

STATE OF NEBRASKA
COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

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

(Title 281, Nebraska Administrative Code, Chapter 1)

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).

One cohort programs:	
Single program	\$2,625
Additional programs (in the same application)	\$200
On-going programs:	
Single program	\$2,900
Multiple programs in the same discipline (up to 4)*	\$100/program after 1 st
Multiple programs in various disciplines*	\$200/program after 1 st

*For multiple programs in one application. Proposals for additional programs Submitted at a later date are considered separate proposals.

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; business name and address; names, titles, and business addresses of all principals in the business 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. Program to be Offered

A separate application must be submitted for each degree program.

In Section 2, please provide the following information: the degree program title and the number and title of each course, course descriptions, the street address of the location where the courses will be held, copies and leases or facility use agreements, the starting and ending dates, and the estimated enrollment.

3. Need and Demand for the Courses or Program

In Section 3, please provide appropriate data and other evidence regarding the need and demand for the program in Nebraska. The information provided should address issues such as the purpose of the instruction, employment opportunities for graduates, the basis for the projected enrollments, and the availability of similar programs from other institutions serving the geographical area within a thirty mile radius of the proposed location of the program.

4. Quality of Programs 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 and to merit the award of the diploma, certificate, or degree. If there are licensure or certification requirements, provide evidence that students who complete the program will be prepared to meet such requirements. Provide evidence that the quality of the program 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 admission requirements.

Provide a copy of the institutional catalog and reference the page numbers and sections particularly relevant to the proposed program and related courses.

Identify any other locations, other than the main campus, where the program has been offered.

Adopted 4/3/03

Edited 6-18-08

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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. For courses to be taught by telecommunications, provide evidence that faculty are trained and/or experienced in telecommunication instruction.

6. Library and Academic Support Services

In Section 6, please provide information regarding student access to library and learning resources that are of appropriate depth, breadth, quality, and availability to meet the needs of the Nebraska students enrolled in the proposed program. Include copies of any written agreements assuring student access to such resources. Also provide information about the availability of other support services for students and faculty such as academic or career advising, 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 program to be offered in Nebraska. Provide the most recent audited financial statement and the proposed tuition and fee charges. In addition, provide evidence of:

- a. Adequate budgeting, accounting, and auditing procedures that are consistent with the standards of the National Association of College and University Business Officers;
- b. Adequate proposed annual budget identifying all sources of income and all categories of educational and general expenditures for its off-campus programs in Nebraska;
- c. Appropriate refund policies, and financial capabilities to provide refunds through adequate revenues, credit, bonding or insurance; and,
- d. Explanation of how the interests of students will be protected if the institution were to discontinue its courses in Nebraska. The institution shall demonstrate that it has a policy that allows students a reasonable time to complete a degree program in the event that the program is discontinued in Nebraska.

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 reasonably 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. If accreditation of the program to be offered in Nebraska is commonly recognized as an essential indicator of program quality and a valid predictor of student employment placement, then the institution shall also demonstrate that it holds such program accreditation.

10. Other Information

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