with another community college. SUNY guidelines allow community colleges to update agreements annually. Waivers are not provided when teacher credentials or laboratory facilities do not match SUNY Broome criteria.

When a high school outside of Broome County wishes to partner with SUNY Broome, the process is the same. The school will first seek partnership with the community college that serves the county in which the school is located. If the community college is unable or unwilling to partner with the high school, the Chief Academic Officer will write a letter allowing the school to partner with SUNY Broome. In the case where no community college exists in the county, SUNY Broome can enter into partnership with the high school, providing the instructors meet adjunct qualifications/lab facilities are equivalent/courses are available.

The process provides consistency in service delivery and maintains a transparent and collaborative relationship within SUNY community colleges.

Waivers release 1) a specific course and 2) a specific instructor. If either changes at any time, the waiver process will need to be re-evaluated. All waivers shall be effective upon execution by SUNY Broome and shall continue until terminated by either party, and are subject to annual re-evaluation.

Related Information:

SUNY's Guidelines on Offering College Credit Courses in High Schools
(https://www.suny.edu/sunypp/documents.cfm?doc_id=165) states:

I. Academic Good Practice

A campus that offers college credit coursework in a high school must maintain evidence that the following processes and procedures are in place: the course syllabus is to be reviewed and approved by the college at each high school site as comparable to a course offered by the college; the college academic officer responsible for the course is to reaffirm this comparability annually; the high school instructor's qualifications are to be judged by the college as comparable to those of the college instructors teaching the course on the home campus.

II. Geographic/Service Area Considerations

Should a University campus be approached to offer college credit coursework in a high school outside its own geographic/service area and within a geographic/service area where another University campus or campuses are located, or where a community college has a sponsored service area agreement (Section 601.5 of Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York: 8NYCRR § 601.5), the president of the campus or the presidents designee that has been approached notifies the presidents of all other university campuses within the area to inform them of the request.

A University campus in its home county, or in a county with which it has a service area agreement, has a priority claim for offering college credit coursework in its area high schools. If the home campus has the capacity to offer and is willing to offer the requested coursework, the outside campus should not proceed unless it can develop a mutually acceptable arrangement with the home campus for the delivery of courses.