

Alabama Commission on Higher Education

SINGLE INSTITUTION

Programmatic Review

of

Non-Alabama Institutions

PROCEDURES

APPLICATION

REGULATIONS

JULY 2016

ALABAMA COMMISSION ON HIGHER EDUCATION

***PROGRAMMATIC REVIEW OF NON-ALABAMA
INSTITUTIONS***

APPLICATION FOR SINGLE INSTITUTION*

July 2016

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****This document is used for both initial application and renewal
of existing programmatic reviews.***

CONTACT:

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Office of Institutional Effectiveness and Planning

Telephone: 334-242-2179

Email: elizabeth.french@ache.alabama.gov

Section I. Procedures

The process for obtaining state authorization to operate in the State of Alabama as a non-resident institution of higher education is as follows:

- 1) Make application to the Alabama Commission on Higher Education (ACHE) for Programmatic Approval (Ala. Code §16-5-10 (14) (1975)); and
- 2) Make application to the Alabama Community College System (ACCS) for Licensure (Ala. Code §16-46-1 et seq. (1975)).

Exemption: The Alabama Private School License law provides exemptions for selected institutions from licensure. For information on licensure exemption contact ACCS. **There are no Provisions for Exemption from the ACHE Programmatic Review.**

For information on Programmatic Review of Institutions contact:

Dr. Elizabeth C. French, Director
Office of Institutional Effectiveness and Planning
Alabama Commission on Higher Education
P.O. Box 302000
Montgomery, Alabama 36130-2000
Telephone: 334-242-2179
Email: elizabeth.french@ache.alabama.gov

For information on the Licensure of Institutions contact:

Tivoli Nash, Compliance Coordinator
Private School License Division
Alabama Community College System
P. O. Box 302130
Montgomery, Alabama 36130-2130
Telephone: 334-293-4653
Email: tivoli.nash@accs.edu

Section II. Application for Single Institution

This six-part application form may be filled in online and printed for Certification with Affidavit.

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Enclose copies of the following with the application:

- The current Articles of Organization of your institution’s parent corporation if applicable;
- A copy of your institution’s private school license as issued by the state where your institution or its parent corporation is headquartered and domiciled; and
- A copy of the most recent, official institutional catalog in hardcopy and/or electronic medium; *e.g.*, CD, Flash Drive, *etc.*

Mail the completed application with programmatic review fee and enclosed documentation to:

Alabama Commission on Higher Education
Office of Institutional Effectiveness and Planning
Delivery Address: 100 North Union Street, Suite 782, Montgomery, AL 36104
Mailing Address: P.O. Box 302000, Montgomery, AL 36130-2000

PART I: ORGANIZATIONAL STRUCTURE

1. GOVERNANCE: Describe your institution's Governance Structure: (Name of institution's Parent Corporation, if applicable; Board of Regents; Board of Trustees; *etc.*)

(a) Location of Headquarters/Domicile:

(b) Name of Chief Executive Officer: _____

(c) State(s) of Incorporation or Legal Authority to operate, *e.g.*, State Charter:

2. MAIN CAMPUS: Provide name of institution, OPE ID#¹, and mailing address of institution's main campus.

3. ADMINISTRATION:

(a) Name of institution's President, Chancellor, or Chief Executive Officer.

(b) Name of the institution's Chief Academic Officer. Include mailing address, email address, and telephone number.

Email _____ Telephone _____

4. DATE OF ESTABLISHMENT: Date institution was established. _____

5. DATE OF LICENSURE: Year the institution was first licensed by its state of record, if applicable.

¹ The OPE ID number is a unique 8-digit number assigned to postsecondary educational institutions that are currently/formerly participating in the Title IV programs or that want to apply for participation.

6. ACCREDITATION: If an institution is not accredited by an agency recognized by the USDE or the Council for Higher Education Accreditation, see Chapter 300-2-1 (3) for additional requirements associated with unaccredited institutions at Section III of this application.

(a) Name and mailing address of Accrediting Agency by which the institution is presently accredited.

(b) Date institution was last accredited. _____

7. ENROLLMENT:

(a) Total Institutional Enrollment: _____

(b) Total Onsite Enrollment in Alabama: _____

(c) Total Online Enrollment in Alabama: _____

8. BRANCH OR OFF CAMPUS OPERATIONS:

(a) State(s) within the United States other than Alabama where branch or off campus operation(s) are located:

(b) Countries outside the United States where branch or off campus operations are located:

PART II: ALABAMA OPERATIONS – PROGRAMS OF INSTRUCTION

9. ALABAMA LICENSURE:

(a) Date institution was licensed by the Alabama Community College System (formerly Alabama Department of Postsecondary Education) to do business in Alabama. _____

(Enclose a copy of the ACCS License.)

or

(b) Date the ACCS granted a Certificate of Exemption from Licensure. _____

(Enclose a copy of the ACCS Certificate of Exemption.)

or

(c) Date application was submitted to the ACCS for Licensure. _____

10. PROGRAMS PROPOSED: List the programs proposed. This information may be submitted via spreadsheet or electronic storage device.

| Name of Program | CIP Code: | Specialized Programmatic Accreditation (if applicable) | Tuition | Instructional Delivery System | |
|-----------------|-----------|--|---------|-------------------------------|--------|
| | | | | On site | Online |
| | | | | | |
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For each proposed program of instruction provide the page number in the official institutional catalog where the following information is referenced.

(a) Objectives of the Program: Page _____

(b) Curriculum Outline: Page _____

(c) Description of Externships or Clinical Experiences, if applicable: Page _____

11. INSTRUCTIONAL SITES: Identify Instructional Sites in Alabama with address of the site(s) where program(s) of instruction will be taught or Clinical Rotations/Internships will be conducted.

Provide name(s), title(s), mailing address(es), email address(es), and telephone number(s) of the authorized Contact(s) for the Site(s) where program(s) of instruction will be taught or Clinical Rotations/Internships will be conducted.

Email _____

Telephone _____

12. REGIONAL COORDINATOR: Provide name, title, mailing address, email address, and telephone number(s) of Regional Coordinator, if applicable.

Email _____

Telephone _____

13. PROCTORING EXAMINATIONS: If the program is online, describe the method(s) utilized for Proctoring Examinations.

14. LIBRARY/RESEARCH RESOURCES: Describe Library, Reference, and Other Resources available to Alabama students.

PART III: FACULTY QUALIFICATIONS

15. FACULTY: Total number of faculty supporting the programs proposed _____. Provide information via spreadsheet or electronic storage device. See sample template below.

| Last Name | First Name | Highest Degree Earned and Institution |
|-----------|------------|---------------------------------------|
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16. FACULTY SELECTION PROCESS: Describe the Faculty Selection Process for this institution.

PART IV: STUDENT SUPPORT SERVICES

17. OFFICE OF STUDENT AFFAIRS: Name of the institution's Senior Officer for Student Affairs. Include mailing address, email address, and telephone number.

Email _____ Telephone _____

18. STUDENT RECORDS: Location where Student Records are to be maintained.

19. STUDENT ADVISORS: Name(s), title(s), mailing address (es), email address (es), and telephone number(s) of the person(s) authorized to act as Advisor(s) to students in Alabama.

Email _____ Telephone _____

20. COMPLIANCE WITH FEDERAL INTEGRITY RULE: (34 CFR §668.43)

Institutional Grievance Procedure published at:

Accreditation Agency Information published at:

State Official or Other Relevant Agency Information published at:

PART V: ASSESSED PROGRAMMATIC REVIEW FEE SCHEDULE²

Fees should be remitted by check or money order made payable to the **Alabama Commission on Higher Education-NRI Account**. The assessed programmatic review fee must be submitted with this application and is non-refundable.

Initial Programmatic Review Fee: \$2,500
Renewal Fee: Full-Scale Programmatic Review: \$1,500
Renewal Fee: Desk Audit: \$500

² Ala. ACT 2013-368

PART VI: CERTIFICATION OF APPLICATION WITH AFFIDAVIT

In submitting this application, the state agency or governing authority certifies that the programs proposed are in compliance with the U.S. Department of Education Program Integrity Rule, 34 CFR §§600, 602 *et al.*

AUTHORIZED PREPARER

Name, title, mailing address, email address, and telephone number of institutional or corporate officer authorized to prepare and submit this application with affidavit.

Email _____ Telephone _____

PRIMARY CONTACT

Name and title of institution's designee to serve as primary contact to the Commission for this application if different from the person named above. Include mailing address, email address, and telephone number

Email _____ Telephone _____

AFFIDAVIT

I, _____, being duly sworn, depose and state that each of the statements in this application and all items attached to this application are true and correct to the best of my knowledge and belief.

Signature: _____ Date: _____

Subscribed and sworn before me this _____ day of _____, 20 ____.

Notary Public

County and State

My Commission Expires

Section III. Regulations

The Review and Approval or Disapproval of Proposed Postsecondary Courses or Programs of Instruction in Alabama by Non-Alabama Institutions

ALABAMA COMMISSION ON HIGHER EDUCATION ADMINISTRATIVE CODE

INSTITUTIONAL EFFECTIVENESS AND PLANNING

CHAPTER 300-2-1 PROGRAM REVIEW

300-2-1-.02 Review And Approval Or Disapproval Of Proposed Postsecondary Course Offerings In Alabama By Non-Alabama Institutions Seeking State Authorization.

(1) **Purpose.** It is the responsibility of the Alabama Commission on Higher Education to establish policies and procedures for the review and approval or disapproval of all proposed postsecondary credit courses or program of instruction offered in the State of Alabama by non-Alabama institutions of higher education. These institutions must also be licensed to do business in Alabama by the Alabama Community College System.

(2) **Definitions.** For purposes of this rule, the following definitions apply:

(a) **Programs of Instruction (Courses):** Any course or sequence of courses for which credit toward any postsecondary degree, certificate, or diploma is to be awarded.

(b) **System:** The Alabama Community College System.

(c) **Exempt Institutions:** Those postsecondary institutions that are granted a certificate of exemption from licensure by the Alabama Community College System and for which the System has waived formal licensure application and review.

(d) **Faculty:** A faculty member who has a contract for formal teaching responsibilities with the proposing institution.

(e) **Main Campus:** The physical boundaries of the location of an institution's principal administrative offices. In the case of an institution eligible for Title IV funds, the campus designated by the U.S. Department of Education's Office of Postsecondary Education identification number (OPEID).

(f) **Non-Alabama Institutions:** A postsecondary educational institution, public or private, profit or nonprofit, whose main campus or headquarters is located outside the State of Alabama.

(g) **Unaccredited Institution:** An institution not accredited by an agency recognized by the United States Department of Education or Council on Higher Education Accreditation.

(3) **Procedures for Program Approval of an Unaccredited Institution.** As a prerequisite to program approval, an unaccredited institution requesting to offer degree programs in Alabama must undergo an external review of its programs of study by an outside consultant(s) chosen by the Commission. The unaccredited institution will underwrite all costs related to the external review.

(4) **Institutions exempt under the Alabama Private School License Law.** Those non-Alabama institutions that are granted a certificate of exemption from licensure by the System and for which the System has waived formal licensure application and review shall nonetheless apply for Commission review and approval of courses or programs of instruction. Every application for approval of a course or program of instruction shall be accompanied by a certificate of exemption from formal licensure issued by the Alabama Community College System.

(5) **Commission Review Criteria.** The Commission shall establish review criteria designed to evaluate the academic quality of proposed courses or programs of instruction. The review includes, but is not restricted to: The qualifications of faculty and supporting staff, the quality of academic support resources (library, laboratories, etc.), and the academic validity of the proposed courses. In general, program proposals must meet standards used by the Commission proposals for new off-campus offerings by in-state public institutions and in doing so be in full compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACS COS) guidelines. Since the use of state appropriated funds is not involved, the question of unnecessary duplication is not an issue when proposals of non-Alabama institutions are reviewed.

(6) **Site visits.** The Commission reserves the right to conduct a site visit to the proposed location for an evaluation of a course or program of instruction before or subsequent to concluding its review of a pending application. There is no charge for mileage or per diem payments to staff employees of the Commission for such visits. In the event that the Commission appoints other education or external specialists as on-site visit consultants, the appointees will be paid a consulting fee as well as expenses.

(7) **Timeline for Review.** In the absence of unavoidable delays, the Commission will report its approval or disapproval of proposed courses or program(s) of instruction to the System and to the applying institution within sixty (60) working days following receipt of the required data and information forms from the applying institution.

(8) **Fees.** Application materials for initial program approval or for renewal shall be accompanied by a programmatic review fee in accord with the programmatic review fee schedule published within the Commission's application(s) for programmatic approval and posted to the Commission's website. The programmatic review fee schedule may be revised from time to time upon reasonable notice at the discretion of the commission.

(9) **Appeals.** Any person or institution aggrieved by the action of the Commission in its administration of this rule may, by written petition filed with the Commission within thirty (30) days after notice of the aggrieving action, request a rehearing by the Commission. The Commission shall schedule the requested rehearing to be held no less than twenty (20) nor more than thirty (30) days after receipt of the petition. The aggrieved party may present written and oral evidence supporting its petition and may be represented by counsel, if desired. The decision of the Commission following the rehearing shall be final.

Author: Elizabeth French

Statutory Authority: Code of Ala. 1975, §§16-5-1, et seq.

History: Filed December 10, 1985. Rule 300-2-1-.02 was formerly referenced as Chapter 300-2-1; it has been repealed and reinserted as a rule within this chapter. The rule title remains unchanged from its previous chapter title. The contents are also unchanged except for slight format changes and the addition and deletion of certain definitions: Filed April 10, 1989.

Amended: Filed August 21, 1996; effective September 25, 1996. **Amended:** Filed January 6, 2003; effective February 10, 2003. **Amended:** Filed May 6, 2004; effective June 10, 2004.

Amended: Filed February 8, 2010; effective March 15, 2010. **Amended:** Filed November 5, 2013; effective December 10, 2013. **Amended:** Filed May 9, 2016; effective June 23, 2016.