

## Distance Education Consortium Agreement

**Home Institution:** [McCann School of Business and Technology](#)

**Home Institution Address:** [2200 North Irving Street, Allentown, PA 18109](#)

**School Code #:** [073188](#)

**Home Institution Accrediting Body:** [Accrediting Commission of Career Schools and Colleges](#)

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**Host Institution:** [Miller-Motte College](#)

**Host Institution Address** [5000 Market St. Wilmington, Wilmington, NC 28405](#)

**Host Institution Accrediting Body:** [Accrediting Commission of Career Schools and Colleges](#)

**School Code #:** [073186](#)

This consortium agreement enables enrolled students in an eligible program of study at McCann School of Business and Technology, 2200 North Irving Street, Allentown, PA 18109 an accredited institution of higher education (hereafter referred to as the Home Institution), to enroll in online courses delivered by Miller-Motte College, 5000 Market St. Wilmington, Wilmington, NC 28405 (hereafter referred to as the Host Institution), that apply toward the academic requirements of a certificate, diploma or degree program at the student's Home Institution.

The Host Institution must hold institutional accreditation from an accreditation agency recognized by the U.S. Department of Education; any portions of the program to be offered by the Host Institution have been approved by the Host Institution's accreditation agency for online delivery. All schools entering into this consortium agreement allow students pursuing certificate, diploma or degree programs at the Home Institution to take a portion of their program of study through online courses delivered by the Host school, subject to limits established by the Home Institution's state licensure and accreditation. These courses meet or exceed the learning outcomes established for the course as it is delivered residentially at the Home Institution. Courses taken online, via the Consortium Agreement, will allow students to earn academic credit that is awarded by the Home Institution. At least 51% of the program must be delivered by the Home Institution.

All online courses delivered to the Home Institution from the Host Institution have been developed in accordance with the following:

- ACCSC Standards of Accreditation;
- Distance education requirements as established by the state in which the Home school is located; and
- All rules and regulations governing distance education and student financial assistance programs authorized under Title IV of the Higher Education Act of 1965, as amended.

Coursework will be delivered in an online format to students enrolled at the Home Institution and supported by services offered by both the Home and Host Institutions. The Home Institution will maintain control of the educational delivery system through the requirements and expectations outlined in this agreement. The Home Institution retains ultimate responsibility for the delivery of its programs and the satisfaction of its students.

### **Monitoring of Curriculum and Instruction**

The Home Institution has access to reports, generated by the Host Institution, that monitor student attendance and academic performance. While the Host Institution is responsible for alerting the Home Institution of instances where student attendance and/or academic progress are of concern, the Home Institution is responsible for accessing the reports and directly monitoring student attendance and academic performance and directly interacting with the student. The assessment of learning outcomes of students engaged in online coursework will be specifically addressed in the Institutional Assessment and Improvement Plans (IAIP). The IAIP will identify how data will be collected, the rationale for using these data, a summary and analysis of the data collected, and an explanation of how the data have been used to improve educational process.

### **Curriculum Revision**

Upon completion of an online course, all students are requested to complete a student end-of course evaluation to assess faculty, curriculum and instruction. Results of these assessments are compiled by the Host Institution and provided to the academic administration at the Home Institution each quarter. The results of these assessments are used for continuous quality improvement of online courses and support services offered by the Host Institution. Results from this collaborative process will be incorporated into the Home Institution's IAIP.

### **Teach-out Plans**

The Home Institution maintains full responsibility for the teach-out plans that may be necessitated in the event of a program's termination. Online courses may be utilized in these teach-out plans as applicable to program requirements and student program completion needs. In the event that the online course option to residential students is terminated, the Home Institution will provide all required courses to students.

### **Student Grievances**

The Home Institution maintains full responsibility for providing students with its grievance policy and procedure and for the administration of the procedure for all student complaints. Any student complaints resulting from online courses will be handled through this process. The Host Institution will fully cooperate with any information required in the event of a student complaint regarding an online course offered under this agreement.

### **Disclosures**

The Consortium Agreement will be disclosed in the catalog and on the Home Institutions website in accordance with the accrediting body, state and federal regulations. The catalog will also disclose required student equipment and include the following information:

#### **Distance Education**

McCann School of Business and Technology-Allentown students may have the opportunity to complete a portion of their programs of study, subject to limits established by the institution's state licensure and accreditation, through distance education in hybrid programs of study. Admission requirements for hybrid programs do not vary from admission requirements for programs of study offered entirely on ground. Hybrid programs of study allow students in certain programs of study to complete up to 49 percent of the program through online courses. These online courses are specifically designed for the student who will be accessing online courses from a standard home or personal computer. All distance education/online courses offered by the campus have been deemed as equivalent in content and quality to the same courses offered via traditional, campus-based delivery methods.

Under certain circumstances, such as a student getting out of sequence with course schedules or courses that may not be offered each term, students enrolled in a campus-based program may be required to take online classes to graduate.

At least 51 percent of the educational program must be taken on campus. The actual percentage of the program offered online will depend on the program selected and the educational delivery for each course. Contact the campus Hybrid Teaching Assistant/Student Resource Coordinator for additional policies and recommended technology specifications to ensure an optimal learning experience in online courses. Under certain circumstances, completion of online courses may be required for graduation.

Students participating in hybrid programs must complete the following actions:

- Complete the online student orientation;
- Meet with the Hybrid Teaching Assistant/Student Resource Coordinator;
- Sign and return Student Responsibility Forms.

### **Consortium Agreement—Hybrid Learning**

McCann School of Business and Technology-Allentown has engaged in a third-party distance education consortium agreement with Miller-Motte College, 5000 Market St. Wilmington, Wilmington, NC 28405. Miller-Motte College-Wilmington serves as the host institution for colleges and post-secondary institutions owned and operated by Delta Career Education Corporation/Ancora Education. This agreement enables students enrolled in an eligible program of study to register for online courses that apply toward the academic requirements of certificate, diploma, or degree programs delivered by the home institution. Students taking online courses delivered by Miller-Motte College-Wilmington may be comprised of students enrolled at other Delta Career Education Corporation/Ancora Education post-secondary schools, located in other cities and states.

All distance education/online courses offered by the campus through this consortium agreement have been deemed as equivalent in content and quality to same courses offered via traditional, campus-based delivery methods. Ground students who take online courses offered by the host institution, as a result of the consortium agreement, are limited to taking no more than 49 percent of their program of study in the distance learning format. Students who take an online course are required to complete an online orientation program to assure readiness to navigate the learning management system and to engage in the distance learning activities.

Every effort is made to provide students with flexibility in class schedules and instructional formats. However, courses that are offered on ground as well as those that are offered online are subject to change without notice. Students may be required to take a course in either format in order to complete their program of study by their on-time scheduled graduation date.

### **Authentication and Protection of Student Identity**

Each student is provided a unique user name and password for the purpose of authenticating each student's identity when entering the online classroom. Students are prohibited from providing their passwords and log-ins to any other individual. Furthermore, student identity is authenticated through a series of email, telephone interviews, and/or meetings with the campus Hybrid Teaching Assistant/Student Resource Coordinator. Each student's username, password and email address are used to authenticate student identity in order to complete assignments within the learning management system. All testing is completed through the learning management system and the unique username and password is used to verify student identity.

The student's unique username and password is used to verify student identity. Neither the Institution nor Delta Career Education Corporation/Ancora Education will release any student's username and password to any individual which would violate a student's rights under the Federal Educational Rights and Privacy Act.

No student is assessed any additional charges or fees associated with the verification/authentication of student identity.

### **Technology Specification for Online Courses**

Each student enrolled in an online course(s) or program of study provided through the McCann School of Business and Technology campus is expected to have access to an internet connection, computer hardware and operating software as outlined below. Campus computer labs are available to access online course content and to meet the necessary technology requirements.

### **Students Accessing Courses Online**

To have a quality learning experience in online course(s), a student must use a computer that meets or exceeds the following specifications

#### **PC Specifications**

- Operating System: Windows XP SP3, Windows Vista SP2, Windows 7, Windows 8
- Processor: 2 Ghz or higher
- Memory: 4GB or higher
- Hard Drive 80GB of available hard drive space
- CD/DVD-ROM 16XDirectX 9 compatible sound card Headset or speakers
- Monitor/display video card capable of 1024x768 resolution
- Internet Connection: High Speed Cable or DSL connection
- Microsoft Office 2013/2016
- Adobe Reader X
- Flash Player (most recent release)
- Internet Explorer 11 or higher or Mozilla Firefox (most recent release)
- Safari (most recent release—Safari 5)
- Chrome (most recent release)

#### **Mac Specifications**

- Mac OSX 10.9, 10.10, or 10.11 with an Intel processor
- 4GB of RAM (minimum)
- 80GB of available hard drive space
- CD/DVD-ROM
- Hardware-accelerated OpenGL graphics card
- Sound Blaster compatible 16-bit sound card
- Headset or speakers
- Monitor/display video card capable of 1024x768 resolution and 32-bit color
- Internet Connection: High Speed Cable or DSL connection

Note for those who may access courses from their places of employment: Employers often place restrictions on the content allowed through an organization's firewall or network security measures. Such measures may affect the student's ability to access online courses from the student's place of employment, or while using employer-provided internet access. Internet access provided through a student's employer is beyond the college's ability to predict or control.

### **Mobile Devices**

The student portal is currently certified to work on iPad and iPhone 4 and 5 devices. Student portal access is only accessible on Android devices via an online browser, such as Chrome. The Moodle learning management system and other third party vendor web applications are not certified to work on mobile devices. Delta Career Education Corporation/Ancora Education cannot guarantee that third party websites and applications will function with a student's mobile device.

### **Administration of Agreement**

The consortium agreement provides the legal basis required by the U. S. Department of Education to enable the Home Institutions listed herein to disburse Title IV Student Financial Assistance to a student matriculated in courses delivered by the Host Institution.

### **The Home Institution agrees to perform the following functions:**

1. Assume full responsibility for meeting all the criteria and standards of its accrediting body.
2. Facilitate the review and evaluation of the online resources provided by the Host Institution as requested by the Home Institution's accrediting body.
3. Grant the student's degree, certificate and/or other recognized credential.
4. Ensure specific curriculum of the Host Institution is equivalent to coursework at the Home Institution.
5. Establish enrollment agreements for each student and determine period of enrollment for the agreement.
6. Determine eligibility for and disbursement of Title IV Student Financial Assistance to eligible students who apply to take courses through the Consortium.
7. Approve student participation in conjunction with the Host Institution.
8. Specify beginning and ending enrollment dates for Title IV purposes.
9. Define enrollment status (e.g. full time, half-time, less than half-time) for Title IV purposes.
10. Report enrollment information to the National Student Loan Data System (NSLDS).
11. Establish the student's cost of attendance in conjunction with the Host Institution.
12. Confirm that the student remains eligible for Title IV funds at time of disbursement.
13. Meet all established deadlines to Host Institution for enrollment information prior to course starts.
14. Notify student of Satisfactory Academic Progress policy requirements.
15. Monitor Satisfactory Academic Progress.
16. Provide student support services.
17. Maintain responsibility with Host Institution for student orientation to online courses.
18. Adhere to the Host Institution's defined drop/add period for courses delivered by Host Institution only.
19. Define the applicable refund and repayment policy for course additions/withdrawals.
20. Establish, in conjunction with the Host Institution, the student's last day of attendance in cases of withdrawal.
21. Make available required consumer information.
22. Provide Institutional grievance policy and procedure for any student complaints regarding online courses provided by the Host Institution.
23. Maintain the following records:
  - a. Student Financial Aid File
  - b. Student Academic and Attendance File
24. Maintain responsibility for any teach-out agreements that may be necessary in the event of a program termination.
25. Provide full disclosure of online learning opportunities and the description of services in the Home Institution catalog.

26. Appoint a Hybrid Teaching Assistant or Student Resource Coordinator to oversee the online initiative on campus and to serve as a point of contact for participating students.

**The Host Institution agrees to perform the following functions:**

1. Provide enrollment documentation to the Home Institution.
2. Monitor student attendance in online courses and notify the Home Institution if the student ceases attendance in the course(s).
3. Provide academic records to the Home Institution to monitor Satisfactory Academic Progress.
4. Provide student support services.
5. Provide academic records to the Home Institution after student ceases enrollment under the agreement.
6. Provide end-of-session student course evaluation results to Home Institution.
7. Facilitate a forum with the Home Institution for the collective review of online curriculum.
8. Appoint qualified faculty for all online courses and be responsible for faculty orientation, in-service and faculty development activities.
9. Provide full disclosure for all faculty credentials to Home Institution.
10. Provide full disclosure of all facility and technological infrastructure requirements for online courses to the Home Institution.
11. Make available student consumer information related to distance education.
12. Make available to the Home Institution all information required for any related student complaints.
13. Maintain responsibility with Home Institution for student orientation to online courses.
14. Maintain attendance records for courses taken and submit them on a regular basis to the Home Institution.
15. Provide pre-arranged access to the accrediting body of the Home Institution for purposes of evaluation of the online delivery of instruction to students being awarded credit by the Home Institution.

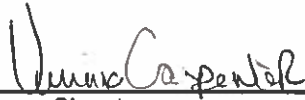
The Home and Host Institution reserve the right to revise or amend this consortium agreement, as operational or regulatory needs require changes to be made. Such changes will be communicated promptly to the accrediting body.

## Home Institution Commitment

Home Institution—McCann School of Business and Technology-Allentown, PA

School Code# 073188

Virginia Carpenter  
Campus Director

  
Signature

October 20, 2017  
Date

Jennifer Leach  
Director of Education

  
Signature

October 20, 2017  
Date

David Rakowski  
Hybrid Teaching Assistant/  
Student Resource Coordinator

  
Signature

October 20, 2017  
Date

## Host Institution Commitment

Host Institution—Miller-Motte College-Wilmington, NC

School Code #: 073186

Erin Easton  
Campus Director

Erin Easton

Digitally signed by Erin Easton  
DN: cn=Erin Easton, o=Miller-Motte College-  
Wilmington, NC, ou=Campus Director,  
email=erin.easton@miller-motte.edu, c=US  
Date: 2017.10.17 10:55:55 -05'00'

Signature

October 17, 2017  
Date

Jamie Hanshaw  
Associate Director of Education

Jamie Hanshaw

Digitally signed by Jamie Hanshaw  
DN: cn=Jamie Hanshaw, o=Miller-Motte  
College, ou=Associate Director of Education,  
email=jamie.hanshaw@miller-motte.edu, c=US  
Date: 2017.10.17 10:56:11 -05'00'

Signature

October 17, 2017  
Date

## Corporate Commitment

Donna A. Payne, PhD  
Vice President, Regulatory Approvals

Donna A.  
Payne, PhD

Digitally signed by Donna A. Payne, PhD  
DN: cn=Donna A. Payne, PhD, o=Delta Career  
Education Corporation, ou=Vice President,  
Regulatory Approvals,  
email=dp@delta.edu, c=US  
Date: 2017.10.17 10:56:29 -05'00'

Signature

October 17, 2017  
Date