

STATE OF NEBRASKA
COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

**APPLICATION FOR OUT-OF-STATE INSTITUTION TO OFFER
COURSES IN NEBRASKA**

(Title 281, Nebraska Administrative Code, Chapter 1)

This application form is only to be used by institutions applying to:

- offer less than a full program, i.e., one or more courses, but not the entire curriculum for a degree, diploma, or certificate, or
- offer only a portion of a course or courses with the instruction taking place on an established schedule at locations within Nebraska other than the personal residence of the student

Procedures for Submitting the Application

1. Applicants should refer to Title 281, Nebraska Administrative Code, Chapter 1, *Rules and Regulations Concerning Authorization for Out-of-State Institutions to Offer Courses and Programs in the State of Nebraska*, prior to completing and submitting this form.
2. Send two (2) copies of the application form and all supporting materials to:

Executive Director
Coordinating Commission for Postsecondary Education
P.O. Box 95005
Lincoln, NE 68509-5005

3. A non-refundable application fee for the Commission's administrative costs shall be submitted with each application (see chart below).

Single course	\$1,775
Additional courses (in the same application)	\$100 per course

4. All sections shall be clearly marked for easy location by the reviewer.
5. The Commission may request additional information deemed necessary for an appropriate determination of compliance with the evaluation criteria.

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**APPLICATION FOR OUT-OF-STATE INSTITUTION TO OFFER
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(Title 281, Nebraska Administrative Code, Chapter1)

Date

Name of Institution

Street Address

City

State

Zip Code

Name of contact person

Title

Telephone Number

Fax Number

Email Address

1. Legal Status of Institution

- a. Owned and operated by the State or a political subdivision of the State
- b. Nonprofit (please provide § 501(3)(c) documentation in Section 1 of your application)
- c. For-profit (please provide documents of incorporation or other legal status documents; and business name and address as Appendix 1 of your application)

Is ownership:

- proprietorship partnership corporation?

Has the business, a principal officer in the business, or a shareholder with a 25% or more ownership interest in the business filed for bankruptcy during the preceding five years?

- Yes No

2. Courses to be Offered

In Section 2, please provide the following information: the number and title of each course, course descriptions, the starting and ending dates, and the estimated enrollment.

3. Need and Demand for the Courses

In Section 3, please provide appropriate data and other evidence regarding the need and demand for the courses or courses in Nebraska. The information provided should include the availability of similar courses from other institutions serving the geographical area within a thirty mile radius of the proposed location of the courses.

4. Quality of Courses to be Offered

In Section 4, please provide evidence that the instruction will be of sufficient depth, breadth, and rigor to provide students with the opportunity to attain the knowledge, skills, and abilities expected of completers. Provide evidence that the quality of the course will be comparable to the quality offered on the main campus of the institution and evidence that there is a reasonable relationship between the hours of instruction and the credits awarded. Identify any course pre-requisites.

5. Quality of Faculty

In Section 5, please provide evidence that the faculty who will teach the courses are appropriately qualified. Include a vita for each faculty member.

6. Library and Academic Support Services

In Section 6, please provide information regarding student access to library and learning resources that re of appropriate depth, breadth, quality and availability to meet the needs of the Nebraska students enrolled in the proposed courses. Also provide information about the availability of other support services for students and faculty such as, computer equipment, copying services, etc.

7. Financial Soundness and Ability to Fulfill Commitments to Students

In Section 7, please provide information to demonstrate the financial stability and financial capability to support the courses to be offered in Nebraska. Provide the most recent audited financial statement and the proposed tuition and fee charges.

8. Affiliations and Transfer of Credits

In Section 8, please identify any affiliations with Nebraska postsecondary institutions regarding the transfer of credits, joint use of faculty or facilities, or other supportive relationships. The applicant institution shall affirm that course credits earned by students in Nebraska are reasonable transferable to the main campus of the institution and to other postsecondary education institutions.

9. Accreditation

In Section 9, please provide evidence that the institution holds appropriate accreditation from an accrediting organization recognized by the United States Department of Education accreditation.

10. Location

In Section 10, provide the street address of the location where the courses will be held and copies of leases or facility use agreements, if applicable.

11. Other Information

The institution may provide any other information not requested above that is relevant to its application to offer courses in Nebraska.