

FORM 10-E
APPLICATION FOR THE CERTIFICATION OF A NEW INSTITUTION:
PLANNING AND DEVELOPMENT
(On-Site 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 may 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.

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. Please send draft to ADHE before filing 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. Proposed site of the institution. Describe physical facilities. (Each location of the institution must be certified by AHECB.)
9. Provide the proposed timeline for the three-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. There must be guarantee of adequate and reasonably permanent financial support. Satisfactory evidence should be given that the proposed institution has the financial support necessary to provide adequate buildings and equipment necessary for the maintenance of the quality of work required of an institution of its type. Provide documentation of financial stability appropriate for the institution's stage of development, and a three-year budget for the planned course/degree programs including revenues, expenditures, and sources of funding.
13. Provide documentation of external advisory group meetings.
14. Provide proposed full-time administrator and faculty positions and educational qualifications.

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

ADHE STAFF MAY REQUEST ADDITIONAL INFORMATION.