## DITEB Supplemental Communications GUIDE on Degree-Granting Authority for DoD Institutions

| Reference: | DoDI 5545.04 “Congressional Reporting for Military Educational Institutions Seeking to Establish, Modify, or Redesignate Degrees” |
| Purpose: | To provide information, procedures, and a notional timeline related to the process leading to degree-granting authority for a DoD institution. |
DoDI 5105.04 Department of Defense Federal Advisory Committee Management Program, August 6, 2007  
Federal Advisory Committee Act 5 USC |
| Background: | DoD institutions may be eligible to seek degree-granting authority based in Federal law and written into statute (Title 10 U.S. Code Chapter 108 – Department of Defense Schools). While only the Secretary of Defense can provide degree-granting authority to schools, the process involves the Department of Education, a regional accrediting body, the Under Secretary of Defense for Personnel and Readiness, the Defense Chief Management Officer, and is a lengthy process. |
| Goals: | To enable DoD learning institutions to prepare for and conduct the activities involved with seeking degree-granting authority through the Department of Education. |
| Objectives: | Identify the five key actors in the degree-granting process  
Identify dependencies in the requirements and processes  
Provide a common frame of reference for all participants in the process  
Way forward; “To Do List” |
| Contacts: | Under Secretary of Defense for Personnel Readiness  
Department of Education |
## Guidance:

Components should think carefully about the investment in becoming a degree-granting institution. The Degree granting authority process and the institutional accreditation process are both lengthy and challenging. Components can consider other options, such as articulation agreements with colleges and universities.

The implications for Federal agencies can be determined by answering the following three questions:

- Are you ready to relinquish control of the standards and quality oversight of the program?
- Are you prepared for the intrusive oversight of accreditation?
- Are you prepared for the degree-granting process?

Business requirements often result in changes in focus of a DoD Program; however, when switching to regional accreditation, the component becomes also accountable to external requirements. In higher education context, this includes accreditors and the U.S. Department of Education.

## Roles and Responsibilities:

### Component/Applicant

Components should think carefully about the investment in becoming a degree-granting institution. The Degree granting authority process and the institutional accreditation process are both lengthy and challenging. Components can consider other options, such as articulation agreements with colleges and universities.

The implications for Federal agencies can be determined by answering the following three questions:

- Are you ready to relinquish control of the standards and quality oversight of the program?
- Are you prepared for the intrusive oversight of accreditation?
- Are you prepared for the degree-granting process?

Business requirements often result in changes in focus of a DoD Program; however, when switching to regional accreditation, the component becomes also accountable to external requirements. In higher education context, this includes accreditors and the U.S. Department of Education.

### Accrediting Body

Regional accreditation is the educational accreditation of schools, colleges, and universities in the United States by one of six regional accrediting agencies. Accreditation, technically a voluntary process, is a means by which colleges demonstrate to each other, and sometimes to employers and licensing agencies, that their credits and degrees meet minimum standards. It is the self-regulation of the higher education industry.

Components should plan early and engage in ongoing dialogue with the appropriate accreditors to ensure that their needs and those of their customers are met.
Under Secretary of Defense for Intelligence (USD(I)) serves as the manager and owner of the DoD Instruction that will provide degree-granting authority for the new degree-granting institution or program. The USD(I), also advocates on behalf of the Component/Applicant as they go through the steps and interact with the government members in the process.

The Under Secretary of Defense for Personnel and Readiness is the Federal authority required to approve the request for degree-granting authority. Upon approval by NACIQI and the Committee for Review of Petitions and Reports of the Department of Education, USD(P&R) notifies Congress and OMB.

The Secretary of Education appointed the National Advisory Committee of Institutional Quality and Integrity (NACIQI) to advise him concerning any legislation that may be proposed which would authorize the granting of graduate degrees by Federal Agencies. To receive degree-granting authority, the Component/Applicant must demonstrate that the degree program complies with the following criteria.

- Must be mission essential
- Must offer unique education
- Must meet academic standards
- Must ensure academic freedom

A self-study is submitted by the Component/Applicant to NACIQI, who conducts site visits and makes recommendations to the Secretary of Education to authorize degree granting status.

Institutions undergoing this process need to establish a Board of Visitors that is compliant with the Federal Advisory Committee Act. The Defense Chief Managements Officer (DCMO) is the FACA authority and prepares the Charter and package for the Board of Visitors. The Secretary of Defense will approve the individual members. In the case of DoD Intelligence and Security learning institutions, the OUSD(I) CLO helps coordinate the process with the DCMO’s representative, and the approving Under Secretary is the USD(I).

The remainder of the document includes a notional flowchart process. Note that the order and specific requirements will change depending on the specific component and accrediting body.
Degree Granting Authority Process for DoD Institutions

**COMPONENT/APPLICANT (C/A)**
- Establish Institution
- Develop program plan
- Notify USD(I) of intentions
- USD(I) informs USD(P&R) & DCMO of Component/Applicant’s intentions
- USD(P&R) notifies NACIQI of Component/Applicant intentions
- USD(I) initiates DoDI 3305.xx to codify C/A
- Component/Applicant visits AB
- AB gives permission for Component/Applicant to apply for candidacy
- NACIQI acknowledges receipt of notification
- Begins Establishing BoV or Subcommittee for Governance

**ACCREDITING BODY (AB)**
- Request AB information Session
- Prepare pre-application documents
- Prepare application for candidacy documents
- USD(P&R) notifies NACIQI of Component/Applicant intentions
- NACIQI acknowledges receipt of notification

**SPONSOR (USD(I), USD (P&R))**
- USD(I) informs USD(P&R) & DCMO of Component/Applicant’s intentions

**DEGREE GRANTING AUTHORITY (DoED/NACIQI)**
- USD(P&R) notifies NACIQI of Component/Applicant intentions
- NACIQI acknowledges receipt of notification

**FACA Authority (DCMO)**
- USD(I) initiates DoDI 3305.xx to codify C/A
- AB gives permission for Component/Applicant to apply for candidacy
Component/Applicant provides input to BoV process

Component/Applicant sets date for BoV

Component/Applicant submits application to AB

AB acknowledges receipt of application & assigns VP

If after review of application VP decides to visit component/applicant

If VP finds that the component is ready, a peer review team will be assigned

DoDI 3305.xx
Informal coordination

OUSD(I) notifies Component/Applicant of Completed Charter

USD(I) provides review to BoV process

USD(I) provides review to BoV process

OUSD(I) notifies Component/Applicant of Completed Charter

DCMO prepares Charter and package for BoV

BoV Package signed by DCMO

ACREDITING BODY (AB)

SPONSOR (USD(I), USD (P&R))

DEGREE GRANTING AUTHORITY (DoED/NACIQI)

FACA Authority (DCMO)

Accreditation Process
Board of Visitors (BoV)
Policy Development
Degree-Granting Authority Process
USD(P&R) sends letter of intent to Sec of Ed requesting formation of review committee.

NACIQI sends notification to C/A giving permission to conduct self-study.

USD(I) provides review to BoV process.

DoD Formal coordination of DoD 3305.xx

Upon commission approval, candidacy granted and self-study is permitted.

VP sends memo to Component/Applicant notifying them of where they are in the process.

After review, peer team submits recommendation to commission.

DIR Component/Applicant submits request to OSD to establish Degree-granting institution.

C/A commences NACIQI Self-study.

COMPONENT/APPLICANT (C/A)

ACCRE迪ITING BODY (AB)

SPONSOR (USD(I), USD (P&R))

DEGREE GRANTING AUTHORITY (DoED/NACIQI)

FACA Authority (DCMO)
C/A submits self study and requests review for degree-granting authority to NACIQI

DoDI Policy for C/A complete DoDI 3305.xx

USD (P&R) Notifies Congress and OMB

USD (P&R) Notifies Congress and OMB

Component Awards Degrees

C/A Notifies USD(P&R) via USD(I)

DoDI Policy for C/A complete DoDI 3305.xx

C/A submits self study and requests accreditation evaluation of AB

AB evaluation team visits C/A

AB Board meets and recommends accreditation (Board meets 3X per year)

NACIQI evaluation team visits C/A

NACIQI Commission meets and notifies status of awarding degree—USD(I) & C/A are cc’d (commission meets Jun & Dec)

ACCREDITING BODY (AB)

COMPONENT/APPLICANT (C/A)

SPONSOR (USD(I), USD (P&R))

DEGREE GRANTING AUTHORITY (DoED/NACIQI)

FACA Authority (DCMO)