



## POLICY AND PROCEDURE

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<b>Category:</b> Campus Operations/Student Finance/Admissions	
<b>Subject:</b> Distance Education	<b>Revision/Review:</b> April 30, 2021
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### EXECUTIVE SUMMARY

Spartan College of Aeronautics and Technology’s Distance Education Policy is applied consistently to protect the students and ensure a quality educational experience. This policy will ensure compliance with the disclosure requirements set forth at 34 C.F.R. § 668.50.

### CATALOG LANGUAGE

**Distance Education (Online Course)**  
Spartan College is required to comply with various state and federal requirements related to instruction delivered via distance education (online). To comply with the requirements, the College is unable to offer distance education instruction in states where the College is not approved if that state requires such approval. Please refer to the College’s website for state approval information.

**IMPORTANT: If a student changes location from an approved state to an unapproved state, the student will most likely be unable to continue in the distance education program and may not be eligible for Federal Financial Aid (Title IV) funding. The student will still be responsible for all tuition, fees, and other charges incurred based on standard refund policy calculations.**

The Spartan College list of approved distance education states can be found on the Spartan College website ([www.spartan.edu](http://www.spartan.edu)): Consumer Information > [Campus Location] > Distance Education State Authorization List.

### **Entrance Requirement (Distance Education/Online Instruction)**

Prior to enrollment (final acceptance), the College will assess the student’s capability to benefit from the distance education coursework, as well as computer technical skills, competencies, and access to technology required to succeed in a distance education environment. The student must obtain the minimum score for typing speed competency, or the minimum score competency on technical knowledge to enroll and must participate in associated advising prior to starting class.



## POLICY LANGUAGE

### **Spartan College Distance Education Policy**

#### **Policy Implementation Statement:**

As of November 1, 2019, the College chose to early implement the new 2019 Federal Regulations scheduled for implementation by July 1, 2020 that revise and replace the 2016 Federal Regulations for State Authorization.

#### **Location:**

State of location is not necessarily linked to legal state of residency. As an example, a student may be a legal resident of Florida, but located in Oklahoma; therefore, Oklahoma is the state of location for the student's period of active attendance.

#### **Initial Determination of Location:**

The College makes a determination regarding the eligibility for a student to participate in distance education from a specific state in which a student is located at the time of the student's initial enrollment. The Student may not enroll and participate in a distance education modality from a state where the College does not hold appropriate approval if the approval is required. The list of states that outlines whether students may participate in distance education while located in that state is maintained on the College's website in the Consumer Information section and is called the "Distance (Online) Education State Authorization List."

#### **Subsequent Determination of Location:**

Determination regarding distance education enrollment eligibility based on the state in which a student is located is revised at the time of the student's formal notification of a change in location to another state.

#### **Consequences of Location Change:**

The student must be located in an approved state throughout the program. If the student relocates to an unapproved state, the College may be unable to allow the student to continue in the program and/or the student could face a loss of eligibility for federal student aid. A change of location does not entitle the student to any additional refund options beyond the standard refund policy.

**It is critically important that students understand these consequences before relocating and verify that the state in question is approved as outlined on the College's website.**

#### **Records:**



All records related to determinations of student location both at time of enrollment and subsequent changes of location are maintained in the College’s electronic student records database.

**Disclosures:**

<p align="center"><b><u>Public Disclosures (If Applicable)</u></b></p> <p>The following information must be made available to the public through written and online publications if applicable.</p>	<p align="center"><b><u>How Does The College Comply?</u></b></p>
<p><b><u>State Authorization.</u></b> Whether the institution is authorized by each state in which enrolled students reside and how it is authorized in each state (with an authorization from each specific state agency or as part of a state authorization reciprocity agreement).</p>	<p>Spartan College is not part of a state reciprocity agreement. Please refer to the state approval list found in the Consumer Information section of the College’s website under “Distance (Online) Education State Authorization List.”</p>
<p><b><u>Consequences of Location Change.</u></b> The consequences of relocating to a state where the institution does not meet state requirements, or in the case of a gainful employment program, where the program does not meet licensure or certification requirements in the state.</p>	<p>The student must be located in an approved state throughout the program. If the student relocates to an unapproved state, the College may be unable to allow the student to continue in the program and/or the student could face a loss of eligibility for federal student aid. It is critically important that students understand these consequences before relocating and verify that the state in question is approved as outlined on the College’s website.</p>
<p><b><u>Description of Complaint Processes.</u></b> A description of the process for submitting complaints, including contact information to make complaints in the state where the institution has its main campus, contact information to make complaints to the state in which the student is located, and, if applicable, the appropriate contact information for complaints under any state authorization reciprocity agreement the institution has entered into.</p>	<p>While the 2019 regulations no longer require this information, the College is continuing to make the information available.</p> <p>The College’s complaint process is included in the College Catalog, which can be found in the Consumer Information section of the website. In addition, a PDF document outlining individual state complaint procedures (compiled by an outside agency and not updated by the College) are also available in the Consumer Information section of the website and are labeled</p>

<p><b><u>Public Disclosures (If Applicable)</u></b> The following information must be made available to the public through written and online publications if applicable.</p>	<p><b><u>How Does The College Comply?</u></b></p>
	<p>“Distance (Online) Education Student Complaint Information.”</p>
<p><b><u>Historic Adverse Actions.</u></b> Any adverse actions taken by a state or accrediting agency against the institution related to distance or correspondence education and the year that the action was initiated, for the previous five calendar years.</p>	<p>The College has not been subject to adverse actions related to distance education in the previous five calendar years.</p>
<p><b><u>Refund Policies.</u></b> Any refund policies that it must comply with in any state in which a student resides.</p>	<p>As a Title IV eligible school, the College’s refund policy complies with the U.S. Department of Education’s policy. The policy is outlined in the College Catalog, which can be found in the Consumer Information section of the website. In addition, many state specific policies are outlined in the Appendix of the College Catalog.</p>
<p><b><u>Licensure and Certification Prerequisites.</u></b> Applicable licensure or certification requirements for the occupation the program prepares a student to enter and whether the program meets those requirements, including: (1) the applicable educational prerequisites for professional licensure or certification for the occupation for which the program prepares students to enter in any state in which the program’s enrolled students reside and for any other state for which the institution has made a determination regarding such prerequisites; (2) whether the institution’s distance education program or correspondence course satisfies those applicable educational prerequisites for professional licensure or certification; and (3) for any state for which the institution has not made a determination with respect to the licensure or certification requirement, an institution is required to disclose a statement to that effect.</p>	<p>Required (if applicable) and optional (if applicable) certifications or licensures are outlined in disclosures posted on the College’s website. These can be found in the Consumer Information section labeled “Certification Disclosure Information.”</p>



<p align="center"><b><u>Direct Disclosures (If Applicable)</u></b></p> <p>The following information must be disclosed “directly and individually” to students if applicable.</p>	<p align="center"><b><u>How Does The College Comply?</u></b></p>
<p><b><u>Licensure and Certification Determinations.</u></b> To prospective students, any determination by the institution that the program does not meet licensure or certification prerequisites in the state of the student’s residence. If this is the case, any student who receives the notice and subsequently enrolls must provide acknowledgement to the institution that he or she received the disclosure.</p>	<p>There are no required prerequisites to certification for the College’s programs.</p>
<p><b><u>Licensure and Certification Changes.</u></b> To prospective and enrolled students, any determination by the institution that the program ceases to meet licensure or certification prerequisites of a state, within 14 calendar days of that determination.</p>	<p>There are no required prerequisites to certification for the College’s programs.</p>
<p><b><u>Notice of New Adverse Actions.</u></b> To prospective and enrolled students, any adverse action initiated by a state or accrediting agency related to programs offered by the institution solely through distance education or correspondence within 30 days of the institution becoming aware of the action.</p>	<p>The College is not subject to any adverse actions related to distance education.</p>

**State Approvals:**

The Licensing Manager ensures state licenses and exemptions requiring renewal are maintained according to the College’s Institutional Plan for distance education. The Licensing Manager maintains the list of approved or “banned” states for the Marketing Team to upload to the website.

**Campus Leadership:**

Campus Leadership ensures compliance with student location determination rules for distance education.

**POLICY MANAGEMENT**

**Applicability**



- This policy and procedure applies to Spartan College Distance Education approved campus locations.

**Reference Documents**

- Enrollment Agreement
- College Catalog

**Responsible Departments/Getting Help:**

- Student Finance, Academic Affairs, Student Affairs, Campus President/Director, Admissions
- Additional questions should be forwarded to the Chief Academic and Operations Officer for the applicable program.

**Policy and Procedure Authority:**

- Chief Compliance Officer
- Chief Academic and Operations Officer

**Associated Policy(s)**

- N/A