

Iowa College Student Aid Commission
January 17, 2014



IOWA COLLEGE STUDENT AID COMMISSION

Guiding Statements

Our Mission

We advocate for and help Iowa students and families as they explore, finance and complete educational opportunities beyond high school.

Our Motto

Because college changes everything.

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 17, 2014

10:00 a.m.

Iowa College Student Aid Commission

1. Executive Director’s Report..... Tab A Misjak

*2. Consent Agenda Tab B Misjak

a. Minutes of Meeting (14-01-B1)

- November 15, 2013

b. Administrative Rule (14-01-B4)

- Proposed Amendment
 - Chapter 2 and 3- Commission Procedures for Rule Making and Declaratory Orders
 - Chapter 27- Iowa Grant Program
- Adoption
 - Chapter 1- Organization and Operation
 - Chapter 20- Iowa National Guard Educational Assistance Program
 - Chapter 24- Rural Iowa Primary Care Loan Repayment Program
 - Chapter 25- Rural Iowa Advanced Registered Nurse Practitioner and Physician Assistant Loan Repayment Program

c. Postsecondary Registration

- Little Priest Tribal College (14-01-B18)
- Kansas State University (14-01-B26)
- Northcentral University (14-01-B35)
- Norwich University (14-01-B45)
- Ashford University (14-01-B55)

*4. Scholarship, Grant and Loan Repayment Application RFP Tab C Brown

*5. Printing and Storage RFP Tab D Doe

*6. Committee Reports Tab E
-Legislative Committee..... Commissioner Adams

7. Staff Reports Tab F
- Administrative Budget/Expenditure Summary.....May

8. Adjournment

* Indicates Action Item

UPCOMING MEETING DATE:

March 21, 2014

May 16, 2014

IOWA COLLEGE STUDENT AID COMMISSION

Executive Director's Report January 2014

50th Anniversary Open House

Iowa College Aid hosted an open house on Friday, December 13, 2013 to commemorate its 50th anniversary. Many education leaders, legislative members and education advocates joined us in the celebration. While the Governor and Lt. Governor had prior obligations and were unable to attend, they commended Iowa College Aid for its work over the past 50 years to promote postsecondary education in the state. They stated that Iowa College Aid's crucial resources and programs to help Iowans plan, prepare and pay for college are increasing the educational attainment of Iowa's citizens.

For those of you who were unable to attend, we have a short slide show that highlights the event and some of our guests.

<https://www.youtube.com/watch?v=a06yWYDPROU>

Kibbie Grant (Iowa Skilled Workforce Shortage Tuition Grant)

The Kibbie Grant (Iowa Skilled Workforce Shortage Tuition Grant) provides funding to students enrolled in specified technical or career option programs at Iowa Community Colleges that provide training for a workforce shortage occupation in Iowa. For the 2013-14 academic year, 61 technical or career option programs of study have been identified by community colleges and Iowa Department of Workforce Development to help meet the state's workforce needs. In the first year of the program (2012-13), 56 technical or career option programs of study were selected.

Iowa community colleges have reported final **fall term** Kibbie Grant disbursements for the 2013-14 academic year. Colleges report the program of study in which each Kibbie Grant recipient is enrolled. During the fall, approximately 4,150 students received grants for over \$2 million. The top five programs of study were Registered Nursing, Licensed Practical Nursing, Auto Mechanic, Child Care Assistant, and Welding, respectively, and accounted for approximately 51% of the fall Kibbie Grant recipients. The newly identified programs of study in 2013-14 were Auto Mechanic, Emergency Medical Technician, and Aviation Maintenance Technology, and accounted for 311 of the fall recipients (or, approximately 7.5%).

Iowa College Aid Submits Concept Paper to Host a VISTA Program

To increase higher education attainment in communities across the state, we will be working to foster locally-driven movements in select communities across the state in collaboration with education, business and city leaders. This work is modeled after the Lumina Foundation's Goal 2025 of 60% national postsecondary attainment and in alignment with its Community Partnerships for Attainment initiative, which includes our partner project Quad Cities 2025. Iowa College Aid's strategy to achieve this goal will be modeled upon another state's successful effort to increase local educational attainment—the Illinois Student Assistance Commission's (ISAC) *College Changes Everything* initiative. We are committed to the notion that with collaboration across sectors (e.g., pk-12 education, colleges, nonprofits, business, mayors, faith community, etc.), local leaders can find ways to set and achieve attainable shared higher education attainment goals through *collective impact*.

With the understanding that “One size fits all” models rarely work to make lasting change across a state, our VISTA proposal emphasizes local efforts driven by the data about the community and built upon the community's strengths and assets, with support from Iowa College Aid. For instance, one community may want help creating a “college-going culture” in its high school, while another may want assistance in re-engaging working adults interested in “upskilling.” Collaborative efforts to increase educational attainment, while essential to community transformation, are difficult to get started when influential leaders are often already juggling multiple other responsibilities—this is where a VISTA can help.

Proposed communities to place a VISTA (renewable for three years): Burlington, Council Bluffs, Davenport, Keokuk, Ottumwa and Waterloo. Two or three more VISTAs will be requested through the Iowa Campus Compact; those will have a focus on engaging college students in reaching out to secondary students.

M-SARA Agreement

A meeting sponsored by the Midwest Higher Education Compact (MHEC) will be held in Chicago on January 10, 2013. Several individuals from the higher education community will be attending and an update will be provided during the Commission Meeting.

**IOWA COLLEGE STUDENT AID COMMISSION
MINUTES OF MEETING
November 15, 2013
10:00 a.m.
Iowa College Student Aid Commission
Via Conference Call**

Members Present:

Janet Adams	Roger Claypool
Crystal Ford	Frederick Moore
Herman Quirnbach	Doug Shull
Elizabeth Sullivan	Karolyn Wells
Cindy Winckler	

Members Absent:

Michael Ash	Ron Jorgensen
Roby Smith	Jeremy Varner
Hannah Walsh	

Staff Present:

Todd Brown	Julie Leeper
Kris May	Karen Misjak
Carolyn Small	Ashley Wendt

Attorney General Present:

Rob Porter

Guests Present

Matt Brown	Iowa Student Loan
Angie Carlson	Capri College
David Epley	Legislative Services Agency
Veda Iverson	University of Sioux Falls
Beth Jernberg	University of Sioux Falls
Jeff McCann	Luther Rice University
Dr. Kristi Mindrup	Western Illinois University- Quad Cities
Carla Nilsen	American Public University System
Missy Thompson	American Public University System

Call to Order

The Iowa College Student Aid Commission met for a regularly scheduled meeting on November 15, 2013 via Telephone Conference Call. Commission Chair Adams called the meeting to order at 10:01 am with a quorum present.

Executive Director's Report

Ms. Misjak introduced John Wageman and Rachel Scott as the new Division Administrators for Program Administration and Outreach.

Ms. Misjak said the Governor attended an event at Des Moines East High School this week where he signed a proclamation proclaiming Iowa College Application Campaign essential in developing Iowa's workforce. Ms. Misjak shared how excited the students were to have the Governor at East High School. Students asked great questions and the Governor was impressed. There were 33 schools participating in the College Application Campaign initiative. Schools that participated allowed their students to complete the college applications during school time, had that not been the case a lot of these students may not have applied.

The Midwestern State Authorization Reciprocity Agreement (M-SARA) continues to be on the forefront for the state as colleges and universities are asking if Iowa is going to participate. Ms. Misjak said Rob Porter has been reviewing legislation to determine what changes to code would be required. There is a webinar on November 22 that staff is going to participate in, and the Midwest Higher Education Compact (MHEC) has offered to set up other meetings if there are interested parties to participate in learning more about M-SARA.

Commissioner Winckler asked where this put the students in regards to the consumer protection aspect of our own registration of the schools. Stating that the Commission makes sure there is a refund policy. Ms. Misjak invited Commissioners to participate in the November 22, 2013 webinar where more of their questions could be answered. Chair Adams said this information will ensure that the Commission is educated on the issue and asked what other involvement the Commission will have to do. Ms. Misjak responded that there will have to be legislation to allow the Commission to enter into the agreement and feels this will mainly be driven by the institutions. There are several states that are looking very closely at this, and it may take several years or move very quickly. This will streamline the processes for states and institutions.

Consent Agenda

Motion: Commissioner Shull moved to approve the consent agenda as written:

Minutes of Meeting

- September 20, 2013
- September 20, 2013 Strategic Planning Review

Administrative Rule

Chapter 21- Approval of Postsecondary Schools

Postsecondary Registration

- Western Illinois University
- INSTE Bible College
- University of Sioux Falls
- Luther Rice University
- American Public University System

Commissioner Claypool seconded the motion which passed unanimously.

Legislative Committee

Ms. Leeper said the agency bill is currently in draft status with LSA.

Ms. Leeper said the Commissioners' budget request includes a 5% increase for the following programs: All Iowa Opportunity Foster Care Grant, All Iowa Opportunity Scholarship Program, Iowa Grant Program, Iowa National Guard Educational Assistance Program, Iowa Tuition Grant Program- Not-for Profit Institution, Iowa Vocational- Technical Tuition Grant Program and the Skilled Workforce Shortage Grant (Kibbie Grant). Ashford students will not be eligible in FY 2015 for the For-Profit Iowa Tuition Grant Program. Because Ashford University students represent 31 percent of the total recipients and awards, the Commission recommends reducing the total appropriation by 31 percent before increasing the For-Profit Iowa Tuition Grant Program by the 5 percent recommended for the other programs administered by the Commission.

Motion: Commissioner Moore moved to approve the Commissioners' proposed FY 2015 budget and authorize the Commission's Chair to present the proposed budget during the budget hearing with the Governor.
Commissioner Shull seconded the motion which passed unanimously.

In response to questions from Commissioners Winckler and Quirnbach, Ms. Leeper said the recommendation includes discontinuing funding for the Barber and Cosmetology Arts and Sciences Tuition Grant Program and recommends that the state allow students attending eligible barber and cosmetology colleges to participate in the Iowa Vocational-Technical Tuition Grant Program. This change would increase both the number of eligible students and the amount of the awards for barber and cosmetology students.

Staff Report

Ms. May gave a report on the FY2013 year-to-date financials.

Commission adjourned at 10:50 a.m.

JANET ADAMS, CHAIR

CRYSTAL FORD, VICE CHAIR

IOWA COLLEGE STUDENT AID COMMISSION

Administrative Rules January 2014

RECOMMENDED ACTION:

Move to propose amendments to *Administrative Rules*:

***Chapters 2 and 3 – Commission Procedures for Rule Making
and Declaratory Orders***

Chapter 27 – Iowa Grant Program

The proposed amendments have been reviewed by the Commission's Legislative Committee.

Chapters 2 and 3 – Commission Procedures for Rule Making and Declaratory Orders

As the result of relocating the Commission's offices, the Commission's address must be updated in Chapters 2 and 3. In addition, the language in Chapter 2 is being updated to provide additional information about how interested parties may obtain copies of notices of changes to administrative rules.

Chapter 27 – Iowa Grant Program

The amendment ensures eligibility to the children of police officers as required by Iowa Code Chapter 261.93.

RECOMMENDED ACTION:

Move to adopt amendments to *Administrative Rules*:

Chapter 1 – Organization and Operation;

Chapter 20 – Iowa National Guard Educational Assistance Program;

Chapter 24 – Rural Iowa Primary Care Loan Repayment Program; and

Chapter 25 – Rural Iowa Advanced Registered Nurse Practitioner and Physician Assistant Loan Repayment Program.

The rules have been reviewed by the Commission's Legislative Committee and were proposed by the Commission during its September 20, 2013, meeting. All of the rules are identical to those proposed by the Commission.

Chapter 1 – Organization and Operation:

As the result of relocating the Commission's offices, the Commission's address must be updated. In addition, the rule updates the process for members of the public to request that they be allowed to address the Commission, updating the term "web site" to "internet site" and removal of a paragraph describing the makeup of an advisory council.

Chapter 20 – Iowa National Guard Educational Assistance Program:

Senate File 332 requires the Adjutant General to accept applications from otherwise eligible members of the National Guard who miss the application deadline for the National Guard Educational Assistance Program but who were on active duty at the time of the deadline. The rule provides definitions for “federal active duty” and “state-defined payment period” and provides rules concerning late applications that will be considered for funding under the program.

Chapter 24 – Rural Iowa Primary Care Loan Repayment Program:

House File 604 provided funding for this program which was established during the 2012 Legislative Session. The rules will ensure proper administration of the program.

Chapter 25 – Rural Iowa Advanced Registered Nurse Practitioner and Physician Assistant Loan Repayment Program:

House File 604 established this new program during the 2013 legislative session. The rules will ensure proper administration of the program.

IOWA COLLEGE STUDENT AID COMMISSION[283]

Notice of Intended Action

Pursuant to the authority of Iowa Code Chapter 261.96, the Iowa College Student Aid Commission hereby gives Notice of Intended Action to amend Chapter 27, "Iowa Grant Program", Iowa Administrative Code.

The rules in Chapter 27 describe the administration of the Iowa Grant Program. These amendments provide additional student eligibility as defined in Iowa Code 261.93.

Interested persons may submit comments orally or in writing by 4:30 p.m. on March 4, 2014, to the Executive Director, Iowa College Student Aid Commission, 430 East Grand Avenue, Third Floor, Des Moines, Iowa 50309-1920; fax (515) 725-3401.

The Commission does not intend to grant waivers under the provisions of these rules.

After analysis and review of this rule making, the Commission finds that there is no impact on jobs.

These amendments are intended to implement Iowa Code chapter 261.

The following amendments are proposed.

Propose the following changes to subrule 27.1(7)b.(4):

(4) Is the child of a fire fighter or police officer included under Iowa Code section 97B.49B who was killed in the line of duty as determined by the Iowa public employees' retirement system in accordance with Iowa Code section 97B.52, subsection 2.

COLLEGE STUDENT AID COMMISSION[283]

Notice of Intended Action

Pursuant to the authority of Iowa Code section 261.3, the Iowa College Student Aid Commission hereby gives Notice of Intended Action to amend Chapter 2, “Commission Procedures for Rule Making,” and Chapter 3, “Declaratory Orders”, Iowa Administrative Code.

The rules in Chapter 2 describe the Commission’s rule making procedures. This amendment updates the Commission’s address as identified by a regular review of the administrative rules and provides additional information about how interested parties may obtain copies of notices of changes to administrative rules.

The rules in Chapter 3 describe how individuals may file petitions with the Commission for a declaratory order. The amendment updates the Commission’s address.

Interested persons may submit comments orally or in writing by 4:30 p.m. on or before March 4, 2014, to the Executive Director, Iowa College Student Aid Commission, 3rd Floor, 430 East Grand Avenue, Des Moines, Iowa 50309-1920; fax (515)725-3401.

The Commission does not intend to grant waivers under the provisions of these rules.

After analysis and review of this rule making, the Commission finds that there is no impact on jobs.

These amendments are intended to implement Iowa Code chapter 261.

The following amendments are proposed.

Amend Chapter 2 as follows:

2.4(3) Copies of notices. Persons desiring to receive copies of all future Notices of Intended Action must file with the commission a written request indicating the name and address to which such notices should be sent. Within seven days after submission of a Notice of Intended Action to the administrative rules coordinator for publication in the Iowa Administrative Bulletin, the commission shall mail or electronically transmit a copy of that notice to those persons who have filed a written request for either mailing or electronic transmittal with the commission for Notices of Intended Action. The written request shall be accompanied by payment of the subscription price which may cover the full cost of the subscription service, including its administrative overhead and the cost of copying and mailing the Notices of Intended Action for a period of one year. Interested persons may also subscribe to the service provided at <https://www.legis.iowa.gov/Subscribe/agencyChanges.aspx> to receive rulemaking information regarding the commission.

283—2.5(17A) Public participation.

2.5(1) Written comments. For at least 20 days after publication of Notice of Intended Action, arguments, data, and views may be submitted in writing on the proposed rule. Such written submissions should identify the proposed rule to which they relate and should be submitted to Executive Director, College Student Aid Commission, ~~200 Tenth Street, Fourth~~ 430 East Grand Avenue, 3rd Floor, Des Moines, Iowa ~~50309-3609~~ 50309-1920, or to the person designated in the Notice of Intended Action.

2.5(5) Accessibility. The commission shall schedule oral proceedings in rooms accessible to, and functional for, persons with physical disabilities. Persons who have special requirements should contact the administrative secretary at College Student Aid Commission, ~~200 Tenth Street, Fourth~~ 430 East Grand Avenue, 3rd Floor, Des Moines, Iowa ~~50309-3609~~ 50309-1920, or (515)242-3341 in advance to arrange access or other needed services.

283—2.6(17A) Regulatory analysis.

2.6(1) Definition of small business. A small business is defined in Iowa Code section 17A.4A(7).

2.6(2) Mailing list. Small businesses or organizations of small businesses may be registered on the commission’s small business impact list by making a written application addressed to College Student Aid Commission, ~~200 Tenth Street, Fourth~~ 430 East Grand Avenue, 3rd Floor, Des Moines, Iowa ~~50309-3609~~ 50309-1920. The application for registration shall state:

- a. The name of the small business or organization of small businesses;
- b. Its address;
- c. The name of a person authorized to transact business for the applicant;
- d. A description of the applicant's business or organization. An organization representing 25 or more persons who qualify as a small business shall indicate that fact.
- e. Whether the registrant desires copies of Notices of Intended Action at cost, or desires advance notice of the subject of all or some specific category of proposed rule making affecting small business.

The commission may, at any time, request additional information from the applicant to determine whether the applicant is qualified as a small business or as an organization of 25 or more small businesses. The commission may periodically send a letter to each registered small business or organization of small businesses asking whether that business or organization wants to remain on the registration list. The name of a small business or organization of small businesses will be removed from the list if a negative response is received or if no response is received within 30 days after the letter is sent.

283—2.11(17A) Concise statement of reasons.

2.11(1) General. When requested by a person, either prior to the adoption of a rule or within 30 days after its publication in the Iowa Administrative Bulletin as an adopted rule, the commission shall issue a concise statement of reasons for the rule. Requests for such a statement must be in writing and be delivered to College Student Aid Commission, ~~200 Tenth Street, Fourth~~ 430 East Grand Avenue, 3rd Floor, Des Moines, Iowa ~~50309-3609~~ 50309-1920. The request should indicate whether the statement is sought for all or only a specified part of the rule. Requests will be considered made on the date received.

Amend Chapter 3 as follows:

283—3.1(17A) Petition for declaratory order. Any person may file a petition with the college student aid commission for a declaratory order as to the applicability to specified circumstances of a statute, rule, or order within the primary jurisdiction of the commission, at ~~200 Tenth Street, Fourth~~ 430 East Grand Avenue, 3rd Floor, Des Moines, Iowa ~~50309-3609~~ 50309-1920. A petition is deemed filed when it is received by the commission. The commission shall provide the petitioner with a file-stamped copy of the petition if the petitioner provides an extra copy for this purpose. The petition must be typewritten or legibly handwritten in ink and must substantially conform to the following form:

3.3(3) A petition for intervention shall be filed at ~~200 Tenth Street, Fourth~~ 430 East Grand Avenue, 3rd Floor, Des Moines, Iowa ~~50309-3609~~ 50309-1920. Such a petition is deemed filed when it is received by the commission. The commission will provide the petitioner with a file-stamped copy of the petition for intervention if the petitioner provides an extra copy for this purpose. A petition for intervention must be typewritten or legibly handwritten in ink and must substantially conform to the following form:

283—3.5(17A) Inquiries. Inquiries concerning the status of a declaratory order proceeding may be made to Executive Director, College Student Aid Commission, ~~200 Tenth Street, Fourth~~ 430 East Grand Avenue, 3rd Floor, Des Moines, Iowa ~~50309-3609~~ 50309-1920.

3.6(2) Filing—when required. All petitions for declaratory orders, petitions for intervention, briefs, or other papers in a proceeding for a declaratory order shall be filed with the College Student Aid Commission, ~~200 Tenth Street, Fourth~~ 430 East Grand Avenue, 3rd Floor, Des Moines, Iowa ~~50309-3609~~ 50309-1920. All petitions, briefs, or other papers that are required to be served upon a party shall be filed simultaneously with the commission.

These rules are intended to implement Iowa Code chapter 261.

**IOWA COLLEGE STUDENT AID COMMISSION[283]
Adopted and Filed**

Pursuant to the authority of Iowa Code Chapter 261.3, the Iowa College Student Aid Commission adopts Chapter 1, "Organization and Operation", Iowa Administrative Code.

The rules in Chapter 1 describe the organization and operations of the Commission, updating the Commission's address, clarifying meeting procedures, updating information concerning fees for public records, and eliminating advisory council requirements.

Notice of Intended Action was published in the Iowa Administrative Bulletin as ARC 1123C on October 16, 2013. The adopted rule is identical to that published under Notice.

This rule was approved during the January 17, 2014, meeting of the Iowa College Student Aid Commission.

After analysis and review of this rule making, the Commission finds that there is no impact on jobs.

This rule will become effective on March 26, 2014.

This rule is intended to implement Iowa Code chapter 261.

The following amendments are adopted.

Amend subrule 283—1.2(1) as follows:

1.2(1) Location. The commission is located ~~in the Iowa Building, 603 East 12th Street, 5th Floor at 430 East Grand Avenue, 3rd Floor, Des Moines, Iowa 50309-3609 50309-1920;~~ telephone (515)725-3400; ~~Web Internet site www.iowacollegeaid.org~~ www.iowacollegeaid.gov. Office hours are 8 a.m. to 4:30 p.m., Monday to Friday. Offices are closed on Saturdays and Sundays and on official state holidays designated in accordance with state law.

Amend subrule 283—1.2(3) paragraph "d" as follows:

d. A specific time is set aside at each meeting for the public to address the commission. As a general guideline, a limit of five minutes will be allocated for each of these presentations. If a large group seeks to address a specific issue, the chairperson may limit the number of speakers. Members of the public who wish to address the commission during this portion of the meeting are required to ~~fill out a card, which is available upon request, that is to be given to~~ notify the commission's ~~confidential~~ administrative secretary prior to the meeting. The person's name and the subject of the person's remarks must be ~~noted~~ provided. To accommodate maximum public participation, members of the public are encouraged to submit ~~the cards~~ requests at least 72 hours in advance of the meeting.

Amend subrule 283—1.2(4) as follows:

1.2(4) Minutes. The minutes of all commission meetings are recorded and kept by the executive director in the commission office. Upon approval by the commission, minutes are posted on the commission's ~~Web Internet~~ site.

Amend subrule 283—1.2(5) as follows:

1.2(5) Records. The records of all business transacted and other information with respect to the operation of the commission are public records and are on file in the commission office. All records, except statements specified as confidential under these rules, are available for inspection during regular business hours. ~~(Copies of records up to ten twenty-five pages in number may be obtained without charge. The cost of reproduction will be charged for pages in excess of ten twenty-five. Digital media will be provided for a fee equal to the cost of the physical device provided. The charge may be waived by the executive director.)~~

Amend subrule 283—1.2(7) by striking the subrule in its entirety.

IOWA COLLEGE STUDENT AID COMMISSION[283]
Notice of Intended Action

Pursuant to the authority of Iowa Code Chapter 261.86, the Iowa College Student Aid Commission adopts Chapter 20, “National Guard Educational Assistance Program”, Iowa Administrative Code.

The rules in Chapter 20 describe the administration of the National Guard Educational Assistance Program, providing new definitions, ensuring that late applications can be accepted for Guard members on active duty at the time of the application deadline, and renumbering the chapter as appropriate.

Notice of Intended Action was published in the Iowa Administrative Bulletin as ARC 1122C on October 16, 2013. The adopted rule is identical to that published under Notice.

This rule was approved during the January 17, 2014, meeting of the Iowa College Student Aid Commission.

After analysis and review of this rule making, the Commission finds that there is no impact on jobs.

This rule will become effective on March 26, 2014.

This rule is intended to implement Iowa Code chapter 261.

The following amendments are adopted.

Renumber subrules 20.1(1) to 20.1(6) as subrules 20.1(2) to 20.1(7).

Propose the following new subrule 20.1(1):

20.1(1) Definitions. As used in this chapter:

“Federal active duty” means military duty performed pursuant to orders issued under Title 10, United States Code, other than for training.

“State-defined payment period” means one of five payment terms and corresponding deadlines as defined by the college student aid commission.

Amend renumbered subrule 20.1(2) as follows:

20.1(2) Guard member eligibility. A recipient must:

a. Be a resident of Iowa, as defined by the adjutant general of Iowa, and a member of an Iowa army or air national guard unit throughout each term for which the member receives benefits.

b. Have satisfactorily completed required guard training.

c. Have maintained satisfactory performance of guard duty.

d. Have applied to the adjutant general of Iowa for program eligibility by the established application deadline date(s). The adjutant general shall accept an application from an eligible member of the Iowa national guard who was on federal active duty at the time of an application deadline if the application is received within 30 days of the eligible member returning to Iowa from federal active duty. The applicant will be considered for funding for the state-defined payment period in which the application was received and any future state-defined payment periods in that academic year.

e. Be pursuing a certificate or undergraduate degree program at an eligible Iowa college or university and maintaining satisfactory academic progress.

f. Provide notice of national guard status to the college or university at the time of registration.

COLLEGE STUDENT AID COMMISSION[283]
Adopted and Filed

Pursuant to the authority of Iowa Code Section 261.113, the Iowa College Student Aid Commission adopts Chapter 24, "Rural Iowa Primary Care Loan Repayment Program," Iowa Administrative Code.

Chapter 24 describes the administration of a new Rural Iowa Primary Care Loan Repayment Program pursuant to Iowa Code chapter 261.

Notice of Intended Action was published in the Iowa Administrative Bulletin as ARC 1121C on October 16, 2013. The adopted rule is identical to that published under Notice.

This rule was approved during the January 17, 2014, meeting of the Iowa College Student Aid Commission.

After analysis and review of this rule making, the Commission finds that there is no impact on jobs.

This rule will become effective on March 26, 2014.

This rule is intended to implement Iowa Code chapter 261.

The following new Chapter is adopted.

Rural Iowa Primary Care Loan Repayment Program

283—24.1(261) Rural Iowa primary care loan repayment program. The rural Iowa primary care loan repayment program is a state-supported and administered loan repayment program for students that agree to practice as physicians in service commitment areas for sixty consecutive months and meet the requirements of this section.

24.1 Definitions. As used in this chapter:

"Eligible loan" means the physician's total subsidized, unsubsidized, and consolidated federal stafford loan amount under the federal family education loan program or the federal direct loan program, including principal and interest. Only the outstanding portion of a federal consolidation loan that was used to repay an eligible subsidized or unsubsidized federal stafford loan qualifies for loan repayment.

"Eligible university" means either the state university of Iowa carver college of medicine or Des Moines university college of osteopathic medicine.

"Maximum award" means the maximum amount of loan repayments that the physician can receive after completing all obligations under the rural Iowa primary care loan repayment program, not to exceed a total of \$200,000. The maximum award can be applied only to eligible loans; thus, payments cannot exceed the outstanding eligible loan balance at the time of payment.

"Physician" means an individual who holds a practitioner's license issued by an agency or board under the Iowa department of public health and is employed in the practice of medicine and surgery or osteopathic medicine and surgery, specializing in family medicine, pediatrics, psychiatry, internal medicine, or general surgery.

"Residency program" means an accredited medical residency program located in the state of Iowa in which the residency is physically performed in the state of Iowa.

"Service commitment area" means a medically underserved Iowa city with a population less than twenty-six thousand that is located more than twenty miles from a city with a population of fifty thousand or more. Each physician participating in the program must contract with the service commitment area to ensure the service commitment area provides a non-refundable twenty thousand dollar contribution for deposit in the rural Iowa primary care trust fund. Payment of the non-refundable contribution to the trust fund can be made by, but is not limited to, the following organizations: community agencies, hospitals, medical groups, municipalities, community foundations, local government entities, or other community entities. Locations and distances between cities will be consistently measured and verified by calculating the straight line distance between main post offices.

24.2 Eligibility requirements.

a. An eligible university will recommend up to 10 applicants to the commission for loan repayment benefits. Priority will be given to students that are Iowa residents upon enrolling in the eligible university. The criteria used by the state board of regents to determine residency for tuition purposes,

Iowa administrative code section 681-1.4(262), are adopted for this program. Fifty percent of the agreements shall be entered into by students attending each eligible university.

(1) The commission will annually determine and communicate the number of recommendations that can be funded at each eligible university.

(2) If fewer than one half of the total recommendations in 24.2”a”(1) are fulfilled by students at one eligible university, the commission may obtain additional recommendations from the other eligible university to award the remaining agreements.

b. Applicants must enter into agreements with the commission when they begin curriculum leading to a doctor of medicine or osteopathy degree.

c. Applicants must remain enrolled on a full-time basis in each term of enrollment and graduate with a doctor of medicine or osteopathy degree from an eligible university. The commission may waive the full-time enrollment requirement for a temporary timeframe only in the instance of a leave of absence approved by an eligible university. Applicants must request a waiver from the commission in writing.

d. Applicants must apply for, enter, and complete a residency program in Iowa.

e. Within nine months of graduating from the residency program, applicants must receive permanent licenses to practice medicine and surgery or osteopathic medicine and surgery in the state of Iowa, and engage in full-time practice, as defined by the service commitment area, of medicine and surgery or osteopathic medicine and surgery specializing in family medicine, pediatrics, psychiatry, internal medicine, or general surgery for a period of sixty consecutive months in service commitment areas.

f. Applicants must annually complete and return to the commission affidavits of full-time enrollment at eligible universities, and when applicable, annual affidavits of acceptance into and completion of residency programs and acceptance of and completion of employment obligations in service commitment areas.

g. Prior to or upon engagement in full-time employment in a service commitment area, physicians must contract with service commitment areas to provide a non-refundable twenty thousand dollar contribution for deposit in the rural Iowa primary care trust fund. Payment must be received by the commission from a service commitment area prior to payment of any loan repayment awards.

h. Failure, by applicants, to meet all eligibility requirements under this section and in the agreement will result in forfeiture of all remaining unpaid payments.

24.3 Awarding of funds.

a. Prior to accepting an offer of employment, the physician must notify the commission of the service commitment area in which the physician will be employed, and the commission will verify the eligibility of the service commitment area.

b. The maximum award will be paid to the physician’s eligible loan holder in five equal installments, upon successful completion of each of five twelve-month employment obligations. Failure to complete all, or any portion, of the sixty consecutive month employment obligation will result in the forfeiture of all remaining unpaid payments. A physician that fails to meet the requirements of this section may also be subject to repayment of moneys advanced by the service commitment area as provided in any contract between the physician and the service commitment area.

c. No loan repayment amounts will be paid until the service commitment area provides the non-refundable twenty thousand dollar contribution for deposit into the rural Iowa primary care trust fund.

24.4 Waivers.

a. *Service commitment area.* The commission may waive the requirement that the physician practice in the same service commitment area for all sixty months. The physician must request a waiver from the commission in writing.

b. *Full-time employment.* The commission may waive the requirement that the physician be employed full-time if the physician demonstrates exceptional circumstances. The physician must request a waiver from the commission in writing. If a waiver request is granted by the commission, the agreement will be amended to provide an allowance for part-time employment. The sixty-month employment obligation will be proportionally extended to ensure the physician is employed in a service commitment area for the equivalent of sixty full-time months.

c. Postponement of physician employment. The physician obligation to engage in practice in accordance with 24.2”e” may be postponed for no more two years from the time full-time practice was to commence. The physician must request a waiver from the commission in writing for one of the following purposes:

- (1) Active duty service in the armed forces, the armed forces military reserve, or the national guard.
- (2) Service in the volunteers in service to America or the federal peace corps.
- (3) A service commitment to the United States public health service commissioned corps.
- (4) A period of religious missionary work conducted by an organization exempt from federal income taxation pursuant to section 501(c)(3) of the internal revenue code.

The physician obligation to engage in practice in accordance with 24.2”e” may be postponed for a period exceeding two years for any period of temporary medical incapacity, including leave approved under the Family and Medical Leave Act, during which the physician is unable to engage in full-time practice. The physician must request a waiver from the commission in writing.

d. Satisfaction of physician employment. All obligations under the rural Iowa primary care loan repayment program are considered to be satisfied when any of the following conditions are met:

- (1) All terms of the agreement are met.
- (2) The person who entered into the agreement dies.
- (3) The person who entered into the agreement, due to permanent disability, is unable to meet the requirements of this section.
- (4) The person who entered in to the agreement has no remaining eligible loan balance to repay.

24.5 Loan repayment cancellation.

a. Within 30 days following withdrawal from an eligible university, or termination of employment from a residency program or as a physician in a service commitment area, the applicant must notify the commission.

b. The applicant is responsible for notifying the commission immediately of a change in contact information including, but not limited to, name, telephone number, email address, and place of employment.

24.6 Restrictions. A physician who is in default on a Federal Stafford Loan, Grad PLUS Loan, SLS Loan, Perkins/National Direct/National Defense Student Loan, Health Professions Student Loan (HPSL), or Health Education Assistance Loan (HEAL) or who owes a repayment on any Title IV grant assistance or state award shall be ineligible for loan payments. Eligibility may be reinstated upon payment in full of the delinquent obligation or by commission ruling on the basis of adequate extenuating evidence presented in appeal under the procedures set forth in 283—Chapters 4 and 5.

COLLEGE STUDENT AID COMMISSION[283]

Adopted and Filed

Pursuant to the authority of Iowa Code Section 261.113, the Iowa College Student Aid Commission hereby adopts a new Chapter 25, "Rural Iowa Advanced Registered Nurse Practitioner and Physician Assistant Loan Repayment Program," Iowa Administrative Code.

The rules in Chapter 25 describe the administration of a new Rural Iowa Advanced Registered Nurse Practitioner and Physician Assistant Loan Repayment Program pursuant to Iowa Code chapter 261.

Notice of Intended Action was published in the Iowa Administrative Bulletin as ARC 1120C on October 16, 2013. The adopted rule is identical to that published under Notice.

This rule was approved during the January 17, 2014, meeting of the Iowa College Student Aid Commission.

After analysis and review of this rule making, the Commission finds that there could be a positive impact on jobs. This rule making provides student loan repayment dollars to be distributed to individuals who will work in Iowa communities. Individuals will be able to work in rural Iowa settings.

This rule will become effective on March 26, 2014.

This rule is intended to implement Iowa Code chapter 261.

The following new Chapter is adopted.

Rural Iowa Advanced Registered Nurse Practitioner and Physician Assistant Loan Repayment Program

283—25.1(261) Rural Iowa advanced registered nurse practitioner and physician assistant loan repayment program. The rural Iowa advanced registered nurse practitioner and physician assistant loan repayment program is a state-supported and administered loan repayment program for applicants that agree to practice as advanced registered nurse practitioners or physician assistants in service commitment areas for sixty consecutive months and meet the requirements of this section.

25.1 Definitions. As used in this chapter:

"Advanced registered nurse practitioner" means an individual who graduated from a doctorate of nursing practice degree program at an eligible university, holds a practitioner's license to practice as an advanced registered nurse practitioner pursuant to Iowa code chapter 152, and is employed in the practice of nursing in an eligible service commitment area.

"Eligible loan" means the advanced registered nurse practitioner's or physician assistant's total subsidized, unsubsidized, and consolidated federal stafford loan amount under the federal family education loan program or the federal direct loan program, including principal and interest. Only the outstanding portion of a federal consolidation loan that was used to repay an eligible subsidized or unsubsidized federal stafford loan qualifies for loan repayment.

"Eligible university" means either the state university of Iowa carver college of medicine or Des Moines university college of health sciences.

"Maximum award" means the maximum amount of loan repayments that the advanced registered nurse practitioner or physician assistant can receive after completing all obligations under the rural Iowa advanced registered nurse practitioner and physician assistant loan repayment program, not to exceed a total of \$20,000. The maximum award can be applied only to eligible loans; thus, payments cannot exceed the outstanding eligible loan balance at the time of payment.

"Physician assistant" means an individual who graduated with a master's degree in physician assistant studies program at an eligible university, holds a practitioner's license to practice as a physician assistant pursuant to Iowa code chapter 148C, and is employed as a physician assistant in an eligible service commitment area.

"Service commitment area" means a medically underserved Iowa city with a population less than twenty-six thousand that is located more than twenty miles from a city with a population of fifty thousand or more. Each applicant participating in the program must contract with the service commitment area to ensure the service commitment area provides a non-refundable two thousand dollar contribution for deposit in the rural Iowa advanced registered nurse practitioner and physician assistant trust fund.

Payment of the non-refundable contribution to the trust fund can be made by, but is not limited to, the following organizations: community agencies, hospitals, medical groups, municipalities, community foundations, local government entities, or other community entities. Locations and distances between cities will be consistently measured and verified by calculating the straight line distance between main post offices.

25.2 Eligibility requirements.

a. The commission will annually determine and communicate the number of recommendations that can be funded in each physician assistant studies degree program or doctorate of nursing practice degree program at each eligible university. The intent of this determination will be to ensure that an equal number of students in each program at an eligible university is able to enter into an agreement. Priority will be given to applicants that are Iowa residents upon enrolling in the eligible university. The criteria used by the state board of regents to determine residency for tuition purposes, Iowa administrative code section 681-1.4(262), are adopted for this program. If fewer than the maximum number of recommendations of students in either a physician assistant studies degree program or doctorate of nursing practice degree program is recommended at one eligible university, the commission may obtain additional recommendations from the other eligible university to award the remaining agreements.

b. An applicant must enter into an agreement with the commission when he/she begins curriculum leading to a doctor of nursing practice degree or a master's degree in physician assistant studies.

c. An applicant must remain enrolled on a full-time basis in each term of enrollment and graduate with a doctor of nursing practice degree or a master's degree in physician assistant studies from an eligible university. The commission may waive the full-time enrollment requirement for a temporary timeframe only in the instance of a leave of absence approved by an eligible university. The applicant must request a waiver from the commission in writing.

d. Within nine months of graduating with a doctor of nursing practice degree or a master's degree in physician assistant studies from an eligible university, an applicant must receive a permanent license to practice nursing or to work as a physician assistant in the state of Iowa, and engage in full-time practice, as defined by the service commitment area, as a nurse or physician assistant for a period of sixty consecutive months in a service commitment area.

e. An applicant must annually complete and return to the commission an affidavit of full-time enrollment at an eligible university, and when applicable, an affidavit of completion of the employment obligation in a service commitment area.

f. Prior to or upon engagement in full-time employment in a service commitment area, the advanced registered nurse practitioner or physician assistant must contract with the service commitment area to provide a non-refundable two thousand dollar contribution for deposit in the rural Iowa advanced registered nurse practitioner and physician assistant trust fund. Payment must be received by the commission from the service commitment area prior to payment of any loan repayment awards to the advanced registered nurse practitioner or physician assistant.

g. Failure, by the applicant, to meet all eligibility requirements under this section and in the agreement will result in forfeiture of all remaining unpaid payments.

25.3 Awarding of funds.

a. Process.

1. Prior to accepting an offer of employment, the advanced registered nurse practitioner or physician assistant must notify the commission of the service commitment area in which the advanced registered nurse practitioner or physician assistant will be employed, and the commission will verify the eligibility of the service commitment area.

2. The maximum award will be paid to the advanced registered nurse practitioner or physician assistant's eligible loan lender in one installment, upon successful completion of the sixty-month employment obligation. Failure to complete all, or any portion, of the sixty consecutive month employment obligation will result in the forfeiture of all payments. An advanced registered nurse practitioner or physician assistant that fails to meet the requirements of this section may also be subject to repayment of moneys advanced by the service commitment area as provided in any contract between the

advanced registered nurse practitioner or physician assistant and the service commitment area.

3. No loan repayment amounts will be paid until the service commitment area provides the non-refundable two thousand dollar contribution for deposit into the rural Iowa advanced registered nurse practitioner and physician assistant trust fund.

25.4 Waivers.

a. Service commitment area. The commission may waive the requirement that the advanced registered nurse practitioner or physician assistant practice in the same service commitment area for all sixty months. The advanced registered nurse practitioner or physician assistant must request a waiver from the commission in writing.

b. Full-time employment. The commission may waive the requirement that the advanced registered nurse practitioner or physician assistant be employed full-time if the advanced registered nurse practitioner or physician assistant demonstrates exceptional circumstances. The advanced registered nurse practitioner or physician assistant must request a waiver from the commission in writing. If a waiver request is granted by the commission, the agreement will be amended to provide an allowance for part-time employment. The sixty-month employment obligation will be proportionally extended to ensure the advanced registered nurse practitioner or physician assistant is employed in a service commitment area for the equivalent of sixty full-time months.

c. Postponement of advanced registered nurse practitioner or physician assistant employment. The advanced registered nurse practitioner or physician assistant obligation to engage in practice in accordance with 25.2"d" may be postponed for no more two years from the time full-time practice was to commence. The advanced registered nurse practitioner or physician assistant must request a waiver from the commission in writing for one of the following purposes:

- (1) Active duty service in the armed forces, the armed forces military reserve, or the national guard.
- (2) Service in the volunteers in service to America or the federal peace corps.
- (3) A service commitment to the United States public health service commissioned corps.
- (4) A period of religious missionary work conducted by an organization exempt from federal income taxation pursuant to section 501(c)(3) of the internal revenue code.

The advanced registered nurse practitioner or physician assistant obligation to engage in practice in accordance with 25.2"d" may be postponed for a period exceeding two years for any period of temporary medical incapacity, including leave approved under the Family and Medical Leave Act, during which the advanced registered nurse practitioner or physician assistant is unable to engage in full-time practice. The advanced registered nurse practitioner or physician assistant must request a waiver from the commission in writing.

d. Satisfaction of advanced registered nurse practitioner or physician assistant employment. All obligations under the rural Iowa advanced registered nurse practitioner and physician assistant loan repayment program are considered to be satisfied when any of the following conditions are met:

- (1) All terms of the agreement are met.
- (2) The person who entered into the agreement dies.
- (3) The person who entered into the agreement, due to permanent disability, is unable to meet the requirements of this section.
- (4) The person who entered in to the agreement has no remaining eligible loan balance to repay.

25.5 Loan repayment cancellation.

a. Within 30 days following withdrawal from an eligible university, or termination of employment from a residency program or as an advanced registered nurse practitioner or physician assistant in a service commitment area, the applicant must notify the commission.

b. The applicant is responsible for notifying the commission immediately of a change in contact information including, but not limited to, name, telephone number, email address, and place of employment.

25.6 Restrictions. A advanced registered nurse practitioner or physician assistant who is in default on a Federal Stafford Loan, Grad PLUS Loan, SLS Loan, Perkins/National Direct/National Defense Student

Loan, Health Professions Student Loan (HPSL), or Health Education Assistance Loan (HEAL) or who owes a repayment on any Title IV grant assistance or state award shall be ineligible for loan payments. Eligibility may be reinstated upon payment in full of the delinquent obligation or by commission ruling on the basis of adequate extenuating evidence presented in appeal under the procedures set forth in 283— Chapters 4 and 5.

IOWA COLLEGE STUDENT AID COMMISSION

Little Priest Tribal College Application for Postsecondary Registration Renewal January 2014

RECOMMENDED ACTION:

Approve the registration request for Little Priest Tribal College.

Registration Purpose

Revised Iowa Code Sections 261B.2 (definitions) and 261B.3 require 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. Staff required Little Priest Tribal College (the College) to apply for registration to offer individual courses in select associate degree programs at a location in Sioux City, Iowa. Contingent on the Commission's approval, the College anticipates initiating student enrollment at the Sioux City site beginning with the summer semester of 2014.

Institutional Information

Little Priest Tribal College was chartered by the Winnebago Tribe of Nebraska as a private, non-profit, two-year degree-granting institution. The College was designated as a tribal land-grant college under the authority of the Equity in Educational Land-Grant Status Act of 1994, as amended by Public Law 107-171 <http://www.ed.gov/edblogs/whiaiane/tribes-tcus/tribal-colleges-and-universities/>.

The College's main campus is located at 601 E. College Drive, Winnebago, Nebraska. Its Chief Executive Officer and President is Dr. Johnny Jones. Little Priest Tribal College is registered with the Iowa Secretary of State's office as a foreign non-profit corporation #463594. Its Iowa resident agent and designated Iowa contact person is Marisa Cummings, 600 4th St., Suite 229, Sioux City, Iowa 51101.

Enrollment at the College is open to all, and averages approximately 120 students per semester.

Physical Facilities: The College applied for registration to conduct in-person instruction at 600 4th St., Suite 229, Sioux City, Iowa 51101, under a lease with 4th Street Centre LLC, 230 S. Phillips Ave., Sioux Falls, South Dakota. The College submitted a current lease as part of its registration application and a blueprint of its rented space consisting of 1,443 square feet, plus adjacent restrooms. The usable space consists of a large reception area and four spacious offices of sufficient size for use as staff offices and/or classrooms. During its start-up phase, the College anticipates limited enrollment.

Accreditation: Little Priest Tribal College is accredited by the Higher Learning Commission (HLC), a regional accrediting agency recognized by the federal Department of Education. The College is required to obtain the HLC's approval for an additional location, i.e., a location at which the College offers 50% or more of a program. At this initial stage, the College does not intend to offer 50% or more of any of its programs at the Sioux City, Iowa location. Staff confirmed with the HLC (Carrie Caine) that the College is not required to obtain the HLC's approval to initiate instruction in less than 50% of a program at an Iowa location. On July 24, 2013, the College did provide an optional notification to the HLC of its future intent to initiate instruction at the aforementioned address in Sioux City.

Federal Stafford Loan Cohort Default Rate (FFY 2010): 0%. Little Priest Tribal College does not participate in the federal student loan programs.

For comparison purposes, the FFY 2010 national average cohort default rate is 9.1%.

Graduation Rate: 5%.

Average Loan Debt upon Graduation: \$0. Little Priest Tribal College does not offer or refer students to loans as a means of financing the College's courses or programs.

Record Preservation: From the Sioux City classroom all student information will be accessed via Jenzabar or MYLITTLEPRIEST over the internet but on a secure VPN connection to the main campus. The College's servers are backed up every night. The College is researching a "cloud-based" off-site backup for its main campus and will be making a final decision on that possibility in the future. Student records are maintained in the office of the Registrar at the main campus. Student files are located in locked fire-proof cabinets. The student information is also in digital format in the College's Jenzabar system. The registrar's office is locked when staff are not present.

Transcript Requests: Any current or former student may request a transcript by contacting:

Andrea Vandall
601 E. College Dr.
Winnebago, Nebraska 68701
(402) 878-3331

Instructional Methodology: At this time, in-person classroom instruction. The College is considering using distance learning and blended classes in the future.

Student Learning Resources: The library has a current collection of over 25,000 items, including a Native print collection of 3,500 items and a DVD collection of over 1,600 items, including nearly 400 Native titles. The College library <http://www.littlepriest.edu/LPTCLIBRARY/welcome.html> also serves as the public library for the Village of Winnebago and surrounding rural areas.

Remote students may access the library catalog online. An online tutorial is available to assist students in conducting searches. The Nebraska Library Commission provides the College with access to several online databases, including the full-text Omnifile and eLibrary. Other useful databases include Biography Reference Bank and Heritage Quest Online. Access to these

databases is granted by a password that is available through any library staff member. Additional available databases, primarily used by librarians assisting students, include WorldCat, FirstSearch, Books in Print and the Fiction and Nonfiction Connection. The College also provides links on its website to online library resources available from Wayne State College in Nebraska, and the University of Nebraska. Reference desk and tutorial tools are available for college students through links on the library's site at <http://www.refdesk.com/homework.html#college>, although these resources are provided by third parties. Library staff members are all skilled and dedicated to providing services to students. The library is open 8:30 am to 5:00 pm, Monday through Friday. Reference services are provided by phone or e-mail.

Students taking classes at the Sioux City location and who have transportation may visit the College library and use the facility just as students enrolled on the main campus. The College's main campus in Winnebago, Nebraska, is approximately a one-half hour drive south of Sioux City. Students without transportation may choose to use the Sioux City Public Library at its downtown site, which is located four blocks from the College's Sioux City satellite location.

Students without transportation may request and receive hard copy materials available at the College Library through an instructor. Interlibrary loan services are available from any of the other college and university libraries who are signatories of the Nebraska Reciprocal Borrowing Agreement in Nebraska at a cost of \$1 to defray the cost of postage. However, students will be encouraged to check the Sioux City Public Library for hard copy materials that are not available through other resources in electronic format.

Student Support Services at the College provides academic success plans, tutoring services, and one-on-one support. Professional tutors and peer mentors are available to assist students with writing, math, test review, research, resume writing and other academic needs through the Wakaja Learning Lab. These services will be available, by appointment, to Sioux City students via phone or e-mail. Counseling referrals are provided to assist students with their personal and social concerns. Referrals to other area and tribal resources, such as health care, psychiatric and treatment services and vocational rehabilitation are also provided through Student Support Services. Counseling referrals are free of charge and are subject to federal regulations pertaining to client confidentiality.

Career counseling assistance is available to students to help them explore career avenues and develop career goals through individual sessions. The College offers interest inventories and exploratory exercise which can assist students who may be undecided about their majors and lay the foundation for the course work and programs of study that will be most beneficial to them. Career counseling is available through Student Support Services.

Curriculum Evaluation and Development: Little Priest Tribal College operates under a self-governance structure that includes a standing committee called Howera (The Path). Howera is the final approval authority for curriculum development. Membership on the Howera include the Academic Dean, the College's Retention Counselor/Advisor, the Library Director, and full-time faculty teaching Indigenous (Native American) Studies, Science, Early Childhood Education, Computer Sciences, Developmental Math, English, and Multi-Media/Broadcasting. Faculty and administrators represented on Howera include persons possessing a doctoral degree in education, curriculum and educational policy, or educational administration; two faculty pursuing doctoral degrees in agronomy and teacher education; and faculty with

master's degrees in theology, immunology, library and information management, biology, science, math, and English. Curriculum changes proposed by faculty must first be discussed with the Academic Dean, then described and justified in detail, and presented to Howera for consideration. Final approval for curriculum changes rests with Howera.

Student Complaints Process: The following process applies to student complaints or grievances relating to academic problems, mistreatment by another, wrongful assessment of fees, record errors, or discrimination of any kind:

- A student is advised to discuss the grievance informally with the person who is the source of the grievance within five (5) business days of the occurrence of the incident being grieved. If, however, a student feels he/she cannot comfortably discuss the matter with the person who is the source of their grievance, he/she may proceed to step twobelow, but must do so within the five business day time period.
- If the grievance is not resolved through step one above, the student may request an informal review by the administrator who directly supervises the employee. If the complaint is against another student the Student Support Services Director or designee should be contacted. The appropriate administrator must complete the review and provide a written answer to the student within five business days of receipt of the request for informal review.
- If the grievance is still not resolved through step two above, the student must submit a formal written grievance within five business days from the date of notification of the results of step two above. The formal grievance procedure begins when a written complaint is submitted to the Student Support Services Director or designee and must contain the following:
 - a. Name, address and phone number of person filing the grievance.
 - b. Nature of the grievance in full detail.
 - c. Place, date and time of alleged incident.
 - d. Name of person(s) accused of the violation.
 - e. Requested action.
 - f. Any background information that student filing the complaint believes to be relevant.

The Student Support Services Director or designee will meet with all persons involved in the complaint and will attempt to resolve the complaint with the student within seven (7) working days of receiving the written complaint. If the complaint cannot be resolved at this meeting, the Director will take the following actions and inform the academic dean.

- The Director will form an *ad hoc* Student Grievance Committee to review the complaint and make recommendations for resolution of the student's complaint.
- The Grievance Committee will confer with the academic dean and then make a decision on resolving the complaint. The academic dean has final authority in determining the resolution of all student grievances that are filed.

A final response in writing will be given to all parties involved within ten (10) business days of receiving the formal written complaint.

Residential Program Coursework Offered in Iowa

The College will offer via in-person instruction at the Sioux City location selected coursework that counts as credit toward the following College programs. The total, **estimated** cost of tuition, fees, books and supplies for each program is listed below.

Associate Degree Programs

- Business \$10,388
- Computer Information Systems \$10,697
- Indigenous (Native American) Studies \$10,388
- Liberal Arts \$10,388

Registration Compliance

As required by Iowa Code Section 261B.4, the College disclosed its institutional policy on refunding tuition charges for withdrawn students. This policy is disclosed to students at <http://www.littlepriest.edu/current-prospective-student/new-student.html>. The policy itself is not governed by Iowa law or rule since the College is a private non-profit institution.

Administrative rules specifically require the school to comply with the requirements of Chapter 261.9(1) “e” through “h”.

- 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 assault policy that includes information about counseling opportunities and reporting instances of sexual abuse to school officials and law enforcement. These requirements duplicate policies and disclosures required by the federal Department of Education for a school that participates in the federal student aid programs. During the registration application review process, the College modified its student consumer information to provide greater focus, specifically, on sexual assault issues and tailor its alcohol, drug, and sexual abuse outreach referrals to services available in the Sioux City area. The College discloses its existing policies on its website at the links below. The College will distribute updated policies in admission packets distributed to prospective students at the Sioux City location until those updates are incorporated into the College’s catalog in June 2014.
 - ✓ http://littlepriest.edu/images/lptc_catalog/LPTC_College_Catalog_13-14.pdf
 - ✓ <http://littlepriest.edu/images/selfgovernance/LPTC%20Clery%20Annual%20Security%20Report%20for%202012.pdf>
- 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. During the registration application review process, the College updated its policies to include this protection for Iowa resident students attending the Sioux City site. Until the

regularly scheduled publication of its new catalog in June 2014, the College will distribute information about this policy in its admission packets for prospective students.

- 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. Little Priest Tribal College updated its workplace violence policy to include reporting procedures for employees who suspect child sexual or physical abuse. This policy will be published in the College's Clery Annual Security Report. Meanwhile, the institution will distribute a copy of the updated policy to Iowa resident students attending the Sioux City site in admission packets.

Student Consumer Information: In its registration application, Little Priest Tribal 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 the federal Department of Education's student consumer information disclosure requirements for a school that participates in the federal student aid programs and the College discloses them in its catalog at http://littlepriest.edu/images/lptc_catalog/LPTC_College_Catalog_13-14.pdf.

Little Priest Tribal College affirms on the application that it will comply with the provisions of Iowa Code Section 261B.7. Effective July 1, 2012, these provisions of Iowa Code were modified to state that, provided the school does not claim "approval" or "accreditation," the school must disclose to students that it is registered by the Commission and provide Commission contact information for students who have questions or complaints about the school. These disclosures will be provided to Iowa-resident students attending the College's Sioux City site on its "About Us" webpage <http://littlepriest.edu/about-us.html> and in its college catalog.

Financial Responsibility: The College submitted a copy of the report of an independent audit conducted by Kinner & Company, dated November 12, 2012, for the institutional fiscal year that ended June 30, 2012. The auditors stated their opinion that the College's financial statements present fairly its financial position. The auditor's report also states that it expressed unqualified opinions on the College's financial statements for the institutional fiscal year 2011.

- Under federal Department of Education rules, a private non-profit institution 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. Staff did not find that the independent auditors reported or tested the College's composite score. The most recent composite score reported for the College by the federal Department of Education is for its institutional fiscal year ending June 30, 2010: 2.1.

- Private non-profit institutions are not required to determine the percentage of its revenue that is derived from Title IV student financial aid.

Full-Time Iowa Resident Faculty Member or Program Coordinator: Little Priest Tribal College employs one full-time satellite campus coordinator/Iowa contact person, and the following full-time Iowa-resident faculty members who will provide instruction at the Sioux City instructional site.

- Marisa Cummings (designated Iowa contact; campus coordinator)
- Harry Martyn – Science Instructor
- Cassie Kitcheyan – Indigenous Studies Instructor
- Abul Shaifullah – Computer Information Systems Instructor

Instructional/Supervisory Staff Qualifications: Little Priest Tribal College provided vitae for 10 faculty that will provide instruction at the Iowa site. It appears that all faculty members are sufficiently qualified to provide instruction at the associate degree level. Four of the faculty members possess a doctoral degree or post-master's specialist degree in an education-related field. Two faculty members are Ph.D. candidates in computational science or agronomy. Two faculty members possess master's degrees in biology or English. One faculty member has a baccalaureate degree in secondary teaching with a mathematics major and she is a mathematics instructor at the College. Nine of the 10 instructors have considerable secondary and/or postsecondary teaching experience.

Commitment to Iowa Students and Teach-Out: The College's application includes a letter from Little Priest Tribal College President Dr. Johnny D. Jones in which he expresses his sincere commitment to offering quality academic programs at the College's future Sioux City, Iowa, extension. Dr. Jones states that he is enthusiastic about the fact that the College's presence in Sioux City will make it the first tribal college in the state of Iowa. Dr. Jones states that the College's mission comes from the words of the last warrior chief of the Winnebago people: "Be strong and educate my children." The College interprets Chief Little Priest's statement in the context of his vision of a future where the people are strong because they retain their culture and master education. Dr. Jones looks forward to providing the Sioux City area with a unique and powerful vision for education. At Little Priest Tribal College, students have the opportunity to explore culture and history while at the same time developing the academic skills and preparedness they need to succeed in the workforce. Little Priest Tribal College has adopted an educational strategy that is proven to promote student success. Highly qualified faculty, small class sizes, state of the art technology and a strong student support staff provide an excellent learning environment. Dr. Jones states that the College will abide by all state and regional guidelines to provide a quality education to all students who attend Little Priest Tribal College.

Dr. Jones also affirms that Little Priest Tribal College is an open-enrollment institution that provides services to all persons. The College does not discriminate on the basis of race, creed, color, sex, age, disability, gender or sexual orientation, national or ethnic origin in any of its policies, practices or procedures. This principle applies to its educational programs, admissions, activities, financial aid and employment practices. Dr. Jones states that evidence of practices which are inconsistent with this policy should be reported to the College's office of Student Support Services.

Student Complaints: None.

Compliance with Iowa Code Chapter 714

Section 714.18 – Evidence of Financial Responsibility

Little Priest Tribal College is exempt from the financial responsibility requirements of Iowa law under Iowa Code Section 714.19, subsection 1, as a college or university authorized by the laws of Iowa or any other state or foreign country to grant degrees. While the text of Iowa Code does not explicitly acknowledge a college or university that is authorized by the laws of the United States, the Commission has previously granted exemptions to colleges and universities authorized by an act of Congress, signed by a President of the United States, to operate as a degree-granting institution in the District of Columbia.

Little Priest Tribal College was authorized by the Equity in Educational Land-Grant Status Act of 1994, as amended by Public Law 107-171 <http://www.ed.gov/edblogs/whiaiane/tribes-tcus/tribal-colleges-and-universities/>.

Section 714.23 – State Tuition Refund Policy

Not applicable. Iowa's tuition refund policy for withdrawn students applies only to for profit institutions.

Compliance with Iowa Code Section 261F (Preferred Lender Arrangements and Educational Loan Code of Conduct)

Not applicable. The college does not offer loans of any kind to its students.

IOWA COLLEGE STUDENT AID COMMISSION

Kansas State University Application for Postsecondary Registration January 2014

RECOMMENDED ACTION:

Approve Kansas State University's request for registration in Iowa.

As a condition of registration, the University must:

- Report the Iowa location at which a distance education student will complete a field experience within 90 days of the University's approval of the Iowa site.

Registration Purpose

Revised Iowa Code Sections 261B.2 (definitions) and 261B.3 (effective July 1, 2012) require 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. 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. Presence also means an address, location, telephone number or internet protocol address in Iowa from which a school conducts any aspect of its operations. Staff required Kansas State University (KSU) to apply for registration to offer distance education programs to Iowa residents because the University offers a distance education program(s) that includes a structured field experience that an Iowa resident would participate in at an Iowa location.

Institutional Information

Kansas State University is a public postsecondary educational institution whose campus is located at Anderson Hall, Manhattan Kansas. The school's Chief Executive Officer is President Kirk H. Schulz, at 110 Anderson Hall, Manhattan, Kansas. The University applied for registration in Iowa only to offer distance education programs. Therefore, it has no Iowa contact person and no Iowa resident agent. Since the University is an instrumentality of a state, it is not appropriate for the University to register with the Iowa Secretary of State as a corporation conducting business in Iowa.

Physical Facilities: Not applicable for a distance education program provider.

Accreditation: KSU is accredited by the Higher Learning Commission, a regional accrediting agency recognized by the federal Department of Education. In addition, the University holds special programmatic accreditation for some of the distance education programs it offers in Iowa through the Academy of Nutrition and Dietetics, Accreditation Council for Education in Nutrition and Dietetics, and the National Council for Accreditation of Teacher Education. Both of these entities are recognized by the federal Department of Education.

Federal Stafford Loan Cohort Default Rate (FFY 2011): 6.4%

For comparison purposes, the FFY 2011 national average cohort default rate is 9.1%.

Graduation Rate: 58%. This is the percentage of full-time, first-time undergraduate students who completed their program within 150% of normal time for program completion.

Average Loan Debt upon Graduation: For undergraduate students graduating in Spring of 2012, \$22,308 (federal loan debt only). For graduate students graduating in Spring of 2012, \$59,408 (federal student loan debt only).

Record Preservation: Student records, regardless of the format in which they are maintained, are retained as long as needed for normal department or office operations and then transferred to University archives. The University archive, located in the Hale Library, is the official repository for the preservation of all noncurrent records. The University maintains a Records Retention and Disposition Schedule that designates the retention period and disposition action for each type of record. The University Archives is responsible for answering questions and disseminating information about record retention.

Transcript Requests: Any current or former student may request a transcript by contacting:

Office of the Registrar
Kansas State University
118 Anderson Hall
Manhattan, KS 66506
(785) 532-6254
http://www.k-state.edu/registrar/t_v/

Instructional Methodology: Distance education only. The majority of distance education courses are delivered online using KSU's own learning management system (LMS), K-State Online. The University has been using this LMS for nearly 15 years. It has many of the same features as Blackboard and other LMS models. Each year, the system is reviewed by a large campus committee and new additions and features are included.

Video conference is also sometimes used to deliver instruction to students if an instructor is not based on campus when a course is taught. Increasingly, courses that primarily once used video are moving to online delivery using K-State Online. Guided study courses are instructor-directed, independent learning courses with set starting and ending dates that use technology to support regular interaction between students and instructors. Often these courses are used by graduate students working directly with an instructor on a special project, thesis, etc.

KSU does not offer correspondence courses.

Student Learning Resources: KSU continually strives to bring the campus to the distance education student. The Division of Continuing Education has a Student Service website <http://www.dce.k-state.edu/students/services/index> that directs students to campus resources including the use of the University's LMS, K-State Online, textbook information, IT Help, testing and exam proctoring, academic advisors, graduate student services, stress management resources, disability support services, career and employment services and crisis assistance, including counseling support referral resources. KSU's Continuing Education department uses a

survey for distance students at the end of each semester to evaluate their response to campus services. Facebook postings, an electronic newsletter called the Leading Edge, Virtual Graduation activities and a Roadmap to Success website that guides a student completely through their academic career are all designed with the distance student in mind.

The University library provides nearly every online database, ejournal or ebook for off-campus access using the student's KSU eID and password. Book and article delivery options, and interlibrary loan services are also available at no cost with the exception of return postage on some materials. Distance education students can receive immediate help from a librarian via IM chat, phone or e-mail during librarian service hours, or make an appointment with a librarian. Generally, librarians are on duty from 8 am – 10pm Monday – Thursday; 8 am – 6 pm on Friday; 10 am – 5 pm on Saturday, and 1 pm – 10 pm on Sunday. KSU provides copyright consultation, class and research guides to help students with assignments, citation tools to help cite sources for a paper and writing help. Free tutoring for distance education students is available on a limited basis, although the University has plans to expand this resource in the future. For inquiries about tutoring, students should contact the Division of Continuing Education Student Services offices at <http://www.dce.k-state.edu/students/services/index>.

Curriculum Evaluation and Development: In most cases, KSU uses regular faculty to develop and deliver courses. If adjuncts are used, the department selects and hires them. Most of the courses are the same as campus courses unless specifically designed as part of a program such as the distance Master of Agribusiness. Some courses are delivered through a consortium such as University Engineering Alliance and Great Plains Interactive for Distance Education Alliance. Distance curriculum is reviewed in the same way as campus-based course curriculum.

The faculty member(s) most clearly associated with the course and/or curriculum change electronically submit(s) the proposal for consideration and review to the Department Course/Curriculum Committee. For undergraduate program course and curriculum changes, the faculty member discusses the changes proposed with their respective Dean's Office, determines the appropriate process for changes to courses and curriculum, what other departments may be affected, and the appropriate documents needed. Prior to approval, the department must obtain documents (email, memo, etc.) verifying notification and approval of the change(s) by other departments within or outside the university that may be affected by the change. Approval is obtained from the department head, unit head or director of the department affected.

If the Department Course/Curriculum Committee approves the proposal(s), the new offering is considered for approval by the department faculty as a whole. If the department faculty approves the proposal(s), then the recommendation is forwarded to the College Course/Curriculum Committee for approval.

For graduate program course and curriculum changes, the faculty member discusses with Graduate School the changes proposed and the appropriate documents needed. Also, the faculty member may want to confer with the Graduate School as to the appropriate process for changes to courses and curriculum. The proposal is forwarded to the Academic Affairs Committee of the Graduate Council for recommendation to the Graduate Council.

All new degree programs must be approved by the Kansas Board of Regents. All items requiring Board of Regents approval are first sent to the Provost of the University for review. Upon approval, the Provost of the University forwards the proposal to the Board of Regents. These

proposals may include but are not limited to a new academic plan or new degree program proposal.

In addition to notifying other departments and colleges of changes, the Library is consulted about new library resources and/or services the curriculum or program will require.

Student Complaints Process: Kansas State University is committed to resolving student complaints in a timely and effective manner. Student grievances can be addressed in a variety of ways at the University, and the Office of Student Life is committed to assisting students in determining the most appropriate policy and procedure to address grievances. If a student has a significant complaint or grievance that cannot be addressed within another established university policy, students may choose to file a formal complaint with the Director of the Office of Student Life. This complaint process is not an appeal to re-examine a decision made through a University grievance or academic policy, nor does it serve as a replacement for another defined university grievance process.

Any currently enrolled student or a person recently enrolled in the previous two semester of an academic year may submit a formal complaint that meets the above criteria. Formal complaints should be submitted in writing to the Director of the Office of Student Life, and include specific information about the concern, measures the student has already taken to address the concern and any resolution sought. The Director of the Office of Student Life will determine the best process to investigate and address each complaint.

Kansas State University does not tolerate retaliation against individuals who file a complaint or who cooperate in the investigation of such complaints. The University discloses its compliant resolution policy on its website at

<http://www.k-state.edu/studentlife/reportsandpolicies/studentcomplaintspolicy.html>.

Distance Education Programs Offered In Iowa

The total, **estimated** cost of tuition, fees, books and supplies for each program is listed below.

Baccalaureate Degree Completion Programs

Costs of the baccalaureate degree completion programs below may vary based on the number of transfer credits a student applies toward the baccalaureate degree program at KSU. Most online baccalaureate degree completion programs require a minimum of 30 transfer credits. Cost figures below represent maximum estimated costs of completing the program based on entering the program with 60-66 transfer credits. The cost could be lower if more credits are transferred into the program, or higher if fewer credits are transferred into the program.

- Animal Sciences and Industry - \$28,287
- Dietetics (licensure program) - \$26,040. Iowa licensure requirements for dietitians require a baccalaureate degree with major course work in human nutrition or similar subject matter and a supervised practicum that meets the requirements of the Commission on Dietetic Registration (CDR) of the American Dietetic Association. The degree and supervised practicum prepare the student to sit for an examination administered by the CDR prior to licensure. The KSU program appears to meet the educational and supervised experience standards necessary to qualify the student for the CDR examination.

- Early Childhood Education – (non-licensure) \$27,125. Note: KSU clearly discloses in its materials associated with this program that it leads to teacher licensure by the Kansas Department of Education. In addition, KSU provides the following additional clarification: “Students must be geographically located in Kansas or near the border so they are able to perform student teaching in a Kansas school district. Out of state students that are not able to perform the student teaching semester may still earn a bachelor’s degree via distance education with an early childhood emphasis but are not eligible for teacher licensure.”
- Family Studies and Human Services - \$26,908
- Food Science and Industry, Science Option - \$28,287
- Food Science and Industry: Food Business and Operations Management - \$28,287
- General Business - \$29,336.50
- Interdisciplinary Social Science - \$23,640
- Nutrition & Health - \$26,250
- Technology Management - \$24,428

Master’s Degree Programs

- Academic Advising - \$14,604
- Agricultural Education and Communication - \$18,000
- Chemical Engineering - \$21,420
- Civil Engineering - \$21,420
- Community Development[†] - \$18,000
- Curriculum and Instruction (non-licensure) - \$15,090
- Curriculum and Instruction: Digital Teaching and Learning (non-licensure) - \$15,090
- Curriculum and Instruction: Educational Computing, Design and Online Learning (non-licensure) - \$15,090
- Dietetics[†] - \$17,460. This is not a licensure preparation program. Students admitted to this program must either be registered/licensed dietitians, or have already completed the education and supervised practicum requirements necessary to sit for the licensure examination. - \$17,460
- Electrical Engineering - \$21,420
- Engineering Management - \$21,420
- Family and Community Services[†] - \$17,460
- Food Science - \$21,931
- Gerontology[†] - \$17,460
- Mechanical Engineering - \$21,420
- Merchandising (Apparel and Textiles)[†] - \$17,460
- Nuclear Engineering - \$21,420
- Operations Research - \$21,420
- Personal Financial Planning - \$20,370
- Software Engineering - \$23,562
- Youth Development[†] - \$18,000

**Field Experience:* KSU provides a coordinated program in dietetics that permits a student to earn both a Bachelor of Science in Dietetics and meet the Commission on Dietetic Registration (CDR) requirement for 1200 hours (three semesters) of supervised practice prior to examination for licensure qualification. KSU executes an affiliation agreement with the practicum site and

reviews with the practicum preceptor and staff all expectations, assignments, and evaluations. At the beginning of each semester, University faculty provide preceptors and community mentors with the course syllabus, course information and important dates, copies of performance evaluations for students, copies of assignments and assignment evaluations and contact information. Preceptors are provided an opportunity to attend pre-scheduled conference calls with instructors during the course of the semester. The University also refers preceptors to an online training course provided by CDR at no cost. The University provides on-going training for preceptors in the form of self-study packets or CDs for preceptors to review at their convenience. Targeted training for individual preceptors will be provided by the program director or practicum course instruction based upon instructor observation or student survey results. The University maintains a detailed Dietetics Preceptor Handbook at <http://www.he.k-state.edu/documents/hmd/preceptormanual2013.pdf>.

These graduate programs are offered by KSU (and credentials are granted by KSU) through the Great Plains Interactive Distance Education Alliance (IDEA), a consortium of five Midwestern universities: Colorado State University, Kansas State University, North Dakota State University, Oklahoma State University and South Dakota State University. Programs offered through Great Plains IDEA draw on graduate faculty and graduate courses from all five institutions.

Registration Compliance

As required by Iowa Code Section 261B.4, the University disclosed its institutional policy on refunding tuition charges for withdrawn students, which is not governed by Iowa law or rule.

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

- 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 requirements duplicate policies and disclosures required by the federal Department of Education for a school that participates in the federal student aid programs. The University complies with the requirements of Iowa Code Section 261.9(1)(e) and (f), and discloses these policies and services to students in its annual security report and in various other University web pages, as follows:
 - ✓ <http://www.k-state.edu/studentlife/reportsandpolicies/2013CampusSecurityandFireSafetyReport.pdf>
 - ✓ <http://www.k-state.edu/counseling/student/alcohol.html>
 - ✓ <http://www.k-state.edu/lafene/edcep103/alcdrgtobmod.html>
 - ✓ <http://www.k-state.edu/counseling/student/echug.html>
 - ✓ <http://www.k-state.edu/counseling/student/date Rape Drugs.html>
 - ✓ <http://www.k-state.edu/womenscenter/getting-help/>
- 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.

During the registration application review process, the University affirmed in writing that its policy for Iowa resident students enrolled in online programs will cover the spouse of a deployed service member with a dependent child in cases when the spouse is KSU's student, and that the policy applies to a call to state as well as federal duty. The University will make additional modifications to its publications to emphasize these points. Meanwhile, at the below links, the University advises out-of-state students to contact the Division of Continuing Education to receive more information about unique, state-based policies that apply to them:

- ✓ <http://catalog.k-state.edu/content.php?catoid=13&navoid=2830>
- ✓ <http://catalog.k-state.edu/content.php?catoid=2&navoid=2831>

- 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. A revision to administrative rules effective January 15, 2014, provides an exemption from this policy for distance education program providers – such as KSU – who do not have a compensated party working remotely for the school from an Iowa location. However, KSU nevertheless maintains a policy for employee reporting of suspected incidents of child sexual abuse in its Annual Campus Security and Fire Safety Report at <http://www.k-state.edu/studentlife/reportsandpolicies/2013CampusSecurityandFireSafetyReport.pdf>.

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 the federal Department of Education's student consumer information disclosure requirements for a school that participates in the federal student aid programs. KSU discloses these informational items in an e-mail that each student receives at the time of enrollment and provided staff with a sample of the e-mail text. In addition, the University also discloses this information on multiple web pages within its internet site, including the following:

- <http://catalog.k-state.edu/content.php?catoid=13&navoid=1402>
- <http://www.k-state.edu/registrar/enroll/>
- <http://www.k-state.edu/about/>.

Kansas State University affirms on the application that it will comply with the provisions of Iowa Code Section 261B.7. Effective July 1, 2012, these provisions of Iowa Code were modified to state that, provided the school does not claim "approval" or "accreditation," the school must disclose to students that it is registered by the Commission and provide Commission contact information for students who have questions or complaints about the school. These disclosures will be provided to Iowa resident online students on its State Authorization Disclosure pages at:

- <http://catalog.k-state.edu/content.php?catoid=13&navoid=2830>
- <http://catalog.k-state.edu/content.php?catoid=2&navoid=2831>.

Financial Responsibility: KSU is independently audited on an annual basis as part of the state of Kansas financial audit report. KSU submitted a copy of a report dated March 2013 to the Kansas

Legislative Post Audit Committee by RubinBrown, a certified independent public accounting firm under contract with the state of Kansas. The independent auditor's report states that, in its opinion, based on its audit and the reports of other auditors, the state's financial statements referred present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the state, as of June 30, 2012, and the respective change in financial position and cash flows, where applicable, thereof for the year then ended in conformity with generally accepted accounting principles.

- A public institution is not required to calculate a composite score to measure its financial responsibility. All public institutions are considered financially responsible if its debts and liabilities are backed by the full faith and credit of the state.
- A public institution is not required to determine the percentage of its revenue that are derived from Title IV student financial aid.

Full-Time Iowa Resident Faculty Member or Program Coordinator: KSU has no Iowa-resident faculty or other staff. Administrative rules effective January 15, 2014, no longer require a distance education or nontraditional program provider to employ a full-time Iowa-based faculty member or program coordinator.

Instructional/Supervisory Staff Qualifications: Staff reviewed available, online biographies of full-time faculty in all departments represented among the online programs that KSU wishes to offer in Iowa.

- Agriculture - Of nine faculty biographies sampled, all but three have a doctoral degree in agriculture education or communication. These six faculty members have considerable professional experience in teaching agriculture at the postsecondary level and/or in the agriculture industry. Two faculty members possess a master's degree in agriculture education or journalism and mass communication. The remaining faculty member holds a bachelor's degree in agriculture and natural resources communication and teaches the agricultural magazine course, which produces the *Kansas State Agriculturist*. She is the marketing and communications specialist for the International Grains Program in the KSU Department of Grain Science and Industry.
- Curriculum and Instruction – Of 52 faculty biographies sampled, all possess at least a master's degree in the field of education or a topical area of secondary school instruction. Twenty eight faculty members possess a doctoral degree in curriculum and instruction or education. Many have elementary or secondary teaching or leadership experience including specialties in cultural diversity, bilingual education, civil rights and children with disabilities.
- Dietetics – Of 11 faculty member biographies sampled, five possess a doctoral degree in hospitality management, dietetics, or nutrition, or food systems administration. five faculty members have long-term postsecondary teaching experience in dietetics and nutrition. The remaining six faculty members possess masters' degrees in hospitality or institution management and dietetics, adult education, home economics or agriculture. Several have significant postsecondary teaching experience and/or management experience with a nutrition focus in the food service industry.

- Engineering – Of 47 faculty member biographies sampled, all but one have a doctoral degree in the specialty area related to KSU’s civil, chemical, mechanical or nuclear engineering programs. Several in the chemical engineering department have additional educational experience as postdoctoral scholars or fellows, and seven lead active research laboratories at KSU. The single faculty member with a master’s degree has teaching experience in mechanical engineering and engineering technology, is a Kansas-certified Professional Engineer, and holds two U.S. patents. All appear highly qualified for their assignments.
- Gerontology - Of 14 faculty member biographies sampled, nine hold doctoral degrees in various fields that provide well-rounded expertise to the study of an aging population: life span human development, social psychology, communication sciences and disorders, food and nutrition, chemistry (including research into drug designs for Alzheimer’s, Huntington’s and Parkinson’s diseases), architecture (aging in place), developmental sociology, horticulture (horticultural therapy) and exercise psychology. The five remaining faculty hold master’s degrees in gerontology or related fields such as social work.
- Human Nutrition - Of 11 faculty biographies sampled, all have doctoral degrees. Specializations and interests include: cancer prevention, physical activity in children, athletic training, weight control, gerontology, consumer product evaluation, development and evaluation, cultural foods and sensory analysis.

Commitment to Iowa Students and Teach-Out: The University’s application includes a letter signed by President Kirk H. Schultz, Ph. D. in which President Schultz expresses the University’s full commitment to the delivery of distance education programs to resident of the state of Iowa. Further, the University agrees to provide alternatives for students to complete their distance education programs at other institutions if KSU closes the program before students have completed their courses of study.

Student Complaints: None.

Compliance with Iowa Code Chapter 714

Section 714.18 – Evidence of Financial Responsibility

Not applicable. Kansas State University is a public institution eligible for an exemption from financial responsibility as a postsecondary educational institution authorized by the laws of a state to grant degrees under Iowa Code Section 714.19, subsection 1.

Section 714.23 – State Tuition Refund Policy

Not applicable. Iowa’s tuition refund policy for withdrawn students applies only to for profit institutions.

IOWA COLLEGE STUDENT AID COMMISSION

Northcentral University Application for Postsecondary Registration Renewal January 2014

RECOMMENDED ACTION:

Approve Northcentral University's request for registration in Iowa.

Registration Purpose

Revised Iowa Code Sections 261B.2 (definitions) and 261B.3 require 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. 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. Presence also means an address, location, telephone number or internet protocol address in Iowa from which a school conducts any aspect of its operations. Staff required Northcentral University to apply for registration to offer distance education programs to Iowa residents because a) the University employs several faculty in its distance education programs who work remotely for the University from an Iowa location(s); and b) the University offers a distance education program(s) that require a structured field experience that an Iowa resident student may participate in at an Iowa location.

Institutional Information

Northcentral University is a for-profit, postsecondary educational institution that offers only distance education programs and whose administrative offices are located at 10000 East University Drive, Prescott Valley, Arizona. The University maintains a second operational address at 8667 East Hartford Drive, Scottsdale, Arizona. The Chief Executive Officer of the school is President George A. Burnett, at the Scottsdale, Arizona address. 8667 East Hartford Drive, Suite 100, Scottsdale, Arizona.

Northcentral University discloses on its application that it is wholly owned by Innova Management Group, Inc., 8667 East Hartford, Suite 100, Scottsdale, Arizona. An independent auditor's report clarifies that the University is a wholly owned subsidiary of Innova Management Group, which is wholly owned by NCU Holdings, Inc. Historical records available online indicate that Northcentral University was sold in 2008 to Rockbridge Growth Equity in partnership with Primus Capital. Current records on the Rockbridge Growth Equity website indicate that Northcentral University is one of its active investment holdings as of 2008, along with Falcon Investment Advisors, who list Northcentral University as a buyout investment effective December 2008. The University's Board of Trustees includes 12 voting members and one ex-officio member, who serves as the President of the University. Of the 12 voting members, five are currently affiliated with Rockbridge Growth Equity or Falcon Investment: Brian Hermelin, Kevin Prokop, Steve Linden, John Schnabel and Wesley Fuller. Five Board members have direct and long-term experience as higher education administrators or policy-

makers. The remaining two Board members are experienced professionals in finance or business.

Physical Facilities: Not applicable for a distance education program provider.

Accreditation: Northcentral University is accredited by the Higher Learning Commission, a regional accrediting agency recognized by the federal Department of Education. The University also holds programmatic accreditation from the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) for its Master of Arts in Marriage and Family Therapy degree program, a requirement of Iowa administrative rules for persons seeking a professional licensure to practice as a Marriage and Family Therapist in Iowa.

Federal Stafford Loan Cohort Default Rate (FFY 2011): 5.9%

For comparison purposes, the FFY 2011 national average cohort default rate is 10%.

Graduation Rate: This is the percentage of first-time, full-time undergraduate students who graduated within 150% of the normal time for program completion, as reported by the University to the federal Department of Education on the *College Navigator* website. The University has no reported graduation rate since it did not admit full-time, first-time undergraduate level students in the cohort year on which the undergraduate graduation rate is based.

However, the University does report, as part of federally-mandated gainful employment disclosures, its graduation rate for students who graduated from programs it offers during the period July 1, 2011, to July 1, 2012:

- Bachelor of Business Administration and Management: 84%
- Master of Business Administration: 83%
- Doctor of Business Administration: 52%
- Doctor of Philosophy of Business Administration: 65%
- Master of Education: 88%
- Education Specialist: no data available; program had no graduates during the reporting period
- Doctor of Education: 82%
- Doctor of Philosophy of Education: 83%
- Bachelor of Arts in Psychology: 92%
- Master of Arts in Psychology: 81%
- Doctor of Philosophy in Psychology: 62%
- Master of Arts in Marriage and Family Therapy: 75%
- Doctor of Philosophy in Marriage and Family Therapy: no data available; the program had an insufficient number of graduates to meet reporting requirements during the reporting period

Average Loan Debt Upon Graduation: \$3559 (institution-wide)

Record Preservation: In the event of the closure of Northcentral University, the Arizona State Board for Private Postsecondary Education will preserve the University's student records, per

Arizona rules R4-39-402. These rules call for an Arizona-licensed school, such as the University, to submit to the Arizona State Board legible copies of all required student record within 15 calendar days after ceasing operation.

Transcript Requests: Any current or former student may request a transcript by contacting:

Registrar
Northcentral University
8667 East Hartford, Suite 100
Scottsdale, AZ 85255
(928) 541-7777
http://www.ncu.edu/sites/default/files/transcript_request.pdf

Instructional Methodology: Distance education, with the exception of the doctoral program in marriage and family therapy, which require some mandatory on-campus attendance in the form of practicum courses. Students and faculty interact one-on-one in the University's distance learning environment. Northcentral University uses a personalized teaching model, wherein students and faculty interact asynchronously during a course to achieve learning outcomes. Faculty respond to each student's work individually within a specific time period (for example, 4 days for standard course activities). Faculty function as instructors, facilitators, guides, consultants and evaluators.

Course interaction occurs through Compass, a proprietary course management system. New students must take the Student Success Tour, which introduces the student to the Student Portal, the Course Room, the student's support team and the University's messaging system. The University uses asynchronous computer-mediated communications in primarily text-based courses. Students and faculty communicate using the University's Message System and Course Page, thereby avoiding spam and viruses. The messaging system tracks student-faculty interaction. Additional interaction may occur via telephone, external e-mail, chat, Skype or video conferencing. Discussion boards are available in each course where student can ask questions and connect with fellow students.

All degree programs include a set of fundamental courses and a set of related specialization courses allowing the student to select coursework closely associated with his or her educational and career goals. Students complete a degree plan, guided by faculty and supported by traditional texts, technology and electronic resources and databases.

Student Learning Resources: Students are provided access to multiple learning resources including a library, virtual bookstore, writing center, dissertation center and academic advisors.

The library contains full-text articles and abstracts of leading publications in fields relevant to all degree programs. Library guides are available containing resources pertinent to 42 topics, and each University course. Tools are available to orient students to the library and to its contents as it relates to each of the four University schools. Online information, videos or tutorials provide students with useful information about plagiarism, copyrights, government resources, legal resources, Library databases and services, and research strategies. Reference questions may be submitted online to "Ask a Librarian" via e-mail, chat, by phone and are answered on a first-come, first-served basis. Reference questions are handled in a 24-48 hour period, excluding weekends and holidays.

Interlibrary Loan services are available to permit students to obtain scholarly research items not contained in the Library's subscription databases. The University participates in consortium partnerships to sharing of resources. The University's Interlibrary Loan service is free of charge, although a few items may occasionally carry fees, such as dissertations. Should a fee be required to fill a request, the requestor will be contacted for approval. Loan items are delivered through the U.S. Postal Service and are sent to the student's physical address on file. Pre-paid envelopes and delivery confirmation labels are provided for return of loan items.

The virtual bookstore gives students access to locate their course number, order books and course materials, and pay conveniently online. The bookstore also has a large inventory of used books, and the University buys back many textbooks when courses are completed. Textbooks and course materials are shipped directly to students via Fed EX, UPS or the U.S. Postal Service. The writing center helps students gain knowledge and skills to communicate according to the American Psychological Association (APA) editorial style and standard used for scholarly writing. The writing centers provide support materials and writing assistance including a five-stage approach that helps students' master academic writing through focus, development, organization, style and conventions. The dissertation center helps students develop a dissertation of the highest standard. The University provides convenient access to style guides, and a general overview of dissertation structure. A section is available for each of the schools at the University that provides discipline-specific updates and helpful information describing each dissertation process.

Curriculum Evaluation and Development: The Program Review and Assessment Subcommittee recommends curriculum changes and syllabi revisions as necessary. This Subcommittee also directs, oversees, and reports on all learning outcomes, academic progress review and academic program review activities undertaken at the University. The Subcommittee reports at least quarterly to the Academic Affairs Committee discussed below, and keeps detailed minutes and other records of its activities. Subcommittee membership includes a Chair appointed by the University Provost, School Deans or salaried faculty designees, the Dean of the Graduate School or a full-time faculty designee, Program Chairs or designees, the Director of Center for Academic Excellence or a designee, the Director of Office of Institutional Effectiveness, Research, and Planning or a designee and the Provost who is an ex-officio member. Other team members, salaried faculty, non-salaried faculty and students may participate in the Subcommittee's deliberations, on a non-voting basis, as invited by the Subcommittee's Chair.

In addition to its oversight role for the Program Review and Assessment Subcommittee, described above, the Academic Affairs Committee provides advice, counsel, direction and recommendations for all academic matters at Northcentral University. All Academic Affairs Committee policies are forwarded to the Senior Leadership Team, comprised of Deans of the respective University Schools, for final consideration. This Committee is chaired by the Provost or his/her designee and is required to meet at least six times per year. Minutes of all meetings are maintained by the Office of the Provost. Voting members include Program Chairs, the Senior Director of Assessment and Institutional Research, the Associate Dean, Center for Faculty Excellence, the Director of Instructional Design, the Director of Library Services, the Registrar, the Vice President of Financial Services, the Director of Policy and Strategy Management, the Controller, one Assistant Dean from each School, two full-time faculty from each School, one of which should hold a primarily teaching assignment, and one part-time or

adjunct faculty member from each School. The Provost votes only in circumstances in which voting on an issue is tied. Other non-voting faculty or team members may be invited to participate in Committee discussions, as needed and appropriate.

Faculty also convene through the monthly or quarterly faculty meetings held by their respective School.

Student Complaints Process: Students are encouraged to attempt to resolve all concerns informally and at the lowest institutional levels possible prior to escalation. Escalation procedures support timeliness, quality, accountability and ensure that the appropriate institutional levels listen and resolve matters in an efficient and effective manner. Additionally, it allows those closest to the problem the ability to extend the highest levels of support services. Dissertation students must work through problems and concerns with their respective Committee Chair before escalating a concern. Escalation begins with the student's academic advisor, financial services advisor, or faculty, as appropriate, followed by the Academic Liaison Associate Director of Student Services.

Support services include but are not limited to the coordination and collaboration with required team members in pursuit of a student's required response. The University re-routes student concerns that are escalated prematurely through the escalation process in accordance with this policy unless it is determined through review that the matter is best addressed at higher institutional levels.

Students who submit an electronic concern are routed to Functional Team Leaders for resolution. Simultaneously, the concern is routed to the Office of Compliance Management for review and alternate routing if necessary including the escalation of a concern to a grievance level complaint. Students can locate the Concerns link on the Student Portal.

A grievance is a formal complaint that has not been resolved at other levels within the University. Being adequately addressed does not mean that the decision was necessarily made in the student's favor. It means that the matter is afforded due diligence and is adjudicated in accordance with ethics, academic integrity, policies, regulations, and laws. Formal grievances are reviewed by the appropriate senior leader (i.e., the Chief Academic Officer and Provost for all academic decisions) and are considered final.

Students may not grieve the stated or published policy of Northcentral University.

Academic appeals must follow the policies and process described in the University catalog.

The University discloses its internal student complaints process in its online catalog at http://learners.ncu.edu/public_images/Northcentral%20University%20Catalog/Northcentral_University_Catalog.htm.

Distance Education Programs Offered In Iowa

The total, estimated cost of tuition and fees for each program the University offers are listed below. These costs include registration, dissertation, technology, online instruction, mentoring and tutoring, online library resources and graduation fees. The program cost estimates below

do **not** include books, which students purchase separately, allowing them to locate the lowest prices available.

- Bachelor of Arts in Psychology Degree Completion Program (60 credits): \$25,000
- Bachelor of Business Administration Degree Completion Program (60 credits): \$25,000
- Post-Baccalaureate Certificate in Education (non-licensure): \$6,912
- Post-Baccalaureate Certificate in Psychology: \$9,024
- Post-Baccalaureate Certificate in Marriage and Family Therapy (non-licensure): \$10,068
- Master of Arts in Psychology (non-licensure)*: \$27,072
- Master of Arts in Marriage and Family Therapy (licensure): \$37,755. Note: Iowa administrative rules maintained by the Iowa Board of Behavioral Science permit a candidate for licensure as a Marital and Family Therapist to complete a master's degree of at least 60 semester credit hours in a program accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) from a college or university accredited by an agency recognized by the United States Department of Education. While the University's program requires a minimum of 45 credit hours, the University provides the following assurance on its website at <http://www.ncu.edu/school-of-marriage-and-family-sciences/master-of-arts-in-marriage-and-family-therapy/general-family-therapy>: "While not required for graduation, students who need to complete a 48- or 60-credit program. . .or need specific additional courses for their state licensure requirements will be allowed to complete optional elective courses to meet these requirements." Thus, it would appear that the University's Master of Arts in Marriage and Family Therapy program satisfies the educational requirements of the Iowa Board of Behavioral Science for an Iowa Marital and Family Therapist license.
- Master of Business Administration: \$22,290
- Master of Education (non-licensure): \$17,280
- Post-Master's Certificate in Education (non-licensure): \$15,678
- Post-Master's Certificate in Psychology (non-licensure): \$16,740
- Post-Master's Certificate in Marriage and Family Therapy (non-licensure): \$16,974
- Post-Master's Certificate in Business: \$15,822
- Education Specialist (non-licensure): \$28,017
- Doctor of Education (non-licensure): \$47,034
- Doctor of Philosophy in Education (non-licensure)*: \$59,160
- Doctor of Business Administration: \$47,466
- Doctor of Philosophy in Business Administration: \$59,160
- Doctor of Philosophy in Psychology (non-licensure): \$55,800
- Doctor of Philosophy in Marriage and Family Therapy (licensure): \$65,067. This program is not approved by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE). The University states that it is pursuing that accreditation and has structured the program according to COAMFTE standards. Iowa administrative rules maintained by the Iowa Board of Behavioral Science permit a student who has completed a program that is not COAMFTE accredited but that contains equivalent content to meet the educational standards for licensure as an Iowa Marital and Family Therapist. Staff is advised that no graduate of the University's doctoral program has applied for initial licensure in Iowa in the past. However, Northcentral University's School of Marriage and Family Therapy provided staff with a detailed curriculum mapping document that illustrates what course and clinical content

meets each COAMFTE accreditation standard. The University discloses the licensure requirements of Iowa Board of Behavioral Sciences on its website. In addition, the University also provided staff with an admission questionnaire in which the University solicits from the student detailed information about the curriculum and clinical requirements of the state in which the student intends to pursue licensure. In this way, the University works with each student to create a customized degree plan that maximizes the students' compliance with curriculum and clinical standards in the state in which the student wishes to practice.

Field Experiences:

- The Master and Doctor of Marriage and Family Therapy programs require internships/practica in which students engage in structured, supervised clinical experiences. Clinical requirements are discussed in detail in the University's Marriage and Family Therapy handbook at http://learners.ncu.edu/public_images/MFT%20MA%20Program%20Handbook/MFT_M_A_Program_Handbook.htm.
- The Master of Arts in Psychology program permits the student to select a practicum as an elective. Students engage in various levels of supervised practice. The on-site supervisor provides regular supervision of the student. University faculty maintain regular contact with the student and the site supervisor. Students must spend a minimum of 16 hours per week at the practicum site over the course of 12 weeks.
- The Master and Doctor of Education programs permit a student to select a practicum as an elective in the English as a Second Language specialization, in which the student gains supervised teaching experience. Focus is placed on the development of effective communication skills in reading, writing, speaking, as well as interpersonal and technology skills. University faculty supervise practicum experiences through virtual or web-based activities.

Registration Compliance

As required by Iowa Code Section 261B.4, Northcentral University developed an institutional policy on refunding tuition charges for withdrawn students that meets the requirements of Iowa Code Section 714.23. The policy will be disclosed to Iowa resident students in the student's Enrollment Agreement, a sample of which was provided to staff for review.

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

- 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 requirements duplicate policies and disclosures required by the federal Department of Education for a school that participates in the federal student aid programs. Northcentral University complies with the requirements of Iowa Code Section 261.9(1)(e) and (f) in the context of a 100% virtual classroom environment, and will disclose these policies to students in updates to its student Code of Conduct, Student Consumer Information, and its Course Catalog:

- ✓ <http://www.ncu.edu/corporate-information/code-of-conduct-policy>
- ✓ <http://www.ncu.edu/northcentral-global/consumer-information/alcohol-and-drug-policy>
- ✓ http://learners.ncu.edu/public_images/Northcentral%20University%20Catalog/Northcentral_University_Catalog.htm

- 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 provided a policy ready for implementation upon registration approval that will be disclosed in an Iowa student's Enrollment Agreement.
- 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, distance education program providers who have compensated parties working remotely for the school from an Iowa location. The University provided a policy ready for implementation upon registration approval that will be added to its student Code of Conduct.

Student Consumer Information: In its registration application, Northcentral 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 the federal Department of Education's student consumer information disclosure requirements for a school that participates in the federal student aid programs. The University provides these disclosures in multiple locations on its web site, including in its catalog, program descriptions, "About Us" web page, and in a student's Enrollment Agreement.

In its registration application, the University affirms that it will comply with the provisions of Iowa Code Section 261B.7. These provisions of Iowa Code state that the school may not claim Commission "approval" or "accreditation," but must disclose to students that it is registered by the Commission and provide Commission contact information for students who have questions or complaints about the school. Initially, the University will disclose this information to Iowa resident students in the student's Enrollment Agreement. The University is in the development stages of a state authorization website on which the Commission registration and contact information will subsequently appear.

Financial Responsibility: Northcentral University submitted a copy of an independent audit conducted by Crowe Horwath LLP, dated May 17, 2012, for the institutional fiscal year that ended on December 31, 2011. The auditors stated their opinion that the institution's consolidated financial statements presented fairly, in all materials respects, the University's financial position.

- A for-profit institution 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. Staff did not find that the independent auditing firm tested or reported the University’s calculated composite score. The most recent composite score reported by the federal Department of Education for the University was 0.0, for the institutional fiscal year ending December 31, 2010. On October 4, 2012, the federal Department of Education recertified the University to continue participation in the federal student aid programs based on a letter of credit the federal Department of Education required the University to obtain in the amount of \$4,579,876.
- A for-profit institution is prohibited from deriving more than 90% of its revenue from Title IV aid. The independent auditing firm did test and report the University’s 90/10 ratio for the institutional fiscal year ending December 31, 2011: 46.28%.

Full-Time Iowa Resident Faculty Member or Program Coordinator: Administrative rules effective January 15, 2014, no longer require a school that applies for registration to provide programs via distance education or another nontraditional format to employ a full-time, Iowa-resident faculty member or program coordinator. However, the University employs one full-time and three part-time faculty members who work remotely for the University from an Iowa location:

- Brad Colton, Ph.D. Educational Administration - part-time faculty member in the School of Education
- Anthony Santiago, Ph.D. Human Development and Family Studies (Marriage and Family Therapy) - part-time faculty member in the Marriage and Family Therapy programs
- Amy Vaughan, Ph.D. statistics – part-time assistant professor of statistics
- Robin Throne, Ph.D. Educational Research and Evaluation – full-time Dissertation Chair, the Graduate School

Instructional/Supervisory Staff Qualifications: Staff reviewed approximately 91 available faculty profiles. All faculty reviewed hold a doctoral degree.

- Education: These faculty members possess knowledge and experience in topics such as athletics, teacher induction, teacher leadership, online and adult education, reading and study skills, teachers and standards-based reform; special education in inclusive settings, instructional design program evaluation, educational technology and accreditation.
- Psychology: These faculty members possess knowledge and experience in topics such as lifespan development, aging, child custody, adolescence, clinical psychology and psychotherapy, LGBT health, parenting, chronic illness, stress management, law, addictions, group behavior and program evaluation.
- Business and Technology Management: These faculty members possess knowledge and experience in topics such as instructional technology, organizational behavior, information systems and health information.

- The Graduate School: These faculty members possess broad knowledge and experience in topics that include health psychology, public policy, stress/coping, public administration, instructional systems design, e-learning, social work education, early childhood education, memory, economics, franchising, special education, testing and measurement, education law, strategic planning, race theory, poverty alleviation, industrial psychology, social policy, at-risk adolescent students, statistics, leadership, grief and loss, family dynamics and organizational culture.
- Marriage and Family Therapy: These faculty have focused educational and professional credentials as professional marriage and family therapists, crisis counselors, and substance abuse counselors, including expertise in same gender couples, family violence, divorce, gerontology, eating disorders, child development, transition to parenthood, ethics in therapy, child sexual abuse, mediation, anger management, post-traumatic stress disorder and self-harm. One faculty member is the President of the Association of Marriage and Family Therapy Regulatory Boards.

Commitment to Iowa Students and Teach-Out: The University's application is accompanied by a document signed by President George A. Burnett in which he affirms the University's commitment to the delivery of its online program. He states that while his institution is not located in the state of Iowa, the University takes its responsibilities to Iowa residents seriously. In the unlikely event of the closure of the University, the President agrees to provide alternatives for students to complete their programs at other institutions.

Student Complaints: None.

Compliance with Iowa Code Chapter 714

Section 714.18 – Evidence of Financial Responsibility

Northcentral University has 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 University's tuition refund policy for Iowa resident students who withdraw from its distance education programs complies with the provisions of Iowa Code Section 714.23. See "Registration Compliance" above for more information.

IOWA COLLEGE STUDENT AID COMMISSION

Norwich University Application for Postsecondary Registration January 2014

RECOMMENDED ACTION:

Approve Norwich University's request for registration in Iowa.

Registration Purpose

Revised Iowa Code Sections 261B.2 (definitions) and 261B.3 (effective July 1, 2012) require 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. 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. Presence also means an address, location, telephone number or internet protocol address in Iowa from which a school conducts any aspect of its operations. Staff required the University to register in Iowa because it employs an Iowa-resident adjunct faculty member and a Student Service Advisor who work remotely for the University from an Iowa location.

Institutional Information

Norwich University is a private non-profit postsecondary educational institution whose campus is located at 158 Harmon Drive, Northfield, Vermont. The school's Chief Executive Officer is President Richard W. Schneider, at the same address. The University applied for registration in Iowa only to offer distance education programs. Therefore, it has no Iowa contact person. However, the University is registered with the Iowa Secretary of State as a nonprofit corporation #422605. Its Iowa resident agent is InCorp Services, 604 Locust Street, Suite 222, Des Moines, IA 50309-3723.

Physical Facilities: Not applicable for a distance education program provider.

Accreditation: Norwich University is accredited by the New England Association of Schools and Colleges, a regional accrediting agency recognized by the federal Department of Education. In addition, the University holds special programmatic accreditation for the nursing programs it offers via distance education through the Commission on Collegiate Nursing Education, an entity also recognized by the federal Department of Education.

Federal Stafford Loan Cohort Default Rate (FFY 2011): 3.4%

For comparison purposes, the FFY 2011 national average cohort default rate is 10%.

Graduation Rate: 53%. This is the percentage of full-time, first-time undergraduate students who completed their program within 150% of normal time for program completion.

Average Loan Debt upon Graduation: \$23,624 (federal student loan debt only)

Record Preservation: Older paper transcript records have been scanned and indexed into OnBase File Management computer software system which resides within the University's Information Technology Services department, and is further backed up on computer servers. Newer transcript records (since 1995) are stored in Banner Relational Database software, which resides within the University's Information Technology Services department and is backed up on computer servers continuously.

Due to the almost 200-year history of the University, the oldest and original records of the institution are stored in the University's archives, which are located in fourth, secured-access floor of the University's library building.

Transcript Requests: Any current or former student may request a transcript by contacting:

Registrar's Office
Norwich University
158 Harmon Drive
Northfield, VT 05663
(802) 485-2035

<http://www.norwich.edu/academics/registrar/transcripts/norwich.html>

Instructional Methodology: Distance education is the sole delivery method used in the bachelor degree completion programs, and the dominant delivery method for the graduate programs. The University's graduate programs require a one-week residency at the University's campus in Vermont at the end of the program and before graduation. During the on-campus residency at the end of the masters programs, students participate in a variety of capstone and academic events and conclude the week-long residency with academic recognition and commencement ceremonies.

Students may begin bachelor degree completion programs at three points during a calendar year: January, May and September. Master's degree programs begin four times a year in March, June, September and December, with the exception of the master of civil engineering program, which has only two start dates (March and September). Students in the online programs typically enroll for a 12 credit-hour semester consisting of two, sequential six-hour seminars. Students progress through their programs with a cohort of other students who enter the program at the same time.

Books are covered in the cost of tuition and are mailed to students before each course begins. All students entering a program must complete a student orientation upon first logging into the University's online learning platform, ANGEL. This orientation introduces the student to the University's Student Handbook, important administrative policies and practice activities designed to help the student navigate ANGEL. Seminars are asynchronous, allowing students to participate at any time, day or night, from any location. The University's online classes include high levels of interaction and mentoring with typical enrollments of 12-16 students. Students are advised to spend an average of 20 hours per week on coursework, although some students may find it takes them less time while others will need more. Weekly discussions play out on discussion boards and can be contributed to at any time during the

week. Assignment due dates are fixed and spread out over the weeks of the course or seminar.

Student Learning Resources: Norwich University's Kreitzberg Library currently provides access to 113 online databases, 54,000 full-text electronic journals and 281,000 e-books, striving to provide as much online content as possible. Students in the College of Graduate and Continuing Studies have their own custom designed library website. Online students access this dedicated library website via their ANGEL classroom. Access is seamless with no additional login required. In addition to online resources, the library provides books in print from our collection of over 140,000 titles and journal articles not available online to students through our material request services. This enables students to do professional and scholarly research without having to leave home.

A team of reference librarians are available to help students with their research seven days a week via email and throughout the week via chat, phone and text message. Further, the Head of Digital and Distance Education Services collaborates with the College of Graduate and Continuing Studies to ensure needs are met. Reference services are available when classes are in session as follows:

- **Mondays - Thursday:** 9 a.m. to noon, 1 p.m. to 4:30 p.m. and 6:30 p.m. to 9:30 p.m. Eastern Time
- **Fridays:** 9 a.m. to noon and 1 p.m. to 4:30 p.m. Eastern Time
- **Sundays:** Email is checked daily
- And by prior request (email the [Reference Desk](#) to request an appointment).

When Norwich is open and classes are not in session, the librarians will only be available via chat on weekdays during the morning and afternoon hours. Email is checked seven days a week and is often the best way to contact the University Library on weekends. A student may also send a message directly to library@norwich.edu.

Each school has a library liaison who serves as the principal contact for students and faculty in that area.

Requesting materials from other libraries is done through a service called Interlibrary Loan (ILL). ILL allows Norwich University students to request materials that are not available in the Kreitzberg Library or through our online resources. ILL is to obtain materials that are not available locally. Interlibrary borrowing and lending are made possible through cooperative agreements in which participating libraries permit the use of their collections by scholars, researchers and students of other institutions. Documents are also obtained through non-library entities, utilizing commercial document suppliers, full-text databases and author contacts. Norwich University Library participates in the statewide Vermont Automated Library System (VALS) and the international OCLC ILL subsystem. As members of the state and international networks of lending institutions, there are specific guidelines in the [National Interlibrary Loan Code](#) that must be followed to ensure good standing with other participating institutions. Patrons will be expected to abide by these guidelines, just as they must abide by the policies governing their own library. All faculty, staff, and currently enrolled students are eligible for ILL services. ILL services are free to all faculty, students, and staff. The Norwich University Library will attempt to borrow any type of library material needed by its users. Not all requests can be filled on ILL, as many lending libraries will not loan reference books, audio visual materials, thesis/dissertations and other special formats.

The University provides access to a 24/7 help desk support that may be contacted by phone, toll-free within North America. International users can use live chat, and/or request a return call. Students may also request help desk support online at <https://supportcenter.embanet.com/norwich/>.

Each online Norwich University student is assigned a student services advisor who remains the student's point of contact throughout the program and assist students in accessing on-campus services. Online students may also work closely with the bursar and financial aid offices, the Kreitzberg Library, the help desk for any issues within the online learning environment and the Career Services Center.

Curriculum Evaluation and Development: Curriculum evaluation is conducted by the Curriculum Committee, a standing committee of the Faculty Senate. The University Curriculum Committee (UCC) is composed of the Senior Vice President of Academic Affairs (SVPAA) and Dean of the Faculty, who chairs the committee, the Registrar, one representative from each School Curriculum Committee and three representatives elected at large by the regular full-time faculty. Faculty representatives, except those from National Services and the School of Graduate and Continuing Studies must be tenured. All faculty representatives must have three or more years of full time teaching at Norwich. The SVPAA and Dean of the Faculty will vote only on motions which require a tie to be broken. The Registrar is a non-voting member of the committee.

The UCC submits recommendations to the President on all academic matters including, but not limited to the following:

- Requirements for all undergraduate and graduate degrees and programs
- Additions, changes, or deletions of courses, programs, disciplines, majors, minors or other academic matters relating to curricula and courses of instruction.
- Continuing education, summer school, and off-campus courses and programs.

In addition, the UCC will periodically study its own structure and procedures.

The UCC makes recommendations on curricular proposals only after their prior review by the appropriate school curriculum committee. Each proposal should include a recommendation from the school curriculum committee and relevant information, such as: a description of the proposal, justification, objective(s), prerequisites, impact on resources, etc. Proposals submitted to a school curriculum committee which do not originate from a department/program will be referred to the appropriate department/program first for its review and recommendation, unless the proposal involves the creation of a new department or program. Copies of proposals going to a school curriculum committee will be sent to the director of the Kreitzberg Library and the director of academic computing for an impact statement.

The UCC takes action on all curricular matters of the University and submits its recommendations, which pass by a two-thirds majority, to the President of the University. All other recommendations of the UCC are submitted to the faculty senate for action.

In case of disagreement between the President and the UCC, the President forwards the matter in question to the faculty senate for consideration. If after consideration by the faculty senate disagreement remains between the President and the senate, the President will

forward the matter in question to the chairperson of the academic affairs committee of the Board of Trustees.

Student Complaints Process: Students who are dissatisfied with any aspect of the conduct of a course are encouraged to seek resolution to the problem.

- All academic petitions by graduate students are to be filed by the student through the program director with the Registrar's Office for action by the Committee on Academic Standing and Degrees (CASD).
- All academic petitions by degree-completion students are to be filed by the student through the department chair with the Registrar's Office for action by the Committee on Academic Standing and Degrees (CASD).

At a minimum, the petition must carry a clear statement by the student of the request, the student's signature or electronic signature, and the recommendation of the program director or department chair, as applicable. In addition, if the petition is for an exception to the academic regulations, the students must specify the grounds to be considered by the CASD in determining whether an exception to regulations should be granted. Any petition for an exception that lacks justification will not be considered. All recommendations require that if reference is made in the petition by the student to any Norwich University official (because of an alleged action or statement by that official which is germane to the petition), that official (faculty member or administrator) must provide a recommendation.

Dissatisfaction with the academics or instruction of a course should be expressed in writing to the course instructor. The student must address the specific course component or assignment he/she wishes to challenge.

- If no mutually agreeable solution is reached, the student may appeal, in writing, to the program director or department chair.
- If no resolution is reached with the program director or chair, the student may appeal to the Vice President and Dean of the College of Graduate and Continuing Studies (VPAA).
- If the issue is not resolved to the student's satisfaction, the student may appeal through the VPAA to the Senior Vice President for Academic Affairs (SVPAA) for a final review. All appeals must be in writing.

Dissatisfaction with the administrative services provided should be directed, in writing, to the student services advisor who will escalate the matter as necessary.

The University discloses its compliant resolution policy on its website at <http://catalog.norwich.edu/onlineprogramscatalog/appendices/appendixdappealsandgrievanceprocedures/>.

Distance Education Programs Offered In Iowa

The total, **estimated** cost of tuition, fees (including technology fees), books and supplies for each program is listed below, based on information the University provides on its website at <http://online.norwich.edu/admissions/tuition-information>.

Baccalaureate Degree Completion Programs: Please note that these costs are based on a student who transfers in approximately 60 credit hours. Students who successfully transfer in additional credit hours, not to exceed 24, may experience lesser costs.

- Bachelor of Science in Criminal Justice – \$23,000 (\$17,300 for active military personnel)
- Bachelor of Science in Strategic Studies and Defense Analysis - \$16,550

Post-Baccalaureate Graduate Certificate Program

- Teaching and Learning - \$3,500

Master's Degree Programs (estimated costs for these programs are provided for information only. The University is not required to seek approval to offer these programs in Iowa, since none are 100% at a distance. All include an on-campus residency requirement.)

- Diplomacy - \$27,252
- Military History \$27,978
- History - \$27,978
- Business Administration - \$29,259
- Civil Engineering - \$31,776 (this program cost estimate does not include, as applicable, engineering pre-requisite courses)
- Public Administration \$26,520
- Information Security and Assurance - \$30,819
- Leadership - \$26,145
- Nursing - \$25,071

Registration Compliance

As required by Iowa Code Section 261B.4, the University disclosed its institutional policy on refunding tuition charges for withdrawn students, which is not governed by Iowa law or rule.

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

- 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 requirements duplicate policies and disclosures required by the federal Department of Education for a school that participates in the federal student aid programs. The University complies with the requirements of Iowa Code Section 261.9(1)(e) and (f), and discloses these policies and services to students in its annual security report and in various other University web pages, as follows:
 - ✓ <http://www.norwich.edu/about/policy/sexualassault/policy.html>
 - ✓ <http://www.norwich.edu/about/policy/sexualassault/>

- ✓ http://www.norwich.edu/about/pdf/sexual_assault_resources_info.pdf
 - ✓ <http://www.norwich.edu/about/security.html>
 - ✓ <http://www.norwich.edu/about/policy/StudentRulesRegs.pdf>.
- 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. Norwich University adopted this policy for all students and discloses the policy in its Online Programs Catalog at:
 - ✓ <http://catalog.norwich.edu/onlineprogramscatalog/bachelorsdegrees/rulesandregulations/#classroomstandardstext>
 - ✓ <http://catalog.norwich.edu/onlineprogramscatalog/mastersdegrees/rulesandregulations/#classroomstandardstext>.
 - 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. A revision to administrative rules effective January 15, 2014, applies this requirement to distance education program providers who compensate Iowa residents to perform operational activities on behalf of the school. During the registration application review process, the University initiated an update to its sexual assault reporting policies to comply 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 duplicative of the federal Department of Education's student consumer information disclosure requirements for a school that participates in the federal student aid programs. Norwich University discloses these informational items on multiple web pages within its internet site, including the following:

- ✓ <http://online.norwich.edu/admissions/tuition-information>
- ✓ <http://catalog.norwich.edu/onlineprogramscatalog/>
- ✓ <http://online.norwich.edu/degree-programs>.

Norwich University affirms on the application that it will comply with the provisions of Iowa Code Section 261B.7. Effective July 1, 2012, these provisions of Iowa Code were modified to state that, provided the school does not claim "approval" or "accreditation," the school must disclose to students that it is registered by the Commission and provide Commission contact information for students who have questions or complaints about the school. These disclosures will be provided to Iowa resident online students on the University's Student Consumer Information Accreditation (and state authorization of online programs) page at:

- ✓ <http://www.norwich.edu/consumerdata/accreditation.html>

Financial Responsibility: Norwich University submitted a copy of a financial audit report dated September 30, 2012, for the institutional fiscal year that ended May 31, 2012. The audit was conducted by the independent auditing firm KPMG, LLP. The auditor's report states that, in its opinion, the University's financial statements present fairly, in all material respects, the University's financial position.

- A nonpublic institution must calculate a composite score to measure its financial responsibility as a requirement of participation in the federal student aid programs. The maximum possible composite score is 3.0. Staff did not find that the University's independent auditors reported or tested the University's composite score. The most recent composite score reported by the federal Department of Education for the University is 3.0.
- A private nonprofit institution is not required to determine the percentage of its revenue that is derived from Title IV student financial aid.

Full-Time Iowa Resident Faculty Member or Program Coordinator: Norwich University has one part-time, adjunct, online program faculty member working remotely for the University from an Iowa location. Administrative rules effective January 15, 2014, no longer require a distance education or nontraditional program provider to employ a full-time, Iowa-based faculty member or program coordinator.

Instructional/Supervisory Staff Qualifications: Staff reviewed available biographies of faculty in all departments represented among the 100% "at a distance" and hybrid programs that Norwich University wishes to offer in Iowa.

- Bachelor of Science in Strategic Studies and Defense Analysis: Of 24 biographies sampled, 13 faculty members have doctoral degrees. The remaining faculty members have at least one master's degree. Education, postsecondary teaching and other professional experience among these faculty members span topics including: political science, strategic studies, international studies, public administration, diplomacy, law, military strategy, military command, risk analysis, national security, counterinsurgency, intelligence, linguistics, conflict resolution, logistics and acquisition, computer science, forensics, microbiology, chemistry and anthropology.
- Bachelor of Science in Criminal Justice: Of 12 biographies sampled, nine hold doctoral degrees. The remaining faculty members have a master's degree. Education, postsecondary teaching and other professional experience among these faculty members spans topics including: law enforcement, law, juvenile justice, victimology, political science, intelligence, homeland security, forensics and crime literature.
- Masters of Science in Military History Criminal Justice: Of 29 biographies sampled, all faculty hold a doctoral degree. Education, postsecondary teaching and other professional experience among these faculty span topics including military command, diplomacy, military history, medieval history, world history, maritime history and the history of other countries and continents.
- Masters of Arts in History: Of 30 biographies sampled, all but one faculty member holds a doctoral degree. Education, postsecondary teaching and other professional

experience among these faculty members is dominated by history, military history, diplomacy, political science, strategic studies and national security.

- **Master of Science in Diplomacy:** Of 31 biographies sampled, all but two faculty members hold a doctoral degree. The remaining two faculty members have a master's degree in diplomacy and public administration, respectively, and post-baccalaureate certifications in teaching and learning and governmental operations. Education, postsecondary teaching and other professional experience among these faculty members spans topics including law, global military thought and history, economics, global commerce, industrial organization, international relations and negotiation, politics, peace and conflict studies, terrorism, Third World politics, African and Asian relations, Near Eastern studies, Russian policy and foreign policy, globalization and international security.
- **Master of Civil Engineering:** Of 26 biographies sampled, 18 faculty members hold a doctoral degree. The remaining faculty members have a master's degree, and of those, all but one also hold professional certifications as a professional engineer. Education, postsecondary teaching and other professional experience among these faculty members spans topics including environmental engineering, water resources, wastewater treatment and waste containment, utility systems, hydraulics, mechanics, steel and timber structures.
- **Master of Business Administration:** Of 24 biographies sampled, 16 faculty members hold a doctoral degree. Seven faculty members hold a master's degree in business administration or related fields such as marketing, management or economics. One faculty member holds a baccalaureate degree in foreign language and international studies and is pursuing a master of public administration at the University. Education, postsecondary teaching and other professional experience among these faculty members spans topics including electronic commerce, national resource strategy, policy analysis, public administration, finance, international economics, industrial organization, information technology, entrepreneurship, strategic management and business ethics.
- **Master of Science in Nursing:** Of 11 biographies sampled, 10 faculty members hold a doctoral degree. The remaining faculty member possesses a master of science in nursing degree and is enrolled in a pre-medical program. Education, postsecondary teaching, and other professional experience among these faculty members spans topics including nursing education leadership, clinical nursing practice and leadership, hospice care, health systems analysis, nursing research, health administration, organizational leadership, and curriculum and instruction.
- **Master of Public Administration:** Of 27 biographies sampled, 22 faculty members hold a doctoral degree. The remaining faculty member possess a master's degree in public administration, business administration, justice administration or strategic protection of critical infrastructures. Employment, postsecondary teaching and professional experience among these faculty members spans topics such as sociology, information technology, emergency management, nonprofit agency management, cyber security, child and youth services, energy program evaluation, law, public policy, organizational theory, financial counseling, governmental auditing, accounting, coalition building,

facilities management, substance abuse program management, program marketing, police management and investigation and victimology.

- Master of Science in Information Security and Assurance: Of 17 biographies sampled, three faculty members hold a doctoral degree. The remaining faculty members hold at least one master's degree. Education, postsecondary teaching and professional experience among these faculty members spans topics such as business management, information assurance, risk and compliance, national defense, network design, emergency management, cyber security, digital investigations and forensics, disaster recovery and data processing audits.
- Master of Science in Leadership: Of 17 biographies sampled, 13 faculty members hold a doctoral degree. The remaining faculty members have master's degrees predominantly in business or public administration. Education, postsecondary teaching and professional experience among these faculty members spans topics such as criminal justice management, sociology, organizational management, business administration, strategic management, education, public works and environmental sustainability.

Commitment to Iowa Students and Teach-Out: The University's application includes a letter signed by President Richard W. Schneider, in which he expresses the University's commitment to the delivery of distance education programs to resident of the state of Iowa. Further, the University agrees to provide alternatives for students to complete their distance education programs at other institutions if the University closes a program before students have completed their courses of study.

Student Complaints: None.

Compliance with Iowa Code Chapter 714

Section 714.18 – Evidence of Financial Responsibility

Norwich University is eligible for an exemption from financial responsibility as a postsecondary educational institution authorized by the laws of a state to grant degrees under Iowa Code Section 714.19, subsection 1. To substantiate its exemption claim, the University provided a copy of Section 176 of the revised Statutes of Vermont, which acknowledge Norwich University, by name, as a postsecondary educational institution authorized to grant degrees in Vermont.

Section 714.23 – State Tuition Refund Policy

Not applicable. Iowa's tuition refund policy for withdrawn students applies only to for-profit institutions.

IOWA COLLEGE STUDENT AID COMMISSION

Ashford University Postsecondary Registration Amendment January 2014

RECOMMENDED ACTION:

Approve Ashford University's request for registration amendment to change its accrediting agency from the Higher Learning Commission (HLC) to the Western Association of Schools and Colleges Senior College and University Commission (WASC).

Amendment

Iowa Code Chapter 261B, section 3, subsection 1, paragraph "a" states, "Registrations . . . shall be amended upon any substantive change in . . . accreditation." Therefore, a registered school that experiences a change in accrediting agency must request an amendment to its registration, and the Commission must approve this request.

At the time of Ashford University's initial registration in Iowa in November of 2011, it was accredited by the Higher Learning Commission. On June 21, 2013, Ashford University was approved for initial accreditation by the Western Association of Schools and Colleges Senior College and University Commission (WASC). For approximately six months, the University maintained dual, regional accreditation by WASC and the Higher Learning Commission (HLC). However, on December 20, 2013, the HLC posted a public notice announcing its acceptance of the University's request to voluntarily resign from the HLC. Ashford University remains accredited by WASC.

Iowa Grant Program Eligibility

Ashford University's eligibility to receive and disburse Iowa grant program funds ended when the Higher Learning Commission accepted the University's accreditation resignation request. In July 2012, and in anticipation of the University's change in accrediting agency, the Commission approved a plan to close out the University's state aid eligibility and the University agreed to return any Iowa grant program funds that had not been delivered to previously eligible students. The effective date that Commission staff and the University are using to implement the Iowa state grant program termination is December 20, 2013.

Iowa College Student Aid Commission

Scholarship, Grant, and Loan Repayment Application and Processing System RFP January 2014

RECOMMENDED ACTION:

Authorize executive director to issue an intent to award a one-year contract, with five one-year extension options, for a scholarship, grant, and loan repayment application and processing system with Gold Bridge Partners, Inc. (GBPI).

During the September 2013 board meeting, Commissioners authorized staff to issue a Request for Proposal (RFP) for a scholarship, grant, and loan repayment application and processing system.

Summary

RFP Name and Purpose:

Name: Request for Scholarship, Grant, and Loan Repayment Application and Processing System.

Purpose: Select a vendor qualified to provide a comprehensive system that offers enhanced functionality in a more efficient, streamlined, and secure manner for Iowa students, parents, and external and internal administrators.

Term of Contract:

1 year with five one-year extension options.

RFP Issuance Date: October 24, 2013.

RFP Distribution:

The RFP process was managed by the Department of Administrative Services (DAS). It was distributed according to State procurement policies as follows:

- Posted on State Targeted Small Business website according to State procurement policies on October 22, 2013.
- State issued the RFP on October 24, 2013.
- Written questions, requests for clarification and suggested changes to the contract were due by October 29, 2013.
- Follow-up RFP written questions, requests for clarification, and suggested changes from Contractors due (no questions accepted or responded to after this date) by November 5, 2013.
- Bid proposals were due by November 14, 2013.

RFP Responders:

- Gold Bridge Partners, Inc. (GBPI)
- International Scholarship and Tuition Services (ISTS)
- Nelnet Guarantor Solutions

Evaluation/Selection Criteria:

Vendors must meet all mandatory RFP requirements. If a vendor does not, it is considered non-responsive according to State procurement policies and is disqualified. GBPI and Nelnet Guarantor Solutions met the mandatory requirements; ISTS did not.

All responsive vendors were evaluated based on the following criteria:

- Experience and demonstrated ability to perform services offered in this proposal.
- Contractor’s compliance to terms and conditions of this RFP.
- Hosting options.
- Response to specifications and technical requirements.
- Options for proposed solution.
- Proposed equipment.
- Security.
- Reporting.
- Implementation plan.
- Training.
- Service and maintenance.
- Warranty.

Selection Committee:

The evaluation process was led and monitored by DAS representatives. They provided guidance and recorded all evaluation scores. The selection committee consisted of:

- Todd Brown: ICSAC staff
- Karna Hofmeyer: Financial Aid Directory, Northwest Iowa Community College
- Jim Lloyd: Information Technology Enterprise - Application Development, DAS
- Tristan Lynn: Director of Financial Aid, AIB College of Business
- Haider Qleibo: Information Technology Enterprise - Information Security Office, DAS
- Summer Vaselaar: Director of Financial Aid, Kaplan University Des Moines
- Julie Voss: ICSAC staff
- John Wageman: ICSAC staff
- Ann Wessman: Assistant Director of Student Financial Aid, Iowa State University

The selection committee scored written proposals and participated in face-to-face vendor system demonstrations.

Recommendation

GBPI received the highest score from the review committee in both the evaluation/selection criteria and cost scoring sections.

A summary of the initial year implementation cost and comprehensive 6-year contract cost are provided below:

	Initial implementation cost	Comprehensive 6-year contract cost
Gold Bridge Partners, Inc.	\$739,930	\$1,496,286
Nelnet Guarantor Solutions	\$979,400	\$3,276,400

The contract draft will be provided to Commissioners at a future board meeting.

Iowa College Student Aid Commission

Printing, Storage and Distribution RFP
January, 2014

RECOMMENDED ACTION:

Authorize executive director to issue an intent to award a one –year contract, with five one-year extension options, not to exceed \$200,000 annually for printing, storage, and distribution of printed agency materials with Color FX.

During the March 2013 board meeting, Commissioners authorized staff to issue a Request for Proposal (RFP) for printing, storage, and distribution services of the agencies publications.

Summary

RFP Name and Purpose

Name: Request for Printing, Storage and Distribution Services

Purpose: Select a vendor qualified to provide bundled services to Iowa College Student Aid Commission.

Term of Contract

1 year with five one-year extension options.

Previous Contract Terms

Contractor: Color FX

Length of Contract: One-year contract with four one-year extension options.

Price: Not to exceed \$200,000 annually

Previous Expenditures

FY 2010 = \$148,428.11

FY 2011 = \$132,245.12

FY 2012 = \$81,130.31

FY 2013 = \$122,686.95

FY 2014 – to date = \$102,665.64

RFP Issuance Date: October 28, 2013

RFP Distribution:

The RFP process was managed by the Department of Administrative Services. It was distributed according to State procurement policies as follows:

- Posted on State Targeted Small Business website according to State procurement policies on October 25, 2013.
- State issued the RFP on October 28, 2013.
- Written questions, requests for clarification and suggested changes to the contract were due by November 1, 2013.
- Bid proposals were due by November 8, 2013.

RFP Responders:

- Color FX
- Edwards

Evaluation/Performance Criteria:

Vendors must meet all mandatory RFP requirements. If a vendor does not, it is considered non-responsive according to State procurement policies and is disqualified. Both vendors met the mandatory requirements.

All responsive vendors were evaluated based on the following criteria:

- Demonstrated ability to provide printing, storage and distribution of printed materials.
- Costs associated with printing, storage and distribution of printed materials.
- Capabilities of contractor's online order and inventory system.
- Contractor's regular order fulfillment timelines.
- Experience and demonstrated ability to perform services offered in the RFP.
- Customer service.
- Demonstrated quality of proposed services and/or products.
- Plans for assurance of high quality service to Iowa College Aid.
- Implementation plan.
- Optional services.
- Reporting Capabilities.
- Contractor's compliance to terms and conditions of the RFP.
- Response to scored technical requirements.
- Services.

Selection Committee:

The evaluation process was led by DAS representatives. They provided guidance and recorded all evaluation scores. The selection committee consisted of:

Heather Doe
Keyli Schultz

Amanda Laverman
Jesa Pace

Recommendation

Staff recommends Iowa College Aid enter into a contract for printing, storage, and distribution of the agency's publications with ColorFX. The two vendors', ColorFX and Edwards, scores were very close. However, ColorFX's overall cost is lower than Edwards by close to \$6,000. In addition, there would not be any costs associated with relocating inventory as Color FX is the current contract holder.

Contract Terms:

Contractor:

Length of Contract: One year contract – January 18, 2014 to January 17, 2015

Options: Extend contract for 5 additional one-year periods

Price: Not to exceed \$200,000 annually

The contract draft will be provided to Commissioners at a future board meeting.

Iowa College Student Aid Commission

**Legislative Action Committee
January 2014**

A legislative report will be provided during the January 17, 2014 Commission Meeting.

**IOWA COLLEGE STUDENT AID COMMISSION
 GUARANTEED STUDENT LOAN ADMINISTRATION
 SUMMARY OF RESOURCES AND EXPENDITURES
 SFY 2014 as of December 31, 2013**

Operating Fund		FY 2014	FY 2014	FY 2013	FY 2014	FY 2013	FY 2014	YTD Actual
	Class	Operating Budget	Year to Date Budget	Dec-13 Mth Actual	Dec-14 Mth Actual	Year to Date Actuals	Year to Date Actuals	to Budget Variance
Revenues/Resources:								
1	Payments from Great Lakes	5,532,558	2,766,279	-	796,815	1,023,664	2,885,902	119,623
2	Interest on Operating Fund	-	-	-	5,779	38,663	20,869	20,869
3	Other Revenue	1	1	270	433	1,183	703	702
4	PLP Rev * (8008)	500,000	250,000	35,504	25,557	247,304	146,912	(103,088)
5	Intra-Agency Reimbursements	2,702,030	1,351,016	-	179,965	-	1,143,045	(207,971)
6	State Appropriation	-	-	-	-	-	-	-
Total Revenues/Resources		\$ 8,734,589	\$ 4,367,296	\$ 35,774	\$ 1,008,549	\$ 1,310,814	\$ 4,197,431	\$ (169,865)
Expenditures:								
7	Agency Administration (2001)	2,243,137	1,104,580	91,378	153,900	535,742	908,819	(195,761)
8	Marketing Administration (2002)	589,363	286,217	18,151	25,471	172,355	232,727	(53,490)
Total Administrative		\$ 2,832,500	\$ 1,390,797	\$ 109,529	\$ 179,371	\$ 708,097	\$ 1,141,546	\$ (249,251)
9	FFEL/Collection Expense (3003/3004)	12	10	432,323	10	1,918,992	2,414	2,404
10	Collection Expense - PLP (8008)	184,578	92,289	14,810	7,782	58,839	50,582	(41,707)
Total Collection and FFEL Expenses		\$ 184,590	\$ 92,299	\$ 447,133	\$ 7,792	\$ 1,977,831	\$ 52,996	\$ (39,303)
11	Grant Administration (7001)	1,680,000	840,000	1,929	0	35,250	0	(840,000)
12	Financial Literacy (7002)	30,000	15,000	0	0	112,500	0	(15,000)
13	IHAPI (7003)	1,886,014	925,518	25,377	87,581	201,055	832,756	(92,762)
Total Fin Literacy, IHAPI and Grant Expenditures		\$ 3,596,014	\$ 1,780,518	\$ 27,306	\$ 87,581	\$ 348,805	\$ 832,756	\$ (947,762)
14	Osteopathic and Miscellaneous programs (2004)	0	0	0	0	0	0	-
15	Scholarship and Grants (5002)	1,169,358	584,680	17,196	66,310	113,409	392,951	(191,729)
16	Postsecondary Registration (5003)	320,569	155,522	7,171	26,506	43,983	167,322	11,800
Total Misc. (S&G, Postsecondary Reg, Osteo)		\$ 1,489,927	\$ 740,202	\$ 24,367	\$ 92,816	\$ 157,393	\$ 560,273	\$ (179,929)
Total Operating Expenses		8,103,031	4,003,816	608,335	367,560	3,192,125	2,587,572	(1,416,244)
Net resources (exp) before other		\$ 631,558	\$ 363,480	\$ (572,561)	\$ 640,989	\$ (1,881,311)	\$ 1,609,859	\$ 1,246,379
Other Resources (Grant Drawdown)								
17	Gear Up Grant DrawDown (9009)	3,086,267	1,543,134	-	39,314	-	1,069,933	(473,201)
18	Gear Up Scholarship (9001)	200,000	100,000	-	-	-	182,000	82,000
19	JR Justice (4001)	50,000	25,000	-	-	2,276	-	(25,000)
Total Other Resources		\$ 3,336,267	\$ 1,668,134	\$ -	\$ 39,314	\$ 2,276	\$ 1,251,933	\$ (416,201)
Other Expenditures (grants)								
20	Gear Up Grant (9009)	3,674,692	1,825,436	167,049	259,714	463,334	937,179	(888,257)
21	Gear Up Scholarship (9001)	259,091	129,546	0	5,671	0	57,215	(72,331)
22	JR Justice (4001)	89,649	44,825	0	4,039	0	16,496	(28,329)
Total Other Expenditures		\$ 4,023,432	\$ 1,999,807	\$ 167,049	\$ 269,424	\$ 463,334	\$ 1,010,890	\$ (988,917)
Net Other Income		\$ (687,165)	\$ (331,673)	\$ (167,049)	\$ (230,110)	\$ (461,058)	\$ 241,043	\$ 572,716
Net Gain(Loss)Operating Fund		\$ (55,607)	\$ 31,807	\$ (739,610)	\$ 410,879	\$ (2,342,369)	\$ 1,850,902	\$ 1,819,095

Footnotes:

4 - 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 2014 as of December 31, 2013**

Operating Fund	UNIT 2001 ADMIN	UNIT 2002 MARKETING	UNIT 2004 OSTEO	UNIT 3003 COLLECTIONS	UNIT 3004 FFEL	UNIT 4001 JR JUSTICE	UNIT 5002 S&G	UNIT 5003 POSTSEC REG	UNIT 7001 GRANT ADMIN	UNIT 7002 FIN LIT	UNIT 7003 IHAPI	UNIT 7007 CACG	UNIT 8008 PLP	UNIT 9001 GEAR UP SCH	UNIT 9009 GEAR UP	YTD ACTUAL TOTAL	YTD BUDGET TOTAL	YTD Actual to Budget Variance
Revenues/Resources:																		
1	-	-	-	-	2,885,902	-	-	-	-	-	-	-	-	-	-	2,885,902	2,766,279	119,623
2	20,869	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,869	-	20,869
3	-	433	270	-	-	-	-	-	-	-	-	-	-	-	-	703	1	702
4	-	-	-	-	-	-	-	-	-	-	-	-	146,912	-	-	146,912	250,000	(103,088)
5	909,724	232,727	-	-	-	-	594	-	-	-	-	-	-	-	-	1,143,045	1,351,016	(207,971)
6	-	-	-	-	-	-	-	-	-	-	-	-	-	182,000	1,069,933	1,251,933	1,668,134	(416,201)
7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues/Resources	\$ 930,593	\$ 233,160	\$ 270	\$ -	\$ 2,885,902	\$ -	\$ 594	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 146,912	\$ 182,000	\$ 1,069,933	\$ 5,449,364	\$ 6,035,430	\$ (586,066)
Expenditures:																		
8	681,563	129,529	-	-	-	-	12,587	87,161	-	-	196,677	-	-	-	172,781	1,280,298	1,406,893	(126,595)
9	6,485	10,142	-	-	-	-	1,973	-	-	2,776	-	-	-	-	86,183	107,559	106,237	1,322
10	17,204	400	-	-	-	-	237	-	-	-	614	-	-	-	440	18,895	11,758	7,137
11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	650	(650)
12	169	-	-	-	-	-	-	-	-	-	-	-	-	-	-	169	-	169
13	135	64,476	-	-	-	-	-	-	-	522	-	-	-	-	9,328	74,461	66,400	8,061
14	78	-	-	-	-	-	-	-	-	-	-	-	-	-	327	405	75	330
15	3,957	14,436	-	62	-	-	702	-	-	7	-	-	-	-	3,095	22,259	19,501	2,758
16	5,865	648	-	-	-	-	1,146	373	-	-	2,161	-	-	-	1,759	11,952	26,833	(14,881)
17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	65,263	(65,263)
18	-	-	-	-	-	-	-	-	-	1,875	-	-	-	-	-	1,875	10,751	(8,876)
19	4,417	-	-	-	-	-	1,690	-	-	150	-	33,584	-	-	500	40,341	78,751	(38,410)
20	46,319	-	-	-	-	-	-	-	-	-	-	-	-	-	26,903	73,222	91,043	(17,821)
21	-	12,771	-	-	-	-	-	-	-	-	330	-	-	-	329,717	342,818	569,872	(227,054)
22	15,971	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,971	7,051	8,920
23	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17,063	(17,063)
24	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
25	11,767	70	-	53	2,230	-	632	88	-	544	-	-	-	-	381	15,765	13,168	2,597
26	48,751	255	-	23	46	-	638	83	-	619	-	-	-	-	532	50,947	87,669	(36,722)
27	-	-	-	-	-	16,496	372,161	79,617	-	345,801	-	15,813	29,049	284,108	1,143,046	1,351,017	(207,971)	
28	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
29	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
30	64,649	-	-	-	-	-	1,185	-	-	680	-	1,185	-	-	3,375	71,074	112,950	(41,876)
31	267	-	-	-	-	-	-	-	-	-	-	-	-	-	-	267	1,428	(1,161)
32	-	-	-	-	-	-	-	-	-	280,000	-	-	-	-	17,750	297,750	296,250	1,500
33	1,222	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,222	500	722
34	-	-	-	-	-	-	-	-	-	-	-	-	-	28,166	-	28,166	1,662,500	(1,634,334)
Total Expenditures	\$ 908,819	\$ 232,727	\$ -	\$ 138	\$ 2,276	\$ 16,496	\$ 392,951	\$ 167,322	\$ -	\$ 832,756	\$ -	\$ 50,582	\$ 57,215	\$ 937,179	\$ 3,598,462	\$ 6,003,623	\$ (2,405,161)	
Net Gain(Loss)Operating Fund	\$ 21,774	\$ 433	\$ 270	\$ (138)	\$ 2,883,626	\$ (16,496)	\$ (392,357)	\$ (167,322)	\$ -	\$ (832,756)	\$ -	\$ 96,330	\$ 124,785	\$ 132,754	\$ 1,850,902	\$ 31,807	\$ 1,819,095	

Footnotes:

4 - Total cash receipts, includes principal and interest

IOWA COLLEGE STUDENT AID COMMISSION
SCHOLARSHIP & GRANT ADMINISTRATION
SUMMARY OF EXPENDITURES
SFY 2014 as of December 31, 2013

State Appropriated - \$250,109

	FY 2013 Actual	FY 2014 Budget	FY 2014 Year to Date Budget	FY 2014 Year to Date Actual	Variance Over (Under)
Expenditures:					
1 Salaries	\$ 253,481	\$ 232,361	123,498	\$ 108,702	\$ (14,796)
2 Travel	-	582	291	-	(291)
3 Office Supplies	-	-	-	-	-
4 Equipment Repairs	-	-	-	-	-
5 Printing	-	-	-	-	-
6 Postage	-	-	-	-	-
7 Communications	-	-	-	-	-
8 Rental	-	-	-	-	-
9 Professional Services	-	-	-	-	-
10 Outside Services	-	-	-	-	-
11 State Transfers	-	-	-	-	-
12 State Reimbursements - Rent	-	-	-	-	-
13 State Reimbursements	-	-	-	-	-
14 ITD Reimbursements	-	17,166	8,583	-	(8,583)
15 Office Equipment	-	-	-	-	-
16 IT Equipment & Software	-	-	-	-	-
17 Other Expenses & Obligations	-	-	-	-	-
Total Expenditures	\$ 253,481	\$ 250,109	\$ 132,372	\$ 108,702	\$ (23,670)

Non Appropriated (Covered by GSL-Unit 5002)

	FY 2013 Actual	FY 2014 Budget	FY 2014 Year to Date Budget	FY 2014 Year to Date Actual	Variance Over (Under)
Expenditures:					
18 Salaries	201,348	-	-	12,587	12,587
19 Travel	4,485	5,400	2,700	1,973	(727)
20 Office Supplies	163	1,500	750	237	(513)
21 Equipment Repairs	-	-	-	-	-
22 Printing	598	1,000	500	-	(500)
23 Postage	2,927	4,000	2,000	702	(1,298)
24 Communications	3,135	2,774	1,387	1,146	(241)
25 Rental	-	-	-	-	-
26 Outside Services	7,627	12,000	6,000	1,690	(4,310)
27 State Transfers	20,538	30,831	15,416	-	(15,416)
28 State Reimbursements - Rent	-	-	-	-	-
29 State Reimbursements	5,663	1,820	910	632	(278)
30 ITD Reimbursements	778	1,425	713	638	(75)
31 Intra-Agency Reimbursements	324,509	1,106,608	553,304	372,161	(181,143)
32 Office Equipment	-	-	-	-	-
33 IT Equipment & Software	1,377	2,000	1,000	1,185	185
34 Other Expenses & Obligations	-	-	-	-	-
Total Expenditures	\$ 573,148	\$ 1,169,358	\$ 584,680	\$ 392,951	\$ (191,729)

Notes:

31 - Intra-Agency reimbursements reflects the charges for Administration and Marketing for ICSAC. Charges are allocated based on Estimated Time Allocation.

Total Expenditures (Appropriated + NonAppropriated)

	FY 2013 Actual	FY 2014 Budget	FY 2014 Year to Date Budget	FY 2014 Year to Date Actual	Variance Over (Under)
Expenditures:					
35 Salaries	\$ 454,829	\$ 232,361	\$ 123,498	\$ 121,289	\$ (2,209)
36 Travel	4,485	5,982	2,991	1,973	(1,018)
37 Office Supplies	163	1,500	750	237	(513)
38 Equipment Repairs	-	-	-	-	-
39 Printing	598	1,000	500	-	(500)
40 Postage	2,927	4,000	2,000	702	(1,298)
41 Communications	3,135	2,774	1,387	1,146	(241)
42 Rental	-	-	-	-	-
43 Outside Services	7,627	12,000	6,000	1,690	(4,310)
44 State Transfers	20,538	30,831	15,416	-	(15,416)
45 State Reimbursements - Rent	-	-	-	-	-
46 State Reimbursements - Other	5,663	1,820	910	632	(278)
47 ITD Reimbursements	778	1,425	713	638	(75)
48 Intra-Agency Reimbursements	324,509	1,123,774	561,887	372,161	(189,726)
49 Office Equipment	-	-	-	-	-
50 IT Equipment & Software	1,377	2,000	1,000	1,185	185
51 Other Expenses & Obligations	-	-	-	-	-
Total Expenditures	\$ 826,629	\$ 1,419,467	\$ 717,052	\$ 501,653	\$ (215,399)

**IOWA COLLEGE STUDENT AID COMMISSION
 DEFAULT PREVENTION, FUND #0261
 SUMMARY OF RESOURCES AND EXPENDITURES
 SFY 2014 as of December 31, 2013**

	FY 2014 Budget	FY 2014 Year to Date Budget	FY 2014 Year to Date Actuals	Variance
Resources:				
Interest	3,000	1,500	1,394	(106)
Refunds & Reimbursements	0	0	0	0
Total Resources	3,000	1,500	1,394	(106)
Expenditures:				
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	600,000	300,000	487,500	187,500
Aid to Individuals	0	0	0	0
Total Expenditures	600,000	300,000	487,500	187,500
Net Gain(Loss)	(597,000)	(298,500)	(486,106)	(187,606)
Default Prevention Cash Balance 7/1/2013	1,449,069			
Net Gain/(Loss) SFY 2014 Year to date Actuals	(486,106)			
Cash Balance	962,963			



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