

STATE OF NEBRASKA
COORDINATING COMMISSION FOR POSTSECONDARY
EDUCATION

**APPLICATION FOR ESTABLISHMENT OF TWO-YEAR OR
FOUR-YEAR PRIVATE COLLEGE IN NEBRASKA**

(Title 281, Nebraska Administrative Code, Chapter 2)

Procedures for Submitting the Application

1. Applicants should refer to Title 281, Nebraska Administrative Code, Chapter 2, *Rules and Regulations Concerning Establishment of a Two-year or Four-year Private College*, 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 program	\$3,550
Additional programs (in the same application)	\$200 each program

4. All sections of the application 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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FOUR-YEAR PRIVATE COLLEGE IN NEBRASKA**
(Title 281, Nebraska Administrative Code, Chapter 2)

Date: _____

Name of Proposed Institution: _____

**Name of Organization
Submitting the Proposal:** _____

Street Address: _____

City/State/Zip Code: _____

Name of Contact Person: _____

Title: _____

Address if different than above: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

1. Legal Status of Proposed Institution

- a. Nonprofit (please provide §501(3)(c) documents in section 1 of your application)
- b. 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 in section 1 of your application)

Is ownership:

- proprietorship, partnership, corporation?

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

- yes no

2. Need for the Institution

In section 2, please provide appropriate data and evidence regarding the need for the institution in Nebraska. The information provided should address issues such as employment opportunities for graduates, the basis for the projected enrollments, the availability of similar courses or programs from other institutions serving the area, and the projected impact on established institutions serving the area. The application should provide evidence that the proposed institution will not unnecessarily duplicate educational services and programs already offered in that region of the state.

3. Role and Mission

In section 3, please provide a concise statement of the role and mission of the proposed institution, with particular reference to the needs identified in section 2.

4. Proposed Instruction Program

In section 4, please provide a complete description of the degrees to be offered, the curriculum, and the courses which are designed to meet the requirements of the curriculum. The description should be explicit about the subject matter covered, the method of instruction, and the method of assessing student achievement. 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. Provide evidence that there is a reasonable relationship between the hours of instruction and the credits awarded.

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

5. Personnel Qualifications

In section 5, please provide information about the qualifications and the number of faculty who will teach courses for the institution. Include a vita for each faculty member who has been retained at the time of the submission of the application. For courses to be taught by distance learning technology, provide evidence that faculty are appropriately trained and/or experienced in distance learning technology instruction.

Provide resumes all those who, at the time of application constitute the administrative/governing board/ownership structures of the institution.

6. Financial Soundness and Ability to Fulfill Commitments to Students

In section 6, please provide information to demonstrate the financial stability and financial capability of the institution to support the courses and programs to be offered in Nebraska. Provide the most recent financial statement and balance sheet. In addition, provide evidence of the following:

- a) Adequate budgeting, accounting, and auditing procedures which are consistent with the standards of the National Association of College and University Business Officers;
- b) Revenue and expense projections;
- c) Appropriate tuition and fee charges, refund policies, and financial capabilities to provide refunds through adequate revenues, credit, bonding, or insurance.

7. Student Qualifications

In section 7, please describe the admission standards and the procedures for implementing the standards. Explain the relevance of the standards to the role and mission of the institution and to the probability of completing successfully the course of studies.

8. Facilities

In section 8, please provide the street address for the location or locations where the instructional programs will be taught and where the administrative offices will be located. Include copies of leases or facility use agreements. Describe in detail the plan for providing adequate classroom, laboratory, library, student services, offices, and other space necessary for an effective educational institution. Provide independent third party evidence that the buildings meet fire, structure, ADA and relevant safety codes.

9. Instructional Equipment, Library, and Support Services

In section 9, please provide a thorough description of the instructional equipment and the library and learning resources that will be provided. Provide evidence that they are of appropriate quality to support the instructional programs and meet the needs of students and faculty. Include any written agreements with local libraries regarding shared resources and student access.

10. Accreditation

In section 10, please provide evidence that the institution intends to seek appropriate accreditation from an accrediting organization recognized by the United States Department of Education. If accreditation of the programs 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 plans to seek such program accreditation. Identify the accrediting agencies with which the institution plans to affiliate and describe any current relationships with the agencies.

11. Other Information

The applicant may provide any other information not requested above that is relevant to its application to establish a private college in Nebraska.