

# Virtual College of Texas Operations Manual

## PART ONE: ADMINISTRATIVE, INSTRUCTIONAL, AND STUDENT SUPPORT

### I. Host-Provider Model

Member colleges of the Texas Association of Community Colleges (TACC) participate in VCT under the terms of the TACC-developed Host/Provider Model. With this model a student may enroll at a local (host) community or technical college to take a course from a remote (provider) college if the course is listed in VCT's online schedule. Every course offered through VCT must meet all standards and criteria specified by the Southern Regional Association of Colleges and Schools and the Texas Higher Education Coordinating Board.

The host college:

- Supports the student with typical services, including counseling and advisement, financial aid, technical support, and access to learning resources
- Provides any special facilities and services required by a course
- Administers tests in a proctored environment
- Awards course credit and transcripts it.
- Receives the student's tuition, fees and contact-hour reimbursement

The provider college:

- Establishes the academic calendar
- Ensures that qualified instructors teach the courses

Provider college instructors—

- Delivers course instruction to the host college's student(s)
- Administers assignments, tests, and all course activities
- Assigns final grades

For the above service, the host college pays the provider college an instructional lease fee. (See II.A below) Typically, though not invariably, students at the host college receive instruction along with students enrolled in the same course at the provider's college.

### II. Basic VCT Agreements

#### A. Virtual College of Texas Memoranda of Understanding

CEO's of VCT member colleges have signed VCT Memoranda of Understanding for credit courses, shown on page 7. The MOU is an executive synthesis of critical VCT agreements. The last paragraph of each MOU states, "All participating colleges will operate in accordance with *the Virtual College of Texas Operations Manual*."