

## **Distance Education Consortium Agreement**

**Home Institution: McCann School of Business and Technology**

**Home Institution Address: 2319 Louisville Avenue, Monroe, LA 71201**

**School Code #: B073191**

**Home Institution Accrediting Body: Accrediting Commission of Career Schools and Colleges (ACCSC)**

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**Host Institution: Miller-Motte College**

**Host Institution Address 6397 Lee Highway, Suite 100, Chattanooga, TN 37421**

**Host Institution Accrediting Body: Accrediting Commission of Career Schools and Colleges (ACCSC)**

**School Code #: M073179**

This consortium agreement enables enrolled students in an eligible program of study at McCann School of Business and Technology located at 2319 Louisville Avenue, Monroe, LA 71201 an ACCSC accredited institution of higher education (hereafter referred to as the Home Institution), to enroll in online courses delivered by Miller-Motte College located at 6397 Lee Highway, Suite 100, Chattanooga, TN 37421 (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 delivered residentially at the Home Institution. Courses taken online, via the Consortium Agreement, will allow students to earn academic credit awarded by the Home Institution. The Home Institution must deliver at least 51% of the program.

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 that monitor student attendance and academic performance. 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 systematic and evidence-based process used to evaluate curriculum and course content included within the Institutional Assessment and Improvement Plans (IAIP).

### **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 Institution's website in accordance with the accrediting body, state and federal regulations. The catalog will also disclose required student equipment and includes the following information:

#### **Distance Education**

McCann School of Business and Technology 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. Admission requirements for these programs do not vary from admission requirements for programs of study offered entirely on ground or hybrid. Students in certain programs of study may 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. Students enrolling in online courses should have basic computer competency and skills. All students have access to the same support services regardless of the mode of instructional delivery. All students have access to library services, academic advising, tutoring, and career services. All distance

education/online courses offered by the campus have been deemed as equivalent in content and qualify 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.

Students participating in distance education courses are expected to complete the online orientation prior to the start of classes.

### **Consortium Agreement – Flex Track Learning**

McCann School of Business and Technology has engaged in a third-party distance education consortium agreement with Miller -Motte College located in Chattanooga, TN. This agreement enables students enrolled in eligible programs 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 through this distance education consortium agreement may be comprised of students enrolled at other post-secondary schools, located in other cities and states.

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.

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

Each student is provided a unique username 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 Director of Education/Program Director. 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 are used to verify student identity. Neither the Institution nor 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) provided through Miller-Motte College 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**

All students receive a device that meets the requirements for their enrolled program. If a student did not receive a device, they will be required to use a computer that meets or exceeds the following specifications.

- Operating System: Windows 7 or greater
- OS X 10.13 and greater
- Chrome browser (most recent release)
- Headset or speakers
- Internet Connection: High Speed Cable or DSL connection

Note for those who may access courses from your place of employment: Employers often place restrictions on the content allowed through the organization's firewall or network security measures. Such measures may affect your ability to access your online courses from place of employment, or using employer-provided Internet access, and are beyond our ability to predict or control.

### **Mobile Devices**

The Student Portal is currently certified to work on standard tablets and mobile devices that can support the latest Google Chrome browser.

### **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. Monitor student attendance and participation in online courses
2. Assume full responsibility for meeting all the criteria and standards of its accrediting body.
3. Facilitate the review and evaluation of the online resources provided by the Host Institution as requested by the Home Institution's accrediting body.
4. Grant the student's degree, certificate and/or other recognized credential.
5. Ensure the specific curriculum of the Host Institution is equivalent to coursework at the Home Institution.
6. Establish enrollment agreements for each student and determine the period of enrollment for the agreement.
7. Determine eligibility for and disbursement of Title IV Student Financial Assistance to eligible students who apply to take courses through the Consortium.
8. Approve student participation.
9. Specify beginning and ending enrollment dates for Title IV purposes.
10. Define enrollment status (e.g. full time, half-time, less than half-time) for Title IV purposes.
11. Report enrollment information to the National Student Loan Data System (NSLDS).
12. Establish the student's cost of attendance in conjunction with the Host Institution.
13. Confirm that the student remains eligible for Title IV funds at time of disbursement.
14. Meet all established deadlines to Host Institution for enrollment information prior to course starts.
15. Notify the student of Satisfactory Academic Progress policy requirements.
16. Monitor Satisfactory Academic Progress.
17. Provide student support services.
18. Ensure student substantive participation in online courses.
19. Maintain responsibility for student orientation to online courses.

20. Adhere to the Host Institution's defined drop/add period for courses delivered by Host Institution only.
21. Define the applicable refund and repayment policy for course additions/withdrawals.
22. Establish, in conjunction with the Host Institution, the student's last day of attendance in cases of withdrawal.
23. Make available required consumer information.
24. Provide Institutional grievance policy and procedure for any student complaints regarding online courses provided by the Host Institution.
25. Maintain the following records:
  - a. Student Financial Aid File
  - b. Student Academic and Attendance File
26. Maintain responsibility for any teach-out agreements that may be necessary in the event of a program termination.
27. Provide full disclosure of online learning opportunities and the description of services in the Home Institution catalog.
28. Designate a distance education qualified individual 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. Ensure academic records/grades are appropriately submitted so the Home Institution can ensure student academic performance.
2. Provide student-end-of-course survey results to Home Institution.
3. Appoint qualified faculty for all online courses and be responsible for faculty orientation, in-service and faculty development activities.
4. Provide full disclosure for all faculty credentials to Home Institution, as appropriate.
5. Provide full disclosure of all facility and technological infrastructure requirements for online courses to the Home Institution.
6. Make available student consumer information related to distance education.
7. Make available to the Home Institution all information required for any related student complaints.
8. Maintain attendance records for courses taken and ensure they are correctly recorded in the student information system.
9. 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.

**Distance Education Consortium  
Signature Page**

**Home Institution Commitment**

**Home Institution: McCann School of Business & Technology - Monroe**

**ACCSC School Code# B073191**

**Kelli Harvey**

**Campus Executive Director**

  
**Signature**

**June 18, 2021**

**Date**

**Host Institution Commitment**

**Host Institution: Miller-Motte College – Chattanooga, TN**

**ACCSC School Code# - M073179**

**Jay Frank**

**Campus Executive Director**

  
**Signature**

**June 25, 2021**

**Date**

**Donna A. Payne, PhD**

**Sr. Director, Academics**



**June 25, 2021**