

OOS RENEWAL

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 Initial Approval* must be submitted for that location.

PREVIOUSLY APPROVED LOCATION IN MARYLAND.

Please provide the complete mailing address.

PROPOSED START DATE OF CONTINUED OPERATION.

Applications must be submitted at least 5 months prior to the proposed start date.

NAME AND ADDRESS OF INSTITUTION APPLYING FOR APPROVAL.

Name of Institution:

Web Address:

OPEID Code:

U.S. Department of Education, Office of Postsecondary Education, ID Code – Title IV eligibility.

Chief Executives Officer:

Mailing Address:

Telephone:

Email:

Institutional Liaison: Name and title of the individual who will serve as liaison to the Maryland Higher Education Commission:

Name:

Title:

Mailing Address:

Telephone:

Email:

***** 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).

_____ Date	_____ Print Name of Chief Executive Officer
_____ Signature of Chief Executive Officer	

Electronic applications are preferred for initial and renewal applications. You can send your application to oosauthorization.mhec@maryland.gov

**All payments should be mailed to:
Maryland Higher Education Commission
Department of Academic Affairs
Institution Review
217 East Redwood Street, Suite 2100
Baltimore, Maryland 21201**

A copy of these regulations can be found on the [Maryland Higher Education Commission’s web site \(mhec.maryland.gov\)](http://mhec.maryland.gov) along with an application form.

I. DURATION OF APPROVAL

Approval to operate at a previously approved location in Maryland must be renewed annually. However, “during or 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 Extended Operation in Maryland for a period of time of up to 5 years?

- Yes, we wish to seek extended renewal for 5 years.
- No

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.**

- Cover letter from the Chief Academic Officer addressed to the Secretary of Higher Education requesting renewal/extended renewal of the site and the approval of any new programs.

- Catalogs and Other Institutional Publications. COMAR 13B.02.01.20A(1)

Submit a copy of the institution's home campus catalog or other publication (graduate and undergraduate as applicable) that contains information on: academic progress standards, curricular content of the proposed programs, student services information, credit for prior learning as well as credit for practica, clinical experience, internships, and cooperative work experiences.

- 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.** Please note there is a fee *per* application.

- 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)
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: <https://dat.maryland.gov/Pages/default.aspx>. 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 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)

Please provide copies of the promotional materials including social media accounts, websites and printed materials.

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

Please provide the information requested on both **Student Enrollment Data Forms** found on the Out-of-State Degree Granting-Institutions website.

- Faculty Compliance Report for each program (Must accompany all renewals) COMAR 13B.02.01.16C

At least 1/3 of the classes offered shall be taught by full-time faculty of the parent institution. Submit a Faculty Compliance Report¹ for each previously approved and newly proposed program.

- 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 plan² allowing enrolled students to complete their programs if the institution decides to cease operation in Maryland. This plan may vary by program.

¹ Requirements and forms for a Faculty Compliance Report are available on the Out-of-State Degree Granting Institutions page of our website: mhec.maryland.gov

² A teach-out plan is an institution's written plan to ensure its students are treated fairly with regard to finishing their programs of study. Minimum requirements for a teach-out plan are available on the Out-of-State Degree Granting Institutions page of our website: mhec.maryland.gov

III. 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. All questions must be fully answered. It must be completed for each proposed location.

SECTION 1: Institutional Information

1. 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

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

(a) If you indicated yes, what previously reported Administrative Staff information has changed since your last approval at this location?

(b) How are you planning to meet the above standard for Administrative Staff?

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

2. Full-Time Faculty. At least 1/3 of the classes offered shall be taught by full-time faculty of the parent institution. COMAR13B.02.01.16(C)

Full-time faculty member" means an employee:

- a) Whose primary professional responsibility is instruction, research, scholarship, or service;
- b) Who performs those functions normally expected of a full-time faculty member at an institution of higher education, including curriculum development, student advising, and institutional service;
- c) Who is employed on an annual or renewable contract of at least 9 months long that stipulates an annual salary; and
- d) Who is not employed full-time by another employer. COMAR13B.02.01.03(10)

Please provide a copy of either a job description or contract that reflects the expectations of a faculty members identified as full-time according to Maryland Regulations.

3. 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

Please enter the requested information in the spaces provided below or create an attachment (labeled “A-5: Library Changes”) to this application highlighting 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 technical assistance or IT/support for library resources?

4. 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 provisions 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.

(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

Where will this be made available to the students enrolled 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 your student grievance procedure is available online, please provide the link; otherwise, submit a copy of the procedure and the designated administrator’s contact details (name, title, and email/phone).

5. Facilities. (See COMAR 13B.02.01.19).

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

Please enter the requested information in the spaces provided below, or create an attachment (labeled “A-7: Facilities”) to this application highlighting any changes to the following questions.

(a) If you indicated yes, what Facilities information changes have been made since your last approval at the location?

(b) 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.

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

(d) 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?

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

(f) Please provide a copy of the formal Memorandum of Understanding (MOU) or agreements including those for any sites being utilized for placements.

6. Distance Education. COMAR 13B.02.01.03(8). “Distance education” means education that uses one or more of the following technologies to deliver instruction to students who are separated from the instructor, and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously:

(a) Internet;

(b) One-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices;

(c) Audio conferencing; and

(d) Video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with a technology listed in (a) – (c).

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

SECTION 2: Program Information

CURRENTLY OFFERED PROGRAMS.

1. 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.

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 CIP Code; (4) the mode of instructional delivery; (5) the number of credit hours (semester or quarter); and (6) whether they are offered at the parent campus.

Program Title	Degree	CIP Code	Mode of Instruction	Total Credit Hours	Offered on Main Campus Yes / No
<i>Example: Organizational Management</i>	<i>M.S.</i>	<i>52.0202</i>	<i>Classroom</i>	<i>36 sem</i>	<i>Yes</i>
<i>Example: Business Administration</i>	<i>B.S.B</i>	<i>52.0201</i>	<i>Distance Ed.</i>	<i>120 sem</i>	<i>Yes</i>

2. Seeking Discontinuation

Provide a list of your currently offered programs at this location that you are seeking to discontinue. 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. *You will receive a separate email with the discontinuation process along with the fee for the following program(s).*

Program Title	Degree	CIP Code	Mode of Instruction	Total Credit Hours	Offered on Main Campus Yes / No

<i>Example: Organizational Management</i>	<i>M.S.</i>	<i>52.0202</i>	<i>Classroom</i>	<i>36 sem</i>	<i>Yes</i>
<i>Example: Business Administration</i>	<i>B.S.B</i>	<i>52.0201</i>	<i>Distance Ed.</i>	<i>120 sem</i>	<i>Yes</i>

NEW PROGRAMS

3. Programs

INSTRUCTIONS. Is the institution proposing any new programs at this location? Yes No
 (Including any new Areas of Concentration)
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:

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 CIP Code; (4) the mode of instructional delivery; (5) the number of credit hours (semester or quarter); and (6) whether they are offered at the parent campus.

Program Title	Degree	CIP Code	Mode of Instruction	Total Credit Hours	Offered on Main Campus Yes / No
<i>Example: Organizational Management</i>	<i>M.S.</i>	<i>52.0202</i>	<i>Classroom</i>	<i>36 sem</i>	<i>Yes</i>
<i>Example: Business Administration</i>	<i>B.S.B</i>	<i>52.0201</i>	<i>Distance Ed.</i>	<i>120 sem</i>	<i>Yes</i>

For each new program complete an Out-of-State New Program and Sub Mod Cover Sheet with all required signatures and an Out-of-State New Program Application with required documentation.

