

South Carolina Commission on Higher Education

VIII
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CJE
01/10/2008
Agenda Item 6.02D

Dr. Garrison Walters, Executive Director

January 8, 2008

MEMORANDUM

TO: Dr. Layton McCurdy, Chairman, and Members, Commission on Higher Education

FROM: Dr. Bettie Rose Horne, Chair, and Members, Committee on Academic Affairs and Licensing *BRH/gmm*

Informational Report on Staff Approvals on Amendment of Licenses

Beginning in 2002 following a review of the requirements and process for licensing nonpublic postsecondary institutions operating or soliciting in the State, the staff has distributed to all degree-granting institutions in South Carolina (public, nonpublic (licensed), and private/independent) notice of pending nonpublic postsecondary institution activities. The notices are typically distributed 60 days before each meeting of the Committee on Academic Affairs and Licensing. The purpose of this distribution is to give officials at each institution an opportunity to submit comments and information to the licensing staff, CAAL, and the Commission about the pending items.

Licenses are program specific. An institution must apply for an amendment to its license to add a field or major not previously offered that totals more than 18 semester credit hours, when changes equal or exceed 25 percent of an existing program, or if cumulative changes to an existing program within a one-year calendar period equal or exceed 25 percent.

In comparison, a licensed institution must simply notify the Commission to change existing programs of less than 25 percent, to add concentrations that are 18 hours or less, to change of the name of an existing program, or to change the mode of educational delivery. The procedures and application for amendment to add a program and to notify the Commission for program revision, respectively, are found herein as Attachment 1 and

Attachment 2.

To increase transparency to the Committee on Academic Affairs and Licensing and the Commission itself regarding licensing activities, staff has prepared this information item. Staff will prepare and send to the Committee on Academic Affairs and Licensing for information only a report on staff actions related to institutions which are already licensed and operating or soliciting in South Carolina. The staff will continue to bring before Committee on Academic Affairs and Licensing and the Commission the requests for initial licensure of new institutions, amendments to add degrees, and amendments to add locations for licensed institutions. Each of these requests will continue to require official action for approval.

This current report contains staff actions taken since July 1, 2007, involving new degree concentrations or specializations, existing degree program modifications, and existing degree program terminations.

**Licensing Staff Actions
July 1, 2007-November 30, 2007**

New Program Concentrations:

Capella University, Minneapolis, MN; to recruit SC residents into:

B.S., Business, Project Management

B.S., Business, Retail Management

B.S., Information Technology, (1) Software Architecture and (2) Health Informatics

B.S., Public Safety, Emergency Management

Ed.S., (1) Leadership in Educational Administration and (2) Curriculum and Instruction

M.B.A., HRM

M.S., IT, Health Information Management

M.S., Psychology, (1) Evaluation, Research, and Measurement, (2) Leadership Coaching
Psychology, and (3) Organizational Leader Development

M.S., Public Health, (1) Health Management and Policy and (2) Social and Behavioral
Sciences

Ph.D., Education, Special Education Leadership

Ph.D., IT, (1) Information Security and (2) Project Management

Ph.D., Organization and Management, Project Management

ITT Technical Institute, Greenville

B.S., (1) Construction Management and (2) Criminal Justice

South University, Columbia

B.S., Health Science

Walden University, Minneapolis, MN; to recruit SC residents into:

Ed.D., Administrator Leadership for Teaching and Learning

Terminations:

Capella University, Minneapolis, MN

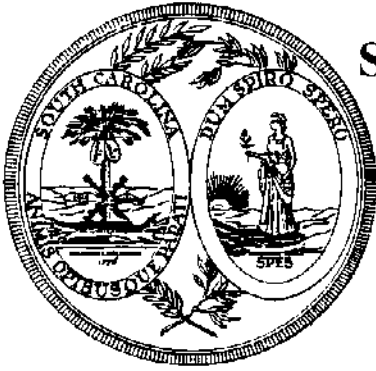
B.S., Information Technology, Web Application Development

Psy.D., Counseling Psychology

Denied:

Capella University, Minneapolis, MN

M.S., Human Services, School Counseling



South Carolina Commission on Higher Education

Nonpublic Postsecondary Institution Licensing

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Telephone (803) 737-2260; FAX (803) 737-2297

Web site: www.che.sc.gov

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Lane Jeselnik, Coordinator (803) 737-3918 E-mail ljesnlnik@che.sc.gov

Edna P. Strange, Program Manager (803) 737-2287 E-mail estrange@che.sc.gov

AMENDMENT TO ADD PROGRAM (CERTIFICATE, DIPLOMA, OR DEGREE)

PROCEDURES

The Commission staff will review the application and documentation, and may recommend that the license be amended without further review or may call for an interim examination visit before making a recommendation.

NONDEGREE PROGRAMS: The staff approves nondegree programs.

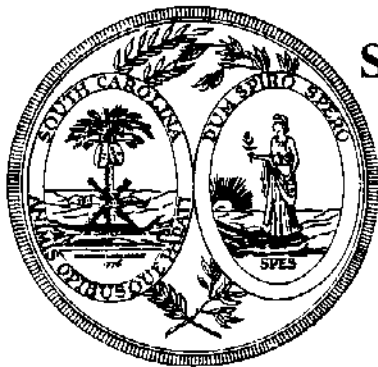
DEGREE PROGRAMS: The initial step in the process for amendments to a license to grant degrees is to submit a letter of intent/interest. A letter of interest/intent must include the name/title/degree, credit hours, accreditation, mode of delivery (i.e., traditional classroom, distance education, on-line) and location where the institution would offer the program. The staff distributes the information to public and private institutions already operating in the state and allows a 60-day comment period. A CHE staff member forwards comments to the applying institution. The institution may submit the application and documentation at the same time or any time after it submits the letter of intent/interest. After review (staff or team) in most cases the proposal must be taken before the Committee on Academic Affairs and Licensing and subsequently before the Commission.

The institution must submit an Amendment to Add Program Application:

1. When cumulative changes equal or exceed 25 percent of the contact hours, credits, curriculum content, or program length following the initial program approval or last review by the Commission;
2. If cumulative changes to a program within a one-year calendar period equal or exceed 25 percent; or
3. If the change is to add any field or major not previously offered that total more than 18 semester (or equivalent) credit hours.

NOTE:

Notwithstanding the above, if the change is more than 25 percent but the program title and objectives are the same, contact a member of the licensing staff for a determination. If the change is less than the parameters listed above, contact Licensing staff for a Program Revision Notification.



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AMENDMENT TO ADD PROGRAM (CERTIFICATE, DIPLOMA, OR DEGREE)

APPLICATION

Institution name: _____

Address: _____

School Official: _____

Telephone: _____ Fax: _____

E-mail: _____ Web site: _____

Proposed date of implementation: _____

Title (name) of the proposed program including designation, type, and level of degree (if applicable): _____

	Enclosed?	CHE USE
(1) An outline of the curriculum to be offered with a statement of the purposes and objectives of the program.	Y or N/A	
(2) A discussion of the need for the program in the state, including but not limited to student demand or interest, anticipated employment opportunities for graduates, or demand for services.	Y or N/A	
(3) The minimum qualifications of the faculty who will teach in the program of study; confirmation that the institution employs at least one full-time faculty member for the major, curricular area, or concentration.	Y or N/A	
(4) Admissions criteria	Y or N/A	
(5) Projected enrollment and additional income for each	Y or N/A	

	program and maximum student/teacher ratio		
(6)	Available learning resources and services and projected acquisitions for the first cycle (class) of the program.	Y or N/A	
(7)	An explanation of whether or to what extent the existing physical plant will be adequate to provide equipment, space, and instructional material for the program. If any additional physical plant requirements or modifications to existing facilities will be made in the near future, what those are and how these are to be financed.	Y or N/A	
(8)	A schedule of tuition and fees	Y or N/A	
(9)	Fee: one-half of one percent of the projected additional gross tuition income for the first year, \$2,750 maximum, \$75 minimum per program. Make check payable to "SC Commission on Higher Education."	Y or N/A	
(10)	Confirmation that the existing bond is adequate to include the additional program(s) or a rider increasing the bond to the adequate amount.	Y or N/A	
(11)	If institution is out-of-state, proof of authority to offer the program(s) in the home state.	Y or N/A	
(12)	If graduates of the proposed program are subject to licensure or certification by any public or private agency, a brief description of that process and of the ways in which the proposed program will ensure that such certification or licensure, if obligatory, can reasonably be expected to be achieved by graduates. This information must also be included in information provided to the students (see item 13).	Y or N/A	
(13)	A proposed supplement to the institution's catalog (or a draft revised edition of the catalog) containing the new program information. The institution must be prepared to provide the supplement or revised publication to current or prospective students after approval by the Commission.	Y or N/A	
(14)	If the institution is accredited or if the program is subject to specialty program accreditation, an explanation of the process by which the program will be included in accreditation and proposed timelines.	Y or N/A	

By signing this application, the applicant is confirming that the institution continues to comply with the provisions of the Nonpublic Postsecondary Institution License Act, CHE regulations, and conditions for licensure.

School Official's Signature

Date



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Program Revision Notification (CERTIFICATE, DIPLOMA, OR DEGREE)

Policy and Procedures:

A Program Revision Notification must be submitted for the following changes:

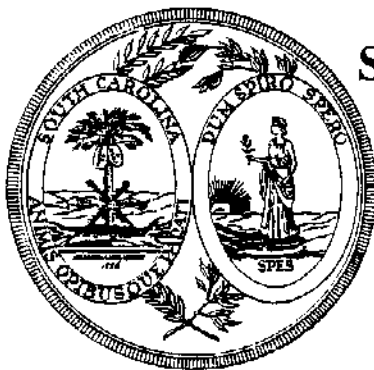
1. Change to a currently licensed program of less than 25 percent in existing contact hours, credit awarded, curriculum content (courses offered) or program length;
2. Adding a concentration to a currently licensed program that is 18 semester (or equivalent) hours or less;
3. Change in the name of an existing program; or
4. Change in the mode of educational delivery.

The institution must submit an Amendment to Add New Program Application:

1. When cumulative changes equal or exceed 25 percent of the contact hours, credits, curriculum content, or program length following the initial program approval or last review by the Commission;
2. If cumulative changes to a program within a one-year calendar period equal or exceed 25 percent; or
3. If the change is to add any field or major not previously offered that total more than 18 semester (or equivalent) credit hours.

NOTE:

Notwithstanding the above, if the change is more than 25 percent but the program title and objectives are the same, contact a member of the licensing staff for a determination.



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Program Revision Notification (CERTIFICATE, DIPLOMA, OR DEGREE)

Institution _____
 Address _____
 Application prepared by _____
 Title _____
 Date _____ Telephone _____
 E-mail _____ Proposed date of implementation: _____

Type of Change:

	Existing	Proposed
Program name		
Curriculum content		
Contact/clock hours awarded		
Credit hours awarded		
Term (Quarter, Trimester, Semester, Other (describe))		
Program length		
Mode of Delivery		
Credential Awarded (Certificate, Diploma, Associate's, Bachelor's, Master's, Doctorate)		
Program length time		

Attach as appropriate:

		Enclosed	CHE USE
(1)	Re-issue license fee of \$30 (if the change is to the name of the program), check or money order payable to the "SC Commission on Higher Education"	Y or N/A	
(2)	An outline of the curriculum, preferably in side-by-side format, showing the existing and proposed curriculum	Y or N/A	
(3)	If the institution is out-of-state, evidence of approval from the home state	Y or N/A	
(4)	A brief explanation of the rationale for the change	Y or N/A	

By signing this application, the applicant is confirming that the institution continues to comply with the provisions of the Nonpublic Postsecondary Institution License Act, CHE regulations, and conditions for licensure.

School Official's Signature

Date