



DEPARTMENT OF EDUCATION

Townsend Building
401 Federal Street Suite 2
Dover, Delaware 19901-3639
DOE WEBSITE: <http://www.doe.k12.de.us>

Steven H. Godowsky
Secretary of Education
Voice: (302) 735-4000
FAX: (302) 739-4654

INITIAL APPLICATION TO CONFER ACADEMIC AND HONORARY DEGREES PRIVATE COLLEGES AND UNIVERSITIES

This application is to be completed by an institution of higher education that wishes to become incorporated in Delaware and to offer credit-bearing courses or degree programs. Such an institution must apply for approval of the State Board of Education for power to confer academic or honorary degrees according to the provisions of the Laws of Delaware, Title 8 – Corporations, Chapter I – General Corporation Law, Subchapter II – Powers, Section 125 – Conferring academic or honorary degrees. Also, Title 14 – Education Section 121 – General Powers of the Board.

No corporation which intends to operate, or have a subsidiary corporation or other entity operate, an institution of higher education, or to award degrees may be or continue to be incorporated in Delaware, without first obtaining approval of the institution of higher education by the Delaware State Board of Education, pursuant to 8 Del. C. §125.

8 Del. C. §125 states:

“No corporation [created under the provisions of this chapter] organized after April 18, 1945, shall have power to confer academic or honorary degrees unless the certificate of incorporation or an amendment thereof shall expressly provide and unless the certificate of incorporation or an amendment thereof prior to its being filed in the office of the Secretary of State shall have endorsed thereon the approval of the State Board of Education of this State. ... Approval shall be granted only when it appears to the reasonable satisfaction of the State Board of Education, that the corporation is engaged in conducting a bona fide institution of higher learning, giving instruction in arts and letters, science, or the professions, or that the corporation proposes, in good faith, to engage in that field has or will have the resources, including personnel, requisite for the conduct of an institution of higher learning.”

Catalogs and other available printed material should be submitted as supporting information and reference made in the body of this application to the page numbers on which pertinent information can be found. If additional space is needed to answer any question, please submit the response as an attachment, clearly designated with the number of the question to which it pertains.

PLEASE SUBMIT APPLICATION
IN DUPLICATE TO:

Angeline A. Willen, Director
Teacher & Administrator Quality Development
Department of Education
35 Commerce Way, Suite 1
Dover, DE 19904

Telephone: 302.857.3388

Fax: 302.739.1777

**INITIAL APPLICATION TO CONFER ACADEMIC AND HONORARY DEGREES
PRIVATE COLLEGES AND UNIVERSITIES**

1. NAME OF INSTITUTION: _____

2. LOCATION: _____

3. PRESENT CHIEF EXECUTIVE OFFICER: _____

TITLE OF PRESENT CHIEF EXECUTIVE OFFICER: _____

ADDRESS: If different from above. _____

TELEPHONE: _____ FAX: _____

4. CONTACT PERSON FOR THIS APPLICATION: _____

POSITION: _____

ADDRESS: If different from above. _____

TELEPHONE: _____ FAX: _____

5. TYPE OF INSTITUTION:

a. Indicate ownership

- Public
- Private Nonprofit (Exempt from taxation
Under ¶ [6], Sect. 101, Internal Revenue Code)
- Private for Profit

c. Indicate level

- Two year junior or community college
- Four year college or university
- Graduate Program to Master's level
- Graduate Program to Doctoral level
- Graduate Program to Doctoral level
- Professional School

b. Indicate type:

- Academic
- Business
- Other (state type of institution) _____

6. WHEN DID INSTRUCTION COMMENCE AT INSTITUTION: _____

Has instruction been uninterrupted, except for the normal holidays and vacations, since this date?

Yes No *If the answer is no, please explain in a clearly numbered attachment.*

7. LIST ACCREDITING ASSOCIATION(S) WHICH HAVE ACCREDITED OR APPROVED THE INSTITUTION:

NAME OF ACCREDITING ASSOCIATION OR ORGANIZATION	DATE AND STATUS OF INITIAL APPROVAL	DATE AND STATUS OF MOST RECENT APPROVAL	WHERE LISTED IN INSTITUTION'S CATALOG

8. OTHER APPROVALS:

A. Is a license or approval from any other governmental, state, local or municipal agency required for the operation of your institution? Yes No *If yes, please list:*

i. Agency: _____

Type of Approval: _____ Approval Current? Yes No

i. Agency: _____

Type of Approval: _____ Approval Current? Yes No

i. Agency: _____

Type of Approval: _____ Approval Current? Yes No

i. Agency: _____

Type of Approval: _____ Approval Current? Yes No

If needed for further approvals or for explanations of why not current, please provide this information as a clearly numbered attachment.

9. LIST OF PROGRAMS:

A. Does an enclosed document list all degrees and majors offered by the Institution?

Yes No Name of Document: _____

At Page(s): _____

If the answer is no, please provide this information as a clearly numbered attachment or list below.

UNDERGRADUATE PROGRAMS	YEAR PROGRAM BEGUN	DEGREE	CATALOG PAGE ON WHICH DESCRIBED

GRADUATE PROGRAMS	YEAR PROGRAM BEGUN	DEGREE	CATALOG PAGE ON WHICH DESCRIBED

B. Do these programs contain any of the following:

- Cooperative Study Yes No Described at Page(s): _____
- Independent Study Yes No Described at Page(s): _____
- Correspondence Study Yes No Described at Page(s): _____
- Distance Learning Yes No Described at Page(s): _____
- Practical Training Yes No Described at Page(s): _____
- A Combination of Above Yes No Described at Page(s): _____

If the answer is no, please provide a description as a clearly numbered attachment.

- C. Are there any requirements for the student to study in residence at a site away from the campus for which approval is requested: Yes No If yes, where? _____
 And, what term of residency is required? _____ Semesters or _____ credit hours.
- D. If any portion of the program is provided through distance learning of any type, including correspondence, please describe, in detail, the mechanism through which the student will have contact with the professor and the frequency of that contact. *Please provide this information as a clearly numbered attachment.*

10. STANDARDS FOR INSTITUTIONS OF HIGHER EDUCATION

Section 1. Purposes and Objectives of Institution

- A. Does an enclosed document show the broad Purposes and Objectives of the Institution?
 Yes No Name of Document: _____ Found at Page(s): _____
If the answer is no, please provide this information as a clearly numbered attachment.
- B. Does an enclosed document present the specific objectives for the students both generally and in each special program or area of study?
 Yes No Name of Document: _____ Found at Page(s): _____
If the answer is no, please provide this information as a clearly numbered attachment.
- C. Does an enclosed document show that the institution has adopted the Department of Education's antidiscrimination regulation 14 DE Administrative Code 225?
 Yes No Name of Document: _____ Found at Page(s): _____
If the answer is no, please provide this information as a clearly numbered attachment.

Section 2. Organization and Administration

- A. Governing Body: Does an enclosed document show the names of its governing body, officials and faculty? Yes No Name of Document: _____
 Found at Page(s): _____ *If the answer is no, please provide this information as a clearly numbered attachment, or below:*
- B. Governing Board (the majority of the board shall be other than salaried administrators of the institution):
 Title of Governing Board: _____
 Number of Members: _____
 Basis of Selection for Board Membership: _____
 By Whom are Board Members Selected: _____
- C. Does the institution have Bylaws that clearly define the functions and responsibilities of the board? Please submit a copy with the application.

D. Administrative Organizations:

- a. Does an enclosed document have an organizational chart or listing which shows the component parts of the institution and the responsible administrative officers? Yes No
Name of Document: _____ Found at Page(s): _____
If the answer is no, please provide this information as a clearly numbered attachment:
- b. Does an enclosed document have a list of the important administrative committees with personnel titles and duties? Yes No Name of Document: _____
Found at Page(s): _____ *If the answer is no, please provide this information as a clearly numbered attachment.*
- c. Does an enclosed document show that there are established channels of communication between the governing board and the administration and faculty? Does this document show that the administrative staff has the necessary time and assistance to enable members of the staff to discharge their duties efficiently? Does the document indicate that administrative staff functions include selection, supervision and support of staff; selection and supervision of students; and operation of the facilities for the benefit of faculty and staff?
Yes No Name of Document: _____
Found at Page(s): _____ *If the answer is no, please provide this information as a clearly numbered attachment.*
- d. Does the institution have a document that presents definite policies and procedures concerning academic freedom, tenure, retirement, pension plans, leaves of absence, sick leave, the determination of rank and promotions, and the professional development of the faculty, administrative officers and professional staff and a well-planned incentive program for retention of staff?
Yes No Name of Document: _____
Found at Page(s): _____ *If the answer is no, please provide this information as a clearly numbered attachment.*
- e. Describe your procedures as to general faculty meetings with respect to: frequency, purposes, and kinds of topics discussed. Is this an advisory or decision making group? *Please provide this information as a clearly numbered attachment.*

Section 3. Financial Administration *Please provide this information as a clearly numbered attachment.*

- a. Submit a statement of:
- the institution's budget for the last completed fiscal year;
 - five year financial projection
 - categories of expenditures
 - deficit or surplus for the last five years (or for the life of the institution, if less than five years);
 - the amount and nature of indebtedness and provisions for amortization, and
 - the size of the institution's unencumbered reserve and its location.
- b. What is the total income per full-time student: From Tuition? _____
From Non-tuition? _____

- c. Endowment: Value and nature of investments _____
Annual income from same _____
- d. Does the institution provide financial resources sufficient for the protection of the contractual rights of students?
- e. Does the institution conduct an external independent annual audit of its budget that is reviewed by its governing board? Please submit a copy of the most recent audit.
- f. Does the institution have standards for financial reporting that adhere to the standards published by the National Association of College and University Business Officers?
- g. Outline any major plans for plant expansion or renovations.

Section 4. Student Personnel Program

- a. Does an enclosed document have a description of your student personnel program with respect to: selection, admission and retention policies, testing procedures, advisement, vocational guidance, etc.?
 Yes No Name of Document: _____
Found on Page(s): _____ *If the answer is no, please provide this information as a clearly numbered attachment.*
- b. Does an enclosed document have a description of qualified professionals to supervise and provide the student support services and programs? Yes No
- c. Does an enclosed document have a description of policies and procedures developed and implemented for safe and secure maintenance of student records? Yes No

Section 5. Admission Policies and Procedures

- a. Does an enclosed document have a description of your requirements for admission of students who are candidate for degrees? Yes No Name of Document: _____
Found on Page(s): _____ *If the answer is no, please provide this information as a clearly numbered attachment.*
- b. Does the institution have a document that provides correlations between credentials and student grades, academic attrition studies and objective test results to demonstrate that it selects qualified students?
Yes No Name of Document: _____
Found on Page(s): _____ *If the answer is no, please provide this information as a clearly numbered attachment.*

Section 6. Faculty

Does the catalog or bulletin have a listing of faculty and their qualifications? Yes No
Faculty list can be found on Page(s): _____ *If the answer is no, please provide this information as a clearly numbered attachment.*

Does the institution have a document that describes orientation programs for new faculty and periodic evaluation of instructional methods?
Yes No Name of Document: _____
Found on Page(s): _____ *If the answer is no, please provide this information as a clearly numbered attachment.*

Does the institution have a document that shows that if faculty members serve as advisors, they shall be fully informed about degree requirements, transfer regulations and other specific requirements, such as teacher certification or professional licensing for their fields of study?

Yes No Name of Document:

Found on Page(s): _____ *If the answer is no, please provide this information as a clearly numbered attachment.*

Section 7. Program and Section 8. Graduation Requirements

A. Undergraduate Curricula:

- a. Does the catalog or bulletin have a description of its undergraduate programs containing the information requested below at i. through iii., including the degree programs for which approval is requested: Yes No At Page(s) _____ *If the answer is no, please provide this information as a clearly numbered attachment.*
- i. Describe on an attached sheet the pattern of general education as to specific requirements, how requirements may be met (credits, examinations, lower and upper level courses, etc.)
- ii. Are the requirements the same for all students? If no, what are the provisions for adjusting to individual programs?
- iii. Include a description of the graduation requirements for the specific majors.

B. Graduate Curricula

- a. Does the catalog or bulletin have a description of its graduate programs containing the information requested below at i. through iii., including the degree programs for which approval is requested? Yes No At Page(s): _____ *If the answer is no, please provide this information as a clearly numbered attachment.*
- i. Describe the pattern of the graduate degree programs, including those of the credit-bearing courses or degree programs for which approval is requested.
- ii. Are the requirements the same for all students? If no what are the provisions for adjusting to individual programs?
- iii. Include a description of the requirements for each degree conferred.

Section 8. Physical Facilities

Does the catalog or bulletin have a description of the physical plant of the institution as to numbers of building, provisions for administrative facilities, classroom instruction, laboratories, auditorium, conference rooms, faculty offices, infirmary, social rooms, library, media center, audiovisual center, performing and visual arts areas, student residences, etc.? Yes No At Page(s) _____ *If the answer is no, please provide this information as a clearly numbered attachment.*

Please attach any photographs, campus plot plans, or any other pertinent visual material in support of this item.

Section 9. Library *Please provide this information as a clearly numbered attachment.*

- a. Attach a description of the library holdings and media resources to which the student will have access. The information provided should include the following:

BOOKS:	Number of Different Titles	Number of Volumes	Number of Titles Copyrighted Within Five Years	Number of Volumes Added Within Five Years
Classifications				
General Works –				
Philosophy - Religion				
History				
America				
Geography – Anthropology				
Social Sciences				
Political Science				
Education				
Music				
Fine Arts				
Language – Literature				
Science				
Medicine				
Agriculture – Plant and Animal Industry				
Technology				
Military Science				
Naval Science				
Bibliography and Library Science				
Total				

PERIODICALS:

Classification	Number
Humanities	
Social Sciences	
Pure and Applied Sciences	
Periodical Index	

OTHER INSTRUCTIONAL MATERIALS:

TYPE OF MATERIALS	NUMBER OF TITLES OWNED	NUMBER OF TITLES RENTED OR BORROWED
CD-ROMs DVDs Internet Subscriptions Printers Copiers Software Programs Others (list)		

b. Describe the staffing of your library(ies) or media center(s)

Number of Professional Librarians _____

Number of non-professionals _____

Number of clock hours of student help per week _____

Hours the Library is open?

Weekdays: From _____ To _____

Weekends: From _____ To _____

c. What funds are allocated specifically to the Library:

For Staff _____

For Books _____

For Periodicals _____

For Other Media _____

For Computerized Loan Systems _____

d. Describe what arrangements, if any, have been made for faculty and students to have access to other library and media collections.

e. Describe current computer facilities for instruction and for student use.

f. Describe future plans for expansion of the library and media center and/or the computer facilities.

Section 10. Outcomes *Please provide this information as a clearly numbered attachment.*

a. Describe the means used for assessing the extent to which the institution is achieving its stated purposes and objectives.

b. How is undergraduate student achievement measured?

c. What means are used to assess the performance or achievement of graduates?

d. Describe existing or projected longitudinal studies of student achievement.

Section 11. Catalog and Announcements *Attach a copy of catalog and any regular announcements or publications of the institution. If the answer is no to any question, please provide this information as a clearly numbered attachment.*

- A. Does the catalog or bulletin show identification data such as volume number, date of publication, and period which the catalog covers? Yes No At Page(s): _____
- B. Does the catalog or bulletin show a complete calendar for the academic year, listing
- the legal holidays,
 - beginning and ending date of each quarter, term, or semester,
 - number of weeks of instruction per semester and class meetings per week, and
 - other important dates,
- including this information on the course(s) in Delaware Yes No At Page(s): _____
- C. Does the catalog show admission and graduation policies and procedures, a list of degrees conferred, both undergraduate and graduate, and requirements for each degree? Is there an outline for each curriculum and a description of each course offered (including the year in which the program was initially offered)? Yes No At Page(s): _____
- D. Does the catalog or bulletin show the policy and regulations relative to granting credit for previous education and training? Yes No At Page(s) _____
- E. Does the catalog or bulletin state the progress requirements for graduation or completion of the program, including the following (List the page where this information can be found):
- (a) The institution's policy and regulations relative to standards of progress required of the student (this policy will define the grading system of the institution). Yes No At Page(s): _____
- (b) The minimum grades considered satisfactory. Yes No At Page(s) _____
- (c) The conditions for interruption for unsatisfactory grades or progress and a description of the probationary period, if any, allowed by the institution. Yes No At Page(s): _____
- (d) The conditions of reentrance for those students dismissed for unsatisfactory progress.
 Yes No At Page(s): _____
- (e) A statement regarding procedures for handling progress records maintained by the institution and furnished to the student. Does this statement refer to items E.a. through E.d.?
 Yes No At Page(s): _____
- (f) The institution's policy and regulations relating to student conduct and conditions for dismissal for unsatisfactory conduct. Yes No At Page(s): _____
- F. Does the catalog or bulletin show detailed schedules of fees, charges for tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other charges?
 Yes No At Page(s): _____

G. Does the catalog or bulletin show the policy and regulations of the institution relative to the refund of tuition, fees, and other charges in the event the student does not enter the course or withdraws or is discontinued there from? Yes No At Page(s): _____

H. Does the catalog or bulletin have information concerning scholarships? Yes No
At Page(s): _____

I. Does the catalog or bulletin contain responsible procedures for equitably addressing student complaints or grievances? Yes No At Page(s): _____

ASSURANCES AND CERTIFICATION

1. If the State Board of Education deems it necessary for representatives to visit our institution for clarification and verification of material submitted, we understand that we will be responsible for all expenses incurred by the visitation committee members in connection with this approval, including but not limited to, the cost of transportation and other transfers, hotel accommodations, meals.
2. We certify that the material presented herewith and in our catalog is true and correct in content.

Signed for _____ this _____ day of
Name of Institution

_____, 20 _____.

President of Institution

Secretary

Sworn to and subscribed before me this _____ day of _____ 20 _____ .

Notary Public