



**Rules and Regulations  
Of The  
Institutional Certification Advisory Committee**

**FEBRUARY 2005**

**Arkansas Department of Higher Education  
114 East Capitol, Little Rock, AR 72201  
(501) 371-2000  
[www.arkansashighered.com](http://www.arkansashighered.com)  
[icacsubmissions@adhe.arknet.edu](mailto:icacsubmissions@adhe.arknet.edu)**

# RULES AND REGULATIONS OF THE INSTITUTIONAL CERTIFICATION ADVISORY COMMITTEE

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## INTRODUCTION

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### I. Authority

The Arkansas Legislature granted authority to the Arkansas Higher Education Coordinating Board (AHECB) to provide for the orderly development of higher education and to protect Arkansas students from fraudulent or inferior programs (ACA §6-61-301–302).

The Arkansas Code authorizes AHECB to establish the criteria for certification of non-public institutions and college-level courses/degree programs offered by those institutions, and oversight of other matters related to the operation of non-public and out-of-state postsecondary educational institutions in Arkansas.

Any non-public or out-of-state postsecondary education institution offering courses/degree programs customarily offered in colleges and universities to Arkansas students must obtain AHECB certification prior to offering those courses/degree programs.

An institution without AHECB certification offering a college-level course/degree program to Arkansas students must cease and desist from operating in Arkansas until certified by AHECB. Failure to obtain required AHECB certification will be reported to the Consumer Protection Division of the Arkansas Attorney General's Office. An institution that does not obtain AHECB certification may be subject to a misdemeanor charge and fines (See Appendix B).

To assist AHECB with its certification responsibilities, ACA §6-61-302 directs AHECB to appoint an advisory committee known as the Institutional Certification Advisory Committee (ICAC). ICAC is made up of nine (9) members: six chief administrators of postsecondary institutions, a representative of the Department of Workforce Education, and two residents of the state of Arkansas who are not officially affiliated with any postsecondary institution.

The ICAC works with the Arkansas Department of Higher Education (ADHE) to review applications for certification of institutions and college-level courses/degree programs and to make recommendations concerning certification to AHECB.

Appendix A describes the organization and structure of the AHECB and the Institutional Certification Advisory Committee (ICAC) and Appendix B summarizes Arkansas Code as it relates to certification of college-level courses/degree programs and institutions. Appendix C describes the types of reviews related to certification and oversight activities.

### II. Process

The first step in the certification process for institutions and courses/degree programs is the submission of a Letter of Notification signed by the chief academic officer of the institution. The Letter of Notification must be submitted to (ADHE) prior to submitting a formal application (See Form 1).

Typically, certification for institutions and courses/degree programs is initially granted for two years. Courses/degree program recertification is required at the conclusion of the initial certification period and when subsequent periods of certification expire.

The second step in the certification process for institutions and courses/degree programs is the submission of a formal application that must include information about the institution and the proposed course/degree program.

All institutions must contact the Arkansas State Board of Private Career Education (SBPCE) and apply for licensure, if required, prior to submitting a Letter of Notification to ADHE. SBPCE information may be found at [www.sbpce.org](http://www.sbpce.org), or by calling (501) 683-8000 (Appendix D).

Out-of-state institutions requesting certification must provide documentation that the institution is certified or licensed to operate as a postsecondary institution in its home state.

Once the requesting institution has submitted an application to ADHE, it will be reviewed by ADHE to determine if the institution has submitted the required application and documentation. If necessary, an independent review team will visit the institution as part of the review process and submit a team report to ADHE staff. Based on the results of the review, the ICAC will either make a recommendation to AHECB in favor of certification, ask for more information regarding the course/degree program application, or deny the application. An institution can elect to appeal the decision of the ICAC; however, the decision of AHECB is final.

AHECB will consider applications at its quarterly meetings. Letters of Notification are due on January 1, April 1, July 1, and October 1. Applications are due February 1, May 1, August 1, and November 1. A completed application, including all required documentation, must be submitted on or before the published deadlines. Late applications, applications requiring additional review, or other time constraints may cause AHECB action to be delayed until the next review cycle (Appendix E).

Independent institutions of higher education, incorporated in the state of Arkansas on or prior to April 7, 1975, that offer college-level courses/degree programs customarily granted by colleges or universities with accreditation by an accrediting agency recognized by the U.S. Department of Education will not be required to receive certification *unless* the institution fails to maintain accreditation.

Other categories of higher education institutions that might be eligible for an exemption from certification are identified in Part III. Institutions seeking an exemption from certification must submit a Request for Exemption (Form 12) and provide required documentation. An institution applying for exemption from certification for the first time should not advertise or operate until the Letter of Exemption is issued.

If the institution meets exemption criteria, a Letter of Exemption from Certification will be issued for two years. Upon expiration of the exemption from certification, the institution must request renewal of the exemption.

Institutions which do not meet exemption criteria must obtain institutional and course/degree program certification to continue operating in Arkansas. AHECB may withdraw exemption status for proper cause. Such withdrawal will constitute a denial of exemption and require a subsequent application for certification.

### III. Fees

ADHE is entitled to recover administrative fees related to the certification and exemption process. These fees include a notification fee, a processing fee, and travel expenses for the review team. All fees are non-refundable (Appendix F).

The **notification fee** must be submitted with (1) a Letter of Notification for certification, recertification, or decertification of established institutions to offer college-level courses/degree programs; (2) a Letter of Notification for the certification of a newly established college or university in Arkansas; (3) a Request for Exemption from Certification; and (4) a Letter of Notification regarding changes in the course/degree program or institution.

The **processing fee** must be submitted with applications for certification or recertification of established institutions to offer college-level courses/degree programs, and with applications for certification of a newly established college or university in Arkansas.

Institutions applying for certification will be responsible for the **travel expenses** of the team assigned to review the certification application. The review team may make an on-site visit to the institution. Representatives of out-of-state or distance delivery institutions may be required to meet with the review team at ADHE unless the staff determines that the review can be conducted by conference call.

### IV. Bonds

In an effort to protect Arkansas students from financial hardship and loss due to the unexpected closure of an institution certified by the Arkansas Higher Education Coordinating Board (AHECB), non-public and out-of-state, postsecondary institutions certified to offer college-level courses/degree programs in Arkansas will be required to maintain a surety bond during operations in Arkansas (Appendix F).

### V. Forms

For the convenience of institution employees responsible for preparing and submitting information to ADHE, forms have been developed that should be used to provide information for certification activities. The forms, located in Part V, include the following:

- Form 1, Letter of Notification–To be completed and submitted by all institutions planning to submit an application for certification, recertification, and decertification.
- Form 2, Faculty and Administrator Chart–To be completed by institutions submitting an application for certification or recertification to document faculty and administrator credentials.
- Form 3, Consumer Disclosure–To be completed by institutions to document compliance with disclosure and advertisement requirements.
- Form 4, Arkansas Department of Higher Education Certified Institution Bond and Annual Tuition Report – To be completed by the institutions bond company and submitted to ADHE with a copy of the institution’s bond and the Annual Tuition Report included with the Surety Bond Form.

- Form 5, Application for Certification of Course/Degree Program (On-Site) - To be submitted by institutions seeking certification of on-site courses/degree programs.
- Form 6, Application for Certification of Course/Degree Program (Distance Delivery) – To be submitted by institutions seeking certification for distance delivery courses/degree programs.
- Form 7, Application for Recertification of Course/Degree Program (On-Site) – To be submitted by institutions seeking recertification for on-site courses/degree programs.
- Form 8, Application for Recertification of Course/Degree Program (Distance Delivery) – To be submitted by institutions seeking recertification for distance delivery courses/degree programs.
- Form 9, Request for Decertification of Course/Degree Program and/or Institution – To be submitted by institutions seeking decertification of courses/degree programs and/or institution.
- Form 10, Application for Certification of New Institution: Planning and Development (On-Site) – To be submitted for certification for the planning and development of a newly established on-site institution in Arkansas.
- Form 11, Application for Certification of New Institution: Planning and Development (Distance Delivery) – To be submitted for certification for the planning and development of a newly established distance delivery institution in Arkansas.
- Form 12, Request for Exemption from Certification –To be submitted by institutions requesting exemption from certification.
- Form 13, Letter of Appeal for Institution–To be submitted by institutions requesting an appeal of a decision made by the ADHE Director, ICAC, and/or AHECB.
- Form 14, Class Hours to Credit Hours Conversion Chart – To be submitted with all applications for new course/degree program certification.

## **VI. Administrative Procedure Act**

The Arkansas Higher Education Coordinating Board, the Institutional Certification Advisory Committee, and the Arkansas Department of Higher Education will follow the provisions of the Administrative Procedure Act.

## **VII. Conclusion**

The criteria provided in the following sections has been developed to provide a clear, orderly process for the certification of established non-public or out-of-state postsecondary institutions offering courses/degree programs in Arkansas and for the creation of newly established non-public institutions in Arkansas. ADHE staff will recommend needed changes to the rules and regulations to ICAC and AHECB for approval. Submit any questions related to the certification process to:

ICAC Coordinator  
Arkansas Department of Higher Education  
114 East Capitol  
Little Rock, AR 72201  
(501) 371-2000  
[icacsubmissions@adhe.arknet.edu](mailto:icacsubmissions@adhe.arknet.edu)

**PART I - SECTION 1**  
**APPLICATION FOR CERTIFICATION OF COLLEGE-LEVEL**  
**COURSES/DEGREE PROGRAMS AT ESTABLISHED INSTITUTIONS**  
**(Traditional On-Site Delivery)**

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**Overview**

Any non-public or out-of-state postsecondary education institution offering courses/degrees programs customarily offered at college and universities must obtain certification from the Arkansas Higher Education Coordinating Board (AHECB) before offering college-level courses/degree programs to Arkansas students delivered on-site (For certification of distance delivery programs, see Part 1, Section 2).

Out-of-state institutions requesting certification must provide documentation that the institution is certified or licensed to operate as a postsecondary institution in its home state.

All institutions must contact the Arkansas State Board of Private Career Education (SPBCE) and apply for licensure, if required, prior to submitting a Letter of Notification to the Arkansas Department of Higher Education (ADHE). SBPCE information may be found at [www.sbpce.org](http://www.sbpce.org) or by calling (501) 683-8000 (Appendix D).

Typically, certification of courses/degree programs is initially granted for two years. Course/degree program recertification is required at the conclusion of the initial certification period and when subsequent periods of recertification expire.

Should a certified course/degree program be modified with changes exceeding 18 of the total credit hours of program, a Letter of Notification with a description of the changes must be submitted to ADHE for review prior to the change (Form 1). Changes of 18 hours or less to the course/degree program must be included in the recertification application.

Institutions may not award a degree to any student unless demonstrated mastery of knowledge and skills has been documented. A degree may not be granted to any student solely for experiential learning or work experience.

**Deadlines**

ADHE considers applications for certification four times during the year. Letters of Notification are due January 1, April 1, July 1 or October 1. Applications are due February 1, May 1, August 1, or November 1. A completed application, including all documentation as described in this section, must be submitted according to the published deadlines. Late applications or applications requiring additional review may be held until the next review cycle (Appendix E).

**Fees**

ADHE is entitled to recover administrative fees related to the certification process. These non-refundable fees include a **notification fee**, a **processing fee**, and **travel expenses** for the review team (Appendix F).

The **notification fee** must be submitted with a Letter of Notification for certification. The **processing fee** must be submitted with applications from established institutions for certification to offer college-level courses/degree programs.

Institutions applying for program certification will be responsible for the **travel expenses** of the team assigned to review the certification application. The team may make an on-site visit to the institution. Representatives of out-of-state or distance delivery institutions may be required to meet with the review team at ADHE unless the staff determines that the review can be conducted by conference call.

## **Bonds**

In an effort to protect Arkansas students from financial hardship and loss due to the unexpected closure of an institution certified by the Arkansas Higher Education Coordinating Board (AHECB), non-public and out-of-state postsecondary institutions certified to offer college-level courses/degree programs in Arkansas will be required to maintain a surety bond during operations in Arkansas (Appendix F).

## **Certification Process**

### **I. Letter of Notification**

The first step in the certification process is the submission of a Letter of Notification signed by the chief academic officer of the institution (Form 1). The Letter of Notification must be submitted to ADHE prior to submitting a formal application.

### **II. Application Requirements**

The second step in the certification process is the submission of a formal application that must include the following:

#### **A. Institution Information and Course/Degree Title**

1. Name, address and web address of institution.
2. Name of course/degree program for which certification is sought.
3. Proposed effective date of new course/degree program.
4. Name, address, and e-mail address of the contact person for the institution.
5. General description and brief history of the institution including current incorporation documents with all amendments authorizing operation as a postsecondary education institution, classification (i.e., public, private), history of ownership and control, and course/degree levels offered by institution.
6. Site and description of physical facilities where the proposed course/degree program will be offered. Each location of the institution must be certified individually.

#### **B. Description of College-Level Course/Degree programs**

College-level course/degree programs should follow standard acceptable higher education curriculum structure for the discipline and for the degree level. See Appendix G for a complete description of degree levels.

1. State the entrance requirement(s) for the proposed course/degree program.
2. Describe the method used to determine that students who meet the entrance requirements possess the aptitude and background to benefit from the proposed offerings.
3. Provide the list of courses required for the degree program. Include course numbers, course titles, course descriptions, and credit given for each course.

4. Provide total number of semester/quarter credit hours required for the degree program. A description of credit hours and semester length is provided in Appendix H.
5. Use Form 14 to provide length of semester or quarter and number of class/contact hours required for the course.
6. Identify any course that includes laboratory, internship, practicum, work experience, or outcome-based learning.
7. Identify courses offered by delivery methods other than traditional on-site classroom methods.
8. Identify any articulation and/or transfer of credit arrangements with other institutions.

### **C. General Education Requirements for Associate and Baccalaureate Degree Programs**

AHECB has established a general education core curriculum that must be successfully completed in order to receive a degree at the associate or baccalaureate level. General education criteria for Associate of Arts, Associate of Science, Associate of Applied Science, and baccalaureate degrees are provided in Appendix I.

Document that general education requirements for the proposed degree program have been met.

### **D. Target Population to be Served**

1. Provide detailed and documented evidence of the number of students expected to enroll in the proposed course/degree program and whether they are enrolling individually or as part of a community or business and industry program.
2. Provide expected job availability, positions and salaries for students upon completion of study.

### **E. Demographics—Composition of Students**

State the number and percentage of minority students currently enrolled in the institution.

### **F. External Advisory Groups**

Document work with other groups in the planning and/or implementation of the proposed course/degree program (i.e., consultants, advisory committee, accrediting agencies, business and industry representatives).

### **G. Administrator Credentials**

Administrators must hold credentials from an institution accredited by an accrediting agency recognized by the U.S. Department of Education.

1. Administrators must hold credentials comparable to those of similar administrators in higher education.
2. The chief academic officer must hold credentials comparable to those of similar chief academic officers in higher education.
3. Use the Faculty and Administrator Chart (Form 2) to provide information on the educational and professional backgrounds of all individuals who will serve as institutional administrators and faculty for the proposed course/degree program.

## **H. Faculty Credentials**

1. Describe the orientation and training required of faculty and support staff working directly with students.
2. Explain the faculty's function in providing evaluation and modification of the course/degree program.
3. Summarize the plan for faculty workload.
4. Explain the policy regarding ownership of intellectual property.
5. Use the Faculty and Administrator Chart (Form 2) to provide information on the educational and professional backgrounds of all individuals who will serve as faculty for the proposed course/degree program.
6. Faculty Qualifications: Faculty must hold degrees from an institution accredited by an accrediting agency recognized by the U.S. Department of Education or from institutions with comparable status, certification or recognition in other countries.
  - a. General Education: Faculty must hold at least a master's degree with 18 graduate hours in the teaching field.
  - b. Remedial Education: Faculty members must hold at least a baccalaureate degree in the teaching field.
  - c. Associate Level: Faculty must have at least an associate degree or appropriate industry-related licensure or certification.
  - d. Baccalaureate Level: Faculty must hold at least a master's degree with 18 graduate hours in the teaching field.
  - e. A majority of the faculty members teaching in graduate-level degree programs must hold the appropriate terminal degree and have demonstrated competency in teaching or research at the appropriate graduate level.

## **I. Resources**

1. Library
  - a. Describe available library resources and identify qualified library personnel.
  - b. Submit a copy of a signed memorandum of understanding to document arrangements with other college, university, or community libraries or e-libraries.
  - c. Describe plans and provide budget for future additions of library resources necessary to support the course/degree program under review.
2. Instructional Support and Technology
  - a. The equipment required for instruction is determined by the course/degree program objectives. Equipment must be comparable to that commonly found in business and industry offering employment in the occupation for which the instruction is being offered. Describe equipment that will be used for instructional support.
  - b. Describe the instructional support available for each course/degree program under review, including but not limited to laboratories, technology applications/infrastructure, or other instructional equipment.
  - c. Describe plans and provide budget for acquiring additional instructional support.
3. Student Services  
Describe student services provided (academic advising, registration, orientation, financial aid, tuition refund policy, tutoring, career counseling and placement).

## **J. Evaluation and Assessment**

1. Describe the process used to evaluate student achievement of stated objectives and outcomes.

2. Provide a copy of the survey form used by students to evaluate online courses, and faculty. Include summary of evaluation results.
3. Provide a copy of the instructor's evaluation of the course(s). Include summary of evaluation.

#### **K. Financial Information**

1. Submit a copy of the most recent audit covering all funds or accounts for the institution.
2. If the institution is part of a corporation, a separate financial budget for the local campus must be included.
3. Provide a three-year budget for the course/degree program including revenues, expenditures, and sources of funding shown by categories.

#### **L. Accreditation**

All institutions must possess accreditation from an accrediting agency recognized by the United States Department of Education. Recognized agencies can be found at [www.aju.edu/usdoe.faqs.htm](http://www.aju.edu/usdoe.faqs.htm).

1. Provide the name of the institution's accrediting agency and the institution's most current accreditation affiliation status record or a letter from the accrediting agency.
2. If specialized accreditation or certification of a program is required for graduates to obtain professional licensure (i.e., health related programs, counseling, teaching, etc.), provide documentation that the institution meets the requirements.

#### **M. Licensure and Approval by Other Agencies**

Requirements for courses/degree programs such as teacher education, nursing, psychology, and counseling, and licensure for the State Board of Private Career Education are explained in Appendix D. It is the responsibility of the applying institution to obtain the approval or licensure of the appropriate agency prior to submitting an application for the course/degree program certification to ADHE.

Provide documentation that required approval or licensure by other agencies has been obtained as described in Appendix D.

#### **N. Consumer Disclosure**

It is the responsibility of ADHE to assure that full disclosure of all relevant information regarding the nature of higher education is provided to Arkansas students. Form 3 provides the required statements for consumer disclosure and transfer of credit to be included in catalogs and enrollment agreements. Advertisements or promotional materials for the institution and courses/degree programs may not be used until AHECB certification is received. Submit Form 3 signed by the chief academic officer of the institution.

## **O. Student Grievances**

Provide a copy of the institution's procedure for receiving and resolving grievances from students. Information on student grievances can be found in Appendix J.

### **III. Submission of Application for Established Institution and Course/Degree Program Certification**

The application for course/degree program certification must include all information referenced in these rules and regulations, including narrative information and supporting documentation. Use Form 5 to submit information required for the certification of a new course/degree program.

Submit the application/documentation in a Word file with an electronic link to the institution's current catalog to: [icacsubmissions@adhe.arknet.edu](mailto:icacsubmissions@adhe.arknet.edu).

### **IV. Application Review**

#### **A. Review Team**

An ad hoc panel of individuals who are knowledgeable of similar course/degree programs may be assembled as a review team by ADHE staff to review the certification application. ADHE will schedule a mutually convenient time for an on-site review of the course/degree program and the institution by the team. Representatives of out-of-state or distance delivery institutions may be required to meet with the review team at ADHE unless the staff determines that the review can be conducted by conference call. For information on the review team and team visit, refer to Appendix K.

#### **B. Presentation to Institutional Certification Advisory Committee (ICAC)**

The ICAC meets prior to the quarterly AHECB meeting and interested parties will be notified. A representative of the institution applying for course/degree program certification must attend the ICAC meeting at which the application will be considered. At this meeting, the ICAC will either make a recommendation in favor of certification to the AHECB, ask for more information regarding the course/degree program application, or deny the application for certification. Should the institution elect to appeal the decision of the ICAC, the appeal process is described in paragraph D below.

#### **C. Arkansas Higher Education Coordinating Board (AHECB)**

The AHECB meets four times annually and will consider the ICAC recommendations for certification at each meeting. A representative of the institution requesting certification must attend the AHECB meeting at which the application will be presented. AHECB will act on recommendations presented by the ICAC and make the final decision on certification applications. See paragraph D below for information on the appeal process.

#### **D. Appeal Process**

Should the institution elect to appeal any decision of the Director of the Arkansas Higher Education Department, the Institutional Certification Advisory Committee or the Arkansas Higher Education Coordinating Board, a Letter of Appeal must be filed with ADHE within 30 days of the decision. The appeal process may be found in Appendix L.

**PART I - SECTION 2**  
**APPLICATION FOR THE CERTIFICATION OF COLLEGE-LEVEL**  
**COURSES/DEGREE PROGRAMS AT ESTABLISHED INSTITUTIONS**  
**(Distance Delivery)**

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**Overview**

Any non-public or out-of-state postsecondary education institution offering course/degree programs customarily offered at college and universities must obtain certification from the Arkansas Higher Education Coordinating Board (AHECB) before offering distance delivery college-level courses/degree programs to Arkansas students (For certification of programs with instruction delivered on-site, see Part 1, Section 1).

Distance delivery includes all forms of Internet, electronic, digital, online, or any other technology driven delivery systems. Institutions desiring to offer courses/degree programs via distance technology must provide evidence of institutional readiness; instructional quality; student, faculty and instructional support; assessment processes; and adequate resources.

Out-of-state institutions requesting certification must provide documentation that the institution is certified or licensed to operate as a postsecondary institution in its home state.

All institutions must contact the Arkansas State Board of Private Career Education (SPBCE) and apply for licensure, if required, prior to submitting a Letter of Notification to the Arkansas Department of Higher Education (ADHE). SBPCE information may be found at [www.sbpce.org](http://www.sbpce.org) or by calling (501) 683-8000 (Appendix D).

Typically, course/degree program certification is initially granted for two years. Recertification is required at the conclusion of the initial certification period.

Should a certified course/degree program be modified with changes exceeding 18 of the total credit hours of the course/degree program, a Letter of Notification with a description of the changes must be submitted to ADHE for review prior to the change (Form 1). Changes of 18 hours or less to the total credit hours of the course/degree program must be included in the recertification application.

Institutions may not award a degree to any student unless demonstrated mastery of skills and knowledge have been documented. A degree may not be granted to any student solely for experiential learning or work experience.

**Deadlines**

ADHE considers applications for certification four times per year. Letters of Notification are due January 1, April 1, June 1 or October 1. Applications are due February 1, May 1, July 1, or November 1. A completed application, including all documentation as described in this section, must be submitted according to the published deadlines. Late applications or applications requiring additional review may be held until the next review cycle (Appendix E).

## **Fees**

ADHE is entitled to recover administrative fees related to the certification process. These nonrefundable fees include a notification fee, a processing fee, and travel expenses for the review team (Appendix F).

The **notification fee** must be submitted with a Letter of Notification for certification of college-level course/degree programs. The **processing fee** must be submitted with applications from established institutions for certification of college-level course/degree programs.

Institutions applying for program certification will be responsible for the **travel expenses** of the team assigned to review the certification application. The team may make an on-site visit to the institution. Representatives of out-of-state or distance delivery institutions may be required to meet with the review team at ADHE unless the staff determines that the review can be conducted by conference call.

## **Bonds**

In an effort to protect Arkansas students from financial hardship and loss due to the unexpected closure of an institution certified by the Arkansas Higher Education Coordinating Board (AHECB), non-public and out-of-state postsecondary institutions certified to offer college-level course/degree programs in Arkansas will be required to maintain a surety bond during operations in Arkansas (Appendix F).

## **Certification Process**

### **I. Letter of Notification**

The first step in the certification process is the submission of a Letter of Notification signed by the chief academic officer of the institution (Form 1). The letter must be submitted to ADHE prior to submitting a formal application.

### **II. Application Requirements**

The second step in the certification process is the submission of a formal application that must include the following:

#### **A. Institution Information and Course/Degree Program Title**

1. Name, address and web address of institution.
2. Name of course/degree program for which certification is sought.
3. Date of application.
4. Proposed effective date of new course/degree program.
5. Name, phone number, e-mail address of the contact person for the institution.
6. General description and brief history of the institution including current incorporation documents with all amendments authorizing operation as a postsecondary education institution, classification (i.e., public, private), history of ownership and control, and level of degrees offered by institution.
7. Site of the general office for student contact.
8. Provide a link to the proposed program(s) and passwords for ADHE staff to review program(s) from the instructor and student setting.

## **B. Description of College-Level Courses/Degree Programs**

College-level courses/degree programs should follow standard acceptable higher education curriculum structure for the discipline and for the course/degree level. See Appendix G for a complete description of course/degree levels.

1. State the entrance requirement(s) including required student level of technology skills for the proposed course/degree program.
2. Demonstrate that students meeting the entrance requirements possess the aptitude and background to benefit from the proposed course/degree program.
3. Provide the list of courses required for the degree program. Include course numbers, course titles, course descriptions, and credit given for each course.
4. Provide number of semester/credit hours required for the degree program (Appendix H).
5. Provide length of semester or quarter and number of start dates.
6. Provide time required for a course and identify any preparations and activities that are included in computing course hours (i.e., postings, completion of assigned text and professional literature readings, case analysis, activity assignments).
7. Identify any course, which includes laboratory, internship, practicum, work experience, or outcome-based learning.
8. Describe the method of distance delivery of the proposed course/degree program. If a combination of delivery methods is used, give the percentage of time required of each segment (i.e., online, video conference, etc.).
9. Submit guidelines for learning team, or any student activity group required for the courses.
10. Describe the instructor-to-student and the student-to-student interaction for the courses.
11. Identify any articulation and/or transfer of credit arrangements with other institutions.

## **C. General Education Requirements for Associate and Baccalaureate Degree Programs**

AHECB has established a general education core curriculum that must be successfully completed in order to receive a degree at the associate or baccalaureate level. General education requirements for Associate of Arts, Associate of Science, Associate of Applied Science, and baccalaureate degrees are provided in Appendix I.

Document that general education requirements for the proposed course/degree programs have been met.

## **D. Target Population to be Served**

1. Provide detailed and documented evidence of the number of students expected to enroll in the proposed course/degree program and whether they are enrolling individually or as part of a community or business and industry program.
2. Provide expected job availability, positions and salaries for students upon completion of study.

## **E. Demographics-Composition of Students**

State the number and percentage of minority students currently enrolled in the institution if the information is available.

## **F. External Advisory Groups**

Document work with other groups in the planning and/or implementation of the proposed course/degree program (i.e., consultants, advisory committee, accrediting agencies, business and industry representatives).

## **G. Institutional Readiness and Commitment**

1. List courses/degree programs currently offered by distance delivery.
2. Summarize institutional policies on the establishment, organization, funding and management of distance delivery courses/degree programs.
3. Describe the internal organizational structure that coordinates the development, technical support, and oversight of distance/online courses/degree programs.
4. Summarize the policies and procedures used to keep the technology infrastructure current.
5. Summarize the procedures that assure the security of student information outsourced to other organizations (course materials, course management and delivery, technical services, online payment, student privacy, etc.).

## **H. Administrator Credentials**

Administrators must hold credentials from an institution accredited by an accrediting agency recognized by the U.S. Department of Education.

1. Administrators must hold credentials comparable to those of similar administrators in higher education.
2. The chief academic officer must hold credentials comparable to those of similar chief academic officers in higher education.
3. Use the Faculty and Administrator Chart (Form 2) to provide information on the educational and professional backgrounds of all individuals who will serve as institutional administrators and faculty for the proposed course/degree program.

## **I. Faculty and Instructional Support Staff**

1. Describe the orientation and training required of distance delivery faculty and support staff working directly with students.
2. Explain the faculty's function in providing evaluation and modification of the online course/degree program.
3. Explain the role of the instructional designer, technologists, student mentors, tutors, and instructional aids for the online course/degree program.
4. Summarize the plan for faculty workload.
5. Explain the policy regarding ownership of intellectual property.
6. List faculty members from each proposed program area on the Faculty and Administrator Chart (Form 2).
7. Faculty Credentials: Faculty must hold degrees from an institution accredited by an accrediting agency recognized by the U.S. Department of Education or from institutions with comparable status, certification or recognition in other countries.

- a. General Education: Faculty must hold at least a master's degree with 18 graduate hours in the teaching field.
- b. Remedial Education: Faculty members must hold at least a baccalaureate degree in the teaching field.
- c. Associate Level: Faculty must have at least an associate degree or appropriate industry-related licensure or certification.
- d. Baccalaureate Level: Faculty must hold at least a master's degree with 18 graduate hours in the teaching field.
- e. A majority of the faculty members teaching in graduate-level degree programs must hold the appropriate terminal degree and have demonstrated competency in teaching or research at the appropriate graduate level.

#### **J. Student Support Services**

1. Describe online library resources necessary to support the course/degree program under review.
2. Submit a copy of a signed memorandum of understanding to document arrangements with other college, university, or community libraries or e-libraries.
3. Describe the online student services provided (orientation, advising, registration, financial aid, tuition refund policy, e-mail account, library resources, helpdesk).
4. Describe how students are informed of course/degree requirements including access to technology, technical competencies, program cost, curriculum design, timeframe for course offerings, library and learning services, orientation on the nature of and personal discipline required for learning in an anytime/anywhere environment.
5. Describe student retention plans (intervention regarding student progress, tutoring, career counseling and placement, academic advising).

#### **K. Evaluation and Assessment**

1. Describe the process used to evaluate the student achievement of intended outcomes.
2. Describe the process for establishing student identity, assuring security of test instruments, administering the examination, and assuring secure and prompt evaluation.
3. If proctoring is used, describe the procedures for selecting proctors.
4. Describe how the institution reviews the effectiveness of its distance delivery programs to assure alignment with educational objectives and institutional priorities. List the measures used to determine overall effectiveness.
5. Describe how assessment activities related to distance delivery are integrated into the institutional assessment process. Describe the administrative and procedural links between the evaluation of online courses.
6. Provide a copy of the survey form used by students to evaluate online courses, and faculty. Include summary of evaluation results.
7. Provide a copy of the instructor's evaluation of the course(s). Include summary of evaluation results.

#### **L. Financial Information**

1. Provide a copy of the most recent audit covering all funds or accounts for the institution.
2. If the institution is part of a corporation, a separate financial budget for the local campus must be included.
3. Provide a three-year budget for course/degree program including revenues, expenditures, and sources of funding shown by categories.

## **M. Accreditation**

All institutions must possess accreditation from an accrediting agency recognized by the U. S. Department of Education. Recognized agencies can be found at [www.aju.edu/usdoe\\_faqs.htm](http://www.aju.edu/usdoe_faqs.htm).

1. Provide the name of the institution's accrediting agency and a copy of the institution's most current accreditation affiliation status record or a letter containing that information.
2. If specialized accreditation or certification of a program is required for graduates to obtain professional licensure (i.e., health related programs, counseling, teaching, etc.) provide documentation that the institution meets the requirement.

## **N. Licensure and Approval by Other Agencies**

For college-level courses/degree programs which require licensure or approval, the requirements for programs in teacher education, nursing, psychology, and counseling, and licensure for the State Board of Private Career Education are explained in Appendix D. It is the responsibility of the applying institution to obtain the approval or licensure of the appropriate agency prior to submitting an application for the course/degree program certification to ADHE.

Provide documentation that required licensure or approval by the other agencies has been obtained as described in Appendix D.

## **O. Consumer Disclosure**

It is the responsibility of ADHE to assure that full disclosure of all relevant information regarding the nature of higher education is provided to Arkansas students. Form 3 provides the required statements for consumer disclosure and transfer of credit to be included in catalogs and enrollment agreements. Advertisements or promotional materials for the institution and course/degree program may not be used until AHECB certification is received. Submit Form 3 signed by the chief academic officer of the institution.

## **P. Student Grievances**

Provide a copy of the institution's procedure for receiving and resolving grievances from students. Information on student grievance procedure can be found in Appendix J.

## **III. Submission of Application for Established Institution and Course/Degree Program Certification**

- A. The application for course/degree program certification must include all information referenced in these rules and regulations, including narrative information and supporting documentation. Use Form 6 to submit the application information required to certify a new course/degree program.
- B. Submit the application/documentation in a Word file and supply an electronic link to the institution's current catalog to: [icacsubmissions@adhe.arknet.edu](mailto:icacsubmissions@adhe.arknet.edu).

## **IV. Application Review**

### **A. Review Team**

An ad hoc panel of individuals who are knowledgeable of similar course/degree programs may be assembled by ADHE staff to review the certification application. ADHE will schedule a mutually convenient time for an on-site review of the course/degree program and the institution by the team. Representatives of out-of-state or distance delivery institutions may be required to meet with the review team at ADHE unless the staff determines that the review can be conducted by conference call. For information on the review team and team visit, refer to Appendix K.

### **B. Presentation to Institutional Certification Advisory Committee (ICAC)**

The ICAC meets prior to the quarterly AHECB meeting and interested parties will be notified. A representative of the institution applying for course/degree program certification must attend the ICAC meeting at which the application will be considered. At this meeting, the ICAC will either make a recommendation in favor of certification to the AHECB, ask for more information regarding the course/degree program application, or deny the application for certification. Should the institution elect to appeal the decision of the ICAC, the appeal process is described in paragraph D below.

### **C. Arkansas Higher Education Coordinating Board (AHECB)**

The AHECB meets four times annually and will consider the ICAC recommendations for certification at each meeting. A representative of the institution requesting certification must attend the AHECB meeting at which the application will be presented. The AHECB will act on recommendations presented by the ICAC and make the final decision on certification applications. See paragraph D below for information on the appeal process.

### **D. Appeal Process**

Should the institution elect to appeal any decision of the Director of the Arkansas Higher Education Department, the Institutional Certification Advisory Committee or the Arkansas Higher Education Coordinating Board, a Letter of Appeal must be filed with ADHE within 30 days of the decision. The appeal process may be found in Appendix L.

**PART I - SECTION 3**  
**APPLICATION FOR THE RECERTIFICATION OF**  
**COLLEGE-LEVEL COURSES/DEGREE PROGRAMS AT**  
**ESTABLISHED INSTITUTIONS**  
**(Traditional On-Site Delivery)**

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**Overview**

At the end of the initial certification period, the institution must apply for course/degree program recertification. (For recertification of distance delivery programs, see Part 1, Section 4).

Recertification of the course/degree program may be granted for two to five years. The Arkansas Department of Higher Education (ADHE) will maintain a master certification schedule and notify institutions when course/degree program recertification is required.

Out-of-state institutions requesting recertification must provide documentation that the institution is certified or licensed to operate as a postsecondary institution in the home state.

Should a certified course/degree program be modified with changes exceeding 18 credit hours of the total credit hours of the approved program, a Letter of Notification with a description of the changes must be submitted to ADHE for review prior to the change (Form 1). Changes of 18 credit hours or less to the course/degree program must be included in the recertification application.

**Deadlines**

ADHE considers applications for recertification four times per year. Letters of Notification are due January 1, April 1, July 1 or October 1. Applications are due February 1, May 1, August 1, or November 1. A completed application, including all documentation as described in this section, must be submitted according to the published deadlines. Late applications or applications requiring additional review may be held until the next review cycle (Appendix E).

**Fees**

ADHE is entitled to recover administrative fees related to the recertification process. These nonrefundable fees include a notification fee, a processing fee, and travel expenses for the review team (Appendix F).

The **notification fee** must be submitted with a Letter of Notification for course/degree program recertification. The **processing fee** must be submitted with applications for recertification of a college-level course/degree program.

Institutions applying for program recertification will be responsible for the **travel expenses** of the team assigned to review the certification application. The team may make an on-site visit to the institution. Representatives of out-of-state or distance delivery institutions may be required to meet with the review team at ADHE unless the staff determines that the review can be conducted by conference call.

## **Recertification Process**

### **I. Letter of Notification**

The first step in the recertification process is the submission of a Letter of Notification signed by the chief academic officer of the institution (See Form 1). The letter must be submitted to ADHE prior to submitting a formal application.

### **II. Application Requirements**

The second step in the recertification process is the submission of a formal application. The application for recertification must include the following:

#### **A. Institution Contact Information and Course/Degree Title**

1. Name, address, and web address of institution.
2. Name of course/degree program for which recertification is sought.
3. Date of application for recertification.
4. Name, address and e-mail address of contact person for the institution.

#### **B. Description of College-Level Degree programs**

1. Provide a current catalog with the list of courses required for the course/degree program. Include course numbers, course titles, course descriptions, and credit given for each course.
2. Explain any changes that have occurred since last certification.
3. Provide documentation that programs meet general education requirements (See Appendix I).
4. Provide documentation that course/degree program meets the acceptable higher education curriculum structure for the discipline and for the program level. Explain any changes that have occurred since last certification. See Appendix G for a full description of degree requirements.
5. Identify course/degree programs that have been modified by 18 credit hours or less since the last certification review and give date of AHECB certification.

#### **C. Report on Enrollment and Graduates Since Last Certification**

1. Number of Arkansas residents enrolled in the program (by semester or quarter) since last certification.
2. Number of Arkansas residents (by year) who graduated from each program since last certification.

#### **D. External Advisory Groups**

Document work with other groups in the planning and/or implementation of the course/degree program (i.e., consultants, advisory committee, accrediting agencies, business and industry representatives, etc.).

## **E. Administrator Credentials**

Administrators must hold credentials from an institution accredited by an accrediting agency recognized by the U.S. Department of Education.

1. Administrators must hold credentials comparable to those of similar administrators in higher education.
2. The chief academic officer must hold credentials comparable to those of similar chief academic officers in higher education.
3. Use the Faculty and Administrator Chart (Form 2) to provide information on the educational and professional backgrounds of all individuals who will serve as institutional administrators and faculty for the proposed course/degree program.

## **F. Faculty Credentials**

1. Describe the orientation and training required of faculty and support staff working directly with students.
2. Explain the faculty's function in providing evaluation and modification of the degree program.
3. Summarize the plan for faculty workload.
4. Explain the policy regarding ownership of intellectual property.
5. Use the Faculty and Administrator Chart (Form 2) to provide information on the educational and professional backgrounds of all individuals who will serve as faculty for the proposed degree program.
6. Faculty Credentials: Faculty must hold degrees from an institution accredited by an accrediting agency recognized by the U.S. Department of Education or from institutions with comparable status, certification or recognition in other countries.
  - a. General Education: Faculty must hold at least a master's degree with 18 graduate hours in the teaching field.
  - b. Remedial Education: Faculty members must hold at least a baccalaureate degree in the teaching field.
  - c. Associate Level: Faculty must have at least an associate degree or appropriate industry-related licensure or certification.
  - d. Baccalaureate Level: Faculty must hold at least a master's degree with 18 graduate hours in the teaching field.
  - e. A majority of the faculty members teaching in graduate-level degree programs must hold the appropriate terminal degree and have demonstrated competency in teaching or research at the appropriate graduate level.

## **G. Resources**

1. Describe additions/changes since the last certification period for library resources that support the course/program to be recertified.
2. Describe plans and provide budget for future additions of library resources necessary to support the course/degree program under review.
3. Describe plans and provide budget for any additions/changes of equipment and materials to be used for the course/degree program.
4. Describe any changes to student services (academic advising, registration, orientation, financial aid, tuition refund policy, tutoring, career counseling and placement) since last certification period.

## **H. Evaluation and Assessment**

1. Describe the process used to evaluate the student achievement of intended outcomes during the course/degree program and at completion.
2. Using the most recent student evaluations, describe the success of the institution's procedures for administering student services, delivering the course/degree program, and assuring prompt evaluation.
3. Provide a copy of the survey form used by students to evaluate online courses, and faculty. Include summary of evaluation results.
4. Provide a copy of the instructor's evaluation of the course(s). Include summary of evaluation results.

## **I. Financial Information**

1. Submit a copy of the most recent audit covering all funds or accounts for the institution.
2. If the institution is part of a corporation, a separate financial budget for the local campus must be included.
3. Provide a three-year budget for course/degree program including revenues, expenditures, and sources of funding shown by categories.

## **J. Accreditation**

Submit a current affiliation status record or letter(s) from the accrediting agency, which reflects any institutional updates and/or action regarding courses/degree programs involved in the recertification.

## **K. Licensure and Approval by Other Agencies**

Provide documentation that required licensure or approval by other agencies has been obtained as described in Appendix D.

## **L. Consumer Disclosure**

It is the responsibility of ADHE to assure that full disclosure of all relevant information regarding the nature of higher education is provided to Arkansas students. Form 3 provides the required consumer disclosure statements to be included in catalogs and enrollment agreements.

Submit Form 3 signed by the chief academic officer of the institution.

## **M. Student Grievances**

Provide a copy of the institution's procedure for receiving and resolving grievances from students. Student Grievances can be found in Appendix J.

## **III. Submission of Application for Course/Degree Program Recertification**

The application for course/degree program recertification must include all information referenced in these rules and regulations, including narrative information and supporting documentation. Use Form 7 to submit the required information to recertify a course/degree

program. Submit the application/documentation in a Word file and supply an electronic link to the institution's current catalog to: [icacsubmissions@adhe.arknet.edu](mailto:icacsubmissions@adhe.arknet.edu).

#### **IV. Application Review**

##### **A. Review Team**

An ad hoc panel of individuals who are knowledgeable of similar course/degree programs may be assembled by ADHE staff to review the recertification application. ADHE will schedule a mutually convenient time for an on-site review of the course/degree program and the institution by the team. Representatives of out-of-state or distance delivery institutions may be required to meet with the review team at ADHE unless the staff determines that the review can be conducted by conference call. For information on the review team and team visit, refer to Appendix K.

##### **B. Presentation to Institutional Certification Advisory Committee (ICAC)**

The ICAC meets prior to the quarterly AHECB meeting and interested parties will be notified. A representative of the institution applying for course/degree program recertification must attend the ICAC meeting at which the application will be considered. At this meeting, the ICAC will either make a recommendation in favor of certification to the AHECB, ask for more information regarding the course/degree program application, or deny the application for recertification. Should the institution elect to appeal the decision of the ICAC, the appeal process is described in paragraph D below.

##### **C. Arkansas Higher Education Coordinating Board (AHECB)**

The AHECB meets four times annually and will consider the ICAC recommendations for recertification at each meeting. A representative of the institution requesting recertification must attend the AHECB meeting at which the application will be presented. The AHECB will act on recommendations presented by the ICAC and make the final decision on recertification applications. See paragraph D below for information on the appeal process.

##### **D. Appeal Process**

Should the institution elect to appeal any decision of the Director of the Arkansas Higher Education Department, the Institutional Certification Advisory Committee or the Arkansas Higher Education Coordinating Board, a letter of appeal must be filed with ADHE within 30 days of the decision. The appeal process may be found in Appendix L.

**PART I - SECTION 4**  
**APPLICATION FOR THE RECERTIFICATION OF COLLEGE-LEVEL**  
**COURSES/DEGREE PROGRAMS AT ESTABLISHED INSTITUTIONS**  
**(Distance Delivery)**

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**Overview**

At the end of the initial certification period, the institution must apply for course/degree program recertification. (See Part 1, Section 3, for recertification of programs delivered on-site).

Recertification of course/degree program may be granted for two to five years. The Arkansas Department of Higher Education (ADHE) will maintain a master certification schedule and notify institutions when course/degree program recertification is required.

Out-of-state institutions requesting program recertification must provide documentation that the institution is certified or licensed to operate as a postsecondary institution in its home state.

Should a certified course/degree program be modified with changes exceeding 18 of the total credit hours of the initially approved program, a Letter of Notification (Form 1) with a description of the changes must be submitted to ADHE at the time of the change. Changes of 18 credit hours or less to the course/degree program must be included in the recertification application.

**Deadlines**

ADHE considers applications for recertification four times per year. Letters of Notification are due January 1, April 1, July 1 or October 1. Applications are due on February 1, May 1, August 1, or November 1. A completed application, including all documentation as described in this section, must be submitted according to the published deadlines. Late applications, applications requiring additional review, or other time restraints might cause AHECB action to be delayed until the next review cycle (Appendix E).

**Fees**

ADHE is entitled to recover administrative fees related to the recertification process. These nonrefundable fees include a notification fee, a processing fee, and travel expenses for the review team (Appendix F).

The **notification fee** must be submitted with a Letter of Notification for recertification for college-level course/degree programs. The **processing fee** must be submitted with applications for recertification of college-level course/degree programs.

Institutions applying for program recertification will be responsible for the **travel expenses** of the team assigned to review the certification application. The team may make an on-site visit to the institution. Representatives of out-of-state or distance delivery institutions may be required to meet with the review team at ADHE unless the staff determines that the review can be conducted by conference call.

## **Recertification Process**

### **I. Letter of Notification**

The first step in the recertification process is the submission of a Letter of Notification signed by the chief academic officer of the institution (See Form 1). The letter must be submitted to ADHE prior to submitting a formal application.

### **II. Application Requirements**

The second step in the recertification process is the submission of a formal application that must include the following:

#### **A. Institution Contact Information and Course/Degree Title**

1. Name, address and web address of institution.
2. Name of course/degree program for which recertification is sought.
3. Date of application.
4. Phone number, address and email address of the contact person for the institution.
5. Provide a link to the course/degree program for which recertification is requested for ADHE staff to review from the student and instructor setting.

#### **B. Description of College-Level Courses/Degree Programs**

College-level course/degree programs should follow standard acceptable higher education curriculum structure for the discipline and for the program level. See Appendix G for a complete description of course/degree levels.

1. Provide the list of courses required for the course/degree program. Include course numbers, course titles, course descriptions, and credit given for each course. Explain any changes that have occurred since the last certification review.
2. Provide documentation that programs meet general education requirements (See Appendix I).
3. Describe the method of distance delivery of the course/degree program (web, computer assisted, correspondence). Explain any changes since the last certification review.
4. Provide documentation of the instructor-to-student and the student-to-student interaction for the course/degree program during the last year. Explain any changes.
5. Describe any articulation agreements and provide the number of students who benefited from articulation agreements with other institutions. If this information is not available, provide an estimate of the success of the articulation agreement.
6. Identify course/degree programs that have been modified by 18 credit hours or less since the last certification review and give date of AHECB certification.

#### **C. Report on Enrollment and Graduates Since Last Certification**

1. Number of Arkansas residents enrolled in the program (by semester or quarter) since last certification.

2. Number of Arkansas residents (by year) who graduated from each program since last certification.

#### **D. Institutional Readiness and Commitment**

1. List course/degree programs currently offered by distance/online delivery.
2. Describe any revisions in institutional policies on the establishment, organization, funding and management of distance/online course/degrees.
3. Describe any changes made during the last year in the internal organizational structure that coordinates (development, technical support, oversight) distance/online course/degrees.
4. Summarize and document any revisions in the policies and procedures to keep the technology infrastructure current.
5. Summarize and identify any changes in the procedures that assure the security of student information that will be outsourced to other organizations (course materials, course management and delivery, technical services, online payment, student privacy, etc.).

#### **E. Administrator Credentials**

Administrator must hold credentials from an institution accredited by an accrediting agency recognized by the U.S. Department of Education.

1. Administrators must hold credentials comparable to those of similar administrators in higher education.
2. The chief academic officer must hold credentials comparable to those of similar chief academic officers in higher education.
3. Use the Faculty Administrator Chart (Form 2) to provide information on the educational and professional backgrounds of all individuals who will serve as institutional administrators and faculty for the proposed course/degree program.

#### **F. Faculty and Instructional Support Staff**

1. Describe the orientation and training required of online faculty and support staff working directly with students. Document the orientation and training sessions held during the last year.
2. Explain the faculty's function in providing oversight of the delivered online course/degree program including course evaluation and modification.
3. Explain the role of the instructional designer, technologists, student mentors, tutors, and instructional aids for the online course/degree program.
4. Use information from faculty and student evaluations to document that the plan for faculty workload is adequate.
5. Explain any modifications in the policy regarding ownership of intellectual property.
6. List faculty members from each degree program on the Faculty and Administrator Chart found in Form 2.
7. Faculty Qualifications: Faculty must hold degrees from an institution accredited by an accrediting agency recognized by the U.S. Department of Education or from other institutions with comparable status, certification or recognition in other countries.

Faculty Credentials:

- a. General Education: Faculty is expected to hold at least a master's degree with 18 graduate hours in the teaching field.
- b. Remedial Education: Faculty members must hold at least a baccalaureate degree in the teaching field.
- c. Associate Level: Faculty must have at least an associate degree or appropriate industry related licensure or certification.
- d. Baccalaureate Level: Faculty must hold at least a master's degree with 18 graduate hours in the teaching field.
- e. A majority of the faculty members teaching in graduate-level degree programs must hold the appropriate terminal degree and have demonstrated competency in teaching or research at the appropriate graduate level.

**G. Student Support Services**

1. Present a synopsis of additions/changes since the last certification period for the library resources for the course/degree programs under review.
2. Document and describe arrangements with other college, university or community libraries, and e-libraries.
3. Describe any modifications to the online student services provided (orientation, advising, registration, financial aid, tuition refund policy, e-mail account, library resources, helpdesk).
4. Report results of student evaluations on how well students felt informed of course requirements including access to technology, technical competencies, program cost, curriculum design, timeframe for course offerings, library and learning services, orientation on the nature of and personal discipline required for learning in an anytime/anywhere environment.
5. Describe steps taken to retain students (intervention regarding student progress, tutoring, career counseling and placement, academic advising).

**H. Evaluation and Assessment**

1. Describe the process used to evaluate the student achievement of intended outcomes during the course/degree program and at its completion.
2. Using the most recent student evaluation describe the success of the institution's procedures for establishing student identity, assuring security of test instruments, administering the examination, and assuring secure and prompt evaluation.
3. If proctoring is used, describe the process for selecting proctors.
4. Summarize the findings of the most recent institution review of the effectiveness of its online course/degree programs to assure alignment with educational objectives and institutional priorities. List the measures used to determine overall effectiveness.
5. Describe process for establishing student identity, assuring security of test instruments, administering the examination, and assuring secure and prompt evaluation.
6. Provide a copy of the survey form used by students to evaluate online courses, and faculty. Include summary of evaluation results.
7. Provide a copy of the instructor's evaluation of the course(s). Include summary of evaluation results.

## **I. Financial Information**

1. Submit a copy of the most recent audit covering all funds or accounts for the institution.
2. If the institution is part of a corporation, a separate financial budget for the local campus must be included.
3. Provide a three-year budget for course/degree program including revenues, expenditures, and sources of funding shown by categories.

## **J. Accreditation**

Submit a current affiliation status record or letter(s) from the accrediting agency, which reflects any institutional updates and/or action regarding course/degree programs involved in the recertification.

## **K. Licensure and Approval by Other Agencies**

Provide documentation that required licensure or approval by other agencies has been obtained as described in Appendix D.

## **L. Consumer Disclosure**

It is the responsibility of ADHE to assure that full disclosure of all relevant information regarding the nature of higher education is provided to Arkansas students. Form 3 provides the required consumer disclosure statements to be included in catalogs and enrollment agreements. Submit Form 3 signed by the chief academic officer of the institution.

## **M. Student Grievances**

Provide a copy of the institution's procedure for receiving and resolving grievances from students. Information on Student Grievances can be found in Appendix J.

## **III. Submission of Application for Course/Degree Program Recertification**

- A. The application for course/degree program recertification must include all information referenced in these rules and regulations, including narrative information and supporting documentation. Use Form 8 to submit required information for the recertification application.
- B. Submit the application/documentation in a Word file and supply an electronic link to the institution's current catalog to: [icacsubmissions@adhe.arknet.edu](mailto:icacsubmissions@adhe.arknet.edu).

## **IV. Application Review**

### **A. Review Team**

An ad hoc panel of individuals who are knowledgeable of similar course/degree programs may be assembled by ADHE staff to review the recertification application. ADHE will schedule a mutually convenient time for an on-site review of the course/degree program and the institution by the team. Representatives of out-of-

state or distance delivery institutions may be required to meet with the review team at ADHE unless the staff determines that the review can be conducted by conference call. For information on the review team and team visit, refer to Appendix K.

#### **B. Presentation to Institutional Certification Advisory Committee (ICAC)**

The ICAC meets prior to the quarterly AHECB meeting and interested parties will be notified. A representative of the institution applying for course/degree program recertification must attend the ICAC meeting at which the application will be considered. At this meeting, the ICAC will either make a recommendation in favor of certification to the AHECB, ask for more information regarding the course/degree program application, or deny the application for certification. Should the institution elect to appeal the decision of the ICAC, the appeal process is described in paragraph D below.

#### **C. Arkansas Higher Education Coordinating Board (AHECB)**

The AHECB meets four times annually and will consider the ICAC recommendations for recertification at each meeting. A representative of the institution requesting recertification must attend the AHECB meeting at which the application will be presented. The AHECB will act on recommendations presented by the ICAC and make the final decision on recertification applications. See paragraph D below for information on the appeal process.

#### **D. Appeal Process**

Should the institution elect to appeal any decision of the Director of the Arkansas Higher Education Department, the Institutional Certification Advisory Committee or the Arkansas Higher Education Coordinating Board, a Letter of Appeal must be filed with ADHE within 30 days of the decision. The appeal process may be found in Appendix L.

**PART I - SECTION 5**  
**APPLICATION FOR DECERTIFICATION OF**  
**COLLEGE-LEVEL COURSE/DEGREE PROGRAMS and**  
**DECERTIFICATION OF INSTITUTIONS**  
**(Traditional On-site Delivery)**  
**(Distance Delivery)**

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## **Overview**

Decertification is action taken when a course/degree program will no longer be offered to Arkansas students. Prior to terminating a course/degree program, a certified institution must submit a teach-out plan and request decertification. No new students may be enrolled in a decertified program.

Decertification applies to all course/degree programs whether delivered traditionally from an on-site location or via distance delivery. Institutions requesting decertification must provide an opportunity for the student to complete the course/degree program.

Decertification may be (1) at the request of the certified institution, (2) upon the recommendation of Arkansas Department of Higher Education (ADHE) staff as a result of failure by the institution to provide sufficient information for recertification or to meet certification requirements, or (3) as a result of bankruptcy (Appendix C).

Closure of an institution requires AHECB decertification of the institution in addition to the decertification of course/degree programs. Criteria for the two types of decertification require the same information; therefore, ADHE will accept one application for decertification if the institution is closing.

## **Deadlines**

ADHE considers applications for decertification four times per year. Letters of Notification are due January 1, April 1, July 1 or October 1. Applications are due February 1, May 1, August 1, or November 1. A request for decertification, including all documentation as described in this section, must be submitted according to the published deadlines (Appendix E).

## **Fees**

ADHE is entitled to recover non-refundable administrative fees related to the decertification process. These fees include a **notification fee** that must be included when the Letter of Notification for decertification is submitted (Appendix F).

## **Decertification Process**

### **I. Letter of Notification**

The first step in the decertification process is the submission of a Letter of Notification signed by the president of the institution (Form 1). The letter must be submitted to ADHE prior to submitting a formal request for decertification.

## **II. Decertification Request Requirements**

The second step in the decertification process is the submission of a formal request for decertification that must contain the following information:

### **A. Institution Contact Information and Course/Degree Title**

1. Name, address, and web address of institution.
2. Name of course/degree program for which decertification is sought.
3. Date of decertification request.
4. Proposed effective date of decertification.
5. Reason for decertification of course/degree program.
6. Current status of institution. (No change, bankruptcy, change in ownership, etc.).
7. Phone number, address and e-mail address for the contact person of the institution.

### **B. Teach-out Plan**

Decertification of a course/degree program or an institution will not be approved until an opportunity is provided for currently enrolled students to complete their course of study. This arrangement is commonly referred to as a teach-out plan and must include the following information:

1. Name of course/degree program.
2. Name, physical address, e-mail address and phone number of the person responsible for the course/degree teach-out plan.
3. Number of students currently enrolled in each course/degree program involved in the decertification.
4. A list of all students involved in teach-out plan including name, current mailing address, phone number, program currently enrolled in, estimated graduation date, and current percentage of completion for each student.
5. A report on unearned tuition including all current refunds due and account balances.
6. An explanation accompanied by appropriate supporting documentation and timelines of how the institution will notify students of the decertification and closure of the course/degree programs (and closure of the institution, if applicable).
7. A statement that the delivery of training to students will not be materially disrupted and that the institution's obligation to students will be met in a timely manner.
8. The last date of the teach-out for the course/degree program and, if the institution is closing, the last date of operations for the institution and the last date to employ faculty.
9. Student options such as enrollment in another program, enrollment in another institution, etc.
10. Copy of notification of the closing of the institution or site sent to accrediting agency if applying for decertification of the institution.
11. At the conclusion of the teach-out plan, the institution must submit a letter to ADHE verifying that all students have completed the course/degree program as planned or selected other options. The president of the institution and the person in charge of the teach-out plan must sign the letter.

### **III. Submission of Request for Decertification**

- A. The request for course/degree program decertification must include all information referenced in these decertification guidelines, including narrative information and supporting documentation. Use Form 9 to submit information required to request program/institutional decertification.
- B. Submit the course/degree program teach-out plan and the request for decertification in a Word document file to [icacsubmissions@adhe.arknet.edu](mailto:icacsubmissions@adhe.arknet.edu).

### **IV. Decertification Review**

#### **A. Staff Review**

ADHE staff will review the decertification information and report findings to the Institutional Certification Advisory Committee (ICAC).

#### **B. Presentation to Institutional Certification Advisory Committee**

The ICAC meets prior to the quarterly AHECB meeting and interested parties will be notified. A representative of the institution requesting course/degree program or institutional decertification must attend the ICAC meeting at which the application will be considered. At this meeting, the ICAC will either make a recommendation in favor of decertification to the AHECB or ask for more information regarding the request for decertification of a course/degree program. Should the institution elect to appeal the decision of the ICAC, the appeal process is described in paragraph D below.

#### **C. Arkansas Higher Education Coordinating Board (AHECB)**

The AHECB meets four times annually and will consider the ICAC recommendations for decertification at each meeting.

#### **D. Appeal Process**

Should the institution elect to appeal any decision of the Director of the Arkansas Department of Higher Education, the Institutional Certification Advisory Committee or the Arkansas Higher Education Coordinating Board, a Letter of Appeal must be filed with ADHE within 30 days of the decision. The appeal process may be found in Appendix L.

**PART II - SECTION 1**  
**APPLICATION FOR CERTIFICATION OF NEW INSTITUTIONS**  
**(Traditional On-Site Delivery)**

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**Overview**

ACA §6-61-301 requires that individuals desiring to establish a postsecondary education institution in the state of Arkansas to incorporate under the applicable laws of the state and receive certification for offering educational programs from the Arkansas Higher Education Coordinating Board (AHECB). For the purpose of these rules and regulations, a newly established institution is one that is **not** incorporated in any state or country to offer courses leading to a course/degree that is customarily granted by colleges and universities. Individuals involved in the planning and development of the proposed institution must apply for certification, prior to establishing a new postsecondary institution offering college-level course/degree programs in Arkansas.

Individuals involved in the creation of a new institution must not begin to operate, advertise, enroll students, or confer degrees until certified by the Arkansas Higher Education Coordinating Board. This certification applies to all institutions whether the coursework is delivered traditionally from an on-site location or delivered through the use of technology.

Individuals involved in the creation of the proposed institution must contact the Arkansas State Board of Private Career Education (SBPCE) to obtain licensure, if required, prior to submitting a Letter of Notification to the Arkansas Department of Higher Education (ADHE). SBPCE information may be found at [www.sbpce.org](http://www.sbpce.org) or by calling (501) 683-8000. (Appendix D).

A proposed institution desiring to offer only associate, baccalaureate or occupational degree programs will be certified as a college. A proposed institution offering both undergraduate and graduate programs may be certified as a college or university. The proposed name of the new institution may not be the same as that of any other Arkansas educational institution.

Institutions may not award a degree to any student unless demonstrated mastery of knowledge and skills has been documented. A degree may not be awarded solely for experiential learning or work experience.

**Deadlines**

ADHE considers applications for certification four times per year. Letters of Notification are due on January 1, April 1, July 1, or October 1. Applications are due on February 1, May 1, August 1, or November 1. A completed application, including all documentation as described in this section, must be submitted according to the published deadlines. Late applications or applications requiring additional review may be held until the next review cycle. (Appendix E).

**Fees**

ADHE is entitled to recover administrative fees related to the certification process. These non-refundable fees include a **notification fee**, a **processing fee**, and **travel expenses** for the review team (Appendix F).

The **notification fee** must be submitted with a Letter of Notification for certification to establish a new college or university in Arkansas. The **processing fee** must be submitted with the application for certification of the proposed college or university.

Individuals applying for certification to establish a new institution will be responsible for the **travel expenses** of the team assigned to review the application. The team will make an on-site visit to the proposed institutional location.

## **Bonds**

In an effort to protect Arkansas students from financial hardship and loss due to the unexpected closure of an institution certified by the Arkansas Higher Education Coordinating Board (AHECB), non-public and out-of-state, postsecondary institutions certified to offer college-level course/degree programs in Arkansas will be required to maintain a surety bond during operations in Arkansas. (Appendix F).

## **Certification Process to Establish a New Postsecondary Institution**

### **I. Institutional Certification - Planning and Development**

The planning and development phase is the period of time prior to the opening of the proposed institution during which the individuals involved in creating the proposed institution are involved in securing financial resources, filing the proposed charter with the Arkansas Secretary of State, planning and developing curricula, and developing a plan for attaining institutional accreditation.

The planning and development period is for two to four years. Proposed institutions not fully operational within the two-year period will be decertified, or may be granted a two-year extension upon submission of evidence that the proposed institution can meet certification criteria within the extension period; otherwise, the proposed institution must reapply for certification.

The proposed institution may not offer course/degree programs or award degrees until both the institutional certification and the course/degree program certification processes have been completed.

#### **A. Letter of Notification**

A Letter of Notification (Form 1), signed by the individuals involved in creating the proposed institution must be submitted to ADHE prior to submitting a formal application for Institutional Certification for Planning and Development.

#### **B. Application Process - Institutional Certification for Planning and Development**

1. Submit an application for Institutional Certification for Planning and Development, Attach a copy of the proposed institutional charter (Articles of Incorporation). (Form 10).
2. Review Team meets with Board of Directors of proposed institution and visits proposed institutional location.
3. Review Team report and ADHE staff recommendation submitted to ICAC for review and recommendation to AHECB. AHECB certification for institutional planning and development may be granted for a minimum of two and maximum of four years.
4. If AHECB certification is granted for institutional planning and development, the proposed charter must be filed with the Arkansas Secretary of State.

## **II. Application Requirements**

Form 10 should be used to submit information required for the application for planning and development certification of a new institution.

### **A. Institution Information**

1. Name, physical address, and web address of institution.
2. Name, phone number, mailing address, and e-mail address of contact person for the institution.
3. Copy of the Articles of Incorporation filed with the Arkansas Secretary of State.
4. Proposed effective date of operation.
5. General description of the institution including classification (i.e., public or private), ownership (if applicable), and level of courses/degree programs to be offered.
6. The site of the institution. (If the institution will have more than one campus, each location must be certified individually).
7. A proposed timeline for the two-year planning and development phase that addresses financial resources, program curricula, facilities, faculty and staff, and institutional accreditation.

### **B. Accreditation of the Proposed Institution**

The proposed institution must be accredited by an accrediting agency recognized by the U.S. Department of Education (USDOE) before offering courses/degree programs and conferring degrees. The planning and development period should be used to obtain accreditation. The proposed institution must:

1. Summarize and document the institution's progress in attaining accreditation. The names of USDOE recognized accrediting agencies can be found at [www.aju.edu/usdoe\\_faqs.htm](http://www.aju.edu/usdoe_faqs.htm).
2. Provide approximate dates of accreditation agency visits during the planning and development phase.
3. If national accreditation or certification of a program is required for graduates to obtain professional licensure, document plans to meet this requirement.

### **C. Target Population to be Served**

1. Identify segments of the population from which the institution expects to draw students.
2. Provide a copy of student recruitment plans.

### **D. Financial Stability**

1. Present evidence of financial stability appropriate for the institution's stage of development, including complete disclosure of the financial resources available to or planned for the proposed institution.
2. If the proposed institution is part of a corporation, a separate financial budget for the local campus must be included.
3. Provide a three-year budget for the planned course/degree program including revenues, expenditures, and sources of funding shown by categories.

## **E. Physical Facilities**

Identify the facilities planned for the proposed institution that are appropriate for the institution's stage of development. Include evidence that the facilities will be adequate to meet the needs of the proposed courses/degree programs.

## **F. External Advisory Groups**

Describe any work with other groups in the planning and establishment of the proposed institution (i.e., consultants, advisory committee, accrediting agencies, business and industry representatives).

## **G. Administrator Resources and Credentials**

Administrators for the proposed institution must hold credentials from an institution accredited by an accrediting agency recognized by the U.S. Department of Education.

1. Administrators of the proposed institution must hold credentials comparable to those of similar administrators in higher education.
2. The chief academic officer must hold credentials comparable to those of similar chief academic officers in higher education.
3. Provide a copy of the organization chart for the proposed institution.
4. Provide a list of proposed administrative positions and job descriptions, and expected educational and professional credentials.

## **H. Faculty Credentials**

Faculty must hold degrees from an institution accredited by an accrediting agency recognized by the U.S. Department of Education or from institutions with comparable status, certification or recognition in other countries.

1. Faculty qualifications:
  - a. General Education: Faculty is expected to hold at least a master's degree with 18 graduate hours in the teaching field.
  - b. Remedial Education: Faculty members must hold at least a baccalaureate degree in the teaching field.
  - c. Associate Level: Faculty must have at least an associate degree or appropriate industry-related licensure or certification.
  - d. Baccalaureate Level: Faculty must hold at least a master's degree with 18 graduate hours in the teaching field or equivalent documented experience.
  - e. Graduate Level: A majority of the faculty members teaching in graduate-level degree programs must hold the appropriate terminal degree and have demonstrated competency in teaching or research at the appropriate graduate level. If doctoral programs are offered, a sufficient number of graduate faculty must have dissertation committee experience.
2. Provide a copy of the proposed organization chart for each academic department.
3. Provide a list of proposed faculty positions and job descriptions, and expected educational and professional credentials.

## **I. Student Support Services**

Describe proposed student services (academic advising, financial aid, tuition refund policy, tutoring, career counseling and placement, etc.).

### **III. Submission of Application for New Institution Planning and Development Certification**

- A. The application for certification for institutional planning and development must include all information referenced in these rules and regulations, including narrative information and supporting documentation. Use Form 10 to submit information required for the application to certify a new institution.
- B. Submit the application and documentation in a Word document file.
- C. Submit an electronic link or Word document file for the institution's proposed catalog to [icacsubmissions@adhe.arknet.edu](mailto:icacsubmissions@adhe.arknet.edu).

### **IV. Application Review**

#### **A. Review Team**

- 1. An ad hoc panel of experts will be assembled by ADHE staff to review the certification application for institutional planning and development certification. The review team will visit the proposed campus location or review an artistic rendering of planned facilities.
- 2. The review team may include members of ICAC and staff of the Arkansas State Board of Private Career Education.
- 3. Team members will be provided with a copy of the institution's application packet.
- 4. All expenses associated with the review will be the responsibility of the individuals/entity applying for institutional certification.

#### **B. Review Team Visit**

- 1. Senior administrators and a majority of the proposed institution's board members must be available for team interviews.
- 2. A tour of the proposed facilities must be planned.
- 3. The proposed institution should have the following information available for review upon request:
  - a. Student-related information including proposed catalog; proposed transcripts; proposed recruitment, proposed admission procedures, and applications; and proposed student contracts, payment records, and proposed tuition refund policy.
  - b. List of current employees.
- 4. The review team will prepare a report and present its findings to ADHE. ADHE staff will use the report as the basis for its recommendation to ICAC concerning the certification application.

#### **C. Presentation to Institutional Certification Advisory Committee (ICAC)**

The ICAC meets prior to AHECB quarterly meetings to consider applications for new institutional certification. Interested parties will be notified of the meetings. A representative of the entity applying for institutional certification must attend the ICAC meeting at which the application will be considered. At this meeting, ICAC will recommend in favor of certification to AHECB, ask for more information regarding the institution's application, or deny the application for certification. Should the institution elect to appeal the decision of ICAC, the appeal process is described in paragraph E.

#### **D. Presentation to Arkansas Higher Education Coordinating Board (AHECB)**

AHECB meets quarterly and will consider ICAC recommendations for certification of new institutions. A representative of the proposed institution must attend the AHECB meeting at which the application will be presented.

#### **E. Appeal Process**

Should the institution elect to appeal any decision of the Director of the Arkansas Department of Higher Education, the Institutional Certification Advisory Committee, or the Arkansas Higher Education Coordinating Board, a Letter of Appeal must be filed with the Arkansas Department of Higher Education within 30 days of the decision in question. The appeal process may be found in Appendix L.

#### **V. Course/Degree Program Certification**

At least six months before the institutional planning and development certification period has expired, an application for course/degree program certification must be submitted to ADHE (See Part I, Section 1).

Institutions certified by AHECB to incorporate as colleges or universities in Arkansas will have legal authority to confer college-level degrees. Institutions may not award a degree to any student unless demonstrated mastery of knowledge and skills has been documented. A degree may not be granted to any student solely for experiential learning or work experience.

**PART II - SECTION 2**  
**APPLICATION FOR CERTIFICATION OF NEW INSTITUTIONS**  
**(Distance Delivery)**

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**Overview**

ACA §6-61-301 requires that individuals desiring to establish a postsecondary education institution in the state of Arkansas to incorporate under the applicable laws of the state and receive certification for offering educational programs from the Arkansas Higher Education Coordinating Board. For the purpose of these rules and regulations, a newly established institution is one that is **not** incorporated in any state or country to offer courses leading to a college-level course/degree program that is customarily granted by colleges and universities. Individuals involved in the planning and development of the proposed institution must apply for certification, prior to establishing a new postsecondary institution offering college-level courses/degree programs in Arkansas.

Distance delivery is defined as offering more than 50% of the total courses/degree programs via distance technology. Distance delivery includes all forms of Internet, electronic, digital, online, or any other technology driven delivery system. Institutions desiring to offer courses/degree programs via distance technology must provide evidence of institutional readiness, instructional quality, student, faculty and instructional support, assessment process, and adequate resources.

Individuals involved in the creation of a new institution must not begin to operate, advertise, enroll students, or confer degrees until certified by the Arkansas Higher Education Coordinating Board (AHECB). This certification applies to all institutions whether the coursework is delivered traditionally from an on-site location or delivered through the use of technology.

Individuals involved in the creation of the proposed institution must contact the Arkansas State Board of Private Career Education (SBPCE) to obtain licensure, if required, prior to submitting a Letter of Notification to Arkansas Department of Higher Education (ADHE). SBPCE information may be found at [www.sbpce.org](http://www.sbpce.org) or by calling (501) 683-8000 (Appendix D).

A proposed institution desiring to offer only associate, baccalaureate or occupational degree programs will be certified as a college. A proposed institution offering both undergraduate and graduate programs may be certified as a college or university. The proposed name of the new institution may not be the same as that of any other Arkansas educational institution.

Institutions may not award a degree to any student unless demonstrated mastery of knowledge and skills has been documented. A degree may not be granted to any student solely for experiential learning or work experience.

**Deadlines**

ADHE considers applications for certification four times per year. Letters of Notification are due on January 1, April 1, July 1, or October 1. Applications are due on February 1, May 1, August 1, or November 1. A completed application, including all documentation as described in this section, must be submitted according to the published deadlines. Late applications or applications requiring additional review may be held until the next review cycle (Appendix E).

## **Fees**

ADHE is entitled to recover administrative fees related to the certification process. These non-refundable fees include a **notification fee**, a **processing fee**, and **travel expenses** for the review team (Appendix F).

The **notification fee** must be submitted with a Letter of Notification for certification to establish a new college or university in Arkansas. The **processing fee** must be submitted with the application for certification of the proposed college or university.

Individuals applying for certification to establish a new institution will be responsible for the **travel expenses** of the team assigned to review the application. The team will make an on-site visit to the proposed institutional location.

## **Bonds**

In an effort to protect Arkansas students from financial hardship and loss due to the unexpected closure of an institution certified by the Arkansas Higher Education Coordinating Board (AHECB), non-public and out-of-state, postsecondary institutions certified to offer college-level courses/degree programs in Arkansas will be required to maintain a surety bond during operations in Arkansas (Appendix F).

## **Certification Process to Establish a New Postsecondary Institution**

### **I. Institutional Certification - Planning and Development**

The planning and development phase is the period of time prior to the opening of the proposed institution during which the individuals involved in creating the proposed institution are involved in securing financial resources, filing the proposed charter with the Arkansas Secretary of State, planning and developing curricula, and developing a plan for attaining institutional accreditation.

The planning and development period is for two to four years. Proposed institutions not fully operational within the two-year period will be decertified or may be granted a two-year extension upon submission of evidence that the proposed institution can meet certification criteria within the extension period; otherwise, the proposed institution must reapply for certification.

The proposed institution may not offer courses/degree programs or award degrees until both the institutional certification and the course/degree program certification processes have been completed.

#### **A. Letter of Notification**

A Letter of Notification (Form 1), signed by the individuals involved in creating the proposed institution must be submitted to ADHE prior to submitting a formal application for Institutional Certification for Planning and Development.

## **B. Application Process - Institutional Certification for Planning and Development**

1. Submit an application for Institutional Certification for planning and development, Attach a copy of the proposed institutional charter (Articles of Incorporation) (Form 11).
2. Review Team meets with Board of Directors of proposed institution and visits proposed institutional location.
3. Review Team report and ADHE staff recommendation submitted to ICAC for review and recommendation to AHECB. AHECB certification for institutional planning and development may be granted for a minimum of two and maximum of four years.
4. If AHECB certification is granted for institutional planning and development, the proposed charter must be filed with the Arkansas Secretary of State.

## **II. Application Requirements**

Form 11 should be used to submit information required for the application for certification of a new institution.

### **A. Institution Information**

1. Name, physical address, and web address of institution.
2. Name, phone number, mailing address, and e-mail address of contact person for the institution.
3. Copy of the Articles of Incorporation filed with the Arkansas Secretary of State.
4. Proposed effective date of operation.
5. General description of the institution including classification (i.e., public or private), ownership (if applicable), and level of courses/degrees to be offered.
6. The site of the institution (If the institution will have more than one campus, each location must be certified individually).
7. A proposed timeline for the two-year planning and development phase that addresses financial resources, program curricula, facilities, faculty and staff, and institutional accreditation.

### **B. Accreditation of the Proposed Institution**

The proposed institution must be accredited by an accrediting agency recognized by the U.S. Department of Education (USDOE) before offering courses/degree programs and conferring degrees. The planning and development period should be used to obtain accreditation. The proposed institution must:

1. Summarize and document the institution's progress in attaining accreditation. The names of USDOE recognized accrediting agencies can be found at [www.aju.edu/usdoe\\_faqs.htm](http://www.aju.edu/usdoe_faqs.htm).
2. Provide approximate dates of accreditation agency visits during the planning and development phase.
3. If national accreditation or certification of a program is required for graduates to obtain professional licensure, document plans to meet this requirement.

### **C. Target Population to be Served**

1. Identify segments of the population from which the institution expects to draw students.
2. Provide a copy of student recruitment plans.

#### **D. Financial Stability**

1. Present evidence of financial stability appropriate for the institution's stage of development, including complete disclosure of the financial resources available to or planned for the proposed institution.
2. If the proposed institution is part of a corporation, a separate financial budget for the local campus must be included.
3. Provide a three-year budget for the planned course/degree program including revenues, expenditures, and sources of funding shown by categories.

#### **E. Institutional Readiness and Comment**

1. Summarize institutional policies on the establishment, organization, funding and management of distance/online courses/degree programs.
2. Describe the plans for internal organization structure that will coordinate the development, technical support, and oversight of distance/online courses/degree programs.
3. Summarize the plans for the selection of technologies, which must be based on appropriateness for the students and the curriculum. Documentation should include specific details of the match between technology and the planned programs.
4. Outline plans and procedures which will keep the technology infrastructure current.
5. Document any outsourcing procedures and how they will be utilized.
6. Describe the process for establishing student identity, assuring security of test instruments, administering the examination, and assuring secure and prompt evaluation.

#### **F. Physical Facilities**

Identify the facilities planned for the proposed institution that are appropriate for the institution's stage of development. Include evidence that the facilities will be adequate to meet the needs of the proposed courses/degree programs.

#### **G. External Advisory Groups**

Describe any work with other groups in the planning and establishment of the proposed institution (i.e., consultants, advisory committee, accrediting agencies, business and industry representatives).

#### **H. Administrator Resources and Credentials**

Administrators for the proposed institution must hold credentials from an institution accredited by an accrediting agency recognized by the U.S. Department of Education.

1. Administrators of the proposed institution must hold credentials comparable to those of similar administrators in higher education.
2. The chief academic officer must hold credentials comparable to those of similar chief academic officers in higher education.
3. Provide a copy of the organization chart for the proposed institution.
4. Provide a list of proposed administrative positions and job descriptions, and expected educational and professional credentials.

## **I. Faculty and Instructional Support**

Faculty must hold degrees from an institution accredited by an accrediting agency recognized by the U.S. Department of Education or from institutions with comparable status, certification or recognition in other countries.

1. Faculty qualifications:
  - a. General Education: Faculty is expected to hold at least a master's degree with 18 graduate hours in the teaching field.
  - b. Remedial Education: Faculty members must hold at least a baccalaureate degree in the teaching field.
  - c. Associate Level: Faculty must have at least an associate degree or appropriate industry-related licensure or certification.
  - d. Baccalaureate Level: Faculty must hold at least a master's degree with 18 graduate hours in the teaching field or equivalent documented experience.
  - e. Graduate Level: A majority of the faculty members teaching in graduate-level degree programs must hold the appropriate terminal degree and have demonstrated competency in teaching or research at the appropriate graduate level. If doctoral programs are offered, a sufficient number of graduate faculty must have dissertation committee experience.
2. Provide a copy of the proposed organization chart for each academic department.
3. Provide a list of proposed faculty positions and job descriptions, and expected educational and professional credentials.
4. Explain the incorporation of the following support staff of the online courses/degree programs: instructional designer, technologists, student mentors, tutors, and instructional aides.

## **J. Student Support Services**

Describe proposed student services (academic advising, financial aid, tuition refund policy, tutoring, career counseling and placement, etc.).

## **III. Submission of Application for New Institution Planning and Development Certification**

- A. The application for certification for planning and development certification must include all information referenced in these rules and regulations, including narrative information and supporting documentation. Use Form 10 to submit information required for the application to certify a new institution.
- B. Submit the application and documentation in a Word document file.
- C. Submit an electronic link or Word document file for the institution's proposed catalog to [icacsubmissions@adhe.arknet.edu](mailto:icacsubmissions@adhe.arknet.edu).

## **IV. Application Review**

### **A. Review Team**

1. An ad hoc panel of experts will be assembled by ADHE staff to review the certification application for institutional planning and development. The review team will visit the proposed campus location or review an artistic rendering of planned facilities.
2. The review team may include members of ICAC and staff of the Arkansas State Board of Private Career Education.
3. Team members will be provided with a copy of the institution's application packet.

4. All expenses associated with the review will be the responsibility of the individuals/entity applying for institutional certification.

## **B. Review Team Visit**

1. Senior administrators and a majority of the proposed institution's board members must be available for team interviews.
2. A tour of the proposed facilities must be planned.
3. The proposed institution should have the following information available for review upon request:
  - a. Student-related information including proposed catalog; proposed transcripts; proposed recruitment, proposed admission procedures, and applications; and proposed student contracts, payment records, and proposed tuition refund policy.
  - b. List of current employees.
4. The review team will prepare a report and present its findings to ADHE. ADHE staff will use the report as the basis for its recommendation to ICAC concerning the certification application.

## **C. Presentation to Institutional Certification Advisory Committee (ICAC)**

The ICAC meets prior to AHECB quarterly meetings to consider applications for new institutional certification. Interested parties will be notified of the meetings. A representative of the entity applying for institutional certification must attend the ICAC meeting at which the application will be considered. At this meeting, ICAC will recommend in favor of certification to AHECB, ask for more information regarding the institution's application, or deny the application for certification. Should the institution elect to appeal the decision of ICAC, the appeal process is described in paragraph E.

## **D. Presentation to Arkansas Higher Education Coordinating Board (AHECB)**

AHECB meets quarterly and will consider ICAC recommendations for certification of new institutions. A representative of the proposed institution must attend the AHECB meeting at which the application will be presented.

## **E. Appeal Process**

Should the institution elect to appeal any decision of the Director of the Arkansas Department of Higher Education, the Institutional Certification Advisory Committee, or the Arkansas Higher Education Coordinating Board, a Letter of Appeal must be filed with the Arkansas Department of Higher Education within 30 days of the decision in question. The appeal process may be found in Appendix L.

## **V. Course/Degree Program Certification**

At least six months before the institutional planning and development certification period has expired, an application for course/degree program certification must be submitted to ADHE. (See Part I, Section 1).

Institutions certified by AHECB to incorporate as colleges or universities in Arkansas will have legal authority to confer college-level degrees. Institutions may not award a degree to any student unless demonstrated mastery of knowledge and skills has been documented. A degree may not be granted to any student solely for experiential learning or work experience.

## **PART III EXEMPTION FROM CERTIFICATION**

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### **Overview**

ACA §6-61-301 requires that any nonpublic or out-of-state postsecondary education institution must obtain certification from the Arkansas Higher Education Coordinating Board (AHECB) before offering college-level degree programs to Arkansas students. This certification applies to all college-level degree programs whether they are delivered traditionally from an on-site location or delivered through distance technology.

Arkansas public colleges and universities, and independent Arkansas institutions incorporated in Arkansas on or prior to April 7, 1975 are not subject to institutional certification rules and regulations unless the institution fails to maintain accreditation.

In addition, other educational institutions may be eligible for an exemption from certification. Institutions requesting an exemption from certification must submit an exemption request (Form 12) and the required documentation to the Arkansas Department of Higher Education (ADHE). ADHE staff will review the request. An institution applying for an exemption from certification for the first time should not advertise or operate in Arkansas until the letter of exemption is issued.

Institutions must request renewal of exemption from certification every two years. Exempt institutions must notify ADHE of changes in program offerings and/or institutional operations during the exemption period.

The AHECB may withdraw an exemption status for proper cause; such withdrawal would constitute a denial of exemption and require a subsequent application for AHECB certification and/or Arkansas State Board of Private Career Education licensure. If the institution does not seek subsequent certification or licensure, there will be an immediate end of institutional operations.

Any non-public or out-of-state institution requesting a Letter of Exemption must contact the Arkansas State Board of Private Career Education (SBPCE) to obtain licensure, if required, prior to submitting a Letter of Notification to Arkansas Department of Higher Education (ADHE). SBPCE information may be found at [www.sbpce.org](http://www.sbpce.org) or by calling (501) 683-8000 (Appendix D).

### **I. Types of Institutions Not Requiring Certification**

#### **A. Arkansas Public Colleges and Universities**

Arkansas public colleges and universities are coordinated by the Arkansas Higher Education Coordinating Board and are not subject to institutional certification rules and regulations. A list of public institutions can be found in Appendix N.

#### **B. Independent Institutions Incorporated in Arkansas Prior to 1975**

Independent institutions of higher education, incorporated in the state of Arkansas on or prior to April 7, 1975, that offer degrees customarily granted by colleges or universities and hold accreditation by an accrediting agency recognized by the U.S. Department of Education are not subject to institutional certification rules and regulations.

If an independent institution fails to maintain accreditation by an accrediting agency recognized by the U.S. Department of Education, it must obtain AHECB certification and/or SPBCE licensure.

Independent institutions (see Appendix N) must contact ADHE prior to any change in the institution's charter or level of degree program. AHECB will consider all requests for changes in the name of the institution, institutional charter, or level of degree program offered (See Form 1).

## **II. Types of Institutions and Training Programs Eligible for Exemption from Certification**

### **A. Institutions on Military Installations**

Institutions offering degree programs on military installations may request an exemption from certification. The majority (51% of total annual enrollment) of students enrolled at the institution located on the military installation must be active or retired military personnel or their dependents.

### **B. Non-Academic Credit and Non-Credit Programs**

ADHE defines non-academic, credit and non-credit programs as those programs offered for the specific purpose of avocational training and professional preparation. If the institution offers any college-level degree programs, AHECB certification may be required.

#### **1. Credit and Non-credit avocational programs**

Short programs offering instruction in areas typically considered to be avocational in nature in which college credit is not typically awarded and individuals are not prepared for a career are exempt from certification.

#### **2. Credit and Non-credit professional preparation programs**

Programs designed for the purpose of professional preparation for obtaining or renewing occupational licenses/certifications are exempt from institutional certification. Examples of such programs include, but are not limited to non-credit real estate programs offered by a Real Estate company, tax preparation classes, and other programs awarding Continuing Education Units (CEUs) for professional development.

#### **3. Non-Academic Church-Related Training**

Institutions operated solely to provide programs of study in church-related training may be eligible for exemption from certification. Programs offered by such institutions would specifically prepare students to assume leadership positions in the church and/or religious organization. Church-related training must be clearly labeled so that both the recipients of the training and persons evaluating that training are able to identify the nature and purpose of the program.

Each degree title must include a religious modifier. The religious modifier must be placed on the title line of the degree, on the transcript, and whenever the title of the degree appears in official school documents or publications.

Degree titles that have been approved by AHECB that **cannot** be used by institutions seeking an exemption include, but are not limited to the Associate of Arts, Associate of Science, Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Science, Doctor of Philosophy, and Doctor of Education. Religious modifiers cannot be added to these degree titles. For an updated list of non-exempt degree titles see the current list of AHECB approved academic degree programs at [www.arkansashighered.com](http://www.arkansashighered.com).

### III. Exemption Request Process

To request an exemption under one of the categories identified in the previous section, the following information must be submitted to the ADHE:

1. A Request for Exemption from Certification (Form 12) signed by the chief executive officer.
2. A **notification fee** must be submitted with the Request for Exemption and required documentation. ADHE is entitled to recover non-refundable administrative fees related to the processing of the exemption request (Appendix F).
3. The name of the organization, e-mail address, telephone number, and name of the contact person for the organization.
4. A notarized affidavit stating the name of the organization or educational institution and explaining how it owns, controls, operates, and conducts the institution.
5. A copy of the by-laws and articles of incorporation if the institution is incorporated.
6. A list of the programs of study to be offered including length in clock or credit hours, cost, and program objectives.
7. A current affiliation status record or letter from the accrediting agency listing date of accreditation and level of affiliation, if the institution is accredited.
8. A current catalog listing course titles and descriptions for each course in the programs to be offered.
9. A statement that it is understood that a letter of exemption from certification will **not** be issued if the institution offers college-level degree programs customarily taught in colleges and universities which are accredited by accrediting agencies recognized by the U.S. Department of Education.
10. A proposed institution desiring to offer only associate, baccalaureate or occupational degree programs may use the name "college". An institution proposing to offer both undergraduate and graduate degrees may use the name "university".
11. Institutions offering programs on a military installation must provide a letter from the military installation educational officer verifying that the institution is approved to offer courses and degree programs on the installation. The letter must include a listing of courses and programs being offered.

#### **IV. Review of Request for Exemption for Certification**

ADHE staff will review the request for exemption from certification and make a recommendation to the Director of the Arkansas Department of Higher Education.

##### **A. Issuance of Letter of Exemption**

The Arkansas Higher Education Coordinating Board has authorized the Director of the Arkansas Department of Higher Education to issue a letter of exemption from certification under Arkansas Code §6-61-301. An exemption from certification may be issued for two years and upon its expiration, a request to renew the exemption must be submitted to ADHE. ADHE will notify the institution of the renewal date.

Institutions receiving a letter of exemption from certification must include the following statement in the institution's catalog and publications:

*The Director of the Arkansas Department of Higher Education has determined that (Name of institution) does not offer degree programs customarily offered at colleges and universities and has issued an Exemption from Certification.*

##### **B. Denial of Request for Exemption**

The Arkansas Higher Education Coordinating Board has authorized the Director of the Arkansas Department of Higher Education to issue a denial of exemption if the institution does not meet the criteria for exemption from certification.

To continue operations, institutions identified as not eligible for exemption from certification must contact the Arkansas State Board of Private Career (SBPCE) and apply for licensure, if required, prior to submitting a Letter of Notification and application for AHECB certification to ADHE.

##### **C. Arkansas Higher Education Coordinating Board**

The Arkansas Higher Education Coordinating Board will make the final determination on any exemption from certification should a question arise. See Appendix E for a schedule of AHECB meetings.

The AHECB may withdraw exemption status for proper cause. Such withdrawal would constitute a denial of exemption and require a subsequent application for AHECB certification and/or Arkansas State Board of Private Career Education licensure. If the institution does not seek subsequent certification or licensure, there will be an immediate end of institutional operations.

Any non-public or out-of-state institution requesting a Letter of Exemption must contact the Arkansas State Board of Private Career Education (SBPCE) to obtain licensure, if required, prior to submitting a Letter of Notification to Arkansas Department of Higher Education (ADHE). SBPCE information may be found at [www.sbpce.org](http://www.sbpce.org) or by calling (501) 683-8000 (Appendix D).

#### **D. Deadlines**

Letters of Notification to request an exemption from certification and required documentation are due on January 1, April 1, July 1, and October 1. The letter of Notification and required documentation must be submitted according to published deadlines in order to be considered.

#### **E. Appeal Process**

Should the institution elect to appeal any decision of the Director of the Arkansas Department of Higher Education or the Arkansas Higher Education Coordinating Board, a letter of appeal must be filed with the Arkansas Department of Higher Education within 30 days of the decision in question. The appeal process may be found in Appendix L.

#### **F. Renewal of Exemption**

Institutions receiving a Letter of Exemption from Certification will be required to request renewal of the exemption every two years. ADHE will maintain a master exemption renewal schedule and notify institutions when exemption renewal is required.

The request for exemption renewal (Form 12) and the **notification fee** (Appendix F) must be submitted to the ICAC Coordinator at least 60 days prior to the expiration of the exemption. A current catalog listing all degree programs offered should be submitted with the completed Notification Request for Exemption from Certification (Form 12). The completed form and the institution's catalog should be submitted electronically or by U.S. mail.

Non-public and out-of-state institutions offering college-level degree programs on a military installation must submit an annual enrollment report identifying the status of each student as active or retired military personnel, dependent of active or retired military personnel, or civilian employee. This requirement does not apply to public institutions offering degree programs on a military installation.

## **APPENDIX A ORGANIZATION AND STRUCTURE**

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ACA §6-61-301, §6-2-107, and §6-2-111 empower the Arkansas Higher Education Coordinating Board (AHECB) with the authority to provide for the orderly development of higher education and to protect its citizenry from fraudulent or inferior programs. The cited code is provided in Appendix B.

### **Institutions that Require Certification**

Certification by AHECB is required to offer a college-level course/degree program that is customarily granted by colleges or universities accredited by an accrediting agency recognized by the U.S. Department of Education. Institutions which must have AHECB certification prior to offering any coursework include:

- Non-public postsecondary education institutions and out-of-state postsecondary education institutions offering college-level courses/degree programs in Arkansas. This certification requirement also applies to institutions offering college-level courses or degrees by correspondence or distance delivery.
- A newly chartered and established postsecondary college or university in the state of Arkansas which proposes to offer college-level courses/degree programs. This does not include a school covered by Arkansas Code §6-51-601—617, or a school that is regulated by the State Cosmetology Board.

### **Arkansas Higher Education Coordinating Board**

The AHECB is empowered to establish the criteria required for certification and to promulgate rules and regulations for the purpose of carrying out the provisions of Arkansas Code §6-61-301. It is charged with the final responsibility for decisions regarding course/degree program and institutional certification and other matters involving Arkansas non-public and out-of-state postsecondary education institutions.

The AHECB will appoint individuals to the Institutional Certification Advisory Committee (ICAC) to assist AHECB in its responsibility regarding certification.

The AHECB will make the final determination in all instances. Hearings and actions will take place at scheduled meetings of AHECB unless a special meeting is called for those purposes.

### **Arkansas Department of Higher Education**

The Director of the Department of Higher Education (ADHE) or designee serves as presiding officer of ICAC and ensures that staff services for the ICAC are provided.

ADHE staff serves as the staff of AHECB and ICAC regarding all letters of Notification and applications for certification under ACA §6-61-301, §6-2-107 and §6-2-111. All formal communications should be addressed to or signed by the Director of the Arkansas Department of Higher Education or designee.

## **Institutional Certification Advisory Committee**

The Institutional Certification Advisory Committee meets four times a year, prior to the AHECB meetings. ICAC will assist in the development of rules, regulations, and criteria related to certification. Requests for certification will be reviewed by ICAC, which in turn will make recommendations to AHECB.

ICAC meetings are held quarterly at the Arkansas Department of Higher Education in Little Rock, Arkansas or via conference call.

The Institutional Certification Advisory Committee consists of nine voting members, each with a nine-year term. Members include:

- Two (2) non-public postsecondary education institution chief administrators or designee.
- Two (2) public postsecondary education institution chief administrators (one representing two-year community colleges; one representing four-year colleges and universities) or designee.
- Two (2) chief administrators of proprietary schools which are licensed by the State Board of Private Career Education, or designee.
- The Director of the Arkansas Department of Workforce Education (ADWE), or designee.
- Two (2) legal residents of the state of Arkansas who are not officially affiliated with any postsecondary institution in any state as an employee, board member, or in any other capacity.

### **ICAC membership and guidelines**

- A quorum shall be one more than half of the current voting ICAC positions filled at the time of the ICAC meeting.
- One nine-year term will expire annually, on the date of appointment.
- The designee for a chief administrator must be a senior administrator.
- An appointment to fill a vacancy for an unexpired term will be made by AHECB; the new member will complete the unexpired term.
- A member will be replaced after three consecutive, unexplained absences.
- Under special circumstances, a member can designate a representative to attend ICAC meetings.

### **Administrative Procedure Act**

The Arkansas Higher Education Coordinating Board, the Institutional Certification Advisory Committee, and the Arkansas Department of Higher Education will follow the provisions of the Administrative Procedure Act.

**APPENDIX B  
ARKANSAS CODE**

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**ACA §6-61-301. Incorporation generally.**

- (a)(1)(A) Individuals desiring to establish a postsecondary education institution in the State of Arkansas, other than a state-supported institution, a school as defined by §6-51-601 et seq., or a school which is regulated by the State Board of Cosmetology, shall be required to incorporate under the applicable laws of the State of Arkansas and to receive certification for offering educational programs from the Arkansas Higher Education Coordinating Board.
- (b) Any postsecondary education institution located in another state, other than those covered by §6-51-601 et seq., or those regulated by the State Board of Cosmetology, which desires to offer coursework or degrees in the State of Arkansas shall be required, prior to offering any coursework, to obtain certification to do so from the Arkansas Higher Education Coordinating Board.
- (c) Any postsecondary education institution in the State of Arkansas desiring to offer programs leading to a degree which is customarily granted by colleges or universities shall be required to obtain certification to grant such degree from the Arkansas Higher Education Coordinating Board.
- (2) State-supported vocational and technical schools, institutions covered under §6-51-601 et seq., or institutions regulated by the State Board of Cosmetology shall be required to obtain approval for programs in which such degrees would be granted from both the Arkansas Higher Education Coordinating Board and the State Board of Education.
- (3) Non-public colleges and universities currently incorporated and operating under the applicable laws of this state shall not be required to receive such certification.
- (b) The Arkansas Higher Education Coordinating Board shall be empowered to establish the criteria required for certification and to promulgate rules and regulations for the purpose of carrying out the provisions of this chapter and shall be charged with the final responsibility for decisions as required by the chapter.
- (c) Any person violating the provisions of subdivision (a)(1)(B) or (C) or subsection (b) shall be guilty of a misdemeanor and shall, upon conviction, be fined not more than one thousand dollars (\$1,000) or be imprisoned in the county jail not more than three (3) months.
- (d)(1) To secure legal existence by act of incorporation, the individuals desiring to become a corporation as trustees of a college, university, or other postsecondary institution shall prepare a charter for the proposed institution and shall present the charter to the Arkansas Higher Education Coordinating Board.
- (2) If the Arkansas Higher Education Coordinating Board determines that the charter is in accordance with the provisions of the laws of the State of Arkansas and the rules and regulations of the Arkansas Higher Education Coordinating Board, the Board shall issue

to the trustees a certificate appended to a copy of the charter with the Great Seal of the State of Arkansas attached.

- (3) The certificate shall state that the accompanying charter is granted to the trustees, that they have complied with the provisions of law, and that they are thereby constituted as the board of directors of that institution and invested with all powers prescribed in the charter.
- (4) A copy of the charter and certificate shall be filed with the Secretary of State and recorded by him or her in a book to be kept for that purpose.
- (5) The Arkansas Higher Education Coordinating Board shall have the power, after giving thirty (30) days' notice in writing to the trustees to show cause why such action should not be taken, to revoke any certification issued by the board whenever the board shall find, after proper investigation, that the institution is conferring degrees or diplomas without requiring sufficient work therefore or is in violation of any of the provisions of the laws of this state or the regulations of the board relative thereto.

**History.** Acts 1911, No. 375, § 9; 1975, No. 903, §§ 1-6; 1977, No. 560, § 5; A.S.A. 1947, § 80-4905.

**6-61-302. Incorporation and certification - Advisory committee.**

- (a) To assist the Arkansas Higher Education Coordinating Board in its responsibilities regarding incorporation and certification of postsecondary educational institutions, the board shall appoint an advisory committee.
- (b) The advisory committee shall include:
  - (1) Two (2) non-public postsecondary education institution chief administrators;
  - (2) Two (2) public postsecondary education institution chief administrators;
  - (3) Two (2) chief administrators of proprietary schools which are licensed under §6-51-601 et seq.;
  - (4) The Director of the Department of Workforce Education or designated representative; and
  - (5) Two (2) legal residents of the state who are not officially affiliated with any postsecondary institution in any state as an employee or board member or in any other capacity.
- (c) The members shall serve nine-year terms.
- (d) Members shall serve without compensation but may be reimbursed for expenses in accordance with §25-16-901 et. seq.

**History.** Acts 1975, No. 903, § 4; 1977, No. 560, § 5; A.S.A. 1947, § 80-4905; Acts 1997, No. 250, § 26; 2003, No. 1473, § 6.

**6-2-107. Change of name or provisions.**

1. Whenever the trustees of any corporate institution of learning are desirous of changing its name or the provisions of its charter, they may meet at the regular place of transacting business and change the name of the institution or the provision of its charter.
2. A majority of all the trustees shall consent to the change, and no change shall be made without due notice of the meeting and the notification thereof given to the several trustees at least ten (10) days before the time of such meeting.
3. When a change of name or of the provisions of the charter shall be made, the changes shall not be effective until they are approved by the State Board of Education [Arkansas Higher Education Coordinating Board].
4. When a change is approved, a copy of the resolution of the board of trustees providing for such a change, together with a certificate of the State Board of Education [Arkansas Higher Education Coordinating Board] as to its approval, shall be filed in the office of the Secretary of State and recorded by him in a book to be kept for such purposes.

**History.** Acts 1911, No. 375 §§ 11, 12; C&M Dig. §§ 1774, 1775; A.S.A 1947, §§ 64-1411, 64-1412.

## APPENDIX C TYPES OF REVIEWS

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The rules governing the certification of non-public and out-of-state postsecondary education institutions were originally written in 1975 and were revised in 1987, 1995, and 2005. The rules detail the types of institutional and program reviews conducted by the Institutional Certification Advisory Committee (ICAC) in order to insure institutions are operating within the boundaries established by ACA §6-61-301–302.

Types of reviews include the **regular review**, **special review**, and **staff review**. The **regular review** is for applications for certification, recertification, and decertification of established institutions to offer college-level courses/degree programs, and for the certification of a newly established college or university in the state of Arkansas. Regular reviews are described in detailed in Section I of this appendix.

Institutions operating under AHECB certification are subject to a **special review** when institutional changes occur that might affect the institution's ability to meet AHECB certification criteria. Institutional changes are explained in Section II of this appendix.

A **staff review** may be scheduled when it is believed that a course/degree program, or institution has ceased conforming to the requirements for AHECB certification. Staff Reviews are explained in Section III of this appendix.

### I. Regular Reviews

Regular reviews for certification, recertification, and decertification are described below.

#### **Establishment of a New Institution**

Prior to establishing a new postsecondary institution in Arkansas to offer college-level courses/degree programs in Arkansas, the institution's charter and an application for institutional planning and development must be filed with Arkansas Department of Higher Education (ADHE) to request institutional certification and to provide information about the proposed institution.

#### **Program Certification**

Prior to offering courses/degree programs resulting in a college degree, institutions must apply for certification of the proposed course/degree program.

#### **Program Recertification**

To insure the continued quality of course/degree programs offered to Arkansas students certified institutions are required to apply for program recertification upon expiration of its current certification.

#### **Program Decertification**

When an institution decides to no longer offer a certified course/degree program to its students, the institution must file a Letter of Notification and request program decertification detailing their plans for ending the program without causing major interruption to students and the institution.

#### **Institutional Decertification and Closure**

Institutions planning to no longer offer certified courses/degree programs and/or cease operations in Arkansas must file a Letter of Notification and application for institutional decertification and

closure detailing their plans for ending operations including an opportunity for students to complete the course/degree program.

### **Exemptions**

Due to their unique nature, some educational institutions may be eligible for exemption from certification. A request for exemption from certification and the required documentation must be submitted to the ADHE for review.

## **II. Special Review**

Institutional changes subject to a special review of certification are listed below. A Letter of Notification must be submitted to ADHE prior to any changes in location, charter, level or programs offered, or institutional name.

### **Change of Location (Address)**

Upon the relocation of an institution, ADHE must be immediately notified in writing of the change with the new address included.

### **Change in Charter**

Any change to the charter of a postsecondary institution incorporated in the state of Arkansas to offer college-level degrees must be certified by the AHECB. Proposed changes in the charter must be submitted to ADHE within five working days prior to any changes being filed with the Secretary of State's office. The changes will not be effective until certified by AHECB.

### **Change of Level of Program Offerings**

Institution certification must be obtained from the AHECB approval prior to an institution's offering degree programs beyond the degree level (associate to bachelor, bachelor to master, or master to doctoral) established in the institution's charter.

Any non-public institution of higher education incorporated in the state of Arkansas on or prior to April 7, 1975, desiring to offer degrees at a higher level than it offers currently must submit a copy of the institution's articles of incorporation to the ADHE to receive a determination on whether AHECB approval is required.

### **Name Change**

Any institution incorporated in the state of Arkansas desiring a change of name must submit a letter of notification to ADHE that provides documentation that the proposed name change has been approved by the institution's governing body. The AHECB approval will be transferred from the existing institution to the newly named institution.

## **III. Staff Review**

### **Bankruptcy**

Institutions that file bankruptcy shall notify the Arkansas Department of Higher Education in writing within twenty-four (24) hours of the filing. The notification must include the name of the attorney, case number, where the action was filed (state/county and court), total number and names of students currently enrolled, a teach-out plan to assist current students in the completion of the course/degree program, and any other applicable information such as reorganization plans.

### **Conferring Degrees Without Sufficient Work**

The AHECB has the power, after giving the institution thirty (30) days written notice to show cause why such action should not be taken, to revoke any certification issued by the AHECB whenever the ADHE staff finds, after proper investigation, that an institution is conferring degrees without

requiring sufficient work or is in violation of any of the provisions of the laws of the State of Arkansas or the AHECB certification regulations.

**Sale of Institution or Program**

The institution must provide information regarding its sale, including the terms of the sale and the name and the address of the purchaser. Institutional and program certification will not be transferred to another institution. Upon the sale of an institution or program, an application for certification, prepared by the purchaser, must be submitted to ADHE requesting AHECB certification.

## **APPENDIX D LICENSURE AND APPROVAL BY OTHER AGENCIES**

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Prior to submitting an application for course/degree program certification in Arkansas, institutions must contact the following agencies for their regulations.

### **Arkansas State Board of Private Career Education (SBPCE)**

All institutions applying for AHECB certification of course/degree programs in Arkansas must contact SBPCE and apply for licensure, if required, prior to submitting an application. The institution must provide documentation of (1) licensure or (2) exemption by the SBPCE. An institution receiving an exemption from SBPCE, but also desiring to offer college-level courses/degree programs, must be certified by AHECB.

Telephone: (501) 683-8000  
Address: 612 South Summit #102  
Little Rock, AR 72701  
Web address: [www.sbpce.org](http://www.sbpce.org)

### **Arkansas State Board of Examiners in Counseling**

Curriculum standards for master's degree in counseling are set by the Arkansas State Board of Examiners in Counseling.

Telephone: (870) 901-7055  
Address: 124 South Jackson, Suite 312  
Magnolia, AR 71753  
Web address: [www.arkansas.gov/abec](http://www.arkansas.gov/abec)

### **Government Agencies**

If licensure or certification by other government agencies or entities is required for legal operation, the institution must document that approval. Out-of-state institutions must submit documentation that the institution is licensed or certified to operate in its home state.

### **Teacher Education Courses/Degree Programs**

Prior to ADHE consideration, institutions applying to offer education course/degrees requiring teacher licensure or certification must be approved by the Arkansas Department of Education (ADE) Teacher Certification Department. The applying institution must submit ADE documentation of program approval.

Telephone: (501) 682-4342  
Address: #4 Capitol Mall  
Little Rock, AR 72201  
Web address: <http://www.arkedu.state.ar.us>

Applicants for teaching licensure in Arkansas must complete education course/degrees at National Council for Accreditation of Teacher Education (NCATE) accredited institutions. The Arkansas

Higher Education Coordinating Board certification requires NCATE for any teacher education program. The applying institution must submit documentation of NCATE accreditation.

### **Nursing Courses/Degree Programs that Lead to Practical Nurse or Registered Nurse Licensure**

The Arkansas State Board of Nursing (ASBN) must approve nursing programs that lead to licensure for the Practical Nurse and the Registered Nurse. The applying institution must submit documentation that it has received ASBN approval.

Telephone: (501) 686-2700  
Address: 1123 South University  
Little Rock, AR 72204-1619  
Web address: [www.asbn.org](http://www.asbn.org).

### **Psychology Courses/Degree Programs**

The Arkansas State Board of Psychology (ASBP) is responsible for the licensure of psychologists in Arkansas. The applying institution must submit documentation that it has received ASBP approval.

Telephone: (501) 682-6167  
Address: 101 East Capitol, Suite 415,  
Little Rock, AR 72201  
Web address: [www.asbp.org](http://www.asbp.org).

### **Other Professional Programs**

If licensure or certification by other government agencies or entities is required for practice of the profession, the institution must provide documentation of external reviews of the program, and approval by the licensure/certification agency.

**APPENDIX E**  
**TIMELINE**

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ICAC meetings are held quarterly at the Arkansas Department of Higher Education in Little Rock, Arkansas, or via conference call. Meeting locations for the Arkansas Higher Education Board include various college and university campuses in the state. Dates and locations for the quarterly ICAC and AHECB meetings are listed on the ADHE web site, [www.arkansashighered.com](http://www.arkansashighered.com).

Letter of Notification	January 1	April 1	July 1	October 1
Application Deadline	February 1	May 1	August 1	November 1
ICAC Meeting	March	June	September	January
Arkansas Higher Education Coordinating Board Meeting	April	July	October	February

**APPENDIX F  
FEES and SURETY BONDS**

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**I. Fees**

The fees identified in this section are used to offset the cost involved with the processing and review of applications for certification, recertification, decertification, and requests for exemption. All fees will be effective January 1, 2006, and are non-refundable.

Payment of fees does not guarantee certification or exemption, but is considered to be a part of the cost for processing.

**A. Notification Fee**

A notification fee (\$250) will be assessed for each Letter of Notification submitted for certification, recertification, decertification, new institution, request for exemption, or other change. The notification fee must be submitted with the Letter of Notification. **Checks should be made payable to the Arkansas Department of Higher Education and submitted to:**

**ICAC Coordinator  
Arkansas Department of Higher Education  
114 East Capitol  
Little Rock, AR 72201**

<b>Notification Fee (Submit fee with Letter of Notification).</b>	<b>Amount</b>
Letter of Notification for:	
• Certification of established institution to offer college-level courses/degree programs.	\$250
• Recertification of established institution to offer college-level courses/degree programs.	\$250
• Decertification of established institution to offer college-level courses/degree programs.	\$250
• Request for exemption from certification	\$250
• Request for renewal of exemption from certification	\$250
• Establishment of new institution	\$250
• Other changes (change of address, change of charter, change of level of degree offered, other special reviews)	\$250

**B. Processing Fee**

A processing fee based on the number of course/degree programs submitted will be required with each application submitted for certification, recertification, decertification, and certification of a new institution. The processing fee must be submitted with the application. **Checks**

should be made payable to the Arkansas Department of Higher Education and submitted to:

**ICAC Coordinator**  
**Arkansas Department of Higher Education**  
**114 East Capitol**  
**Little Rock, AR 72201**

<b>Processing Fee (Based on number of college-level course/degree programs submitted. Submit fee with application.)</b>	<b>Amount Per Certification Period</b>
Institutional Certification – Planning and Development Fee	\$3,000
New Institution - Initial Course/Degree Program Certification for one but not more than five (5) degree programs.	\$2,500
Certification Fee for each course/degree program over 5.	\$500
Certification Fee for one but not more than five (5) course/degree programs.	\$2500
Certification Fee for each course/program over 5.	\$500
Recertification Fee for one but not more than ten (10) course/degree programs.	\$2,000
Recertification Fee for each course/degree program over 10.	\$200
Certification or Recertification Fee for one but not more than five (5) college-level courses.	\$500
Certification or Recertification Fee for each course over five (5).	\$100

### **Review Team Expenses**

Travel and other associated per diem expenses for the review team members associated with a team visit must be paid by the institution applying for certification, recertification, or decertification of an institution or college-level course/degree program.

If it is determined that a review team is needed for a special review of the institution, or program(s), the institution must pay the travel and associated per diem expenses for the review team members associated with the review.

Out-of-state institutions and distance delivery institutions may be required to pay the expenses for a review team meeting at ADHE and a representative of the institution to attend the team meeting at ADHE. The review may include a conference call between the team and institution representatives. Expenses for this meeting and telephone conferences are the responsibility of the applying institution.

## **II. Surety Bonds for Certified Institutions**

In an effort to protect Arkansas students from financial hardship and loss due to the unexpected closure of an institution certified by the Arkansas Higher Education Coordinating Board (AHECB), non-public and out-of-state, postsecondary institutions certified to offer college-level course/degree programs in Arkansas will maintain a surety bond during operations in Arkansas.

A surety bond is a contract between an institution, the Arkansas Department of Higher Education (ADHE), and a surety insurer (bond company) to provide protection for the enrolled student in the case of a financial loss due to the closure of the institution. The required bond will be maintained to protect only Arkansas residents who are students at the time of closure of a certified institution and only for the amount of prepaid and unused tuition.

### **A. Bond Requirements**

AHECB certified institutions are required to maintain a bond equal to the gross tuition collected from Arkansas students during the previous fiscal year, with a minimum bond amount of \$20,000. Institutions with more than one campus in Arkansas may choose to maintain one bond for each Arkansas campus or have one bond equal to the amount of tuition collected during the previous year at all Arkansas campuses. For AHECB certified institutions not yet collecting tuition from Arkansas residents, the minimum bond amount is \$20,000. If an institution is located outside the state of Arkansas, the institution will be required to maintain a bond equal to the gross tuition collected from Arkansas students during the previous fiscal year.

An admitted bond company authorized and approved to do business in Arkansas must issue the institution's bond. A list of admitted bond companies can be obtained from the Arkansas Insurance Commission.

Institutions are required to submit an annual report of gross tuition collected during the previous year, along with proof of bond equal to the gross tuition collected. The minimum bond amount for an institution is \$20,000. Proof of bond must be submitted to ADHE by July 1st of each year. The institution's report of gross tuition and proof of bond should be submitted on Form 4 to:

ICAC Coordinator  
Arkansas Department of Higher Education  
114 East Capitol  
Little Rock, AR 72201

The signature, or stamp and seal, of the bond company's attorney-in-fact must be included on the surety bond form. If the bond company uses an officer or director as the attorney-in-fact for the bond power, that official must be listed in the company's Arkansas Department of Insurance file as an approved signatory.

### **B. Claims Against the Institution's Bond**

A student will be eligible for restitution of unused tuition from the institution's bond when:

1. Due to closure of the AHECB certified institution the student can no longer continue his/her education at the AHECB certified institution and has prepaid but unused tuition requiring reimbursement; and/or

2. Due to closure of the AHECB certified institution no viable alternative for restitution is available, as determined by the Arkansas Department of Higher Education (ADHE).

Unused tuition will be defined as payment for classes in which the student was enrolled, but were not completed because of the closure of the institution.

Within 30 days of closure, the institution will submit a list to ADHE of students owed unused tuition. The list must include a current address for the student and the amount of tuition owed to the student. ADHE will forward the list to the institution's bonding company. The Bonding Company will be responsible for payment under the terms of the bond.

### **C. Termination of Bond**

An institution's certification will be revoked if the institution fails to maintain a surety bond equal to the previous year's gross tuition receipts, with a minimum bond amount of \$20,000. If a surety bond is cancelled, a cease and desist notice will be issued for the institution and decertification/closure procedures will be started by ADHE.

If a bond company chooses to cancel an institution's bond, the bond company may not be relieved of liability of the bond unless it gives the institution and ADHE 30 days written notice of the company's intent to cancel the bond. If the institution does not file a new bond within 30 days of receiving the suspension/bond cancellation notice, a cease and desist notice will be issued for the institution and decertification/closure procedures will be started by ADHE.

## APPENDIX G

### DESCRIPTION OF DEGREE REQUIREMENTS

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Certification by the Arkansas Higher Education Coordinating Board (AHECB) is required to offer college-level courses leading to a degree that is customarily granted by colleges or universities accredited by an accrediting agency recognized by the U.S. Department of Education. The following degree requirements are required of certified institutions.

#### 1. Associate of Arts Degree (A.A.)

- a. Awarded for completion of college-level coursework which is transferable toward a baccalaureate degree. Typically, the field of study is not specified in the degree title.
- b. State minimum general education core totaling 35 semester hours or 52 quarter hours. English/Communications (6 semester hours), Math (3 semester hours), Social Sciences (9-12 semester hours), Humanities (6-9 semester hours), Science (8 semester hours). Three semester hours equal 4.5 quarter hours.
- c. The range of hours for an A.A. is 60 to 64 semester hours or 90 to 96 quarter hours.

#### 2. Associate of Science Degree (A.S.)

- a. Awarded for completion of college-level coursework of which the majority of courses and general education courses are transferable toward a baccalaureate degree.
- b. Typically, the field of study is not specified in the degree title.
- c. Minimum general education core totaling 35 semester hours or 52 quarter hours. English/Communications (6 semester hours), Math (3 semester hours), Social Sciences (9-12 hours semester), Humanities (6-9 semester hours), Science (8 semester hours). Three semester hours equal 4.5 quarter hours.
- d. The range of hours for an A.S. is 60 to 72 semester hours or 90 to 108 quarter hours.

#### 3. Associate of Applied Science Degree (A.A.S.)

- a. Awarded for completion of college-level coursework that is designed primarily for direct employment.
- b. Minimum of 15 semester hours or 22.5 quarter hours of general education courses. English/Writing (6 semester hours), Math (3 semester hours), Computer Fundamentals (3 semester hours), and Social Sciences (3 semester hours). Three semester hours equal 4.5 quarter hours.
- c. Minimum of 50% of credit hours in the field.
- d. Occupational field may be specified in degree title.
- e. The range of hours is 60 to 72 semester hours or 90 to 108 quarter hours.

#### 4. Associate of General Studies/Liberal Arts (A.G.S.)

- a. Awarded for completion of a planned program of college-level coursework of transfer and/or occupational college credit courses.
- b. Minimum of 15 semester credit hours or 22.5 quarter hours of general education core.
- c. The program is to be developed cooperatively by the students and the institution. The degree is intended to serve as a flexible program option for students whose needs cannot be met by other programs.
- d. The degree program range is 60 to 64 semester hours or 90 to 96 quarter hours.
- e. Program curriculum may vary for an out-of-state institution if the institution provides documentation that the program has been formally approved by a licensing,

governing, or coordinating body in the institution's home state or by a specialized accrediting agency.

**5. Associate of Applied Science in General Technology (A.A.S.G.T.)**

- a. Awarded upon completion of an individualized program of study to fulfill a unique career goal that cannot be met through the completion of a single program offered by the institution that requires between 60 to 64 semester credit hours or 90 to 96 quarter hours.
- b. Minimum of 15 semester hours or 22.5 quarter hours of general education core courses.
- c. Twenty-four to 30 semester hours in a major technical area.
- d. Fifteen to 21 semester in a technical core of support courses from other related technical disciplines.
- e. Maximum of 24 semester hours for experiential learning or work experience.

**6. Associate of Arts in Teaching (A.A.T.)\***

- a. Awarded upon completion of program of college-level coursework transferable toward a baccalaureate degree in teacher education.
- b. Designed to align with state licensure requirements.
- c. Program requires 60 to 72 semester hours or 90 to 108 quarter hours.
- d. Minimum 35 semester hours or 52 quarter hours of general education core courses.

\* - *Institutions must be NCATE certified prior to offering this program.*

**7. Baccalaureate Degree**

- a. Awarded upon completion of program requiring 120 to 136 semester hours or 180 to 204 quarter hours.
- b. Minimum of 40 semester hours or 60 quarter hours of general education core courses.
- c. Minimum of 40 semester hours or 60 quarter hours of upper-level courses.
- d. Minimum of 30 semester hours or 45 quarter hours (including 20 upper-level semester hours or 30 quarter hours in the major field of study).

**8. Bachelor of Applied Science (B.A.S.)**

- a. Awarded upon completion of program requiring 120 to 136 semester hours or 180 to 204 quarter hours that allows students holding an Associate of Applied Science degree to apply the entire associate degree toward the requirements of a bachelor's degree.
- b. Minimum 35 semester hours or 52 quarter hours of general education core courses.
- c. Minimum of 40 semester hours or 60 quarter hours of upper level courses in selected fields of study.
- d. Curriculum must require mastery of skills and knowledge against specified performance standards in at least one area or specific discipline.

**9. Bachelor of Professional Studies (B.P.S.)**

- a. A flexible program option for students with earned college credit (including technical and occupational courses).
- b. Awarded upon completion of 120 to 136 semester hours or 180 to 204 quarter hours.
- c. Program of study developed cooperatively by student and institution to meet professional development and career goals.
- d. Minimum of 35 semester hours or 52 quarter hours of general education core courses.
- e. 40 semester hours or 60 quarter hours of upper level courses in selected fields of study.
- f. Curriculum must require mastery of skills and knowledge against specified performance standards in at least one specific area or discipline.

**10. Master's Degree**

- a. Minimum of 30 graduate semester hours or 45 quarter hours beyond the baccalaureate degree.
- b. Minimum of 9 semester hours or 13.5 quarter hours of core courses and minimum of 15 semester hours or 22.5 quarter hours in the major field of study.

**11. Specialist's Degree**

Completion of 30 to 42 semester hours or 45 to 63 quarter hours) beyond the master's degree, but does not meet the academic requirements of a doctor's degree.

**12. Doctoral Degree**

- a. Minimum of 72 graduate semester hours or 108 graduate quarter hours (or 42 graduate-only semester hours or 63 quarter hours beyond the master degree).
- b. Maximum of 24 semester hours or 36 quarter hours of dissertation courses.

**13. First Professional Degree**

- a. Minimum of 72 post-baccalaureate semester hours or 108 post baccalaureate quarter hours.
- b. Completion of academic requirements to begin practice in the profession.
- c. Minimum of two years of undergraduate college work before entering the program
- d. Minimum of six academic years of college work to complete the degree program, including the prior required undergraduate college work.

## APPENDIX H CREDIT HOUR VALUE AND LENGTH OF TERM

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### Credit Hour Value

The credit hour is a unit by which an institution may measure its course work. The credit hour value for a course is determined primarily by the amount of time, the intensity of the educational experience, and the amount of outside preparation required by the student. For example, a lecture course with extensive reading or other out-of-class preparation would result in one credit for each hour per week; a laboratory experience with moderate out-of-the class preparation may equal one credit for two hours per week; a laboratory experience with little out-of-class preparation may equal one credit for three hours per week.

The traditional credit hour values assigned to a course for class time are the semester hour and the quarter credit hour. They convert as follows: quarter hours multiplied by two-thirds ( $\frac{2}{3}$ ) equal semester hours; semester hours multiplied by one and one-half ( $1\frac{1}{2}$ ) equal quarter hours.

The following are generally accepted standards in Arkansas:

- 1 semester credit for each 12.5 class hours of lecture
- 1 semester credit for each 25 class hours of laboratory
- 1 semester credit for 37.5 hours of clinical, practicum, internship, shop instruction.

Credit hour for non-traditional delivery of courses or programs generally do not use the above lecture/laboratory/practicum formulas for credit calculation. Therefore, an institution must demonstrate that the clock or credit hours awarded are appropriate for the courses/degree programs and credentials. The institution may accomplish this by demonstrating that students completing these programs or courses have acquired equivalent levels of knowledge, skills, or competencies to those acquired in traditional formats.

### Length of Term

The three common systems used to measure the length of a term are semester, quarter and trimester. The semester is generally composed of 15 to 17 weeks of classes including final examinations. The quarter system is generally 10 to 12 weeks of classes including final examinations. Summer quarters are sometimes subdivided into terms of shorter length. A trimester is 15-week terms including final examinations.

Under the semester system, a minimum of fifteen (15) fifty-minute class sessions, excluding labs, is required to award one semester hour of credit. A minimum of ten (10) fifty-minute class sessions excluding labs are required to award one quarter hour of credit.

### Exceptions

There may be exceptions regarding lengths of terms and amounts of credit awarded for specific circumstances such as self-paced instruction, independent study, workshops, seminars, and distance delivery where the instructional content and activities are selected appropriately. Furthermore, some institutions have adopted a course-based system, rather than a credit-hour system. Institutions that do not use the semester or quarter length as a measure to award credit

must demonstrate that the amounts of credit awarded have been adjusted appropriately. This information will be provided for each application for new program certification on Form 14, Class Hours to Credit Hours Conversion Chart.

**APPENDIX I**  
**GENERAL EDUCATION REQUIREMENTS FOR ARKANSAS**

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**I. General Education Requirements for the Associate of Applied Science Degree and Associate of General Studies/Liberal Arts Degree and Associate of Applied Science in General Technology Degree**

Minimum of 15 semester hours (22.5 quarter hours) required. Three (3) semester hours equal 4.5 quarter hours. Courses must meet or exceed the following criteria

- A. English/writing** (6 semester hours of composition *or* 3 semester hours of composition and 3 semester hours of technical writing)
  - 1. Composition I** (3 semester credit hours) Study and practice of fundamentals of written communication including principles of grammar, punctuation, spelling, organization, and careful analytical reading. Students focus on organizing and revising ideas.
  - 2. Composition II** (3 semester credit hours) Continues the practice of Composition I to develop further the skills learned in that course. Based on reading and discussion of various types of writing, the students' essays will provide practice in different kinds of rhetorical development with an emphasis on academic writing. Students focus on analysis, argumentation, and writing from sources.
  - 3. Technical Writing** (3 semester credit hours) Study, discussion, and writing of technical descriptions and processes, formal and informal proposals, and reports. A course designed to prepare students to demonstrate a high level of effectiveness in handling the demands of communication on the job (*Prerequisite: Composition I*).
- B. Mathematics** (3 semester credit hours) May be one of the following: Applied Mathematics or Intermediate Algebra or a higher-level mathematics course.
- C. Computer Applications/Fundamentals** (3 semester credit hours) Study of the fundamental concepts of computing in a personal computer environment, introduction to hardware and software and system configuration. The focus is on practical problem solving using application software.
- D. Social Sciences** (3 semester credit hours) Students may select one of the following: Sociology, Psychology, History, Government course.

**II. General Education Core Requirements for Associate of Arts Degree, Associate of Science Degree, and Baccalaureate Degree Program**

Minimum 35 semester credit hours or 53 quarter hours. Three (3) semester credit hours equal 4.5 quarter credit hours. Courses must meet or exceed the following criteria.

- A. English Composition** (6 semester credit hours).
- B. Speech Communication** (0-3 semester credit hours).
- C. Math** (3 semester credit hours). College algebra or course as sophisticated as College algebra. Institutions may require students majoring in math, engineering, science, and business to take higher-level math courses
- D. Science** (8 semester credit hours). Science courses must include laboratories. Institutions may require students majoring in math, engineering, science, education, and health related professions to take higher level or specific science courses.
- E. Fine Arts/Humanities** (6-9 semester credit hours).
- F. Social Sciences** (9-12 semester credit hours). U.S. History or Government (3 semester credit hours) and six to nine semester hours of other social sciences. Institutions may require students majoring in engineering to take either (six) 6 semester hours of humanities and social sciences at the junior/senior level or substitute an additional six (6) semester hours of higher-level mathematics and/or additional science courses.

## **APPENDIX J STUDENT GRIEVANCE PROCEDURE**

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All Arkansas Higher Education Coordinating Board (AHECB) certified institutions must publish, post, and adhere to a procedure for handling a student grievance. Out-of-state and distance delivery institutions must furnish a toll-free telephone number or e-mail address for quick access in filing a student grievance.

### **Student Grievance Procedure**

ADHE requires the certified institution to make a decision on the student grievance following the institution's public policy.

Inquiries into student grievances must be limited to AHECB certified (under Arkansas Code §6-61-301) courses/degree programs and institutions and to matters related to the criteria for certification.

Within 20 days of completing the institution's grievance procedures, the student may file the complaint in writing with the ICAC Coordinator, Arkansas Department of Higher Education, 114 East Capitol, Little Rock, AR 72201.

The grievant must provide a statement from the institution verifying that the institution's appeal process has been followed. ADHE will notify the institution of the grievance within 15 days of the filing. Within 10 days after ADHE notification, the institution must submit a written response to ADHE. Other action may be taken by ADHE as needed.

## APPENDIX K REVIEW TEAM AND REVIEW TEAM VISIT

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### Review Team

An ad hoc panel of individuals who are knowledgeable of similar courses/degree programs may be assembled by the Arkansas Department of Higher Education (ADHE) staff to review applications for certification or recertification. ADHE will schedule a mutually convenient time for an on-site review of the course/degree program and the institution by the team. Representatives of out-of-state or distance delivery institutions may be required to meet with the review team at ADHE unless the staff determines that the review can be conducted by conference call.

A review team may include members of the Institutional Certification Advisory Committee (ICAC) and staff of the State Board of Private Career Education (SBPCE). The size of the team is determined by the level of courses/degree programs and the number of courses/degree programs proposed. All team members will be provided a copy of the institution's application. Expenses associated with the review team will be covered by the institution.

The review team will prepare a report and present its findings to ADHE. ADHE staff will use the report as the basis for a recommendation to ICAC concerning Arkansas Higher Education Coordinating Board (AHECB) certification or recertification.

### Review Team Visit

The following are general guidelines for the team visit; however, the requirements of the visit may vary depending on the type of review and the method of delivery for the course/degree program.

#### A. On-Site Review

1. ADHE will schedule a mutually convenient time with institutional representatives and review team members for the team visit.
2. Administration, faculty, and students enrolled in the institution should be available for team interviews upon request.
3. The institution should have the following information available for review upon request:
  - a. Student-related information including a list of current students, transcripts, admission procedures and applications, student contracts and payment records, student financial aid records, and student employment placement records, and a current college catalog.
  - b. Faculty and administrator vitae/resumes indicating all educational training, certification or licensure, and teaching and work history.
4. List of current employees.
5. Program curricula, course syllabi, and textbooks must be on display.

#### B. Out-of-State and Distance Delivery Reviews

1. If an on-site visit is scheduled, follow the guidelines for On-site Review above.
2. If the team meets at ADHE, institutions must have a representative attend the review unless ADHE determines that the visit can be conducted by conference call.
3. The institution will be responsible for the expense of conference call, if one is scheduled, and the chief academic officer must be available to answer questions in part A of this appendix.

### C. Special Reviews

1. See Appendix C for a description of reasons for special reviews that may require an on-site visit by a review team.
2. ADHE staff will notify the institution of the information needed for the review team.

## APPENDIX L APPEAL PROCESS FOR INSTITUTIONS

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### **Letter of Appeal**

If an institution elects to appeal any decision of the Director of the Arkansas Higher Education Department, the Institutional Certification Advisory Committee, or the Arkansas Higher Education Coordinating Board, a Letter of Appeal must be submitted to ADHE (Use Form 13).

The letter should provide the reason for the appeal and documentation or additional information that might affect the decision. The Letter of Appeal (Form 13) must be signed by the institution's chief executive officer and must be submitted within 30 days of the decision in question to ADHE.

### **Appeal Hearing**

Appeals will be considered at the next regular AHECB meeting following the receipt of the written Letter of Appeal.

Hearings will be conducted in accordance with AHECB approved policy and will be held in conjunction with regularly scheduled AHECB meetings unless an emergency exists that requires immediate action.

Oral proceedings will be recorded by a certified court reporter and the institution will be responsible for all associated costs, including transcripts of the oral proceedings.

AHECB meets quarterly. AHECB meeting dates and locations can be found at [www.arkansashighered.com](http://www.arkansashighered.com).

## **APPENDIX M DEFINITIONS**

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### **ACCREDITATION**

The process whereby a non-governmental association recognizes an educational institution or program of study as having voluntarily met established standards as determined through initial and periodic evaluations.

Non-public and out-of-state institutions seeking certification to offer college-level courses/degree programs customarily offered by colleges and universities must be accredited by an accrediting agency recognized by the U.S. Department of Education.

### **ASSESSMENT**

Data-gathering strategies, analyses, and reporting processes that provide information that can be used to determine the achievement of student learning outcomes.

### **CHURCH-RELATED TRAINING**

Degree programs designed for the primary purpose of preparing individuals for positions of leadership and responsibility in a church or other religious institution (i.e., ministry, music ministry, youth ministry, etc.).

### **CLASSCONTACT HOUR**

A unit of measure that represents an hour of scheduled instruction. Also referred to as class or clock hour.

### **COLLEGE-LEVEL DEGREE**

An authorized award conferred by an approved educational institution acknowledging the satisfactory completion of a program of study.

College-level degrees are those customarily awarded by colleges and universities accredited by an accrediting agency recognized by the U.S. Department of Education.

Degrees include: but not limited to, Associate of Arts, Associate of Applied Science, Bachelor of Arts, Bachelor of Science, Master of Science, Master of Arts, Master of Fine Arts, Master of Education, Doctor of Education, Doctor of Philosophy.

### **COLLEGE-LEVEL COURSE**

A unit of learning activities.

College-level courses are those customarily offered by colleges and universities accredited by an accrediting agency recognized by the U.S. Department of Education.

### **CURRICULUM**

A program of instruction or an overall set of courses or programs offered by an institution that comprises a specific area of study.

**DECERTIFICATION**

An action taken when a course/degree program will no longer be offered to Arkansas residents, or an institution closes. Decertification occurs (1) at the request of the certified institution, which is either closing a course/degree program or closing the institution; (2) as a result of failure by the institution to provide sufficient information for recertification; or (3) as a result of failure to meet certification requirements. No new students may be enrolled. A teach-out plan must be approved by the Arkansas Department of Higher Education and offered to the students for an opportunity to complete the course/degree program.

**DISTANCE INSTRUCTION**

Part of the distance education process in which the majority of the instruction occurs while educator and learner are at a distance from one another.

**DISTANCE LEARNING**

Part of the distance education process that connects learners with providers via distance technology. All distance learning is characterized by (1) separation of place and/or time between instructor and learner, among learners, and/or between learners and learning resources; and (2) interaction between the learner and the instructor and/or interaction among learners conducted through one or more media.

**EXEMPTION  
(LETTER OF)**

Some educational institutions might not require AHECB certification and may be eligible for a Letter of exemption. Part III identifies those institutions that may be exempt and the documentation that must be submitted to ADHE. A letter of exemption is valid for two years and must be renewed biannually.

**FACULTY**

Individuals who present instruction, prepare instructional material, evaluate assignments, and counsel students in academic selection and progress.

**FULL-TIME FACULTY  
MEMBER**

One who occupies a full-time faculty position and whose primary employment is directly related to teaching, research, and/or other aspects of the educational programs of institutions.

**GENERAL EDUCATION  
CORE OF STUDY**

College-level courses which apply toward the general general education core curriculum requirements for baccalaureate degrees that are transferable between Arkansas public institutions. Courses are in English/Communications, Math, Science, Fine Arts/Humanities, Social Sciences and total 35 credit hours.

**NEW PROGRAM**

Identified as (a) a program of study that has not been offered previously or has been offered and then discontinued; (b) an existing program in which the program objective has been revised and provides preparation for a different job title; (c) an

existing program in which the content, total hours in the program of study, or number of hours of content have decreased or increased by more than 18 hours.

**NON-CREDIT COURSES**

Courses, seminars, workshops and other instructional activities or experiences offered by an education institution which do not result in college credit and may not be applied to meet requirements of the institution's formal degree/diploma/certificate programs.

**REMEDIAL/DEVELOPMENTAL INSTRUCTION**

Special instruction designed and delivered to alleviate deficiencies in basic skills (usually verbal and computational) needed to complete a course.

**RECERTIFICATION**

A renewal of certification which occurs two years after the initial certification of college-level course/degree programs. Recertification is granted for two to five years.

**STUDENT LEARNING OUTCOME**

A particular/specified level of knowledge, skill, and ability that a student has achieved as a result of engagement in a particular/specific instructional experience or set of instructional experiences.

**APPENDIX N**  
**ARKANSAS PUBLIC AND INDEPENDENT COLLEGES AND UNIVERSITIES**

**Public Institutions**

Arkansas public colleges and universities are coordinated by the Arkansas Higher Education Coordinating Board, and are not subject to the institutional certification rules and regulations.

Arkansas Northeastern College	Arkansas State University
Arkansas State University – Beebe	Arkansas State University – Mountain Home
Arkansas State University – Newport	Arkansas Tech University
Black River Technical College	Cossatot Community College of UA
East Arkansas Community College	Henderson State University
Mid-South Community College	National Park Community College
North Arkansas College	Northwest Arkansas Community College
Ouachita Technical College	Ozarka College
Phillips Community College	Pulaski Technical College
Rich Mountain Community College	South Arkansas Community College
Southeast Arkansas College	Southern Arkansas University
Southern Arkansas University Tech	University of Arkansas, Fayetteville (UA)
University of Arkansas at Fort Smith	University of Arkansas at Little Rock
University of Arkansas for Medical Sciences	University of Arkansas at Monticello
University of Arkansas at Pine Bluff	UA Community College at Batesville
UA Community College at Hope	UA Community College at Morrilton
University of Central Arkansas	

**Independent Institutions**

The following independent institutions of higher education incorporated in the state of Arkansas on or prior to April 7, 1975, and offering degrees customarily granted by colleges or universities with accreditation by an accrediting agency recognized by the U.S. Department of Education will be exempt from certification *unless* the institution fails to maintain accreditation.

Arkansas Baptist College	Central Baptist College
Crowley's Ridge College	Harding University
Hendrix College	John Brown University
Lyon College	Ouachita Baptist University
Philander Smith College	University of the Ozarks
Williams Baptist College	

**FORM 1  
LETTER OF NOTIFICATION**

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**A \$250 notification fee must be submitted with this Letter of Notification.**

Name of Institution:  
Address and Telephone Number:  
Contact Person:  
E-mail Address:

**Check certification action requested:**

- Certification to offer college-level course/degree program(s) at an established institution
  - On-site location in Arkansas (identify location)
  - Distance Delivery
- Recertification to offer college-level /course/degree program(s) at an established institution
  - On-site location in Arkansas (identify location)
  - Distance Delivery
- Decertification of course/degree program
- Decertification of institution
- Certification of newly created institution in Arkansas
- Certification of degree program change exceeding 18 semester credit hours of the total credit hours of the initially approved program.

Attach separate page(s) or electronic file listing the name of all course/degree programs involved in the requested certification action. Include course numbers, course titles, and credit hours for each.

- Number of course/degree programs involved in requested action.
- Institutional change
  - Name Change
  - Change in Charter
  - Change level of degree programs offered
- \_\_\_\_\_ Proposed effective date.
- \_\_\_\_\_ Date of last AHECB certification/recertification (if applicable)

*Note: The next certification step is to submit the application and documentation. Refer to Appendix C for application deadlines. Appendix D explains the certification fees.*

\_\_\_\_\_  
Signature of Chief Academic Officer

\_\_\_\_\_  
Date

The completed form and notification fee should be mailed to:

ICAC Coordinator  
ADHE  
114 East Capitol  
Little Rock, AR 72201

**FORM 2 – FACULTY AND ADMINISTRATOR CHART**

**Name of Institution:**

**Date of Application:**

Page \_\_ of \_\_

<b>Instructor/Administrator</b>	<b>Course Title and Course Number (List courses to be taught by instructor)</b>
<p><b>Name:</b></p> <p><b>Hire Date</b></p> <p><b>Circle one: Adjunct or Full-Time Faculty Administrator</b></p> <p><b>Most recent semester/year taught at this institution</b></p>	
<p><b>Highest Degree Obtained and Experience Profile (Include institution, location of institution &amp; date, degree; licensure/certifications held (include expiration dates)</b></p>	
<p><b>Teaching Experience, Work Experience:</b></p> <p><b>Research:</b></p> <p><b>Administration Work Experience</b></p>	

The table should be copied to provide information for each administrator/faculty.

**FORM 3  
CONSUMER DISCLOSURE**

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Name of Institution:

Institution Address:

Contact Person:

Telephone Number:

E-mail address:

**Consumer Disclosure Certified Statement by Institution Official**

I certify that the institution listed above will provide full disclosure and all relevant information to the general public regarding the nature of the course/degree program, tuition and fee structures, tuition refund policy, accreditation, and institutional ownership and control.

I certify that the following statement will be included in the institution's catalog, enrollment agreements, and other advertisement or published material using the name of the Arkansas Higher Education Coordinating Board or the Arkansas Department of Higher Education will contain the following statement:

- Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code §6-61-301.

**Transfer of Course/Degree Certified Statement by Institution Official**

I certify that the following statement will appear in catalog, contracts or other enrollment agreements and in all materials announcing certified course/degree programs in Arkansas unless the institution has authorization to list specific institutions to which the degrees or the college-level courses in the degree can be transferred.

- Transfer of Course/Degree Credit to Other Institutions

The student should be aware that these degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

\_\_\_\_\_  
Signature of Institution's Chief Academic Officer

\_\_\_\_\_  
Date

**FORM 4**  
**ARKANSAS DEPARTMENT OF HIGHER EDUCATION**  
**CERTIFIED INSTITUTION BOND**

We, (*Institution*), as Principal and (*Bond Company*), a corporation admitted in the State of Arkansas to transact surety business are held and firmly bound unto the Arkansas Department of Higher Education, as Obligee in the sum of \$\_\_\_\_\_dollars lawful money of the United States for which payment well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

(*Institution*) has been certified by the Arkansas Higher Education Coordinating Board (AHECB) to offer college-level course/degree programs to Arkansas residents pursuant to Arkansas Code Annotated (ACA) 6-61-301-302. Under the conditions of that certification, (*Institution*) is required to provide educational course/degree programs under contract for tuition, between the institution and Arkansas students enrolling with (*Institution*).

This bond shall be required and remain in full force and effect continuously from July 1 through June 30 of each year the institution is in operation. The bond shall be equal to the amount of gross tuition collected during the previous year, but not less than \$20,000. Proof of bond and the Annual Tuition Report will be presented by July 1 of each year to the ICAC Coordinator, Arkansas Department of Higher Education, 114 East Capitol, Little Rock, AR 72201. The amount of the bond must be determined and adjusted by July 1 of each year in accordance with the bond requirements as determined by the AHECB.

In the event the institution comes under new ownership during the period covered under this bond, the new owner must present proof of bond within 30 days of taking ownership. Failure to do so will result in a revocation of certification and the start of decertification procedures by the Arkansas Department of Higher Education.

In the event that (*Institution*) ceases operations and fails to provide educational course/degree programs contracted by the student the institution is expected to reimburse the student any unused tuition due. Within 30 days of closure, the institution will submit a list to ADHE of students owed unused tuition. The list must include a current address for the student and the amount of tuition owed to the student. ADHE will forward the list to the institution's bonding company, who will be responsible for payment under the terms of the bond.

The aggregate liability of Surety is limited to the penal sum of the bond, and the penal sum is not considered cumulative from year to year. This bond may be canceled by the Surety upon thirty (30) days written notice by certified mail, served by Surety upon the Obligee and the Principal at their last known address.

\_\_\_\_\_  
Signature of Institution's Chief Executive Officer

Date: \_\_\_\_\_

\_\_\_\_\_  
Attorney-in-Fact Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name of Attorney-in-Fact

Date: \_\_\_\_\_

\_\_\_\_\_  
Resident/Non-Resident Agent Signature

State of License \_\_\_\_\_

\_\_\_\_\_  
Print Name of /Resident/Non-Resident Agent

Agent Address: \_\_\_\_\_ Agent Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

Agent e-mail address \_\_\_\_\_

**ARKANSAS DEPARTMENT OF HIGHER EDUCATION  
CERTIFIED INSTITUTION ANNUAL TUITION REPORT**

This is to certify that \_\_\_\_\_ collected \$\_\_\_\_\_ in  
(Institution)  
gross tuition from Arkansas students for the period of July 1, \_\_\_\_\_ through June 30, \_\_\_\_\_.

I understand that I am required to submit this report annually to the Arkansas Department of Higher Education along with proof that I have purchased a bond in an amount equal to the tuition collected from Arkansas students during the period listed above. The minimum bond amount is \$20,000.

BY; \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Institution Chief Executive Officer/Representative)

\_\_\_\_\_  
Institution's Corporate Office Address. City, State, and Zip Code

\_\_\_\_\_  
Phone and e-mail address

\_\_\_\_\_  
Institution's Arkansas Office Address, City, State, and Zip Code

\_\_\_\_\_  
Phone and e-mail address

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment: Copy of Surety Bond Form for July 1 through June 30.  
Proof of bond for July 1 through June 30.

**FORM 5**  
**APPLICATION FOR CERTIFICATION OF COURSE/DEGREE PROGRAM**  
**ON-SITE DELIVERY**

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Use this form to provide the information required in Part 1, Section 1—certification of course/degree program.

1. Name, address and web address of institution.
2. Name of course/degree program for which certification is sought.
3. Date of application.
4. Name, phone number, and e-mail address of contact person.
5. Proposed effective date.
6. General description and brief history of the institution including current incorporation documents with all amendments authorizing operation as a postsecondary education institution.
7. Site where the proposed course/degree program will be offered. (Each location of the institution must be certified).
8. Copy of current catalog with descriptions of college-level course/degree programs.
9. General education requirements for associate and baccalaureate course/degree programs.
10. Target population to be served.
11. Demographics—composition of students enrolled.
12. External advisory groups.
13. Administrator Credentials. Use Form 2: Faculty and Administrator Chart.
14. Faculty. Use Form 2: Faculty and Administrator Chart.
15. Resources: Library resources, instructional support technology, student services).
16. Evaluation and assessment.
17. Financial information. (Copy of the most recent audit covering all funds or accounts for the institution, and a three-year budget for course/degree program).
18. Accreditation. (Institution's most current accreditation affiliation status record or a letter from the accrediting agency).
19. Licensure and approval by other agencies. (Documentation of required licensure or approval).
20. Consumer disclosure. (Form 3 signed by the chief academic officer of the institution).
21. Student grievance. Copy of institution's procedure for receiving and resolving student grievances).

**ADHE STAFF AND ICAC MAY REQUEST ADDITIONAL INFORMATION.**

**FORM 6**  
**APPLICATION FOR CERTIFICATION OF COURSE/DEGREE PROGRAM**  
**DISTANCE DELIVERY**

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Use this form to provide the information required in Part 1, Section 2—certification of distance delivery course/degree program

1. Name, address and web address of institution.
2. Name of course/degree program for which certification is sought.
3. Date of application.
4. Name, phone number and e-mail address of contact person for institution.
5. Proposed effective date.
6. General description and brief history of the institution including current incorporation documents with all amendments authorizing operation as a postsecondary education institution.
7. Address for the institution's home office for student contact.
8. Program link and password for ADHE staff review.
9. Copy of the current catalog with descriptions of college-level course/degree programs.
10. General education requirements for associate and baccalaureate course/degree programs.
11. Target population to be served.
12. Demographics—composition of students.
13. External advisory groups.
14. Institutional readiness and commitment (institutional policies on the establishment, organization, funding and management of distance delivery course/degree programs).
15. Faculty and instructional support.
16. Student support services.
17. Evaluation and assessment.
18. Financial information. (Copy of the most recent audit covering all funds or accounts for the institution and three-year budget for course/degree programs).
19. Accreditation. (Institution's most current accreditation affiliation status record or a letter from the accrediting agency).
20. Licensure and approval by other agencies. (Documentation of required licensure or approval).
21. Consumer disclosure. (Form 3 signed by the chief academic officer of the institution).
22. Student grievances. (Copy of the institution's procedure for receiving and resolving grievances from students).

**ADHE STAFF AND ICAC MAY REQUEST ADDITIONAL INFORMATION.**

**FORM 7**  
**APPLICATION FOR RECERTIFICATION OF COURSE/DEGREE PROGRAM**  
**ON-SITE DELIVERY**

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Use this form to provide the information required in Part 1, Section 3—recertification of course/degree program.

1. Name, address and web address of institution.
2. Name of course/degree program for which certification is sought.
3. Date of application.
4. Name, phone number, e-mail address of chief academic officer or contact person.
5. Proposed effective date.
6. Copy of current catalog with descriptions of college-level course/degree programs.
7. Report on enrollment and graduates since last certification.
8. External advisory groups.
9. Administrator Credentials. Use Form 2, Faculty and Administrator Chart.
10. Faculty qualifications. Use Form 2, Faculty and Administrator Chart.
11. Resources. (Library resources, instructional support technology, student services).
12. Evaluation and assessment.
13. Financial information (Copy of the most recent audit covering all funds or accounts for the institution, and a three-year budget for course/degree program).
14. Accreditation (Institution's most current accreditation affiliation status record or letter (update any action regarding programs involved in the recertification)).
15. Licensure and approval by other agencies (Documentation of required licensure or approval by other agencies).
16. Consumer disclosure. (Form 3 signed by the chief academic officer of the institution).
17. Student grievances. (Copy of the institution's procedure for receiving and resolving grievances from students).

**ADHE STAFF AND ICAC MAY REQUEST ADDITIONAL INFORMATION.**

**FORM 8**  
**APPLICATION FOR RECERTIFICATION OF COURSE/DEGREE PROGRAM**  
**DISTANCE DELIVERY**

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Use this form to provide the information required in Part 1, Section 4—recertification of distance delivery course/degree program.

1. Name, address, and web address of institution.
2. Name of course/degree program for which certification is sought.
3. Date of application.
4. Name, phone number, e-mail address of chief academic officer or contact person.
5. Proposed effective date.
6. Copy of current catalog with descriptions of college-level/degree program.
7. Report on enrollment and graduates since last certification.
8. Institutional readiness and commitment.
9. Faculty and instructional support staff. Use Form 2, Faculty and Administrator Chart.
10. Student support services (orientation, advising, registration, financial aid, tuition refund policy, e-mail account, library resources, helpdesk, etc.).
11. Evaluation and assessment.
12. Financial Information. (Copy of the most recent audit covering all funds or accounts for the institution, and a three-year budget for course/degree program including revenues, expenditures, and sources of funding shown by categories).
13. Accreditation. (Institution's most current accreditation affiliation status record or letter(s) containing information about the update of any action regarding course/degree programs involved in the recertification).
14. Licensure and approval by other agencies. (Documentation of required licensure or approval by other agencies).
15. Consumer disclosure. (Form 3 signed by the chief academic officer of the institution).
16. Student grievance (Copy of the institution's procedure for receiving and resolving student grievances).

**ADHE STAFF AND ICAC MAY REQUEST ADDITIONAL INFORMATION.**

**FORM 9**  
**REQUEST FOR DECERTIFICATION**

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Use this form to provide the information required in Part 1, Section 5—decertification of courses/degree programs and/or institution.

1. Institution Contact Information and Course/Degree Title.
2. Name, address and web address of institution.
3. Name of course/degree program for which decertification is sought, if applicable.
4. Date of application.
5. Proposed effective date of decertification.
6. Reason for decertification.
7. Current status of institution. (No change, bankruptcy, change in ownership, etc.).
8. Contact person for institution with phone number and e-mail address.
9. Name of course/degree program(s).
10. Number of students currently enrolled in each course/degree program involved in the decertification.
11. List of all students involved in teach-out plan including name, current mailing address, phone number, program currently enrolled in, estimated graduation date, and current percentage of completion for each student.
12. Status of unearned tuition, all current refunds due and account balances.
13. How and when will the institution notify students of the decertification and closure of the courses/degree programs (and closure of the institution, if applicable).
14. The last date of teach-out for the course/degree program and, if institution is closing, the last date of institution operations and the last date to employ faculty.
15. Student options such as enrollment in another program, enrollment in another institution, etc.
16. Copy of notification of the closing of the institution or site sent to accrediting agency if applying for decertification of the institution.

**ADHE STAFF AND ICAC MAY REQUEST ADDITIONAL INFORMATION.**

**FORM 10**  
**APPLICATION FOR THE CERTIFICATION OF A NEW INSTITUTION: PLANNING AND DEVELOPMENT**  
**(On-Site Delivery)**

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Use this form to provide the information required in Part 2, Section 1—certification of a new institution: planning and development.

1. Name, physical address, and web address of proposed institution.
2. Name, phone number, mailing address, and e-mail address of contact person.
3. Copy of Charter and Articles of Incorporation filed with the Arkansas Secretary of State. List members of Board of Trustees/Directors.
4. Name of courses/degree programs to be offered by new institution.
5. Proposed effective date of operation.
6. General description of the institution including classification (i.e., public or private), ownership (if applicable), and level of courses/degrees to be offered.
7. Site of the institution. (Each location of the institution must be certified).
8. A proposed timeline for the two-year planning and development phase including financial resources, program curricula, facilities, faculty/staff, and accreditation.
9. Documentation of progress in attaining accreditation by an accrediting agency recognized by the United States Department of Education.
10. Target population to be served.
11. Documentation of evidence of financial stability appropriate for the institution's stage of development, and a three-year budget for the planned course/degree program including revenues, expenditures, and sources of funding.
12. Description of physical facilities.
13. Documentation of external advisory groups.
14. Proposed administrator and faculty qualifications.
15. Student support services (academic advising, registration, orientation, financial aid, tuition refund policy, tutoring, career counseling and placement).

**ADHE STAFF AND ICAC MAY REQUEST ADDITIONAL INFORMATION.**

**FORM 11**  
**APPLICATION FOR THE CERTIFICATION OF A NEW INSTITUTION: PLANNING AND DEVELOPMENT**  
**(Distance Delivery)**

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Use this form to provide the information required in Part 2, Section 2—certification of a new distance delivery institution: planning and development.

1. Name, physical address, and web address of proposed institution.
2. Name, phone number, mailing address, and e-mail address of contact person.
3. Copy of Charter and Articles of Incorporation filed with the Arkansas Secretary of State. List members of Board of Trustees/Directors.
4. Name of courses/degree programs to be offered by new institution.
5. Proposed effective date of operation.
6. General description of the institution including classification (i.e., public or private), ownership (if applicable), and level of courses/degrees to be offered.
7. Site of general office for student contact.
8. A proposed timeline for the two-year planning and development phase including financial resources, program curricula, facilities, faculty/staff, and accreditation.
9. Documentation of progress in attaining accreditation by an accrediting agency recognized by the U.S. Department of Education.
10. Target population to be served.
11. Documentation of evidence of financial stability appropriate for the institution's stage of development, and a three-year budget for the planned course/degree program including revenues, expenditures, and sources of funding shown by categories.
12. Documentation of institutional readiness and commitment.
13. Documentation of external advisory groups.
14. Student support services (academic advising, registration, orientation, financial aid, tuition refund policy, tutoring, career counseling and placement).

**ADHE STAFF AND ICAC MAY REQUEST ADDITIONAL INFORMATION.**

**FORM 12  
REQUEST FOR  
EXEMPTION FROM CERTIFICATION**

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**The completed form and \$250 notification fee should be mailed to:  
ICAC Coordinator  
ADHE  
114 East Capitol  
Little Rock, AR 72201**

Date

Name of Institution

Address

Chief Academic Officer or Contact Person

Telephone Number

E-mail Address for Contact Person

**Reason for request for exemption from certification:** (Please explain in detail the reason for requesting an exemption from certification).

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Signature of Chief Academic Officer

**FORM 13**  
**LETTER OF APPEAL FOR INSTITUTION**

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The completed form should be mailed to:  
ICAC Coordinator  
Arkansas Department of Higher Education  
114 East Capitol  
Little Rock, AR 72201  
[icacsubmissions@adhe.arknet.edu](mailto:icacsubmissions@adhe.arknet.edu)

Name of Institution

Address

Contact Person

Telephone Number and e-mail address for contact person

Requested appeal of decision by:

- Arkansas Higher Education Coordinating Board
- Institutional Certification Advisory Committee
- Director, Arkansas Department of Higher Education

Check action which is subject of the appeal:

- Certification—established institution to offer college-level course/degree program
- Recertification—established institution to offer college-level course/degree program
- Decertification of college-level course/degree program
- Decertification of institution
- Certification of newly created institution chartered in Arkansas
- Certification of degree program change exceeding 18 semester credit hours of the total credit hours of the initially approved program.
- Exemption request

Attach any documentation (or an electronic file) which you feel will be helpful in resolving the appeal.

Please have the chief academic officer initial the paragraph below:

\_\_\_\_\_ The institution will employ a certified court reporter for the appeal hearing which will be at the next regularly scheduled Arkansas Higher Education Coordinating Board meeting. I understand that ADHE and the institution must agree on the choice of the court reporter. I also understand that all costs of the certified court reporter and transcripts of the oral proceedings will be the responsibility of the institution.

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Signature of Chief Academic Officer

**FORM 14**  
**CLASS HOURS TO CREDIT HOURS CONVERSION SHEET**

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This form is to be completed and submitted with all applications for new course/degree program certification. Each course in the proposed program should be included.

<b>Course Name</b>	<b>Type of Course:</b> Lab/Theory/Distance Education/Other (please explain)	<b>Contact Hours</b>	<b>Credit Hours Value</b>