



West Virginia Higher Education Policy Commission  
 West Virginia Community and Technical College System  
 1018 Kanawha Boulevard East, Suite 700  
 Charleston, WV 25301  
 www.hepc.wvnet.edu  
 www.wvctcs.org



The necessity of obtaining authorization to operate as a degree granting institution in West Virginia is based on whether physical presence is established. As stated in Series 20, *Initial Authorization of Degree-Granting Institutions*:

“Physical presence” means an actual presence in the state, online or on-site, for the purpose of conducting activity related to: a postsecondary educational institution; educational service; dissemination of educational credentials; enrollment, solicitation or advertising. Physical presence as further outlined for purposes of authorization shall include but not be limited to: a) An instructional site within the state; b) Dissemination of an educational credential from a location within the state; c) An agent, whether compensated or not, who is utilized for the purpose of administering, coordinating, teaching, training, tutoring, counseling, advising, recruiting, or any other activity on behalf of the sponsoring institution; d) Advertising, promotional material or public solicitation in any form that targets West Virginia residents through distribution or advertising in the state; e) Instructional delivery that receives assistance from any another organization within the state in that delivery; f) Clinical experiences, internships, or other similar curricular requirement. Activities exempt from this definition include: online instructors residing in West Virginia but having no direct, in-person contact with students and individuals participating in college fairs coordinated by the Commission/Council and local school districts.”

In order to determine whether physical presence has been established, please respond to the following questions and return the document to the address provided above. If you indicate “YES” on any of the questions, please provide an explanation.

1. Institution Name: McNeese State University
2. Institution Location:  
4205 Ryan Street, Lake Charles, LA 70609  
Address, City, State, Zip
3. Will you employ individuals in West Virginia to provide administration, coordination, teaching, training, tutoring, counseling, advising, or recruiting? (Please note that “employ” does not require that compensation be provided.)  
 Yes       No
4. Will there be any advertising that targets West Virginia residents specifically?  
 Yes       No
5. Will the online program require West Virginia residents to participate in any clinical component or internship in the State?  
 Yes       No
6. Will the online delivery be assisted by any organization located in West Virginia?  
 Yes       No

In addition, please indicate what accreditation your institution holds.

Southern Association of Colleges and Schools Commission on Colleges

**NOTE: If Commission staff determines that the institution’s activities constitute physical presence, the institution shall submit an initial application fee of \$500.00**

**Remit to the Attention: Dr. Mark Stotler, Academic Affairs, at the above listed address.**