

# South Carolina State University



## Charter School Sponsorship Process

1. Applicant shall submit a letter of intent at least 90 days before submitting an application to SC State University and the South Carolina Department of Education.
2. The application is submitted to SC State University's Office of the Provost, as the potential charter sponsor, and also to the South Carolina Department of Education Charter Schools Office.
3. The SC State University's Charter School Advisory Committee will review the application before forwarding its recommendation to the President and the SC State University Board of Trustees who will ultimately rule on the application.
4. A preliminary hearing may be held with the SC State University Charter School Advisory Committee, but a public hearing, upon reasonable public notice, will be held with the SC State University Board of Trustees within 90 days of application receipt to determine compliance.
5. Applicants must notify the local delegation of a county in which the proposed charter school is to be located upon submission of the charter school application.
6. The sponsor will approve or deny the application and provide in writing an explanation of the decision in 10 days after the decision from the University's Board of Trustees.
7. The final decision of the sponsor may be appealed by any party to the Administrative Law Court as provided by Sections 1-23-380(B) and 1-23-600(D) within 45 days.

8. The Administrative Law Court will hear the appeal and issue a final written order.
9. If the Administrative Law Court reverses the sponsor's decision, the proposed charter school may open when the State Department of Education verifies the accuracy of the financial data for the school within 45 days after approval. In the event the Administrative Law Court affirms the SC State University Board of Trustees' decision, the charter school is not approved, and the application process ends.

### Deadline and Submission Information

To allow adequate time for a complete review, applicants must submit a completed application packet by the following deadlines for the respective academic years:

<u>Deadline</u>	<u>Academic Year</u>
02/01/2016	2017 – 2018

Applicants must submit the following as an application packet in one box labeled With the proposed charter school's name:

- One (1) original copy with original signatures on the Signature Certification Page.
- Five (5) copies of the signed application.
- One electronic copy of the application on a flash drive.

Submit the complete application package to the following address:

Office of the Provost  
South Carolina State University  
300 College Street N.E.  
P.O. Box 7307  
Orangeburg, SC 29117