



Third-Party Provider Policy

Category: Academic

Name of Responsible Offices: Provost and Vice President for Academic and Student Affairs
Administrative Services/Chief Financial Officer
Institutional Compliance & Internal Audit

Title of Responsible Executive: Provost and Vice President, Academic and Student Affairs

Date Established:

Date Last Approved:

Policy Statement

Monroe Community College (MCC) upholds the highest ethical standards, transparency, and accountability in all third-party provider (TPP) partnerships. These collaborations support our mission and enhance student experiences.

This policy and accompanying procedure set clear expectations for TPP engagements, ensuring oversight, routine assessment, and compliance with ethical and regulatory standards. Through rigorous evaluation, MCC safeguards institutional integrity while ensuring high-quality service for students, faculty, and staff.

Policy

The College recognizes the vital role that TPPs play in enriching the educational experiences of our students and in supporting our institutional mission. As such, we are committed to establishing and implementing robust practices that uphold the integrity of the services and programs provided by these third-party entities. To this end, all operations conducted by TPPs must adhere to the standards and requirements set forth by the Middle States Commission on Higher Education (MSCHE), ensuring that our educational offerings remain of the highest caliber.

This policy and its associated procedure serve as a comprehensive guide to delineate the expectations of MCC regarding partnerships with TPPs. It emphasizes the necessity for these collaborations to conform not only to the standards of accreditation but also to all applicable state and federal regulations. Additionally, we advocate for the adoption of best practices within the industry to maintain an exemplary standard of service.

Through establishing and maintaining transparent and accountable relationships with our third-party providers, MCC reaffirms its commitment to delivering exceptional educational opportunities while safeguarding the interests of our students and the integrity of our institution. We believe that by adhering to these principles, we can create a collaborative environment that enhances the educational landscape and supports the overarching goals of our college community.

Background

MCC's commitment to ethical integrity drives efforts to ensure the delivery of all educational programs, student services, and business functions meets the highest standards of accountability, transparency, and quality. The institution recognizes the importance of strict policy and procedure to oversee all activities conducted on its behalf, including those facilitated by TPP.

This Third-Party Provider policy was developed to align with the MSCHE standards to ensure that MCC's partnerships are governed by consistent procedures that meet federal regulations. Partnerships between MCC and TPPs require routine assessment and oversight to safeguard the quality and integrity of the services being delivered under the auspices of MCC. The commitment to align with industry best practices reflects MCC's dedication to ethical practices, transparency, and accountability in its relationships with students, faculty, staff, and external partners. The institution demonstrates its continuous effort to uphold its mission of excellence in education and service through adherence to the procedures established in this policy. MCC's relationships with third-party providers are informed by principles of ethical behavior and institutional responsibility based on the institution's core values.

Applicability

This policy applies to all members of the College community including but not limited to third-party providers, affiliated organizations, faculty, staff, students, volunteers, vendors, guests, and visitors.

Definitions

Third-Party Provider: A Third-Party Provider (TPP) is an entity, institution, or organization that has a contract or written arrangement with MCC to provide services to the college. Ineligible or non-accredited entities are those not accredited by a U.S. Department of Education-recognized accreditor and not certified to participate in Title IV programs. Examples of services provided by TPPs include educational services such as teaching, tutoring, advising/counseling, curriculum development, student services like advising and recruitment, or operational functions like procurement and IT.

Arrangement: A written agreement between MCC and a third-party provider to outsource a portion of the institution's educational programs or business operations. For accreditation purposes, outsourcing more than 25% of credit-bearing programs requires review and approval from relevant accrediting bodies.

Mid-Atlantic Region Commission on Higher Education, doing business as the Middle States

Commission on Higher Education (MSCHE): The MSCHE is a global institutional accreditor recognized by the United States Secretary of Education since 1952. As an accreditor and member of the regulatory triad, MSCHE assures students and the public of the educational quality for its over 500 institutions of higher education. The Commission's accreditation process ensures institutional accountability, self-appraisal, improvement, and innovation through peer review and the rigorous application of standards within the context of institutional mission.

Title IV of the Higher Education Act (HEA): Title IV of the HEA refers to the section of the HEA that governs the administration of federal student financial aid programs in the United States.

Provost and Vice President for Academic and Student Affairs: Oversees the implementation and administration of this policy as it relates to academic programs and educational services.

Chief Financial Officer: Responsible for ensuring the proper management of contracts and financial arrangements with third-party providers.

Institutional Compliance and Internal Audit: is responsible for the ongoing monitoring and assessment of third-party providers to ensure compliance with accreditation standards, federal regulations and institutional policies, as well as applicable legal and regulatory requirements.

Related Information

College Documents

Third-Party Provider Procedure