

**Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence in the State:**

Application for Initial and Renewal of Degree Authorization

Please read the following guidelines in preparing application for degree granting authority:

1. Make certain that the program(s) meet specific criteria for the degree level(s) for which you are seeking approval.
2. Submit one (1) application for each program.
3. Do not change the Application for Degree Approval form. All subject headings should remain.
4. Completely fill out the application. Do not write “see catalog for list of courses.” The board reviews materials as printed in agenda books, catalogs are not included.
5. At the top of the Application for Degree Approval form list the name of the school and location(s).
6. If submitting for more than one location, identify which Instructor Qualification Record and transcript corresponds with which location. If the same instructor is teaching at multiple locations, label the IQR and transcript with the appropriate locations. Please submit only the transcript for the last degree earned and/or copies of work experience, with dates, from previous employees when applicable.
8. Submit the Application for Degree Authorization on paper. Submit the Application for Degree Authorization, Instructor Qualification Records, and Transcripts via electronic mail.
9. Initial Degree Authorization Request(s): Submit the application(s) at least sixty (60) days prior to the next quarterly Commission Meeting. The Commission Meetings are usually scheduled for the months of March, June, September, and December.
10. Application for Initial Degree Authorization - Fee
- Per degree, per campus \$300.00
11. Application for Renewal of Degree Authorization - Fee
- Per degree, per campus \$100.00

Please submit a check in the appropriate amount made payable to the ‘State of Indiana.’

Certificate of completion

Sec. 2. Certificate of Completion. A Certificate of Completion may be awarded by an accredited institution to a student who has successfully completed an approved course of study of a duration less than: (A) 72 Quarter hours; or
(B) 48 Semester hours; or
(C) 720 Clock hours.

Diploma

Sec. 3. Diploma. A Diploma may be awarded by an accredited institution to a student who has successfully completed an approved course of study constituting at least:
(A) 72 Quarter hours; or
(B) 48 Semester hours; or
(C) 720 Clock hours.

The Board for Proprietary Education Associate Level Degree Program Policies and Guidelines Completion of Application for Degree Authorization:

☐☐Applications for new degree authorizations are reviewed at the quarterly meetings of the Indiana Board for Proprietary Education.

☐☐Applications for a new degree must be submitted 60 days in advance of the Board meeting in which it is intended to be placed on the agenda.

☐☐Degrees that are identical for multiple campuses should be combined into one degree application with the faculty listed separately for each campus within the degree application.

Associate Level Degree Guidelines

An Associate Degree may be awarded by an accredited institution to a student who has successfully completed an approved course of study comprised of a minimum of:

- (A) 90 Quarter hours; or
- (B) 60 Semester hours; or
- (C) 960 Clock hours.

An Associate of Applied Science degree is conferred upon a student who has successfully completed an approved course of study in a vocational program. The objectives of the program should emphasize the fact that the end result of the training shall be that the graduate possesses those job skills required for entry level employment in the specialty. The curriculum shall provide for a minimum of 75% in the specialty. This requirement applies to the minimum of 90 quarter hours, 60 semester hours, or 960 clock hours. This degree does not require the inclusion of general studies courses, but general studies courses may be a part of the program.

Additional Standards: Staff. The additional Standards for the award of the Associate in Applied Science degree are:

- (a) One third of the teaching staff in the program shall hold a higher degree, master's degree, a first professional degree, baccalaureate degree plus five (5) years practical experience in the specialty, or an excess of ten (10) years practical experience in the specialty.
- (b) Two-thirds of the teaching staff in the program shall maintain the following minimum qualifications:
 - (1) a degree relevant to the specialty from an accredited two or four year collegiate institution; or
 - (2) five (5) years documented practical experience in the specialty; or
 - (3) a minimum of two (2) years documented practical experience in the specialty and relevant training in the specialty.

An Associate in Arts or Associate in Science degree has the same requirements as those specified for the Associate degree in general. The intent of the Associate in Arts or the Associate in Science degree is that such a degree may be a terminal or a transfer award. The curriculum shall be

comprised of a minimum of 50% in the specialty. At least 35% of the remaining courses shall be in the liberal arts.

This requirement applies to the minimum levels of 96 quarter, 64 semester, or 960 clock hours. Programs of longer duration shall not be required to increase the liberal arts component beyond these minimum requirements.

Additional Standards: Staff. The additional Standards for the award of the Associate in Arts or the Associate in Science degree are:

- (a) a minimum of fifty percent of the instructors in the program shall hold a master's degree, a first professional degree or a higher degree. The remainder shall hold baccalaureate degrees; or
- (b) the institution may be evaluated in comparison with similar institutions or programs in the public or private sector of postsecondary education.

Baccalaureate Level Degree Guidelines

A Baccalaureate Degree may be awarded by an accredited institution to a student who has successfully completed an approved course of study comprised of a minimum of:

- (A) 180 Quarter hours; or
- (B) 120 Semester hours; or
- (C) 1,920 Clock hours.

Associate degree library/instructional resource center

Sec. 5. Additional Standards: Library/Instructional Resource Center. The Associate Degree Library or

Instructional Resource Center shall hold an adequate number of volumes of current professional material, such as textbooks, periodicals and research studies related to the Associate Degree specialty. In addition, access to other library facilities in close geographic proximity to the school is desirable. The Library/ Institutional Resource Center facilities will be evaluated as to the kind and type of institution to be appraised. The Commission shall decide competent Library/Instructional Resource Center facilities on an individual basis, since each institution's unique role will dictate the needs of the Library/Instructional Resource Center and other resources available.

Advanced degrees

Sec. 6. Advanced Degrees. Awards of Advanced Degrees, such as the baccalaureate, master's first professional or doctoral degrees, shall be treated as an "exception." Each request will be thoroughly studied and reviewed by the Commission before permission is granted to award such a degree(s). Proposed programs will be evaluated by the standards of similar programs in public or private postsecondary institutions.

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Duration of degree award authorization

Sec. 7. Degree Award Duration. The authorization for the degree award shall be issued for a five year period. Degree programs will be reviewed by the Commission at least every five (5) years and the renewal of degree award authority for a subsequent five (5) year period will be considered by the Commission in the fourth year of the initial degree award period.

Revocation or suspension of degree award authorization

Sec. 8. Revocation/Suspension. Degree authority may be revoked or suspended by the Commission if an institution is not in continual compliance with the Rules and Regulations covering the degree award period.

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

**Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence in the State**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution _____

Program name and
Suggested CIP Code: _____

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ed.S.,
Ph.D.) _____

Name of Person Preparing this Form _____

Telephone Number _____ **Application Type**

Date the Form was Prepared _____ Initial or Renewal
(Revise date after any revision)

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: _____

Total Course Hours: _____

Check one: Quarter Hours _____
Semester Hours _____
Clock Hours _____

Tuition : _____ Length of Program: _____

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
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GENERAL EDUCATION / LIBERAL ARTS COURSES:

**Course
Number**

**Course
Title**

**Course
Hours**

GENERAL EDUCATION / LIBERAL ARTS COURSES:

**Course
Number**

**Course
Title**

**Course
Hours**

Number of Credit/Clock Hrs. in Specialty Courses: _____ / _____ Percentage: _____

Number of Credit/Clock Hrs. in General Courses: _____ / _____ Percentage: _____

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: _____ / _____ Percentage: _____

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

2. Number of volumes of professional material:

3. Number of professional periodicals subscribed to:

4. Other library facilities in close geographical proximity for student access:

**Supplementary Information on
Composite Score, Licensure, Certification, and Accreditation**

Institution:
Degree Program:
Locations:

Federal Financial Responsibility Composite Score

Provide the institution's most recent Federal Financial Responsibility Composite Score, whether published online, provided in written form by the U.S. Department of Education, or calculated by an independent auditor using the methodology prescribed by the U.S. Department of Education:

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

If so, please identify
The specific license(s) needed:
The State agency issuing the license(s):

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Professional Certification

What are the professional certifications that exist for graduates of similar program(s)?

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

If so, please identify
Each specific professional certification:
The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

Please identify the single course or a sequence of courses that lead to each professional certification?

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Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

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Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

If so, please identify the specialized accrediting agency:

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Transferability of Associate of Science Degrees

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

If so, please list the baccalaureate degree(s):

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Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

1. What is the digital format of student transcripts?
2. Is the institution using proprietary software, if so what is the name?
3. Submit a sample student transcript.

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Student Records

Institutions that have Previously Operated

1. Are all student transcripts in a digital format?
 - If not what is the percentage of student transcripts in a digital format?
 - What is the beginning year of digitized student transcripts?
 - Are student transcripts stored separately from the overall student records?
2. How are the digital student records stored?
 - Where is the computer server located?
 - What is the name of the system that stores the digital records?
3. Where are the paper student records located?
4. What is the beginning year of the institutional student record series?
5. What is the estimated number of digital student records held by the institution?
6. What is the estimated number of paper student records held by the institution?
7. Aside from digital and paper, does the institution maintain student records in other formats such as microfiche?
 - If so, what is the most significant format?
 - If so, what is the estimated number of student records maintained in that format?
8. Does the institution maintain a staff position that has overall responsibility and authority over student records?

- If so, what is the name, title, and contact information for that individual?
9. Has the institution contracted with a third party vendor such as Parchment to have student records digitized, maintained, and serviced?
 10. Approximately what is the average number of requests for student records or verification of attendance does the institution receive in a day and week?

All Institutions

11. Is there anything that the Commission should consider with regard to the institutional student records?

Program Description

Projected Headcount and FTE Enrollments and Degrees Conferred

- Report headcount and FTE enrollment and degrees conferred data in a manner consistent with the Commission's Student Information System
- Report a table for each campus or off-campus location at which the program will be offered
- If the program is offered at more than one campus or off-campus location, a summary table, which reports the total headcount and FTE enrollments and degrees conferred across all locations, should be provided.
- Round the FTE enrollments to the nearest whole number
- If the program will take more than five years to be fully implemented and to reach steady state, report additional years of projections.
- Submit one table for each campus in which the program will be offered.

Award Level Definitions

01 Award of Less than One Academic Year:

Postsecondary award, certificate, or diploma (less than 1 academic year): An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester credit hours, or in less than 45 quarter credit hours, or in less than 900 contact or clock hours.

02 Award of at Least One but Less than Two Academic Years:

Postsecondary award, certificate, or diploma of (at least 1 but less than 2 academic years): An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 900 but less than 1,800 contact or clock hours.

03 Associate's Degree:

Associate's degree: An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.

04 Postsecondary Award, Certificate, or Diploma of at Least Two but Less than Four Academic Years:

Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years): An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 1,800 but less than 3,600 contact or clock hours.

05 Bachelor's Degree:

Bachelor's degree: An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a 5-year cooperative (work-study) program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also includes bachelor's degrees in which the normal 4 years of work are completed in 3 years.

06 Post - Baccalaureate Certificate:

Post-baccalaureate certificate: An award that requires completion of an organized program of study equivalent to 18 semester credit hours beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.

07 Master's Degree:

Master's degree: An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree.

Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as "first-professional", may require more than two full-time equivalent academic years of work.

08 Post - Master's Certificate:

Post - Master's certificate: An award that requires completion of an organized program of study equivalent to 24 semester credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.

17 Doctor's Degree - Research/Scholarship:

Doctor's degree-research/scholarship: A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.

18 Doctor's Degree - Professional Practice:

Doctor's degree-professional practice: A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as first-professional and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.

19 Doctor's Degree - Other:

Doctor's degree-other: A doctor's degree that does not meet the definition of a doctor's degree - research/scholarship or a doctor's degree - professional practice.

Projected Headcount and FTE Enrollments and Degrees Conferred									
Date, 20XX									
Institution/Location: University XYZ at _____									
Program: Program ABC									
				Year 1	Year 2	Year 3	Year 4	Year 5	
				FY20XX	FY20XX	FY20XX	FY20XX	FY20XX	
Enrollment Projections (Headcount)									
	Full-Time			6	12	18	18	18	
	Part-Time			12	24	36	48	60	
	Total			18	36	54	66	78	
Enrollment Projections (FTE*)									
	Full-Time			6	12	18	18	18	
	Part-Time			6	12	18	21	24	
	Total			12	24	36	39	42	
Degrees Conferred Projections				0	0	6	6	18	
Degree Level: XXX									
CIP Code: - 000000; State - 000000									
FTE Definitions:									
Undergraduate Level: 30 Semester Hrs. = 1 FTE									
Undergraduate Level: 24 Semester Hrs. = 1 FTE									