* **To be submitted for the addition of new distance education programs or change in method of delivery of existing programs or courses of study that represent a significant departure in the method of delivery from the programs or courses of study currently offered by the school.**

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| **GUIDELINES FOR SUBMISSION**   * The school must ensure that the provided **Institutional Development** **Payment Submission Form** is included with the submission. Please ensure that the form lists the correct school name, fee amount, and check information. If the school would like to submit payment via credit card, please contact the ACCSC office. * The school must provide a response to all items in this application, along with any relevant supporting documentation. Please do not copy and paste information from previous applications. If the application is deemed incomplete, the Commission may determine that a new submission is needed prior to review. * The completed application should include only the required information and not exceed **100 pages**. Unless specifically requested, do not provide copies of the full school catalog or information that does not pertain to the items in this application. * Please review the application prior to final submission to ensure that all required information is provided, that all intended attachments are included, and that the submission is free of errors and typos. * Incorrect application submissions will incur a $250 Incorrect Application Fee. |

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| **ELECTRONIC SUBMISSION FORMAT REQUIREMENTS**   * Electronic Submissions submitted via e-mail will not be processed. Please upload all submissions to the ACCSC College360 database. The school will receive an e-mail confirmation that the file has been received within 24 hours of the submission. * The school’s response must be prepared in accordance with ACCSC’s Instructions for Electronic Submission (e.g., prepared as one continuous PDF document with the required bookmarks). * Please visit the ACCSC website for specific resources and guidance regarding how to successfully complete and submit this application. |

**I have read and understand the Guidelines for Submission and the Electronic Document Format Requirements set forth above and I further understand that a failure to adhere to these guidelines and requirements will result in either a delay in the processing of or return of this application.**

**I certify that the information herein and attached hereto is correct and that distance education offerings have not been described in the catalog, advertised, or offered to students.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date** |
|  |  |  |  |

**This application can be submitted for the addition of up to five (5) programs per application to be offered via distance education and is limited to one school per application.[[1]](#footnote-1)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **School #** | **School Name** | **Type** | | **City** | **State** | **Degree Granting** | |
|  |  | Main: |  |  |  | Yes: |  |
| Branch: |  | No: |  |

|  |  |  |
| --- | --- | --- |
| **Contact Person** | **Phone** | **Email** |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program Title**  *(e.g. Business Administration)* | | **Length of Program**  *(in Months)* | **Full Credential & Abbreviation** | **Proposed Start Date**  *(month/day/year)* |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Instructional Hours** | | **Total Instructional Hours & Outside Prep Hours** | **Total Credit Hours** | | **Externship Information (*Externship hours as listed on the Program Outline; may include multiple courses*)** | | | | |
| **Semester Credit** | **Quarter Credit** |  | **Externship** | | **Clinical** | |
| **Clock** | **Credit** | **Clock** | **Credit** |
| **1** |  |  |  |  | **1** |  |  |  |  |
| **2** |  |  |  |  | **2** |  |  |  |  |
| **3** |  |  |  |  | **3** |  |  |  |  |
| **4** |  |  |  |  | **4** |  |  |  |  |
| **5** |  |  |  |  | **5** |  |  |  |  |

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| **Application Processing Fee:**  Processing Fee: Please mail a check directly to ACCSC for processing and include a statement identifying the corresponding application(s). **Note**: Please ensure that the **Payment Submission Form** for this application is included.   * One School (up to five programs): $1,500   Please note that should an application be deemed incomplete, the school will receive a request for additional information via email. If upon review of the additional information, the application is still incomplete, the school will be assessed a $250 additional information processing fee for the submission of the additional information, which must be paid upon submission of the response.  **Incorrect Application Fee**  Please ensure that the school is utilizing the correct application. Upon review of the application, if determined that the school should have utilized a different application, a $250 Incorrect Application Fee will be assessed. |

**Online Modality**

|  |  |
| --- | --- |
| **Select all that apply** | |
| ☐ | 100% Online: The school will offer a fully online version. |
|  | List the applicable programs: |
| ☐ | Hybrid: The school will offer a hybrid version. |
|  | List the applicable programs: |

**State Approval**

1. **Documentation of State Authorization** (*Section IX (A)(3), Substantive Standards, Standards of Accreditation*):
   1. Provide documentation from the home state (or applicable regulatory agency) demonstrating approval for the distance education program(s)/course(s) of study or the change in the method of delivery to an existing program.

**-and/or -**

If the home state (or applicable regulatory agency) does not require approval of distance education, evidence from the agency to that effect must be submitted. In addition, if the state requires Commission approval prior to issuing state approval, please provide documentation demonstrating the school is currently recognized by the state via licensure by means of accreditation.

* 1. If the school intends to enroll students who are *outside of the home state*, please list the states and describe the policy and procedures for determining and complying with the state requirements for enrolling students outside the home state **and** describe the school’s plans to meet the state requirements of the state(s) where the school plans to enroll students, including the home state.

**-and/or-**

If the state(s) does not require approval, provide evidence to that effect.

* 1. If the school plans to use an off-site location to house support services for the operation of the distance education program the school is required to complete and submit the Application for a Distance Education Facility as outlined in *Section IV (E) (5)(c), Rules of Process and Procedure and Section VIII (A)(3), Substantive Standards, Standards of Accreditation*.

**Program Information**

**B. Distance Education Program Design, Development, and Organization** (*Section IX (A)(3), Substantive Standards, Standards of Accreditation*)

1. Submit a detailed narrative statement explaining the reason or basis for the addition of distance education as a method of delivery at the institution.
2. Describe how the school has determined each of the proposed program(s)/course(s) will succeed when offered via distance education delivery?
3. Explain how the school will ensure that the program and course content offered via distance education will continue to allow students to achieve the expected learning outcomes of the program and include any program objectives as examples in the school’s explanation.
4. Specify how the expected knowledge, skills, and competency levels that students will achieve in the proposed distance education program or course of study, is equivalent to those expected from comparable programs or courses of study offered in a residential learning environment.
5. Describe the school’s ongoing plan to assess the appropriateness to offer the program(s)/course(s) of study via distance education.
6. Submit an Outline of a Degree Program, Non-Degree Program, or the Allocation of Hours for Clock Hour Programs (for Clock hour only programs), as applicable (available on the ACCSC website) (**Note**: Course credit hours may only round down to the nearest whole or half credit.)

**C. Instructional Materials and Equipment for the Program** (*Section II (A)(5) and Section IX (B&D) Substantive Standards, Standards of Accreditation*)

1. Describe how the school will ensure that the infrastructure including facilities, equipment, technology, and other resources associated with distance education program are appropriate to the subject matter of the program(s)/course(s) of study.
2. Provide the school’s technology requirements for students enrolling in distance education courses.
3. Explain how educational resources, including any necessary equipment and technology associated with the specific program/courses will be accessible to students (i.e. utilized for laboratory hours, if applicable).
4. If the school plans to utilize distance education for supervised laboratory hours, please describe the equipment and technology used and how it is sufficient, current, comprehensive, and appropriate to the subject matter.
5. Provide specific and defined policies, procedures, and methods used to track **student attendance** and successful completion of hours earned via distance learning (**please be reminded, time used to complete out-of-class or outside work cannot be counted toward online in-class attendance**.)
6. Describe how the school will ensure **regular and substantive interaction between faculty and students** (i.e. direct instruction, assessing feedback on student coursework, providing information or responding to questions about the content of a course or competency, facilitating a group discussion, or other instructional activities approved by the institution or program’s accrediting agency).
7. Describe how the school will ensure **ongoing academic engagement, initiated by faculty, between faculty and student** and provide examples how the types of academic engagement that will take place in the online setting, to include, but not limited to: Submitting online assignments, taking an exam, participating in interactive tutorial and webinars, participating in group study or group projects, and one-on-one discussion between faculty and student(*Section IX (D) (4) and (G) (4), Substantive Standards, Standards of Accreditation*).
8. Provide a copy of the school’s authentication policy, which ensures that the student who is enrolled in a distance education program or course of study is the same student who participates in class discussions, completes all required coursework, including quizzes, tests and exams, and receives the academic credit *(Section IX (B) (4), Substantive Standards, Standards of Accreditation*).
9. Explain how the school implements the authentication policy for students in a Distance Education program and ensures the individual completing the distance education components of a course is the student (*Section IX (B)(4), Substantive Standards, Standards of Accreditation*).

**D. Method of Online Delivery** (*Section IX (D) Substantive Standards, Standards of Accreditation*)

1. Describe the learning management system to be utilized for the proposed distance education program(s)/course(s) of study.
2. Please include information regarding how **faculty** use the LMS to:
   * Access course content,
   * Manage course content,
   * Communicate with students,
   * Manage student access to all course content and resources (i.e., e-textbooks for the course, assignments and course syllabi, grades, technical support, and LRS resources)
3. Provide a URL with a temporary user ID and password (**that will not expire**) that can be used to access and review the distance education delivery system (as a student) **and** ensure that the school includes at least one sample course to access through the learning management system.
4. Explain how the school will retain responsibility for the quality of the program(s)/course(s) of study offered through distance education methods and the achievement of expected and acceptable outcomes, irrespective of any contractual arrangements, partnerships, or consortia entered into with third parties for the provision of components of a distance education program or course of study.
5. How has the school determined that student services (advising, career services, financial aid, etc.) are accessible and adequate for students who will be attending distance education program(s)/course(s)?

**Institutional Preparation for Initial Distance Education**

**E. Institutional Assessment and Improvement** *(Section IX (B) (3), Substantive Standards, Standards of Accreditation).*

1. Provide a copy of the school’s budget to demonstrate that resources needed for the distance education infrastructure are integrated in the long-term budget of the school and include minimally the areas of **staff and faculty salaries, staff and faculty development, educational materials, learning resource materials, and advertising**.
2. If the program will be offered 100% via distance education, provide enrollment projections for the next three fiscal years of the school using the format below and information upon which those projections are based.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Projected Enrollment** | **Projected Capital Investment** | **Projected Expenses** |
|  |  |  |  |
|  |  |  |  |
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**F. Faculty Training** (*Section IX (G), Substantive Standards, Standards of Accreditation*)

1. Describe how the school provides orientation and training for faculty who will teach using distance education methods **and** explain how this orientation addresses teaching skills and instructional methods in a distance education environment.
2. Describe the school’s policies, measures, and procedures to be used to evaluate the performance and needs of faculty members in a distance education program(s)/course(s) of study
3. Provide a copy of the school’s policies on ownership of instruction materials and protection of copyright and describe how the school adheres to these policies.
4. Provide a copy of the school’s policies governing faculty **and** explain how these policies address teaching load (inclusive of residential and distance education), class size, time needed for course development, and the sharing of instructional responsibilities that allow for effective teaching in a distance education environment.
5. Explain how the school will assess faculty effectiveness in distance education program(s)/course(s) of study.
6. Using the following chart (or charts for more than one program) demonstrate that the faculty have the qualifications and the experience to teach using **distance education methods** and that the faculty has completed the orientation and training in accordance with *Section III (B)(4), Substantive Standards, Standards of Accreditation*, which specifically addresses teaching skills and instruction methods in a distance education environment (*Section IX (G)(1-2), Substantive Standards, Standards of Accreditation*).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FACULTY TEACHING DISTANCE EDUCATION COURSES** | | | | | |
| **Instructor Name(s)** | **Proposed Online**  **Program(s)** | **Credential Earned**  *Include: Subject, Credential, Year & Institution(s)* | **Distance Education Related**  **Teaching Experience and training** | | |
|  |  |  | Job Title, Place of Employment  Description of Distance Education Experience/Training | **From** *(m/y)* | **To** *(m/y)* |
|  |  |  |
|  |  |  |
|  |  |  |

**G. Program Advisory Committee[[2]](#footnote-2)** (*Section II (A) (4), Appendix III and Section IX (D) (6), Substantive Standards, Standards of Accreditation*):

1. Provide a list of the Program Advisory Committee members (*Program Advisory Committees must be comprised of appropriately qualified representatives external to the institution (****i.e., non-school employees***) for each program or group of related programs, using the following chart. Membership must include at least one member who is qualified to review and comment on the school’s **distance education platform**, methods, processes, procedures, and infrastructure in the context of program/course content and objectives(*Section II (A)(4), Substantive Standards, Standards of Accreditation*)*.* Note: **PAC minutes must demonstrate that the programs’ distance education reviewer is present during regularly scheduled PAC meetings and specifically when distance education elements of an online program are discussed and reviewed by the PAC. In addition, the school should not have a separate Advisory Committee to evaluate Distance Education.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROGRAM ADVISORY COMMITTEE** | | | | | | |
| **Advisory Committee Member’s Name** | **Title**  **Company**  **Address**  **City, State** | **Telephone Number**  **Email Address** | **Review Responsibilities**  *(check as applicable)* | | | |
| Employer / Practitioner | Educator, Regulator, etc. | Master’s degree | Distance Education |
|  |  |  |  |  |  |  |

1. Describe how the Distance Education PAC member(s) identified in the chart above has the qualifications and experience to adequately review and comment on the school’s distance education platform, methods, processes, procedures, and infrastructure in the context of the program/course content and objectives
2. Submit at least one copy of PAC meeting minute(s) to demonstrate the committee’s review and comments on the proposed distance education curriculum including the appropriateness of the distance education platform, processes, procedures, and infrastructure (*Section II (A)(4) Substantive Standards, Standards of Accreditation*). The distance education PAC member(s) identified above must be present at the PAC meeting and the commentary and review included in the PAC meeting minutes. The distance education review cannot occur separately.

**H. Learning Resource System** (*Section II (A) (6) (d) and Section IX (D)(5), Substantive Standards, Standards of Accreditation*)

1. Explain how students will have access to learning resources equivalent to access available to students in residential programs at the school.
2. Describe the training and support services that the school will provide students to facilitate access to learning resource materials.
3. Describe the school’s plan to evaluate the adequacy and accessibility of the resources and services on an ongoing basis.
4. If the school plans to hire a learning resource system (LRS) supervisor, submit the specific hiring criteria to be used and the timeline for when the position will be filled. If the school currently has an LRS supervisor, complete the following chart.

Complete the following chart and demonstrate that the school has an individual qualified to oversee and supervise the learning resource system and that the LRS Supervisor as identified above is trained to effectively oversee the learning resource system in a distance education environment. (*Section II (A)(6)(d), Substantive Standards, Standards of Accreditation*).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LRS SUPERVISOR** | | | | | |
| **Staff Name** | **Position** | **Degree/Credential Earned** *(Year)* | **Description of Work Experience and/or Training for the Position including Distance Education** | **From** *(m/y)* | **TO (***m/y)* |
|  |  |  |  |  |  |

1. **Management and Administration** (*Section III (A) (1) and Section IX (B), Substantive Standards, Standards of Accreditation*):
2. Explain how the school will ensure that it has the appropriate management, administrative capacity, and infrastructure to support the projected growth in a distance education program.
3. If the school plans to hire any other additional staff who will oversee the school distance education, submit the specific hiring criteria to be used for the selection of the distance education administrator(s) and the timeline for when the position(s) will be filled.
4. Complete the following chart and demonstrate that the school has the appropriately qualified distance education administrator or team of administrators designed to effectively oversee the school’s distance education program(s)/course(s) of study and ensure that they meet the objectives and mission of the school to include the Director of Education and the individual(s) qualified to oversee distance education (*Section IX (B)(1), Substantive Standards, Standards of Accreditation)*.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DISTANCE EDUCATION ADMINISTRATOR TEAM** *(Include Director of Education AND Director of Distance Education)* | | | | | |
| **Staff Name** | **Position** | **Degree/ Credential Earned** *(Year)* | **Description of WORK-RELATED Distance Education Experience and/or Training for the Position** | **From** *(m/y)* | **To** *(m/y)* |
|  |  |  |  |  |  |

**J. Catalog and Advertising** (*Section IX (E), Substantive Standards, Standards of Accreditation*):

1. Provide a draft catalog preview that clearly describes the **distance education** programs or courses of study (i.e. delivery system, the prerequisites for participation, expected learning outcomes, graduation requirements, student services, technology and equipment requirements, and any other requirements.) (**Do not include a copy of the school’s complete current catalog.**)
2. Describe the school’s policies and procedures for recruiting students for the proposed distance education program(s)/course(s) of study (*Section IV (A), Substantive Standards, Standards of Accreditation*).

**K. Admissions Requirements, Enrollments, and Assessments** (*Section IX (F), Substantive Standards, Standards of Accreditation)*

1. Provide the admissions requirements for enrollment into the **proposed distance education** **program(s)/course(s)** of study.
2. Explain how the school will **assess the student’s technical skills, competencies, and access to technology** necessary to succeed in a distance education environment **prior** to their enrollment in the program or course of study (*Section IX (F)(2)(a), Substantive Standards, Standards of Accreditation*).
3. Provide information regarding the assessment tool (e.g., test, preparation/orientation course, etc.) the school will utilize to assess a student’s capability to benefit from enrolling in a distance education program prior to enrollment (*Section IX (F)(2)(b), Substantive Standards, Standards of Accreditation*).
4. Provide a copy of the assessment tool(s) and an explanation regarding how the school determined the appropriateness of the assessment tool selected by the school (*Section IX (F)(3), Substantive Standards, Standards of Accreditation*).
5. Will the school enroll ability-to-benefit (“ATB”) students into the proposed distance education program(s)/course(s) of study? If so, describe how the school will provide individual counseling and other support services for ATB students.

**L. Student Services** (*Section IX (H), Substantive Standards, Standards of Accreditation*).

1. Describe the school’s written policies and procedures, which address student services for those students enrolled in the proposed distance education program(s)/course(s) of study. Describe the resources that are available to support the student services provided by the school.
2. Explain how the school’s student services will be available to students enrolled in distance education program(s)/course(s) of study.
3. Describe how the school will ensure adequate supervision of its student services for students enrolled in a distance education program(s)/course(s) of study.
4. Describe how the school will orient students to the distance education environment.

**M. Externship** (*Section II (A)(7), Substantive Standards, Standards of Accreditation*):

An externship is a component of a program that is offered in a bona fide occupational setting for which training and education are provided. Externships are directly supervised by an onsite supervisor from the occupation setting.

If the proposed distance education program(s) include(s) an externship where the externship or a portion of the externship will be **offered via distance education:**

1. Provide details regarding how the online externship will be delivered to the students through the distance education setting.
2. Describe how the school will oversee the online portions of externship(s) for distance education students to ensure that students will gain the intended learning outcomes and objectives of the externship. Also, provide the written training plan and goals for students that specify the particular application and experiences that are to be secured during the online portions of the externship.

**INSTITUTIONAL DEVELOPMENT**

**PAYMENT SUBMISSION FORM FOR APPLICATION SUBMISSIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL #(s)** | **SCHOOL NAME(s)** | **CITY** | **STATE** |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **APPLICATION TYPE(s)** | **NAME OF PROGRAM(s)**  (*if applicable*) | **PAYMENT AMOUNT(s)**  (*Enter payment amount for each application type*) |
|  |  |  |

|  |  |
| --- | --- |
| **TOTAL PAYMENT AMOUNT** | **CHECK NUMBER** |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF CONTACT PERSON** | **TITLE** | **PHONE NUMBER** | **EMAIL** |
|  |  |  |  |

**\* Please submit a payment submission form with each check payment.**

**Submit To: Operations Department**

**Accrediting Commission of Career Schools and Colleges**

**2101 Wilson Boulevard, Suite 302**

**Arlington, VA 22201**

1. If the proposed distance education program(s)/course(s) of study have not been approved to be offered via resident training, submit an appropriate application in accordance with the program approval requirements outlined in Section IV (E)(6), Rules of Process and Procedure, Standards of Accreditation. [↑](#footnote-ref-1)
2. Program Advisory Committees must be comprised of appropriately qualified representatives external to the institution (**i.e., non-school employees**) [↑](#footnote-ref-2)