

# UNC HLC Procedure for Contractual Arrangements

November 2023

## Purpose

The HLC defines a contractual arrangement as the outsourcing of some portion of a degree or certificate program to an unaccredited institution, accredited institution whose accrediting body is not recognized by the U.S. Department of Education, or a corporation or other entity. Contractual arrangements that outsource 25% more of an academic program require prior approval from the HLC. Notification to the HLC is required for any contractual arrangement involving the outsourcing of less than 25% of an academic program.

Outsourced activities that meet the HLC definition of a contractual arrangement include the following:

- Establishing admissions requirements and recruiting students;
- Establishing program requirements;
- Curriculum development;
- Providing instructors and determining instructor qualifications;
- Assessment of student learning and program evaluation;
- Academic student support services such as tutoring and advising; and/or
- Other services related to the design, administration, or instruction of the program.

The following types of contracts or agreements do not require HLC oversight:

- Contracts for goods and services (e.g., food services, parking, etc.);
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and HLC approval. The HLC must complete its application. This procedure outlines UNC's

management should consult with the College Dean when outsourcing a portion of an academic program.

Each unit leader and Dean should meet with the HLC to determine whether the proposed arrangement will require HLC approval. For contracts requiring prior HLC approval, the HLC Contractual Arrangement Form should be completed.

3. The Contractual Arrangement Application should be submitted to the Substantive Change Committee, who will determine whether the proposal should proceed and provide written notification of its decision. The committee will review and make one of the following determinations:
  - a. Approve (proceed to step 4);
  - b. Return for revision and resubmission (feedback will be provided on necessary revisions); or
  - c.