

PROCEDURES FOR MICHIGAN COLLEGES ONLINE (MCO)
(PREVIOUSLY CALLED MICHIGAN COMMUNITY COLLEGE
VIRTUAL LEARNING COLLABORATIVE

Michigan Colleges Online (MCO) is designed to foster support of technology-mediated courses among Michigan Community Colleges. MCO is sponsored by and operated under the legal authority of the Michigan Community College Association (MCCA), and participation in the collaborative is open to all members of the MCCA. Monroe County Community College (MCCC) is a member of the collaborative.

MCO has established guidelines as approved by the MCCA Board of Directors in the form of a Memorandum of Understanding. The following represents a summary of the Memorandum of Understanding. A full and current copy of the Memorandum of Understanding is available in the office of the Vice President of Student and Information Services.

Governance - The MCCA Executive Committee has the authority to approve consortium agreements and to appoint the governing committee for the collaborative which includes nine members who currently serve as trustees or presidents. Responsibilities of the governing committee include:

- Approve MCO strategic plans, budgets and audits
- Select and contract/appoint staff leadership
- Consider issues of MCO policy and make policy recommendations to the MCCA Board of Directors
- Recommend the financial structure, including membership dues, to the MCCA Board of Directors

Financial Support - Annual membership fees will be recommended by the MCO Governing Committee to the MCCA.

Member Participation - Members of the collaborative may participate as either a "provider" college or a "home" college. The "provider" college is defined as the institution providing the technology-mediated instruction. The "home" college is the institution responsible for the provision of student support services which may include the awarding of financial aid, test proctoring, technical support, and advising/counseling. Within this structure, MCCC is the "home" college for residents of the institution's service delivery area. Member colleges will be expected to serve as the home college for any student who would select it as their home college.

Technology-mediated courses intended for general availability throughout the state shall be made available to learners through MCO. A member college may independently offer such courses to citizens, and may also independently offer contracted courses or programs.

Degrees and Certificates - A common goal will be to collaboratively develop programs of study which may be completed primarily through technology-mediated courses. Students seeking technology-mediated degrees and certificates may select courses from multiple provider colleges, and credits earned for completion will fulfill residency requirements.

Articulation Agreement - Member colleges will participate in an articulation agreement to facilitate the transfer of courses that students take through the collaborative. The home college will give appropriate credit for courses taken at "provider" colleges on the same basis as if the home college had provided that portion of the instructional program. The assumption underlying this agreement is that the home college has found the instruction of the provider college to be equivalent to, and a completely acceptable substitute for, its own instruction. Member colleges will establish and maintain an on-line database of courses offered through the collaborative and the equivalent course at each member college. The database will be available on-line to prospective students and member colleges. (See Appendix A)

Financial Aid Agreement - Member colleges will participate in a financial aid consortium agreement. (See Appendix B)

Common Tuition Structure - Courses offered through MCO will include a common tuition structure with credit hour rates as follows (rates effective Fall 2016 Semester):

- In-District - - - - - \$190 per credit hour
- Out-of-District - - - - - \$270 per credit hour
- Out-of-State - - - - - \$350 per credit hour

No additional fees are to be assessed in addition to the common tuition. Students residing within any one of the 28 public community college districts in Michigan will be charged the in-district tuition rate, while all other Michigan residents will qualify for the out-of-district tuition rate. This definition for in-district and out-of-district only applies to courses offered through MCO. In cases where MCCC is both the "provider" and "home" college for the student, the MCCC Tuition and Fees Policy -- 3.05 will be applied (current MCCC tuition and fees). Conversely, "home" college students of MCCC who register through MCO for a course offered by another college will be required to pay the common tuition of MCO.

Tuition Revenue Sharing - Tuition revenue generated by MCO enrollments will be shared in the following proportions:

- Provider College - - 68%
- Home College - - - - 22%
- MCCLVC - - - - - 10%.

Appendix A

Articulation Agreement

This agreement among the members of Michigan Colleges Online is to facilitate the transfer of courses that students may take through the collaborative. The college identified as the "home" college for each student (the college which offers the program of study in which the student is enrolled and will confer the certificate or degree for that student) will give appropriate credit for courses taken at "provider" colleges on the same basis as if the home college had provided that portion of the instructional program itself. The assumption underlying this agreement is that the home college has found the instruction of the provider college to be equivalent to, and a completely acceptable substitute for, its own instruction.

The home college may decline to give credit for courses not completed satisfactorily by a student. The home college is encouraged to include grades received in courses taken under this articulation agreement in the calculation of the student grade point average. In order to effect this agreement, each member college will participate in a collaborative process to establish and maintain an on-line database of courses to be offered by provider colleges through the collaborative and the equivalent course at each MCO member college. The content of this database will be available on-line to prospective students, as well as to administrators, faculty, advisors and staff from all member colleges. The responsibility of participating colleges will be to maintain current and accurate information in the on-line database regarding the transferability of courses offered by the provider colleges through the collaborative. Each member will identify an official contact at the college to be responsible for providing information on transferability, and will ensure that the official contact has regular access to electronic mail and access to the Internet.

Appendix B

MCO Financial Aid Consortium Agreement

This agreement among the Michigan community college members of Michigan Colleges Online is to facilitate concurrently enrolled students receipt of student financial assistance funds. Federal eligibility regulations (34 CFR & 600.9, April 5, 1988) require this agreement. This consortium agreement will take effect upon the signature of the President or designee of each participating member college and will govern the terms of delivery of student aid funds to students seeking financial assistance. This consortium agreement will be modified as required by any changes to Federal eligibility requirements or regulations or by mutual agreement of the participating member colleges.

The MCO financial aid consortium agreement includes the following provisions:

1. A student seeking financial aid under this agreement must designate the educational credential and program that they are seeking and the institution from which they are seeking the credential. Such an institution shall be designated as the "home" college;
2. The institution providing the instruction for such courses as covered under this agreement shall be designated as the "provider" college;
3. The provider college shall provide timely information on student enrollment, expense budgets, academic performance by term, and other information as requested related to these matters to the home college;
4. Student Status Confirmation Reporting (SSCR) to the national Student Loan Data System (NSLDS) shall be the responsibility of the home college; Enrollment status shall be reported on the basis of the total credits accepted by the home college in which the student is enrolled at participating institutions. Enrollment status information will be exchanged at a time and in a manner agreed upon through the auspices of Michigan Colleges Online (MCO);
5. Students shall submit all required forms for financial assistance to the home college. The home college shall determine special circumstances and be responsible for all professional judgment decisions and determinations related to the student, and may request the collaboration and assistance of the provider college(s) where appropriate;
6. Materials for required student loan interviews shall be provided by the home college until a common form and procedure can be agreed upon;
7. Satisfactory academic progress standards shall be those of the home college;
8. Institutional refund procedures shall be those of the provider for each course enrolled in at the provider college(s). Federal refund calculations and reporting shall be the responsibility of the home college for each student enrolled;
9. Disbursement of financial aid funds shall be the responsibility of the home college. Financial aid will be disbursed by semester on

the basis of the student's enrolled status as of the date designated by the home college;

10. The home college for each student is responsible for verification. Verification policies and procedures shall be those of the home college.