

SUNY Empire State College's renewal application to
operate as an out-of-state institution in Maryland in
accordance with COMAR 13B.02.01

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MARYLAND HIGHER EDUCATION COMMISSION
Application for Renewal Approval for Out-of-State Degree-Granting
Institutions to Operate in Maryland

Please Note: A separate application form must be completed and submitted with all supporting documentation for each proposed location in Maryland. If an additional, new location is being proposed, an Application for Renewal of Approval must be submitted for that location.

PREVIOUSLY APPROVED LOCATION IN MARYLAND.
Please provide the complete mailing address.
William W. Winpisinger Education Center
24494 Placid Harbor Way
Hollywood, MD 20636

PROPOSED START DATE OF CONTINUED OPERATION. September 1, 2016
Applications should be submitted at least 5 months prior to the proposed start date.

NAME AND ADDRESS OF INSITUTION APPLYING FOR APPROVAL.	
Name of Institution:	SUNY Empire State College
Web Address:	www.esc.edu
OPEID Code:	01028600 <small>U.S. Department of Education, Office of Postsecondary Education, ID Code -- Title IV eligibility.</small>
Chief Executives Officer:	Dr. Merodie Hancock, President
Mailing Address:	2 Union Ave, Saratoga Springs, NY 12866
Telephone:	518-587-2100 ext 2265
Email:	Merodie.Hancock@esc.edu

Institutional Liaison: Name and title of the individual who will serve as liaison to the Maryland Higher Education Commission:	
Name:	Dr. Brian Goodale
Title:	Director of Academic Development
Mailing Address:	1 Union Ave, Saratoga Springs, NY 12866
Telephone:	518-587-2100 ect 2580
Email:	Brian.Goodale@esc.edu

***** CERTIFICATION *****

I hereby affirm that the answers given in this application and its attachments are accurate and complete and further agree to comply with the *Annotated Code of Maryland* and State regulations governing the operation of out-of-State degree-granting institutions (COMAR 13B.02.01).

3/3/16 Date Signature of Chief Executive Officer

Please Submit All Information To:

Maryland Higher Education Commission
Division of Planning and Academic Affairs
6 N. Liberty Street, 10th Floor
Baltimore, MD 21201
410-767-3268
acadprop@mhec.state.md.us

A copy of these regulations can be found at the Maryland Higher Education Commission's web site www.mhec.state.md.us (under Academic Approval Process) along with an on-line application form.

I. DURATION OF APPROVAL

Approval to operate at a previously approved location in Maryland must be renewed annually. However, "during of after the fifth year of operation in Maryland and during any subsequent renewal cycle, an out-of-State institution may apply for approval to operate in Maryland for an extended period of time up to 5 years." COMAR 13B.02.01.08C(1)

If the location for which you are applying has been annually approved for at least five years, do you wish to seek approval to operate in the State for an extended period of time of up to 5 years? [] Yes, we wish to be approved for ___ years.

II. SUPPORTING DOCUMENTATION

Only a complete application can be acted upon. While separate application forms must be completed and submitted for each approved location, the following Supporting Documentation needs to be included only once for each entire package of applications. CHECK EACH ITEM AS ATTACHED.

[X] Catalogs and Other Institutional Publications. COMAR 13B.02.01.20A(1)

Have your catalogs, other institutional publications, or awards changed since they were last submitted? [X] Yes [] No If yes, please submit new copies.

[X] Application Fee. (Must accompany all renewals) COMAR 13B.02.01.08B(2)

The institution shall submit a non-refundable application fee in the amount of (a) \$7,500 for up to two degree programs and (b) an additional \$850 for each degree program over two programs. The institution's check should be made payable to: Maryland Higher Education Commission. The

application renewal fee will be waived for renewals of out-of-state institutions operating at Regional Maryland Higher Education Center.

- Accreditation. (Must accompany all renewals) COMAR 13B.02.01.08B(4)(g) ✓

Provide a copy of the most recent letter of approval (notification) from an organization recognized as an accrediting agency by the U.S. Department of Education. Along with your most recent notification of institutional accreditation, please provide evidence that you are in compliance with that organization's policies and procedures related to off-campus educational activities. If any of your proposed programs require program accreditation provide evidence of that accreditation.

- Registration as an Out-of-State Corporation. (Must accompany all renewals) *public*
COMAR 13B.02.01.08B(4)(f)

To transact interstate business in Maryland, the institution must qualify with the State Department of Assessments and Taxation by making the certification required in the Corporations and Associations Article, §7-202, Annotated Code of Maryland. A public institution is not required to qualify as a foreign corporation. However, a business entity affiliated with a public institution or a private institution (profit or non-profit) must qualify as a foreign corporation. The Foreign Corporation Qualification Form may be obtained from the Maryland Department of Assessments and Taxation, Room 809, 301 West Preston Street, Baltimore, Maryland 21201 or on-line at: www.dat.state.md.us. Once qualified, the institution must provide a copy of the certificate of good standing issued by the State Department of Assessments and Taxation.

- Certificate of Compliance With Fire and Safety Codes (Must accompany all renewals) ✓
COMAR 13B.02.01.08B(4)(o)

Please provide a certificate for each approved location for indicating that the proposed facility has been inspected and is found in compliance with local and State ordinances pertaining to fire and safety.

- Board of Trustees Resolution of Financial Solvency (Must accompany all renewals) ✓
COMAR 13B.02.01.08B(4)(e)

Please provide a resolution from your Board of Trustees addressed to the Secretary of Higher Education stating that your institution is financially solvent.

- Advertisements COMAR 13B.02.01.07D(3)(p)

Are there new advertisements in print format related to your programs in Maryland?

- Yes No **If yes, please provide copies of the new advertisements.**

- Enrollment Data as Prescribed by the Secretary. (Must accompany all renewals) ✓
COMAR 13B.02.01.08B(4)(q)

Please provide the information requested on the Student Enrollment Data Form found at the end of this application.

- Teach-out Plan (Must accompany all renewals) COMAR 13B.02.01.08B(4)(j)(iv) ✓

The institution must provide a copy of its teach-out plan allowing enrolled students to complete their programs if the institution decides to cease operation in Maryland.

II. APPLICATION QUESTIONNAIRE

This questionnaire, properly completed with supporting documentation, shall serve as an application for approval to operate in Maryland under the *Code of Maryland Regulations* (COMAR) 13B.02.01. It must be completed for each proposed location.

1. Programs.

➤ CURRENTLY OFFERED PROGRAMS.

INSTRUCTIONS. Please enter the requested information on your **CURRENTLY OFFERED PROGRAMS** in the spaces provided below, or create an attachment (labeled “A-1: Current Programs”) to this application with the required information.

(a) Provide a list of your currently offered programs at this location. For each program provide the following information: (1) the full title of the program; (2) the degree or certificate to be awarded; (3) the mode of instructional delivery; (4) the number of credit hours (semester or quarter); and (5) whether they are offered at the parent campus.

Program Title	Degree	Mode of Instruction	Total Credit Hours	Offered on Main Campus Yes / No
<i>Example: Organizational Management</i>	<i>M.S.</i>	<i>Classroom</i>	<i>36 sem</i>	<i>Yes</i>
<i>Example: Business Administration</i>	<i>B.S.B</i>	<i>Distance Ed.</i>	<i>120 sem</i>	<i>Yes</i>
Labor Studies	AS	classroom and distance ed	64	yes
Labor Studies	BS	classroom and distance ed	124	yes
Work and Labor Policy	MS	classroom and distance ed	36	yes

➤ NEW PROGRAMS

INSTRUCTIONS. Is the institution proposing any new programs at this location? Yes No
If yes, please enter the requested information in the spaces provided below, or create an attachment (labeled “A-1: New Programs”) to this information with your responses to the following for each new program:

(a) Provide a list of the new programs at this location. For each new program provide the following information: (1) the full title of the program; (2) the degree or certificate to be awarded; (3) the mode of instructional delivery; (4) the number of credit hours (semester or quarter); and (5) whether they are offered at the parent campus.

Program Title	Degree	Mode of Instruction	Total Credit Hours	Offered on Main Campus Yes / No
<i>Example: Organizational Management</i>	<i>M.S.</i>	<i>Classroom</i>	<i>36 sem</i>	<i>Yes</i>
<i>Example: Business Administration</i>	<i>B.S.B</i>	<i>Distance Ed.</i>	<i>120 sem</i>	<i>Yes</i>

(b) If the information does not appear in the catalog or publication you submitted provide (1) a description of the curriculum; (2) the objectives of each course; and (3) a course schedule for the proposed location

(c) Please provide a brief description of the student population to be served by the proposed new programs.

2. Educational Need. Before the Commission may evaluate the readiness of an out-of-State institution to operate or award new degrees in the State, including the offering of an instructional program or a degree level not previously approved, the institution shall present evidence demonstrating the educational need to establish operations, offer programs, and award the degrees in question in the State. In addition, the out-of-State institution shall demonstrate that the proposed program, for which the institution is making application, meets a critical and compelling regional or Statewide need and is consistent with the Maryland Postsecondary Education. COMAR 13B.02.01.06A&C

INSTRUCTIONS: Please enter the requested information in the spaces provided below, or create an attachment (labeled "A-2: Educational Need") to this application and respond to the following questions for each new program:

(a) What critical and compelling Regional or Statewide (Maryland) need and demand do your proposed programs meet? In responding to this question provide documentation as indicated below:

(1) If the programs serve occupational needs, present data projecting market demand and the availability of openings in the job market to be served by the new programs for which the institution is making application. This information may include workforce and employment projections prepared by the federal and State governments, the availability of graduates in the State or region, marketing studies done by the institution or others, and material from professional and trade associations.

(2) If the programs serve societal needs (include the traditional liberal arts education), provide a Description of how the proposed programs will enhance higher education in Maryland and contribute society

(b) If similar programs exist in the State, what are the similarities or differences in your program in terms of the degrees to be awarded, the areas of specialization, and the specific academic content of the programs?

(c) Is a Maryland employer sponsoring/supporting the application for the program(s) to be offered at this location?

Yes No

If yes, please attach a letter of support from the employer addressed to the Assistant Secretary, Planning and Academic Affairs. The letter should outline the employer's reasons for selecting the institution and its programs and state the benefits to the employees who participate in the program

3. Administrative Staff. The out-of-State institution shall provide for an on-site administrative staff responsible for overall administrative operation of educational activities including counseling, advising, testing orientation, financial aid services, and maintenance of academic records. In addition to being responsible for the administration of the policies and procedures of the parent institution, the designated administrators are responsible for meeting the expectations set forth in this chapter [of the Regulatory Standards of the State of Maryland for Out-of-State Institutions]. The duties and size of the staff shall be adequate for the size of the educational activities offered. COMAR 13B.02.01.15

INSTRUCTIONS: Has any previously reported Administrative Staff information changed since your last approval at this location? Yes No

If yes, please enter the requested information in the spaces provided below, or create an attachment labeled (labeled "A-3: Administrative Staff Changes") to this application with any changes to the following questions:

(a) How are you planning to meet the above standard on Administrative Staff?

(b) Who will be assigned to carry-out each of these duties? Please include a curriculum vitae/resume for each administrator.

4. Faculty

INSTRUCTIONS: Has any previously reported Faculty information changed since your last approval at this location? Yes No

If yes, please enter the requested information in the spaces provided below, or create an attachment labeled (labeled "A-4: Faculty Changes") with any changes to the following questions:

(a) List all faculty that are to teach in the first year (or cycle) of the programs at this location. For each faculty member provide the following information: COMAR 13B.02.01.08(4)(m)

- (1) the course(s) the faculty might soon teach;
- (2) the degrees the individual holds
- (3) the degrees areas of specialization; and
- (4) whether or not the faculty member is full-time or part-time (adjunct) at your parent institution

(b) Please include a curriculum vitae/resume for each potential faculty member. For those faculty who are yet to be hired include a job description and minimal qualifications.

5. Library Resources. Out-of-State Institutions offering programs or courses, or both, in Maryland, shall provide adequate and appropriate library resources within State boundaries and within reasonable distance of the instructional site. Usage statistics shall be kept to determine to what extent these resources are available and accessible. COMAR 13B.02.01.17A

INSTRUCTIONS: Has any previously reported library information changed since your last approval at this location? Yes No

If yes, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-5: Library Changes") to this application with any changes to the following questions.

(a) How are you planning to meet this standard on Library Resources? Briefly describe the types of materials and titles that you will make available to your students and how they will access them. Will there be provision for bibliographic instruction and/or library orientation?

6. Student Services. COMAR 13B.02.01.18 concerns student services and activities. These shall realistically reflect the stated objectives, purposes, and philosophy of the out-of-State institution. Further, an out-of-State institution shall ensure that all students have access to a well developed program of counseling, testing, advisement, orientation, financial aid, career development, and placement. The institution may determine the specific organization of services, as well as the resources and staffing provided, as long as provision for these services are made. Student activities that complement the instructional program are particularly encouraged. COMAR Section .18 also requires that the out-of-State institutions keep complete and accurate records of admission, enrollment, grades, scholarships, transfer of

credits, transcripts, graduates, and other essentials in accordance with standard practice. This includes the physical security and confidentiality of such records. The Section requires as well, a published statement of student rights, privileges, and responsibilities and the school's adherence to its student grievance procedures.

INSTRUCTIONS: Has any previously reported Student Services information changed since your last approval at this location? Yes No

If yes, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-6: Student Services") to this application with any changes to the following questions.

(a) How do you plan to implement the requirements for Student Services cited above?

(b) Regarding student records describe the security measures the institution takes to ensure the confidentiality, physical, and electronic security of your record-keeping system.

(c) Does the institution have a published statement of rights, privileges, and responsibilities of students? Yes No How will it make this available to its students at the proposed instructional site? _____

If this statement is in the Catalog you submitted with the application, please indicate the page number: _____
If not in the Catalog you submitted, please provide us with a copy of the statement.

(d) Does the institution have a published student grievance procedure? Yes No If this procedure is in the Catalog you submitted with the application, please indicate the page number _____. If not in the Catalog you submitted, please provide us with a copy of the grievance procedure.

7. **Facilities.** (See COMAR 13B.02.01.19).

INSTRUCTIONS: Has any previously reported Student Services information changed since your last approval at this location? Yes No

If yes to either question, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-7: Facilities") to this application with any changes to the following questions.

(a) Has a specific facility been inspected and approved for use as a classroom/laboratory space and been found in compliance with local and State ordinance pertaining to fire and safety? Yes No

(1) If yes, please provide a copy of the Certificate of Compliance.

(2) If no, the Certificate of Compliance must be submitted at least 30 days prior to the start of classes.

(b) Describe any special instructional facilities and equipment (computers, audio-visual equipment, etc.) that will be used and available to students in this location.

(c) Describe what provisions are being made for periodic repair and maintenance of buildings and grounds. What measures are being taken for campus security and fire protection? If dangerous or toxic materials are being handled, what provisions are being made for safe storage, handling and disposal?

(d) Describe the office (and conference) space available to full and part-time faculty and administrators.

8. Distance Education. “Distance education” means course work for academic credit delivered by telecommunicated instruction to a physical space specifically reserved for the purpose of receiving the instruction, for example, a teleclassroom, and requires the payment of tuition or fees for the instruction. “Distance education” does not include telecommunicated instruction at the student’s initiation via an individual personal computer. COMAR 13B.02.01.03(8). An institution operating in Maryland and delivering instruction in Maryland by distance education shall provide evidence to the Secretary of compliance with the standards of good practice found in COMAR 13B.02.01.21.

INSTRUCTIONS. Is the institution providing distance education as defined above? Yes No
If yes, please contact the staff at the Maryland Higher Education Commission for a copy of the Standards of Good Practice and provide evidence of compliance as an attachment (labeled “A-8: Distance Education”) to this application

Accreditation



MIDDLE STATES COMMISSION ON HIGHER EDUCATION

3624 Market Street, Philadelphia, PA 19104-2680. Tel: 267-284-5000. Fax: 215-662-5501
www.msche.org

STATEMENT OF ACCREDITATION STATUS

SUNY EMPIRE STATE COLLEGE

One Union Avenue

Saratoga Springs, NY 12866

Phone: (518) 587-2100; Fax: (518) 587-5448

www.esc.edu

Chief Executive Officer: Dr. Alan Davis, President

System: State University of New York Central Office
Dr. Nancy L. Zimpher, Chancellor
State University Plaza
Albany, NY 12246
Phone: (518) 443-5313; Fax: (518) 443-5677

INSTITUTIONAL INFORMATION

Enrollment (Headcount): 13399 Undergraduate; 926 Graduate

Control: Public

Affiliation: State

Carnegie Classification: Master's - Smaller Programs

Degrees Offered: Associate's, Bachelor's, Master's

Distance Education Programs: Yes

Accreditors Approved by U.S. Secretary of Education: n/a

Other Accreditors: Empire State College's nursing program is seeking initial accreditation through the Commission of Collegiate Nursing Education (CCNE), and the college recently learned that it has met all four accreditation standards.

Instructional Locations

Branch Campuses: None

Additional Locations: Empire State College, Auburn, NY; Empire State College, Binghamton, NY; Empire State College, Black River, NY; Empire State College, Ithaca, NY; Empire State College, Utica, NY; Empire State College, Troy, NY (ANYA); Empire State College, East Syracuse, NY; Empire State College, Latham, NY; Empire State College, Queensbury, NY; Empire State College, Hartsdale, NY; Empire State College, Albany, NY; Empire State College, Nanuet, NY; Empire State College, Old Westbury, NY; Empire State College, Riverhead, NY; Empire State College, Brooklyn, NY; Empire State College, New York, NY; Empire State College, Staten Island, NY; Empire State College, White Plains, NY; Empire State College, Plattsburgh, NY; Empire State College, Rochester, NY; Empire State College, Batavia, NY; Empire State College at Alfred State College, Alfred, NY; Empire State College at Corning/Elmira, Corning, NY; Empire State College at Fulton Montgomery Community College, Johnstown, NY; Empire State College Canandaigua, Canandaigua, NY; Empire State College in Saratoga, Saratoga Springs, NY; Empire State College in Schenectady, Schenectady, NY; Empire State College Newburgh Highland, Newburgh, NY; Empire State College NYS Office Building, Hauppauge, NY; Empire State College Watertown, Watertown, NY; Liberty High School, New York, NY; Niagara Frontier Center, Cheektowaga, NY; Niagara Frontier Center of Empire State College, Fredonia, NY; Niagara Frontier Center of Empire State College, Jamestown, NY; Niagara Frontier Center of Empire State College, Lockport, NY; Niagara Frontier Center of Empire State College, Olean, NY.

Other Instructional Sites: Athens, Athens, Greece; District Council 9 Finishing Trades Institute, Long Island City, NY; Dominican Republic, Santo Domingo, Dominican Republic; NYC District Council of Carpenters Labor Technical College, New York, NY; NYSUT/UFT Paraprofessional Program - Brooklyn, Brooklyn, NY; NYSUT/UFT Paraprofessional Program - Bronx, Bronx, NY; NYSUT/UFT Paraprofessional Program - New York, New York, NY; NYSUT/UFT Paraprofessional Program - Rego Park, Rego Park, NY; NYSUT/UFT Paraprofessional Program - Staten Island, Staten Island, NY; Panama, Panama City, Panama; Prague, Prague, Czech Republic; Thessaloniki, Thessaloniki, Greece; Tirana, Tirana, Albania; UA Plumbers Local Union No. 1 Training Center, Long Island City, NY.

ACCREDITATION INFORMATION

Status: Member since 1974

Last Reaffirmed: March 4, 2010

Most Recent Commission Action:

March 3, 2011: To acknowledge receipt of the substantive change request and to include the additional location at 216 River Street, 3rd Floor, Rice Building, Troy, NY 12180 within the scope of the institution's accreditation. The Commission requires written

notification within thirty days of the commencement of operations at the additional location. In the event that operations at this additional location do not commence within one calendar year from the approval of this action, approval will lapse. The Periodic Review Report is due June 1, 2015.

Brief History Since Last Comprehensive Evaluation:

- March 4, 2010: To reaffirm accreditation and to commend the institution for the quality of the self-study process and report. The Periodic Review Report is due June 1, 2015.
- September 1, 2010: To acknowledge receipt of the substantive change request and to include the additional location at 777 Sunrise Highway, Lynbrook, NY 11563 within the scope of the institution's accreditation. To further include within the scope of the institution's accreditation the relocation of the following additional locations: (1) Canandaigua location from Suite D202, Finger Lakes Community College, 4355 Lakeshore Drive, Canandaigua, NY 14424, to 25 North Street, Canandaigua, NY 14424; and (2) Watertown location from 317 Washington Street, Watertown, NY 13601, to 1220 Coffeen Street, Watertown, NY 13601. To further include within the scope of the institution's accreditation the consolidation of two additional locations at a new additional location: closing of the additional locations at Heritage Square, 602 Route 299, Highland, NY 12528 and at 1 Washington Center, Newburgh, NY 12550, and opening the consolidated Newburgh Highland location at 3 Washington Center, Newburgh, NY 12550. The Periodic Review Report is due June 1, 2015.
- November 2, 2010: To recognize the institution's decision not to open the additional location at 777 Sunrise Highway, Lynbrook, NY 11563 and to remove the location from the scope of the institution's accreditation. The Periodic Review Report is due June 1, 2015.

Next Self-Study Evaluation: 2019 - 2020

Next Periodic Review Report: 2015

Date Printed: March 4, 2011

DEFINITIONS

Branch Campus - A location of an institution that is geographically apart and independent of the main campus of the institution. The location is independent if the location: offers courses in educational programs leading to a degree, certificate, or other recognized educational credential; has its own faculty and administrative or supervisory organization; and has its own budgetary and hiring authority.

Additional Location - A location, other than a branch campus, that is geographically apart from the main campus and at which the institution offers at least 50 percent of an educational program. **ANYA** ("Approved but Not Yet Active") indicates that the location is included within the scope of accreditation but has not yet begun to offer courses. This designation is removed after the Commission receives notification that courses have begun at this location.

Other Instructional Sites - A location, other than a branch campus or additional location, at which the institution offers one or more courses for credit.

Distance Education Programs - Yes or No indicates whether or not the institution has been approved to offer one or more degree or certificate/diploma programs for which students could meet 50% or more of their requirements by taking distance education courses.

EXPLANATION OF COMMISSION ACTIONS

An institution's accreditation continues unless it is explicitly suspended or removed. In addition to reviewing the institution's accreditation status at least every 5 years, actions are taken for substantive changes (such as a new degree or geographic site, or a change of ownership) or when other events occur that require review for continued compliance. Any type of report or visit required by the Commission is reviewed and voted on by the Commission after it is completed.

In increasing order of seriousness, a report by an institution to the Commission may be accepted, acknowledged, or rejected.

Levels of Actions:

Grant or Re-Affirm Accreditation without follow-up

Defer a decision on initial accreditation: The institution shows promise but the evaluation team has identified issues of concern and recommends that the institution be given a specified time period to address those concerns.

Postpone a decision on (reaffirmation of) accreditation: The Commission has determined that there is insufficient information to substantiate institutional compliance with one or more standards.

Continue accreditation: A delay of up to one year may be granted to ensure a current and accurate representation of the institution or in the event of circumstances beyond the institution's control (natural disaster, U.S. State Department travel warnings, etc.)

Recommendations to be addressed in the next Periodic Review Report: Suggestions for improvement are given, but no follow-up is needed for compliance.

Supplemental Information Report: This is required when a decision is postponed and are intended only to allow the institution to provide further information, not to give the institution time to formulate plans or initiate remedial action.

Progress report: The Commission needs assurance that the institution is carrying out activities that were planned or were being implemented at the time of a report or on-site visit.

Monitoring report: There is a potential for the institution to become non-compliant with MSCHE standards; issues are more complex or more numerous; or issues require a substantive, detailed report. A visit may or may not be required.

Warning: The Commission acts to Warn an institution that its accreditation may be in jeopardy when the institution is not in compliance with one or more Commission standards and a follow-up report, called a monitoring report, is required to demonstrate that the institution has made appropriate improvements to bring itself into compliance. Warning indicates that the Commission believes that, although the institution is out of compliance, the institution has the capacity to make appropriate improvements within a reasonable period of time and the institution has the capacity to sustain itself in the long term.

Probation: The Commission places an institution on Probation when, in the Commission's judgment, the institution is not in compliance with one or more Commission standards and that the non-compliance is sufficiently serious, extensive, or acute that it raises concern about one or more of the following:

1. the adequacy of the education provided by the institution;
2. the institution's capacity to make appropriate improvements in a timely fashion; or
3. the institution's capacity to sustain itself in the long term.

Probation is often, but need not always be, preceded by an action of Warning or Postponement. If the Commission had previously postponed a decision or placed the institution on Warning, the Commission may place the institution on Probation if it determines that the institution has failed to address satisfactorily the Commission's concerns in the prior action of postponement or warning regarding compliance with Commission standards. This action is accompanied by a request for a monitoring report, and a special visit follows. Probation may, but need not always, precede an action of Show Cause.

Suspend accreditation: Accreditation has been Continued for one year and an appropriate evaluation is not possible. This is a procedural action that would result in Removal of Accreditation if accreditation cannot be reaffirmed within the period of suspension.

Show cause why the institution's accreditation should not be removed: The institution is required to present its case for accreditation by means of a substantive report and/or an on-site evaluation. A "Public Disclosure Statement" is issued by the Commission.

Remove accreditation. If the institution appeals this action, its accreditation remains in effect until the appeal is completed.

Other actions are described in the Commission policy, "Range of Commission Actions on Accreditation."

Course descriptions from the College's catalog

Programs - Residencies
SUNY Empire State College

(a) Provide a list of the proposed programs (or individual courses) to be offered at this location. An institution may apply to offer courses only if the full complement of courses comprise not more than 3 courses (or 9 credit hours) of a degree program. [See COMAR 13B.02.01.07D(5)] For each program/course provide the following information: (1) the full title of the program (or individual course); OOS Initial 2012 4 (2) the degree or certificate to be awarded; (3) the mode of instructional delivery; (4) the number of credit hours (semester or quarter); and (5) whether they are offered at the parent campus.

At the invitation of the International Association of Machinists & Aerospace Workers (IAM), the national headquarters of which is in Upper Marlboro, MD, SUNY Empire State College proposes to provide the following degree programs to IAM members and other associated trade unionists at the IAM's William W. Winpisinger Education Center (Hollywood, MD):

Program Title	Degree	Mode of Instruction	Credits	Parent Campus
Work and Labor Policy	M.S.	Classroom and distance ed	36	Yes
Labor Studies	B.S.	Classroom and distance ed	124	Yes
Labor Studies	A.S.	Classroom and distance ed	64	Yes

1) Master of Arts in Work and Labor Policy

A residency-based, blended-delivery Master of Arts in Work and Labor Policy (36-credit) degree program offered by ESC's School of Graduate Studies (SGS) featuring three intensive classroom residencies at Winpisinger Center, supplemented by additional online courses, and the completion of a final project.

2) Bachelor of Science in Labor Studies

A residency-based, blended-delivery Bachelor of Science in Labor Studies degree program offered by ESC's Harry Van Arsdale Jr Center for Labor Studies, featuring intensive classroom residencies at the Winpisinger Center, individualized degree planning, mentoring, personal instruction, academic support, and capstone projects

3) Associate of Science in Labor Studies

A residency-based, blended-delivery Associate of Science in Labor Studies degree program offered by ESC's Harry Van Arsdale Jr Center for Labor Studies, featuring individualized degree planning, mentoring, personal instruction, and academic support, designed to provide a firm academic foundation for upper division study toward a bachelor's degree.

(b) If the information does not appear in the catalog or publication you submitted, provide (1) a description of the curriculum; (2) the objectives of each course; and (3) a course schedule for the proposed location.

(1 & 2) DESCRIPTION OF PROPOSED CURRICULUM and COURSE OBJECTIVES

1) Master of Arts in Work and Labor Policy

- a) The curriculum for the blended (residency-based and online) Master of Arts in Work and Labor Policy offered on the parent campus is attached.
- b) The core objectives of the program are to:
 - i) enable students in the program to understand the historical and contemporary role of organized labor in the United States, and place the experience of American labor within a broader global context; and,
 - ii) provide students with knowledge and skills to enable them to more effectively assume leadership roles in their union – from the local to the international levels.
- c) The primary curricular focus of the program is the US labor movement in historical, institutional and comparative perspective. Students are expected to analyze and be able to evaluate:
 - i) alternative theories of the labor movement and its characteristic forms of organization and action;
 - ii) the role of the labor movement and labor institutions in the political process;
 - iii) the development and significance of collective bargaining, and the wider labor relations process;
 - iv) how labor and employment law has developed in the United States, and to some extent in other parts of the world;
 - v) the different roles of the state, capital and labor; and, finally;
 - vi) the changing nature of the American economy.
- d) The Maryland-based intensive classroom residencies at the IAM's Winpisinger Center are conceived as being held over three consecutive full days, and to occur about four weeks into the term of study, to allow students to begin their reading and first written assignments before their first face-to-face class meeting.
- e) Six of the required courses will have required residency components in conjunction with online delivery. The enrollment sequence will include participation in two residency-based courses three times in the program (e.g., February, June and October).
- f) The remainder of the courses will be offered online through Empire State College's learning management system.

2) Associate of Science and Bachelor of Science in Labor Studies

- a) A description of the associate and bachelor's degree programs at ESC's Van Arsdale Center, as well as a list of the courses offered in the program is printed in the attached *Harry Van Arsdale Jr. Center Labor Studies Student Orientation Handbook*.
- b) The salient features of the proposed program are:
 - i) individualized degree programs developed by students themselves, under faculty supervision, which enable them to incorporate their own professional and personal goals, regardless of their mode of study, consistent with SUNY and Empire State College guidelines;
 - ii) an opportunity to transfer up to 40 credits towards an associate degree, or 93 credits toward a bachelor's degree, including official transcript credit, pre-evaluated credit, and prior learning assessment, as long as those credits are appropriate to the Labor Studies degree program requirements (attached);
 - iii) three intensive week-long, full-day classroom residencies at the Winpisinger Center each February, June and October, during which students are enabled to develop, advance and complete their program of study and their degree requirements, as follows:

A. Port-of Entry (Introductory) Residency

Orients new students to the program, acquaints them with the process by which they may receive college credit for prior learning and study, and assists them to complete a road map to their desired degree to know what is required of them.

The principal core courses proposed for this residency are:

- Educational Planning (Introductory or Advanced)
- College Writing (Introductory or Advanced)
- Labor & Public Affairs (Introductory or Advanced)

(These courses may be modified to suit individual student needs and situations, consistent with Empire State College policies.)

B. Arts & Sciences (Intermediate) Residency

Complements and supplements general education and other required courses taken by students in a variety of modes and serves as both a showcase of and an inspiration for the work of the program's faculty and students

Students will register in one or more blended (classroom and distance) independent study versions of the Van Arsdale Center's lower and upper division liberal labor studies and general education courses, as described in the attached *Harry Van*

Arsdale Jr. Center Labor Studies New Student Orientation Handbook (see attachment A-2.2).

C. Senior (Advanced) Residency

Feature intensive research, writing and other support to assist students working to complete their final project, as well as opportunities to "workshop" their projects with other students and faculty in a context where they can receive supportive advice and constructive criticism.

The principal core courses proposed for this residency are:

- Senior Project (research design, execution and defense)
- Senior Thesis
- Senior Seminar

(These courses, too, may be modified to suit individual student needs and situations, consistent with Empire State College policies.)

(4) COURSE SCHEDULE FOR THE PROPOSED LOCATION

These residencies will occur over a period of three years during which time an initial cohort will work through the content of each residency. Should new cohorts be recruited additional components of residencies will be added.

(c) Please provide a brief description of the student population to be served by the proposed program

The student population to be served by the proposed programs encompasses the 700,000 members across North America of the International Association of Machinists and Aerospace Workers (IAM), less than five percent of whom are Maryland residents.

The IAM will provide travel, room and board at the Winpisinger Center as a benefit to its participating members.

Recent Approval Letter



MHEC
Creating a state of achievement

Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Anwer Hasan
Chairperson

Jennie C. Hunter-Cevera
Acting Secretary

July 13, 2015

Dr. Merodie Hancock
President
SUNY Empire State College
2 Union Ave.
Sarasota Springs, NY 12866

Dear Dr. Hancock:

The Maryland Higher Education Commission has received a renewal application from SUNY Empire State College to offer three (3) blended/online programs that include residency-based learning components as a required part of the curriculum in partnership with the International Association of Machinists and Aerospace Workers. I am pleased to inform you that SUNY Empire State College is authorized to offer the programs listed below until August 31, 2016.

Approved programs:

- I. Master of Arts in Work and Labor Policy
- II. Bachelor of Science in Labor Studies
- III. Associate of Science in Labor Studies

An electronic renewal form and the regulations for out-of-state institutions are available on the Commission's website under "Academic Approval Process" at www.mhec.state.md.us. In order to operate at the approved locations after the stated expiration date, the renewal application should be completed and submitted to this office no later than five months before the institution proposes to commence operation for the academic year 2016-2017. If applicable, the use of VA benefits for these programs should be coordinated through Ms. Trish Gordon-McCown, Veterans Affairs Coordinator. She can be reached at 410-767-3098.

Please keep us informed of any changes contemplated in your offerings in Maryland. We look forward to continuing the cooperative relationship developed between your institution and the Maryland Higher Education Commission.

Sincerely,

Jennie C. Hunter-Cevera, Ph.D.
Acting Secretary of Higher Education

JCHC:JVF:jmc

Cc: Dr. Brian Goodale, Director of Academic Development, SUNY Empire State College