

## Procedure 6.0701

### State Authorization Procedure

To make sure that the College is in compliance, the college has implemented a State Authorization [workflow](#) to manage the tasks and responsibilities. A comprehensive [website](#) is dedicated to State Authorization and is continuously updated.

The director of Library will be the single point of contact to coordinate, assist, and secure authorization from states that require educational institutions to be legally authorized in their state prior to offering online/distance education programs/courses to students residing in that state.

The director of Library and the Institutional Effectiveness staff will maintain information needed to determine eligibility in states and to complete authorization requests as necessary. The distance learning director and Institutional Effectiveness staff will maintain a database of out-of-state students enrolled in distance learning programs/courses and of instructors living out of state.

### PROCESS:

The director of LRC/DL is charged with ensuring compliance with any state authorization requirements for the College through the following steps:

1. Act as the clearinghouse to assist academic units that offer online/distance education courses or programs to students residing in other states to obtain authorization in those states as necessary.
2. Monitor and maintain information related to other states' post-secondary authorization requirements.
3. Maintain point of contact information for each state's authorization agency/agencies and correspond with points of contact as necessary.
4. Track enrollment of students from other states in College courses delivered by online/distance delivery and to notify deans and the chief academic officer of these enrollments. (Note: Some states require authorization for faculty residing in the state.)
5. Monitor new programs and courses in which students residing in other states might enroll to determine if the program/course meets an exemption status or if authorization must be obtained from a state or states when a need for authorization is determined.
6. Complete the authorization process for the required state or states.
7. Establish and monitor renewal cycles for states from which authorization has been obtained.
8. Provide website updates on how to file a complaint with accrediting agencies and relevant state approval authorities that USDOE requires to be available to students on the [college name] website.
9. Maintain the College's presence in the [SREB Electronic Campus](#).

## Procedure

10. Keep current concerning federal revisions of state authorization regulations and of progress of adoption of the national reciprocity agreement, SARA.
11. Work with the academic program/department from which the need for authorization arises to implement a plan and complete substantive change notifications if necessary.
12. Submit requisition for payment (if necessary) of fees required for state authorization in any state from which the need for authorization arose.

The vice president of academics, the vice president of institutional effectiveness, and the director of the Library will work closely to affirm the College's compliance with all requirements of state authorization

### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** [State Authorization Policy](#)

### History

**Senior Staff Review/Approval Dates:** 1/21/14

**Board of Trustees Review/Approval Dates:** 01/14/14

**Implementation Dates:** *Enter date(s) here*