

AGREEMENT
BETWEEN
NORTHERN ESSEX COMMUNITY COLLEGE
AND
BUNKER HILL 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 22nd day of January, 2009 by and between Northern Essex Community College, located at 100 Elliott Street in Haverhill, Massachusetts, hereinafter referred to as “NECC,” and Bunker Hill Community College, located at 250 New Rutherford Avenue, in Boston, Massachusetts, hereinafter referred to as “BHCC,” 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 expand NECC’s Sleep Technology Certificate Program (hereinafter referred to as the “Program,”) into Greater Boston, using the combined resources of BHCC 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 BHCC.
3. If appropriate, to maintain and utilize a financial aid consortium agreement established between NECC and BHCC 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. BHCC students enrolled in the Sleep Technology Program will complete the general education courses at BHCC.
2. Didactic components of the Sleep Technology theory (PSG-prefix) courses will be offered using online and hybrid models. BHCC 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. Until such time as a sleep laboratory facility that is appropriate for educational experiences and is mutually satisfactory to both BHCC and NECC is available in the greater Boston area, the laboratory portions of the Sleep Technology courses, PSG 101 and 102, will be performed at NECC in a compressed format during Saturdays, or at another time convenient for BHCC 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 with grades of “C” or better from BHCC as equivalent to those specified by NECC, which are required for completion of NECC’s Certificate:

NECC Required Course	Credits	BHCC Equivalent Course	Credits
BIO-101 Human Biology I	3	BIO- 108	4
BIO-102-Human Biology Lab	1		
ENG 101 English Composition I	3	ENG 111 College Writing I	3
HES 130 Introduction to Patient Care	3	AHE 110	3
Total Credit Hours			

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

MATRICULATION

- NECC will provide BHCC’s Admissions Office with a Sleep Technology Program enrollment packet for students interested in the Certificate in Sleep Technology Program.
- When seeking to transfer to NECC, students must submit a completed NECC application along with their high school diploma or GED to NECC through the BHCC Admission Office.
- If appropriate, new students must complete the College Board’s Computerized Placement Tests (CPTs) at BHCC. Results will be forwarded to NECC’s Office of Assessment.
- NECC will send acceptance letters to all students accepted in the NECC Sleep Technology Program.
- All students will be matriculated in the Sleep Technology Program at NECC.

ADVISING/REGISTRATION

- BHCC will provide advising and registration services for all BHCC students matriculated in the Sleep Technology Program
- NECC will assist BHCC in its educational planning by providing appropriate scheduling sheets to be used in advising students.
- Students enrolled part-time or full-time can participate in the Program with adjustments being made to the time frame for completing the degree requirements for part-time students, provided that all PSG-prefix courses are completed in the sequence specified in the curriculum plan.
- NECC agrees to provide periodic videoconferencing meetings for Sleep Technology students requesting additional guidance. BHCC agrees to provide open access to a distance learning room for such meetings.
- BHCC shall maintain records of students registered in Sleep Technology courses in its student information system.

TRANSCRIPT COORDINATION

- An official transcript shall be established at each College for each student enrolled in the Program. The transcript maintained by BHCC will contain any course work the student performed at BHCC. The transcript maintained by NECC will contain all of the Sleep Technology courses taught from NECC and any other courses that the student may have taken from NECC.
- BHCC shall maintain a system of coding Program students, such that at the end of each semester the students can be identified. Accordingly, at the conclusion of each semester, BHCC's Registrar shall forward an official transcript of each Program student who was active during that semester to the Registrar at NECC so the course credits earned at BHCC can be transferred to NECC.

FINANCIAL AID

- A separate Financial Aid Consortium Agreement concerning the Program's students' financial aid may be established between and utilized by the two Colleges.
- BHCC shall provide prospective students with basic information about applying for financial aid through NECC.
- NECC shall be responsible for the awarding, disbursing and monitoring of all of the financial aid for students enrolled in the Program. BHCC shall be responsible for ensuring that the Financial Aid Consortium Agreement is signed by BHCC students and sent to NECC.
- NECC and BHCC shall develop a process to utilize book vouchers for BHCC students.
- BHCC shall assist NECC in ensuring that students are in compliance with financial aid rules and regulations. BHCC will provide NECC with information concerning:

- a list of students enrolled in general education courses designated with a “NA” grade.
- mid-semester and final grades for general education students
- information about students who have officially withdrawn from their courses.

BILLING

- NECC shall bill all BHCC students matriculated in the Sleep Technology Program for their Sleep Technology courses. Tuition and fees for these courses shall be based on NECC’s tuition and fee rates
- BHCC shall bill all BHCC students for courses taken at BHCC,
- For BHCC students receiving financial aid disbursed by NECC and taking BHCC courses, students will be billed by NECC. BHCC will be reimbursed for tuition and fees based on BHCC rates.
- The billing college shall be responsible for payments not collected.
- Each college shall be entitled to full compensation for students registered in courses taught by their faculty.
- The billing college’s “drop for non-payment policy” will be in effect.

CORI

- NECC shall collect completed CORI forms from each student enrolled in the BHCC cohort at the time the student completes the registration for PSG110, Polysomnography Clinical I. The students shall participate in the CORI Committee procedure at NECC.

REFUND POLICY

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

REPORTING

- BHCC 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 BHCC online students with usernames and passwords in a timely fashion

STUDENT SUPPORT

- BHCC will advise Sleep Technology students.
- The Sleep Technology program faculty at NECC will provide advising assistance to the staff at BHCC as required.

- BHCC will accommodate Sleep Technology students with documented disabilities through its Disability Office.

ACADEMIC CONSIDERATIONS

- BHCC 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 BHCC 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.
- BHCC 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 BHCC's other allied health care programs.
- BHCC shall continue to provide information about the Program on its Web site.
- As needed, NECC and BHCC shall review the Sleep Technology brochure and make modifications.
- NECC and BHCC 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 BHCC Distance Education Dean each academic year.
- The revised Sleep Technology collaborative agreement will be fully implemented for the Fall 2009 semester.
- Substantive changes in the Certificate in Sleep Technology Program may occur. Any such changes in the Sleep Technology Degree Program that impact 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 BHCC's Academic and Student Affairs Vice President and Dean of Nursing Education and Health Professions.

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 Degree requirements, regardless of the cost involved to either College.

SIGNATURES OF AGREEMENT

Northern Essex Community College

Bunker Hill Community College

President Date

President Date

Vice President of Academic Affairs

Vice President of Academic and Student Affairs

Dean of Health Professions

Dean of Nursing Education and Health Professions

Dean of Academic Advising, Transfer, and Articulation

7/25/08