

## **State Authorization Application Documentation Requirements**

*Subject to updating*

- A. Articles of Incorporation, bylaws or other operating documents
- B. Copy of License or Certificate of Authority from the state in which domiciled
- C. Proof of all accreditations and authorizations to operate and offer degrees in home state including most recent Accreditation Approval Letter
- D. Endorsements
- E. Fire and Health Inspection Reports
- F. Name of the Institution's Accrediting Body
- G. Institution's Constitution and by-laws
- H. Date of incorporation and the period of duration
  
- I. Statement of Mission and Goals – Educational goals of the institution
- J. Current Official Institutional Catalog or similar publication
- K. Certified public audit or fiscal balance sheet with income statement on an accrual basis for the most recent fiscal year
  
- L. Organizational Chart of the entire company structure
  
- M. Application contact person's name, title, mailing address, phone, and email
  
- N. Person authorized to act as an advisor to resident students' name, title, mailing address, phone, and email
  
- O. Owner's name/ownership type of institution
  
- P. Faculty Development Policies (e.g., new faculty requirements, orientations, continuing dev. course requirements)
  
- Q. Resumes/Personnel Data Inventories (including telephone numbers and addresses) for:
  - a. Board of Directors
  - b. Executive Officers
  - c. Corporate Officers
  - d. Administrators
  - e. Faculty – must include all degrees and institutions where obtained
  - f. Recruiting Reps
  - g. Advisors available to online/out-of-state students

- R. Minimum Standards Self-Evaluation Summary Form – all policies on:
  - a. Entrance/admission requirements description, including a copy of enrollment application or contract
  - b. Evaluation policies – include Copy of Diploma or Certificate
  - c. Credit for Prior education or experience
  - d. Online-specific: policies on establishment, organization, funding, and management of distance delivery of courses/degree programs; method of proctoring
  - e. Suspension/Dismissal Policies
  - f. Grievance/Complaint Policy
  - g. Refund Policy
  - h. Plan for preservation of school records
  - i. Admission standards for students
  - j. Target population to be served
  - k. Student support services
  - l. Description of placement services
  - m. Description of facilities and equipment
  - n. Occupancy Permit (where physically present)
  - o. The location of information on state officials to file a complaint
  - p. A detailed description of the proposed degree program(s) including statement(s) of purpose, description of administration and governance, the curriculum or curricula, course descriptions and syllabi, methods of evaluating student work, and graduation requirements
  - q. An analysis of the projected impact of the proposed program(s) upon the institution's human, physical, and fiscal resources
  - r. Listing of library, collection, reference, or other resources available to online/out-of-state students
    - i. Library budget and lease, contract or letter of agreement authorizing use of other library collections, if any
- S. Statement of business practices and advertising policies including media advertising and promotional materials
  - a. Copy of media advertising and promotional literature and brochures currently in use or prepared for use in the state
  - b. Institution's estimated expenditure and revenue
- T. Affirmative action program, policy, and plan