

Secretary of State Office  
500 E Capitol Ave  
Pierre, SD 57501  
(605)773-2797

**APPLICATION FOR  
CERTIFICATE OF AUTHORIZATION TO  
PROVIDE POSTSECONDARY EDUCATION**

Please mark the appropriate box:

- INITIAL APPLICATION                       CHANGE OF PRIMARY ADDRESS  
 CHANGE OF NAME                               CHANGE IN ADDITIONAL SITES (ATTACHMENT A)  
 CHANGE IN ACCREDITATION                 OTHER CHANGE(S)

1. Name of Applicant (*the institutional name under which postsecondary educational programs are provided*):

University of Charleston

2. Applicant's Main Address (*Additional sites listed on Attachment A*):

2230 MacCorkle Avenue, SE

(Street Address)

Charleston

(City)

WV

(State)

25304

(ZIP Code)

www.ucwv.edu

(Website)

3. Contact Person:

Susan Backofen

(Name)

304-257-4789

(Telephone Number)

susanbackofen@ucwv.edu

(Email Address)

VP of Marketing

(Title)

304-357-4988

(Fax Number)

4. Does the Applicant operate at other sites than the address stated above?     YES     NO

If "YES", please be advised that Attachment A to this Application must be completed, which shall comprise part of this Application, and any subsequent changes to the information provided in Attachment A must be submitted with a revised Application to the Secretary of State Office, within thirty (30) days of such change.

5. Does the Applicant have a parent organization (non-profit, corporate, or otherwise)?  YES  NO

If "YES", please indicate the following:

\_\_\_\_\_  
(Parent Organization Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City) (State) (ZIP Code)

6. Is the Applicant an instrumentality of the State under the jurisdiction of the South Dakota Board of Regents?

YES  NO

If "NO", please indicate whether the Applicant is either (check one of the following):

Legally established to operate in South Dakota as a private business entity; or

South Dakota Corporate ID \_\_\_\_\_

South Dakota Corporate Name \_\_\_\_\_

Legally established to operate in South Dakota as a not-for-profit corporation.

South Dakota Corporate ID FN011380

South Dakota Corporate Name University of Charleston

7. Is the Applicant accredited by an accrediting agency recognized by the United States Department of Education?

YES

Accrediting Agency: North Central Association of Colleges and Schools - HLC

2300 LaSalle Street, Suite 7-500

\_\_\_\_\_  
(Street Address)

Chicago

\_\_\_\_\_  
(City)

IL

\_\_\_\_\_  
(State)

60604

\_\_\_\_\_  
(ZIP Code)

Effective date of most recent grant of accreditation: 2004-2005

Term or expiration date of most recent accreditation: 2014-2015

NO

Application submission must include documentation of an affiliation agreement whose terms make another postsecondary institution, which is accredited by an accrediting agency recognized by the United States Department of Education, responsible for awarding academic credit and educational credentials to its students and maintaining transcripts for such students:

The undersigned acknowledges that Applicant is required to notify the Secretary of State Office within thirty (30) days of a change in information set forth in this Application, including any changes in information set forth in any Attachments or other accompanying information. The undersigned has executed the foregoing document and, under penalties of perjury, certifies that the information provided herein, and in support thereof, is true and correct.

The application must be signed by an authorized officer of the postsecondary educational institution:

Dated 3/5/2013

Edwin H. Welch  
(Signature of an authorized officer)

EDWIN H. WELCH  
(Printed name)

PRESIDENT  
(Title)

**Submit Application to:**  
South Dakota Secretary of State  
Corporations Division  
500 East Capitol, Suite 204  
Pierre, SD 57501

or Save and Submit By Email to  
[sos.edu@state.sd.us](mailto:sos.edu@state.sd.us)

### Exemptions

If the institution falls under one or more of the following categories, the institution is exempt from registering.

- Established by the government of the United States;
- Established by the government of an Indian tribe whose tribal lands are located, in whole or in part, in South Dakota;
- Established, owned, controlled, operated, and maintained by a religious organization lawfully operating as a nonprofit religious corporation and awarding only religious degrees or certificates for the purpose of conferring clerical status or authority within that religion; or
- Subject to the jurisdiction and regulations to the South Dakota Cosmetology Commission.

**ATTACHMENT A**

**ADDITIONAL SITES AT WHICH APPLICANT OPERATES EDUCATIONAL PROGRAMS**

(Must be accompanied by an Application for Certificate of Authorization to Provide Postsecondary Education)

1. University of Charleston - Beckly  
(Name)  
609 S. Kanahwa  
(Street Address)  
Beckley WV 25801  
(City) (State) (ZIP Code)
  
2. University of Charleston - Martinsburg  
(Name)  
214 Viking Way  
(Street Address)  
Martinsburg WV 25401  
(City) (State) (ZIP Code)
  
3. \_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City) (State) (ZIP Code)
  
4. \_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City) (State) (ZIP Code)

(Make additional copies of this Attachment as may be necessary and submit with Application)