



STATE HIGHER EDUCATION EXECUTIVE OFFICERS ASSOCIATION

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Arkansas Department of Higher Education

Vertical Tabs

1. Agency and Contact Information

1A1. Agency Name:

Arkansas Department of Higher Education

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.):

Any non-public or out-of-state postsecondary education institution offering courses/degree programs customarily offered in colleges and universities to Arkansas students must obtain Arkansas Higher Education Coordinating Board (AHECB) certification prior to offering those courses/degree programs.

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

Alana Boles
Coordinator, Academic Affairs
Arkansas Department of Higher Education
501-371-2060
Alana.Boles@adhe.edu [1]

1A4. Who should institutions contact if they have questions about your agency's authority, policies, or application process:

Alana Boles
Coordinator, Academic Affairs
Arkansas Department of Higher Education
501-371-2060
Alana.Boles@adhe.edu [1]

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:

[Link to agency](#) [2]

[Link to regulations](#) [3]

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:

Arkansas State Board of Private Career Education

1C2. If the division of responsibility among these agencies is not clear, please explain:

The Arkansas State Board of Private Career Education is responsible for schools offering career training seminars, certificates, and diplomas only.

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, in-state degree granting institutions

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

Religious Institutions

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):

Yes

2B2. If so, please explain:

see "e" below.

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

Yes

2C2. If yes, please explain:

An institution must have accreditation in order to have their degrees/courses certified.

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

Regional

National

Programmatic/specialized, if applicable

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

Programs Only

2E1a. Education:

Yes

2E1b. Name and Contact information, Education:

Arkansas Department of Education

Office of Teacher Quality - Educator Preparation
4 Capitol Mall, Room 107A
Little Rock, AR 72201 Phone: 501-683-1524

2E2a. Nursing:

Yes

2E2b. Name and Contact Information:

Arkansas State Board of Nursing
1123 South University Avenue, Suite 800
Little Rock, AR 72204 501-686-2712

2E3a. Social Work:

No

2E4a. Counseling Psychology:

Yes

2E4b. Name and Contact Information:

Board of Examiners in Counseling
101 East Capitol, Suite 104, Little Rock, AR 72201 Web: www.state.ar.us/abec [4]

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:

Institutions offering church-related training, non-academic courses, degrees on military installations, and degrees offered through recognized regional education compacts such as Southern Regional Education Board and the State Authorization Reciprocity Agreements.

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 notify the Arkansas Department of Higher Education to request an exemption from certification.

3B. Other Requirements - If an institution or program is exempt from state authorization, are there any other state requirements that an institution would need to fulfill in order to operate in your state (e.g., providing contact information, list of programs, etc.):

See forms for Letter of Exemption from Certification, 17A and 17B, containing requirements at: http://www.adhe.edu/divisions/academicaffairs/Pages/aa_certification.aspx [5]

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):

No, institutions offering church-related training only.

Arkansas Higher Education Coordinating Board policy directs the Arkansas Department of Higher Education to issue a Letter of Exemption from Certification for church-related training programs.

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

Yes.

3C4. If yes, are certain religious institutions exempt that meet other criteria (please describe):

No.

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:

Yes

4A2. Clarifying Comments:

Physical presence is not a factor in certification.

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:

Not applicable.

INSTRUCTIONAL ACTIVITIES

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

No

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

No

5B2b. Clarifying Comments:

Exempt from certification

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

No

5B3b. Clarifying Comments:

Exempt from certification

PROPERTY IN THE STATE

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

Yes

5B6b. Clarifying Comments:

Possibly, if the location is established as the primary host site for the institution

RECRUITING ACTIVITIES

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

Yes

5B8b. Clarifying Comments:

if the programs will be offered by distance technology and/or on-site in Arkansas; No, if the student will attend classes at an institution located outside Arkansas.

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.):

Yes

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

No

5B10b. Clarifying Comments:

No, unless the student is an Arkansas resident enrolled in the program by distance technology.

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

5B11b. Clarifying Comments:

No, unless the student is an Arkansas resident enrolled in the program by distance technology.

ADVERTISING

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

5B14b. Clarifying Comments:

Program certification required based on course delivery to state residents - not faculty employment

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

No

5B15b. Clarifying Comments:

Program certification required based on course delivery to state residents – not faculty employment

OTHER

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:

Application process includes different applications for on-site versus online or distance programming. The submission of materials is not open-ended. There are quarterly deadlines for submission of letter of intent and presentation to the Board.

Rules and regulations stipulate that any institution offering degrees and courses to Arkansas residents must seek certification.

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:

6-9 months

6C. Duration - What is the authorization duration:

3 years

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

Continue to meet requirements for initial certification and request recertification

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:

Yearly submission of tuition, enrollment, and graduation. Summary data shared publicly.

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

Loss of accreditation, financial problems, inappropriate curriculum.

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:

Yes; however, some information must be provided for each institution.

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

institutions:

Yes.

6H. Distinctive Features - What distinctive features in your authorization process would be useful for applicants to know (e.g., certain times during the year that you process applications for authorization, sharing of applications or information about proposed programs with institutions or other stakeholders in your state for comment):

Quarterly review schedule, information shared with state institutions

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

Yes

6I2. If yes, please provide a brief description of the anticipated change:

Policy amendment effective January 2013

6I3. If yes, when does the agency expect the change to be fully implemented:

Policy amendment effective January 2013

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:

\$500 per program

<http://www.adhe.edu/institutions/academic-affairs/institutional-certific...> [6]

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.):

Yes

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

None

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

None

8. Interstate Reciprocity

8A. Do your state regulations explicitly allow or prohibit interstate reciprocal agreements

about authorization? If so, please describe:

Programs offered through SREB Electronic Campus or other regional education compacts are accepted for reciprocity.

9. Consumer Protection and Student Complaints

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

Yes

9A2. If yes, please describe the process or provide a web link to the material that describes the complaint process:

<http://www.adhe.edu/students-parents/colleges-universities/student-grieva...> [7]

9A3a. If yes, does this complaint process extend to institutions not authorized by the agency that may enroll residents of the state (such as explicitly distance education programs with no physical presence or exempt institutions):

Yes

9A4. If available, please provide a web link to the complaint form:

[Student Grievance Form](#) [7]

9B. Who is the contact person for receiving complaints? Please include name, title, address, phone, and email if available:

Alana Boles

Program Specialist, Academic Affairs

501-371-2060

alana.boles@adhe.edu [8]

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:

A letter is sent informing them that they either have to apply for certification or cease enrollment of students. If program operation continues without certification, the Office of the Arkansas Attorney General is notified.

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:

<http://www.adhe.edu/SiteCollectionDocuments/AcademicAffairsDivision/ICAC...> [9]

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

Source URL: http://sheeo.org/sheeo_surveys/user/34

Links

[1] <mailto:Alana.Boles@adhe.edu>

[2] <http://www.adhe.edu/Pages/home.aspx>

[3] https://static.ark.org/eeuploads/adhe/Institutional_Certification_Process.pdf

[4] <http://www.state.ar.us/abec>

[5] http://www.adhe.edu/divisions/academicaffairs/Pages/aa_certification.aspx

[6] <http://www.adhe.edu/institutions/academic-affairs/institutional-certification-advisory-committee/>

[7] <http://www.adhe.edu/students-parents/colleges-universities/student-grievance-form/>

[8] <mailto:alana.boles@adhe.edu>

[9] [http://www.adhe.edu/SiteCollectionDocuments/AcademicAffairsDivision/ICAC%20Rules%20and%20Regulations/APPENDIX\].pdf](http://www.adhe.edu/SiteCollectionDocuments/AcademicAffairsDivision/ICAC%20Rules%20and%20Regulations/APPENDIX].pdf)