



REQUEST FOR AUTHORIZATION TO OFFER COURSES OUTSIDE ASSIGNED SERVICE AREA

(Title 281, Nebraska Administrative Code, Chapter 10)

Procedures

1. Applicants should refer to Title 281, Nebraska Administrative Code, Chapter 10, *Rules and Regulations Concerning Off-Campus Programs*, prior to completing this form.
2. Send to each institution by email the Request Form as required by section 006.02.01 of Rule 10. Copy the email to the Commission. Institutions have three working days to respond to the notification. Institutions should respond by email to the Commission either “No Objection” or “Objection” with rationale.

Commission email: kathleen.fimple@nebraska.gov
miste.adamsondamoude@nebraska.gov

Institutions will provide the Commission with the names of at least two approved contacts, their email addresses, and their phone numbers. The Commission will maintain the list of institutional contacts in the office and on the website.

3. Requests should be submitted to the Commission office prior to the beginning of the course. Institutions are encouraged to submit requests at least 60 days prior to the beginning of the course.
4. The Executive Director or the Commission may request additional information deemed necessary for an appropriate determination of compliance with the evaluation criteria.
5. The Executive Director may act on the request or may refer the request to the Commission for action. The Executive Director will notify the applicant about a decision to refer the request to the Commission and about any action taken on the request by the Executive Director or by the Commission. The Executive Director will also send such notification to any other institution requesting the notification.
6. The applicant or any institution required to be notified under this rule may appeal an action taken by the Executive Director. The appeal must be submitted in writing to the Executive Director by the CEO of the institution or the designee of the CEO within seven days after the action. The appeal should explain in detail reasons for the objection to the action. The Executive Director will reconsider the action and may affirm or reverse the action. If the action is affirmed the appeal will be referred to the Commission for action.
7. Address procedural questions to Kathleen Fimple at 402-471-0030 or kathleen.fimple@nebraska.gov

STATE OF NEBRASKA
COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

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ASSIGNED SERVICE AREA**

(Title 281, Nebraska Administrative Code, Chapter 10)

1. Institution: _____

2. Contact Person: _____ Email: _____

Address: _____

Telephone: _____ FAX _____

3. List course numbers, titles, credit hours, locations, dates, and method of delivery (e.g., interactive two-way video, main campus faculty commuting to course location, adjunct faculty residing in area, etc.) for all proposed courses: (use separate page if necessary)

4. Explain the need for the course(s).

5. Action by CCPE Executive Director or designee:

- approved approved with conditions disapproved referred to CCPE for action
Conditions or explanation:

Signed: _____ Date: _____

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|---|--|
| <i>For institutions in the geographical service area in which the course will be located:</i> | |
| Institutional Response: | |
| <input type="checkbox"/> No Objection | <input type="checkbox"/> Objection; Rationale: _____ |
| _____ | |