



Guidelines for Policy #30 Agreement for Education-Related Component from an External Source

Is any portion of the nursing program delivered from a source outside the governing organization that offers the nursing program? If so or if you are unsure if some type of partnership and/or agreement applies, refer to Policy #30. If applicable, document your findings in the appropriate criterion and briefly summarize the situation in the introduction.

Please note, you must review the written agreement and appropriate evidence supporting requirements in Policy #30.

1. The primary purpose of the component(s) is educational. As appropriate, document in the introduction.
2. The governing organization/nursing program is responsible for the accuracy of all advertising, recruiting, and promotional materials. As appropriate, document in Criterion 3.2.
3. The governing organization is responsible for ensuring that all legal requirements for federal and state student financial aid programs used by students are met. As appropriate, document in Criterion 3.6.
4. The governing organization/nursing program is responsible for informing the external source that the agreement does not imply or extend ACEN accreditation to the external source. As appropriate, document in Criterion 3.2.
5. Every component must be consistent with the governing organization's/nursing program's mission and objectives as they were at the time of the last evaluation conducted by ACEN. As appropriate, document in Criterion 1.1.
6. Every education-related component must be consistent with the nursing program's published curriculum/program options, student learning outcomes, and program outcomes. As appropriate, document in Criterion 4.2.
7. If the education-related component involves a credit-bearing course(s)/content offered by the external source, then the value and level of credit must be determined by the governing organization/nursing program in accordance with the governing organization's/nursing program's established procedures, and under the usual mechanism of review. Evidence that the established governing organization's policies/procedures were followed must be available. As appropriate, document in Criterion 4.8.

8. The governing organization/nursing program follows all established shared governance policies/procedures for approval of education-related components. Evidence that the established governing organization's policies/procedures were followed must be available. As appropriate, document in Criterion 1.2.
9. The governing organization/nursing program follows all ACEN policies/procedures for approval of education-related components. Evidence that the ACEN policies/procedures were followed must be available. As appropriate, document in the introduction.
10. While the governing organization's personnel may or may not teach the education-related component(s), the nursing faculty and appropriate governing organization representatives must retain overall accountability and control of the integrity, rigor, and currency of the nursing and non-nursing education-related component(s). As appropriate, document in Criterion 4.3.
11. The governing organization/nursing program must ensure ongoing collaboration between the nursing faculty, appropriate governing organization representatives, and the external source to safeguard the integrity, rigor, and currency of the nursing curriculum. Evidence of collaboration, including periodic and adequate review of work performed by the external source, must be available. As appropriate, document in 4.3 and 4.4.
12. The governing organization/nursing program is ultimately responsible for all aspects of its ACEN-accredited nursing program, including but not limited to:
 - a. students' successful achievement of student learning outcomes and program outcomes; As appropriate, document in the introduction.
 - b. admissions to the nursing program; As appropriate, document in the introduction.
 - c. review and approval of all nursing and non-nursing education-related component(s); As appropriate, document in the introduction.
 - d. review and approval of the appointment/selection of all nursing and non-nursing faculty, whether or not the faculty member is employed by the governing organization of the ACEN-accredited nursing program; As appropriate, document in 2.1, 2.2, and 2.7.
 - e. quality of resources and services (e.g., library/information, technical support, student support, IT infrastructure, etc.); As appropriate, document in 5.2, 5.3, and 5.4.
 - f. student and faculty access to resources and services (e.g., library/information, technical support, student support, IT infrastructure, etc.); As appropriate, document in 5.2, 5.3, and 5.4.
 - g. all credits that appear on the governing organization's transcript; and As appropriate, document in introduction.

- h. ensuring the privacy of students and the security of students' records. As appropriate, document in 3.5.

There must be a written agreement between the governing organization/nursing program and external source that is executed by duly designated officer(s) of the governing organization/nursing program and appropriate counterparts from the external source.

The agreement clearly establishes and defines:

1. the scope and nature of the work to be performed by each party; As appropriate, document in introduction.
2. a mechanism to account for the scope and nature of the work provided by each party; As appropriate, document in introduction.
3. the period of the agreement and the conditions under which any possible renewal, renegotiation, or termination could take place; As appropriate, document in introduction.
4. appropriate protection for enrolled students in the event that the agreement is terminated or renegotiated; As appropriate, document in introduction.
5. appropriate avenue(s) for addressing perceived breaches of the agreement; As appropriate, document in introduction.
6. how appropriate representatives from both parties will periodically review the success of the agreement; As appropriate, document in introduction.
7. the compensation and other considerations for the education-related component provided by both parties; As appropriate, document in introduction.
8. how necessary student and faculty support services and resources will be assured; As appropriate, document in 3.4 and 5.3.
9. how student and faculty access to support services and resources will be assured; As appropriate, document in 5.3.
10. the procedure for a student grievance regarding any aspect of the education-related component; As appropriate, document in 3.7.
11. the governing organization's awarding of credit for the education-related component(s), if appropriate; and As appropriate, document in 4.8.
12. how outcomes assessment will be conducted on the education-related component(s), if appropriate; As appropriate, document in 6.1.

The agreement is:

1. submitted to federal and/or state agencies for approval when required; As appropriate, document in introduction.
2. submitted to the ACEN for approval when required as specified in ACEN Policy #14 Reporting Substantive Changes; and As appropriate, document in introduction.
3. available on request to the ACEN and peer evaluators acting on its behalf. As appropriate, document in introduction.