**Section 1030.60 Degree Authorization under the 1961 Act**

a) Criteria for New Certificate and Degree Programs

The Board requires that a non-public or out-of-state public institution demonstrate that it can maintain and operate a new degree program that meets the standard criteria for those degree programs. The following standard criteria are designed to measure the appropriateness of the stated educational objectives to the certificate or degree programs of a given institution and the extent to which suitable and proper processes have been developed for meeting those objectives:

1) All rules, criteria, and procedures defined in Section 1030.30 shall apply.

2) The objectives of the certificate or degree program must be consistent with what the degree program title implies.

3) The requested certificate or degree program shall be congruent with the purpose, goals, objectives and mission of the institution.

4) The caliber and content of the curriculum shall assure that the stated certificate or degree objectives for which the program is offered will be achieved.

5) The institution shall have adequate and suitable space, equipment and instructional materials to support institutional programs.

6) The education, experience and other qualifications of directors, administrators, supervisors and instructors shall ensure that the students will receive education consistent with the objectives of the program.

7) The information the institution provides for students and the public shall accurately describe the programs offered, program objectives, length of program, schedule of tuition, fees, and all other charges and expenses necessary for completion of the course of study, cancellation and refund policies, and such other material facts concerning the institution and the program or course of instruction as are likely to affect the decision of the student to enroll. This information, including any enrollment agreements or similar agreements, shall be available to prospective students prior to enrollment.

8) Fiscal and personnel resources shall be sufficient to permit the institution to meet obligations to continuing programs while assuming additional resource responsibilities for the new certificate or degree program.

9) The faculty, staff and instructors of the institution shall be of good professional reputation and character.

b) Procedures for Obtaining Authority to Award One or More New Certificates and/or Degrees

The Board shall approve all new certificate and degree programs in institutions described in Section 1030.10(b) that are not otherwise exempted in Section 1030.10(c). Institutions authorized to offer a program at a site within a region are not required to obtain additional approval to offer the same certificate or degree at a different site within the same region. Following is a description of the steps in the approval process:

1) New Certificate or Degree Program Request

A) The Chief Executive Officer of the institution seeking approval of a new certificate or degree program in the State of Illinois should make this intention known by completing a notice of intent on the form provided by the Board prior to submission of the request for approval. The notice of intent shall include the certificate or degree and program name, region where located, description of the program, demographics of the intended students, estimated enrollment, and contact person. Notices of Intent shall be publicly posted by the Board for no less than 30 days before Board action on the application and are active for one year after the public posting period expires.

B) The institution requesting permission to offer a new certificate or degree program will complete an application provided by the Board.

C) Information to be provided by the institution shall include:

i) program titles and descriptions;

ii) program objectives;

iii) curriculum;

iv) relationship of new programs to existing programs;

v) faculty;

vi) recommendation of internal governance bodies;

vii) facilities;

viii) finances; and

ix) program publicity information.

2) Governing Board Approval

The application shall be approved by the institution's governing board prior to submission to the Board.

3) Submission of the Application

Applications may be submitted to the Board at any time.

4) Board Staff Analysis

Following receipt of the application, Board staff will review and analyze the application and documentation submitted.

5) Additional Documentation and Site Visit

In the case of a proposed new certificate or degree program for which Board staff determines it is necessary to verify or supplement the information supplied in the application, the staff may request additional written documentation and/or arrange for a site visit.

6) Outside Consultants

The Executive Director of the Board, at his or her discretion, may utilize the services of outside consultants to assist the staff in a site visit and in the evaluation of the documentation submitted.

7) Staff Report

Following the staff analysis, Board staff will summarize its findings and develop a recommendation to the Board regarding the new certificate or degree program request. This recommendation will be shared with the applicant. This recommendation will be one of the following:

A) That the program be approved to admit students, with the appropriate certificates and/or degrees being awarded upon program completion, but no sooner than one year after the approval date; or

B) That the certificate or degree authority requested not be granted.

8) Staff Recommendations to the Board

The Executive Director of the Board will submit the staff recommendation for action to the Board at a regular meeting. The Chief Executive Officer of the institution, or a designee, will be invited to attend and may be asked to respond to Board questions. In the event the staff recommendation is negative, the applicant shall be given an opportunity to respond in writing. This response shall be transmitted to the Board at the same time as the staff recommendation.

9) Board Action

Following the Board's decision to approve or deny the certificate or degree-granting request, a letter signifying the action will be sent from the Executive Director of the Board to the Chief Executive Officer of the institution. A letter of approval will serve as official authorization for the institution to award the stated certificates and/or degrees.

10) Awarding Certificates and Degrees

Institutions shall not award new degrees until one year after authorization by the Board to do so.

11) New Application

Any institution denied approval to award a new certificate or degree must file a new application in order to be given subsequent consideration for approval.

12) Advertising of Certificate and/or Degree Programs

A) An institution may state that it is approved or authorized to award a certificate or degree in the State of Illinois only after that approval has been officially granted and received in writing from the Board.

B) An institution shall not advertise or state in any manner that it is "accredited" by the Board to award certificates and/or degrees.

C) No institution shall publish or otherwise communicate to prospective students, faculty, staff or the public misleading or erroneous information about the certificate- or degree-granting status of a given institution.

13) No Program Changes for the First Year

Institutions applying after December 15, 2008 shall not deviate from the approved plan for one year after the date of the letter of approval.

14) Institutions Exempt from Approval

Institutions offering a previously authorized certificate or degree program at another site within the same region shall not be required to apply for additional Board approval.

(Source: Amended at 42 Ill. Reg. 66, effective December 19, 2017)