

**Out-of-State Institutions Offering Instruction in Indiana  
with No Physical Presence\* in the State:**

**Application for Annual Renewal of Institutional Authorization**

**Institutional SARA Partners should only submit the NC-SARA Institutional Partnership Approval Letter (Renewal Application, and fee should not be submitted).**

1. Name of Institution:
2. Address of campus:
3. The institution is accredited by or seeking accreditation from:  
(Must be an accrediting agency that is recognized by the U.S. Department of Education or Secretary of Education)  
Submit documentation from the accrediting body indicating the institution’s current status.
4. The institution has its principal campus in the State of:
5. Institutional Control (Proprietary, Public, or Private, non-profit):
6. The institution is offering the following certificate, diploma, and degree programs to residents of Indiana (if only offering individual courses, indicate “none”):

<u>CIP Code</u>	<u>Program Name, and Program Level</u>

7. The institution is submitting payments in accordance with the following fee schedule (check made out to the State of Indiana):
  - Renewal application for institutional authorization: \$1,000.00
  - Annual renewal of each program (degree, certificate, diploma)
    - Per program listed on institutional renewal application \$25.00

Institutions seeking initial authorization should submit their application and payment prior to offering instruction in Indiana.

8. List the name of institutional director, phone number, and e-mail address:

**I affirm that the information submitted on this form is true and correct to the best of my knowledge:**

Person submitting this form: \_\_\_\_\_

Position title of person submitting this form: \_\_\_\_\_

Phone number contact of person submitting this form: \_\_\_\_\_

Email contact of person submitting this form: \_\_\_\_\_

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*\* Defining a Physical Presence*

*The Indiana Commission for Higher Education/Indiana Board for Proprietary Education considers any of the following activities to constitute a physical presence in the State of Indiana:*

- *On-going occupation of a physical location for instructional purposes;*
- *Maintenance of an administrative office to facilitate instruction;*
- *Short courses with more than 20 classroom hours, or equivalent thereof;*
- *A portion of a full-term course, more than two meetings and more than six clock hours, that takes place in a setting where the instructor or students physically meet; or*
- *Experiential learning opportunities, such as a clinical, practicum, residency, or internship, that have more than ten students from your institution physically and simultaneously present at a single field site.*

*The Indiana Commission for Higher Education/Indiana Board for Proprietary Education does not consider the following activities to constitute a physical presence in the State of Indiana:*

- *Advertising;*
- *Recruiting;*
- *Contractual arrangements in states (e.g., procurement contracts or online academic offerings provided through consortia agreements);*
- *Courses on military installations offered by an accredited institution and limited to active and reserve military personnel, dependents of military personnel, and civilian employees of the military installation;*
- *Faculty residing in the state;*
- *Field trips;*
- *Proctored exams held in the state;*
- *Operation of a server or other electronic service device;*
- *Short courses with 20 or fewer classroom hours, or equivalent thereof;*
- *A portion of a full-term course, up to two meetings and up to six clock hours, that takes place in a setting where the instructor or students physically meet; or*
- *Experiential learning opportunities, such as a clinical, practicum, residency, or internship, provided that:*
  - *Ten or fewer students from your institution are physically and simultaneously present at a single field site; and*
  - *The institution has already obtained all the necessary professional and licensure approvals (if any) to conduct the learning opportunity in Indiana.*