**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.**

**GUIDELINES FOR SUBMISSION - PLEASE REVEW PRIOR TO SUBMISSION:**

1. The school must ensure that the **Payment Submission Form** of this application is included and identifies the correct fee amount, check information, and indicates the correct and applicable school(s).

2. The school must provide a response and all appropriate supporting documentation to all items below. The Commission may not process the application and may require a new submission from the school if the application is found to be incomplete.

3. The completed application should not exceed **100 pages** total and should include only the required information. Do not provide copies of the school catalog or information that does not pertain to the items in this application.

4. Prior to final submission of this application, review the entire 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.

**ELECTRONIC SUBMISSION FORMAT REQUIREMENTS:**

**Don’t forget to sign and date!**

1. Electronic Submissions may not be transmitted to the Commission via e-mail.
2. The school’s response must be prepared in accordance with ACCSC’s [Instructions for Electronic Submission](http://www.accsc.org/UploadedDocuments/Instructions%20for%20Electronic%20Submission%204%201%202014%20web.docx) (e.g., prepared as one Portable Document Format (“PDF”) file that has been prepared using Adobe Acrobat software (version 8.0 or higher) and which has a .pdf extension as part of the file name). The school will receive an e-mail confirmation that the file has been received within 24 hours of the submission.

**Take time to review the PDF version after completion to ensure it is readable, the bookmarks work, and all pages are turned for easy viewing.**

1. Please visit the ACCSC website for specific resources and guidance regarding how to successfully complete this application: [Forms and Reports](https://www.accsc.org/Forms-and-Reports/Forms-And-Reports.aspx)-Guidance/Sample Applications.ACCSC encourages the school to review this module prior to submitting this application.

**Remember to visit the *Preparing a Successful Application* document for more detailed instructions.**

1. Additionally, **do not copy and paste** answers from previous applications.

**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.**

**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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |  | ***Application may include up to 5 programs.*****Reminder: If the school is requesting distance education approval:*** **For new program(s), please submit the appropriate new program application(s)**
* **For a new branch campus, please submit the appropriate branch applications**
 |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |  |  | **Please ensure all information listed in the table aligns with *state approval* for each program and ACCSC approval for each program.** |  | **1** |  |  |  |  |
| **2** |  |  |  |  | **2** |  |  |  |  |
| **3** |  |  |  |  | **3** |  |  |  |  |
| **4** |  |  |  |  | **4** |  |  |  |  |
| **5** |  |  |  |  | **5** |  |  |  |  |

|  |  |
| --- | --- |
| ☐ | 100% Online/Residential: The school will offer a fully online version **AND** a residential version of the program. |
|  | List the applicable programs:  |
| ☐ | 100% Online: The school will offer **only** a fully online version of the program. |
|  | List the applicable programs: |
| ☐ | Less Than 100% Online: The school will offer a **blended program** with some courses fully online and some residential or some/all courses with a blended format.**Review table and select *all* options as applicable for the proposed delivery options for the programs noted above.**  |
|  | List the applicable programs:  |

**Application Fee**

**Make sure the Payment Submission Form clearly identifies the school and the type of application.**

**Ensure payment is the appropriate amount.**

**Processing Fee of $1,500 per application**.

Please mail a check directly to ACCSC for processing and include a statement identifying the corresponding applications(s). **Note**: Please ensure that the **Payment Submission Form** for this application is included and identifies the corresponding application(s), fee amount, and check number.

**This application may be submitted for up to five (5) programs per application to be offered via distance education and is limited to one school per application.**

**State Approval**

1. **Documentation of State Authorization** (*Section IV (A)(3), Substantive Standards, Standards of Accreditation*):

**Home state approval to offer programs via distance education is critical! Without state approval or documentation of licensure by means of accreditation we cannot process the application. Sending in the application while you are waiting for state approval does not put you ahead of others with complete applications in the review queue!**

1. Provide a list of states that the school plans to enroll students from.
2. 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, 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.

**State Authorization refers to approval from any state other than the home state where the students enrolled in the program(s) may reside.**

**Degree-granting schools may elect to participate in NC-SARA; however, California does not participate in NC-SARA.**

**-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 (5)(c), Rules of Process and Procedure and Section VIII (A)(3), Substantive Standards, Standards of Accreditation***.**

**If the school has questions about a Distance Education Facility, please contact ACCSC staff.**

**Program Information**

**B. Distance Education Program Design, Development, and Organization** (*Section IX (A), 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.
2. Describe how the school has determined each of the proposed program(s)/course(s) will succeed when offered via distance education delivery?
3. Specify the expected knowledge, skills, and competency levels that students will achieve in the distance education program or course of study.
4. 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.
5. Describe the plans for how the school’s ongoing process to assess the appropriateness to offer the program(s)/course(s) of study via distance education.
6. Submit an Outline of a 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), 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. Explain how the equipment and technology in the online program is sufficient, current, comprehensive, and appropriate to the subject matter.
3. Explain how the resources, including equipment and technology associated with the specific program/courses will be accessible to students (i.e. utilized for laboratory hours, if applicable).
4. 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**.)
5. 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).

**Include a brief narrative response for each Item a-h. The responses should specifically speak to the information requested.**

**The school should pay particular attention to Item (f) with thoughtful planning of how the school will monitor regular and substantive interaction and document such interaction**

1. 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.
2. 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.
3. Explain how the school implements the authentication policy for students in a Distance Education program (*Section IX (A)(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 to the school’s LMS must be included and should not expire for at least 60 days to allow time for review and access.**

**At least one course must be available in the LMS for review.**

**Examples/links for the LRS and other school resources should be part of the LMS.**

* + 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)
1. 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.
2. 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.
3. 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**

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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**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 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*).

**Remember – this table is asking for distance education related training and experience.**

|  |
| --- |
| **Program:**  |
| **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 EmploymentDescription of Distance Education Experience/Training | **From** *(m/y)* | **To** *(m/y)* |
|  |  |  |
|  |  |  |
|  |  |  |

**G. Program Advisory Committee** (*Section II (A) (4), Substantive Standards, Standards of Accreditation*):

1. Provide a list of the Program Advisory Committee members (**Note***: 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.**

**School must submit PAC minutes that demonstrate that the PAC reviewed and discussed the proposed plan for distance education options.**

**The attendees must include someone with distance education experience.**

|  |  |
| --- | --- |
| **School Name:**  | **School Number:** |
| **Program Name:**  | **Credential:** |
| **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) commentary and review cannot be separate from the full PAC meeting commentary and review.

**H. Learning Resource System** (*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)(7)(c), Substantive Standards, Standards of Accreditation*).

|  |  |
| --- | --- |
| **School Name:**  | **School Number:** |
| **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) 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)*.

**Ensure all tables are completely filled out, including month and year for work experience in distance education.**

|  |
| --- |
| **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 (D), Substantive Standards, Standards of Accreditation*):

1. Demonstrate that the catalog 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.

**Clearly describe the admissions process for programs offered via distance education and/or hybrid delivery to include the use of pre-admissions testing for the following:**

* **Technical skills and equipment; and**
* **Cognitive assessment for ability to do well in an online environment.**
1. 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*).
2. 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.
3. 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.
4. 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**

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) (8) Substantive Standards, Standards of Accreditation*):

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.

**SUBMIT TO: Executive Director**

 **Accrediting Commission of Career Schools and Colleges**

 **2101 Wilson Boulevard / Suite 302**

 **Arlington, Virginia 22201**

**Take a few moments review your entire application!**

**Does the program information provided on Page 1 align with current ACCSC program approval (if appropriate)?**

**Does the program(s) clock and credit hours (if appropriate) on the Degree Outline, Non-Degree Program Outline or Allocation of Clock Hours form align with current ACCSC approval?**

**Did you provide either a narrative or back-up documentation for all items listed in 1-14?**

**Is the narrative succinct, specifically addressing the questions asked?**

**Did you fill out each chart with all the necessary information?**

**Did you attach all supporting documentation (i.e., state approval, program outline, etc.)?**

**Is the PDF one continuous document and bookmarked?**

**Do the bookmarks work?**

**INSTITUTIONAL DEVELOPMENT: PAYMENT SUBMISSION FORM FOR APPLICATION SUBMISSIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **School(s) #** | **School(s)***(Please list all schools applicable to payment)* | **City** | **State** |
|  |  |  |  |
|

|  |  |
| --- | --- |
| **Application Type(s)**\**Please refer to attached list for application types* | **Payment Amount(s)***(Enter payment amount for each application type)* |
|  |  |

|  |  |
| --- | --- |
| **Total Payment Amount** | C**heck Number** |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of contact person(s)** | **Title(s)** | **contact phone number(s)** | **contact email(s)**  |
|  |  |  |  |

* **Please submit this payment form with each check payment**.

**Submit To: Operations Department**

**Accrediting Commission of Career Schools and Colleges**

**2101 Wilson Boulevard, Suite 302**

**Arlington, VA 22201**

|  |
| --- |
| **\*Application Type(s)** |
| Application of Hours for Clock Hour Programs | Application for Continuing Education and Avocational Courses | Application for Approval of a Baccalaureate Degree |
| Application for Approval of an Academic Associates Degree | Application for Approval of a Master’s Degree | Application for Approval of an Occupational Associates Degree |
| Application for a Branch Part I | Application for a Branch Part II | Application for a Branch Realignment, Part I |
| Application for a Branch Realignment, Part II | Application for a Change of Location Part I | Application for a Change of Location Part I |
| Application for a Change of Name Part I | Application for a Change of Control Part I | Application for a Change of Control Part II |
| Application for Clock to Credit Hour Conversion | Application for a Distance Education Facility | Application for Initial Distance Education  |
| Application for Expansion of Distance Education Approval | Application for a Change of Mission | Application for English as a Second Language Courses |
| Application for a New Non-Degree Program  | Application for a Satellite Location | Application for a Substantive Program Modification |
| Application for a Substantive Program Modification Addition of Concentration | Modification of Ownership Report | Consortium Partnership Report |
| Distance Education Consortium Partnership Agreement | Facility Expansion Report | Program Modification Report Non-substantive Modification |
| Application for a Baccalaureate Degree – Affiliated  | Application for an Associate Degree – Affiliated | Application for a New Non-Degree Program – Affiliated |
| Application for a Substantive Program Modification – Affiliated | Application for a Clock to Credit Hour Conversation – Affiliated | Program Modification – Non Substantive Modification – Affiliated |
| Application for use of “University” in the School Name Part – I  | Application for use of “University” in the School Name Part – II | Application for a Change of Name Part II |

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)