



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

## **MEMORANDUM**

**TO:** Presidents

**FROM:** Brenda H. Rogers, Vice President for Administration

**DATE:** September 25, 2000

**SUBJECT:** Army University Access Online (AUAO) Project

As you know, President Lancaster has encouraged our colleges to be academic partners in the Army University Access Online (AUAO) project. The Army has released its RFP and held a pre-proposal workshop on Friday, which I attended on behalf of the System. I have also written some of the major technology companies whom we believe will bid on the project and have a chance of winning the \$700 million contract.

Although the Army emphasizes that the quality of the educational programs is the most important consideration, the technology to support the delivery of the online instruction is clearly a challenge. For that reason, I believe that a technology company will be the prime contractor; however, the company must have good educational partners with the types of programs the Army wants offered. **I believe that our community colleges are well positioned because of the alignment of our programs with the Army's programs and because of our common course catalog allowing the transfer of our courses within our System.** Also we already have many courses available online and have several complete programs offered by six of our colleges.

In the RFP, requirements for participating education institutions are the following:

- ◆ Be accredited, and
- ◆ Become a member of the Servicemembers Opportunity Colleges' (SOC) Army degree system (SOCAD). **If your college is not a member, complete the attached Application for Institutional Membership (SOCApp) and return it to Servicemembers Opportunity Colleges, 1307 New York Avenue, NW, Fifth Floor, Washington, DC 20005-4701, with a copy to me.**

Presidents  
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September 25, 2000

I have received responses from two of the vendors EDS and CSC. I completed a questionnaire and submitted to EDS on behalf of our System. CSC has sent a series of questions, and I have begun completing it (AUAOQuestionairerresponse). However, I need you to respond by completing the attached survey and submitting a letter of commitment. I have provided a list of all programs and courses that we currently offer online. I have answered other questions whenever possible. My responses are in bold. Please use my responses to complete the attached blank form (AUAOQuestionaire) to reflect the status of your online courses at your college.

To indicate your willingness to participate with CSC as an education partner, please send **three copies of the letter of commitment (AUAOParticipationLetter) with original signatures to Mr. John Rose at CSC, 3160 Fairview Park Drive, M/C 265, Falls Church, VA 22042, with a copy to me. Return the survey electronically to [nemethj@orau.gov](mailto:nemethj@orau.gov), with a copy to [rogersb@ncccs.cc.nc.us](mailto:rogersb@ncccs.cc.nc.us). I request that you respond by this Friday, September 29.** The proposals are due on October 20, so there is very little time for companies to prepare their responses.

If I do not hear from you by this Friday, I will assume that you do not want to be a partner in the AUAO project. However, I will attempt to have the North Carolina Community College System listed as the partner so that colleges that are not prepared now to be partners can become a part of the project at a future date.

I will attempt to help if I can in completing the material.

BHR:sh

c: Distance Learning Coordinators

Attachments: SOC Application for Membership (SOCApp)  
Sample Letter of Commitment (AUAOParticipationLetter)  
Blank Questionnaire (AUAOQuestionaire)  
Partially Completed Questionnaire (AUAOQuestionairerresponse)

CC00-226  
E-Mail

(Academic Institution letterhead)

(Date)

CSC

3160 Fairview Park Drive, M/C 265

Falls Church, VA 22042

Attention: Mr. John Rose

Dear Mr. Rose:

The purpose of this letter is to express **(name of Academic Institution)**'s interest in participating as a provider of online degrees, courses, and certificates for the CSC Team on the *Army University Access Online (AUAO)* program being proposed pursuant to Formal Solicitation Number DASW01-00-R-3023.

**(Name of Academic Institution)** is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

**(Name of Academic Institution) is a SOCAD member or (Name of Academic Institution) agrees with the SOC institutional principles and criteria and will join SOC.**

Please include **(name of Academic Institution)** as a provider of online degrees, courses, and certificates in CSC's proposal to the Government for the AUAO program.

Sincerely,

**(Original Signature of Academic Institution Official)**

**(Title)**

## CSC/ORAU AUAO Proposal Bid Information

Dear Colleague:

You have indicated a willingness to participate on the CSC/ORAU team in pursuit of the AUAO Program contract. We are very excited about this program, and your participation as an academic institution as an online provider of academic degrees and certificates is vitally important.

The AUAO RFP (<http://dssw.army.pentagon.mil/dssw/index.html>) contains several criteria having many implications that define the sort of educational opportunity the Army is seeking to provide to its soldiers. **In order to display your institution in our proposal in the most positive manner, we require some fairly specific information as outlined below.**

Each AUAO-participating institution will be required to meet criteria established by the Army and referenced in the RFP. In order for us to include your institution as an asynchronous content provider in our proposal, we ask that you complete the questionnaire below and provide the requested documentation. Using the tables below, please return your responses electronically, along with requested documentation, to me at [nemethj@orau.gov](mailto:nemethj@orau.gov)) as soon as possible. If you have questions please call me at 703-876-1219, Wally Arnold at 703-876-1294, or Shay Grant at 703-876-1222.

Ultimately, we will include degree/course descriptions that will become part of the on-line catalog. The Army is particularly interested initially in, ***but not limited to***, the following disciplines in four degree/certificate areas:

*Associate Degrees- General Studies, Interdisciplinary Studies, Criminal Justice, Management, Computer Studies, General Business, Business Administration, Automotive Maintenance, Information Systems Management, and Food Service Management.*

*Bachelor Degrees - Interdisciplinary Studies, Business Administration, Professional Aeronautics, Information Systems Management, Management, Computer Studies, Criminal Justice, Human Resources Management, Accounting, and Health Services Management.*

*Masters Degrees- Management/Information Systems, Business Administration, Public Administration, Administration (concentrations in general administration, human resources, and information resource management), International Studies/Relations*

*Certificates - Information Technology related areas, Emergency Medical Services/Technician, Automotive Technology, Truck Driving, Cosmetology, Paralegal, Airframe and Power plant Maintenance.*

Some potential provider institutions may have submitted all or some of this information and others are preparing it. If convenient please load your responses into the following tables for use in our proposal database. Please enter the requested information directly into the spaces provided in the following tables and return to me electronically.

<i>Point of Contact Information</i>
Name and Title:
Address:
City
State
ZIP
Phone:
E-mail:
<b>** Please provide contact information for your online technical point of contact</b>

## ***BASIC ONLINE CAPABILITIES***

1. What degree programs/courses does your institution offer **totally** ONLINE? Please indicate if the degree/certificate programs and courses are asynchronous or synchronous.

Response:

2. What degree programs/courses does your institution **plan** to offer ONLINE and when?

Response:

3. What is the range of projected credit-hour fees for online courses made available for the AUAO program?

Response:

4. What other additive costs might be required to cover textbooks and other instructional materials?

Response:

## **AUAO COMPLIANCE QUESTIONS**

1. A statement of accreditation for your institution.

RESPONSE:

2. Proof of SOCAD membership or a written statement agreeing to the SOC institutional principles and criteria. See <<http://www.soc.aascu.org> membership requirements.

RESPONSE:

3. Copies of your Degree Maps for each program offered. The Degree Maps should be displayed using the SOCAD Degree Builder model. See <http://www.soc.aascu.org/socad/DegBldrsA.html#MOSList>

RESPONSE:

4. What platform and Learning Management System (LMS) are your on-line courses designed on?

RESPONSE:

5. Are your courses SCORM compliant? Do you have any plans to make your content SCORM compliant? See <<http://www.adlnet.org>

RESPONSE:

6. Please give the name, phone number, and e-mail address of your point of contact.

RESPONSE:

7. Do you provide full student support services via your on-line program? If so, please list these services, i.e.; tutoring, advisement, book purchases, library, etc.

RESPONSE:

8. Does your on-line program contain Financial Aid information?

RESPONSE:

9. Do you provide on-line testing? Please describe the program (for example, do you require proctors?). If you do not conduct online testing, please describe your testing and/or student evaluation process.

RESPONSE:

10. Do you have a plan for accommodating soldiers who cannot access their courses for extended periods because of duty assignments? If so, please describe your plan. See section 3.2.2.2 in the RFP.

RESPONSE:

11. Does your institution provide developmental courses for its students, if needed?

RESPONSE:

12. What LMS technology do you use? Vendor product; if so, who? Custom built? If custom components, what features were added?

RESPONSE:

## CSC/ORAU AUAO Proposal Bid Information

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You have indicated a willingness to participate on the CSC/ORAU team in pursuit of the AUAO Program contract. We are very excited about this program, and your participation as an academic institution as an online provider of academic degrees and certificates is vitally important.

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*Masters Degrees- Management/Information Systems, Business Administration, Public Administration, Administration (concentrations in general administration, human resources, and information resource management), International Studies/Relations*

*Certificates - Information Technology related areas, Emergency Medical Services/Technician, Automotive Technology, Truck Driving, Cosmetology, Paralegal, Airframe and Power plant Maintenance.*

Some potential provider institutions may have submitted all or some of this information and others are preparing it. If convenient please load your responses into the following tables for use in our proposal database. Please enter the requested information directly into the spaces provided in the following tables and return to me electronically.

<i>Point of Contact Information</i>
Name and Title: Brenda H. Rogers, Vice President for Administration
Address: 5006 Mail Service Center, 200 W. Jones Street
City Raleigh
State NC
ZIP 27699-5006
Phone: 919-733-7051
E-mail: <a href="mailto:rogersb@ncccs.cc.nc.us">rogersb@ncccs.cc.nc.us</a>
<b>** Please provide contact information for your online technical point of contact</b>

## **BASIC ONLINE CAPABILITIES**

1. What degree programs/courses does your institution offer **totally** ONLINE? Please indicate if the degree/certificate programs and courses are asynchronous or synchronous.

Response: **The list of courses are offered by one or more of our 58 community colleges. The degrees and certificates currently available online are offered by six of our community colleges.**

See [http://www.ncccs.cc.nc.us/cgi-script/folder/db\\_search.cgi](http://www.ncccs.cc.nc.us/cgi-script/folder/db_search.cgi) for a list of courses offered by distance learning.

### **Programs available totally online:**

A.A.S. in Health Care Management Technology and certificate in same area—asynchronous

A.A.S. in Business Administration—asynchronous

A.A.S. in Computer Programming—asynchronous

A.A.S. in Information Systems—asynchronous

A.A.S. and two certificates in Health Information Technology—asynchronous

Associate in General Education (not designed as a transfer program)—asynchronous

Certificate programs in Management Applications and Principles, Information Systems (Networking), Information Systems (Generalist), AS/400 Administration and Applications, Object Oriented Programming, Home Office Computing, and Administrative Manager's Certificate

Online courses offered Fall 2000:

### **ACCOUNTING COURSES**

Principles of Accounting I

Principles of Accounting II

Mathematics of Finance

Individual Income Taxes

Federal Income Taxes

Payroll Accounting

Computerized General Ledger

Accounting Spreadsheet Applications

Cost Accounting

### **Aviation Systems Technology**

Aviation Laws and FARs

Aviation Management

### **Agriculture**

Ag-O-Metrics

### **Air Conditioning, Heating, and Refrigeration Technology**

Refrigerant Certification

### **Anthropology**

General Anthropology

Physical Anthropology

Archaeology

### **Art**

Introduction to Art

Art Appreciation

### **Biology**

Principles of Biology

General Biology I

Introduction to Human Biology

Basic Anatomy and Physiology

Anatomy and Physiology I

Anatomy and Physiology II

Microbiology

### **Business**

Introduction to Business

Analyzing Financial State

Business Law I

Business Math

Personal Finance

Principles of Supervision

Principles of Management

People Skills

Human Resource Management

Employment Law and Regulations

Business Finance

Business Statistics

Small Business Management  
Current Management Issues  
Leadership and Management Skills  
Organization Behavior in Business

**Chemistry**

General Chemistry I

**Computer Applications, Programming, Information Systems, and Internet Technologies**

Desktop Publishing  
Spreadsheets  
Computer Graphics  
Integrated Software: Computer Applications  
Introduction to Computers  
Basic PC Literacy  
Computer Basics  
Introduction to Programming and Logic  
Spreadsheet I  
Survey of operating Systems  
Operating Systems—Windows NT  
Database Concepts & Applications  
Multimedia Presentation Software  
Program Interfaces Internet  
Desktop Publishing II  
Business Presentations  
Introduction to the Internet  
Network Theory  
Network management  
TCP/IP and NFS  
Hardware Installation and Maintenance  
Spreadsheets II  
Trends in Technology  
Operating System-UNIX  
Systems Analysis and Design  
Systems Project  
Web Development Tools

**Criminal Justice**

Introduction to Criminal Justice  
Criminology  
Juvenile Justice  
Law Enforcement Operations  
Criminal Law  
Court Procedure & Evidence  
Corrections  
Community-Based Corrections

**Communications**

Introduction to Communication  
Interpersonal Communication  
Public Speaking  
Business Writing for Results  
Communication Pitfalls: Writing, Speech, Signals

**Computer Programming**

C++ Programming  
RPG Programming  
Visual BASIC Programming  
Introduction to Internet Programming  
Advanced C++  
Advanced Visual BASIC

**Clinical Trials**

Introduction to Clinical Research

**Culinary Arts**

Sanitation and Safety

**Dietetic Technician**

Dietetic Technician I  
Dietetic Technician II  
Dietetic Technician III  
Dietetic Technician V

**Economics**

Survey of Economics  
Principles of Microeconomics

Principles of Macroeconomics

**Education/Child Development**

Child Development I

Introduction Trades and Industrial Education

Instructional Methods

Cognitive and Language Acquisition

Children with Special Needs

Infants, Toddlers, and Twos

Media Technology for Teachers

Literacy Experiences

Early Childhood Literature

**Environment, Health, and Safety Technology**

OSHA Regulations

Environmental Health

Occupational Safety/Engineering

Industrial Hygiene

**Electrical Technology**

National Electrical Code

Electrical Computations

Linear IC Applications

How to Troubleshoot and Repair Electronic Devices

**English**

Reading and Writing Foundations

Composition Strategies

Reading and Composition Strategies

Expository Writing

Argument-Based Research

Literature-Based Research

Professional Research and Reporting

Introduction to Literature

American Literature I

American Literature II

Major American Writers

Major British Writers

World Literature I

**Fire Protection Technology**

Detection and Investigation

OSAH Standards

Chemistry of Hazardous Materials I

**Film and Video Production Technology**

Multimedia Production

**Geography**

World Regional Geography

**Geographic Information System/Global Positioning System Technology**

Introduction to GIS

Advanced Methods in GIS

Air Photo Interpretation

Introduction to Spatial Analysis

**Gerontology**

Gerontology

**Health**

Health Care Technician

Personal Health and Wellness

**Human Services**

Introduction to Human Services

**History**

World Civilization I

Western Civilization I

American History I

American History II

African-American History

**Health Information Technology**

Health Information Orientation

Health Law and Ethics

Record Systems/Standards

Directed Practice I

Health Care Statistics

Coding/Classification I

Management

Computers in Health Care

Principles of Disease

**Healthcare Management Technology**

Management of Healthcare Organization

**Horticulture**

Applied Plant Science

Soils and Fertilizers

Horticulture management and Marketing

**Historic Preservation Technology**

Principles of Historical Preservation

Hotel and Restaurant Management

Hospitality Supervision

**Humanities**

Technology and Society

Critical Thinking

Southern Culture

Introduction to Film

**Human Services**

Counseling

**Industrial Safety**

Industrial Safety

Environmental Safety and Health

Quality Management

Manufacturing Management practices

Metrology

**Paralegal**

Introduction to Paralegal Study

Civil Injuries

Civil Litigation I

Administrative Law

Family Law

Bankruptcy and Collections

**Library and Information Technology**

Introduction to Libraries

**Machining/Tool, Die, and Mold Making**

Die Making I

Die Making II

**Mathematics**

Essential Mathematics

Introductory Algebra

Intermediate Algebra

Mathematical Measurement

Mathematical Models

Statistics I

Statistical Analysis

College Algebra

Pre-calculus

**Manufacturing Technology**

Manufacturing Materials

**Medical Assisting**

Medical Law and Ethics

Medical Terminology I

Medical Terminology II

CPR Certification

Medical Assisting Overview

Diet Therapy/Nutrition

**Marketing**

Principles of Marketing

Retailing

Visual Merchandising

Fundamentals of Selling

Advertising and Sales Promotion

Marketing Research

**Music**

Music Appreciation

**Networking**

Data Communications and Networking

Routing and Switching I  
Routing and Switching II  
Advanced Routing and Switching I  
Advanced Routing and Switching II  
Networking Project  
**Nursing**  
Integrated LPN Refresher  
**Nutrition**  
Nutrition  
**Opticianry**  
Math for Opticians  
Ophthalmic Lab Concepts  
Anatomy and Physiology—Eye  
Optical Dispensing I  
Optical Theory I  
Special Topics-Opticianry  
**Office Systems Technology**  
Keyboarding  
Keyboard Skill Building  
Advanced Text Entry and Format  
Word Processing  
Office Software Applications  
Medical Terms I  
Medical Terms II  
Text Editing Applications  
Introduction to Office Systems  
Office Publications Design  
Advanced Word/Information Processing  
Legal Document Formatting  
Emerging Technologies  
Office Systems Management  
**Physics**  
Conceptual Physics  
**Plastics**  
Introduction to Plastics  
**Political Science**  
American Government  
**Psychology**  
General Psychology  
Developmental Psychology  
Abnormal Psychology  
**Radiology**  
Radiation Protection  
**Reading**  
Improved College Reading  
**Religion**  
World Religion  
**Sociology**  
Introduction to Sociology  
Social Problems  
**Other**  
World of Work  
Orientation to Health Careers  
Success & Study Skills  
Blueprint Reading  
Introduction to Broadcasting  
Broadcast Law

2. What degree programs/courses does your institution **plan** to offer ONLINE and when?

Response:

3. What is the range of projected credit-hour fees for online courses made available for the AUAO program?

Response:

**Tuition for out-of-state students--\$169.75 per semester credit hour**  
**Tuition for in-state students--\$27.50 per semester credit hour**  
**Military personnel who are stationed in North Carolina pay in-state tuition rate**

4. What other additive costs might be required to cover textbooks and other instructional materials?

Response: **\$125 per student per course**

## AUAO COMPLIANCE QUESTIONS

1. A statement of accreditation for your institution.

RESPONSE: **All 58 community colleges are accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, the regional accrediting body**

2. Proof of SOCAD membership or a written statement agreeing to the SOC institutional principles and criteria. See <<http://www.soc.aascu.org> membership requirements.

RESPONSE: **Each college will have to submit a written statement to this effect if not already a member of SOCAD.**

2. Copies of your Degree Maps for each program offered. The Degree Maps should be displayed using the SOCAD Degree Builder model. See <http://www.soc.aascu.org/socad/DegBldrsA.html#MOSList>

**Definition of degree map: A degree map is a template showing all courses/credit hours required for a specific degree or certificate program. Degree maps further show soldier-students precise options for all degree requirements—either by military training and experience, college courses accepted in transfer, standardized testing, and certification or licensure. Provide program of study for programs you plan to offer online and any options for meeting these requirements.**

RESPONSE:

4. What platform and Learning Management System (LMS) are your on-line courses designed on?

RESPONSE: **Blackboard is the standard platform adopted for our Virtual Learning Community.**

5. Are your courses SCORM compliant? Do you have any plans to make your content SCORM compliant? See <<http://www.adlnet.org>

**Definition of SCORM: Shareable Courseware Object Reference Model. Refer to <http://www.adlnet.org/>**

RESPONSE:

6. Please give the name, phone number, and e-mail address of your point of contact.

RESPONSE:

7. Do you provide full student support services via your on-line program? If so, please list these services, i.e.; tutoring, advisement, book purchases, library, etc.

RESPONSE: **The North Carolina virtual library, known as NC LIVE, is available to all enrolled students.**

8. Does your on-line program contain Financial Aid information?

RESPONSE:

9. Do you provide on-line testing? Please describe the program (for example, do you require proctors?). If you do not conduct online testing, please describe your testing and/or student evaluation process.

RESPONSE:

10. Do you have a plan for accommodating soldiers who cannot access their courses for extended periods because of duty assignments? If so, please describe your plan. See section 3.2.2.2 in the RFP.

RESPONSE:

11. Does your institution provide developmental courses for its students, if needed?

RESPONSE: **Yes. Many of the developmental courses are already available online.**

12. What LMS technology do you use? Vendor product; if so, who? Custom built? If custom components, what features were added?

RESPONSE: **The standard product is Blackboard.**





## ACTIVITIES AT MILITARY INSTALLATIONS

This institution provides programs or courses on or accessible to the following military installations in the U.S. or overseas. Attach additional sheets as needed. *(If institution offers no such programs or courses, enter None.)*

INSTALLATION	SUPERVISORY OFFICIAL DESIGNATED BY INSTITUTION (Provide mailing address)

### POINTS-OF-CONTACT

#### SOC Institutional Representative

#### SOC Counselor

This policy-level administrator is responsible for implementing and overseeing institution's compliance with the SOC Principles and Criteria:

This counselor is responsible for counseling military and veteran students:

NAME \_\_\_\_\_

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

POSITION \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(If other than institution's) \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(If other than institution's) \_\_\_\_\_

PHONE ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_

PHONE ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_

E-MAIL \_\_\_\_\_

E-MAIL \_\_\_\_\_

Number of copies of SOC Mailings \_\_\_\_\_

Number of copies of SOC Mailings \_\_\_\_\_

#### AFFIRMATION OF COMPLIANCE WITH SOC PRINCIPLES AND CRITERIA

This application has been reviewed and authorized by the institution's Chief Executive Officer. The institution agrees that it or its designated subdivisions will comply with the 1999-2001 SOC Principles and Criteria (see back page).

\_\_\_\_\_  
Signature of President, Chancellor or other administrator authorized by President or Chancellor to make this commitment

\_\_\_\_\_  
Date

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

PHONE ( ) \_\_\_\_\_

Return completed questionnaire to: Servicemembers Opportunity Colleges  
1307 New York Avenue NW, Fifth Floor  
Washington, DC 20005-4701

Questions?  
PHONE: (800) 368-5622  
(202) 667-0079  
FAX: (202) 667-0622  
E-MAIL: socmail@aascu.org

## GUIDELINES FOR MEMBERSHIP IN SERVICEMEMBERS OPPORTUNITY COLLEGES

Institutional members of SOC may be entire institutions or appropriate subdivisions (e.g., colleges, schools, or major divisions). To become an institutional member of SOC, an institution must meet three requirements:

- Each institution must satisfy six initial conditions.
- A responsible administrative official must commit the institution or the appropriate major subdivision to fully comply with and support the SOC Principles and Criteria as it delivers undergraduate postsecondary programs, courses, and supporting services to servicemembers on military installations or at locations accessible to them.
- The prospective institutional member must be approved as meeting SOC Principles and Criteria by the Director of SOC.

**INITIAL CONDITIONS FOR MEMBERSHIP** Institutional members must meet the following conditions:

- be listed in the *hep Higher Education Directory*.
- be a degree-granting institution that is accredited by an institutional accrediting agency has been recognized by the Council on Postsecondary Accreditation (COPA), the Commission on Recognition of Postsecondary Accreditation (CORPA), or the Council for Higher Education Accreditation (CHEA).
- meet appropriate provisions of DoD Directive 1322.8, *Voluntary Educational Programs for Military Personnel*, DoD Instruction 1322.25, *Voluntary Education Program* and appropriate Service regulations and instructions when providing educational services on military installations.
- be approved by the appropriate State Approving Agency for veterans' benefits.
- agree to submit data for the *SOC Guide*.
- not be listed in the Guaranteed Student Loan Data Book as having excessive student loan default rates.

**SOC CRITERIA** (extracted from the Servicemembers Opportunity Colleges, Principles and Criteria, 2001-03)

Inherent in the SOC Principles are expectations and standards essential to their translation into performance and action. The SOC Criteria express those expectations and standards and constitute an operational framework for SOC member institutions to extend to servicemembers undergraduate educational opportunities that are sometimes distinct from common institutional practice. The Criteria characterize flexibility essential to the improvement of access by servicemembers to undergraduate educational programs. The Criteria stipulate that institutional policies and practices be fair, equitable, and effective in recognizing special and often limiting conditions faced by military students.

### **Criterion 1. Transfer of Credit.**

Since mobility makes it unlikely that a servicemember can complete all degree program requirements at one institution, a SOC institution designs its transfer practices for servicemembers to minimize loss of credit and avoid duplication of coursework, while simultaneously maintaining the integrity of its programs. Consistent with requirements of a servicemember's degree program, a SOC institution follows the general principles of good practice outlined in the *Joint Statement on Transfer and Award of Academic Credit* as approved by ACE and AACRAO, and affirmed by CORPA. Each institution may be required to submit documentary evidence that it generally accepts credits in transfer from other accredited institutions, and that its credits in turn are generally accepted by other accredited institutions.

### **Criterion 2. Academic Residency Requirements.**

A SOC institution limits academic residency requirements for active-duty servicemembers to no more than 25 percent of the undergraduate degree program; recognizes all credit course work offered by the institution as applicable in satisfying academic residency requirements; and allows servicemembers to satisfy academic residency requirements with courses taken from the institution at any time during their program of study, specifically avoiding any "final year" or "final semester" residency requirement, subject to stated requirements in specific course areas such as majors. (Institutions joining Servicemembers Opportunity Colleges primarily for the purpose of participating in the Concurrent Admissions Program (ConAP) are exempted from this criterion.)

### **Criterion 3. Crediting Learning from Military Training and Experience.**

A SOC institution provides processes to determine credit awards and learning acquired for specialized military training and occupational experience when applicable to a servicemember's degree program. A SOC institution recognizes and uses the *ACE Guide to the Evaluation of Educational Experiences in the Armed Services* in determining the value of learning acquired in military service, and awards credit for appropriate learning acquired in military service at levels consistent with *ACE Guide* recommendations and/or those transcribed by the Community College of the Air Force, when applicable to a servicemember's program.

### **Criterion 4. Crediting Extraintitutional Learning.**

Recognizing that learning occurs in extraintitutional and non-instructional settings, a SOC institution provides processes to evaluate and awards appropriate undergraduate level credit for such learning through practices that reflect the principles and guidelines in the statement on *Awarding Credit for Extraintitutional Learning* adopted by ACE, and affirmed by CORPA. This shall include awarding credit through use of one or more of the nationally recognized, non-traditional learning testing programs provided for servicemembers by the OSD, such as described in the *ACE Guide to Educational Credit by Examination*. These examinations include CLEP, DSST, and RCE.