

CONTRACTING FOR EDUCATIONAL DELIVERY

# INSTRUCTIONS for SUBMISSION

**General Instructions:** After DEAC reviews the Change in Educational Offerings Application, complete the following Contracting for Educational Delivery Report. DEAC then reviews the report and selects the courses required for review. DEAC sends the institution a letter indicating the courses required for submission and an invoice for the related review fee.

**SECTION 1:** Provide requested institution information.

**SECTION 2:** Provide requested program information.

**SECTION 3:** Provide requested responses regarding the requested change in educational offerings. Institutions should also provide responses for the selected Standards below relevant to the requested substantive change. For any prompt that is not applicable to the program, respond “Not Applicable”, accompanied with an explanation why.

**SECTION 4:** Provide requested responses for each accreditation standard. For any prompt that is not applicable to the program, respond “Not Applicable”, accompanied with an explanation why.

**SECTION 5:** Provide the identified supporting documentation following DEAC’s *Guidelines for Electronic Submission*.

**SECTION 6:** The compliance officer certifies that all information and documentation provided is true and accurate.

Distance Education Accrediting Commission

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# EDUCATIONAL OFFERINGS REPORT: CONTRACTING FOR EDUCATIONAL DELIVERY

SECTION 1: INSTITUTION INFORMATION

**Institution Name:** Insert Institution Name

**Website(s):** Insert Website Link(s)

**Institutional Mission Statement:** Insert Mission Statement

SECTION 2: PROGRAM INFORMATION

1. Provide the program name for each program offered as part of, or affected by, the contract.
2. State the total number of program clock/credit hours.
3. State the program length (in weeks, months, or years).
4. Provide the program method of delivery (correspondence, online, or hybrid).
5. Identify the programs’ language of instruction (e.g., English, Spanish, Vietnamese).

## SECTION 3: PROPOSED CHANGE in EDUCATIONAL OFFERINGS: CONTRACTING FOR EDUCATIONAL DELIVERY

1. Provide a detailed narrative of the rationale for contracting for educational delivery**.**
2. Describe the institution’s target student population as a result of the proposed change in educational offerings.
3. Does the proposed change in educational offerings result in students being eligible for specific licensure examinations?

[ ]  Yes [ ]  No

If yes, provide information on any related programmatic accreditation or professional licensure examinations.

1. Provide a detailed narrative of the organization the institution is seeking to contract with for educational delivery.
2. Is the entity an accredited institution or AQC approved provider?

[ ]  Yes [ ]  No

If an accredited institution, provide the institution’s name and disclose its accreditation.

If the entity is unaccredited or the organization is not certified to participate in the Title IV HEA programs to provide more than 25 percent of one or more of the institution’s educational programs, provide a narrative describing the benefits that students will receive by completing the contracted courses.

1. Provide the percentage of the educational offering to be provided by the contracted party.
2. Provide draft language for publication in the catalog and enrollment agreement made available to enrolling students that describes who will be providing educational services for the contracted courses.

## SECTION 4: ACCREDITATION STANDARDS

### ***Reminder:*** Provide requested responses for the standards listed below ***relevant to the requested substantive change.***

Standard VI: Curriculum Development

1. **Program Curricula Development**

Institutions have a documented process for curriculum development that clearly articulates the principles of learning and pedagogical foundations used to frame the program. The institution’s curricula are supported by reliable research and align with commonly accepted educational practices within the fields of practice. Qualified faculty and academic leadership hold the primary responsibility for all program content and instructional design and supervise staff, third-party providers, or consultants used in curricula development. Program curricula are reviewed on a periodic basis by academic leadership, program leadership, program faculty, and the Program Advisory Council. The review integrates program performance data collected on an annual basis with respect to student progression; student learning outcomes; faculty and student feedback; and content currency, accuracy, and comprehensiveness.

1. Provide the institution’s curriculum development manual and describe how the manual appropriately addresses policies and processes related to contracting with third parties for educational delivery.
2. Describe the institution’s qualifications for curriculum content developers (e.g., subject matter experts), as applicable to the programs affected by the proposed change.
3. Describe the institution’s qualifications for distance education instructional designers, as applicable to the programs affected by the proposed change.

1. List and describe any third-party educational delivery contracting the institution conducts, and list what percentage of the institution’s educational program(s) is delivered by third party.

## SECTION 5: DOCUMENTATION

* Non-refundable Change in Educational Offerings Report – Contracting for Educational Delivery Fee (see *DEAC Accreditation Fees* document). Provide evidence of payment (scanned copy of check or similar).  Insert Date Fee was Mailed
* Copy of the state license, exemption letter, or other legal documents authorizing the third party to conduct business.
* Timeline for implementing the proposed change in educational offerings.
* Copy of the contract containing but not limited to the following:
	+ Financial obligations that specify compensation and other considerations for services provided by each party.
	+ Mechanism used to account for services provided by each party.
	+ Nature of services provided by both parties.
	+ Period of agreement, renewal, renegotiation, or termination by both parties.
	+ Appropriate protection and contingency plans for enrolled students in the event the contract is terminated or renegotiated or the other party fails to meet contract obligations.
	+ If the institution participates in FSA Title IV programs, evidence that the institution meets all legal requirements for federal and state student aid programs that might be used by students or the contracting entities.
* Attestation signed by the president/CEO that the DEAC-accredited institution will include all training delivered by the third-party contractor in reports submitted to DEAC, such as the annual reporting of financials, enrollments, and completions/graduations.

## SECTION 6: CERTIFICATION

I certify that all of the information contained on this report and in the submitted documentation is true and correct, and I understand that, by electronically typing my name in this document, it is considered to have the same legally binding effect as signing my signature using pen and paper.

**Compliance Officer:** Compliance Officer Name

**Compliance Officer Signature:** Compliance Officer Signature

**Date:** Insert Date