

**Alabama Commission on Higher Education**

**DESK AUDIT**

*Programmatic Review  
of  
Non-Alabama Institutions*

**PROCEDURES  
APPLICATION  
REGULATIONS**

**JULY 2016**

**ALABAMA COMMISSION ON HIGHER EDUCATION**

***PROGRAMMATIC REVIEW OF NON-ALABAMA  
INSTITUTIONS***

***APPLICATION FOR DESK AUDIT RENEWAL***

***July 2016***

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**CONTACT:**

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Office of Institutional Effectiveness and Planning

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Email: [Elizabeth.French@ache.alabama.gov](mailto:Elizabeth.French@ache.alabama.gov)

## ***Section I. Renewal Procedures***

**Renewal applications submitted for via Desk Audit are restricted. Please check one of the following:**

\_\_\_\_\_ Programs offered are non-degree and less than three (3) academic quarter hours/or semesters in length.

\_\_\_\_\_ Alabama activities are limited to the recruitment of students by licensed agents only.

**For information on course or program of instruction approval by this agency, contact:**

Dr. Elizabeth C. French, Director  
Office of Institutional Effectiveness and Planning  
Alabama Commission on Higher Education  
P.O. Box 302000  
Montgomery, Alabama 36130-2000  
Telephone: 334-242-2179  
Email: [elizabeth.french@ache.alabama.gov](mailto:elizabeth.french@ache.alabama.gov)

**For information on the licensure of institutions contact:**

Tivoli Nash, Compliance Coordinator  
Private School License Division  
Alabama Community College System  
P. O. Box 302130  
Montgomery, Alabama 36130-2130  
Telephone: 334-293-4653  
Email: [tivoli.nash@accs.edu](mailto:tivoli.nash@accs.edu)

## ***Section II Application: Desk Audit Renewal***

This five-part application may be filled in online and printed for Certification with Affidavit.

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Enclose copies of the following with the application:

- The current Articles of Organization of your institution’s parent corporation if applicable;
- A copy of your institution’s current private school license as issued by the state where your institution or its parent corporation is headquartered and domiciled; and
- A copy of your institution’s current Alabama private school license or Certificate of Exemption; and
- A copy of the most recent, official institutional catalog in hardcopy and/or electronic medium; e.g., CD, etc.

Mail the completed application with desk audit fee and attached documentation to:

**Alabama Commission on Higher Education**  
**Office of Institutional Planning and Effectiveness**  
)                    100 North Union Street    O            U                    ° O  
**Mailing Address: P.O. Box 302000, Montgomery, AL 36130-2000**

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## PART I: ORGANIZATIONAL STRUCTURE

**1. GOVERNANCE:** Describe your institution's Governance Structure:

(Name of institution's parent corporation, if applicable; Board of Regents; Board of Trustees; etc.)

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(a) Location of Headquarters/Domicile:

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(b) Name of Chief Executive Officer:

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(c) State(s) of Incorporation or Legal Authority to operate, e.g., State Charter:

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**2. MAIN CAMPUS:** Provide name of institution, OPE ID#<sup>1</sup>, and mailing address of institution's main campus:

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**3. ADMINISTRATION:** Name of institution's President, Chancellor, or Chief Executive Officer:

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**4. ACCREDITATION:**

(a) Name and mailing address of Accrediting Agency by which the institution is presently accredited:

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(b) Date institution was last accredited: \_\_\_\_\_

**5. ENROLLMENT:**

(a) Total Institutional Enrollment: \_\_\_\_\_

(b) Total Onsite Enrollment in Alabama: \_\_\_\_\_

(c) Total Online Enrollment in Alabama: \_\_\_\_\_

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<sup>1</sup> The OPE ID number is a unique 8-digit number assigned to postsecondary educational institutions that are currently/formerly participating in the Title IV programs or that want to apply for participation.

## PART II: ALABAMA OPERATIONS—PROGRAMS OF INSTRUCTION

### 6. PROGRAMMATIC SCOPE OF ACTIVITIES IN ALABAMA:

Name of Program	CIP Code	Specialized Programmatic Accreditation (if applicable)	Instructional Delivery System	
			Onsite	Online

## PART III: STUDENT SUPPORT SERVICES

### 7. COMPLIANCE WITH FEDERAL INTEGRITY RULES. (34 CFR §668.43)

Institutional Grievance Procedure published at:

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Accreditation Agency Information published at:

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State Official or Other Relevant Agency Information published at:

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## **PART IV: ASSESSED PROGRAMMATIC REVIEW FEE SCHEDULE<sup>2</sup>**

Fees should be remitted by check or money order made payable to the **Alabama Commission on Higher Education-NRI Account**. The assessed programmatic review fee must be submitted with this application and is non-refundable.

**Renewal Fee Desk Audit: \$500**

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<sup>2</sup> Except for those units or programs approved by regional accrediting authorities located in states participating in reciprocity agreements entered into by the Governor or Commission, the schedule of fees assessed to an institution is applicable under provisions of Ala. Act 2013-368.

## **PART V: CERTIFICATION OF APPLICATION WITH AFFIDAVIT**

In submitting this application, the state agency or governing authority certifies that the programs proposed are in compliance with the U.S. Department of Education Program Integrity Rule, 34 CFR §§600, 602 et al.

### **AUTHORIZED PREPARER**

Name, title, mailing address, email address, and telephone number of institutional or corporate officer authorized to prepare and submit this application with affidavit:

\_\_\_\_\_  
Email \_\_\_\_\_ Telephone \_\_\_\_\_

### **PRIMARY CONTACT**

Name and title of institution's designee to serve as primary contact to the Commission for this application if different from the person named above. Include mailing address, email address, and telephone number.

\_\_\_\_\_  
Email \_\_\_\_\_ Telephone \_\_\_\_\_

### **AFFIDAVIT**

I, \_\_\_\_\_, being duly sworn, depose and state that each of the statements in this application and all items attached to this application are true and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

\_\_\_\_\_  
*Notary Public*

\_\_\_\_\_  
*County and State*

\_\_\_\_\_  
*My Commission Expires*



## ***Section III. Regulations***

### ***The Review and Approval or Disapproval of Proposed Postsecondary Courses or Programs of Instruction in Alabama by Non-Alabama Institutions***

#### **ALABAMA COMMISSION ON HIGHER EDUCATION ADMINISTRATIVE CODE**

#### **INSTITUTIONAL EFFECTIVENESS AND PLANNING**

#### **CHAPTER 300-2-1 PROGRAM REVIEW**

#### **300-2-1-.02 Review And Approval Or Disapproval Of Proposed Postsecondary Course Offerings In Alabama By Non-Alabama Institutions Seeking State Authorization.**

(1) **Purpose.** It is the responsibility of the Alabama Commission on Higher Education to establish policies and procedures for the review and approval or disapproval of all proposed postsecondary credit courses or program of instruction offered in the State of Alabama by non-Alabama institutions of higher education. These institutions must also be licensed to do business in Alabama by the Alabama Community College System.

(2) **Definitions.** For purposes of this rule, the following definitions apply:

(a) **Programs of Instruction (Courses):** Any course or sequence of courses for which credit toward any postsecondary degree, certificate, or diploma is to be awarded.

(b) **System:** The Alabama Community College System.

(c) **Exempt Institutions:** Those postsecondary institutions that are granted a certificate of exemption from licensure by the Alabama Community College System and for which the System has waived formal licensure application and review.

(d) **Faculty:** A faculty member who has a contract for formal teaching responsibilities with the proposing institution.

(e) **Main Campus:** The physical boundaries of the location of an institution's principal administrative offices. In the case of an institution eligible for Title IV funds, the campus designated by the U.S. Department of Education's Office of Postsecondary Education identification number (OPEID).

(f) **Non-Alabama Institutions:** A postsecondary educational institution, public or private, profit or nonprofit, whose main campus or headquarters is located outside the State of Alabama.

(g) **Unaccredited Institution:** An institution not accredited by an agency recognized by the United States Department of Education or Council on Higher Education Accreditation.

(3) **Procedures for Program Approval of an Unaccredited Institution.** As a prerequisite to program approval, an unaccredited institution requesting to offer degree programs in Alabama must undergo an external review of its programs of study by an outside consultant(s) chosen by the Commission. The unaccredited institution will underwrite all costs related to the external review.

(4) **Institutions exempt under the Alabama Private School License Law.** Those non-Alabama institutions that are granted a certificate of exemption from licensure by the System and for which the System has waived formal licensure application and review shall nonetheless apply for Commission review and approval of courses or programs of instruction. Every application for approval of a course or program of instruction shall be accompanied by a certificate of exemption from formal licensure issued by the Alabama Community College System.

(5) **Commission Review Criteria.** The Commission shall establish review criteria designed to evaluate the academic quality of proposed courses or programs of instruction. The review includes, but is not restricted to: The qualifications of faculty and supporting staff, the quality of academic support resources (library, laboratories, etc.), and the academic validity of the proposed courses. In general, program proposals must meet standards used by the Commission proposals for new off-campus offerings by in-state public institutions and in doing so be in full compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACS COS) guidelines. Since the use of state appropriated funds is not involved, the question of unnecessary duplication is not an issue when proposals of non-Alabama institutions are reviewed.

(6) **Site visits.** The Commission reserves the right to conduct a site visit to the proposed location for an evaluation of a course or program of instruction before or subsequent to concluding its review of a pending application. There is no charge for mileage or per diem payments to staff employees of the Commission for such visits. In the event that the Commission appoints other education or external specialists as on-site visit consultants, the appointees will be paid a consulting fee as well as expenses.

(7) **Timeline for Review.** In the absence of unavoidable delays, the Commission will report its approval or disapproval of proposed courses or program(s) of instruction to

the System and to the applying institution within sixty (60) working days following receipt of the required data and information forms from the applying institution.

(8) **Fees.** Application materials for initial program approval or for renewal shall be accompanied by a programmatic review fee in accord with the programmatic review fee schedule published within the Commission's application(s) for programmatic approval and posted to the Commission's website. The programmatic review fee schedule may be revised from time to time upon reasonable notice at the discretion of the commission.

(9) **Appeals.** Any person or institution aggrieved by the action of the Commission in its administration of this rule may, by written petition filed with the Commission within thirty (30) days after notice of the aggrieving action, request a rehearing by the Commission. The Commission shall schedule the requested rehearing to be held no less than twenty (20) nor more than thirty (30) days after receipt of the petition. The aggrieved party may present written and oral evidence supporting its petition and may be represented by counsel, if desired. The decision of the Commission following the rehearing shall be final.

**Author:** Elizabeth French

**Statutory Authority:** Code of Ala. 1975, §§16-5-1, et seq.

**History:** Filed December 10, 1985. Rule 300-2-1-.02 was formerly referenced as Chapter 300-2-1; it has been repealed and reinserted as a rule within this chapter. The rule title remains unchanged from its previous chapter title. The contents are also unchanged except for slight format changes and the addition and deletion of certain definitions: Filed April 10, 1989. **Amended:** Filed August 21, 1996; effective September 25, 1996. **Amended:** Filed January 6, 2003; effective February 10, 2003. **Amended:** Filed May 6, 2004; effective June 10, 2004. **Amended:** Filed February 8, 2010; effective March 15, 2010. **Amended:** Filed November 5, 2013; effective December 10, 2013. **Amended:** Filed May 9, 2016; effective June 23, 2016.