

OHIO BOARD OF REGENTS

30 East Broad Street, 36th Floor, Columbus, Ohio 43215-3414
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3333-1-08. Standards for Issuance of Certificates of Authorization Under Section 1713.03, Ohio Revised Code

(A) Preamble

- (1) The standards established herein for the award of academic degrees and the conduct of instruction creditable toward such degrees rest upon the fundamental conviction of the Board of Regents that teaching and scholarship are the basic building blocks of that learning which academic degrees attest. Accordingly, instruction leading to degree award necessarily requires an institutional setting which fosters both teaching and scholarship and in which faculty, financial, physical plant, and academic support resources are available in adequate measure to assure continuous nurture of both components of activity.
- (2) The standards established herein further rest upon the fundamental conviction of the Board of Regents that the intellectual development and learning achievements of students to which academic degrees give testimony warrant and require the undivided dedication of institutions seeking identity as degree-granting colleges or universities. Accordingly, institutions seeing authority to award academic degrees or to conduct instruction creditable toward such degrees shall exist for the principal purposes of teaching and scholarship and shall be so organized and governed as to pursue freely such purposes.

(B) General Standards

- (1) Certificates of Authorization shall be issued by the Ohio Board of Regents to a non-profit university, college, academy, school, or other institution, incorporated or unincorporated, which offers instruction in one or more fields such as technical education, the arts and sciences, teacher education, business administration, engineering, philosophy, literature, fine arts, law, medicine, nursing, social work, theology, and other recognized academic and professional fields of

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study where there is the intention to award for successful completion of the equivalent of four semesters or six quarters of full-time study the associate degree in applied science, applied business, or in the arts, or credits applicable toward such degree; where there is the intention to award for successful completion of the equivalent of not less than eight semesters or twelve quarters of full-time study the baccalaureate degree of appropriate designation, or credits applicable toward such degree; where there is the intention to award for successful completion of the equivalent of not less than two semesters or three quarters of full-time study beyond the baccalaureate, the master's degree or appropriate designation of a graduate-professional degree, or credits applicable toward such degrees; and where there is the intention to award for successful completion of the equivalent of not less than six semesters or nine quarters of full-time study and research beyond the baccalaureate, the Doctor of Philosophy or other doctoral degree, or credits applicable toward such degrees.

- (2) Applications for a Certificate of Authorization shall be submitted to the Chancellor of the Ohio Board of Regents in accordance with forms or an outline of specifications as prepared by him. The application shall include a sworn statement of authenticity and truthfulness signed by the appropriate officer of the institution or educational corporation.
- (3) If the applicant is an educational corporation, the applicant shall provide the Ohio Board of Regents with an authenticated copy of its articles of incorporation as filed in the Office of the Secretary of State of the State of Ohio. The applicant shall provide a list of the names and addresses of the current board of trustees and of the principal administrative officers, such as president or director, vice presidents, deans, and business manager.
- (4) If the applicant is an unincorporated institution, the applicant shall provide the Ohio Board of Regents with the by-laws or other evidence of the operating rules of the institution and with the names and addresses of the principal officials of the institution.

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- (5) The applicant shall certify that the incorporated or unincorporated institution represents an organization established for the principal purposes of teaching and scholarship and that the institution is not, through its stated purposes, its financial resources, the make-up of its governing board or administrative staff, or otherwise, effectively subservient to any organization or group of persons principally dedicated to purposes other than teaching and scholarship. This provision shall not prohibit the support of degree programs by duly constituted religious bodies otherwise meeting the standards set out herein.

- (6) The application shall clearly indicate the name of the institution or educational corporation and the designation of the degree or degrees, which the applicant proposes to offer. The name of the institution shall clearly indicate the nature of the academic program offered, such as:
 - (a) Institute or College for a program of not less than the equivalent of four semesters or six quarters of course instruction and for award of the associate degree.

 - (b) College for a program of not less than the equivalent of eight semesters or twelve quarters of course instruction and for award of the baccalaureate in arts and sciences and in not more than two professional fields of study.

 - (c) University for a program of not less than the equivalent of eight semesters or twelve quarters of course instruction and for award of a baccalaureate in arts and sciences and in three or more professional fields of study, for a program of not less than the equivalent of two semesters or three quarters of course instruction and for the

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award of the master's degree, for a program of not less than the equivalent of four semesters or six quarters of course instruction and for award of the doctor's degree, and for a program of not less than the equivalent of four semesters or six quarters of course instruction and for award of a graduate-professional degree.

- (d) School, College, or Seminary for a program of not less than four semesters or six quarters of course instruction and for award of a graduate-professional degree.
- (7) As a general practice, it will be the intention of the Board of Regents to list on the face of Certificates of Authorization all degree titles authorized to be awarded.
 - (a) Authorization will ordinarily be granted for the general use of such undergraduate degrees as the Associate of Arts, Bachelor of Arts, and Bachelor of Science for a full range of individual programs of instruction commonly recognized by award of these general degrees. Individual approval of fields of specialization within such general degrees will ordinarily not be required. However, such approval of general degrees will not constitute authorization of technical education and professional programs of instruction for which an institution may seek to award special degrees descriptive of individual fields of specialization, such as Associate of Applied Business in Data Processing, Associate of Applied Science in Respiratory Therapy, Bachelor of Music, Bachelor of Science in Nursing, Bachelor of

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Fine Arts, and so forth. Resources adequate for the support of such specialized degrees shall be demonstrated separately by applicant institutions and will be separately listed on the face of the Certificate of Authorization. In contrast to these procedures, all degree proposals at the master's and doctoral levels, whether resulting in award of the general degrees Master of Arts, Master of Science, or Doctor of Philosophy in particular fields of specialization or of professional degrees such as the Master of Business Administration, Master of Social Work, Master of Fine Arts, Doctor of Education or the Doctor of Business Administration must be authorized and will be listed separately in the issuance of Certificates of Authorization.

- (b) In all cases, however, the Board of Regents may in its own judgment determine that award of general degrees should be limited to specific areas of instruction in accordance with demonstrated institutional resources. In such cases, limitations will be noted on the face of Certificates of Authorization issued. Institutions seeking broader authority in the use of general degrees subsequently may apply for that authority by demonstrating the development of appropriate resources to support additional fields of instruction.
- (c) Notwithstanding the provisions of items (B) (7) (a) and (b), above, all individual programs of instruction currently operating

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on the effective date of this rule leading to award of previously approved general degrees of institutions holding Certificates of Authorization shall be considered to have been approved for these purposes.

- (d) Institutions holding Certificates of Authorization and seeking additional degrees, may submit abbreviated application materials responding appropriately to Sections (B) (6), (8), (9), and the several standards within Section (B) (10), as those items relate to the additional degrees proposed to be awarded.

- (8) In order to be considered for the Certificate of Authorization an applicant shall indicate that a period of academic planning has preceded the filing of said application, that educational consultants with appropriate educational qualifications have been retained in the development and evaluation of academic plans, and that applicant has consulted with the North Central Association of Colleges and Secondary Schools and where appropriate with the professional accrediting agency appropriate to the fields of study to be offered.

- (9) In order to be considered for the Certificate of Authorization an applicant shall indicate its intention to qualify for regional and where appropriate professional accreditation within a reasonable period of time, not more than six years after the proposed date of initial instruction, and shall offer evidence of its current status as regards accreditation and of its efforts, plans and timetables for achieving final accreditation. An applicant already possessing such accreditation shall be deemed to have met this requirement. This requirement may be waived in the instance of a seminary of theology where an appropriate professional accrediting organization is not in existence.

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- (10) In order to be considered for the Certificate of Authorization an applicant shall offer evidence of academic, fiscal, and other qualifications to support instruction and scholarship in accordance with the following minimum standards of current operating endeavor:

(a) Purposes of the Institution

The educational mission of the institution must be clearly stated, including the types of instructional programs likely to be undertaken, the need for such service perceived by the sponsors, the clientele intended to be served, such uniqueness of programming or educational philosophy as may be inherent in the proposed degree programs, and the educational and administrative procedures according to which instructional services will be available to students.

Implementing Procedures:

- (i) The sponsoring institution shall submit a copy of its general catalogue as a part of its application materials.
- (ii) The sponsoring institution is urged to submit as a part of its application materials a copy of such self-study materials as may have been prepared for accreditation agencies from which approval has been sought or received.

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(b) Academic Control

The design, conduct and evaluation of all instructional activities must be carried out within carefully outlined faculty and administrative control procedures, and clear provision must have been made for assuring a high level of academic performance of faculty and students.

Implementing Procedures:

(i) The sponsoring institution must describe the role of faculty members in the design, conduct and evaluation of instructional activities.

(ii) The sponsoring institution must describe the provisions which have been made and which are operative for control of:

- recruitment and counseling of students
- admission of students to courses and to the institution's degree programs
- course content and the conduct of instruction
- evaluation of student performance
- academic record keeping
- appointment and evaluation of faculty

(c) Curriculum

The curriculum in whole and in its parts shall contain the essential components peculiar to the discipline it represents, as

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generally accepted by scholars in that discipline, and the courses taken together shall lead to a coherent and recognizable program goal.

Implementing Procedures:

- (i) The institution must demonstrate the relationship of each course offering to the degree programs for which it is creditable.
- (ii) The institution must demonstrate that individual courses are clearly recognizable as appropriate to the level of education which they support (associate degree, baccalaureate, master's level, etc.)
- (iii) The institution must offer evidence that a reasonable prospect exists that credits will be accepted for transfer by other well-established institutions of higher education wherever such transfer would ordinarily occur within generally prevailing practice.
- (iv) The institution must furnish to the Board of Regents a copy of its most recent bulletin describing academic programs and the content of individual courses of instruction.

(d) Faculty

Faculty persons must be fully competent to

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undertake the level of instruction to which assigned and shall possess academic preparation and experience, including professional practice, appropriate to the fields of knowledge taught. Faculty persons shall be available in numbers sufficient and individually shall dedicate portions of their professional energies appropriate to the level of instruction undertaken, to assure sufficient curricular oversight and student evaluation, and to sustain an on-going body of scholarship appropriate to the teaching services rendered.

Implementing Procedures:

- (i) The institution must demonstrate that the academic preparation and scholarly and professional practice experience of faculty members are appropriate to the fields of knowledge within which each faculty member teaches.
- (ii) The institution must demonstrate that its standards of faculty preparation are appropriate to the level of instruction to which individual members are assigned (Generally a doctoral degree or its equivalent for graduate-level teaching, a master's degree or its equivalent for undergraduate teaching, a baccalaureate degree or its equivalent plus professional experience for technical education)

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teaching, etc.)

- (iii) The institution must demonstrate that faculty members have appropriate experience in teaching at the level of education to which they are assigned, and that they are engaged through scholarly and professional activities in a continuing refreshment of their academic competence.
- (iv) The institution must demonstrate the presence of full-time faculty persons sufficient to cover the various fields of study encompassed within the proposed curricula, to assure an on-going dedication to scholarship underlying the instructional program, and to assure a collective faculty responsibility for continuing curricular review and assessment of overall student progress.
- (v) The institution must demonstrate the adequacy of procedures by which the collegueship of full- and part-time faculty members is assured in the sustaining of scholarship underlying the curricular program, in continuing curricular review, and in the assessment of overall student progress.
- (vi) In regard to undergraduate degree offerings an instructional staff shall be provided in a ratio of not more than thirty full-time equivalent

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students to one full-time equivalent
faculty member.

(e) Supporting Services

Supporting resources and academic services shall be adequate to assuring a suitable learning environment for students and a stable institutional setting capable of continued satisfactory service to students.

Implementing Procedures:

- (i) The institution must demonstrate dependable sources and amounts of income adequate to fulfilling the planned purposes of the proposed degree programs over time, making possible the avoidance of undue reliance upon contributed services, and shall provide to the Board of Regents a general plan of expenditures capable within the confines of available income of conducting all programs on a full cost basis during a three year operational period.

- (ii) The institution must provide physical plan resources adequate for classroom, laboratory, library,

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administrative, and student service programs appropriate to the conduct of all proposed degree instruction and scholarship.

- (iii) The institution must demonstrate that satisfactory support in the form of library resources, laboratory and clinical experiences, and instructional supplies and equipment is at hand sufficient to sustain all degree programs. Arrangements shall be made for a library to provide not less than 5,000 volumes for a two-year program of study, of not less than 15,000 volumes for a two-year program of study, of not less than 15,000 volumes for a four-year program of study, and of such size and quality as required by graduate programs of study.
- (iv) The institution must demonstrate that satisfactory provision has been made for guidance and counseling services for students, for evaluation of student performance, for continuous monitoring of the progress of students toward their degree goals, and for appropriate academic record keeping.

(f) General Operations

All institutional operations must be conducted in a manner consistent with high

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standards of ethical business practice.

(g) Accreditation

Evidence must be presented to the Board of Regents, and from time to time be updated, concerning the accreditation status of the institution.

(h) Visitation Examination

Each institution seeking certification may be examined by representatives of the Board of Regents for the purpose of assessing the institution's fulfillment of these standards. The sponsoring institution must bear the reasonable costs of such visitation for the purpose of examining its programming. Wherever practicable, the Board of Regents will attempt to rely upon reports and site examinations made by regional accrediting associations to avoid duplicative and burdensome review processes.

- (11) In addition to meeting the above standards, institutions whose instructional activities will encompass substantial components of teaching at locations removed from their permanent campuses, including major reliance on clinical and work-study experience or reliance upon nontraditional learning methods and environments removed from their permanent campuses, shall provide such services in accordance with standards set out in Section (C) below.

- (12) In the event that a newly established institution is unable during a

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developmental period to meet a particular standard or other requirement set out herein or in Section (C), the Board of Regents, upon request of the institution, may in its own judgment waive such requirement for certification, subject to agreement upon a specific time schedule for full compliance with such standard. In the event that an applicant perceives that some uniqueness of program design or purpose makes inappropriate a particular standard or other requirement set out herein or in Section (C), the applicant may offer supplementary testimony concerning such contention, and the Board of Regents may in its own judgment waive such requirement if it determines that the essential purpose of the requirement has been met.

- (13) In order to be considered for a Certificate of Authorization, an applicant shall agree, upon request of the Board of Regents, to submit an annual report each year within a reasonable length of time after June 30 indicating the extent of continued compliance with the standards set out herein and in Section (C),
- (14) In order to be considered for a Certificate of Authorization, an applicant shall agree to permit a representative of the Ohio Board of Regents to inspect the records of the institution or educational corporation to verify the data provided in the annual report.
- (15) The Ohio Board of Regents reserves the right to institute proceedings for the revocation or modification of a Certificate of Authorization under one of the two following conditions:
 - (a) Failure of an institution or educational corporation to maintain the minimum standards specified in paragraph (B) (10) above, and, if applicable, Section (C), below.
 - (b) Failure of an institution or educational corporation to obtain and retain regional accreditation and where appropriate

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accreditation by an appropriate professional accrediting agency within six years of initial offering of instruction or within three years after suspension or withdrawal of such accreditation.

- (16) Upon determination by the Ohio Board of Regents that an applicant institution is entitled to a Certificate of Authorization, an appropriate Certificate attesting this action by the Board shall be issued to the applicant institution by the Chancellor and a copy of said Certificate shall be filed with the Secretary of State of the State of Ohio.
- (17) An institution of higher education receiving a Certificate of Authorization shall be entitled in its catalogue and other official publications to state: "Certificate of Authorization received from Ohio Board of Regents."

(C) Standards for Off-Campus Instructional Activity

- (1) In establishing instructional programs at locations removed from their permanent campuses, including major reliance on clinical and work-study experiences or reliance upon nontraditional learning methods and environments removed from their permanent campuses, colleges and universities properly should assume responsibility for added efforts to assure a high quality of educational experience for students served. Moving as they may do outside of long-established and home-campus based procedures for quality review and control, and in the absence at this point in time of specific accreditation review for off-campus activities, each sponsoring college and university must be prepared to bear the burden of demonstrating that sound quality control procedures are in effect. It is the purpose of these standards to describe a pattern for such demonstration for use by colleges and universities seeking to sponsor off-campus instructional

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activities in Ohio.

- (2) As used in these standards, "permanent campus" or "central campus" refers to the principal on-going physical campus traditionally recognized in American higher education as the permanent seat of an institution's instructional program, including its substantial and varied staffs and supporting resources, and from which off-campus instruction is most often extended. Institutions which utilize geographically dispersed arrangements for teaching and learning and which have no clearly identifiable permanent campus must bear the added burden of demonstrating that the stability of academic control, of continuing validation of credits awarded, and of supporting resources ordinarily associated with a permanent campus are somehow assured through its less traditional arrangements.
- (3) In seeking a Certificate of Authorization in which off-campus instruction will constitute an important mode of operation, the applicant college or university must offer general testimony that each standard established below has been and will continue to be met. Upon request of the Board of Regents an applicant college or university shall offer further evidence satisfactory to the Board in response to the implementing procedures or such other procedures which may appropriately relate to compliance with the Board's standards.

- (a) Purposes of Off-Campus Activity

It must be clear that the overriding purpose of the off-campus instructional activity is to carry out an educational mission of the sponsoring college or university.

Secondary or incidental purposes such as the generation of income beyond expenses incurred and the fostering of improved public relations must not predominate as

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purposes for off-campus programming.

Implementing Procedures:

- (i) The sponsoring institution must offer evidence that off-campus instruction in general is clearly related to the educational goals and objectives of the institution as they existed when the most recent accreditation review was made, or that established procedures for modification of such goals have been followed and that accreditation review has been sought.
- (ii) The sponsoring institution must demonstrate the clear relationship of individual off-campus instructional offerings to the larger educational goals and objectives of the institution.

(b) Academic Control

The design, conduct, and evaluation of all off-campus instructional activities must be under the direct and continuous control of the sponsoring institution's established process for academic planning and quality maintenance.

Implementing Procedures:

- (i) The sponsoring institution must

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offer evidence that the off-campus programming operates in a clear and effective way under the continuous academic control of the central institution.

- (ii) The sponsoring institution must clearly define the relationship of off-campus coordinators, supervisors, and administrative personnel, to the central academic control processes.
- (iii) The sponsoring institution must clearly define the provisions which have been made and which are operative for control of off-campus activities involving:
 - recruitment and counseling of students
 - admission of students to courses and to the sponsoring institution's degree programs
 - course content and the conduct of instruction
 - evaluation of student performance
 - academic record keeping
 - appointment and evaluation of faculty

(c) **Curriculum**

All off-campus teaching and the credits awarded in such instructional activity must bear relationship to the degree programs of the sponsoring institution.

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Implementing Procedures:

- (i) The sponsoring institution must demonstrate the relationship of each off-campus course offering to the degree programs for which it is creditable.
- (ii) The sponsoring institution must demonstrate those well-developed course syllabi and instructional guides have been developed and reviewed by established academic control authorities.
- (iii) The sponsoring institution must demonstrate that appropriate procedures have been developed and are operative for student examination and evaluation, and that systematic monitoring is conducted to protect the integrity of the grading process.
- (iv) The sponsoring institution must demonstrate that an effective process is operative to validate the equivalency of off-campus instruction to the instruction conducted on the central campus.
- (v) The sponsoring institution must

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offer evidence that course enrollments off-campus require a level of sophistication on the part of students consistent with the level of education undertaken.

- (vi) The sponsoring institution must offer evidence that appropriate exit criteria have been established for determining successful completion of course work and degree programs organized off-campus.
- (vii) The sponsoring institution must offer evidence that a reasonable prospect exists that credits earned in off-campus instructional programs will be accepted for transfer by other well-established institutions of higher education.

(d) Faculty

Faculty persons assigned to off-campus instruction must be fully competent to undertake the level of instruction offered and must be selected and evaluated according to standards compatible with central campus instructional expectations.

Implementing Procedures:

- (i) The sponsoring institution must

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demonstrate that off-campus faculty members are recruited and their credentials reviewed in a manner consistent with central campus academic controls.

- (ii) The sponsoring institution must demonstrate that the standards of faculty preparation required of off-campus instructors are comparable to those enforced on the central campus.
- (iii) The sponsoring institution must demonstrate arrangements, which have been made for assuring productive relationships between on-campus and off-campus faculty persons, consistent with their need to strive for comparable results within the degree programs for which they are responsible.

(e) **Supporting Services**

Special efforts must be made to assure that an adequate array of supporting services is at hand and operable to support a high quality of off-campus instruction.

Implementing Procedures:

- (i) Student Services:
The sponsoring institution must

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demonstrate that on-going provision has been made for guidance and counseling services for students, for assuring student participation sufficient to promote success on the part of individual students, and for continuous monitoring of the progress of students toward their degree goals.

- (ii) **Library and Laboratories**
The sponsoring institution must demonstrate that satisfactory support in the form of library resources, laboratory and clinical experiences, instructional laboratory and clinical experiences, instructional supplies and equipment and classroom facilities is at hand sufficient to sustain the off-campus instructional program.

(f) **General Operations**

The offering of off-campus programming must be carried out in a manner consistent with high standards of ethical business practice.

Implementing Procedures:

- (i) The sponsoring institution must offer evidence that clear

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statements about the institution itself and its proposed services are available to all students, including a clear statement of the extent of commitment to continuing service.

- (ii) The sponsoring institution must demonstrate and maintain a policy of clear and truthful advertising about its services.
- (iii) The sponsoring institution must demonstrate a clear, well-publicized, and reasonable policy of tuition charges and refunds.
- (iv) The sponsoring institution must demonstrate consistently high standards of business ethics in all of its relations with students and the general public.

(g) **Accreditation**

It must be clear that the sponsoring institution has sought and achieved appropriate accreditation for its central campus programming and that it has sought such accreditation as may be available to it for the specific off-campus programming sought to be offered. All institutions are urged to seek and to secure full accreditation from appropriate regional and where appropriate professional

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accrediting associations within whose jurisdiction they fall before commencing off-campus services in Ohio.

Implementing Procedures:

- (i) The sponsoring institution must provide evidence of its current status so far as institutional accreditation and professional accreditation is concerned.
- (ii) The sponsoring institution must provide evidence of its current accreditation status so far as its off-campus activities are concerned, including a report of its current efforts to achieve such accreditation.
- (iii) The sponsoring institution must provide evidence of all required certifications by the State Department of Education for its programs in teacher education, including a status report of off-campus programming within such general approvals as have been received for central campus programs.
- (iv) Institutions headquartered in states other than Ohio must provide evidence that they have secured all degree approvals and licenses

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required by their home states.

(h) Visitation Examination

Each institution conducting off-campus instruction may be examined by a panel of visitors representing the Board of Regents for the purpose of assessing the institution's fulfillment of these standards. Wherever practicable, the Board of Regents will attempt to rely upon the reports and site examinations made by regional accrediting associations to avoid duplicative and burdensome review processes.

Implementing Procedures:

- (i) The sponsoring institution must make appropriate preparation for such visitation as may be proposed by the Ohio Board of Regents, responding to specific requests from the Chairman of the panel of visitors.
- (ii) The sponsoring institution must bear the reasonable costs of such visitation for the purposes of examining its off-campus programming.

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(i) Contracts with Cooperating Institutions and Students

Wherever off-campus offerings involve cooperating public or private institutions, educational or otherwise, and wherever off-campus offerings involve well-identified pilot student groups, it is the sponsoring college or university's rights and obligations within the off-campus program of instruction.

Implementing Procedures:

- (i) The sponsoring institution must assure that clear agreements exist with cooperating institutions and that the appropriate responsible officers of those institutions have entered into the agreements.
- (ii) The sponsoring institution must demonstrate that clear understanding exists with cooperating institutions so far as services to be rendered and the cooperating institution's obligations of support are concerned. Clear agreement must exist on sharing of costs, availability of facilities, schedules of student charges, period, and renewal of the agreement, etc.
- (iii) The sponsoring institution must

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demonstrate that in all such agreements with cooperating institutions, clear academic control is retained by the credit-granting institution.

- (iv) The sponsoring institution must demonstrate the extent of its commitment for continuing service to students and cooperating institutions, and must offer evidence of its notification to students of the extent of such continuing commitment.

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