



# SHEEO

STATE HIGHER EDUCATION EXECUTIVE OFFICERS ASSOCIATION

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## Louisiana Board of Regents

### Vertical Tabs

1. Agency and Contact Information

**1A1. Agency Name:**

Louisiana Board of Regents

**1A2. Agency Description - Please review the description below and revise as appropriate (e.g., state executive agency, agency with appointed board, department or division within agency, etc.):**

The Louisiana Board of Regents serves as the licensing authority for post-secondary vocational-technical proprietary schools and for private and out-of-state academic degree-granting institutions. Religious institutions are exempt.

**1A3. Agency Contact - Please review and correct as necessary the contact information below:**

For Proprietary Schools:

Carol Marabella

New School Contact

Program Manager/Proprietary Schools

Louisiana Board of Regents

225-342-4253

[carol.marabella@la.gov](mailto:carol.marabella@la.gov) [1]

For Academic Degree-Granting Institutions: LeAnn Detillier, Assistant Commissioner for Program Administration, Louisiana Board of Regents

225-342-4253 [leann.detillier@la.gov](mailto:leann.detillier@la.gov) [2]

**1B. Links - Please provide web links to your agency home page, the regulations pertaining to authorization, and any other links important for understanding your agency's responsibility for authorization:**

[Louisiana Board of Regents](#) [3]

[Institutional Licensure Information](#) [4]

**1C1. Other Agencies - According to our records, the following agencies also have responsibility for authorization in the state. Please correct, add to, or clarify this list of**

**authorizing authorities as necessary. These agencies will also be requested to complete this survey:**

None

## 2. Types of Educational Providers Authorized

**2A1. Institution Types Authorized - Indicate the types of institutions that your agency authorizes. Feel free to provide a short explanation of any ambiguity:**

Public, out-of-state degree granting institutions

Private, in-state, not-for-profit degree granting institutions

Private, out-of-state, not-for-profit degree granting institutions

Private, in-state, for-profit degree granting institutions

Private, out-of-state, for-profit degree granting institutions

Public, in-state, non-degree granting institutions

Non-degree, not-for-profit institutions

Non-degree, for-profit institutions

**2A2. Clarifying comments:**

**2B1. Multiple Agencies - Is an institution required to obtain approval from more than one agency to be authorized in your state (excluding purely programmatic approvals):**

No

**2C1. Accreditation - Is accreditation required for an institution to be authorized in your state:**

Yes

**2C2. If yes, please explain:**

Accreditation is required for academic degree-granting institutions, not for proprietary schools. The institution must be accredited by a federally recognized accrediting agency to operate in Louisiana.

**2C3. If yes, what type of accreditation is required? Please check all that apply:**

Regional

National

Programmatic/specialized, if applicable

**2C4. Clarifying comments:**

Programmatic accreditation required for Teacher Education/Education Leadership and Nursing.

**2D1. Does your agency authorize specific academic programs offered by institutions, only institutions themselves, or both:**

Institutions Only

**2E2a. Nursing:**

Yes

**2E2b. Name and Contact Information:**

Karen C. Lyon, Executive Director

Louisiana State Board of Nursing

[lyonk@lsbn.state.la.us](mailto:lyonk@lsbn.state.la.us) [5]

**2E2c. URL:**

[Louisiana State Board of Nursing](#) [6]

3. Exemptions

**3A1. General Exemptions - Are certain institutions or programs exempt by law or policy from your state authorization requirements:**

Yes

**3A2. If yes, to which institutions or programs does the exemption apply? How does it work (please describe)? If available, please provide any pertinent web links:**

Religious institutions. If the religious institution can demonstrate that all degrees are religious in nature, both by title and content, then the exemption is automatic. Institutions must follow the initial process for this determination to be made.

**3A3. If yes, how does the institution or program claim an exemption? For example, is the exemption automatic as long as it meets specified criteria, does the institution or program notify the agency and the exemption is granted, is there an application process, etc.:**

The institution must register with the Board of Regents and supply appropriate information to justify exemption.

**3C1. Religious Institutions - Does your state constitution or do your state laws provide any exemptions for religious institutions:**

Yes

**3C2. If yes, are all religious institutions exempt (please describe):**

By law, if the religious institution can demonstrate that all degrees are religious in nature, both by title and content, then the exemption is automatic. The institution must follow the initial process for this determination to be made.

**3C3. If yes, are religious institutions that award only religious degrees or certificates exempt (please describe):**

Yes.

4. Authorization of Distance Education

**4A1. Does your agency require purely (100%) distance education programs, including online or correspondence study programs that enroll residents of your state, to be authorized without regard to physical presence:**

No

**4B1. If not, does your agency determine whether an institution must be authorized based on a physical presence ("operating") standard:**

Yes

5. Physical Presence Policy – Common “Triggers”

**5A. If your agency uses a physical presence standard, how does your agency define physical presence? If available, please provide a link to that policy or a citation to the relevant regulation giving that standard:**

Any face to face, including physical instruction or experiences that result in contact with others and awarding of credit (internships, student teaching, clinicals).

INSTRUCTIONAL ACTIVITIES

**5B1a. Hosting short term, face-to-face, seminars or conferences in the state where students meet in person:**

Yes

**5B1b. Clarifying Comments:**

**5B2a. Permitting a student to complete an internship, externship, field experience, or clinical practicum organized by the institution:**

Yes

**5B2c. Does this apply only to distance education students or more generally:**

More Generally

**5B3a. Permitting a student to complete an internship, externship, field experience, or clinical practicum found by the student acting independently:**

Yes

**5B3c. Does this apply only to distance education students or more generally:**

More Generally

PROPERTY IN THE STATE

**5B4a. Maintaining a location (physical building) in the state that is used for instructional activity:**

Yes

**5B5a. Maintaining a location (physical building) in the state that is used ONLY for non-instructional activity (administration, recruitment, etc.):**

Yes

**5B6a. Housing ONLY computer servers or other equipment at a physical location in the state:**

No

**5B7a. Maintaining an in-state address or phone number, regardless of use:**

Yes

RECRUITING ACTIVITIES

**5B8a. Organized, consistent, on - the - ground recruiting of students in the state by employees or agents of the institution:**

No

**5B8c. What if the agent is only recruiting students in the state on an occasional basis (i.e. at job fairs):**

No

THIRD PARTY AGREEMENTS/CONTRACTS

**5B9a. Having a contract/agreement between the institution and in-state institutions or in-state entities to provide services for students (i.e. library, gym, computer centers, etc.):**

No

**5B10a. Requiring a student to take a proctored exam at a location or with an entity in the state prescribed by the institution:**

No

**5B11a. Requiring a student to take a proctored exam with an entity in the state chosen by the student but approved by the institution:**

No

ADVERTISING

**5B12a. Advertising in local media sources that are largely viewed by residents of the state :**

No

**5B13a. Advertising in national media sources that can be accessed by residents of the state:**

No

EMPLOYMENT IN THE STATE

**5B14a. Employing full-time faculty in the state to provide instruction via distance education programs to students in the state:**

No

**5B14c. What about adjunct faculty:**

No

**5B15a. Employing full-time faculty in the state to provide instruction via distance education programs solely to students outside of the state:**

No

**5B15c. What about adjunct faculty:**

No

**5B16a. Employing mentors, tutors, or preceptors in the state to aid students, who are residents of the state, on an individual basis:**

No

OTHER

**5C2. Clarifying Comments:**

See 5a.

## 6. Application Process

**6A. Description - Please provide a short description of the application process to obtain state authorization. If available, please provide web links to the specific references to all applicable state laws, regulations, manuals, forms, or other pertinent documents:**

See [website](#) [4]for forms and applications. Complete initial form to request application packet. No need to be authorized to operate if there is no physical presence. Strictly online does not constitute physical presence.

The institution, if it is academic degree-granting, must be accredited by a federally recognized accrediting agency to operate in Louisiana.

In order to meet the definition of a proprietary school, a private business must maintain a physical facility within the state, have a mailing address within the state, or employ at least one representative

within the state.

**6B. Processing Time - Generally, how long does it take to approve applications (assuming that the agency has received all required information from the institution)? Please provide a typical range if appropriate:**

60 days.

**6C. Duration - What is the authorization duration:**

The authorization period is 1 year for proprietary schools and 2 years for academic degree-granting institutions.

**6D. Maintenance - What does an institution need to do to maintain authorization:**

Remain accredited.

**6E. Reporting - What kinds of information or data must an institution report to your agency as a condition for continued authorization? How frequently is this reported or updated? Is this information published or shared publicly:**

Academic, degree-granting institutions authorized to operate within the State of Louisiana report information on: enrollment, programs, and accreditation as part of the initial and renewal processes (renewal takes place every 2 years). This information is not shared publicly.

**6F. Loss of Status - Can an institution lose its authorized status? If so, how?:**

Illegal operations, loss of accreditation or excessive student complaints may warrant a loss of authorization.

**6Ga. Multi-Institutional Systems - Can a multi-institutional system or college corporation apply to your agency for authorization on behalf of all of its component institutions? If so, please describe the process:**

No.

**6Gb. Would multi-institution public systems be treated the same as multi-location for-profit institutions:**

Separate licenses.

**6I1. Amendments - Is your agency currently planning to amend its application process by the end of 2013:**

No

7. Fees Associated with Authorization

**7A. Application Fee - Is there an application fee to initiate the authorization process? If so, what is the fee or fee schedule? Please provide a web link if available:**

There is no application fee, only a license fee.

**7B. Other Costs - Are there any other costs associated with the state authorization process**

**(e.g. site visits, hiring a reviewer, surety bond, tuition recovery fund, agent licensing, etc.):**

Only for new institutions in Louisiana. External evaluation for non-accredited institutions. No out-of-state non-accredited institutions allowed to seek licensure.

**7C. Renewal Costs - What are the costs, if any, to renew authorization:**

Same as original licensing fee for academic degree-granting institutions (\$1,500.00). The renewal fees are based on a percentage of tuition revenue for proprietary schools.

**7D. Exemption Costs - What costs are associated with receiving a waiver or exemption to authorization:**

No costs.

8. Interstate Reciprocity

**8A. Do your state regulations explicitly allow or prohibit interstate reciprocal agreements about authorization? If so, please describe:**

For 100% online instruction only.

**8C. Are there any reciprocal agreements currently in place or under consideration? If so, please list those agreements:**

Louisiana became a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA) on December 1, 2014. SARA seeks to establish comparable national standards for the interstate offering of post-secondary distance-education courses and programs. SARA is a voluntary agreement among regional compacts (SREB, NEBHE, MHEC, and WICHE) and member states. Each member state approves their in-state institutions for SARA participation. Institutional membership open to accredited, degree-granting institutions from all sectors of post-secondary education (proprietary, public, private). Once approved, SARA member institutions may offer distance education programs in other SARA member states without additional authorization.

**8D. If interstate reciprocal agreements are not addressed in your regulations, would your agency consider establishing such agreements? Please elaborate:**

9. Consumer Protection and Student Complaints

**9A1. Does your agency have a process for handling complaints about postsecondary institutions or programs::**

No

**9C. If your agency has no formal process for handling complaints related to postsecondary**

**institutions, what state agency would handle a complaint:**

Louisiana Attorney General's Office of Consumer Protection.

10. Enforcement

**10A. If your agency finds that an institution or program is operating in your state without authorization, what is the resulting warning or enforcement action:**

Louisiana Attorney General's office authorized to seek relief.

**10B. Can an institution or program appeal a warning or enforcement action? If yes, please describe the process or provide web links to the regulations/policies:**

Please consult the Louisiana Attorney General's Office of Public Protection [here](#) [7]

11. Legislative or Regulatory Changes

**11A1. Amendments - Is your agency or state legislature currently planning to amend its regulations or alter its physical presence policy:**

No

**11B1. Federal Regulations - Is your agency or state legislature making changes in your state regulations or statutes so that institutions with locations in your state would be considered legally authorized in accordance with the federal institutional eligibility regulations:**

No

**11C1. Other Changes - Is your agency or state legislature making any other changes in your state regulations or statutes with regard to state authorization:**

No

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**Links**

[1] <mailto:carol.marabella@la.gov>

[2] <mailto:leann.detillier@la.gov>

[3] <http://regents.state.la.us/>

[4] <http://regents.louisiana.gov/institutional-licensure/>

[5] <mailto:lyonk@lsbn.state.la.us>

[6] <http://www.lsn.state.la.us/>

[7] <http://www.ag.state.la.us/Article.aspx?articleID=10&catID=0>