



SHEEO

STATE HIGHER EDUCATION EXECUTIVE OFFICERS ASSOCIATION

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[Home](#) > Connecticut Office of Higher Education

Connecticut Office of Higher Education

Vertical Tabs

1. Agency and Contact Information

1A1. Agency Name:

The (Connecticut) Office 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.):

The (Connecticut) Office of Higher Education is a state executive agency and is led by an Executive Director who is appointed by the Governor. The Office is responsible for the licensure and accreditation of academic programs offered by independent and out-of-state degree-granting postsecondary institutions. In addition, the Office regulates non-degree-granting institutions such as occupational and hospital-based occupational schools.

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

Vi Nguyen Office of Higher Education
860-947-1822 vnguyen@ctdhe.org [1]

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

Noah Dion Director, Academic Affairs
Office of Higher Education
860-947-1822 NDion@ctdhe.org [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:

[Home page for Office of Higher Education](#) [3]

[Link to Programs and Initiatives for OHE](#) [4]

[Link to Academic Program Review and Approval](#) [5]

[Link to Degree Granting Institutions](#) [6]

[Link to Private Occupational and Hospital Based Schools](#) [7]

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:

The Connecticut Board of Regents for Higher Education (www.ctregents.org) handles licensure and accreditation for Connecticut State Colleges and Universities. The University of Connecticut is the flagship institution and operates independently.

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

The remainder of this form is in reference to the responsibilities of the Office of Higher Education.

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, out-of-state, non-degree granting institutions

Non-degree, not-for-profit institutions

Non-degree, for-profit 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:

Yes, approval from other agencies (such as the CT Department of Public Health) may be required depending on the professional licensure requirements for the program's intended occupational outcome.

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

Yes

2C2. If yes, please explain:

For Connecticut degree-granting institutions, State approval leads first to licensure of a program and/or institution, followed by accreditation which is defined as the ability to confer a degree. All in-state programs must be accredited before students can graduate from that program. Out-of-state programs with any type of physical presence must be licensed in Connecticut. These institutions are not accredited by the State because the degree is awarded by the home institution in the home State. Connecticut requires that all out-of-state institutions be regionally accredited in order to offer programming in Connecticut that involves any type of physical presence.

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

Regional

2C4. Clarifying comments:

Out of State degree granting institutions are required to be regionally accredited to offer any programming that involves a physical presence. In-state degree granting institutions are required to be minimally accredited at the State level.

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

Both Institutions and Programs

2D2. Clarifying comments:

Pursuant to Connecticut General Statutes Section 10a-34(l).

2E1a. Education:

Yes

2E1b. Name and Contact information, Education:

Connecticut State Dept. of Education

2E2a. Nursing:

Yes

2E2b. Name and Contact Information:

Connecticut Nursing Board of Examiners

2E3a. Social Work:

Yes

2E3b. Name and Contact Information:

Connecticut Dept. of Public Health

2E4a. Counseling Psychology:

Yes

2E4b. Name and Contact Information:

Connecticut Dept. of Public Health

2E5a. Allied Health Professions and Related Programs:

Yes

2E5b. Name and Contact Information:

Connecticut Dept. of Public Health

2E6a. Others (please list):

Yes

2E6b. Name and Contact Information:

Connecticut Licensing Information Center

Link to State website: <http://ct-clic.com/> [8]

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:

Certain institutions meeting Connecticut General Statutes Section 10a-34(l) are exempt.

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

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:

No

4A2. Clarifying Comments:

Except institutions that have not joined SARA should register with the Office of Higher Education through our online process.

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

Yes

4B2. Clarifying comments:

Yes, based on Section 10a-34-24 of the Connecticut State Regulations for Licensure and Accreditation of Institutions and Programs of Higher Learning.

For more information, see: <http://www.ctohe.org/Postsecondary/APRA.shtml> [5]

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:

Section 10a-34-24 of the Connecticut State Regulations for Licensure and Accreditation of Institutions and Programs of Higher Learning references physical presence but does not contain a definition. The definition of physical presence is under review as part our revision of state regulations.

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

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

No

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:

Yes

5B6b. Clarifying Comments:

Determined on an individual basis.

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:

Yes

5B8b. Clarifying Comments:

Permits are required of non-degree granting institutions.

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.):

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

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

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:

To obtain state authorization, an institution must complete an application which is reviewed by the Office of Higher Education. The Office may conduct a site visit with out-of-state evaluators. The Executive Director grants approval to operate in 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:

Four to nine months, depending on complexity of the proposal.

6C. Duration - What is the authorization duration:

Section 10a-54-4(g) of the CT State statutes provides that licensure of a new institution or program may be granted for a period not to exceed three years, thereafter renewable for periods not to exceed three years. 10a-34-5(e) states that accreditation of an institution or program by the Board of Education may be granted for a fixed term not to exceed five years.

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

Reapply, based on the schedule above.

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:

Article Two of the Connecticut State Regulations for Licensure and Accreditation of Institutions and Programs of Higher Learning, sections 10a-34-9 through 10a-34-24, provides the standards which are reviewed for degree granting programs.

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

Please refer to Section 10a-34-8, Penalties.

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:

Each institution or branch is considered separately. Each program is reviewed at each institution.

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

The regulations are the same for all degree-granting institutions, with the exception that planning assessment has specific requirements in regard to instate public institutions in comparison to independent institutions. See 10a-34-4(e).

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):

The Office of Higher Education circulates all applications for new program applications at degree-granting institutions to members of the academic community for a minimum of 15 days prior to applications being considered for final action.

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:

The Office of Higher Education is seeking legislative changes to streamline the process.

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

Currently pending.

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:

No.

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.):

The institution is responsible for any costs associated with an evaluation visit.

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:

Not applicable.

8. Interstate Reciprocity

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

Yes, Connecticut joined SARA December 2016.

8B. What is the process, if any, to obtain a reciprocal agreement with your state:

N/A

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

N/A

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:

A description of the complaint process is available at <http://www.ctohe.org/StudentComplaints.shtml> [9].

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

The complaint form is available by contacting our Education & Employment Information Center at (800)842-0229 or edinfo@ctohe.org [10].

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:

See Connecticut Statute, section 10a-34.

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:

Yes, through Connecticut Superior Court.

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:

Yes

11A2. If yes, please provide a brief description of the anticipated change:

We are planning to amend regulations to reflect current practices in higher education in Connecticut. Connecticut joined SARA December 2016.

11A3. If yes, when does the agency expect the change to be fully implemented:

Currently pending

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

Source URL: http://sheeo.org/sheeo_surveys/user/38

Links

- [1] <mailto:vnguyen@ctdhe.org>
- [2] <mailto:NDion@ctdhe.org>
- [3] <http://www.ctohe.org>
- [4] <http://www.ctohe.org/Programs>
- [5] <http://www.ctohe.org/Postsecondary/APRA.shtml>
- [6] <http://www.ctohe.org/Postsecondary/DegreeGranting.shtml>
- [7] <http://www.ctohe.org/POSA/Default.shtml>
- [8] <http://ct-clic.com/>
- [9] <http://www.ctohe.org/StudentComplaints.shtml>
- [10] <mailto:edinfo@ctohe.org>