	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	WRITTEN/CONSORTIAL AGREEMENTS – EXTERNAL EDUCATIONAL OR ACADEMIC PROGRAM	02-0703	1 OF 3
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVIEWED	
	6Hx7-2.25 Contracts, Grants, Agreements	May 16, 2016	

## Purpose


The purpose of this procedure is to establish a process to ensure compliance with federal laws and accreditation requirements when the College engages in contracts or written agreements with an external entity, organization or institution for that entity to provide a portion of an educational or academic program, defined hereinafter, for the College.

## Definition

**External Educational or Academic Program:** A partnership where the College outsources the instruction for a program or course(s) to be taught by an individual who is NOT a Faculty or Adjunct Faculty member or employee of the College, where the College awards college credit, vocational clock-hour credit or certificate credit for the program or course(s). This type of agreement may be classified as a consortial agreement by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and must comply with certain requirements described in this procedure.


## Procedure

- A. The Director of Financial Aid must verify that all partnering institutions or organizations delivering a portion of an External Educational or Academic Program, as defined herein, are eligible to participate in Title IV funding and are in good standing with the U.S. Department of Education (USDOE). Verification must be completed annually.
- B. The College Provost/Vice President of Academic Affairs must ensure that an External Educational or Academic Program is in compliance with the following responsibilities and required disclosures:
  1. Pursuant to USDOE Program Integrity Rules, the following information must be disclosed to enrolled and prospective students for any program where a portion of the educational or academic program is being delivered by another agency or institution:
    - a. The portion of the program that the College is not providing.
    - b. The name and location of the other institution or organization providing the portion of program that the College is not providing.
    - c. The method of delivery of the portion of the program that the College is not providing.
    - d. The estimated additional costs a student may incur as the result of enrolling in the program.
    - e. The partnering institutions' accreditation and/or state licensing.
    - f. Contact information for filing complaints about the partner providing the program.
  2. Pursuant to the SACSCOC Principles of Accreditation and policies (Consortial Agreements), if another agency or institution is delivering a portion of a College program offered through an External Educational or Academic Program, the College must ensure the quality of the External Educational or Academic Program, ongoing compliance with the SACSCOC Principles of

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	WRITTEN/CONSORTIAL AGREEMENTS – EXTERNAL EDUCATIONAL OR ACADEMIC PROGRAM	02-0703	2 OF 3
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVIEWED	
	6Hx7-2.25 Contracts, Grants, Agreements	May 16, 2016	

Accreditation and policies, and alignment with the purpose of the College. To accomplish this, academic administrators shall ensure the following in such programs:

- a. Representations of the College's accreditation status and use of the SACSCOC logo will be limited as required by the Commission and not applied or extended to partners who are not commission members.
- b. The College must briefly describe the relationship between the College and the partner in all program materials including the catalog, course materials and advertising.
- c. If the partner is an educational institution that is not a SACSCOC member, the following waiver must be included in program materials:
  - i. Florida State College at Jacksonville is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. [Name of Partner institution] is not accredited by the Commission on Colleges and the accreditation of Florida State College at Jacksonville does not extend to or include [name of Partner institution] or its students. Although Florida State College at Jacksonville accepts certain course work in transfer toward a credential from [name of Partner institution], or collaborates in other ways for generation of course credits or program credentials, other colleges and universities may or may not accept this work in transfer, even if it appears on a transcript from Florida State College at Jacksonville. This decision is made by the institution subsequently considering the possibility of accepting such credits.
- d. Documentation, including completion of an Annual Program Checklist (found on the Office of the General Counsel's (OGC) webpage) shall be completed annually, and a copy shall be sent to the College Provost/Vice President of Academic Affairs and the Office of Institutional Effectiveness and Accreditation. Documentation must show ongoing monitoring and evaluation of the External Educational or Academic Program and shall encompass the content and quality of the program, standards and performance of faculty, and compliance with all SACSCOC Principles of Accreditation and policies.
- e. At least 25% of the credits earned for a certificate or degree must be earned at the College as required by SACSCOC Comprehensive Standard 3.5.2 (Institutional Credits for a Degree).
- f. The Registrar shall ensure that credits earned through a collaborative External Educational or Academic Program are posted to College transcripts according to the applicable SACSCOC Policy Statement.
- g. The following items shall be provided upon request to any student or potential student:
  - i. A copy of the documents describing the institution's accreditation and its state, federal or tribal approval or licensing.
  - ii. Contact information for filing complaints with its accreditor and with its state approval or licensing entity and any other relevant state official or agency that would appropriately

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	WRITTEN/CONSORTIAL AGREEMENTS – EXTERNAL EDUCATIONAL OR ACADEMIC PROGRAM	02-0703	3 OF 3
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVIEWED	
	6Hx7-2.25 Contracts, Grants, Agreements	May 16, 2016	

handle a student's complaint.

C. Exceptions to this Policy: To determine if this procedure applies to a contract or agreement defining a particular program, complete the Regulatory Compliance Exception Form posted on the OGC's webpage. You may submit the form to the OGC if further interpretation is required. The following types of programs and/or agreements are examples of those that are likely to be exempt from this procedure:

1. Articulation agreements that apply consecutively.
2. Internships, practicums or clinicals that are part of an educational program where the College is in control of the coursework, credit, students' progress and where College faculty oversees or directs internship personnel or instructors.
3. External agency-sponsored course agreements where an external organization or entity pays standard tuition and fees for their employees or other individuals to attend the College. The College maintains control of the courses, and courses may lead to credit.
4. Customized Training contracts with an organization or entity where the College creates customized courses to train the entity's employees or affiliates and the course does not lead to college credit, vocational/clock-hour credit or certificate credit, in whole or in part.
5. Partnership agreements for shared resources with an entity organization that agrees to share resources, such as library resources.
6. Quick Response Training grants that do not result in college credit, vocational/clock-hour credit, or certificate credit, in whole or in part.

D. For questions on exceptions, on any matters addressed in this procedure you may contact the OGC.

REFERENCES: 34 Code of Federal Regulation 668.5 and 668.43; SACSCOC, Principles of Accreditation and Policies addressing Consortial Agreements.

Adopted Date: March 5, 2013

Revision Date: July 23, 2015

Reviewed Date: May 16, 2016