



Maryland Higher Education Commission
Application for Designation as
an Institution Eligible to Provide Distance Education

Institution

Address

Name and title of submitter

E-mail

Phone

Date

Please list each degree to be offered, title of program, HEGIS code, CIP code:

An institution of higher education operating in the State that is required to have a certificate of approval from the Commission under COMAR13B.02.01 or 13B.02.02 may request that the Secretary designate the institution as eligible to provide distance education.

An institution desiring to be designated as eligible to provide distance education shall submit an application to the Secretary, that demonstrates that:

Distance education is consistent with the institution's mission.

Please provide how distance education is consistent with the institution's mission:

Institutional resources and the source of funds to support distance education are sufficient.

Please provide a detailed description of institutional resources and sources of funding to support distance education:

Academic oversight, quality control, and student services to be provided shall be sufficient to provide distance education.

Please provide a detailed description of academic oversight, quality control, and student services to be provided for distance education:

Student support, including but not limited to technical support, learning resources such as library resources, student support services such as disability services, and student services such as financial aid, academic advising, and career planning, shall be sufficient to support students enrolled in distance education.

Please provide a detailed description of student support services for students enrolled in distance education:

Faculty supports shall provide for best practices and pedagogy in distance education.
Please provide a detailed description of faculty supports that provide for best practices:

A list of intended programs to be offered as distance education.
Please provide a list of programs that intend to use distance education as a program modality:

An affirmation that a program's curriculum and objectives shall be coherent, cohesive, and comparable regardless of program modality. Please provide a signed letter from any appropriate academic leadership that affirms any programs will have coherent, cohesive, and comparable objectives regardless of program modality.

Letter provided: If no letter is available, please explain:

Yes

No

A signed statement from the President of the institution that the institution shall comply with the C-RAC guidelines. In addition to this form, please provide a signed letter from the President indicating the institution's commitment to comply with the C-RAC guidelines.

Statement provided: If no statement is available, please explain:

Yes

No

Any complimentary materials submitted to the institutional accreditor for approval to offer distance education. *Please list any additional materials included:*

An application(s) can be submitted electronically to acadprop.mhec@maryland.gov or via postal mail. Please submit a **coversheet** along with the **application** and a **cover letter** addressed to the Secretary requesting approval.