



## REQUEST FOR AUTHORIZATION TO OFFER COURSES OUTSIDE ASSIGNED SERVICE AREA

Nebraska state statutes allow institutions to offer programs outside their geographic or programmatic service areas only with approval from the Coordinating Commission (NRS § 85-1413 (5) (f)).

### Procedures for Institutions Seeking Approval

1. Identify the institution/s in whose service area the proposed course or program would be offered. See Chapter 7 of the [Comprehensive Statewide Plan for Postsecondary Education](#) for geographic service areas
2. Complete the Request Form and send it to all representatives of each affected institution by email (see Institutional Contact List). Copy the email to the Commission and sector representatives on the list. Institutions have three working days to respond to the notification. Institutions should respond by email to the Commission either “No Objection” or “Objection” with rationale.
3. Requests should be submitted to the Commission office prior to the beginning of the course. Institutions are encouraged to submit requests at least 60 days prior to the beginning of the course.
4. The Executive Director or the Commission may request additional information deemed necessary for an appropriate determination.
5. The Executive Director may act on the request or may refer the request to the Commission for action. The Executive Director will notify the applicant about a decision to refer the request to the Commission and about any action taken on the request by the Executive Director or by the Commission. The Executive Director will also send such notification to any other institution requesting the notification.
6. The applicant or any institution required to be notified under this rule may appeal an action taken by the Executive Director. The appeal must be submitted in writing to the Executive Director by the CEO of the institution or the designee of the CEO within seven working days after the action. The appeal should explain in detail reasons for the objection to the action. The Executive Director will reconsider the action and may affirm or reverse the action. If the action is affirmed the appeal will be referred to the Commission for action.
7. Address procedural questions to Commission staff listed on the contacts page.
8. Applicants may refer to Title 281, Nebraska Administrative Code, Chapter 10, *Rules and Regulations Concerning Off-Campus Programs*, for additional information.