

## **APPENDIX C TYPES OF REVIEWS**

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The rules governing the certification of non-public and out-of-state postsecondary education institutions were originally written in 1975 and were revised in 1987, 1995, and 2005. The rules detail the types of institutional and program reviews conducted by the Institutional Certification Advisory Committee (ICAC) in order to insure institutions are operating within the boundaries established by ACA §6-61-301–302.

Types of reviews include the **regular review**, **special review**, and **staff review**. The **regular review** is for applications for certification, recertification, and decertification of established institutions to offer college-level courses/degree programs, and for the certification of a newly established college or university in the state of Arkansas. Regular reviews are described in detailed in Section I of this appendix.

Institutions operating under AHECB certification are subject to a **special review** when institutional changes occur that might affect the institution's ability to meet AHECB certification criteria. Institutional changes are explained in Section II of this appendix.

A **staff review** may be scheduled when it is believed that a course/degree program, or institution has ceased conforming to the requirements for AHECB certification. Staff Reviews are explained in Section III of this appendix.

### **I. Regular Reviews**

Regular reviews for certification, recertification, and decertification are described below.

#### **Establishment of a New Institution**

Prior to establishing a new postsecondary institution in Arkansas to offer college-level courses/degree programs in Arkansas, the institution's charter and an application for institutional planning and development must be filed with Arkansas Department of Higher Education (ADHE) to request institutional certification and to provide information about the proposed institution.

#### **Program Certification**

Prior to offering courses/degree programs resulting in a college degree, institutions must apply for certification of the proposed course/degree program.

#### **Program Recertification**

To insure the continued quality of course/degree programs offered to Arkansas students certified institutions are required to apply for program recertification upon expiration of its current certification.

#### **Program Decertification**

When an institution decides to no longer offer a certified course/degree program to its students, the institution must file a Letter of Notification and request program decertification detailing their plans for ending the program without causing major interruption to students and the institution.

### **Institutional Decertification and Closure**

Institutions planning to no longer offer certified courses/degree programs and/or cease operations in Arkansas must file a Letter of Notification and application for institutional decertification and closure detailing their plans for ending operations including an opportunity for students to complete the course/degree program.

### **Exemptions**

Due to their unique nature, some educational institutions may be eligible for exemption from certification. A request for exemption from certification and the required documentation must be submitted to the ADHE for review.

## **II. Special Review**

Institutional changes subject to a special review of certification are listed below. A Letter of Notification must be submitted to ADHE prior to any changes in location, charter, level or programs offered, or institutional name.

### **Change of Location (Address)**

Upon the relocation of an institution, ADHE must be immediately notified in writing of the change with the new address included.

### **Change in Charter**

Any change to the charter of a postsecondary institution incorporated in the state of Arkansas to offer college-level degrees must be certified by the AHECB. Proposed changes in the charter must be submitted to ADHE within five working days prior to any changes being filed with the Secretary of State's office. The changes will not be effective until certified by AHECB.

### **Change of Level of Program Offerings**

Institution certification must be obtained from the AHECB approval prior to an institution's offering degree programs beyond the degree level (associate to bachelor, bachelor to master, or master to doctoral) established in the institution's charter.

Any non-public institution of higher education incorporated in the state of Arkansas on or prior to April 7, 1975, desiring to offer degrees at a higher level than it offers currently must submit a copy of the institution's articles of incorporation to the ADHE to receive a determination on whether AHECB approval is required.

### **Name Change**

Any institution incorporated in the state of Arkansas desiring a change of name must submit a letter of notification to ADHE that provides documentation that the proposed name change has been approved by the institution's governing body. The AHECB approval will be transferred from the existing institution to the newly named institution.

## **III. Staff Review**

### **Bankruptcy**

Institutions that file bankruptcy shall notify the Arkansas Department of Higher Education in writing within twenty-four (24) hours of the filing. The notification must include the name of the attorney, case number, where the action was filed (state/county and court), total number and names of students currently enrolled, a teach-out plan to assist current

students in the completion of the course/degree program, and any other applicable information such as reorganization plans.

**Conferring Degrees Without Sufficient Work**

The AHECB has the power, after giving the institution thirty (30) days written notice to show cause why such action should not be taken, to revoke any certification issued by the AHECB whenever the ADHE staff finds, after proper investigation, that an institution is conferring degrees without requiring sufficient work or is in violation of any of the provisions of the laws of the State of Arkansas or the AHECB certification regulations.

**Sale of Institution or Program**

The institution must provide information regarding its sale, including the terms of the sale and the name and the address of the purchaser. Institutional and program certification will not be transferred to another institution. Upon the sale of an institution or program, an application for certification, prepared by the purchaser, must be submitted to ADHE requesting AHECB certification.

