##### FORM 9

# APPLICATION FOR THE CERTIFICATION OF A NEW INSTITUTION:

# PLANNING AND DEVELOPMENT

(Distance Delivery)

To be certified as a new Arkansas institution of higher learning, college-level instruction must be delivered in the general education core areas (English, mathematics, natural sciences, history and social sciences, fine arts and humanities, computer applications) by faculty with appropriate degrees and credentials in accordance with the generally accepted definition of a college or university.

An application for a new institution of higher learning from a sectarian, religious,

charitable, or benevolent association must be made by the appropriate state or regional organization (conference, convention, synod, etc.) so the Arkansas Higher Education Coordinating Board will have the assurance that the full financial support of the association will be behind the proposed institution.

1. Identify the degree level of the proposed institution:

 *Community/Technical College* (associate degree and below): The curriculum of the proposed institution shall be equivalent in pre-requisites and methods to that offered in the first two years of an accredited four-year institution. A minimum of 60 semester or 90 quarter credit hours of coursework will be required for an associate degree.

The institution will offer instruction in the general education core areas: English, mathematics, natural sciences, history and social sciences, fine arts and humanities, computer applications. There shall not be fewer than five full-time faculty employed specifically for instruction at the institution, giving the major portion of their time to such instruction.

The institution should have a minimum of 50 full-time enrolled students. The institution must offer at least two (2) degrees.

 *Senior College/University*: an institution of higher learning which offers four or more years of college work organized to provide progressively for both general and advanced education. A minimum of 120 semester or 180 quarter credit hours will be required for a bachelor’s degree, 30 semester or 45 quarter credit hours for a master’s degree, 72 semester or 108 quarter credit hours beyond the bachelor’s degree for a doctoral degree, with such scholastic qualitative requirements as deemed acceptable by accredited institutions offering similar courses and degrees. The institution must offer at least two (2) degrees at the undergraduate level.

The institution will offer instruction in the general education core areas (English, mathematics, natural sciences, history and social sciences, fine arts and humanities, computer applications) and in education, business or technology areas with at least one full-time faculty member assigned to each general and degree program area. The size and educational credentials of the faculty should bear a definite relationship to the type of institution, the number of students, and the number of courses and degrees offered. With the expansion of the curriculum or an increase in the number of students, the number of full-time faculty should be increased correspondingly.

The institution should have a minimum of 150 full-time enrolled students, with a proportionate number of these students continuing into the third- and fourth-year of study.

2. Name, physical address, and website of proposed institution.

3. Name, phone number, mailing address, and e-mail address of contact person.

4. Copy of Charter and Articles of Incorporation filed with the Arkansas Secretary of State. List members of Board of Trustees/Directors.

5. Name of courses/degree programs to be offered by new institution.

6. Proposed effective date of operation.

7. General description of the institution including classification (i.e., public or private), ownership (if applicable), and level of courses/degrees to be offered.

8. Site of general office for student contact.

9. A proposed timeline for the two-year planning and development phase including financial resources, program curricula, facilities, faculty/staff, and accreditation.

10. Documentation of progress in attaining accreditation by an accrediting agency recognized by the U.S. Department of Education.

11. Target population to be served.

12. 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.

13. Documentation of institutional readiness and commitment.

14. Documentation of external advisory groups.

15. Student support services including: academic advising, registration, orientation, financial aid, tuition refund policy, tutoring, career counseling and placement.

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