



**NORTHERN ESSEX**  
COMMUNITY COLLEGE  
Haverhill • Lawrence

AGREEMENT  
BETWEEN  
NORTHERN ESSEX COMMUNITY COLLEGE  
AND  
KENNEBEC VALLEY COMMUNITY COLLEGE

FOR COOPERATIVE DISTANCE EDUCATION PROGRAM INVOLVING THE  
SLEEP TECHNOLOGY CERTIFICATE  
GRANTED BY NORTHERN ESSEX COMMUNITY COLLEGE

This AGREEMENT, made and entered into this 8th day of November, 2011 by and between Northern Essex Community College, located at 100 Elliott Street in Haverhill, Massachusetts, hereinafter referred to as "NECC," and Kennebec Valley Community College, located at 92 Western Avenue, in Fairfield, Maine, hereinafter referred to as "KVCC," is made to continue a cooperative distance learning program between the two Colleges involving the Certificate in Sleep Technology Program (hereinafter referred to as the "Certificate,") granted by NECC.

**OBJECTIVES**

1. To offer NECC's Sleep Technology Certificate Program (hereinafter referred to as the "Program,") to the students served by KVCC, using the combined resources of KVCC and NECC.
2. To maintain transcript and student information procedures, and transfer student records in a timely manner, considering that the general education course work is completed at KVCC.
3. If appropriate, to maintain and utilize a Financial Aid Consortium agreement established between NECC and KVCC for the Sleep Technology Program.
4. To review this agreement at the end of each academic year and establish guidelines for termination or renewal should circumstances dictate.

## COURSE COORDINATION

1. KVCC students enrolled in the Sleep Technology Program will complete the general education courses at KVCC.
2. Didactic components of the Sleep Technology theory (PSG-prefix) courses will be offered using online and hybrid models. KVCC students may choose to enroll in these online and hybrid course offerings, or choose face-to-face course offerings at the Lawrence campus of NECC.
3. A sleep laboratory facility that is appropriate for educational experiences and is mutually satisfactory to both KVCC and NECC will be identified in the greater Fairfield, Maine area for the purposes of conducting the laboratory portions of the Sleep Technology courses, PSG 101 and 102. These courses will be offered in a compressed format during Saturdays, or at another time convenient for KVCC students, so long as this time supports the integrity of the learning experience as determined by the Program faculty.
4. NECC will identify and contract for clinical sites and employ faculty to oversee the clinical (experiential learning) portions of the Sleep Technology Clinical courses, PSG-110 and PSG-111.
5. NECC will accept upon receipt of an official transcript, the following general course credits from KVCC as equivalent to those specified by NECC, which are required for completion of NECC's Certificate:

| NECC Required Course          | Credits  | KVCC Equivalent Course      | Credits  |
|-------------------------------|----------|-----------------------------|----------|
| BIO-101 Human Biology         | 3        | BIO- 115 Human Biology      | 4        |
| BIO-102-Human Biology Lab     | 1        |                             |          |
| ENG 101 English Composition I | 3        | ENG 101 College Composition | 3        |
|                               |          |                             |          |
|                               |          |                             |          |
| <b>Total Credit Hours</b>     | <b>7</b> |                             | <b>7</b> |

Should any changes occur in the NECC Certificate requirements the appropriate adjustment will be made to the Program in cooperation with KVCC, and will be implemented as appropriate.

## **REFUND POLICY**

- NECC refund policies shall be in effect for NECC courses
- KVCC refund policies shall be in effect for KVCC courses

## **REPORTING**

- KVCC and NECC shall develop and implement guidelines for reporting headcount and enrollments to the Board of Higher Education in an accurate and timely manner.

## **TECHNICAL**

- NECC will provide KVCC online students with usernames and passwords in a timely fashion

## **STUDENT SUPPORT**

- KVCC will accommodate Sleep Technology students with documented disabilities in KVCC courses through its disability office
- KVCC will provide NECC with the accommodation plan for any student with documented disabilities, outlining the approved accommodations.
- The NECC Disability Office will determine and coordinate accommodations for student with documented disabilities enrolled in PSG courses through NECC, using a simplified eligibility process. Every effort will be made to continue accommodations as outlined in the KVCC plan.
- The Sleep Technology program faculty at NECC will provide advising assistance to the staff at KVCC as required.

## **ACADEMIC CONSIDERATIONS**

- KVCC may explore a Sleep Technology certificate program in collaboration with local area hospitals/Centers, and/or with NECC.
- If appropriate, the respective Registrars or other appropriate offices at KVCC and NECC shall work with faculty to accommodate both institutions with respect to the differing grading schemes at each college.

## **MARKETING AND PROGRAM PROMOTION**

- The informational brochure describing the Joint Program shall be updated by NECC.
- KVCC shall continue to publish the joint Certificate in Sleep Technology Program in its college catalog and other college publications, and promote the Program in the same manner as KVCC's other allied health care programs.
- KVCC shall provide information about the Program on its Web site.
- As needed, NECC and KVCC shall review the Sleep Technology brochure and make modifications.

- NECC and KVCC shall work together to delineate printing and distribution responsibilities.

**REVIEW AND REVISION OF AGREEMENT**

- After initial approval of the revised agreement by the respective Presidents, review of this agreement will take place between the Academic Vice Presidents or Dean of Academic Affairs, respective Division Deans, the NECC Sleep Technology Coordinator, and the KVCC Distance Education Dean each academic year.
- The Sleep Technology collaborative agreement will be fully implemented for the January 2012 semester.
- Substantive changes in the Certificate in Sleep Technology Program may occur. Any such changes in the Sleep Technology Degree Program that impacts on this agreement will be communicated by the NECC Academic Affairs Vice President and Dean of Health Professions and the Sleep Technology Program Coordinator in consultation with KVCC's Vice President/Academic Dean and Chairperson of the Allied Health Department.

**TERMINATION OF AGREEMENT**

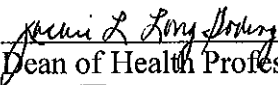
- This Agreement may be terminated by either College only by written notice, with the provision that both Colleges agree to accommodate those students already accepted and/or enrolled in the Program, so as to allow them to complete the certificate requirements, regardless of the cost involved to either College.

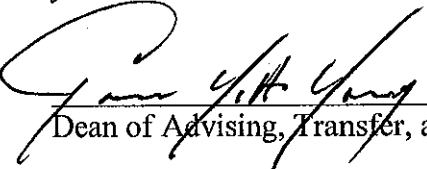
**SIGNATURES OF AGREEMENT**

Northern Essex Community College


 11/15/11  
 President Date

 11/15/11  
 Vice President of Academic Affairs

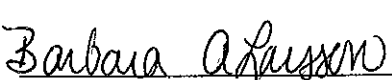
 11/8/2011  
 Dean of Health Professions

 11/25/11  
 Dean of Advising, Transfer, and Articulation

Kennebec Valley Community College

 11-30-11  
 President Date

 11/28/11  
 Vice President/Academic Dean

 11/28/11  
 Chairperson of Allied Health Department