

**POLICIES AND PROCEDURES ON THE
ESTABLISHMENT AND APPROVAL OF
NONPUBLIC COLLEGES AND UNIVERSITIES IN
MICHIGAN**

**Michigan Department of Labor and Economic Growth
Office of Postsecondary Services**

October 2003

OCTOBER 2003

NOTICE TO THE PUBLIC

Executive Order No. 2003-18 (October 2, 2003) transferred all of the statutory powers relating to educational corporations from the Department of Career Development to the Department of Labor and Economic Growth. This includes Sections 170 to 177 of the Michigan General Corporations Act, 1931 PA 327, MCL 450.170 to 177, and Section 10(c) of 1964 PA 287, MCL 388.1010 (c), regarding educational corporations and foundations, except any policy-making authority retained by the State Board of Education.

Executive Order 1999-12 (October 1999) transferred those same previous State Board of Education statutory powers relating to educational corporations from the Superintendent Public Instruction to the Department of Career Development.

Executive Order 1996-12 (December 19, 1996) transferred all of the State Board of Education “statutory powers, duties, functions and responsibilities a relates to educational corporations to the State Superintendent of Public Instruction.” The order further stated that the “State Board of Education shall retain its’ policy making authority with regard to these statutory provisions by determining the policies, if any, on which the administration of these provisions shall be based.”

The administrative statutory powers, duties, functions and responsibilities of the Superintendent of Public Instruction are set forth in provisions of the Michigan Compiled Laws regarding the administration of postsecondary services. The administrative statutory powers, duties, functions and responsibilities include:

1. Ill.388.1010(c) regarding the inspection of educational corporations;
2. mmm.388.1014a regarding the deposit and maintenance of records of nonoperating education agencies;
3. vvvv.450.177 et seq. regarding the supervision, inspection, and visitation of educational corporations,

The attached Policies and Procedures document dated July 1979 and developed under the authority of the State Board of Education prior to Executive Orders 1996-2 (December 19, 1996), 1999-2 (October 1999), and Executive Orders 2003-18 (October 2, 2003) remain in effect. However, when reading these policies and procedures, please keep in mind the following:

1. Any reference to the “Superintendent of Public Instruction” should be substituted with the “Director of Department of Labor and Economic Growth.”
2. Any reference to the “Department of Education should be substituted with the “Department of Labor and Economic Growth.”

The three Executive Orders, mentioned above, did not affect the State Board of Education’s policy-making authority.

TABLE OF CONTENTS

I. Introduction

Educational Enterprises Defined
Names of Educational Enterprises
Degree Nomenclature
Triennial Inspections by the State Board of Education
Annual Reports to the State Board of Education

II. Adequacy of Educational Enterprises

Housing Space and Administrative Facilities
Educational Programs
Laboratories, Libraries, and Other Teaching Facilities
Faculty and Staff
Required Capitalization
Procedures for Inspection by State Board of Education

III. Procedures for Evaluation of Proposals for Filing Articles for Educational Corporations

APPENDICES

- A. Authority of the State Board of Education
Relative to Private Colleges and Universities
- B. Educational Corporations (Act 327 of the Public Acts of 1931,
as amended, Michigan Compiled Laws 450.170-450.177)
- C. Nonincorporated, Privately Operated Institutions (Act No. 142 of the
Public Acts of 1964, as amended, Michigan Compiled Laws 390.771-390.772)
- D. Foreign Corporations (Act 284 of the Public Acts of 1972, Michigan Compiled
Laws 450.2001-450.2021)
- E. Outline of a Report to the State Board of Education
Requesting Approval of Articles of Incorporation for an
Educational Corporation with Authority to Grant Degrees

I.

INTRODUCTION

The Michigan State Board of Education has broad authority regarding the establishment and approval of nonpublic institutions of higher education. This authority is derived principally from language contained in the State's General Corporation Code,¹ which requires approval of the State Board of Education prior to the issuance of a corporate charter which would permit the granting of college degrees and approval of revisions of charters affecting the educational purpose of the institution. Similar authority over non-incorporated, privately operated colleges is provided under a separate legislative act.² The State Board of Education also has authority over nonpublic institutions from outside of Michigan seeking to conduct classes or programs for degree credit within the state.³

Questions which have arisen regarding interpretation and application of these statutes have resulted in several opinions being issued by the State Attorney General, covering specific points of the State Board of Education's authority in this area (see Appendix A for a summary and discussion.)

In general, The State Board of Education is empowered to review, prior to operation, any proposed corporation charter containing authority for granting of collegiate credit or leading to the award of any collegiate degree, which would be conducted within the State of Michigan by a nonpublic institution. The State Board of Education must also give prior approval to any amendments to existing articles of incorporation of a nonpublic college or university which wishes to expand its scope of operation of degree offerings beyond that permitted by its present charter.

Specifically, the State Board of Education must review the proposed program in the following areas:

1. Housing space and administrative facilities
2. Proposed Educational program

¹ Act No. 327 of the Public Acts of 1931, as amended (Michigan Compiled Laws 450.170-450.177) Appendix B.

² Act No. 142 of the Public Acts of 1964, as amended (Michigan Compiled Laws 390.771-390.772) Appendix C.

³ Act No. 284 of the Public Acts of 1972, (Michigan Compiled Laws 450.2001-450.2021) Appendix D.

3. Laboratory, library, and other teaching facilities
4. Faculty and staff
5. Minimum paid-in capital as required by Act 327 and board policy.

The Attorney General has rules that the State Board of Education must make a finding of adequacy on each of the five areas prior to completion of filing of articles of incorporation (or issuance of a Certificate of Authority in the case of out-of-state institutions). No courses or programs may be conducted in the state until the review process has been completed, the State Board of Education has taken formal action approving the proposed program, and the charter or Certificate of Authority is issued by the Corporations and Securities Bureau of the Department of Commerce.

Educational Enterprise Defined

An enterprise, whether it is operated or to be operated for profit or nonprofit, shall be subject to the provisions of these policies if:

1. The name of the enterprise includes the word “college”, “university”, “institute”, “academy ”, or “school”, unless there is a requirement for approval or licensure under some other Act, such as non-degree granting private vocational schools and business institutes, schools of nursing, barbering or cosmetology, flight school, etc.
2. Notwithstanding the absence of the words “college,” “university,” “seminary,” “academy,” “school,” or “institute” in the name of the enterprise, if one or more of the purposes is clearly that of providing training or educational activities, on an organized basis to persons who enroll for such training or activities, which would purport to result in the granting of collegiate credit or credits.

Names of Educational Enterprises

A proposed educational enterprise, shall carry a name that is in accordance with the following policies:

1. An educational enterprise whose highest degree offered results from a course or courses of less than four years in length culminating in the granting of an "associate" degree shall carry the words "junior college" in its name.
2. The use of the words "community college" in the name of a proposed educational corporation shall not be used. This title shall be restricted to the exclusive use of public two-year institutions.
3. The name of a proposed educational enterprise shall not carry the word Auniversity@ unless two or more degrees to be offered are at the masters level, excluding first-professional degrees in Law, Medicine, or Theology.
4. Although the word "Michigan" may be used in the name of a proposed educational enterprise, the use of the word "State" shall be restricted to public institutions.

5. The name of a proposed educational enterprise shall not be such that it might be confused by the general public with the name of the educational enterprise already in existence.

Degree Nomenclature

An associate degree shall be granted only after the successful completion of at least 60 semester hours or equivalent of collegiate level study.

A bachelor's degree shall be granted only after the successful completion of 120 semester hours or equivalent of collegiate level study.

A master's degree shall be granted only after the successful completion of the requirements for a bachelors degree and at least 30 semester hours of credit or the equivalent in courses applicable to the graduate degree

The doctoral degree shall be granted only after the successful completion of minimum of three years of full time graduate study or equivalent (90 semester hours or equivalent quarter or term hours) beyond the bachelors' degree, including dissertation credits or research study.

The Bachelor of Theology shall be based on at least five years of collegiate level work. The first two years of work (60 semester hours), must be taken in general education areas such as English, Social Science, History, Music, or the academic study of languages which may include Latin, Greek, or Hebrew.

The Bachelor of Arts in Biblical Literature shall not be authorized by the State Board of Education.

The Bachelor of Religious Education degree would be based, in addition to other requirements, on a major in Bible Literature and shall be based on the completion of a four-year collegiate level courses, including the major in Bible and two minors of fifteen semester hours each in general education areas, as defined above.

In general, degree nomenclature and the structure of degree programs shall be reasonably consistent with programs offered and acceptable to other institutions of higher education authorized to operate in the State of Michigan.

Semester Credit Hour is a unit used in measuring and recording the work completed by a student in an institution of higher education. For the purposes of these policies, a Semester Credit is defined as a minimum of 800 minutes of classroom contact instruction for one semester hour=s credit in a lecture or discussion class.

Suitable equivalencies in quarter or term hours, or alternative measures of student progress to accommodate non-traditional programs are acceptable, subject to evaluation by the review Committee appointed by the State Board of Education.

Triennial Inspections by the State Board of Education

Section 177 of Act 327 provides for inspections of educational corporations by the State Board of Education at least once every three years, and for the State Board of Education at least once every three years, and for the filing of a report such inspection with the Michigan Corporation and Securities Commission. As part of such inspections, the State Board of Education is required to determine if the institution is in compliance with all requirements of the Act.

Annual Reports to the State Board of Education

On or before the first day of December of each year, the trustees of an educational corporation are required to report the following information to the State Board of Education; as required by law:

1. The name of each trustee, officer, teacher, and number of students.
2. A statement of the property, amount of stock subscribed, donated, and bequeathed, and the amount actually paid in, an
3. Such other information as will tend to exhibit the institution=s condition and operations.

II

ADEQUACY OF EDUCATIONAL ENTERPRISES

In reviewing the adequacy of a proposed educational enterprise in terms of the five elements specified in the statutory provisions, the State Board of Education shall rely principally on the following sources of information.

- a. A written report submitted by the applicant (including a copy of the articles of incorporation or proposed amendments if applicable), brochures and descriptive material, proposed catalogs, architectural plans, and a description of the educational program and instructional staff;
- b. A written opinion by an ad hoc committee of scholars appointed by the State Board of Education, representing educational institutions established and operating in Michigan, concerning the adequacy of the proposal.

Housing Space and Administrative Facilities

As a prerequisite to review by the State Board of Education, the applicant shall provide evidence of compliance with the requirements of the State Fire Marshal and public health authorities as to the health and safety condition of all facilities. The State Board of Education shall judge the housing space and administrative facilities in terms of the degree to which these are adequate to carry out the purposes of the proposed educational program. Access must be provided for handicapped students as required by state and federal laws.

Educational Program

The review of the adequacy of the proposed educational program shall take into consideration the basic purpose of the proposed program, how the proposed program will benefit citizens of Michigan, who will be served, and how the program will meet the needs of potential students. Adequacy of the proposed curriculum shall be evaluated in terms of the degrees offered. There shall be provisions for assurance that a high level of quality can be maintained in all course and program offerings.

In addition to a review of the proposed academic program, the State Board of Education shall seek evidence of nondiscrimination in terms of student admissions appropriate to the type of institution, and that admissions policies for beginning students as well as transfer students are clearly stated. The Board should be satisfied that there would be provision for student personnel services, including access to counseling and health services.

The instructional and administrative organization for support of the educational program shall contain evidence of adequate organization of faculty resources to meet instructional objectives, and that proper supervision of the instructional program shall be maintained.

Laboratories, Libraries, and Other Teaching Facilities

Classroom facilities, class laboratories, and other teaching facilities shall be adequate and appropriate to the type of level of instruction to be offered, as determined by the review committee. Provision shall be made for the library collection, including text and non-text materials, to be in the possession of the institution at the time classes are to be started for institutions domiciled in the State of Michigan. Out-of-state institutions shall provide copies of written assurance that access will be provided to library materials for all students enrolled, which would be adequate for the program of instruction.

Faculty and Staff

In general, information should be available regarding the qualifications of the faculty and staff indicating a capability to carry out proposed assignments. Faculty members shall possess at a minimum a degree in the discipline in which they teach at one level beyond the degree level being proposed, or shall possess a terminal degree in a professional field. The use of part-time faculty at new institutions or for new higher degree programs at existing institutions shall be discouraged. Although the use of part-time faculty is permitted, the provision for an adequate full-time faculty and staff shall be a critical factor in the evaluation of any proposal.

Required Capitalization

In accordance with the provisions of Section 450.171 of the Compiled Laws of 1970, the State Board of Education shall require evidence of capital paid in or reduced to possession:

1. If the proposed corporation is to be a Class X corporation (junior college) in an amount necessary so that anticipated income over the first two years of its operation from tuition, fees, gifts, and other sources will be sufficient to operate, equip, and house the proposed program for those two years; or
2. If the proposed corporation is to be a Class W or Y corporation (college or university) an amount of cash in hand sufficient to equip, house, and to operate the proposed programs for the first year of its operation along with submitted reasonable evidence for concluding that income from tuition, fees, and other sources during the first three calendar years will be sufficient also to operate the proposed corporation during those three years.

Procedures for Inspection by State Board of Education

At such time as the State Board of Education determines that an inspection shall be made of an educational institution in accordance with the provisions of Section 177 of Act No. 327 of the Public Acts of 1931, as amended, the State Board shall appoint a review committee which shall follow the procedural steps outlined in the next section, starting with Step 3.

III

PROCEDURES FOR EVALUATING PROPOSALS FOR FILING ARTICLES FOR EDUCATIONAL CORPORATIONS

The Department of Education shall follow the procedural steps outlined below for the processing of proposals regarding degree-granting educational institutions:

1. Receive proposed or amended articles or application for a certificate of authority from incorporators or from the Corporations and Securities Bureau and review for compliance with statutory requirements, including fire and health certification.
2. Request a detailed written report from the incorporators following the format shown in Appendix E.
3. Prepare a request for State Board of Education action for appointment of an ad hoc committee of scholars which would consist of individual from similar educational enterprises in Michigan, to evaluate the articles and written information and to visit such premises as might exist. If the proposal is for amendment of the articles of incorporation of an institution already approved for operation in the state, for a program related to degrees already approved, staff may recommend that anointment of a review committee be waived and that the proposal be approved without further review.
4. If the recommendation of the committee of scholars is unfavorable, the incorporators shall be informed in writing and shall be given an opportunity to comment on the committee=s findings. The incorporators shall be advised of their right to appeal the findings and recommendation of the committee of scholars to the State Board of Education, or to withdraw or modify their proposal.
5. The State Board of Education shall receive the report and recommendations of the committee of scholars at a regular meeting, together with a staff recommendation for approval or disapproval of the proposal.
6. Upon approval by the State Board of Education the Michigan Department of Commerce, Corporation and Securities Bureau, shall be notified. In the event that the proposal is disapproved by the State Board of Education or that an amendment to the proposed articles is required as a condition of approval, this step shall include a direct notification of the incorporators that such action has been taken.

The services of members of the ad hoc review committee shall be sought without expense to the State of Michigan. If members of the committee cannot be reimbursed for actual expenses by their own institution, the proposing institution shall be requested to provide for the reimbursement of expenses connected with committee activities.

APPENDIX A

DEPARTMENT OF EDUCATION BUREAU OF HIGHER EDUCATION

AUTHORITY OF THE STATE BOARD OF EDUCATION RELATIVE TO PRIVATE COLLEGES AND UNIVERSITIES

The prevailing philosophy for institutions of higher education in Michigan is one of institutional autonomy. This ideal has been preserved in the State Constitution by the granting of planning and coordinating authority to the State Board of Education rather than by more direct state control. The rationale for State Board of Education involvement in planning and coordination of higher education programs with state institutions is easily defensible on the basis of state financial support to these institutions and the fact that regardless of the governing aspects of such institutions, Michigan public colleges and universities have an implied responsibility to the State of Michigan and, consequently, its government.

The relationship between the State and private institutions is not so obvious. In fact, the American ideals of separation of church and state and the value of private enterprise would argue strongly against any state interference with these private institutions. There is, however, a need to involve the private institutions in statewide planning for higher education if such planning is to be meaningful and inclusive. The purpose of this paper is to show wherein the State Board of Education acquires any authority to make decisions which might be legally binding on private institutions of higher learning.

Scrutiny of regulations governing private institutions reveals that the State Board of Education actually has certain authority over private institutions which it does not have over the public ones. The following citations govern the relationship between private colleges and universities and the State Board of Education.

1. Attorney General's Opinion No. 3442, dated December 19, 1960, gives the State Board of Education the authority to decide if an institution, applying for incorporation, is actually educational in nature. In making this decision, the Department of Education staff has used the following criteria to define an organization with an educational purpose:
 - a. The name of the enterprise to be operated by said corporation includes the word "college," "university," "academy," "institute," or "school," provided the approval, accreditation, or licensure of such college, university, or school is not relegated, by other prevailing statutory provisions, to another state board or agency (Cosmetology, Barbering, Optometry. etc.)

One or more of the purposes of the enterprise is clearly that of providing training or educational activities, on an organized basis, to persons who enroll for such training or activities.

2. If the institution is educational and desires to be incorporated, then it is subject to the Michigan Corporation Code (Act 327, P.A. 1931,) as amended in 1938. This act provides that every educational corporation, before being authorized to file its Articles,

shall be required to present a written statement to the Michigan Corporation and Securities Commission from the State Board of Education concerning the adequacy of existing or proposed (1) housing space and administrative facilities, (2) educational programs leading to diplomas or degrees to be offered, (3) laboratories, libraries, and other teaching facilities, (4) staff, and (5) capital paid in or reduced to possession. Additional criteria are outlined in the Act itself and may also be found in Sections 798-805 of the General School Laws, Revision of June, 1960, being Sections 450.170-450.177 of the Compiled Michigan Laws of 1948, being Sections 21.171-21.178 of the Michigan Statutes Annotated. The following is a summary of the various sections of this act.

- a. Section 450.170--Educational Corporations--describes who may incorporate and for what purpose.
 - b. Section 450.171--Capital Paid In--defines four financial classifications of institutions. The amount of capitalization required is dependent on the category of the institution. This section also states the areas for evaluation. It also requires that any future change in the educational program must be approved by the State Board of Education.
 - c. Section 450.172--defines the kinds of institutions of higher education in terms of the financial classifications. In general the categories are baccalaureate institutions (Class W), less than four-year institutions (Class X), graduate institutions (Class Y), and denominational institutions (Class Z).
 - d. Section 450.173--Articles of Incorporation--describes what must be included in the Articles, method of filing, and requirements for changing classes.
 - e. Section 450.174--Acceptance of property--describes responsibilities and duties of directors or trustees in regard to gifts, legacies, and bequests.
 - f. Section 450.175--Powers of Board of Directors or Trustees--recognizes the control of such boards and suggests activities which they may engage in.
 - g. Section 450.176--Privileges of Holders of Diplomas and Certificates--describes the rights of persons who earn diplomas and certificates and the relation of these diplomas and certificates to the State regulated occupations and professions.
 - h. Section 450.177--Inspection by the State Board of Education--provides for an annual report stating the names of trustees, officers, teachers, number of students, financial status, and other information relating to "condition and operations." This section also requires a triennial inspection of each institution to ascertain the "condition, management, instruction and practices," and provides that if the law is not complied with, the State Board of Education "may institute proceedings at law for the dissolution of such corporation."
3. In order to implement these sections of the law, the staff of the Department of Education has developed certain operational policies:

- a. Names of educational enterprises
- (1) An educational corporation offering courses of less than four years in length which culminate with the granting of a certificate usually referred to as an “associate degree” and using the word “college” in its name, shall carry the word “junior” in the name of such an enterprise.
 - (2) In accordance with the obvious intent of Act 189, P.A. of 1951, the words “community college” shall not be used in the name of a proposed educational corporation.
 - (3) The word “university” may not be used in the name of a proposed educational corporation unless:
 - (a) The degrees or certificates to be offered to enrollees are consistent with those offered by reputable and existing public and private universities in Michigan.
 - (b) The internal administrative organization of the enterprise is consistent with the administrative organizational structure of reputable and existing public and private universities in Michigan.
 - (4) The word “Michigan” may be used in the name of a proposed educational corporation, but the word "state" is restricted to those public enterprises controlled and operated by a state board or agency.
 - (5) The name of a proposed educational corporation shall not be such that confusion shall result from similarities to the name of an educational enterprise already in existence.
- b. Degrees offered:
- (1) Associate degree--shall be granted only after the successful completion of at least 60 semester hours of collegiate level credit of which 15 semesters hours shall be in general education. If, however, the degree to be granted is an Associate of Arts degree, then 30 semester hours must be in general education.
 - (2) Bachelor’s degree--shall be granted only after the successful completion of at least 120 semester hours of collegiate level credit. Thirty semester hours (two minors of 15 semester hours each) shall be in general education. If, however, the degree to be granted is a Bachelor of Arts degree, then 60 semester hours must be in general education which shall consist of at least one major (24 semester hours) and one minor (15 semester hours) in general education.

- (3) Master's degree--shall be granted only after the successful completion of the requirements for a Bachelor's degree and subsequent completion of at least 30 semester hours of graduate level credit.
 - (4) Bachelor of Theology--shall be based on at least five years of collegiate level work. If the institution granting the degree is not accredited, the students' first two years (60 semester hours) must be taken in general education from a regionally accredited institution.
 - (5) Bachelor of Arts in Biblical Literature--shall not be authorized by the State Board of Education. The emphasis on Biblical Literature negates the meaning implied by a Bachelor of Arts degree.
 - (6) Bachelor of Religious Education--shall be based on a four-year program with a major in Bible Literature and two minors (15 semester hours each) from general education.
- c. Adequacy of Staff--instructors are to be assigned in areas for which they have been academically prepared. Also, the instructional staff should hold degrees which are at least one degree beyond that for which the student is enrolled.
- d. State inspections--there are three types of institutional inspections required by law.
- (1) Initial institutional approval--prior to the operation of an institution of higher education, a visitation committee, composed of representatives of other approved institutions of higher education and staff members of the Department of Education, visits the proposed institution to ascertain their adequacy in meeting the minimal standards as prescribed by Act 327. This committee is nominated by the Bureau of Higher Education and approved by the State Superintendent of Public Instruction. The consolidated report and recommendation from this committee forms the basis for the State Board of Education approval or disapproval of new institutions.
 - (2) Institutions desiring to make changes in their purposes or programs--institutions desiring to make such changes are required to have these changes approved by a visitation committee following the same procedure as that used for initial approval of institutions.
 - (3) Triennial inspections--the legal requirement for triennial inspections, as it pertains to institutions of higher learning, has not been implemented. Presently, this responsibility has been delegated to the Accreditation and Approval Section of the Bureau of Higher Education, and procedures for carrying out this responsibility are being developed.
 - (4) A resolution by the State Board of Education in August, 1966, has also had implications for authority over private institutions. That resolution stated that private educational corporations must be eligible for inclusion

in the United States Office of Education Directory, Part 3 in order to be included in the Directory of Institutions of Higher Learning in Michigan. The criteria for listing in Part 3 are:

- a. Institutions accredited or approved by a nationally recognized accrediting agency, by a state department of education or by a state university are eligible for inclusion.
- b. Institutions not meeting requirements of the above criterion are eligible for inclusion if their credits have been and are accepted as if coming from an accredited institution by not fewer than three accredited institutions.

This action by the State Board of Education has been interpreted to mean that only institutions listed in the USOE publication, and subsequently in the Directory of Institutions of Higher Learning, can qualify for State student financial aid programs. Consequently, this Board action has affected the private institutions of higher learning in both a status and a financial way.

5. Act 142, of the P.A. of 1964, authorized the State Board of Education to provide minimum requirements for non-incorporated privately operated institutions which heretofore had been exempt from such requirements. This statute applies to any private non-incorporated institution which purports to offer degrees, diplomas, or certificates based on two or more years of education beyond high school. In essence, this act places these unincorporated schools under the same general areas of approval as the incorporated schools.

In summary, the State Board of Education exercises a considerable degree of control over private colleges and universities. It presently has authority to:

1. Decide if an institution is educational in nature.
2. Decide if an institution may begin operations on the basis of housing, program, facilities, staff and financial stability.
3. Limit the use of certain names for an institution.
4. Decide on the adequacy of degrees of an institution.
5. Approve changes in programs for an institution.
6. Decide which institutions may be listed in state publications.
7. Decide which institutions may qualify for state scholarship assistance to their students.
8. Require annual reports from private institutions.
9. Require triennial inspections of private institutions.
10. Initiate proceedings for dissolving institutions not complying with the law.

Revised
4/9/68

APPENDIX B

EDUCATIONAL CORPORATIONS (ACT 327 OF THE PUBLIC ACTS OF 1931, AS AMENDED, MICHIGAN COMPILED LAWS 450.170-450.177)
(See www.michiganlegislature.org)

APPENDIX C

NONINCORPORATED, PRIVATELY OPERATED INSTITUTIONS (ACT NO. 142 OF THE PUBLIC ACTS OF 1964, AS AMENDED, MICHIGAN COMPILED LAWS 390.771-390.772)
(See www.michiganlegislature.org)

APPENDIX D

FOREIGN CORPORATIONS (ACT 284 OF THE PUBLIC ACTS OF 1972, MICHIGAN COMPILED LAWS 450.2001-450.2021)
(See www.michiganlegislature.org)

APPENDIX E

Outline of a Report to the Director, Department of Labor and Economic Growth Requesting Approval of Articles of Incorporation

The following outline includes a list of areas, which should be covered in a report to the Director, Department of Labor and Economic Growth as part of the requirements of Act No. 327 of the Public Acts of 1931, as amended (Sections 450.171 through 450-177 of the Michigan General Corporation Code).

- I. Housing Space and Administrative Facilities (Existing and Proposed)
 - A. Size and character of available and proposed buildings
 - B. Planned use in terms of instructional and administrative programs
 - C. Evidence of compliance with state health and fire regulations

- II. Proposed Educational Program
 - A. Basic purposes of the proposed institution (describe fully)
 - B. Major curricula leading to the proposed educational objectives
 1. Diploma and/or certificate programs, courses, etc.
 2. Degree programs, courses, etc.
 3. Other programs, including correspondence course offerings
 - C. Conditions for accepting students and other policies on admissions
 1. Beginning students
 2. Transfer students
 - D. Student Personnel Services
 1. Scope of student counseling services
 2. Health services
 - E. Instructional Organization
 1. Faculty assignments, including number of students per teacher and hours of instruction per week in lecture, laboratory, or demonstration, including typical daily and/or academic year schedule showing staff assignments
 2. If computer based instruction is to be taught, identify the courses
 - F. Administrative Organization
 1. Supervisory policies
 2. Reporting policies

- III. Laboratories, Libraries, and Other Teaching Facilities
 - A. Size and nature of proposed classrooms and class laboratories--existing and projected
 - B. Size and nature of proposed libraries, including description of the library collection--existing and projected

- IV. Faculty and Staff
 - A. Qualifications of staff to carry out proposed assignments--degrees earned, major and minor fields of study, teaching experience, and other qualifications
 - B. Faculty, list of subject matter and qualifications
 - C. Planned use for full-time and part-time assignments
 - D. Tenure and conditions of appointment or selection

- V. Required Capitalization
 - A. Provide information on capitalization

EXHIBITS - The report should be accompanied by appropriate exhibits in order to provide a comprehensive representation of the institution:

1. Admissions application forms, registration forms, or other documents related to admissions or enrollment of students
2. By-laws, procedures, or rules of the governing board
3. Catalogs, brochures, bulletins, and publicity materials
4. Class schedules, actual or proposed
5. Student handbook
6. Other materials deemed relevant and appropriate

PLEASE SUBMIT 10 COPIES OF THE REPORT TO:

DIRECTOR
MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH
OFFICE OF POSTSECONDARY SERVICES
VICTOR OFFICE CENTER, 3RD FLOOR
201 NORTH WASHINGTON SQUARE
LANSING, MICHIGAN 48913