

**Iowa College Student Aid Commission**  
**January 18, 2013**



# IOWA COLLEGE STUDENT AID COMMISSION

## Guiding Statements

### Our Mission

We advocate for, and provide a continuum of services to support, Iowa students and families as they explore and finance educational opportunities beyond high school.

### Our Motto

Your Financial Aid Connection.

### Our Vision

All Iowans can achieve an education beyond high school.

### Our Guiding Principles

***We believe in the value of education and our commitment is to:***

- Put students first.
- Uphold the public trust.
- Develop and empower a motivated, compassionate, and professional team.
- Create and nurture internal and external partnerships that benefit our customers.
- Provide services to our customers that exceed expectations and address their changing needs.
- Respect and honor the dignity of each other and all those we serve.

IOWA COLLEGE STUDENT AID COMMISSION

A G E N D A

January 18, 2013

10:00 A.M.

Iowa College Student Aid Commission  
Conference Room

- \* 1. Minutes of Meeting.....Tab A
  - November 16, 2012
  
- 2. Executive Director’s Report .....Tab B ..... Misjak
  
- \* 3. Committee Reports .....Tab C
  - Legislative Committee.....Commissioner Adams
    - Proposed Legislation Discussion
  
- \*4. Consent Agenda.....Tab D
  - a. Postsecondary Registration
    - Shiloh University 13-01-D1
    - Concordia University Irvine 13-01-D7
    - Savannah College of Art and Design 13-01-D12
    - The Pennsylvania State University 13-01-D18
  
- 5. Staff Reports.....Tab E
  - FY 11 Expenditure Summary ..... May
  - Strategic Plan ..... Misjak
  - Pro-Treat Update..... Leeper
  - IHAPI Update ..... Ntem
  
- 6. Adjournment

\* *Indicates Action Item*

UPCOMING MEETING DATES:

March 15, 2013

May 17, 2013

# IOWA COLLEGE STUDENT AID COMMISSION

## MINUTES OF MEETING

November 16, 2012

10:00 a.m.

Iowa College Student Aid Commission  
603 East 12<sup>th</sup> Street, 5<sup>th</sup> Floor, Des Moines, Iowa 50319  
Conference Room

### **Members Present:**

|               |                    |
|---------------|--------------------|
| Janet Adams   | Roger Claypool     |
| Rob Denson    | Bob Donley         |
| Crystal Ford  | Ron Jorgensen      |
| Fred Moore    | Herman Quirnbach   |
| Doug Shull    | Elizabeth Sullivan |
| Jeremy Varner | Karolyn Wells      |

### **Members Absent:**

|                |                |
|----------------|----------------|
| Randy Feenstra | Cindy Winckler |
|----------------|----------------|

### **Staff Present:**

|              |               |
|--------------|---------------|
| Todd Brown   | Heather Doe   |
| John Gilman  | Julie Leeper  |
| Karen Misjak | Carolyn Small |
| Ashley Wendt |               |

### **Attorney General Present:**

David VanCompernelle

### **Guests Present:**

|                 |                                      |
|-----------------|--------------------------------------|
| Angela Carlson  | Capri College                        |
| Jim Carney      | Carney Law Firm (Ashford University) |
| John Carreon    | Kaplan University                    |
| Greg Geoffrey   | Ashford University                   |
| Sean Gousha     | Ashford University                   |
| John Hintze     | Ahlers Law Firm (Ashford University) |
| Sheri Jones     | Ashford University                   |
| Robin Madison   | Legislative Services Agency          |
| Rich Pattenande | Ashford University                   |
| Linda Schwinn   | Capri College                        |
| David Sweely    | Colorado State University            |
| Jenny Tyler     | Carney Law Firm (Ashford University) |
| Matthew Vallejo | Ashford University                   |
| Leona Verdith   | Inste Bible College                  |
| Jeremy Wells    | Kaplan University                    |

## **Call to Order**

The Iowa College Student Aid Commission met for a regularly scheduled meeting on November 16, 2012. Commission Chair Adams called the meeting to order at 10:00 a.m. with a quorum present.

## **Meeting Minutes September 21, 2012**

Motion: Commissioner Donley moved to approve the September 21, 2012 Meeting Minutes as written. Commissioner Varner seconded the motion which passed unanimously.

## **Executive Director's Report**

Ms. Misjak told Commissioners that the Iowa Building will be torn down by July 1, 2013 and the Commission will be moving. Staff will be touring buildings and all options are off the Capitol Complex, which means the rent will increase significantly and is expected to be around \$13.00 per square foot. The current office space is around 14,000 square feet and staff is expecting to find space between 5,000 and 8,000 square feet.

To kick off College Application Week, Ms. Misjak said Iowa College Aid hosted a virtual "Get Prepped 4 College" event at College Week Live on October 29, 2012. Currently the College Application Week program is being piloted in the following schools: Algona, Clinton, Des Moines Public Schools, Lake Park, and Waterloo Public Schools. It began October 29, 2012 and ends November 16, 2012. This program provides information for students about the college application process and reaches out to those who haven't thought about it or planned to do it. Ms. Doe shared a video from one of the events at the Des Moines Public Schools.

## **Consent Agenda**

Chair Adams asked for a motion to approve the consent agenda. Commissioner Ford abstained from the vote due to a conflict of interest as her employer is Kaplan University which is listed under the consent agenda.

Motion: Commissioner Shull moved to approve the consent agenda as written. Commissioner Donley seconded the motion which passed unanimously with Commissioner Ford abstaining.

## **Ashford University Discussion**

Ms. Small said Commission Chair Adams sent a request to Ashford University for information regarding the University's response to issues reflected in the Western Association of Schools and Colleges (WASC) decision to deny the University's initial accreditation application, and the Higher Learning Commission's (HLC) request that the University substantiate its continued compliance with the HLC's accreditation standards. Ashford responded to the Commission's information request three days ahead of schedule and staff feels the response is acceptable. Ms. Small introduced Richard Pattenau, the president of Ashford University.

President Pattenaude said he understands why the actions taken by WASC were cause for concern and Ashford University has taken them seriously. Two things Ashford University is working on are to enhance the student experience and to increase the students success for those who attend our University. President Pattenaude introduced Dr. Greg Geoffrey, past president of Iowa State University, who will be assuming the role of chair of Ashford University's board of trustees in March of 2013. Dr. Geoffrey said his goal as chair will be to make sure programs are high quality and that students are well served.

President Pattenaude said Ashford University is striving for quality for the for-profit sector. There is a commitment from top to bottom to make programs affordable and accessible. Ashford University is moving from a focus on recruitment to a focus on retention.

In response to the Commission's request for the University's response to the HLC, the University expects to submit a response to the Higher Learning Commission on December 1, 2012 and will submit that response to the Commission as soon as it is approved by the HLC. President Pattenaude also added that each student will be assigned an advisor, and in addition, the University is improving the induction process that all students will go through to include an orientation period.

In a response to a question from Commissioner Quirnbach, President Pattenaude said Ashford University follows the national standards when hiring faculty. Ashford University relies on external evaluation of their programs, and if a program is unacceptable it is redesigned. The core academic model is pretty sound.

President Pattenaude said Ashford University has submitted a re-application for initial accreditation with WASC. They have a visit scheduled in December and a visit in April. They expect to hear from WASC by June.

### **Legislative Committee Report**

Motion: Commissioner Moore moved to approve the proposed budget to be presented by Commissioners during the budget hearing with the Governor. Commissioner Shull seconded the motion. With a roll call vote as follows:

Aye:

Robert Denson  
Karolyn Wells  
Jeremy Varner  
Fred Moore  
Elizabeth Sullivan

No:

Janet Adams  
Crystal Ford  
Doug Shull  
Roger Claypool  
Bob Donley

Tie vote, motion loses.

Commissioner Donley said he would not support proposing a 4% increase for all students with the exception of those attending for-profit schools. Commissioner Ford agreed and said all Iowa students attending all sectors should be equally supported by the Commission. Commissioner Donley concurred and said the Commission should support all students in the state or not ask for any increase at all. Commissioner Donley reminded Commissioners that tuition is increasing for all students and reiterated his support of a 4% increase for all students in all sectors.

Senator Quirnbach reminded Commissioners that Ashford University is seeking to move its accreditation to the west coast. If this occurs, students at the University will no longer qualify for this grant money. Students at Ashford currently receive approximately 25% of the for-profit Iowa Tuition Grant funding. He believed the recommendation for level funding is the best course of action and that any increase for the for-profit schools would be difficult for the Legislature to pass. Commissioner Moore said he would not support an increase for the for-profit sector. Commissioner Jorgenson agreed with Commissioners Moore and Quirnbach.

Commissioner Denson said it would be illogical to award additional funding given the knowledge that the student base in the sector may shrink significantly. Commission Chair Adams worried about public perception if the Commissioners singled out one entity.

Motion: Commissioner Donley moved the proposed budget with the addition of a 4% increase for the for-profit sector. Commissioner Ford seconded the motion. With a roll call vote as follows:

Aye:

Janet Adams  
Crystal Ford  
Bob Donley

No:

Doug Shull  
Robert Denson  
Karolyn Wells  
Jeremy Varner  
Roger Claypool  
Fred Moore  
Elizabeth Sullivan

Motion did not pass.

Motion: Commissioner Moore moved to approve the originally proposed budget to be presented by Commissioners during the budget hearing with the Governor. Commissioner Shull seconded the motion. With a roll call vote as follows:

Aye:

Doug Shull  
Robert Denson  
Karolyn Wells

Jeremy Varner  
Roger Claypool  
Fred Moore  
Elizabeth Sullivan

No:

Janet Adams  
Crystal Ford  
Bob Donley

Motion passed.

Commission adjourned at 11:47 a.m.

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JANET ADAMS, CHAIR

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CRYSTAL FORD, VICE CHAIR

# IOWA COLLEGE STUDENT AID COMMISSION

## Executive Director's Report January 2013

### GEAR UP Bi-Annual Report

GEAR UP Iowa submitted a Biennial Report to the United States Department of Education on December 14, 2012 providing a snapshot of the previous two years' program initiatives and corresponding data related to grant objectives.

In GEAR UP Iowa partner districts, 88.63% of cohort students began their junior year of high school in the fall of 2012 on track to graduate after 4 years of high school (class of 2014). This compares to a 4-year graduation rate of 78.9% among the class of 2011 in GEAR UP Iowa partner districts (latest data available from the Iowa Department of Education). In 2011, 94% of the cohort was promoted to the next grade. The Iowa Department of Education reports that only 11 of the 7,014 students identified in the GEAR UP Iowa cohort have dropped out as of June 2012. Since 7<sup>th</sup> grade, all GEAR UP Iowa cohort students have had the opportunity to complete at least one college campus visit. Over the past two years 4,560 students have completed at least one campus visit.

In January of 2013, the Iowa Department of Education provided GEAR UP Iowa with demographic and academic data for both the GEAR UP Iowa cohort and a comparison cohort comprised of those students who began 7<sup>th</sup> grade in GEAR UP Iowa partner middle schools one year before the GEAR UP Iowa cohort (comparison cohort = class of 2013). Early assessment of the provided data shows gains in reading, math, and science proficiency among the GEAR UP Iowa cohort (class of 2014) at the beginning of their junior year in high school when compared to the class of 2013 at the beginning of their junior year.

|  | <b>% Reading Proficient beginning of junior year</b> | <b>% Math Proficient beginning of junior year</b> | <b>% Science Proficient beginning of junior year</b> |
|--|--|---|--|
| <b>GEAR UP Iowa Cohort (Class of 2014)</b> | 68.92%   | 65.50%  | 64.96%   |
| <b>Comparison Cohort (Class of 2013)</b>   | 59.35%   | 56.29%  | 63.24%   |

The above data points toward positive academic achievement gains over the past 4 ½ years of GEAR UP Iowa in partner school districts. Over the next 1 ½ years GEAR UP Iowa staff will focus on raising the percentage in GEAR UP Iowa districts of cohort students who take the ACT assessment, apply for college/university admission, and file the FAFSA while encouraging students to challenge themselves academically with dual enrollment and AP coursework. At the three quarter mark, GEAR UP Iowa strives to

meet its primary goal – significantly increasing the number of students prepared to enter and succeed in postsecondary education.

### **New Employees**

Five new employees were recently added to the Commission's staff:

Cara Graziano was hired as a Training Specialist under the Commission's GEAR UP grant. Cara has a B.A. in Communication and English from Truman State University and an M.S. in Adult Learning and Organization Performance with a concentration in higher education.

Joseph Dullard was hired in the Statistical Research Analyst 3 position. Joe has a B.A. in Economics from Drake University and has worked for the State of Iowa for nine years as a Statistical Research Analyst 3 at the Office of Energy Independence and at the Iowa Lottery.

Timothy Henriksen was hired as a Training Specialist under the Commission's GEAR UP grant. Tim has a B.A. in General Studies from Drake University and most recently worked for the State of Iowa in the Department of Human Services at the Woodward Resource Center as a Psychology Assistant.

Jesa Wolthuizen was hired as an Information Specialist in the Commission's marketing area. Jesa is a December 2012 graduate from Iowa State University, and earned her B.A. in Journalism and Mass Communications with a minor in Political Science and Speech Communications.

Kristen May is the Commission's new Accountant 3. Kris has a B.A. in Accounting from Grand View College. Her prior work experience includes her position with the City of Mitchellville where she served as City Administrator/Clerk preparing city budgets, reviewing financial statements including revenue and expense, and working with city auditors.

### **Financial Aid Application Numbers**

On January 1, 2013, students were able to complete the 2013-14 Free Application for Federal Student Aid (FAFSA) and the 2013-14 Iowa Financial Aid Application.

**Iowa College Student Aid Commission**

**Legislative Action Committee  
January 2013**

A legislative report will be provided during the January 18, 2013 Commission Meeting.

## IOWA COLLEGE STUDENT AID COMMISSION

### Shiloh University Application for Postsecondary Registration in Iowa January 2013

#### **RECOMMENDED ACTION:**

***Approve Shiloh University's application for postsecondary registration in Iowa.***

**Note: Iowa Senate File 2267 enacted a change in Iowa Code Section 261B.3 that reduces the registration term from 4 years to 2 years, effective July 1, 2012. All schools that the Commission approves for initial or renewal registration after July 1, 2012, will be registered for a term of 2 years.**

#### **Registration Purpose**

Shiloh University lawfully operates a postsecondary educational institution in Kalona, Iowa, under a Commission-approved exemption for "schools and educational programs conducted by religious organizations solely for the religious instruction of leadership practitioners of that religious organization" (Iowa Code Section 261B.11, subsection 1, paragraph *h*). As a condition of its registration exemption, the Commission required Shiloh University to restrict its admissions to persons who are congregants of the Living Word Fellowship, the religious organization with which the University is affiliated, and restrict its programs to religious courses of study.

Revised Iowa Code Sections 261B.2 (definitions) and 261B.3 (effective July 1, 2012) requires a school to register with the Commission if a person compensated by the school conducts any portion of a course of instruction, including by in-person, distance education, or correspondence method in this state *or if the school otherwise has a presence in this state*. In part, presence means an address, location, telephone number, or internet protocol address in Iowa from which a school conducts any aspect of its operations. Shiloh University seeks registration so that it may continue to operate lawfully at a location in Iowa – without the confines of its current exemption – by opening its admissions to any qualified student regardless of religious affiliation and offer programs that are not religious courses of study.

#### **Institutional Information**

Shiloh University is a non-profit postsecondary institution that provides instruction solely by distance education from its only physical location at 100 Shiloh Drive, Kalona, Iowa. Shiloh University's chief executive officer is President Christopher J. Reeves, at the same address. President Reeves is also the Iowa contact for the school. The Iowa Secretary of State records an active Certificate of Existence #333577 for Shiloh University as a domestic (Iowa-based) non-profit corporation. President Reeves is the corporation's designated registered agent.

*Physical facilities:* Shiloh University is housed in donated office space provided by Shiloh, a church and conference facility in Kalona, Iowa. Considering that the University's programs are exclusively provided online, the need for physical facilities is primarily limited to office space. The Apostolic Company (APCO), the parent organization of Shiloh University and the Shiloh church, has committed to fully supporting the resource needs of the University as it grows and expands.

*Instructional Methodology:* All University courses are delivered in an online format using the Moodle 1.9 Learning Management System (the University is in the process of updating to Moodle 2.3). The Moodle course delivery system allows for clear and logical organization of instructional materials according to weekly lessons and assignments. For each individual class, an area in the online classroom is designated for course level documents such as the syllabus, course introduction and study tips, uploading and file naming instructions, research paper instructions, and other resources. Course subject matter is divided into fifteen weekly segments (lessons). Each weekly segment contains lesson objectives, lesson instructions, videos or lectures, assignments, additional readings, quizzes, and other applicable materials. Students can also upload completed assignments and participate in class discussions. Shiloh University uses a standard template for all lesson materials, modified as necessary for each course. Students see a consistent format for lessons for each course. Lessons are presented in a universal PDF format. This allows students to save, resize, and/or print materials as needed. Instructors are engaged each week with grading feedback and assistance to students.

*Accreditation:* On January 20, 2012, the University was accredited by the Distance Education and Training Council (DETC), a national accrediting agency recognized by the federal Department of Education.

*Federal Stafford Loan Cohort Default Rate:* Not applicable. Shiloh University does not currently participate in the federal student loan programs.

*Graduation Rate* (the percentage of first-time, full-time undergraduate students who graduated within 150% of the normal time for program completion as reported to the federal Department of Education): Not applicable. Shiloh University does not currently participate in the federal student aid programs and has no graduates on which to base a graduation rate.

*Average Loan Debt upon Graduation:* Not applicable. Shiloh University does not currently have any graduates on which to estimate private loan debt upon graduation, and it does not currently participate in the federal student loan programs.

*Record Preservation:* Shiloh University keeps all paper student records in locked file cabinets in the school administrator's office. Student records are regularly maintained according to predetermined procedures for accuracy and consistency. The University utilizes an electronic student record management database (GradPro). All GradPro records as well as scanned copies of paper records are regularly maintained on the school server. This server is backed up regularly and the backup disc is kept in a safety deposit box at the University's bank. In the event that physical records are destroyed, the school's electronic management system includes all necessary information to recreate complete student records.

*Transcript Requests:* Any current or former student wishing to obtain a transcript may do so by contacting:

Registrar  
Shiloh University Registrar  
100 Shiloh Drive  
Kalona, IA 52247  
(310) 545-2447

*Student Learning Resources:* Shiloh University students must purchase and learn to use the Logos Bible Software as their digital biblical studies reference library. They are also required to purchase a set of eBooks containing over 1,800 messages/teachings published by The Living Word. The online classroom site also has links to online library resources, including WorldCat, Logos Books, Google Scholar, Christian Classics Ethereal Library, Bible Gateway, the Theological Research Exchange Network, and journal articles, and the Library and Information Resources Network (LIRN). Other library resources are discussed in the Library and Research tutorial course.

The following learning resources are also available to students from within the classroom site:

- Research tutorials
- Online library links
- Writing tutorials
- Grammar tutorials
- Instructions and templates for writing theological research papers, doctrinal research papers, and exegetical papers
- Tutorials and templates for creating bibliographies

*Curriculum Evaluation and Development:* The primary responsibility for course development rests with the academic council and individual credentialed and qualified instructors. The academic council is comprised of Daniel Salvador, Ph.D., Marsha Smith, Ph.D., John Buckingham, M.Div., D.O., and Dean; Ed Forbes, M.Div., and Dean, and Doug Barker, M.Div., and Dean. The individuals on the academic council are educated and experienced in fields such as educational technology, curriculum and teaching, medicine, history, literature, social sciences, and philosophy in addition to divinity. Shiloh University provided a listing of faculty responsible for specific course authorship and the responsible faculty member's credentials.

*Student Complaints Process:* Shiloh University disclosed its process for resolution of administrative or academic grievances, which is also disclosed to students in its Academic Catalog [http://www.shilohuniversity.edu/sites/default/files/pdf/shiloh\\_university\\_catalog.pdf](http://www.shilohuniversity.edu/sites/default/files/pdf/shiloh_university_catalog.pdf). Shiloh University encourages any member of the University community including students, faculty, or staff; who has a formal complaint or a grievance to first direct their complaint or grievance to the faculty, staff or administrator involved. Should the complaint or grievance not be resolved at that point, or should the member not feel comfortable directing their complaint or grievance to the faculty, staff, or administrator involved, then the individual with the complaint or grievance should submit a completed General Complaint / Grievance Form, to the Vice President of Administration. The University will respond to the individual filing the complaint within 30 days of the Vice President of Administration receiving the completed General Complaint / Grievance Form.

## **Programs Offered In Iowa**

Shiloh University offers the following programs. At this time, the University charges both its undergraduate and graduate degree-seeking students \$475 per 3-credit-hour course. The University charges no fees. Total tuition, book, and supply charges for each program are listed below.

- Bachelor in Biblical and Pastoral Studies - \$21,695
- Master in Biblical and Pastoral Studies - \$12,245
- Master of Divinity - \$16,445

The University also offers individual nondegree, personal enrichment courses that are not transferable toward a degree program at the school, and individual nondegree, baccalaureate level courses which are transferrable as credit toward a degree program offered at the school. The tuition charge for a three-credit-hour, nondegree course is \$375.

## Registration Compliance

As required by Iowa Code Section 261B.4, Shiloh University disclosed its policy on refunding tuition charges for withdrawn students. The policy is disclosed in the school's Academic Catalog at [http://www.shilohuniversity.edu/sites/default/files/pdf/shiloh\\_university\\_catalog.pdf](http://www.shilohuniversity.edu/sites/default/files/pdf/shiloh_university_catalog.pdf). The school's specific tuition refund policy is not a criterion for registration.

Administrative rules specifically require the school to comply with the requirements of Chapter 261.9(1) "e" through "h" by implementing the following policies.

- Iowa Code Section 261.9(1)(e) requires a school to maintain and disseminate a drug and alcohol abuse policy that includes sanctions for violation of the school's policy and information about the availability of drug or alcohol counseling or rehabilitation. Iowa Code Section 261.9(1)(f) requires a school to maintain and disseminate a sexual abuse policy that includes information about counseling opportunities and reporting instances of sexual abuse to school officials and law enforcement. Shiloh University provided compliant policies that are already in place. The University's sexual abuse and drug and alcohol abuse policies are disclosed to students by the Student Services Coordinator during new student orientation. Both policies are included in the Student Handbook, and contact information for students that need help is provided at the Student Information Center.
- Iowa Code Section 261.9(1)(g) requires a school to maintain a special policy concerning institutional charges for members of the Iowa National Guard or reserve members of the U.S. Armed Forces, or the spouse of such a member if the member has a dependent child, when the service member or spouse must withdraw from the school because the service member has been called to active (Iowa) state or federal military duty or service. Shiloh University provided a compliant policy that is already in place and will disclose the policy to its student in its academic catalog and on its website.
- Iowa Senate File 2225 created a new Iowa Code Section 261.9(1)(h). This new law, generally effective July 1, 2012, requires a school to develop and implement a policy for employees who, in the course of their employment, attend, examine, counsel, or treat a child and who suspect the physical or sexual abuse of that child. By cross-reference from existing administrative rules for registration [283-21.2(261B), subsection 7], this new policy now applies to Iowa's registered schools. Shiloh University has a policy prepared for implementation upon registration approval that complies with this requirement.

*Student Consumer Information:* In its registration application, the University affirms its willingness to comply with the requirements of Iowa Code Chapter 261.9, as stipulated by Iowa Code Section 261B.4(8). Chapter 261.9 requires disclosure to students of information about the school's programs, charges, tuition refund policies, whether a certificate or diploma awarded by the school is applicable toward a degree program the school offers, and the identity of the school's accrediting agency. These disclosures are in place and available to students through the University's Academic Catalog [http://www.shilohuniversity.edu/sites/default/files/pdf/shiloh\\_university\\_catalog.pdf](http://www.shilohuniversity.edu/sites/default/files/pdf/shiloh_university_catalog.pdf) and Enrollment Agreement, which was provided for staff review.

Effective July 1, 2012, Iowa Code Section 261B.7 states that, while a school must not represent that it is “approved” or “accredited by the Commission or the state of Iowa, a registered school *must* disclose that the school is registered by the Commission on behalf of the state of Iowa and provide the Commission’s contact information for students who wish to inquire about the school or file a complaint. Shiloh University will provide the required disclosure on its website at <http://www.shilohuniversity.edu/consumer-information-disclosure>

*Financial Responsibility:* Shiloh University submitted the audit report of an independent accounting firm, Honkamp Krueger & Co., P.C., dated July 18, 2012, covering the institutional fiscal year that ended on December 31, 2011. The accounting firm stated its opinion that the school’s financial statements present fairly, in all material respects, the school’s financial position.

A private non-profit school that participates in the federal student aid programs must maintain a composite score, based on a three-factor financial responsibility ratio, of at least 1.5 in order to be determined financially responsible without additional oversight. Shiloh University has no composite score since it is not currently a federal student aid participant.

*Full-Time Iowa Resident Faculty Member or Program Coordinator:* Shiloh University has one full-time faculty member, Dr. John Buckingham, Program Dean; two full-time administrator/faculty members, University President Reeves, and Gayle Wirthlin, M.A., Manager of Curriculum Development and Institutional Effectiveness; and a full-time Administrative Manager, Andy Thompson.

*Instructional/Supervisory Staff Qualifications:* Shiloh University appears to employ individuals who have degrees, special training, experience, or other accomplishments that qualify them for their assignments. The University submitted information for 18 faculty that includes formal education, courses taught, qualifying professional experience, special training in distance education, and activity in research, publishing, or professional associations. Staff took particular note of the educational and experiential diversity of this small religious institution’s faculty. Eight faculty members hold an earned doctorate in fields such as law, English, sociology, medicine, and curriculum and teaching. Eight faculty members hold a graduate level degrees in fields such as education, curriculum and instruction, speech and hearing pathology, counseling, English, Latin American studies, marketing, library science, and music. Two faculty possess a bachelor’s degree: Jim Wirthlin and University President Reeves. However, it appears to staff that both of these faculty members possess special training and/or experience that qualify them for their assignments. Mr. Wirthlin co-teaches undergraduate and graduate level Computerized Bible Studies. Mr. Wirthlin has more than 35 years of experience as an engineer and manager in the technology field and 20 years experience as technology director for the Living Word Fellowship. He also has specialized training in the use of the Logos Bible Software, the University’s primary reference tool. In addition to President Reeve’s leadership of the University since 2009, he has been a Certified Public Accountant (CPA) for more than 25 years. Since 2002, President Reeves has served as President, CFO, and a Director of the Apostolic Company that provides support to Shiloh University and Living Word Fellowship churches. Previously, President Reeves served Shiloh University as a Trustee and Vice President for Administration and Finance, held the CFO position at a private company, and was a self-employed CPA.

*Commitment to Iowa Students and Teach-Out:* The University’s application includes a written statement from President Reeves affirming the University’s commitment to delivery of its programs to Iowa students, and to students in locations outside of the State. In the event the University must close any of its programs, or in the case of closure of the school, the University obligates itself to teach-out the remaining student body. That self-imposed obligation is documented in a formal, written declaration adopted by the University’s Board of Trustees on January 11, 2011, and signed by the

University President on April 8, 2011. A copy of this declaration is included as an attachment to the registration application.

## **Additional Information**

### **Compliance with Iowa Code Chapter 714**

#### *Section 714.18 – Evidence of Financial Responsibility*

As an addendum to its registration application, Shiloh University filed satisfactory evidence of financial responsibility, including a continuous, corporate surety bond payable to the State of Iowa in the amount of \$50,000, issued by Hartford Fire Insurance Company.

#### *Section 714.23 – State Tuition Refund Policy*

The Iowa tuition refund policy does not apply to Shiloh University because it is a private nonprofit institution.

### **Compliance with Iowa Code Chapter 261F**

The provisions of Iowa Code Chapter 261F (relating to a Code of Conduct for institutions and preferred lender list standards) does not apply to Shiloh University at this time since the University does not meet the definition of a *covered institution* (Iowa Code Section 261F.1, subsection 2). A *covered institution* is one that is a recipient of either state or federal student aid funding. Shiloh University does not participate in either the state or federal student aid programs at this time. Staff shared with the University a model Code of Conduct developed for Iowa schools pursuant to both Iowa Code Chapter 261F and the federal code of conduct/preferred lender list regulations that it may choose to consider if it plans to work toward achieving federal student aid eligibility.

## IOWA COLLEGE STUDENT AID COMMISSION

### Concordia University Irvine Application for Postsecondary Registration in Iowa January 2013

#### **RECOMMENDED ACTION:**

**Approve Concordia University Irvine's application for postsecondary registration in Iowa with a waiver of the full-time Iowa-based faculty member/program coordinator requirement.**

As a condition of registration:

- By the beginning of the fall 2013 term, the University must develop, implement, and provide staff with a copy of a policy that complies with new Iowa Code Section 261.9(1)"h" (as enacted by Iowa Senate File 2225).

**Note: Iowa Senate File 2267 enacted a change in Iowa Code Section 261B.3 that reduces the registration term from 4 years to 2 years, effective July 1, 2012. All schools that the Commission approves for initial or renewal registration after July 1, 2012, will be registered for a term of 2 years.**

#### **Registration Purpose**

Revised Iowa Code Sections 261B.2 (definitions) and 261B.3 (effective July 1, 2012) requires a school to register with the Commission if a person compensated by the school conducts any portion of a course of instruction, including by in-person, distance education, or correspondence method in this state *or if the school otherwise has a presence in this state*. In part, presence means an address, location, telephone number, or internet protocol address in Iowa from which a school conducts any aspect of its operations. Iowa Code Section 261B.2, subsection 4, paragraph a exempts occasional and short-term recruiting activities for the school's residential courses of instruction. However, similar recruiting activities at an Iowa location for a school's *online* programs are *not* exempted. Concordia University Irvine has applied for registration in order to conduct recruiting activities at Iowa locations for its online programs. At this time, the University does not have an Iowa-based recruiter.

#### **Institutional Information**

Concordia University Irvine is a private, non-profit postsecondary institution located at 1530 Concordia West, Irvine, California. The University's Chief Executive Officer, is Craig Olson, Chairman, Board of Regents, at the same address. The Iowa Secretary of State records an active Certificate of Authorization #436623 for Concordia University as a foreign non-profit corporation. The registered agent in Iowa is Northwest Registered Agent, LLC, 309 Court Ave., Suite 811, Des Moines, IA 50309.

*Physical facilities:* Not applicable for this distance education provider.

*Instructional Methodology:* Instruction will be provided via the internet using Blackboard software as the primary interaction tool. Methods of instruction will include recorded lecture presentations, group projects done at a distance, discussion boards on related topics, case studies, and projects related to the student's current athletic responsibilities. All students will complete a capstone project of thesis.

Students may elect, but are not required to, take a face-to-face course on the University's home campus in Irvine, California.

*Accreditation:* Western Association of Schools and Colleges, a regional accrediting agency recognized by the federal Department of Education.

*Federal Stafford Loan Cohort Default Rate:* 3.8%. For comparison purposes, the national average cohort default rate for the latest cohort reporting period (FFY2010) was 9.1%.

*Graduation Rate* (the percentage of first-time, full-time undergraduate students who graduated within 150% of the normal time for program completion as reported to the federal Department of Education): 51%.

*Average Loan Debt upon Graduation:* \$6600.00.

*Record Preservation:* Physical records for each student are stored by the Registrar's office in a secure location. Students since 2002 also have an electronic record in addition to the paper file. Both types of records are maintained in perpetuity.

*Transcript Requests:* Any current or former student wishing to obtain a transcript may do so by contacting:

Office of the Registrar, ATTN: Transcript Department  
Grimm Hall – 105B  
1530 Concordia West  
Irvine, CA 92612  
(949) 214-3082

*Student Learning Resources:* The Concordia University Library is available online. The three electronic journals most applicable to the program that the University wishes to offer online to Iowa residents are SPORTDiscus (full text), a comprehensive source for sports and sports medicine journals, EBSCO (full text) and The Educational Resources Information Center (full text on request). In addition, a variety of other data bases are available for research into current events and the legal aspects of sports management. Interlibrary loan services are available at no charge through Concordia University and via WorldCat, although fees may be imposed by the lending library.

The University also provides help desk resources for online students using its instructional platform, Blackboard, via phone or e-mail.

*Curriculum Evaluation and Development:* The University through its Educational Effectiveness Committee has established a program review procedure. This review takes into account both the Western Association of Schools (WASC) accreditation requirements as well as specifically defined University student targets. Each program, graduate or undergraduate, performs an in-depth evaluation every five years. The process involves faculty review of the courses offered, the stated objectives of the courses, content of such courses as it relates to meeting the objectives. The process also involves bringing in an outside evaluator to look at the alignment of the objectives, courses, and assignments. From the sum of all the evaluation, a report is written and an action plan developed for improving the program.

Each course has identified assignments that are designed to meet specific program objectives. A sampling of these assignments are reviewed by the faculty annually to determine the quality of the student work, the degree to which the objective was met, and recommend changes to be implemented to improve the course from which the assignment was taken. In addition, the Student Success Committee within the program meets regularly to assess student progress, consider potential improvements to assure success, review student feedback, etc.

*Student Complaints Process:* The University provided its process for resolution of disputes, which is disclosed to students in its programmatic handbook. Students must first address grievances with the person or office directly involved. If the student does not feel the issue is satisfactorily resolved, he/she may file a formal written appeal with the Dean of the School of Arts and Sciences. The appeal should contain a rationale as to why the decision in question should be reconsidered. The Dean will render a decision within seven days or call for an appeal committee composed of two faculty members and one graduate student. Any current graduate student may appeal the Dean's decision and request a formal appeal hearing. The findings of the Appeal's Committee are final.

## **Programs Offered In Iowa**

At this time, Concordia University Irvine applies to offer two distance education programs to Iowa residents:

- Master of Arts in Coaching and Athletic Administration. Total tuition and book/supply charges for this program are estimated at \$16,120.
- Master of Arts in Education: Curriculum and Instruction. Total tuition and book/supply charges for this program are estimated at \$15,700.

## **Registration Compliance**

As required by Iowa Code Section 261B.4, Concordia University Irvine provided its policy on refunding tuition charges for withdrawn students. The policy is disclosed in the school's programmatic handbook. The University's specific tuition refund policy is not a criterion for registration.

Administrative rules specifically require the school to comply with the requirements of Chapter 261.9(1) "e" through "h" by implementing the following policies.

- Iowa Code Section 261.9(1)(e) requires a school to maintain and disseminate a drug and alcohol abuse policy that includes sanctions for violation of the school's policy and information about the availability of drug or alcohol counseling or rehabilitation. Iowa Code Section 261.9(1)(f) requires a school to maintain and disseminate a sexual abuse policy that includes information about counseling opportunities and reporting instances of sexual abuse to school officials and law enforcement. These policies are duplicative of those required by the federal Department of Education for federal student aid participants. Concordia University Irvine has these policies and discloses them to students in its Students Handbook.
- Iowa Code Section 261.9(1)(g) requires a school to maintain a special policy concerning institutional charges for members of the Iowa National Guard or reserve members of the U.S. Armed Forces, or the spouse of such a member if the member has a dependent child, when the service member or spouse must withdraw from the school because the service member has been called to active (Iowa) state or federal military duty or service. Concordia University Irvine adopted such a policy for

all of its students, discloses the policy in its programmatic handbook and on its website <http://www.cui.edu/studentlife/bursar/index.aspx?id=20280>

- Iowa Senate File 2225 created a new Iowa Code Section 261.9(1)(h). This new law, generally effective July 1, 2012, requires a school to develop and implement a policy for employees who, in the course of their employment, attend, examine, counsel, or treat a child and who suspect the physical or sexual abuse of that child. By cross-reference from existing administrative rules for registration [283-21.2(261B), subsection 7], this new policy now applies to Iowa's registered schools. However, staff believe that the Commission should waive enforcement of this new rule -- as it relates only to registration qualifications -- for the same delayed enforcement period that staff have granted to Iowa's own schools for the purpose of qualifying for state-based student financial aid, i.e., until fall of 2013. Schools that are approved for registration during the waiver period will be expected to develop and implement a policy that complies with new Iowa Code Section 261.9(1)(h) by the end of the waiver period.

*Student Consumer Information:* In its registration application, the University affirms its willingness to comply with the requirements of Iowa Code Chapter 261.9, as stipulated by Iowa Code Section 261B.4(8). Chapter 261.9 requires disclosure to students of information about the school's programs, charges, tuition refund policies; whether a certificate or diploma awarded by the school is applicable toward a degree program the school offers, and the identity of the school's accrediting agency. These disclosures will be provided in a separate letter to Iowa students upon admission. The University provided a copy of the proposed letter as an addendum to its registration application.

Effective July 1, 2012, Iowa Code Section 261B.7 states that, while a school must not represent that it is "approved" or "accredited by the Commission or the state of Iowa, a registered school *must* disclose that the school is registered by the Commission on behalf of the state of Iowa and provide the Commission's contact information for students who wish to inquire about the school or file a complaint. Concordia University Irvine will provide the required disclosure through a link on the University website.

*Financial Responsibility:* Concordia University Irvine submitted the audit report of an independent accounting firm, Baker Tilly Virchow Krause, LLP, dated November 7, 2011, covering the institutional fiscal year that ended on June 30, 2011. The accounting firm stated its opinion that the school's financial statements present fairly, in all material respects, the school's financial position.

A private non-profit school that participates in the federal student aid programs must maintain a composite score, based on a three-factor financial responsibility ratio, of at least 1.5 in order to be determined financially responsible without additional oversight. The most recently available composite score for Concordia University Irvine is 1.5.

*Full-Time Iowa Resident Faculty Member or Program Coordinator:* Concordia University Irvine has no Iowa-based faculty or other employees. Consistent with the authority the Commission granted staff during its March 2011 meeting, staff recommends that the Commission waive the full-time Iowa-resident faculty member requirement since the College has applied for registration to offer only distance education programs.

*Instructional/Supervisory Staff Qualifications:* Concordia University Irvine appears to employ individuals who have degrees, special training, experience, or other accomplishments that qualify them for their assignments. Of 18 School of Education faculty profiles available on the University's website, all have at least a master's degree and all but four hold an earned doctorate. All have extensive experience and professional credentials in the field of education. The University also submitted

information for all faculty in the Master of Arts in Coaching and Administration program. Of 38 faculty, 9 hold doctoral degrees, including two that have a Juris Doctor. The remaining faculty all has a graduate level degree. All faculty have significant professional experience in athletic program leadership and general education leadership.

*Commitment to Iowa Students and Teach-Out.* The University's application includes a written statement from University President Kurt Krueger affirming the University's commitment to delivery of its distance education programs to Iowa students and to students in locations outside of Iowa. President Krueger states that if it would become necessary to discontinue a program, the Commission has his pledge to teach through to completion students currently in the program or as an alternative, work with another university to ensure students have an opportunity to complete their program in a timely manner.

## **Additional Information**

### **Compliance with Iowa Code Chapter 714**

#### *Section 714.18 – Evidence of Financial Responsibility*

As an addendum to its registration application, Concordia University Irvine filed satisfactory evidence of financial responsibility, including a continuous, corporate surety bond payable to the state of Iowa in the amount of \$50,000, issued by Travelers Casualty and Surety Company of America.

#### *Section 714.23 – State Tuition Refund Policy*

The Iowa tuition refund policy does not apply to the University because it is a private nonprofit institution.

## IOWA COLLEGE STUDENT AID COMMISSION

### Savannah College of Art and Design Application for Postsecondary Registration in Iowa January 2013

#### **RECOMMENDED ACTION:**

**Approve Savannah College of Art and Design's application for postsecondary registration in Iowa with a waiver of the full-time Iowa-based faculty member/program coordinator requirement.**

As a condition of registration:

- By the beginning of the fall 2013 term, the College must develop, implement, and provide staff with a copy of a policy that complies with new Iowa Code Section 261.9(1)"h" (as enacted by Iowa Senate File 2225).

**Note: Iowa Senate File 2267 enacted a change in Iowa Code Section 261B.3 that reduces the registration term from 4 years to 2 years, effective July 1, 2012. All schools that the Commission approves for initial or renewal registration after July 1, 2012, will be registered for a term of 2 years.**

#### **Registration Purpose**

Revised Iowa Code Sections 261B.2 (definitions) and 261B.3 (effective July 1, 2012) requires a school to register with the Commission if a person compensated by the school conducts any portion of a course of instruction, including by in-person, distance education, or correspondence method in this state *or if the school otherwise has a presence in this state*. In part, presence means an address, location, telephone number, or internet protocol address in Iowa from which a school conducts any aspect of its operations. Iowa Code Section 261B.2, subsection 4, paragraph a exempts occasional and short-term recruiting activities for the school's residential courses of instruction. However, similar recruiting activities at an Iowa location for a school's *online* programs are *not* exempted. Savannah College of Art and Design has applied for registration in order to conduct recruiting activities at Iowa locations for its online programs. At this time, the University does not have an Iowa-based recruiter.

#### **Institutional Information**

Savannah College of Art and Design (SCAD) is a private, non-profit postsecondary institution whose main campus is located at 622 Drayton Street, Savannah, Georgia. The College also maintains locations in Atlanta, Georgia, Hong Kong, and Lacoste, France. The College's Chief Executive Officer is President Paula Wallace, at the same address. The Iowa Secretary of State records an active Certificate of Authorization #434148 for SCAD as a foreign non-profit corporation. The registered agent in Iowa is CT Corporation System, 500 East Court Ave., Des Moines, IA 50309.

*Physical facilities:* Not applicable for this distance education provider.

*Instructional Methodology:* SCAD faculty teach all eLearning programs and interact with students through online meeting rooms, IM, e-mail, phone, and discussion board. The Blackboard learning

management system, which provides students access to their eLearning courses, is available through SCAD's digital portal, MySCAD. MySCAD offers students a digital community that provides a forum through which they can participate in the life of the University, and access additional e-learning, research, academic, career, and other support tools and activities, including the Virtual Lecture Hall where professors post presentations and lectures. See additional information below under *Student Learning Resources*.

*Accreditation:* Southern Association of Colleges and Schools Commission on Colleges, a regional accrediting agency recognized by the federal Department of Education.

*Federal Stafford Loan Cohort Default Rate:* 5.3%. For comparison purposes, the national average cohort default rate for the latest cohort reporting period (FFY2010) was 9.1%.

*Graduation Rate* (the percentage of first-time, full-time undergraduate students who graduated within 150% of the normal time for program completion as reported to the federal Department of Education): 64% (fall 2005 student cohort).

*Average Loan Debt upon Graduation:* \$35,549 for all SCAD students who received federal student aid and who graduated from the University with bachelor's degrees from July 1, 2010 through June 30, 2011.

*Record Preservation:* SCAD's record retention policy requires that student records be preserved for periods of time that vary in length; some records are preserved for one month, some for seven years, and some records are maintained permanently. Among the records that are retained permanently are: student academic records, to include transcripts; course exemptions; original grade submissions (electronic); class rosters and grade changes; class rosters and final grades; professor change of grade requests; commencement records to include graduation applications; degree compliance audits; graduation programs and degree statistics; certificates of completion; course substitutions; FERPA authorizations and revocations; temporary grades of incomplete; and undergraduate and graduate thesis applications.

*Transcript Requests:* Any current or former student wishing to obtain a transcript may do so by contacting:

Office of the Registrar  
P.O. Box 3146  
Savannah, GA 31402  
(912) 525-5800

*Student Learning Resources:* The College provides a variety of support services to SCAD eLearning students that connect them to SCAD locations from their home computers. Professional staff and faculty advisers assist in course selection and professional development on a regular basis, and guide students toward fulfillment of graduation requirements. Students may access many online and print materials that support the College's curricula and cover a wide array of subject matter. The library's extensive holdings include books, periodicals, DVDs, research databases, e-books and special collections of rare books, student thesis, and one of the largest art and design library systems in the U.S., including more than 70,000 reference images. Through the library's searchable online catalog, eLearning students can select materials to borrow from the Savannah and Atlanta libraries, which are delivered priority U.S. mail with return postage paid. Students may contact the Library of SCAD

Savannah for routine assistance, as well as for one-on-one research help via e-mail telephone or IM chat. An online bookstore is also available for ordering textbooks.

Students may access the online education center and the eLearning services channel to connect to College life, read announcements, get the latest SCAD news, participate in discussion forums, create Web postings and access a wide range of other resources including career coaching, research workshops, counseling services, the Virtual Lecture Hall, SCAD.tv, and the Visual Resources Center. SCAD.tv provides an online video library of events and lectures taking place at SCAD locations, in addition to webcasts and other Web-based media coverage of signature College events such as the Savannah Film Festival, the annual student fashion show and the Sidewalk Arts Festival. SCAD eLearning staff also organizes events and extracurricular activities to ensure that eLearning students are connected with the SCAD community, and eLearning specialists provide comprehensive technical support services.

*Curriculum Evaluation and Development:* SCAD faculty has primary responsibility for establishing and managing curricula at the University. All faculty, chairs, associate chairs, program coordinators, associate deans and deans participate in curriculum development within their respective departments and schools, as well as within the College. Faculty subcommittees for curricular development submit proposals for new courses, new programs, program revisions, and course revisions to the curriculum council. The curriculum council, comprised of deans, associate deans, chairs and program coordinators at all SCAD locations, vote to endorse, table or reject new course proposals. New programs, program revisions and course revisions are presented to the curriculum council for general information and to the vice president for academic services for endorsement. Each fall quarter, SCAD academic departments propose changes to the respective curriculum for academic programs. The changes are submitted as evidence for the College's annual report. Approved program revisions are included in the subsequent catalog and implemented in the following fall quarter. Academic departments subsequently monitor and reflect on the curriculum changes as courses are offered and students progress through the program. The College submitted its Curriculum Development Handbook as an attachment to its registration application.

*Student Complaints Process:* The College provided its process for resolution of disputes, which is disclosed to students in its catalog and on its website at <http://www.scad.edu/programs/policies.cfm>. Students are encouraged to resolve any concerns they may have by directly contacting the office or persons responsible for the area relevant to the concern or complaint (e.g., housing/residence director for residence hall complaints; professor or academic chair for academic complaints, etc.). If unsure about the proper way to address complaints, students should contact the University's ombudsman ([ombuds@scad.edu](mailto:ombuds@scad.edu)). As a neutral party, the ombudsman may seek additional information about the situation, assist with appropriate communication and mediate disputes. If unable to satisfactorily resolve issues directly with the relevant office or persons or through the office of the ombudsman, the student may submit a formal written complaint using specific procedures outlined in the catalog and on its website. Complaints about academic matters, non-academic matters, and financial issues are addressed by different administrative entities at the University. Students should note established deadlines for submitting various types of complaints or appeals.

SCAD also publishes contact information for its accrediting agency and all state education agencies in its catalog as an additional resource for students.

## **Programs Offered In Iowa**

SCAD wishes to offer the following distance education programs to Iowa residents:

- Bachelor of Arts in Advertising
- Bachelor of Arts in Graphic Design
- Bachelor of Fine Arts in Graphic Design
- Bachelor of Arts in Interactive Design and Game Development
- Bachelor of Arts in Photography
- Bachelor of Arts in Sequential Art
- Master of Arts in Arts Administration
- Master of Arts in Design Management
- Master of Arts in Graphic Design
- Master of Fine Arts in Graphic Design
- Master of Arts in Historic Preservation
- Master of Arts in Illustration
- Master of Arts in Illustration Design
- Master of Arts in Interactive Design and Game Development
- Master of Fine Arts in Interactive Design and Game Development
- Master of Arts in Interior Design
- Master of Arts in Motion Media Design
- Master of Arts in Painting
- Master of Arts in Photography
- Master of Fine Arts in Photography

### **Tuition/Fees/Books/Supply Charges**

- Undergraduate students, **per year** based on three-quarter attendance: \$34,401
- Graduate students, **per year** based on three-quarter attendance: \$35,166

SCAD may apply for a registration amendment at a later time to add its Master of Arts in Teaching licensure program, after it has secured the approval of the Iowa Board of Education. Meanwhile, the College must not enroll lowans in this program.

### **Registration Compliance**

As required by Iowa Code Section 261B.4, SCAD provided its policy on refunding tuition charges for withdrawn students. The policy is disclosed to students on its website at <http://www.scad.edu/admission/cost-financial-aid/student-accounts/credits.cfm>. The College's specific tuition refund policy is not a criterion for registration.

Administrative rules specifically require the school to comply with the requirements of Chapter 261.9(1) "e" through "h" by implementing the following policies.

- Iowa Code Section 261.9(1)(e) requires a school to maintain and disseminate a drug and alcohol abuse policy that includes sanctions for violation of the school's policy and information about the availability of drug or alcohol counseling or rehabilitation. Iowa Code Section 261.9(1)(f) requires a school to maintain and disseminate a sexual abuse policy that includes information about counseling opportunities and reporting instances of sexual abuse to school officials and law enforcement. These policies are duplicative of those required by the federal Department of Education for federal student aid participants. SCAD has these policies in place and discloses them to students in its Student Handbook, available through the MySCAD student portal.

- Iowa Code Section 261.9(1)(g) requires a school to maintain a special policy concerning institutional charges for members of the Iowa National Guard or reserve members of the U.S. Armed Forces, or the spouse of such a member if the member has a dependent child, when the service member or spouse must withdraw from the school because the service member has been called to active (Iowa) state or federal military duty or service. SCAD adopted such a policy for **all** of its students, and will publish the policy on its website at <http://www.scad.edu/programs/policies.cfm> until the next regularly scheduled revision of its catalog.
- Iowa Senate File 2225 created a new Iowa Code Section 261.9(1)(h). This new law, generally effective July 1, 2012, requires a school to develop and implement a policy for employees who, in the course of their employment, attend, examine, counsel, or treat a child and who suspect the physical or sexual abuse of that child. By cross-reference from existing administrative rules for registration [283-21.2(261B), subsection 7], this new policy now applies to Iowa's registered schools. However, staff believe that the Commission should waive enforcement of this new rule -- as it relates only to registration qualifications -- for the same delayed enforcement period that staff have granted to Iowa's own schools for the purpose of qualifying for state-based student financial aid, i.e., until fall of 2013. Schools that are approved for registration during the waiver period will be expected to develop and implement a policy that complies with new Iowa Code Section 261.9(1)(h) by the end of the waiver period.

*Student Consumer Information:* In its registration application, the College affirms its willingness to comply with the requirements of Iowa Code Chapter 261.9, as stipulated by Iowa Code Section 261B.4(8). Chapter 261.9 requires disclosure to students of information about the school's programs, charges, tuition refund policies, whether a certificate or diploma awarded by the school is applicable toward a degree program the school offers, and the identity of the school's accrediting agency. These disclosures are duplicative of disclosures required by the federal Department of Education and all are provided in the College's catalog and Student Handbook.

Effective July 1, 2012, Iowa Code Section 261B.7 states that, while a school must not represent that it is "approved" or "accredited by the Commission or the state of Iowa, a registered school *must* disclose that the school is registered by the Commission on behalf of the state of Iowa and provide the Commission's contact information for students who wish to inquire about the school or file a complaint. SCAD currently provides the Commission's contact information for these purposes in its catalog and on its website at <http://www.scad.edu/programs/policies.cfm>

*Financial Responsibility:* SCAD submitted the audit report of an independent accounting firm, Grant Thornton LLP, dated October 14, 2011, for the institutional fiscal years that ended on June 30, 2010 and 2011. The accounting firm stated its opinion that the school's financial statements present fairly, in all material respects, the school's financial position.

A private non-profit school that participates in the federal student aid programs must maintain a composite score, based on a three-factor financial responsibility ratio, of at least 1.5 in order to be determined financially responsible without additional oversight. The most recently available composite score for SCAD is 1.6.

*Full-Time Iowa Resident Faculty Member or Program Coordinator:* SCAD has no Iowa-based faculty or other employees. Consistent with the authority the Commission granted staff during its March 2011 meeting, staff recommends that the Commission waive the full-time Iowa-resident faculty member requirement since the College has applied for registration to offer only distance education programs.

*Instructional/Supervisory Staff Qualifications:* SCAD faculty appear to have degrees, special training, experience, or other accomplishments that qualify them for their assignments. The College discloses total faculty of over 700. Staff therefore randomly sampled the credentials, and biographies, as available, of identified eLearning staff on the SCAD eLearning site. The vast majority of faculty that are specifically identified as eLearning faculty do not have a terminal degree. However, all have at least a master's degree in the field in which they teach, each have significant experience in their field, and some are the recipients of awards and other professional recognition. Based on available faculty listings in its Catalog, the University almost exclusively employs as faculty persons with, at minimum, a graduate degree in the program area, employs persons with doctoral degrees in each program area, and employs a significant number of Savannah College of Art and Design master's program graduates.

*Commitment to Iowa Students and Teach-Out:* The College's application includes a written statement from SCAD President Paula Wallace stating her full commitment to continuing delivery of its current programs. President Wallace does not foresee discontinuing any online program in such a way that would negatively impact Iowa students. However, SCAD is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and in accordance with the SACSCOC teach-out policy, if SCAD was to discontinue one of its online programs, it would either teach out currently enrolled students until graduation, or enter into a contract for another institution or organization to teach out currently enrolled students. President Wallace included the SACSCOC policy on teach-out agreements with which SCAD must comply.

## **Additional Information**

### **Compliance with Iowa Code Chapter 714**

#### *Section 714.18 – Evidence of Financial Responsibility*

As an addendum to its registration application, SCAD filed satisfactory evidence of financial responsibility, including a continuous, corporate surety bond payable to the State of Iowa in the amount of \$50,000, issued by the Cincinnati Insurance Company.

#### *Section 714.23 – State Tuition Refund Policy*

The Iowa tuition refund policy does not apply to the College because it is a private nonprofit institution.

## IOWA COLLEGE STUDENT AID COMMISSION

### The Pennsylvania State University Application for Postsecondary Registration in Iowa January 2013

#### **RECOMMENDED ACTION:**

***Approve The Pennsylvania State University for postsecondary registration in Iowa with a waiver of the full-time Iowa-based faculty member/program coordinator requirement.***

**Note: Iowa Senate File 2267 enacted a change in Iowa Code Section 261B.3 that reduces the registration term from 4 years to 2 years, effective July 1, 2012. All schools that the Commission approves for initial or renewal registration after July 1, 2012, will be registered for a term of 2 years.**

#### **Registration Purpose**

Revised Iowa Code Sections 261B.2 (definitions) and 261B.3 (effective July 1, 2012) requires a school to register with the Commission if a person compensated by the school conducts any portion of a course of instruction, including by in-person, distance education, or correspondence method in this state or if the school otherwise has a presence in this state. In part, presence means a location in Iowa at which a student participates in any structured activity related to a school's distance education course of instruction. The Pennsylvania State University applied for registration because its World Campus offers certain distance education programs that require a structured field experience, which an Iowa resident would participate in at an Iowa location. The University also wishes authorization to, in the future, hire Iowa-based faculty and promote its online programs at Iowa locations.

#### **Institutional Information**

The Pennsylvania State University World Campus administrative offices are at 128 Outreach Building, University Park, PA. The Pennsylvania State University Chief Executive Officer is President Rodney Erickson, 201 Old Main, University Park, PA. The University has no Iowa contact, given that it is a distance education provider who has no Iowa-based employees at this time and no registered agent. Since the University is a state governmental entity, registration with the Iowa Secretary of State as an entity transacting business in Iowa is not necessary.

*Physical facilities:* Not applicable for this distance education provider.

*Instructional Methodology:* The University's online courses are taught asynchronously using a combination of internet and electronic/multimedia resources. The University designs its online courses around the best practices in online delivery, taught by faculty with experience teaching in an online environment, using technology to support learning outcomes, not just convenience. Students log into the classroom using one centralized platform to receive assignments, interact with faculty and peers, reply to message boards and more. Online courses mirror the quality content that a student would expect on campus. All are interactive and dynamic, and adult learner-centric. Contact with instructors and other students is facilitated using Skype, Eluminate Live, e-mail, and discussion forums.

*Accreditation:* Middle States Commission on Higher Education, a regional accrediting agency recognized by the federal Department of Education. The University also holds programmatic accreditation from multiple entities recognized by the federal Department of Education, including the Commission on Collegiate Nursing Education (CCNE), the National League for Nursing Accrediting Commission, the National Council for Accreditation of Teacher Education (NCATE), the Commission on English Language Program Accreditation, and the Commission on Accreditation of Healthcare Management Education.

*Federal Stafford Loan Cohort Default Rate:* 5.3% (institution-wide). For comparison purposes, the national average cohort default rate for the latest cohort reporting period (FFY2010) was 9.1%.

*Graduation Rate* (the percentage of first-time, full-time undergraduate students who graduated within 150% of the normal time for program completion as reported to the federal Department of Education): 87% (fall 2005 student cohort).

*Average Loan Debt upon Graduation:* As of August 2011 –

- \$33,530 (baccalaureate degree graduates)
- \$38,520 (graduate degree graduates).

Figures reported are institution-wide.

*Record Preservation:* The University uses physical, technical and administrative safeguards to protect the confidentiality, integrity, and authentication to/for access to student data, including but not limited to policies, procedures, guidelines, and standards. The University discloses these policies, including policies on privacy, the use of institutional data, and computer and network security at <http://www.registrar.psu.edu/confidentiality/confidentiality.cfm>

*Transcript Requests:* Any current or former student wishing to obtain a transcript may do so by contacting:

Office of the University Registrar  
Transcript/Verification Department  
112 Shields Building  
University Park, PA 16802  
(814) 865-6357

*Student Learning Resources:* The University provides a variety of support services to The Pennsylvania State University's World Campus students on its website <http://student.worldcampus.psu.edu/?status=undergraduate> . These include learning resources, the University Library System, the virtual bookstore, academic advising, course catalogues, policies, technical support, orientation services, tips on strategies to improve online learning, tutoring services, career services, and finding an examination proctor. This site also links students to campus community organizations and events. The University's Library system provides online access to numerous databases, research guides, course guides, references, digitized collections, and tutorials. Assistance is available from a librarian through live chat, e-mail, or phone.

*Curriculum Evaluation and Development:* The Committee on Curricular Affairs, a subdivision of The Pennsylvania State University Faculty Senate, reviews, evaluates, and approves or rejects all course and curriculum proposals. The Committee studies the existing courses and curricula of the University

with reference to the needs of students and opportunities for service to students and make recommendations for changes where appropriate. It also develops criteria for evaluating courses and curricula and recommends procedures for handling courses and curriculum proposals. The Committee on Curricular Affairs makes recommendations to the Senate Council on the establishment, reorganization, or discontinuation of organizational units. The Committee also works with University administration and faculty as may be necessary for the implementation of these procedures. The Senate generates multiple curriculum reports throughout the academic year reflecting curriculum proposals and outcomes [http://senate.psu.edu/curriculum\\_resources/bluesheet/bluex.html](http://senate.psu.edu/curriculum_resources/bluesheet/bluex.html). Changes become effective upon approval of the Executive Vice President and Provost.

*Student Complaints Process:* The University provided its process for resolution of disputes, which is disclosed to students on its website at <http://studentaffairs.psu.edu/conduct/services.shtml#mediation>. The University has Student Service representatives that assist its online program students in mediating issues. Students may invite faculty and staff members to participate in a formal mediation to resolve disputes. Mediation is a process in which two individuals or groups meet to resolve a conflict with the facilitation and help of a neutral third party. Mediators are trained to assist people in airing their concerns, clearing up misunderstandings, and arriving at a resolution that is agreeable to both parties. Mediation sessions are conducted confidentially and safely by trained mediators. Requesting mediation for a online program student requires submission of a form found at <http://www.worldcampus.psu.edu/filing-a-grievance>

## **Programs Offered In Iowa**

The Pennsylvania State University's World Campus wishes to offer approximately 80 postsecondary distance education programs to Iowa residents. Due to the number of programs, a listing is provided as an attachment, immediately following this recommendation. That listing includes total estimated program costs. There are no programs on the University's distance education program list that prepare students for licensed employment as a teacher or that prepare students for any other profession for which licensure is required in Iowa.

## **Registration Compliance**

As required by Iowa Code Section 261B.4, the University provided its policy on refunding tuition charges for withdrawn students. The policy is disclosed to students on its website at <http://www.bursar.psu.edu/adjustments.cfm> and <http://www.bursar.psu.edu/adjustschedfa.cfm>. The University's specific tuition refund policy is not a criterion for registration.

Administrative rules specifically require the school to comply with the requirements of Chapter 261.9(1) "e" through "h" by implementing the following policies.

- Iowa Code Section 261.9(1)(e) requires a school to maintain and disseminate a drug and alcohol abuse policy that includes sanctions for violation of the school's policy and information about the availability of drug or alcohol counseling or rehabilitation. Iowa Code Section 261.9(1)(f) requires a school to maintain and disseminate a sexual abuse policy that includes information about counseling opportunities and reporting instances of sexual abuse to school officials and law enforcement. These policies are duplicative of those required by the federal Department of Education for federal student aid participants. The University has such policies and discloses them in a variety of places on its website:  
<http://studentaffairs.psu.edu/conduct/codeofconduct/>  
<http://www.police.psu.edu/communityeducation/>

[http://studentaffairs.psu.edu/counseling/self-help\\_da.shtml](http://studentaffairs.psu.edu/counseling/self-help_da.shtml)

<http://studentaffairs.psu.edu/womenscenter/awareness/rapeandassault.shtml>

<http://studentaffairs.psu.edu/womenscenter/directory/#RA>

- Iowa Code Section 261.9(1)(g) requires a school to maintain a special policy concerning institutional charges for members of the Iowa National Guard or reserve members of the U.S. Armed Forces, or the spouse of such a member if the member has a dependent child, when the service member or spouse must withdraw from the school because the service member has been called to active (Iowa) state or federal military duty or service. The University's existing military deployment policy required modification to include a full refund of mandatory fees, and to provide the same options to the spouse of a deployed servicemember with a dependent child. The University is considering adoption of Iowa's expanded military deployment policy for all of its students. Meanwhile, the University provided staff with written assurances that the University will initiate this policy for Iowa-based distance education program students upon registration approval. The University is actively working with staff on the logistics of notifying Iowa-based students of this benefit.
- Iowa Senate File 2225 created a new Iowa Code Section 261.9(1)(h). This new law, generally effective July 1, 2012, requires a school to develop and implement a policy for employees who, in the course of their employment, attend, examine, counsel, or treat a child and who suspect the physical or sexual abuse of that child. The Pennsylvania State University maintains such a policy and discloses it on its website at <http://guru.psu.edu/policies/AD72.html>

*Student Consumer Information:* In its registration application, the University affirms its willingness to comply with the requirements of Iowa Code Chapter 261.9, as stipulated by Iowa Code Section 261B.4(8). Chapter 261.9 requires disclosure to students of information about the school's programs, charges, tuition refund policies, whether a certificate or diploma awarded by the school is applicable toward a degree program the school offers, and the identity of the school's accrediting agency. These disclosures are duplicative of disclosures required by the federal Department of Education and all are provided in a variety of online resources that are available to students:

- Course Descriptions <http://bulletins.psu.edu/undergrad/courses/>
- Course Descriptions by program (an example) <http://www.worldcampus.psu.edu/degrees-and-certificates/nursing-rn-to-bs-bachelors/course-list>
- Program Costs by program (an example) <http://www.worldcampus.psu.edu/degrees-and-certificates/nursing-rn-to-bs-bachelors/costs>
- Refund policies <http://www.bursar.psu.edu/adjustschedfa.cfm>
- Credit transfers by program (an example) <http://www.worldcampus.psu.edu/degrees-and-certificates/nursing-rn-to-bs-bachelors/costs>
- Accreditation [http://search.aol.com/aol/search?s\\_it=hp-port&q=penn+state+world+campus+programs](http://search.aol.com/aol/search?s_it=hp-port&q=penn+state+world+campus+programs)

Effective July 1, 2012, Iowa Code Section 261B.7 states that, while a school must not represent that it is "approved" or "accredited" by the Commission or the state of Iowa, a registered school *must* disclose that the school is registered by the Commission on behalf of the state of Iowa and provide the Commission's contact information for students who wish to inquire about the school or file a complaint. The University will disclose this information to students on its website in the same manner as it discloses information for other states in which it is authorized.

*Financial Responsibility:* The University submitted the audit report of an independent accounting firm, Deloitte and Touche LLP, dated October 18, 2011, for the institutional fiscal years that ended on June

30, 2010 and 2011. The accounting firm stated its opinion that the school's financial statements present fairly, in all material respects, the school's financial position.

A private non-profit school that participates in the federal student aid programs must maintain a composite score, based on a three-factor financial responsibility ratio, of at least 1.5 in order to be determined financially responsible without additional oversight. The Pennsylvania State University is not required to calculate and report a composite score because it is a subsidiary of a public university.

*Full-Time Iowa Resident Faculty Member or Program Coordinator:* The University has no Iowa-based faculty or other employees. Consistent with the authority the Commission granted staff during its March 2011 meeting, staff recommends that the Commission waive the full-time Iowa-resident faculty member requirement since the University has applied for registration to offer only distance education programs. The University may wish to hire Iowa-based faculty to provide instruction in its online programs in the future.

*Instructional/Supervisory Staff Qualifications:* The University provided a complete of 1277 faculty who instruct at its World Campus, including highest degree obtained, degree discipline, academic title, and courses taught. The University does employ as individuals with only a Baccalaureate degree, however, some of these individuals are graduate assistants. Others hold bachelor degrees in the field in which they are teaching and are teaching primarily lower level undergraduate courses. Staff noted a faculty member in a post-baccalaureate certificate program with a baccalaureate degree; however, it also appeared that her degree specialty qualified her for her teaching assignment. Otherwise, a significant number of The Pennsylvania State University's World Campus instructors hold terminal degrees.

*Commitment to Iowa Students and Teach-Out:* The University's application includes a written statement from The Pennsylvania State University President Rodney Erikson affirming that the University is fully committed to seeing students complete their respective programs. President Erikson states that the University has safeguards in place to ensure that students are afforded the opportunity to finish coursework they've begun. For example, the University policy is to phase-out programs rather than cease their operation before a student has finished. If an occasion would arise where a phase-out is not possible, University advisers and staff will work to ensure a student is successfully able to make the proper choice for their situation. Whether that includes switching programs, transferring to another institution, or some other method to utilize credits earned, University staff will work in the best interest of each individual student.

## **Additional Information**

### **Compliance with Iowa Code Chapter 714**

#### *Section 714.18 – Evidence of Financial Responsibility*

The financial responsibility provisions of Iowa Code do not apply to The Pennsylvania State University because it qualifies for an exemption: "colleges or universities authorized by the laws of Iowa or any other state or foreign country to grant degrees" [Iowa Code Section 714.19, subsection 1]. The University was chartered as a degree-granting institution in the Commonwealth of Pennsylvania by an Act of the Pennsylvania General Assembly, signed by its Governor on February 22, 1855.

#### *Section 714.23 – State Tuition Refund Policy*

The Iowa tuition refund policy does not apply to the University because it is not a for-profit educational institution.

**Attachment:** *The Pennsylvania State University's World Campus Distance Education Program List and Costs*

## Schedule of Fees, Tuition and any Required Charges

|  | Type        | Degree | Length in Credits | Tuition   | IT Fee   | Books    | Total     |
|--|-------------|--------|-------------------|-----------|----------|----------|-----------|
| Acoustics (Master of Engineering)  | Diploma     | ME     | 30                | \$ 23,250 | \$ 625   | \$ 1,000 | \$ 24,875 |
| Adult Development and Aging Services (Undergraduate Certificate)                               | Certificate |        | 15                | \$ 7,703  | \$ 600   | \$ 500   | \$ 8,803  |
| Adult Education (Master of Education)  | Diploma     | MEd    | 33                | \$ 23,628 | \$ 1,320 | \$ 1,100 | \$ 26,048 |
| Agricultural Biosecurity (Graduate Certificate)  | Certificate |        | 12                | \$ 8,760  | \$ 250   | \$ 400   | \$ 9,410  |
| Applied Behavior Analysis (Graduate Certificate)   | Certificate |        | 15                | \$ 10,740 | \$ 600   | \$ 500   | \$ 11,840 |
| Applied Statistics (Graduate Certificate)  | Certificate |        | 12                | \$ 8,592  | \$ 480   | \$ 400   | \$ 9,472  |
| Applied Statistics (Master's Degree)   | Diploma     | MAS    | 30                | \$ 21,480 | \$ 1,200 | \$ 1,000 | \$ 23,680 |
| Art Education (Master of Professional Studies)   | Diploma     | MPS    | 30                | \$ 21,480 | \$ 1,200 | \$ 1,000 | \$ 23,680 |
| Autism (Postbaccalaureate Certificate)   | Certificate |        | 12                | \$ 8,592  | \$ 480   | \$ 400   | \$ 9,472  |
| Business (Bachelor of Science)   | Diploma     | BS     | 120               | \$ 51,000 | \$ 1,920 | \$ 4,000 | \$ 56,920 |
| Business Administration - Online MBA (Master's Degree)   | Diploma     | MBA    | 48                |           |          |          | \$ 59,312 |
| Business Administration (Associate in Science)   | Degree      | AS     | 60                | \$ 30,810 | \$ 2,400 | \$ 2,000 | \$ 35,210 |
| Children, Youth, and Family Services (Undergraduate Certificate)                               | Certificate |        | 30                | \$ 15,405 | \$ 1,200 | \$ 1,000 | \$ 17,605 |
| Children's Literature (Graduate Certificate)   | Certificate |        | 15                | \$ 10,740 | \$ 600   | \$ 500   | \$ 11,840 |
| Community and Economic Development (Graduate Certificate)                                      | Certificate |        | 15                | \$ 10,740 | \$ 600   | \$ 500   | \$ 11,840 |
| Community and Economic Development (Master of Professional Studies)                            | Diploma     | MPS    | 30                | \$ 21,480 | \$ 1,200 | \$ 1,000 | \$ 23,680 |
| Criminal Justice (Bachelor of Science)   | Diploma     | BS     | 120               | \$ 50,984 | \$ 1,920 | \$ 4,000 | \$ 56,904 |
| Curriculum and Instruction - Children's Literature (Master of Education)                       | Diploma     | MEd    | 30                | \$ 21,480 | \$ 1,200 | \$ 1,000 | \$ 23,680 |
| Digital Arts (Undergraduate Certificate)   | Certificate |        | 15                | \$ 7,703  | \$ 600   | \$ 500   | \$ 8,803  |
| Distance Education (Postbaccalaureate Certificate)   | Certificate |        | 18                | \$ 12,888 | \$ 720   | \$ 600   | \$ 14,208 |
| Earth Sciences (Master of Education)   | Diploma     | MEd    | 30                | \$ 21,480 | \$ 1,200 | \$ 1,000 | \$ 23,680 |
| Educational Leadership - Teacher Leadership (Master of Education)                              | Diploma     | MEd    | 30                | \$ 21,480 | \$ 1,200 | \$ 1,000 | \$ 23,680 |
| Educational Technology Integration (Postbaccalaureate Certificate)                             | Certificate |        | 15                | \$ 10,740 | \$ 600   | \$ 500   | \$ 11,840 |
| Energy and Sustainability Policy (Bachelor of Arts)  | Diploma     | BA     | 121               | \$ 50,984 | \$ 1,920 | \$ 4,033 | \$ 56,937 |
| Engineering Management (Master's Degree)   | Diploma     | MEM    | 33                | \$ 30,096 | \$ 1,320 | \$ 1,100 | \$ 32,516 |
| Family Literacy (Postbaccalaureate Certificate)  | Certificate |        | 12                | \$ 8,592  | \$ 480   | \$ 400   | \$ 9,472  |
| Finance (Master of Finance)  | Diploma     | MFin   | 30                | \$ 30,750 | \$ 1,200 | \$ 1,000 | \$ 32,950 |
| Geographic Information Systems - GIS (Master's Degree)   | Diploma     | MGIS   | 35                | \$ 25,060 | \$ 729   | \$ 1,167 | \$ 26,956 |
| Geographic Information Systems - GIS (Postbaccalaureate Certificate)                           | Certificate |        | 11                | \$ 7,876  | \$ 229   | \$ 367   | \$ 8,472  |
| Geospatial Intelligence (Graduate Certificate)   | Certificate |        | 13                | \$ 9,308  | \$ 271   | \$ 433   | \$ 10,012 |
| Geriatric Nursing Education (Graduate Certificate)   | Certificate |        | 12                | \$ 8,592  | \$ 480   | \$ 400   | \$ 9,472  |
| Health Administration (Master's)   | Diploma     | MHA    | 49                | \$ 45,570 | \$ 1,960 | \$ 1,633 | \$ 49,163 |
| Homeland Security – Agricultural Biosecurity Option (Master of Professional Studies)           | Diploma     | MPS    | 33                | \$ 26,862 | \$ 688   | \$ 1,100 | \$ 28,650 |
| Homeland Security – Geospatial Intelligence Option (Master of Professional Studies)            | Diploma     | MPS    | 33                | \$ 25,427 | \$ 688   | \$ 1,100 | \$ 27,214 |
| Homeland Security – Homeland Security Base Program (Master of Professional Studies)            | Diploma     | MPS    | 33                | \$ 25,427 | \$ 688   | \$ 1,100 | \$ 27,214 |
| Homeland Security – Information Security and Forensics Option (Master of Professional Studies) | Diploma     | MPS    | 33                | \$ 26,862 | \$ 688   | \$ 1,100 | \$ 28,650 |
| Homeland Security – Public Health Preparedness Option (Master of Professional Studies)         | Diploma     | MPS    | 33                | \$ 25,427 | \$ 688   | \$ 1,100 | \$ 27,214 |
| Homeland Security (Minor)  | Minor       |        | 18                | \$ 9,243  | \$ 720   | \$ 600   | \$ 10,563 |
| Homeland Security and Defense (Graduate Certificate)   | Certificate |        | 12                | \$ 8,760  | \$ 250   | \$ 400   | \$ 9,410  |

Human Development and Family Studies (Associate in Science)  
Human Resources and Employment Relations (Master of Professional Studies)  
Information Sciences (Master of Professional Studies)  
Information Sciences and Technology (Associate in Science)  
Information Sciences and Technology (Bachelor of Science)  
Information Sciences and Technology (Undergraduate Certificate)  
Information Systems Security (Postbaccalaureate Certificate)  
Institutional Research (Graduate Certificate)  
Instructional Systems - Educational Technology (Master of Education)  
Labor and Employment Relations (Bachelor of Arts)  
Labor and Employment Relations (Bachelor of Science)  
Labor Studies and Employment Relations (Undergraduate Certificate)  
Law and Society (Bachelor of Arts)  
Letters, Arts, and Sciences (Associate in Arts)  
Letters, Arts, and Sciences (Bachelor of Arts)  
Master of Public Administration (MPA)  
Nuclear Engineering (Master of Engineering)  
Nursing (RN to BS)  
Nursing Management (Undergraduate Certificate)  
Organizational Communication (Undergraduate Certificate)  
Organizational Leadership (Bachelor of Science)  
Political Science (Bachelor of Arts)  
Project Management (Graduate Certificate)  
Project Management (Master's Degree)  
Psychology (Bachelor of Arts)  
Psychology (Bachelor of Science)  
Public Health Preparedness: Bioterrorism and Disaster (Graduate Certificate)  
Reading Instruction for Special Education Certificate (Postbaccalaureate Certificate)  
SAP Certificate (Undergraduate Certificate)  
Software Engineering (Master's Degree)  
Supply Chain Management (Graduate Certificate)  
Supply Chain Management (Master of Professional Studies)  
Systems Engineering (Master of Engineering)  
Teaching English to Speakers of Other Languages - TESOL (Graduate Certificate)  
Turfgrass Management (Master of Professional Studies)  
Turfgrass Management (Undergraduate Certificate)  
Turfgrass Management, Advanced (Undergraduate Certificate)  
Turfgrass Science (Bachelor of Science)  
Turfgrass Science and Management (Associate in Science)  
Weather Forecasting (Undergraduate Certificate)

|             |     |     |    |        |    |       |    |       |    |        |
|-------------|-----|-----|----|--------|----|-------|----|-------|----|--------|
| Degree      | AS  | 60  | \$ | 30,810 | \$ | 2,400 | \$ | 2,000 | \$ | 35,210 |
| Diploma     | MPS | 33  | \$ | 25,575 | \$ | 1,320 | \$ | 1,100 | \$ | 27,995 |
| Diploma     | MPS | 33  | \$ | 27,225 | \$ | 688   | \$ | 1,100 | \$ | 29,013 |
| Degree      | AS  | 60  | \$ | 30,810 | \$ | 2,400 | \$ | 2,000 | \$ | 35,210 |
| Diploma     | BS  | 125 | \$ | 50,984 | \$ | 1,920 | \$ | 4,167 | \$ | 57,071 |
| Certificate |     | 13  | \$ | 6,676  | \$ | 520   | \$ | 433   | \$ | 7,629  |
| Certificate |     | 15  | \$ | 13,028 | \$ | 313   | \$ | 500   | \$ | 13,840 |
| Certificate |     | 18  | \$ | 12,888 | \$ | 720   | \$ | 600   | \$ | 14,208 |
| Diploma     | MEd | 33  | \$ | 23,628 | \$ | 1,320 | \$ | 1,100 | \$ | 26,048 |
| Diploma     | BA  | 123 | \$ | 50,984 | \$ | 1,920 | \$ | 4,100 | \$ | 57,004 |
| Diploma     | BS  | 123 | \$ | 50,984 | \$ | 1,920 | \$ | 4,100 | \$ | 57,004 |
| Certificate |     | 12  | \$ | 6,162  | \$ | 480   | \$ | 400   | \$ | 7,042  |
| Diploma     | BA  | 123 | \$ | 50,984 | \$ | 1,920 | \$ | 4,100 | \$ | 57,004 |
| Degree      | AA  | 60  | \$ | 30,810 | \$ | 2,400 | \$ | 2,000 | \$ | 35,210 |
| Diploma     | BA  | 123 | \$ | 50,984 | \$ | 1,920 | \$ | 4,100 | \$ | 57,004 |
| Diploma     | MPA | 36  | \$ | 27,900 | \$ | 750   | \$ | 1,200 | \$ | 29,850 |
| Diploma     | ME  | 30  | \$ | 23,250 | \$ | 625   | \$ | 1,000 | \$ | 24,875 |
| Diploma     | BS  | 120 | \$ | 50,984 | \$ | 1,920 | \$ | 4,000 | \$ | 56,904 |
| Certificate |     | 12  | \$ | 6,162  | \$ | 480   | \$ | 400   | \$ | 7,042  |
| Certificate |     | 12  | \$ | 6,162  | \$ | 480   | \$ | 400   | \$ | 7,042  |
| Diploma     | BS  | 123 | \$ | 50,984 | \$ | 1,920 | \$ | 4,100 | \$ | 57,004 |
| Diploma     | BA  | 123 | \$ | 50,984 | \$ | 1,920 | \$ | 4,100 | \$ | 57,004 |
| Certificate |     | 12  | \$ | 10,944 | \$ | 480   | \$ | 400   | \$ | 11,824 |
| Diploma     | MPM | 30  | \$ | 27,360 | \$ | 1,200 | \$ | 1,000 | \$ | 29,560 |
| Diploma     | BA  | 123 | \$ | 50,984 | \$ | 1,920 | \$ | 4,100 | \$ | 57,004 |
| Diploma     | BS  | 123 | \$ | 50,984 | \$ | 1,920 | \$ | 4,100 | \$ | 57,004 |
| Certificate |     | 12  | \$ | 8,760  | \$ | 250   | \$ | 400   | \$ | 9,410  |
| Certificate |     | 12  | \$ | 8,592  | \$ | 480   | \$ | 400   | \$ | 9,472  |
| Certificate |     | 9   | \$ | 4,622  | \$ | 360   | \$ | 300   | \$ | 5,282  |
| Diploma     | MSE | 36  | \$ | 32,832 | \$ | 1,440 | \$ | 1,200 | \$ | 35,472 |
| Certificate |     | 12  | \$ | 10,944 | \$ | 480   | \$ | 400   | \$ | 11,824 |
| Diploma     | MPS | 30  | \$ | 27,360 | \$ | 4,875 | \$ | 1,000 | \$ | 33,235 |
| Diploma     | ME  | 36  | \$ | 32,832 | \$ | 1,440 | \$ | 1,200 | \$ | 35,472 |
| Certificate |     | 12  | \$ | 8,592  | \$ | 480   | \$ | 400   | \$ | 9,472  |
| Diploma     | MPS | 30  | \$ | 21,480 | \$ | 625   | \$ | 1,000 | \$ | 23,105 |
| Certificate |     | 15  | \$ | 7,703  | \$ | 600   | \$ | 500   | \$ | 8,803  |
| Certificate |     | 30  | \$ | 15,405 | \$ | 1,200 | \$ | 1,000 | \$ | 17,605 |
| Diploma     | BS  | 120 | \$ | 50,984 | \$ | 1,920 | \$ | 4,000 | \$ | 56,904 |
| Degree      | AS  | 61  | \$ | 31,324 | \$ | 2,440 | \$ | 2,033 | \$ | 35,797 |
| Certificate |     | 12  | \$ | 6,162  | \$ | 480   | \$ | 400   | \$ | 7,042  |

**IOWA COLLEGE STUDENT AID COMMISSION  
GUARANTEED STUDENT LOAN ADMINISTRATION  
SUMMARY OF RESOURCES AND EXPENDITURES  
SFY 2013 as of November 30, 2012**

| Operating Fund  | Class  | FY 2013<br>Operating<br>Budget | FY 2013<br>Year to Date<br>Budget | FY 2012<br>Nov-11<br>Mth Actual | FY 2013<br>Nov-12<br>Mth Actual | FY 2012<br>Year to Date<br>Actuals | FY 2013<br>Year to Date<br>Actuals | YTD Actual<br>to Budget<br>Variance |
|---|--|--------------------------------|-----------------------------------|---------------------------------|---------------------------------|------------------------------------|------------------------------------|-------------------------------------|
| <b>Revenues/Resources:</b>                              |  |                                |                                   |                                 |                                 |                                    |                                    |                                     |
| 1   | Federal Account Maintenance Fees (AMF)             | 4,197,366                      | 3,148,025                         | 423,338                         | -                               | 1,325,947                          | -                                  | (3,148,025)                         |
| 2   | Federal Loan Processing Fee (LPIF)                 | -                              | -                                 | -                               | -                               | (5,253)                            | -                                  | -                                   |
| 3   | Default Aversion Fees (DAF) (Net of rebates)       | -                              | -                                 | 62,445                          | -                               | 807,494                            | 503,485                            | 503,485                             |
| 4   | ICSAC Share Default Collections *                  | -                              | -                                 | 1,610,587                       | 421,821                         | 8,231,591                          | 2,615,048                          | 2,615,048                           |
| 5   | Direct Loans Cons. (Net of 8.5% back to Fed Gov) * | -                              | -                                 | 99,069                          | -                               | 900,676                            | 232,135                            | 232,135                             |
| 6   | Interest on Operating Fund                         | 52,500                         | 17,500                            | 2,208                           | 7,291                           | 53,356                             | 17,462                             | (38)                                |
| 7   | Other Revenue (includes TOP)                       | 175,490                        | 58,496                            | 168,307                         | 270                             | 895,415                            | 60,886                             | 2,390                               |
| 8   | Est PLP Rev *                                      | 500,000                        | 166,667                           | 25,102                          | 72,533                          | 565,011                            | 211,799                            | 45,132                              |
| 9   | Intra-Agency Reimbursements                        | 3,718,594                      | 812,973                           | -                               | 598,566                         | -                                  | 598,566                            | (214,407)                           |
| 10  | State Appropriation                                | -                              | -                                 | -                               | -                               | 141,589                            | -                                  | -                                   |
| <b>Total Revenues/Resources</b>                         |  | <b>\$ 8,643,950</b>            | <b>\$ 4,203,661</b>               | <b>\$ 2,390,485</b>             | <b>\$ -</b>                     | <b>\$ 12,395,825</b>               | <b>\$ -</b>                        | <b>\$ 35,720</b>                    |
| <b>Expenditures:</b>                                    |  |                                |                                   |                                 |                                 |                                    |                                    |                                     |
| 11  | Agency Administration                              | 1,885,339                      | 714,170                           | 125,394                         | 67,741                          | 504,261                            | 444,362                            | (269,808)                           |
| 12  | Marketing Administration                           | 544,831                        | 201,548                           | 6,325                           | 30,018                          | 89,514                             | 154,204                            | (47,344)                            |
| <b>Total Administrative</b>                             |  | <b>\$ 2,430,170</b>            | <b>\$ 915,718</b>                 | <b>\$ 131,719</b>               | <b>\$ 97,759</b>                | <b>\$ 593,776</b>                  | <b>\$ 598,566</b>                  | <b>\$ (317,152)</b>                 |
| 13  | Collection Expense                                 | 1,453,061                      | 499,620                           | 147,048                         | 175,385                         | 1,711,815                          | 1,173,181                          | 673,561                             |
| 14  | FFEL Expense                                       | 663,257                        | 227,814                           | 418,912                         | 179,040                         | 688,833                            | 509,455                            | 281,641                             |
| 15  | Collection Expense - PLP                           | 137,500                        | 45,833                            | 11,339                          | 20,956                          | 63,638                             | 44,029                             | (1,804)                             |
| <b>Total Collection and FFEL Expenses</b>               |  | <b>\$ 2,253,818</b>            | <b>\$ 773,267</b>                 | <b>\$ 577,299</b>               | <b>\$ 375,381</b>               | <b>\$ 2,464,286</b>                | <b>\$ 1,726,665</b>                | <b>\$ 953,398</b>                   |
| 16  | Grant Administration                               | 2,278,482                      | 1,885,490                         | 13,998                          | 125,730                         | 47,111                             | 155,156                            | (1,730,334)                         |
| 17  | Financial Literacy                                 | 30,000                         | 10,000                            | 6,811                           | 12,916                          | 23,530                             | 125,416                            | 115,416                             |
| 18  | IHAPI  | 1,402,804                      | 505,590                           | 48,730                          | 113,193                         | 162,271                            | 265,170                            | (240,420)                           |
| <b>Total Fin Literacy, IHAPI and Grant Expenditures</b> |  | <b>\$ 3,711,286</b>            | <b>\$ 2,401,080</b>               | <b>\$ 69,539</b>                | <b>\$ 251,839</b>               | <b>\$ 232,912</b>                  | <b>\$ 545,742</b>                  | <b>\$ (1,855,338)</b>               |
| 19  | Osteopathic and Miscellaneous programs             | 0                              | 0                                 | 0                               | 0                               | 0                                  | 0                                  | -                                   |
| 20  | Scholarship and Grants                             | 735,648                        | 255,214                           | 21,203                          | 140,046                         | 85,930                             | 221,687                            | (33,527)                            |
| 21  | Postsecondary Registration                         | 304,917                        | 115,418                           | 14,712                          | 22,270                          | 46,663                             | 52,367                             | (63,051)                            |
| <b>Total Misc. (S&amp;G, Postsecondary Reg, Osteo)</b>  |  | <b>\$ 1,040,565</b>            | <b>\$ 370,632</b>                 | <b>\$ 35,915</b>                | <b>\$ 162,316</b>               | <b>\$ 132,593</b>                  | <b>\$ 274,054</b>                  | <b>\$ (96,578)</b>                  |
| <b>Total Operating Expenses</b>                         |  | <b>9,435,839</b>               | <b>4,460,697</b>                  | <b>814,472</b>                  | <b>887,296</b>                  | <b>3,423,568</b>                   | <b>3,145,028</b>                   | <b>(1,315,669)</b>                  |
| 22  | Federal Default Fee                                | 0                              | 0                                 | 0                               | 0                               | 0                                  | 0                                  | -                                   |
| <b>Total Federal Default Fee</b>                        |  | <b>\$ -</b>                    | <b>\$ -</b>                       | <b>\$ -</b>                     | <b>\$ -</b>                     | <b>\$ -</b>                        | <b>\$ -</b>                        | <b>\$ -</b>                         |
| <b>Net resources (exp) before other</b>                 |  | <b>\$ (791,889)</b>            | <b>\$ (257,036)</b>               | <b>\$ 1,576,583</b>             | <b>\$ 213,185</b>               | <b>\$ 9,492,258</b>                | <b>\$ 1,094,354</b>                | <b>\$ 1,351,390</b>                 |
| <b>Other Resources (Grant Drawdown)</b>                 |  |                                |                                   |                                 |                                 |                                    |                                    |                                     |
| 23  | Gear Up Grant DrawDown                             | 2,800,000                      | 1,866,667                         | -                               | -                               | -                                  | -                                  | (1,866,667)                         |
| 24  | College Access Grant Funds                         | 1,000,000                      | 333,333                           | 486,486                         | -                               | 488,676                            | -                                  | (333,333)                           |
| 25  | JR Justice   | 121,000                        | 121,000                           | 15,000                          | 2,276                           | 100,000                            | 2,276                              | (118,724)                           |
| <b>Total Other Resources</b>                            |  | <b>\$ 3,921,000</b>            | <b>\$ 2,321,000</b>               | <b>\$ 501,486</b>               | <b>\$ 2,276</b>                 | <b>\$ 588,676</b>                  | <b>\$ 2,276</b>                    | <b>\$ (2,318,724)</b>               |
| <b>Other Expenditures (grants)</b>                      |  |                                |                                   |                                 |                                 |                                    |                                    |                                     |
| 25  | Gear Up Grant                                      | 2,933,156                      | 1,929,085                         | 29,126                          | 177,452                         | 197,608                            | 334,062                            | (1,595,023)                         |
| 26  | College Access Challenge Grant                     | 1,000,000                      | 333,333                           | 29,526                          | 0                               | 756,591                            | 0                                  | (333,333)                           |
| 27  | JR Justice   | 121,000                        | 121,000                           | 0                               | 0                               | 85,000                             | 0                                  | (121,000)                           |
| <b>Total Other Expenditures</b>                         |  | <b>\$ 4,054,156</b>            | <b>\$ 2,383,418</b>               | <b>\$ 58,652</b>                | <b>\$ 177,452</b>               | <b>\$ 1,039,199</b>                | <b>\$ 334,062</b>                  | <b>\$ (2,049,356)</b>               |
| <b>Net Other Income</b>                                 |  | <b>\$ (133,156)</b>            | <b>\$ (62,418)</b>                | <b>\$ 442,834</b>               | <b>\$ (175,176)</b>             | <b>\$ (450,523)</b>                | <b>\$ (331,786)</b>                | <b>\$ (269,368)</b>                 |
| <b>Net Gain(Loss)Operating Fund</b>                     |  | <b>\$ (925,045)</b>            | <b>\$ (319,454)</b>               | <b>\$ 2,019,417</b>             | <b>\$ 38,009</b>                | <b>\$ 9,041,735</b>                | <b>\$ 762,567</b>                  | <b>\$ 1,082,021</b>                 |

**Footnotes:**

4 - Includes FFELP Collections and Great Lakes Payments

5 - Estimated revenue; net number (10% of rehabs) based on total receipts from USDE (18.5%) less payments to USDE (8.5%)

8 - Total cash receipts, includes principal and interest

**IOWA COLLEGE STUDENT AID COMMISSION  
FUND 0163 - YEAR TO DATE UNIT DETAIL  
SUMMARY OF RESOURCES AND EXPENDITURES  
SFY 2013 as of November 30, 2012**

| Operating Fund                      | Class  | UNIT<br>2001<br>ADMIN | UNIT<br>2002<br>MARKETING | UNIT<br>2004<br>MISC | UNIT<br>3003<br>COLLECTIONS | UNIT<br>3004<br>FFEL | UNIT<br>4001<br>JR JUSTICE | UNIT<br>5002<br>S&G | UNIT<br>5003<br>POSTSEC REG | UNIT<br>7001<br>GRANT ADMIN | UNIT<br>7002<br>FIN LIT | UNIT<br>7003<br>IHAPI | UNIT<br>7007<br>CACG | UNIT<br>8008<br>PLP | UNIT<br>9009<br>GEAR UP | YTD<br>ACTUAL<br>TOTAL | YTD<br>BUDGET<br>TOTAL | YTD Actual<br>to Budget<br>Variance |
|-------------------------------------|--|-----------------------|---------------------------|----------------------|-----------------------------|----------------------|----------------------------|---------------------|-----------------------------|-----------------------------|-------------------------|-----------------------|----------------------|---------------------|-------------------------|------------------------|------------------------|-------------------------------------|
| <b>Revenues/Resources:</b>          |  |                       |                           |                      |                             |                      |                            |                     |                             |                             |                         |                       |                      |                     |                         |                        |                        |                                     |
| 1                                   | Federal Account Maintenance Fees (AMF)             | -                     | -                         | -                    | -                           | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | -                      | 3,148,025              | (3,148,025)                         |
| 2                                   | Federal Loan Processing Fee (LPIF)                 | -                     | -                         | -                    | -                           | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | -                      | -                      | -                                   |
| 3                                   | Default Aversion Fees (DAF) (Net of rebates)       | -                     | -                         | -                    | -                           | 503,485              | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | 503,485                | -                      | 503,485                             |
| 4                                   | ICSAC Share Default Collections *                  | -                     | -                         | -                    | 2,193,227                   | 421,821              | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | 2,615,048              | -                      | 2,615,048                           |
| 5                                   | Direct Loans Cons. (Net of 8.5% back to Fed Gov) * | -                     | -                         | -                    | 232,135                     | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | 232,135                | -                      | 232,135                             |
| 6                                   | Iowa Access Grants Funds                           | -                     | -                         | -                    | -                           | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | -                      | -                      | -                                   |
| 7                                   | Interest on Operating Fund                         | -                     | -                         | -                    | -                           | 17,462               | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | 17,462                 | 17,500                 | (38)                                |
| 8                                   | Other Revenue (includes TOP)                       | -                     | -                         | 810                  | 59,973                      | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | 103                     | 60,886                 | 58,496                 | 2,390                               |
| 9                                   | Est PLP Rev *                                      | -                     | -                         | -                    | -                           | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | 211,799             | -                       | 211,799                | 166,667                | 45,132                              |
| 10                                  | Intra-Agency Reimbursements                        | 444,362               | 154,204                   | -                    | -                           | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | 598,566                | 812,973                | (214,407)                           |
| 11                                  | Grant DrawDown from USDE                           | -                     | -                         | -                    | -                           | -                    | 2,276                      | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | 2,276                  | 2,321,000              | (2,318,724)                         |
| 12                                  | State Appropriation                                | -                     | -                         | -                    | -                           | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | -                      | -                      | -                                   |
| <b>Total Revenues/Resources</b>     |  | <b>\$ 444,362</b>     | <b>\$ 154,204</b>         | <b>\$ 810</b>        | <b>\$ 2,485,335</b>         | <b>\$ 942,768</b>    | <b>\$ 2,276</b>            | <b>\$ -</b>         | <b>\$ -</b>                 | <b>\$ -</b>                 | <b>\$ -</b>             | <b>\$ -</b>           | <b>\$ -</b>          | <b>\$ 208,799</b>   | <b>\$ -</b>             | <b>\$ 4,241,657</b>    | <b>\$ 6,524,661</b>    | <b>\$ (2,283,004)</b>               |
| <b>Expenditures:</b>                |  |                       |                           |                      |                             |                      |                            |                     |                             |                             |                         |                       |                      |                     |                         |                        |                        |                                     |
| 13                                  | Personal Services - Loan Administration            | 337,515               | 65,030                    | -                    | 282,363                     | 147,859              | -                          | 90,481              | 36,597                      | 33,322                      | -                       | 164,330               | -                    | -                   | 98,273                  | 1,255,770              | 1,280,702              | (24,932)                            |
| 14                                  | Travel   | 3,595                 | 11,484                    | -                    | -                           | -                    | -                          | 1,589               | -                           | -                           | -                       | 454                   | -                    | -                   | 8,026                   | 25,148                 | 47,524                 | (22,376)                            |
| 15                                  | Office Supplies                                    | 14,771                | 208                       | -                    | 165                         | -                    | -                          | 150                 | -                           | -                           | -                       | 345                   | -                    | -                   | 405                     | 16,044                 | 7,338                  | 8,706                               |
| 16                                  | Equipment Repairs                                  | -                     | -                         | -                    | -                           | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | -                      | 433                    | (433)                               |
| 17                                  | Printing and Binding                               | 68                    | 52,762                    | -                    | -                           | -                    | -                          | 554                 | -                           | -                           | -                       | 7,413                 | -                    | -                   | 3,727                   | 64,524                 | 67,058                 | (2,534)                             |
| 18                                  | Food   | 109                   | -                         | -                    | -                           | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | 109                    | 33                     | 76                                  |
| 19                                  | Postage  | 5,863                 | 10,006                    | -                    | 393                         | 20                   | -                          | 897                 | -                           | -                           | -                       | -                     | -                    | 72                  | 10,722                  | 27,973                 | 12,980                 | 14,993                              |
| 20                                  | Communications                                     | 7,508                 | -                         | -                    | 1,121                       | 122                  | -                          | 806                 | -                           | -                           | -                       | 1,378                 | -                    | -                   | 3,024                   | 13,959                 | 15,726                 | (1,767)                             |
| 21                                  | Rentals  | -                     | -                         | -                    | -                           | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | 4,553                   | 4,553                  | -                      | 4,553                               |
| 22                                  | Professional & Scientific Services                 | 3,500                 | 1,000                     | -                    | -                           | 13,312               | -                          | -                   | -                           | -                           | -                       | 640                   | -                    | -                   | 5,000                   | 23,452                 | 17,517                 | 5,935                               |
| 23                                  | Outside Services - SLMA                            | -                     | -                         | -                    | -                           | 275,388              | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | 275,388                | 140,123                | 135,265                             |
| 24                                  | Outside Services - iLink                           | -                     | -                         | -                    | -                           | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | -                      | -                      | -                                   |
| 25                                  | Outside Services - SLCS                            | -                     | -                         | -                    | -                           | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | -                      | -                      | -                                   |
| 26                                  | Outside Services - Other                           | 279                   | -                         | -                    | 748,968                     | -                    | -                          | 1,204               | -                           | -                           | -                       | -                     | -                    | 43,638              | -                       | 794,089                | 347,141                | 446,948                             |
| 27                                  | Intra-State Transfers                              | 790                   | -                         | -                    | -                           | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | 12,167                  | 12,957                 | 50,418                 | (37,461)                            |
| 28                                  | Advertising & Publicity                            | -                     | 12,308                    | -                    | -                           | -                    | -                          | -                   | -                           | -                           | -                       | 500                   | -                    | -                   | 101,230                 | 114,038                | 209,141                | (95,103)                            |
| 29                                  | Attorney General                                   | 3,750                 | -                         | -                    | 11,234                      | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | 14,984                 | 7,825                  | 7,159                               |
| 30                                  | State Audits                                       | -                     | -                         | -                    | -                           | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | -                      | 11,375                 | (11,375)                            |
| 31                                  | State Reimbursements - Rent                        | 20,703                | -                         | -                    | -                           | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | 20,703                 | -                      | 20,703                              |
| 32                                  | State Reimbursements - Other                       | 3,997                 | 258                       | -                    | 194                         | 646                  | -                          | 258                 | 65                          | -                           | -                       | 194                   | -                    | -                   | 286                     | 5,898                  | 28,284                 | (22,386)                            |
| 33                                  | ITE Reimbursements                                 | 27,568                | 376                       | -                    | 2,255                       | 1,674                | -                          | 274                 | 152                         | -                           | -                       | 423                   | -                    | -                   | 379                     | 33,101                 | 53,841                 | (20,740)                            |
| 34                                  | Intra-Agency Reimbursements                        | -                     | -                         | -                    | 125,532                     | 70,434               | -                          | 125,474             | 15,553                      | 121,834                     | 12,916                  | 89,493                | -                    | -                   | 37,776                  | 599,013                | 809,877                | (210,864)                           |
| 35                                  | Equipment  | -                     | -                         | -                    | -                           | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | -                      | -                      | -                                   |
| 36                                  | Office Equipment                                   | -                     | -                         | -                    | -                           | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | -                      | -                      | -                                   |
| 37                                  | IT Equipment & Software                            | 12,645                | -                         | -                    | -                           | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | 18,494                  | 31,139                 | 74,634                 | (43,495)                            |
| 38                                  | Other Expenses & Obligations                       | 704                   | 772                       | -                    | 75                          | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | 1,551                  | 952                    | 599                                 |
| 39                                  | Licenses   | -                     | -                         | -                    | -                           | -                    | -                          | -                   | -                           | -                           | 112,500                 | -                     | -                    | -                   | 30,000                  | 142,500                | 439,860                | (297,360)                           |
| 40                                  | Other Refunds                                      | 997                   | -                         | -                    | 881                         | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | 319                 | -                       | 2,197                  | 30,333                 | (28,136)                            |
| 41                                  | State Aid  | -                     | -                         | -                    | -                           | -                    | -                          | -                   | -                           | -                           | -                       | -                     | -                    | -                   | -                       | -                      | 3,191,000              | (3,191,000)                         |
| <b>Total Administrative</b>         |  | <b>\$ 444,362</b>     | <b>\$ 154,204</b>         | <b>\$ -</b>          | <b>\$ 1,173,181</b>         | <b>\$ 509,455</b>    | <b>\$ -</b>                | <b>\$ 221,687</b>   | <b>\$ 52,367</b>            | <b>\$ 155,156</b>           | <b>\$ 125,416</b>       | <b>\$ 265,170</b>     | <b>\$ -</b>          | <b>\$ 44,029</b>    | <b>\$ 334,062</b>       | <b>\$ 3,479,090</b>    | <b>\$ 6,844,115</b>    | <b>\$ (3,365,025)</b>               |
| <b>Total Expenditures</b>           |  | <b>\$ 444,362</b>     | <b>\$ 154,204</b>         | <b>\$ -</b>          | <b>\$ 1,173,181</b>         | <b>\$ 509,455</b>    | <b>\$ -</b>                | <b>\$ 221,687</b>   | <b>\$ 7</b>                 | <b>\$ 155,156</b>           | <b>\$ 125,416</b>       | <b>\$ 265,170</b>     | <b>\$ -</b>          | <b>\$ 44,029</b>    | <b>\$ 334,062</b>       | <b>\$ 3,479,090</b>    | <b>\$ 6,844,115</b>    | <b>\$ (3,365,025)</b>               |
| <b>Net Gain(Loss)Operating Fund</b> |  | <b>\$ -</b>           | <b>\$ -</b>               | <b>\$ 810</b>        | <b>\$ 1,312,154</b>         | <b>\$ 433,313</b>    | <b>\$ 2,276</b>            | <b>\$ (221,687)</b> | <b>\$ (52,367)</b>          | <b>\$ (155,156)</b>         | <b>\$ (285,470)</b>     | <b>\$ -</b>           | <b>\$ -</b>          | <b>\$ 167,770</b>   | <b>\$ (333,959)</b>     | <b>\$ 762,567</b>      | <b>\$ (319,454)</b>    | <b>\$ 1,082,021</b>                 |

**Footnotes:**

- 4 - Includes FFELP Collections and Great Lakes Payments
- 5 - Estimated revenue; net number (10% of rehabs) based on total receipts from USDE (18.5%) less payments to USDE (8.5%)
- 9 - Total cash receipts, includes principal and interest

IOWA COLLEGE STUDENT AID COMMISSION  
SCHOLARSHIP & GRANT ADMINISTRATION  
SUMMARY OF EXPENDITURES  
SFY 2013 as of November 30, 2012

**State Appropriated - \$232,943**

|                                 | FY 2012<br>Actual | FY 2013<br>Budget | FY 2013<br>Year to Date<br>Budget | FY 2013<br>Year to Date<br>Actual | Variance<br>Over<br>(Under) |
|---------------------------------|-------------------|-------------------|-----------------------------------|-----------------------------------|-----------------------------|
| <b>Expenditures:</b>            |                   |                   |                                   |                                   |                             |
| 1 Salaries                      | \$ 219,455        | \$ 232,510        | 93,074                            | \$ 97,957                         | \$ 4,883                    |
| 2 Travel                        | 335               | 433               | 108                               | -                                 | (108)                       |
| 3 Office Supplies               | 1,445             | -                 | -                                 | -                                 | -                           |
| 4 Equipment Repairs             | 52                | -                 | -                                 | -                                 | -                           |
| 5 Printing                      | 2,058             | -                 | -                                 | -                                 | -                           |
| 6 Postage                       | 3,672             | -                 | -                                 | -                                 | -                           |
| 7 Communications                | 2,381             | -                 | -                                 | -                                 | -                           |
| 8 Rental                        | 5,588             | -                 | -                                 | -                                 | -                           |
| 9 Professional Services         | 60                | -                 | -                                 | -                                 | -                           |
| 10 Outside Services             | 3,653             | -                 | -                                 | -                                 | -                           |
| 11 State Transfers              | 75                | -                 | -                                 | -                                 | -                           |
| 12 State Reimbursements - Rent  | 3,479             | -                 | -                                 | -                                 | -                           |
| 13 State Reimbursements         | 1,469             | -                 | -                                 | -                                 | -                           |
| 14 ITD Reimbursements           | 6,165             | -                 | -                                 | -                                 | -                           |
| 15 Office Equipment             | -                 | -                 | -                                 | -                                 | -                           |
| 16 IT Equipment & Software      | -                 | -                 | -                                 | -                                 | -                           |
| 17 Other Expenses & Obligations | 9                 | -                 | -                                 | -                                 | -                           |
| <b>Total Expenditures</b>       | <b>\$ 249,896</b> | <b>\$ 232,943</b> | <b>\$ 93,182</b>                  | <b>\$ 97,957</b>                  | <b>\$ 4,775</b>             |

**Notes:**

1 - FY2013 Budget covers as many salary and benefit costs as possible, with remainder to travel. FY2012 budget was done with a different assumption.

**Non Appropriated (Covered by GSL)**

|                                 | FY 2012<br>Actual | FY 2013<br>Budget | FY 2013<br>Year to Date<br>Budget | FY 2013<br>Year to Date<br>Actual | Variance<br>Over<br>(Under) |
|---------------------------------|-------------------|-------------------|-----------------------------------|-----------------------------------|-----------------------------|
| <b>Resources:</b>               |                   |                   |                                   |                                   |                             |
| 18 Intra-agency Reimbursements  | -                 | -                 | -                                 | -                                 | -                           |
| <b>Total Resources</b>          | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>                       | <b>\$ -</b>                       | <b>\$ -</b>                 |
| <b>Expenditures:</b>            |                   |                   |                                   |                                   |                             |
| 19 Salaries                     | -                 | 351,674           | 146,531                           | 90,481                            | (56,050)                    |
| 20 Travel                       | -                 | 2,275             | 948                               | 1,589                             | 641                         |
| 21 Office Supplies              | -                 | -                 | -                                 | 150                               | 150                         |
| 22 Equipment Repairs            | -                 | -                 | -                                 | -                                 | -                           |
| 23 Printing                     | -                 | -                 | -                                 | 554                               | 554                         |
| 24 Postage                      | -                 | -                 | -                                 | 897                               | 897                         |
| 25 Communications               | -                 | 2,774             | 1,156                             | 806                               | (350)                       |
| 26 Rental                       | -                 | -                 | -                                 | -                                 | -                           |
| 27 Outside Services             | -                 | -                 | -                                 | 1,204                             | 1,204                       |
| 28 State Transfers              | -                 | -                 | -                                 | -                                 | -                           |
| 29 State Reimbursements - Rent  | -                 | -                 | -                                 | -                                 | -                           |
| 30 State Reimbursements         | -                 | 1,820             | 758                               | 258                               | (500)                       |
| 31 ITD Reimbursements           | -                 | 1,425             | 594                               | 274                               | (320)                       |
| 32 Intra-Agency Reimbursements  | -                 | 327,624           | 136,510                           | 125,474                           | (11,036)                    |
| 33 Office Equipment             | -                 | -                 | -                                 | -                                 | -                           |
| 34 IT Equipment & Software      | -                 | -                 | -                                 | -                                 | -                           |
| 35 Other Expenses & Obligations | -                 | -                 | -                                 | -                                 | -                           |
| <b>Total Expenditures</b>       | <b>\$ -</b>       | <b>\$ 687,592</b> | <b>\$ 286,497</b>                 | <b>\$ 221,687</b>                 | <b>\$ (64,809)</b>          |

**Notes:**

18 - Intra-Agency reimbursements (resources) reflects reimbursement received from JR Justice grant; represents salaries and benefits costs reimbursement.

32 - Intra-Agency reimbursements reflects the charges for Administration and Marketing for ICSAC. Charges are allocated based on budgeted FTE count.

**Total Expenditures (Appropriated + NonAppropriated)**

|                                     | FY 2012<br>Actual | FY 2013<br>Budget | FY 2013<br>Year to Date<br>Budget | FY 2013<br>Year to Date<br>Actual | Variance<br>Over<br>(Under) |
|-------------------------------------|-------------------|-------------------|-----------------------------------|-----------------------------------|-----------------------------|
| <b>Resources:</b>                   |                   |                   |                                   |                                   |                             |
| 36 Intra-agency Reimbursements      | \$ -              | \$ -              | \$ -                              | \$ -                              | -                           |
| <b>Total Resources</b>              | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>                       | <b>\$ -</b>                       | <b>-</b>                    |
| <b>Expenditures:</b>                |                   |                   |                                   |                                   |                             |
| 37 Salaries                         | \$ 219,455        | \$ 584,184        | 239,605                           | \$ 188,438                        | \$ (51,167)                 |
| 38 Travel                           | 335               | 2,708             | 1,056                             | 1,589                             | 533                         |
| 39 Office Supplies                  | 1,445             | -                 | -                                 | 150                               | 150                         |
| 40 Equipment Repairs                | 52                | -                 | -                                 | -                                 | -                           |
| 41 Printing                         | 2,058             | -                 | -                                 | 554                               | 554                         |
| 42 Postage                          | 3,672             | -                 | -                                 | 897                               | 897                         |
| 43 Communications                   | 2,381             | 2,774             | 1,156                             | 806                               | (350)                       |
| 44 Rental                           | 5,588             | -                 | -                                 | -                                 | -                           |
| 45 Outside Services                 | 60                | -                 | -                                 | 1,204                             | 1,204                       |
| 46 State Transfers                  | 3,653             | -                 | -                                 | -                                 | -                           |
| 47 State Reimbursements - Rent      | 75                | -                 | -                                 | -                                 | -                           |
| 48 State Reimbursements - Other     | 3,479             | 1,820             | 758                               | 258                               | (500)                       |
| 49 ITD Reimbursements               | 1,469             | 1,425             | 594                               | 274                               | (320)                       |
| 50 Intra-Agency Reimbursements      | 6,165             | 327,624           | 136,510                           | 125,474                           | (11,036)                    |
| 51 Office Equipment                 | -                 | -                 | -                                 | -                                 | -                           |
| 52 IT Equipment & Software          | -                 | -                 | -                                 | -                                 | -                           |
| 53 Other Expenses & Obligations     | 9                 | -                 | -                                 | -                                 | -                           |
| <b>Total Expenditures</b>           | <b>\$ 249,896</b> | <b>\$ 920,535</b> | <b>\$ 379,679</b>                 | <b>\$ 319,644</b>                 | <b>\$ (60,034)</b>          |
| <b>Net Resources (Expenditures)</b> | <b>(249,896)</b>  | <b>(920,535)</b>  | <b>(379,679)</b>                  | <b>(319,644)</b>                  | <b>60,034</b>               |

**IOWA COLLEGE STUDENT AID COMMISSION  
 DEFAULT PREVENTION, FUND #0261  
 SUMMARY OF RESOURCES AND EXPENDITURES  
 SFY 2013 as of November 30, 2012**

|   | <b>FY 2013<br/>Budget</b> | <b>FY 2013<br/>Year to Date<br/>Budget</b> | <b>FY 2013<br/>Year to Date<br/>Actuals</b> | <b>Variance</b> |
|---|---------------------------|--|---|-----------------|
| <b>Resources:</b>                       |                           |  |   |                 |
| Interest                                | 4,200                     | 1,750                                      | 1,330                                       | (420)           |
| Refunds & Reimbursements                | 0                         | 0  | 0   | 0               |
| <b>Total Resources</b>                  | <b>4,200</b>              | <b>1,750</b>                               | <b>1,330</b>                                | <b>(420)</b>    |
| <b>Expenditures:</b>                    |                           |  |   |                 |
| Travel/State Vehicle                    | 0                         | 0  | 0   | 0               |
| Office Supplies                         | 0                         | 0  | 0   | 0               |
| Printing & Binding                      | 0                         | 0  | 0   | 0               |
| Professional & Scientific Services      | 0                         | 0  | 0   | 0               |
| Outside Services                        | 0                         | 0  | 0   | 0               |
| Advertising & Publicity                 | 0                         | 0  | 0   | 0               |
| ITD Reimbursement                       | 0                         | 0  | 0   | 0               |
| Licenses                                | 150,000                   | 62,500                                     | 0   | (62,500)        |
| Aid to Individuals                      | 0                         | 0  | 0   | 0               |
| <b>Total Expenditures</b>               | <b>150,000</b>            | <b>62,500</b>                              | <b>0</b>                                    | <b>(62,500)</b> |
| <b>Net Gain(Loss)</b>                   | <b>(145,800)</b>          | <b>(60,750)</b>                            | <b>1,330</b>                                | <b>62,080</b>   |
| Default Prevention Cash Balance 6/30/12 | 1,594,173                 |  |   |                 |
| Net Gain/(Loss) SFY 2013 11/30/2012     | 1,330                     |  |   |                 |
| <b>Cash Balance 11/30/2012</b>          | <b>1,595,503</b>          |  |   |                 |



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