

Iowa College Student Aid Commission
March 21, 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

March 21, 2014

10:00 A.M.

Iowa College Student Aid Commission
Via Telephone Conference Call

1. Executive Director's ReportTab A Misjak
- * 2. Consent Agenda.....Tab B Misjak
 - a. Minutes of Meeting, January 17, 2014 (14-03-B1)
 - b. Postsecondary Registration
 - Capri College (14-03-B6)
 - Central Michigan (14-03-B15)
 - Mansfield University (14-03-B24)
 - Chamberlain College of Nursing (14-03-B33)
 - Southwest Minnesota State (14-03-B42)
 - Simmons College (14-03-B43)
 - University of Nebraska (14-03-B51)
 - Creighton University (14-03-B70)
 - c. Administrative Rules (14-03-B71)
 - Propose: Chapter 28 "Teach Iowa Scholar Program"
- *3. RFP for Public Relations and Communication ServicesTab C Doe
- *4. Committee ReportsTab D
-Legislative Committee Leeper
5. Staff Reports.....Tab E
-Administrative Budget/Expenditure Summary..... May
6. Adjournment

* *Indicates Action Item*

UPCOMING MEETING DATES:

May 16, 2014

IOWA COLLEGE STUDENT AID COMMISSION

Executive Director's Report

March 2014

Financial Literacy Awareness Month

Staff partnered with the State of Iowa Treasurer's Office, Division of Banking, Insurance Division, Credit Union Foundation, and Department of Education to submit a proclamation to the Governor's Office requesting that April be designated as Financial Literacy Awareness Month in Iowa.

Financial Literacy Awareness Month serves to raise public awareness about the importance of financial education in Iowa and the serious consequences associated with a lack of understanding about personal finances. All the state agencies involved are committed to providing unbiased information and education programs to help Iowans make smart financial decisions.

Iowa College Aid Works toward Close Out of 2008 GEAR UP Award, Prepares for Application

GEAR UP Coordinator John Gilman and Iowa Department of Education GEAR UP Consultant Nancy Ankeny-Hunt are working together with the GEAR UP grant's external evaluator to gather student and building level data in order to evaluate the effectiveness of the project. The Annual Progress Report is due on April 15, 2014. The grant ends June 30, 2014, and the 2008 enabling statute does not allow students to be served with grant funds after they have graduated. The grant's Final Performance Report is due to the U.S. Department of Education on September 30, 2014. The number of cohort students who graduated from high school and who enroll in college in the fall of 2014 represent the most important outcomes of the program and therefore have been identified as the primary quantitative performance measures.

A 2014 competition for GEAR UP grants is expected to be announced in the next 1-3 months, and Iowa College Aid is developing a project model in anticipation of general requirements. The USDE will hold regional application workshops, and staff members who are developing the grant will attend.

GEAR UP Iowa FAFSA Tracking Efforts

The Program Administration Division has developed a system for matching GEAR UP cohort students to their FAFSA data in cases where Social Security Numbers are not provided. The system first attempts to automatically match students using other personally identifying information. FAFSAs that are not an exact match, but have similar information to a GEAR UP student, are either matched individually by GEAR UP staff or returned to the queue as a non-match. As of March 4, 2014, 1,368 (around 28%) of GEAR UP students have been designated to receive the \$2,600 GEAR UP Scholarship for the 2014-15 academic year.

GEAR UP staff are working closely with school district personnel and other community organizations like ICAN to assist with FAFSA completion, which is being tracked by building. The USDE issued a clarification on March 7 that for a state financial aid agency to share information with school personnel about who has completed a FAFSA is not a violation of FERPA. In some cases, GEAR UP schools have already completed more FAFSAs by March 4, 2014 than the previous class had completed by June 30, 2013.

With Tyson Foods plants in five GEAR UP communities (Waterloo, Columbus Junction, Denison, Storm Lake, and Perry), GEAR UP Iowa reached out to Tyson's Corporate Office to establish a partnership to allow GEAR UP staff to assist Tyson team members with FAFSA completion on site at each plant. Tyson is providing translators for the events, and has assisted with communicating the availability of free tax preparation at VITA sites, and what to bring for FAFSA completion. Additionally, GEAR UP Iowa staff are working at the United Way of Central Iowa's major VITA site in Polk County through April 15, in order to assist low income families who are filing their taxes to also receive assistance in completing FAFSAs.

**IOWA COLLEGE STUDENT AID COMMISSION
MINUTES OF MEETING
January 17, 2014
10:00 a.m.
Iowa College Student Aid Commission
Via Conference Call**

Members Present:

Janet Adams	Michael Ash
Roger Claypool	Crystal Ford
Frederick Moore	Herman Quirnbach
Doug Shull	Jeremy Varner
Hannah Walsh	Karolyn Wells

Members Absent:

Ron Jorgensen	Roby Smith
Elizabeth Sullivan	Cindy Winckler

Staff Present:

Todd Brown	Heather Doe
John Gilman	Julie Leeper
Kris May	Karen Misjak
Rachel Scott	Christina Sibouih
Carolyn Small	John Wageman
Ashley Wendt	Crystal Woods

Attorney General Present:

Rob Porter

Guests Present

Matt Brown	Iowa Student Loan
Nicholas Cooper	Norwich University
Kelly Spencer	Norwich University
Brian Niehoff	Kansas State University
Johanna Randle	Northcentral University
Vickie Schray	Ashford University
Sheri Jones	Ashford University
Linda Schwin	Capri College
Dr Johnny D. Jones	Little Priest Bible College

Marissa Cummins Little Priest Bible College
Gretchen Bartelson M-SARA and Northwest Iowa Community College
Susan Huppert Des Moines University
Karl Wendt Department of Administrative Services

Call to Order

The Iowa College Student Aid Commission met for a regularly scheduled meeting on January 17, 2014. Commission Chair Adams called the meeting to order at 10:02 am with a quorum present.

Executive Director's Report

Ms. Misjak said the 50th Anniversary event hosted by the Commission had many education leaders, legislative members and education advocates join in the celebration. Past Commissioner Michelle Durand-Adams as well as the Commission Chair Janet Adams attended this event. For those unable to attend a video with highlights was sent out.

During the first year (2012-2013), 56 technical or career option programs of study were selected by community colleges and Iowa Department of Workforce Development to help meet the state's workforce needs through the Kibbie Grant (Iowa Skilled Workforce Shortage Tuition Grant) Ms. Misjak said. For the 2013-2014 academic year there are 61. To date, 4,150 students have received awards for over \$2 million.

Ms. Scott shared that the Commission has been invited to submit a full application to host a VISTA program at the Commission. Our VISTA proposal emphasizes local efforts driven by the data about the community and builds upon the community's strengths and assets, with support from the Commission. The VISTA worker will be in communities to develop collaboration to increase the number of individuals with postsecondary education. Ms. Scott added there are 6 or 7 communities interested in hosting a VISTA worker.

Ms. Misjak introduced Christina Sibouih, who is the new grant writer for the Commission and shared that the GEAR UP Grant cohort are senior's this year so it is time to write and submit for the next GEAR UP grant. Ms. Sibouih gave a short overview of her background.

Ms. Misjak shared that she attended a meeting last Friday in Chicago regarding the M-SARA Agreement and stated proposed legislation would be discussed later in the meeting during the Legislative Committee Report. Ms. Misjak added that Indiana is the first State that has signed a SARA Agreement. There is draft language being introduced in Illinois, Kansas, Minnesota, Missouri, and Ohio.

Consent Agenda

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

- Minutes of Meeting- November 15, 2013
- Administrative Rule
 - 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
- Postsecondary Registration
 - Little Priest Tribal College
 - Kansas State University
 - Northcentral University
 - Norwich University
 - Ashford University

Commissioner Claypool seconded the motion which passed unanimously.

Chair Adams introduced Dr. Johnny D. Jones from Little Priest Tribal College who thanked the Commission for allowing their school to be registered in Iowa.

Scholarship, Grant and Loan Repayment Application RFP

Mr. Brown said during the September board meeting, Commissioners authorized staff to issue a Request for Proposal (RFP) for a scholarship, grant, and loan repayment application and processing system. Staff partnered with the Department of Administrative Services to issue this RFP. The evaluation committee reviewed the proposals and has selected Gold Bridge Partners, Inc.

Motion: Commissioner Moore moved to authorize the 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. Commissioner Varner seconded the motion which passed unanimously.

Printing and Storage RFP

Ms. Doe said during the March board meeting, Commissioners authorized staff to issue a RFP for a printing, storage and distribution services of the agencies publications. Staff once again partnered with the Department of Administrative Services to do this process. Ms. Doe shared that only two vendors met the requirements outlined in the RFP. The evaluation committee reviewed the proposals and it came down to a difference of \$12,000 in cost. Staff recommends issuing the notice of intent to award to Color FX, which is the current vendor that the Commission is using for these services.

Motion: Commissioner Ford moved to authorize executive director to issue intent to award a one-year contract, with five one-year extension options. The contract is not to exceed \$200,000 annually for printing, storage, and distribution of printed agency materials with Color FX. Commissioner Walsh seconded which passed unanimously.

Legislative Committee Report

Ms. Leeper said staff has worked with the Attorney General's office to provide Commissioners with draft language that could be provided to Legislators to seek action with respect to the State of Iowa joining the Midwest Higher Education Compact's State Authorization Reciprocity Agreement (M-SARA). The Legislative Committee supports this language and recommends that the Commission allow staff to work with Legislators to seek passage of legislation this session. Commissioner Quirnbach said Legislators will need concrete estimates as to what the revenues and cost to the State of Iowa will be to administer this program.

Motion: Commissioner Moore moved to allow staff to work with legislators to seek passage of legislation this session with respect to the Midwest Higher Education reciprocity agreement. Commissioner Walsh seconded the motion which passed unanimously.

Ms. Leeper said the Legislative Committee recommended that staff work with Legislators to ensure that administrative funding is provided for the Commission's responsibilities related to Postsecondary Registration.

Motion: Commissioner Adams moved to instruct staff to work with Legislators to find an avenue of funding to pay for the administration of Postsecondary Registration in Iowa specifically as it relates to the Midwest Higher Education Compact's State Authorization Reciprocity Agreement. Commissioner Ford seconded the motion which passed unanimously.

Ms. Leeper said the Legislative Committee discussed possibility of providing draft Code language that would combine barber and cosmetology students into the Iowa Vocational-Technical Tuition Grant Program. The Committee decided not to move this recommendation forward at this time.

Ms. Leeper said Commissioners were provided with proposed language regarding the Rural Iowa Primary Care Loan Repayment Program. The language has been discussed with the Universities that are eligible under the program. The language would move the timing of the filing and signing of agreements with students so that staff can adequately determine eligibility

related to the program's Iowa residency requirements. Residency is not finalized until the final year of medical school. This language also recommends including additional federal student loans for eligibility for repayment. Ms. Leeper said the Legislative Committee also discussed including language that would change the definition of eligible schools to include any schools in the state that are providing the courses or programs that are eligible under this language. Currently there are only two colleges eligible to participate but in the future there may be more.

Motion: Commissioner Walsh moved to allow staff to submit the proposed Code language regarding the Rural Iowa Primary Care Loan Repayment Program to the General Assembly. Commissioner Ford seconded the motion which passed unanimously.

Staff recommended technical language changes to the Rural Iowa Advanced Registered Nurse Practitioner and Physician Assistant Loan Repayment Program to make it easier to administered and so that staff can make and sign contracts at the most appropriate time during the educational process. Ms. Leeper said the Legislative Committee also discussed including language that would change the definition of eligible schools to include any college or university in the State that is providing the courses or programs that are eligible under this language. Code currently allows only two universities to participate, but staff is aware of at least two other institutions that provide appropriate courses of study. Finally, there have been discussions with the colleges that have eligible programs seeking to better identify student eligibility under this program.

Motion: Commissioner Claypool moved to allow staff to submit the proposed Code language regarding the Rural Iowa Advanced Registered Nurse Practitioner and Physician Assistant Loan Repayment Program to the General Assembly. Commissioner Moore seconded the motion which passed unanimously.

Ms. Leeper gave an update on the Iowa National Guard Educational Assistance Program language that requests a 5 percent carry-over cap in funding and removal of the requirement for Iowa residency. This language was proposed by the Iowa National Guard and is making its way through the legislative process. No Commission action was requested on this legislation.

Staff Report

Ms. May gave a report on the FY 2014 year to date financials.

Commission adjourned at 10:43.

JANET ADAMS, CHAIR

CRYSTAL FORD, VICE CHAIR

IOWA COLLEGE STUDENT AID COMMISSION

Capri College Voluntary Application for Postsecondary Registration in Iowa March 2014

RECOMMENDED ACTION:

Approve the voluntary application for postsecondary registration in Iowa for Capri College.

Registration Purpose

Capri College in Iowa is currently eligible for two exemptions from registration under Iowa Code Section 261B.11, subsection 1:

- Paragraph “i” – Postsecondary educational institutions licensed by the state of Iowa under section 157.8 or 158.7 to operate as schools of cosmetology arts and sciences or as barber schools in the state. Capri College and its owner, Charles Fiegen, hold four current licenses #00069, #00110, and #000119 issued by the Iowa Board of Cosmetology to operate a cosmetology school.
- Paragraph “k” – Postsecondary educational institutions offering programs limited to nondegree specialty vocational training programs. The highest level of educational credential awarded by Capri College is a postsecondary diploma.

Capri College operates both a school of cosmetology arts and sciences and a massage therapy school. Capri College voluntarily requests registration in Iowa in order to ensure that its massage therapy school, for which there is no state of Iowa licensing entity, is in compliance with federal regulations in 34 CFR 600.9. These regulations require a school located in a State to be authorized through an action of that State as a condition of participation in the federal student aid programs.

Institutional Information

Capri College is a for-profit educational institution operating at the following Iowa locations:

- 2540 E. 53rd St., Davenport IA
- 2945 Williams Parkway SW, Cedar Rapids, IA
- 395 Main Street, Dubuque, IA
- 2323 Crossroads Blvd., Waterloo, IA (initiating enrollment approximately April 1, 2014)

The College’s Chief Executive Officer and owner is Charles B. Fiegen, 395 Main Street, P.O. Box 873, Dubuque, Iowa. The College’s Iowa contact person is its Chief Operating Officer Matthew Fiegen, 395 Main St., Dubuque, IA.

Physical Facilities:

Cedar Rapids – Capri College in Cedar Rapids is a 20,000 square foot, tri-level educational facility, student salon, and spa. The main floor opens up to a large retail center for hair, skin, nail, and massage

products, along with a reception desk. On either side of this area are the admissions and administrative offices and the men's and women's restrooms. The facility includes a 9000 square foot bi-level clinical area for massage, hair, and beauty treatments. In addition, there are two separate and private spa service areas, one for hand and foot nail care and one for esthetics and skin care. The second level consists of a lofted area that encompasses five large experiential classrooms, and a student restroom. The private lower level of the loft area houses a large massage therapy practical classroom and individual treatment rooms for massage therapy and skin care services. A student library and computer lab, a locker area, a student break room, and an entrance exclusively for student use completes the lower level of the west end of the campus. On the east side of the building is a private office area for faculty. There is a large private parking lot for students, clinic customers and staff surrounding the school.

Davenport - This newly renovated, geothermic building is 20,000 square feet with natural light exposure. The main entrance opens into a reception area followed by a 7,680 square foot cosmetology student salon and spa. Adjacent to the reception desk is the student library and computer lab offering high speed internet access. The faculty office, a cosmetology classroom, and spa area for manicure and pedicures are also on the main floor. A mezzanine area on the west side of the building is dedicated to administrative offices and two additional cosmetology classrooms. Auditorium seating with a capacity of 120 students is located in the northwest corner of the building. The restrooms, storage, and laundry facilities are located along the north wall of the clinic area. Directly across, shampoo bowls form a circle around a circular dispensary. Ten large treatment rooms devoted to skin care and waxing are located to the east of the clinic area. Behind this is a large student lounge. On the east side of the building is the Massage Therapy department with its own private entrance and reception area. The Massage Therapy department consists of 3,000 square feet and includes eight treatment rooms, instructor offices, a student library, and two classrooms. On the front and side of the building is plentiful client parking. Faculty and student parking are in the large private lot behind the building.

Dubuque - Capri College Dubuque campus consists of a restored, historic, three-story brick building and attached one-story building that was added to accommodate the growing spa industry. The Main Street entrance opens into a large reception area and a 3,500 square foot cosmetology student salon and spa. The first floor also includes a retail center for hair, skin and nail products, a spa area for manicures and pedicures, and private skin care rooms for esthetics services. The first floor also offers entrance to the administrative and admissions offices and public restrooms. The second floor consists of an additional 4,200 square feet, featuring three large classrooms, a fully equipped student lounge, a student library and computer lab with high speed internet access. The faculty offices and corporate Financial Aid headquarters are located on second floor. The third floor is storage and reserved for future expansion. A 7,000 square foot, one-story structure adjacent to the cosmetology building accommodates the Esthetics and Massage Therapy classrooms and private treatment rooms for personal spa services. The adjacent building is connected to the main building internally but has private, outside access for massage therapy clients and students. The corporate administrative and accounting offices are also located in an area of the adjacent structure. A large, well-lit weather-insulated public parking ramp is located directly across the street from the college for student, staff, and customer parking convenience.

Waterloo – Capri College Waterloo campus is located in the Crossroads Center Mall area and has the use of 12,000 square feet on a single level. The College's main entrance opens into a large reception area and a 4,000 square foot cosmetology student salon and spa. This includes student stations, a retail center for hair, skin and nail products and college apparel. To the left of the entrance is a spa area for manicures and pedicures and private skin care rooms for esthetics services. The immediate

right of the clinic floor houses the administrative and student support service offices for easy and open access for our students' and guests' needs. Immediately next to the guest service reception desk is our admissions office and full-time admissions representative. Large handicap accessible public restrooms are located adjacent to and in the rear of the clinical area. The future Massage Therapy clinic and classroom area is adjacent to the cosmetology clinical area, and equipped with a separate and private entrance and waiting area. The Massage Therapy area also offers 8 private treatment rooms for students and the public. The west side of the building offers two large cosmetology classrooms, a student lounge, and restrooms. While the college offers a spacious area for the College's present educational needs, there is an attached area north of the building open for future expansion. For student and guest parking there is a large well-lit and maintained lot available for the entire strip mall.

Capri College owns the property on which it operates its Dubuque, Davenport, and Cedar Rapids campuses. City Assessors' Office records in Dubuque, Davenport, and Cedar Rapids confirm that the three Capri College properties are owned by Fiegen, LC, or Fiegen and Bisenius, Inc. The resident agent for both entities is the Chief Executive Officer of Capri College, Charles Fiegen, 395 Main St., Dubuque Iowa (the Dubuque address of Capri College). The Waterloo location is owned by Prime RE, LLC. Capri College provided a copy of a valid, signed lease executed between Prime LE, LLC and Capri College CEO Charles Fiegen signing on behalf of Fiegen & Bisenius, Inc.

Accreditation and Other Approvals: The College is also currently licensed to operate as a school of cosmetology arts and sciences by the Iowa Board of Cosmetology in Dubuque, Davenport, Cedar Rapids, and Waterloo under licenses # 00069, 00110, 000119, and 000139. While the Iowa Board of Massage Therapy licenses individual massage therapists that may offer massage therapy instruction at Capri College, the Board of Massage Therapy does not have the authority under Iowa Code to license schools of Massage Therapy. However, a school of Massage Therapy may submit its curriculum to the Board of Massage Therapy for approval. Capri College's massage therapy curriculum has been approved by the Iowa Board of Massage Therapy. The College is also accredited by the Accrediting Commission for Career Schools and Colleges, a national accrediting agency recognized by the federal Department of Education. Accreditation approval is pending for the College's Waterloo location, although that approval does not prohibit the College from initiating instruction at its Waterloo site under its Iowa Board of Cosmetology license.

Federal Stafford Loan Cohort Default Rate (FFY 2011): The federal Department of Education calculates a separate federal Stafford loan cohort default rate for each of the Capri College campuses:

- Dubuque – 9.5%
- Davenport – 11.4%
- Cedar Rapids – 11.6%
- Waterloo – Not applicable at this time

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 to the federal Department of Education. The College discloses separate graduation rates for its campuses:

- Dubuque – 74%
- Davenport – 67%

- Cedar Rapids – 71%
- Waterloo – not applicable at this time

Average Loan Debt upon Graduation: Per federal Department of Education regulations, Capri College calculates and discloses median debt upon graduation for its award year 2011-2012 graduates, for each campus and the following programs:

- Davenport campus
 - ✓ Cosmetology - \$9,806
 - ✓ Massage Therapy - \$4,066
 - ✓ Esthetics - \$5,500
 - ✓ Cosmetology Instructor - \$0
- Dubuque
 - ✓ Cosmetology \$10,189
 - ✓ Massage Therapy - \$4,400
 - ✓ Esthetics - \$4,290
 - ✓ Cosmetology Instructor - \$0
- Cedar Rapids
 - ✓ Cosmetology \$10,362
 - ✓ Massage Therapy - \$6,864
 - ✓ Esthetics \$4,400
 - ✓ Cosmetology Instructor - \$0
- Waterloo – not applicable at this time

Students attending the nail technology program have no known loan debt, since the program is not eligible for federal student loan funding and the College has no relationship of any type with private education loan lenders.

Record Preservation: Student records are maintained on a computerized student records software program. The records are automatically downloaded nightly and backed up into an off-site server. Hard copy files are also stored in file cabinets at the home office site in an 18-inch solid rock basement area.

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

Capri College Office of Student Accounts
 395 Main Street P.O. Box 873
 Dubuque, Iowa 52001
 (563) 588-2379, ext. 304

Instructional Methodology: In-person instruction. Capri College employs lecture and classroom demonstration along with lab/clinic participation. Iowa Code governing licensed schools of cosmetology arts and sciences prescribes the hourly allotment that is to be devoted to academics and clinical for each discipline.

Student Learning Resources:

- Academic Advising - Term and Program Advisors meet with students to review attendance, clinical and academic progress. Students also participate in a scheduled mid-term and end of term interview for progress review and grade status.
- Testing Accommodations - Accommodations for testing may be available for students who need additional time or reading assistance with written tests. Accommodations for any disability must be determined before the student starts class. Applicants (potential students) must fill out Capri College Disability Accommodation Request form and submit it during the admissions process. The testing service for licensure in the State of Iowa requires medical documentation of any disability that requires special accommodation for the state board exam.
- State Licensing Requirements / Fees - Information and counseling regarding professional licensure in Iowa and other states are available to the student upon request. Capri College pays, on behalf of the student, the National testing fee for the Iowa Cosmetology Arts and Sciences State Board Exam and also for the National Exam for Massage Therapy. This is the examination fee only and does not include the separate Iowa state licensing fee. If the student opts to seek licensure in a state other than Iowa, the cost of that state's exam and licensing fee is the responsibility of the student/graduate.
- Student Support Services – Capri College maintains a full-time Student Support Services coordinator who is available to work with students on any personal problems concerning home, school, finances, friends, etc.; or school related concerns, such as grades, attendance, instructors, classmates, etc. The Student Support Services Coordinator will assist or offer confidential and an unbiased support to students in matters that may impact the student's success.
- Class Advisors - Each student will have an advisor that meets with students as an assigned group at least once per week. This advisor is available to help the student with any school or personal concerns that affect their grades, attendance or well-being. The advisor may direct the student to the school director or Student Support Services if this seems the most expedient and advantageous direction.
- Internet / Student Resource Center - High speed internet access, as well as industry related reference books, periodicals, electronic media (tapes, DVD's etc.) and electronic communication sites for research projects, are available to students through the Student Resource Center (Library).
- Employment Advisory Services - Capri College offers employment advisory services for its students and graduates. Specifically, Capri College offers career preparation classes, resume and portfolio preparation, salon and jobsite tours, mock interviews and ongoing posting of job openings. Student referrals are not based on direct contact with employers. Capri College assumes no responsibility for, nor does it guarantee, employment of its students/graduates.
- Continuing Education - A licensed cosmetology, nail technician and esthetics practitioner must complete at least 8 hours of continuing education each biennium. Of the 8 total hours of continuing education, 4 hours of instruction must be in the licensed discipline and 2 hours of

instruction must be in Iowa laws and sanitation. Capri College offers continuing education classes at each campus twice per year, in approximately February and October.

Curriculum Evaluation and Development: Capri College's curriculum is established by the Iowa Board of Cosmetology Arts and Sciences [Iowa Administrative Code Chapter 61], and by the Iowa Board of Massage Therapy [Iowa Administrative Code Chapter 132]. Cosmetology school instructors must also be licensed by the Board of Cosmetology Arts and Sciences and, as applicable, additionally certified by the Board in client service skills such as microdermabrasion, chemical peels, and lasers. Capri College maintains an active Advisory Board that evaluates curriculum twice per year. The Advisory Board is comprised of employers of the College's graduates, and salon owners.

Student Complaints Process: The College disclosed its process for handling formal student complaints and provides information about that process to students in its Student Catalog <http://www.capricollege.com/pdf/CapriCATALOG%2013-14.pdf>. Capri has developed the following methods of intervention: advisory programs; problem solving forms; written (documented) advising forms; periodic interviews with school officials; and student council/leadership. These methods give the students an opportunity to work with the administration and staff to develop a healthy, creative atmosphere for both personal and professional growth. If a student has a complaint or concern that cannot be resolved by above mentioned methods, the student should contact the School Director. If all above attempts fail to reach resolution, the student may contact the Capri College corporate office in Dubuque for arbitration. All concerns brought forth to this level must contain written documentation and all prior contacts and actions taken to resolve the problem.

Programs Offered In Iowa

Capri College offers the following programs via in-person instruction. Total estimated tuition charges, fees, books, supplies, and other costs payable to the school by a student is provided for each program.

- Cosmetology: \$17,890
- Massage Therapy: \$9,100
- Esthetics: \$9,210
- Nail Technology: \$4,350 (federal student aid is not available for this program)
- Cosmetology Instructor: \$4,350

Registration Compliance

As required by Iowa Code Section 261B.4, Capri College discloses its policy on refunding tuition charges for withdrawn students. The policy is compliant with Iowa Code Section 714.23 in that it covers all of the tuition refund policies that apply depending upon the official Stafford loan cohort default rate that applies separately to each Capri college campus. This policy is disclosed to students in the College's Catalog <http://capricollege.edu/pdf/CapriCATALOG%2013-14.pdf>.

Administrative rules for registered schools specifically require a 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. Capri College maintains drug and alcohol prevention policies, penalties for drug/alcohol violations and sexual harassment or physical abuse and resources for sexual assault intervention in its Student Catalog and Consumer Information at:

- ✓ <http://capricollege.edu/pdf/CapriCATALOG%2013-14.pdf>
- ✓ <http://capricollege.edu/Consumerinformation.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, Capri College developed such a policy. It will be disclosed to students in the College catalog effective with the next revision scheduled for June 1, 2014, and on the College website immediately.
- 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 reporting 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. During the registration application review process, Capri developed a compliant policy that is disclosed in the College's staff policy handbook.

Student Consumer Information: In its registration application, Capri 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. The College provides this information to prospective students in its Student Catalog and Consumer Information:

- ✓ <http://www.capricollege.com/Consumerinformation.pdf>
- ✓ <http://www.capricollege.com/pdf/CapriCATALOG%2013-14.pdf>.

Capri 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. The College will disclose this information in its student Catalog <http://www.capricollege.com/pdf/CapriCATALOG%2013-14.pdf>.

Financial Responsibility: Capri College submitted an independent audit report dated November 28, 2012, of the financial statements for Fiegen & Bisenius, Inc. dba Capri College for the institutional fiscal years ending June 30, 2012 and 2011. The audit was conducted by the independent accounting firm McGladrey, LLP. The auditing firm expressed its opinion that the financial statements present fairly, in all material respects, the financial position of Capri College.

- A nonpublic school that participates in the federal student aid programs must maintain a composite score, based on a three-factor financial responsibility ratio, of at least 1.5 in order to be determined financially responsible without additional oversight. Staff did not find that the independent auditor reported or tested the College's composite score. The most recent composite score available from the federal Department of Education for Capri College is 2.3.
- A for-profit school that participates in the federal student aid programs must demonstrate that no more than 90% of its revenue is derived from Title IV funding. The independent auditing firm reported that, for the institutional fiscal year ending June 30, 2012, the College derived 55.72%, 60.36%, and 61.72% of its income from Title IV funds at its Dubuque, Cedar Rapids, and Davenport campuses, respectively. Please note that since the Waterloo campus has yet to begin enrolling students, it is not included in this report.

Full-Time Iowa Resident Faculty Member or Program Coordinator: Capri College has 10 full-time faculty at its Dubuque site; 12 full-time faculty at its Davenport site; 11 full-time faculty at its Cedar Rapids site; and, at this time, 3 full-time faculty and one full-time Admissions Representative at its Waterloo site. The College will not initiate enrollment in cosmetology programs at its Waterloo site until April of 2014, and will not initiate massage therapy enrollment until July 2014. The College will proceed with hiring additional faculty at the Waterloo site as classes begin and enrollment increases.

Instructional/Supervisory Staff Qualifications: Iowa Administrative Code Chapter 61 sets minimum standards for instructors in a school of cosmetology arts and sciences. All instructors in a school of cosmetology arts and sciences must be licensed by the Iowa Board of Cosmetology. An instructor teaching a course in electrology, esthetics, or nail technology must also hold a license in that practice or hold a cosmetology license that shows proof of having completed training in those practices equivalent to that of a license holder in that practice. An instructor teaching a course in microdermabrasion, chemical peels, Intense Pulse Lights and lasers must be certified by the State of Iowa to provide each of the services. The number of instructors for each school of cosmetology arts and sciences is established in administrative code and based upon total enrollment, with a minimum of 2 instructors employed on a full-time basis for up to 30 students and an additional instructor for each additional 15 students. The school must have 2 instructors on duty during school hours. A student instructor must not be used to meet licensed instructor-to-student ratios.

Iowa Administrative Code Chapter 132 contains no guidelines for instructors in massage therapy education curriculum, except to specify that clinical practicum, i.e., hands-on massage therapy provided to members of the public by a student enrolled at a massage therapy school, must be conducted under the supervision of an instructor who is an Iowa-licensed massage therapist, is physically present on the premises, and is available for advice and assistance.

The College's accrediting agency requires that all faculty have at least three years of active field experience in their area of licensed practice.

Commitment to Iowa Students and Teach-Out: The College's registration application includes a written statement from Chief Executive Officer Charles B. Fiegen stating that the College has demonstrated a commitment to the delivery of Iowa Cosmetology and Massage Therapy education through 45 years of business in the State of Iowa. In the event that the College closes any program before the student has complete his/her course of study, Capri College has provided a fair and equitable refund policy and, as

a member of the Iowa Cosmetology School Association, the College has a teach out agreement with all other cosmetology schools in the State.

Student Complaints: None.

Compliance with Iowa Code Chapter 714

Section 714.18 – Evidence of Financial Responsibility

Capri College has filed satisfactory evidence of financial responsibility, including a current bond in the amount of \$50,000 payable to the State of Iowa and issued by West Bend Mutual Insurance Company.

Section 714.23 – State Tuition Refund Policy

Capri College maintains a policy that is in compliance with Iowa Code Section 714.23 and discloses the policy in its Student Catalog as discussed above.

Compliance with Iowa Code Chapter 261F – Educational Loan Code of Conduct and Preferred Lender Lists

Capri College maintains a Code of Conduct for Educational Loans summary in its student Consumer Information at <http://www.capricollege.com/Consumerinformation.pdf> that complies with prohibitions governing business relationships between schools, lenders, and lender servicers in Iowa Code Section 261F.2.

The College does not participate in a preferred lender arrangement and has no relationship of any type with private education loan lenders.

IOWA COLLEGE STUDENT AID COMMISSION

Central Michigan University Application for Postsecondary Registration Renewal March 2014

RECOMMENDED ACTION:

Approve Central Michigan 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 after 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 Central Michigan University (CMU) 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, and because the University employs Iowa-resident, adjunct faculty who work remotely for the University from an Iowa location.

Institutional Information

CMU is a public postsecondary educational institution whose main campus is located in Mount Pleasant, Michigan. The delivery unit for its Global Campus distance education programs is located at 802 Industrial Drive, Mount Pleasant, Michigan. The school's chief executive officer is Dr. George E. Ross, at Warriner Hall 106, Mount Pleasant, Michigan. 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: Central Michigan University is accredited by the Higher Learning Commission, a regional accrediting agency recognized by the federal Department of Education. In addition, the University's education programs are accredited by the Teacher Education Accreditation

Council, an entity recognized by the federal Department of Education for programmatic accreditation.

Federal Stafford Loan Cohort Default Rate (FFY 2010): 5%

For comparison purposes, the FFY 2010 national average cohort default rate is 10%.

Graduation Rate: 57%.

Average Loan Debt upon Graduation: \$29,388 (average, known loan debt of all types for undergraduate, degree-seeking students).

Record Preservation: Official student records are maintained on the campus in Mount Pleasant, Michigan. Permanent records of transcripts are maintained on all individuals who earn credit at CMU. These permanent records are maintained by the Registrar. Records of applications and correspondence regarding admission, academic transcripts from other institutions, transfer credit, prior learning, graduation, and other academic issues are maintained on campus.

All CMU academic and business offices must develop and administer information security plans that appropriately classify and protect information under their control. The protection of the University's information must be part of each office's standard operating procedure.

Specifically, academic and business offices must:

- establish system/data access and utilization criteria
- define the criteria for archiving the information to satisfy retention requirements
- determine the value of proprietary information to the functioning of the University and define reasonable requirements for protecting the asset
- develop a workable plan for resuming operations in the event information has been destroyed
- specify information control and protection requirements to be adhered to by employees processing and using the information
- monitor compliance and enforce this policy.

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

Registrar
Central Michigan University
212 Warriner Hall
Mount Pleasant, MI 48859
(989) 774-3261

https://www.cmich.edu/ess/registrar/RegistrarRecords/Pages/Transcript_Request.aspx

Instructional Methodology: Distance education. For online programs and courses, CMU self-hosts an enterprise installation of the Blackboard Learning Management System and an ASP hosted installation of Wimba Classroom. Blackboard facilitates online course-related activities including, but not limited to, course material distribution asynchronous interaction, email communication and assessment. Wimba is used as the environment for synchronous (real-time) interaction. Some undergraduate courses require that students take examinations in a proctored setting. Acceptable proctors include CMU Global Campus Centers (located in

approximately 16 states not including Iowa), CMU online staff, military/industry education or testing centers, school/college counselors, administrators, teachers, or local librarians.

Blackboard is updated four times daily through an automated process. The automated process creates each course shell and associates with each course shell the students enrolled therein. Students access the Blackboard system by way of a web URL, secured by industry standard Secure Socket Layer (SSL) Encryption. Student Global ID and password serve as login credentials, authenticated against Lightweight Directory Access Protocol (LDAP) with a fallback to Blackboard. Access to Wimba, as it is used with online course work, requires login to Blackboard. User information is then securely passed between Blackboard and Wimba to allow student access to the Wimba environment.

Student Learning Resources: The Charles V. Park Library provides resources that include more than one million books and other print items, 75,000 electronic books, 15,000 multimedia items, 130 electronic periodical article databases, and electronic access to the full-text content of more than 40,000 journals. Additionally, it is a federal and state government document depository library. Thus, it provides access to items published by the United States government and the State of Michigan. Items not owned by the library may be obtained from other institutions through the library's interlibrary loan service.

Assistance the Library provides specifically for Global Campus (online students) includes the following:

- Documents on Demand – CMU provides materials not available in its library resources through MeLCat, Interlibrary Loan, and provides copies of materials needed for research from either the CMU library or the collections of other libraries through “Scans on Demand.” These services are provided at no cost to students, unless a student retains loaned material beyond its due date or loses an item.
- Ask A Librarian services are available via telephone or text, e-mail or chat. Librarians are available Monday through Wednesday 8 am to 9 pm, Thursday 8 am to 8 pm, Friday 8 am to 5 pm, and Sunday from 2pm to 8 pm. Student assistants are scheduled to assist students during all other hours when the library is open (Sunday through Thursday until Midnight; Friday until 8 pm, and Saturday from 9 am until 6 pm). Six professional librarians are available to help select online databases, identify search terms, develop search strategies, and identify scholarly articles. Librarians respond to students within 24 to 48 hours of a request for assistance.
- “Ask a Question” – the user may browse topics for which the library provides answers to common questions about its services, research processes, and academic subject matters, or submit a question if the user does not see his/her question and answer.
- Subject guides, course guides, “How to” guides
- Library service tutorials
- Math assistance and other tutoring services via internet and telephone
- Writing Center
- Office of Information Technology Help Desk
- Academic Advisors
- Faculty may request an instructional session to be provided by a librarian within an electronic classroom.

CMU maintains other resources that are tailored to online students, including but not limited to:

- Online Student Ally – an experienced, successful online student available by phone or e-mail provides personal assistance and advice that can help with challenges online students may encounter when taking an online class.
- E-learning communication best practices
- Blackboard tutorials
- Step-by-step course guides
- FAQs from online learners

Curriculum Evaluation and Development: All online courses are developed by faculty based on a Master Course Syllabus and approved through the University's rigorous curricular process. The expectation is for all online courses to contain a combination of asynchronous and synchronous communication and course assignments.

Curriculum development occurs in the University's Academic Senate. The Undergraduate Curriculum Committee is an Academic Senate body that coordinates and reviews undergraduate curricular items. The committee is tasked with assessing the overall quality and impact of the undergraduate curriculum. The Graduate Committee is an Academic Senate curricular body which serves as the faculty advisory and policy-making body for Graduate Education. The committee develops, reviews, and evaluates programs and policies pertaining to the operation of the College of Graduate Studies. As the primary advisory body for the Dean of the College of Graduate Studies, the committee is tasked with assessing the overall quality and impact of graduate education. Separate Committees also exist for the development, review and evaluation of general education program component of all undergraduate degrees, and for professional education curriculum that prepare K-12 practitioners including teachers, administrators, counselors, and school psychologists. Significant changes to courses and programs must be referred to the Academic Senate for final approval. New programs require approval by the appropriate academic department Dean and the University Provost.

Student Complaints Process: CMU provides a Student Ombuds Office where students may voice concerns or learn about the appropriate process to voice their concern. The Ombuds officer may explain the process a student should follow to resolve the situation, refer the student to the appropriate party who can assist the student, or informally look into the student's situation and make recommendations. CMU's Global Campus students may contact the Student Ombuds Officer by e-mail or via phone, toll-free. Student Ombuds Office hours are Monday through Friday, 8 am to 5 pm, eastern standard time.

Distance Education Programs Offered In Iowa

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

Undergraduate Certificate Program

- Social Media - \$6,650

Baccalaureate Degree Programs

- Bachelor of Applied Arts (major in administration; concentrations in organization administration, building code administration) - \$49,980
- Bachelor of Science (major in administration; concentrations in organization administration, building code administration) - \$49,980
- Bachelor of Science (major in integrated leadership studies) - \$49,980
- Bachelor of Science in Political Science - \$49,980
- Bachelor of Science in Psychology - \$49,980
- Bachelor of Science (option in community development; concentrations in community services, health science, and public administration) - \$49,980

Master's Degree Programs

- Master of Arts in Education with concentration in instruction (non-licensure) - \$18,671
- Master of Arts in Educational Technology (non-licensure) - \$18,671
- Master of Arts in Teacher Leadership (non-licensure) - \$18,341
- Master of Business Administration (emphasis in ERP using SAP software, human resource management, logistics management, marketing, or value-driven organization) - \$24,400 - \$35,200
- Master of Science in Administration (concentrations in engineering management, general administration, public administration, philanthropy and fundraising, human resources administration, information resource management, international administration, leadership, or research administration) - \$20,132
- Master of Science in Nutrition and Dietetics (non-licensure) - \$19,395 - \$22,665

Graduate Certificate Programs \$8,405 - \$16,100, depending on courses and credit hours required for the certificate (15-18). Graduate certificate courses are \$487 per credit hour. SAP courses are \$1,000 per credit hour.

- *College Teaching
- Engineering Management
- ERP Using SAP Software
- General Administration
- Human Resources Administration
- Information Resource Management
- International Administration
- International Health
- Leadership
- Logistics Management
- Public Administration
- Research Administration
- Philanthropy and Fundraising

**Field Experience* – The post-graduate certificate in College Teaching includes a 135 clock hour College Teaching Internship in which, subject to the University's site approval, the student develops skills applicable to college-based teaching under the direct supervision of a practicing

college or university teaching mentor. CMU provides a *College Teaching Internship Handbook* that outlines the responsibilities of the student, site supervisor, and faculty during this course.

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 on its website at:
 - ✓ https://www.cmich.edu/office_president/general_counsel/Documents/p03017.pdf
 - ✓ https://www.cmich.edu/office_president/general_counsel/Documents/p03026.pdf
 - ✓ <https://www.cmich.edu/bot/Documents/06-02R.pdf>
 - ✓ <https://bulletins.cmich.edu/2013/images/Graduate%20Bulletin%20-%202013-14%20FINAL.pdf>
 - ✓ <https://bulletins.cmich.edu/2013/images/Global%20Campus%20Bulletin%202013-14%20FINAL.pdf>
 - ✓ <https://www.cmich.edu/fas/police/Documents/Security%20and%20Fire%20Safety%20Report%202013.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 University strengthened its existing military deployment policy, which permits an impacted student to request a full refund of tuition and fees, to ensure that Iowa resident students enrolled in its online programs are aware of their options under Iowa law. The University affirms that it will work with any student affiliated with the U.S. Armed Forces, including reservists and members of the National Guard who are called to active duty, and provide the benefit not only to the deployed service member but also the deployed service member’s spouse. The University will publish the clarified policy in the CMU Global Campus bulletin. It should be noted that the University has adopted Iowa’s expanded military deployment policy not only for Iowa residents but for all Global Campus students regardless of their state of residency.

- 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 that have compensated parties working for the school at an Iowa location. The University maintains a workplace violence policy and procedures, and provides information on its Office of Student Affairs Sexual Aggression site that complies with this requirement:
 - ✓ https://www.cmich.edu/office_president/general_counsel/Documents/p03002.pdf
 - ✓ https://www.cmich.edu/office_president/general_counsel/Documents/p03036.pdf
 - ✓ <https://www.cmich.edu/ess/studentaffairs/sapa/SexualAggression/SAPAAbuse/Pages/default.aspx>.

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. The University provides these disclosures in its Global Campus Bulletin at <https://bulletins.cmich.edu/2013/images/Global%20Campus%20Bulletin%2013-14%20FINAL.pdf>.

CMU 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 as part of the Global Campus accreditation, state licensure and student complaint page at <http://global.cmich.edu/compliance/>.

Financial Responsibility: CMU submitted a copy of an independent audit report issued by Plante & Moran, PLLC for the institutional fiscal year ending June 30, 2012. The auditors stated their opinion that the University's financial statements present fairly the respective financial position of the University.

- 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 is derived from Title IV student financial aid.

Full-Time Iowa Resident Faculty Member or Program Coordinator: Central Michigan University has no Iowa-resident faculty providing instruction in its online programs. Administrative rules effective January 15, 2014, do not impose this requirement on a school

that applies for registration in Iowa solely for the purpose of offering distance education programs. However, the University does employ six Iowa-resident adjunct faculty to provide instruction in its online programs, as follows:

- Alissa King – sociology
- Amy Lillienfield – geography
- Gayle M. Pohl – journalism and communications
- Carolyn I. Schmidt – political science
- Howard E. VanAuken – finance, management, Master of Science in Administration
- Susan White – geography

Instructional/Supervisory Staff Qualifications: CMU maintains very few faculty profiles on its website. Staff reviewed minimum qualifications for teaching positions in the CMU Global Campus and a sample listing of Global Campus faculty to determine educational and experiential expectations of faculty:

- Graduate Management courses (business and human resource management): All faculty are required to possess a doctoral degree, experience and scholarly activity in supervision, management, production/operations, or, as applicable, human resource management.
- Baccalaureate Psychology: All faculty are required to possess a master's degree in psychology and graduate-level coursework directly related to the course for which approval is sought. In addition, candidates must provide documentation of classroom and online teaching experience and effectiveness in the course subject matter.
- Baccalaureate Health Administration: All faculty are required to possess a doctoral degree in an allied health field. In addition, candidates must provide documentation of classroom and online teaching experience and effectiveness.
- Graduate Engineering and Technology: CMU permits faculty teaching 500 level courses to possess a master's degree in mechanical or industrial engineering or computer aided design, , although a doctoral degree is preferred. The University requires faculty teaching 600 level courses to hold a doctoral degree in industrial engineering or a closely related field. Education and experience in the subject matter taught is required.
- Teacher Education and Professional Development: For educational technology, the University requires a master's degree (a doctoral degree is preferred), at least five years experience of technology service in a P-12 school setting, and the candidate must demonstrate current professional knowledge. For courses in educational psychology, curriculum and instruction, and education issues, a doctoral degree is required in addition to demonstration of current professional knowledge through scholarly accomplishments.

Commitment to Iowa Students and Teach-Out: CMU provided a written letter from President George E. Ross committing to the delivery of programs offered to Iowans and agreeing to

provide a teach-out at the same or another school in the event the University closes a program before Iowa resident students have completed their program.

Student Complaints: None.

Compliance with Iowa Code Chapter 714

Section 714.18 – Evidence of Financial Responsibility

Not applicable. CMU 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

Mansfield University Application for Postsecondary Registration Renewal March 2014

RECOMMENDED ACTION:

Approve Mansfield 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 after 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 Mansfield University 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, which Iowa residents would participate in at an Iowa location. The University also requests authorization to advertise its distance education programs in Iowa and promote those programs at Iowa locations.

Institutional Information

Mansfield University is a public postsecondary educational institution whose campus is located at 502 North Hall, 5 Swan Street, Mansfield, Pennsylvania. The school's chief executive officer is President Francis L. Hendricks, at the same address. 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: Mansfield University is accredited by the Middle States Commission on Higher Education, a regional accrediting agency recognized by the federal Department of Education. Certain University programs are also accredited by entities recognized by the federal

Department of Education for specialized, professional advancement programs the University will offer to lowans via distance education:

- The National Council for Accreditation of Teacher Education for its advanced level education programs.
- The National League for Nursing Accrediting Commission for post-licensure nursing programs.

Federal Stafford Loan Cohort Default Rate (FFY 2010): 7.9%.

For comparison purposes, the FFY 2010 national average cohort default rate is 10%.

Graduation Rate: 48%.

Average Loan Debt upon Graduation: \$34,174 (institution-wide, including undergraduate and graduate students).

Record Preservation: Student records and data are protected by the Family Education Rights and Privacy Act and the Health Insurance Portability and Accountability Act. The Office of Student Records maintains and secures information about students from registration to program completion. Student files are maintained in a locked and security environment in the Student Registration and Financial Services Department. Campus Technologies (CT) maintains the security of the database that houses student records. The University's disaster plan outlines procedures and has essential information to replicate services or move forward with reduced operations and essential functions. A second data center is located on campus. Backups and essential documentation are stored off-site in a fireproof vault. CT maintains a daily, weekly, and monthly backup cycle for all servers and essential services and rotates backup records off site on a regular basis. All units on the University's server farm have at least one weekly backup to tape, and the University has network backups and documentation that is accessible via the web at an off-campus location should the need arise. The University's technology security procedures are posted on its website at <http://ct.mansfield.edu/upload/Mansfield-Campus-Technology-Annual-Report-2010.pdf>.

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

Lori Cass, Registrar
Enrollment Services
224 South Hall
71 S. Academy St.
Mansfield, PA 16933
(570) 662-4202

<https://iwantmytranscript.com/mansfield>

Instructional Methodology: Distance education. For online programs and courses, Mansfield uses a combination of asynchronous activities hosted by the University's learning management system, Desire2Learn and includes, for some courses, synchronous activities. Communication among students and between students and faculty is facilitated by the University's e-mail system, the Desire2Learn learning management system, SKYPE, Google Hangout, phone, and U.S. mail. Faculty must respond to student email and phone calls within 48 hours or less.

Additionally, instructors provide timely constructive feedback on assignments to ensure student success in accessing the school library content. Instructors offer substantial virtual and phone office hours during the week. Technology support is provided via the University's Campus Technologies Department and Desire2Learn resources site that includes a toll-free telephone number and e-mail contact point.

Student progress in learning and applying content is evaluated by faculty who require students to complete authentic learning assignments during a semester. Students complete a variety of assessments that are introduced and explained in each module of a course and include a grading rubric. Supplemental readings are provided and required in each course. Assignments may include technology integration, information literacy, reading and literature promotion, legal and ethical issues, collection management, advocacy and leadership, etc. Discussion forums, peer review, pair/share, and group work encourage students to become a part of the distance education community as they interact with their peers and instructors. Students participate in class activities using BlackBoard Collaborate and web 2.0 tools such as Animoto, Vimeo, and Vokis.

Student Learning Resources: The Mansfield University North Hall Library provides access to three reference librarians via e-mail, chat, or telephone (not toll-free) during library operating hours Monday – Thursday, 8 am – 11 pm, Friday 8 am – 5 pm, Saturday 12 noon – 5 pm, and Sunday 4 pm – 9 pm. All operating hours are based on eastern standard time. Research librarians are available who specialize in particular topics. Resources include A-Z topical research guides, 25 topical search indexes, 9 general topics, book, or article databases, 4 online encyclopedias or online dictionaries, citation guides, and access to other libraries through WorldCat. The Library also provides an online tutorial to library resources specifically geared toward online students.

The library offers a variety of videos to assist users with common online tasks and has an 11-minute video and accompanying guide that explains library services to distance students. The guide and video are available at <http://mansfield.libguides.com/distance>, and additional help guides and videos are available at <http://mansfield.libguides.com/help>.

The University Learning Center is piloting writing tutoring program for online students. Distance students can access this tutoring by emailing writing-center@mansfield.edu. Students may contact the Learning Center by e-mailing Kim Slusser, kslusser@mansfield.edu or Noelle Smith, nsmith@mansfield.edu to inquire about alternative methods of communication including telephone and Skype meetings. Students may also call office assistant Laurie Buck (570-662-4436) or a student worker (570-662-4695) to schedule a time to meet via telephone or Skype. Students should indicate the meeting needs to take place via one of these methods at the time they set up the appointment.

Academic Advising Center faculty are available via telephone or Skype to provide comprehensive individualized academic advising. Students should call the Academic Advising Center at 570-662-4824 or email Mani Ramasamy mramasamy@mansfield.edu for an appointment. If students are not available during regular hours of operation of the Academic Advising Center (8 AM – 4 PM), they may email Ms. Ramasamy for direction to the most appropriate advisor. The advisor will call or email the student directly to make arrangements for an appointment. The features of WebAdvisor allow for a limited degree of academic advising as it relates exclusively to the course selection process. During an advising

appointment, students will need to have internet access and have their WebAdvisor account open.

Jing videos which describe the registration process are available on the Academic Advising website: <http://www2.mansfield.edu/advising/how-to-videos.cfm>.

The Office of Services for Students with Disabilities provides equal access to all learners, including online programs. Students with documented learning disabilities, physical challenges, or other significant medical conditions that may affect their learning should contact the University's Coordinator of Services for Students with Disabilities in the Department of Academic and Human Development by phone 570-662-4691 as soon as possible. The SSD Coordinator will review all documentation provided on a case-by-case basis, and if appropriate, arrange to provide a student's professors with an accommodation letter so that the student's needs are served more effectively.

University Career Center makes services available to distance education students free of charge at <http://career.mansfield.edu>, by phone or Skype at (570) 662-4133, or at careers@mansfield.edu. The Career Center provides various resources on topics such as a career development timeline, career exploration, job searching, internships, graduate school, resumes, cover letters, and interviewing. The Career Center also reviews resumes, cover letters, or other career-related documents via email request to careers@mansfield.edu. Mountie Career Connection, which is accessible from the Career Center service site, is a career management and recruiting system utilized for job and internship postings, resume upload, event registration, and career/employer research. Job and internship postings are shared among all 14 Pennsylvania State Higher Education institutions via the system. The University's Career Center services also include the FOCUS Career Assessment System. This is an online career exploration and planning system. It includes self-assessments, online research links, a career planning tutorial, links to research particular careers, and a way to compare multiple career options. Students register for the FOCUS Career Assessment System by contacting the Career Center at 570-662-4133 or careers@mansfield.edu.

Curriculum Evaluation and Development: Mansfield University's Academic Planning Committee facilitates curriculum development. Membership includes four tenured faculty members, three faculty members selected by the Local Chapter of the bargaining agent, an administrator selected by the University President, the University administrator who has chief responsibility for institutional research, and a student selected by the Student Government Association. No two faculty members on this committee may be from the same academic discipline.

The duties of this Committee are to consult with the administration and participate in the development of academic aspects of institutional planning documents, review proposals for academic program changes that have significant impact on the University and to present academic planning documents to the Senate for recommendations to the President and Council of Trustees. The Committee makes its recommendations based upon written documentation submitted by the Department and/or faculty member(s). This Committee also monitors and reviews new and existing academic programs to ensure that they are compatible with the University's mission, educational goals, and the standards of appropriate accrediting agencies. The Committee annually publishes a proposed agenda of activities, and reports to the Senate at least once each month during each semester.

Instructors continually update and revise the courses each semester to ensure that Student Learning Outcomes are based on the American Library Association/American Association of School Librarians Standards and are aligned to the assessments. The courses are current and include a variety of instructional strategies and technology applications.

Student Complaints Process: Mansfield University strives to serve its students fairly and equitably. If, however, a student has a complaint, the University has a process in place to assist the student in resolving the complaint. The University discloses its complaint process in its catalog and on its state authorization page
<http://www2.mansfield.edu/academic-affairs/faculty-resources/upload/Mansfield-University-Due-Process-for-Complaints.pdf>.

The University refers students whose issues have not been resolved through the University's complaint process to the state authorization entity in the student's state of residence.

The University's Student Code of Conduct outlines its formal procedures for student complaints that relate to sexual harassment
<http://www.simmons.edu/handbook/conduct/sexual-harrassment.php>.

Distance Education Programs Offered In Iowa

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

Associate Degree Program

- Criminal Justice Administration - \$37,624

Baccalaureate Degree Programs

- Bachelor of Arts in Art History: \$76,048
- Bachelor of Arts in Liberal Studies: \$76,048
- Bachelor of Science in Nursing (RN to BSN): \$76,048

Master's Degree Programs

- Master of Science in Nursing: \$28,614
- Master of Arts in Organizational Leadership: \$28,614
- *Master of Education in School Library and Information Technologies (non-licensure): \$24,824 - \$29,372
- *Master of Education in Special Education (non-licensure): \$28,614 - \$30,888

**Field Experience*

- Master of Education in Special Education – Mansfield University offers the Master of Education in Special Education in two tracks, one of which requires a clinical practicum. This course of six credit hours across two semesters requires the student to participate in an in-class, supervised professional field experience in a special education setting.

- Master of Education in School Library and Information Technologies – Mansfield University offers this program in two tracks. One track requires a three credit-hour practicum in which the student must publish an electronic portfolio and complete 100 clock hours in a local school library setting.

Mansfield University maintains a very detailed education field experience handbook that provides expectations of student and site supervisors in education practicum experiences. While the majority of the Handbook is devoted to the practicum requirements for the University's initial teacher licensure programs (which are not offered via distance education to lowans), graduate education program students who are not seeking initial teacher licensure are expected to adhere to the same standards of conduct during a practicum. While the field experience site may be chosen by the student, participation at that site is subject to University approval.

All of the online, graduate level education programs that the University will offer to lowans were carefully screened by the Iowa Department of Education, who determined that none were initial teacher licensure programs requiring the approval of the Iowa Board of Education under Iowa Code Section 261B.3A.

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 on its website at:
 - ✓ <http://www2.mansfield.edu/residence-life/upload/Mansfield-University-Student-Code-of-Conduct-PDF.pdf>
 - ✓ <http://www2.mansfield.edu/police/drug-alcohol-policy.cfm>
 - ✓ <http://www2.mansfield.edu/police/sanctions-for-violations.cfm>
 - ✓ <http://www2.mansfield.edu/police/available-help.cfm>
 - ✓ <http://www2.mansfield.edu/police/upload/Clery-Annual-Security-Report-2013-10-17-13.pdf>
 - ✓ <http://www2.mansfield.edu/counseling-center/links.cfm>
- 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 strengthened its existing military deployment policy to ensure that Iowa resident online students are afforded the full range of options provided for under Iowa Code. The University will disclose this policy on its state authorization web page at <http://online.mansfield.edu/state-authorization-for-distance-education.cfm>.

- 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 that have compensated parties working for the school at an Iowa location. Mansfield does not employ or contract with any Iowa resident to conduct operational activities for the University from an Iowa location. Thus, under administrative rules that became effective January 15, 2014, the University is not required to adopt and implement this policy.

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. The University provides these disclosures in its undergraduate and graduate catalogs at:

- ✓ <http://catalog.mansfield.edu/>.

Mansfield 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 state authorization page at <http://online.mansfield.edu/state-authorization-for-distance-education.cfm>.

Financial Responsibility: Mansfield University submitted a copy of an independent audit report issued by ParenteBeard for the institutional fiscal years ending June 30, 2011 and 2012. The auditors stated their opinion that the University's financial statements present fairly the respective financial position of the University.

- 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 is derived from Title IV student financial aid.

Full-Time Iowa Resident Faculty Member or Program Coordinator: Mansfield University has no Iowa-resident faculty providing instruction in its online programs. Administrative rules effective January 15, 2014, do not impose this requirement on a school that applies for registration in Iowa solely for the purpose of offering distance education programs.

Instructional/Supervisory Staff Qualifications: Staff reviewed profiles maintained on the University web pages and in its graduate and undergraduate catalogs for faculty who teach in the programs that will be offered to Iowans via distance education:

- Associate degree program in Criminal Justice Administration – of 4 faculty profiles reviewed, all four have a doctoral degree in criminal justice/criminology or law. Teaching experience ranges from 7-38 years. One faculty member is a retired criminal prosecutor with 25 years of experience. Faculty research interests and publication topics include police legitimacy and student fear of crime; criminology theory, urban sprawl; theology of crime; forensic counseling; terrorism; hot-spot policing, directed patrol policy.
- Baccalaureate in Art History – Staff reviewed profiles of faculty teaching art, art education or art history. Of 4 faculty profiles, all hold a master's degree, 2 in fine arts and 1 in education. One faculty member has a doctoral degree. Teaching experience at Mansfield University ranges from 1 to 23 years.
- Baccalaureate and Master's programs in Nursing: Of 8 faculty profiles reviewed, all are registered nurses, 2 faculty members hold a doctoral degree in nursing and 1 in history, and all 8 faculty members have a master's degree in nursing. All have expertise in a clinical specialty and nursing education. A doctoral degree is not required for all faculty.
- Master's program in Education/Special Education: A total of 10 faculty members comprise the Education/Special Education Department. The Master of Education in Special Education currently has four faculty members, three with doctorates and one with an advanced professional degree. Professional expertise includes mild to moderate disabilities, moderate to severe disabilities, language and communication impairments, behavior adaptation and modification, assessment, evidence-based instructional strategies, and special education foundations (advocacy, historical and legal).
- Master's program in School Library and Information Technology: Of 10 profiles reviewed, all have a master's degree in library science or a related field, one is a doctoral candidate, and a new faculty member possesses a doctoral degree in education. Professional teaching experience ranges from approximately 7 to 39 years, with most faculty having served as a school librarian for 20 years or more. The University's program website lists recent faculty publications or presentations including topics such as achieving or boosting academic standards through the school library program; outstanding nonfiction books and core essentials; influencing stakeholders, mentoring for intellectual freedom; at-risk students; advocacy and leadership, and collection, management, and curation of both print and electronic resources.

- Master's program in Organizational Leadership: Of 7 profiles reviewed, 5 faculty hold a doctoral degree in applied management decision sciences, clinical psychology, communication, engineering, or educational leadership. The remaining 2 faculty members have a master's degree in business with marketing and entrepreneurship specializations, or leadership with a business ethics specialization. Professional experience includes project management, finance, team leadership, consulting, community college administration, small business ownership, quality control and regulatory compliance, and delivery of management related education and training.

Commitment to Iowa Students and Teach-Out: The University's application includes written letter signed by Interim President Allan J. Golden in which the University states it is a leader in providing distance education opportunities and in serving students across the state of Pennsylvania, nation, and the world. Interim President Golden states that online learners have access to the same academically challenging courses that are taught on campus. In the event that the University closes a program before students have completed their course of study, the University will 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

Not applicable. Mansfield University is a member of the Pennsylvania State System of Higher Education. It 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

Chamberlain College of Nursing Application for Postsecondary Registration in Iowa March 2014

RECOMMENDED ACTION:

Approve Chamberlain College of Nursing's application for postsecondary 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 Chamberlain College of Nursing to apply for registration to offer distance education programs to Iowa residents because the College offers a distance education program(s) that includes a structured field experience that an Iowa resident would participate in at an Iowa location. The College also wishes the option to hire or contract with Iowa residents to provide instruction in its online programs remotely from the faculty member's Iowa home or other Iowa location, and actively recruit Iowa students for admission into its online programs.

Institutional Information

Chamberlain College of Nursing is a for-profit educational institution located at 3005 Highland Parkway, Downers Grove, Illinois. The College maintains physical campuses in Addison, Illinois; Chicago, Illinois; Tinley Park, Illinois; St. Louis, Missouri; Atlanta, Georgia; Cleveland, Ohio; Columbus, Ohio; Indianapolis, Indiana; Jacksonville, Florida; Miramar, Florida; Arlington, Virginia; Houston, Texas; and Phoenix, Arizona. The Chief Executive Officer of the College is National President Dr. Susan Groenwald at 3005 Highland Parkway, Downers Grove, Illinois.

Chamberlain College of Nursing is a wholly-owned subsidiary of DeVry Education Group, Inc. (previously DeVry, Inc.), also headquartered at 3005 Highland Parkway, Downers Grove, IL. The members of the Chamberlain College of Nursing Board of Trustees are as follows:

- Chair: Dr. Joan Disch, RN
- Ms. Rhonda Anderson, RN
- Mr. Christopher Begley
- Mr. Gregory S. Davis, J.D.
- National President Dr. Susan Groenwald, MSN, RN
- Dr. Nancy Valentine, RN
- Ms. Rita Wray, RN

One of the seven members of the Chamberlain College of Nursing Board of Trustees, Mr. Christopher Begley, also serves on the Board of Directors of the College's parent company, DeVry Education Group, Inc. Mr. Gregory Davis, one of the seven members of the Chamberlain Board of Trustees is also the General Counsel and Secretary of DeVry Education Group. The remaining five Board members disclose no current or prior business relationship with DeVry Education Group. All five remaining Board members hold degrees in nursing and have significant professional expertise and leadership experience in the field of nursing.

Chamberlain College of Nursing is registered with the Iowa Secretary of State as a foreign limited liability company #347763. Its Iowa resident agent is CT Corporation System, 500 E. Court Ave., Des Moines, IA 50309.

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

Accreditation: The College is accredited by the Higher Learning Commission, a regional accrediting agency recognized by the federal Department of Education. The College also holds special programmatic accreditation by the Commission on Collegiate Nursing Education, an accrediting agency that is also recognized by the federal Department of Education.

Federal Stafford Loan Cohort Default Rate (FFY 2011): 3.9%

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 to the federal Department of Education. The College's St. Louis campus is the only location that has been existence (as Chamberlain College of Nursing) for a sufficient period of time to report a graduation rate: 33%.

Average Loan Debt upon Graduation: \$26,700 (institution wide)

Record Preservation: Chamberlain uses Image Now, a document imaging and management tool to permanently store electronic student records. Electronic student record systems are protected in the College's data center, which is backed up by a second data center for disaster recovery.

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

http://www.chamberlain.edu/docs/default-source/community/chamberlain_transcript_request_online.pdf?sfvrsn=11

Chamberlain College of Nursing
Attention: Registrar Services - 2nd Floor
1200 E. Diehl Road 2nd floor
Naperville, IL 60563
Phone: 888.556.8226
Fax: 630.596.1470

Instructional Methodology: Distance education only. The College uses an e-learning platform called eCollege to provide courses for online delivery. Faculty use detailed course maps that have been developed for each course in the curriculum. Teaching and learning methodologies include textual

content, multimedia (video and audio clips), asynchronous threaded discussions, exams, Word and PDF document sharing (journal articles, text content), Excel document sharing, PowerPoint presentation sharing, instructor announcements, instructor presentations, email communication with individual students, synchronous chat, phone, and video conferencing, website and library links. Students spend their instructional time each week engaging in the course discussions, reading course materials, interacting with the professor and peers in learning activities and completing course assignments.

Students complete a specified number of practicum hours for each degree program and some of the certificate programs. These hours are usually performed at a healthcare site. When a healthcare site is unavailable that adequately meets the student's learning objectives, students can complete some of their practicum hours using online simulation in a virtual world created and managed by Chamberlain via the Second Life delivery platform. Students work with a mentor who guides their practicum hours, whether in a healthcare facility or in the online, simulated healthcare environment.

Student Learning Resources: Online students have full access to the Chamberlain College of Nursing and DeVry libraries. The Drusch Professional Library at Chamberlain's St. Louis campus is the College's flagship library. The St. Louis library provides materials and librarian assistance to all students enrolled in the College's online programs. Every Chamberlain student has remote access to the resources maintained by each of the College's other campus libraries as well.

Chamberlain libraries offer extensive online collections including databases, e-books, and online journals. Some of these databases include CINAHL Plus with Full Text, Medline with Full Text, ERIC, Psychology and Behavioral Sciences Collection, Soc INDEX with Full Text, AI-HealthWatch, Health Business Elite, Business Source Premier and SPORT Discus with Full Text. The library also subscribes to OVID online databases Nursing and Health Professions Premier Collection of journals, the Joanna Briggs Institute collection of evidence-based resources, Nursing Community College Extended Book Collection, and the American Nurses Association, Inc., e-book collection.

The libraries' collections (books, journals and audiovisual materials) are available to all Chamberlain students upon request. Requested items are shipped to students at no charge. Materials not held by Chamberlain libraries can be requested from lending libraries via interlibrary loan. Turn-around time for item and article requests is typically within 48 hours.

Library access is provided 24 hours per day, 7 days per week. Help with library resources is available Monday through Saturday via phone and email. Live chat reference service is available during afternoons and evenings 7 days per week and is staffed by professional librarians.

Additional resources that the College provides to enhance the academic success of its online students include:

- Access to ASPIRE, a special program that provides all students with direct and confidential access to counseling professions. This complimentary service is accessible 24 hours a day, 7 days a week to help address any issues of a personal, family, financial, or legal nature that impacts the student. Online students are provided with the ASPIRE access information at orientation and ongoing in the Student Portal: (888) 470-1531 or info@myaspireonline.com.
- Online student have continuous access to the SMARTHINKING Online Tutoring Service at no cost. SMARTHINKING provides students with tutoring support in a variety of different subjects.

Tutoring resources are accessible 24 hours a day, 7 days a week. This service also allows students to access archived tutoring sessions for future reference.

Curriculum Evaluation and Development: Full-time College faculty members who are educationally and experientially qualified in their disciplines are responsible for developing and evaluating curriculum for programs. Faculty members who are subject matter experts in the content being taught design and write the courses, which are then developed into online modality by a web development expert working in concert with the full-time faculty member. Once developed, the same course design and content is used for every section of that course. All faculty receiving training on how to teach the course using standardized procedures and policies. Every course is under the ongoing supervision and oversight of the full-time faculty member who developed the course and who is the subject matter expert for that course. The subject matter expert evaluates assignment feedback, student-teacher interactions, grading, and student satisfaction surveys every semester. A faculty manager oversees the adjunct faculty members and gathers data for full-time faculty evaluations of the course and its instructors.

Driving elements of the curriculum and course development processes include program outcomes and course outcomes developed by the faculty. Outcome achievement is measured by a system of Learning Outcomes Management that includes systematic faculty review of how well student assignments meet the required outcomes.

Curriculum changes are designed and proposed by faculty. Individual course changes are instituted by the subject matter expert faculty member overseeing a particular course, in consultation with other faculty who teach the course and using feedback and input from multiple quality measures, with the approval of the Graduate or Undergraduate Curriculum Committee, as applicable. The Curriculum Committees are also responsible for evaluating curriculum in accordance with the College Assessment Plan and for revising curriculum assessment data as necessary.

The Graduate Curriculum Committee is comprised of nine voting faculty members, who all teach courses in the graduate programs, and ex-officio members comprised of directors of the graduate program, the vice president of academic affairs, and student representatives from the graduate programs. The Undergraduate Curriculum Committee is comprised of the vice president of academic affairs, dean of undergraduate curriculum and instruction, online directors, general education coordinator, dean of academic success, a campus dean of academic affairs, a representative of clinical learning, a director of accreditation and nine voting faculty members including the chair from on-ground and online programs and at least one student from each program. Curriculum committee members are appointed by the vice president of academic affairs.

Student Complaints Process: The College discloses its process for handling student complaints in its Student Handbook at <http://www.chamberlain.edu/docs/default-source/current-students/studenthandbook.pdf?sfvrsn=16>.

A student with a non-academic complaint may direct his/her concern to the manager of student services or student services advisor to the campus president or the online dean to the national president. When it is not possible to resolve a problem through these channels, the student may invoke the Chamberlain College grievance procedure.

The student initiates the formal grievance procedure by submitting a letter to the Grievance Committee chairperson. The letter may be submitted through the student services advisor within five business days of the date of the event or issue. Time the student spends actively attempting to resolve the

complaint informally will not be applied to the deadline. However, this is true only if the student initiates the informal procedure within two business days of the event/occurrence. If the student does not choose to initiate informal proceedings and instead wishes to move directly to formal proceedings, the student has only five days to do so. If the letter is not submitted by then, the student waives the right to any further review of the decision. The Grievance Committee chairperson schedules a meeting of the Grievance Committee within five business days of receiving the letter. At this time, committee members are informed of their obligation to remove themselves from the committee if they have prior involvement or knowledge that could be prejudicial. Appropriate alternates are selected. The committee members include a minimum of two faculty and/or staff members and a minimum of two students.

The campus president, program dean or designee reviews the Grievance Committee's recommendation and supporting rationale and makes a decision. The student is informed of the decision within five business days of the Grievance Committee meeting. The decision of the campus president is final and the action to be taken is implemented immediately.

Students who are not satisfied with the final disposition of the grievance process may contact campus or program leadership, a state licensing authority, the College's accreditors, or the state attorney general. Students will not be subject to adverse action as a result of filing a complaint or initiating the formal grievance process.

Programs Offered In Iowa

Chamberlain College of Nursing offers the following programs to Iowans via distance education. Total estimated tuition charges, fees, books, supplies, and other costs payable to the school by a student is provided for each program.

Baccalaureate Degree Program

- Bachelor of Science in Nursing (RN to BSN) Degree Completion Program: \$29,890

Master's Degree Programs

- *Master of Science in Nursing (educator, executive, informatics, health policy tracks): \$26,310

Graduate Certificate Programs

- Nursing Education: \$8,760
- *Nursing Education with practicum: \$11,085
- Nursing Informatics: \$6,585
- *Nursing Informatics with practicum: \$11,085

Doctoral Program

- *Doctor of Nursing Practice (Advance Practice Leadership and Healthcare Systems Leadership tracks): \$29,960 and \$35,310, respectively

**Field Experiences:*

- MSN & Graduate Certificate with practicum (Educator track) - This course emphasizes the application of teaching and learning theories and concepts in the educator role. The role is implemented, applied and analyzed in an academic or clinical practice setting, in collaboration with a nurse educator mentor.
- MSN (Executive track) - This course emphasizes the application of leadership and management theories and concepts for the nurse executive role. The role is implemented, applied and analyzed in a healthcare organizational setting in collaboration with a nurse leader mentor.
- MSN (Healthcare Policy track) - This course emphasizes the application of policy analysis, economics and leadership theories and concepts in implementation of the role of the nurse leader in healthcare policy. The role will be implemented, applied and analyzed in an organizational or legislative setting, in collaboration with a nurse leader responsible for policy management.
- MSN & Graduate Certificate with practicum (Informatics track) - This course emphasizes the application of nursing informatics models, theories and concepts in the role of the informatics nurse specialist. The role is applied and analyzed in a healthcare-related setting in collaboration with a mentor. An informatics project planned in NR-640: Informatics Nurse Specialist Practicum is implemented and evaluated in a selected healthcare-related setting.
- Chamberlain College of Nursing maintains a Master of Science in Nursing Practicum Guidelines Mentor Manual <http://www.chamberlain.edu/docs/current-students/msn-mentor-guidelines.pdf?Status=Master> that outlines the responsibilities of preceptors/mentors at practicum sites and describes how the mentor will be guided and supported by faculty.
- Doctor of Nursing Practice - Throughout the program, a student will put learning into practice during a project and practicum experience. The student works closely with a College practicum coordinator and a doctoral project committee, which includes Chamberlain faculty and a preceptor, an expert in the nursing field who provides guidance throughout the practicum experience. Upon graduation, the student will be prepared to identify, research, design, and implement a practice or system change project.

Registration Compliance

As required by Iowa Code Section 261B.4, the College discloses its policy on refunding tuition charges for withdrawn students, which is compliant with Iowa Code Section 714.23. The College discloses its tuition refund policy for Iowa resident online students in an addendum to the student's enrollment agreement.

Administrative rules for registered schools specifically require a 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. Chamberlain College of Nursing maintains drug and alcohol prevention policies, penalties for drug/alcohol violations and sexual harassment or physical abuse and resources for sexual assault intervention in its Student Consumer Disclosures at Student Catalog <http://chamberlain.edu/docs/student-consumer-info/disclosurepdf.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. Chamberlain College of Nursing has such a policy prepared for Iowa resident students and will disclose the policy as an addendum to the 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 schools who compensate one or more parties to conduct instruction or other operational activities on the school's behalf at an Iowa location. At this time, Chamberlain College of Nursing has no Iowa-based employees or contractors. Thus, is it exempted from implementing this policy per administrative rule changes effective January 15, 2014.

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

- ✓ <http://chamberlain.edu/college-catalog>
- ✓ http://www.chamberlain.edu/student-handbooks?utm_source=/handbook&utm_medium=unknown&utm_campaign=vanityurl

Chamberlain College of Nursing 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. The College will disclose the Commission's contact information for student complaints in its Student Consumer Information <http://chamberlain.edu/docs/default-source/student-consumer-info/complaintprocessinformation.pdf?sfvrsn=9>. The College will disclose the fact that it is registered to operate distance education programs in Iowa in the Chamberlain Academic Catalog, in a section designated for state registration or licensure disclosures.

Financial Responsibility: Chamberlain College of Nursing is a wholly-owned subsidiary of DeVry Education Group, Inc. (previously DeVry, Inc.), and thus is audited as part of its parent company. Staff located the most recent independent audit report for DeVry, Inc. on the DeVry Education Group website. The independent audit report, prepared by PricewaterhouseCoopers, LLP, is dated August 29, 2013, for the institutional fiscal year ending June 30, 2013. The auditing firm expressed its opinion that the corporation's financial statements presented fairly, in all material respects, the financial position of DeVry, Inc., and its subsidiaries.

- A nonpublic school that participates in the federal student aid programs must maintain a composite score, based on a three-factor financial responsibility ratio, of at least 1.5 in order to be determined financially responsible without additional oversight. The most recent composite score reported by DeVry Education Group, Inc. to the federal Department of Education was 2.2, for the institutional fiscal year ending June 30, 2013.
- A for-profit school that participates in the federal student aid programs must demonstrate that no more than 90% of its revenue is derived from Title IV funding. The most recent DeVry, Inc. annual report indicates that for the institutional fiscal year ending June 30, 2012, the Chamberlain College of Nursing derived 66% of its income from Title IV funds.

Full-Time Iowa Resident Faculty Member or Program Coordinator: Chamberlain College of Nursing has no Iowa-resident faculty. Per administrative rule changes that are effective January 15, 2014, this is no longer a requirement for a school that applies for registration purely to provide online programs to Iowa residents.

Instructional/Supervisory Staff Qualifications: Staff reviewed selected online program faculty profiles posted on the College website, the educational credentials of online program faculty listed in full in its undergraduate and graduate catalog, and available job postings for nursing faculty.

Undergraduate faculty – The College lists 28 full-time online faculty and approximately 210 adjunct faculty. All faculty have at least a master’s degree, and the vast majority in nursing. 11 full-time faculty hold a doctoral degree, while 42 adjunct faculty have doctoral degrees. Many of the doctoral degrees are in nursing practice.

Graduate faculty – The College lists 21 full-time faculty, all of whom have a doctoral degree in education, nursing practice, or a related field. All 75 adjunct faculty have doctoral degrees in education, nursing practice, health administration, public health, or a related field.

The College website features some faculty-published articles and presentations on topics such as responding to disasters, immunizing health care workers, critical care, teaching tools, clinical simulations, virtual classrooms, information systems, women’s health, and perianesthesia.

Commitment to Iowa Students and Teach-Out: The College’s registration application includes a written statement from Chamberlain College President Susan Groenwald committing to the delivery of nursing programs to Iowa residents and agreeing to provide alternatives for students to complete their programs at other institutions if Chamberlain College of Nursing closes a program before students have completed a course of study.

Compliance with Iowa Code Chapter 714

Section 714.18 – Evidence of Financial Responsibility

Under Iowa Code Section 714.19, Chamberlain College is exempt from filing evidence of financial responsibility as a school “. . .of nursing accredited by the board of nurse examiners or an equivalent public board of another state or foreign country.” Chamberlain’s ground-based, pre-licensure Bachelor of Science degree program is approved in its “home” state, by the Illinois Department of Financial and

Professional Regulation, Center for Nursing <http://nursing.illinois.gov/education.asp#ACCREDITED>.
The Illinois Center for Nursing does not regulate post-licensure nursing programs.

Section 714.23 – State Tuition Refund Policy

Chamberlain College of Nursing maintains a policy that is in compliance with Iowa Code Section 714.23. The College discloses the policy in an addendum to its Iowa online student enrollment agreement as discussed above.

IOWA COLLEGE STUDENT AID COMMISSION

Southwest Minnesota State University Postsecondary Registration Amendment March 2014

RECOMMENDED ACTION:

Approve staff's request to extend Southwest Minnesota State University's registration term from two years to four years, ending on May 18, 2016.

Rationale for Amendment

Southwest Minnesota State University (SMSU) was initially approved in May of 2012 to initiate promotional activities and in-person instruction in Iowa for one non-licensure education program, a Master of Science in Education: Teaching, Learning, and Leadership in May 2012. At that time, the standard registration term was four years. However, the Commission granted the University a two-year provisional registration term, until May of 2014, to give the University the opportunity to develop a student population in Iowa. Based on administrative rules that existed at the time, the Commission expected the University to hire a full-time, Iowa-resident faculty member at the end of the two-year provisional registration period.

However, effective January 15, 2014, administrative rules changed. Now, only schools that apply for registration to maintain a fixed location in Iowa must employ at least one full-time Iowa faculty member, program coordinator, or student services coordinator devoted to Iowa students. The intent of this change was to exempt schools that register only for distance education programs, or for programs offered in a nontraditional format, from any requirement to employ a full-time, Iowa-based faculty member or program coordinator. *Nontraditional format* is defined in administrative rule and includes, but is not limited to a program offered partially via distance education and partially via in-person instruction in Iowa, or a program offered at a location in Iowa through compressed courses scheduled on Saturday or Sunday.

SMSU offers its program in Iowa primarily via in-person instruction but in a nontraditional format similar to the examples outlined in new administrative rules. SMSU selects an Iowa instructional site(s) every year based on the location of interested prospective students. A specific cohort of students progress through the two-year program together, setting their own class meeting dates on weekends 10 times per year during the period August through June, generally 8 am to 5 pm on Saturday and 8 am to 4 pm on Sunday, for a total of 15 instructional hours per month. In-person instruction in this program is augmented by Desire2Learn, an online course room used primarily as a repository of handouts, assignments, etc. Once a cohort completes the two year-program in a specific Iowa location, unless there are a sufficient number of interest prospective student at the same location to start a new cohort, the University moves to another Iowa location where interested prospective students reside. The University must notify Commission staff within 90 days of the date it establishes a new Iowa location at which students will receive instruction in the University's nontraditional program.

Due to the change in administrative rules described above, SMSU is no longer obligated to employ a full-time, Iowa-resident faculty member. Staff therefore request that the Commission extend the University's registration term to the full four years due May 18, 2016.

IOWA COLLEGE STUDENT AID COMMISSION

Simmons College Application for Postsecondary Registration in Iowa March 2014

RECOMMENDED ACTION:

Approve the application for postsecondary registration in Iowa for Simmons College.

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 Simmons College to apply for registration to offer distance education programs to Iowa residents because the College offers a fully "at a distance" education program(s) that includes a structured field experience that an Iowa resident would participate in at an Iowa location.

Institutional Information

Simmons College is a non-profit educational institution located at 300 The Fenway, Boston, Massachusetts. The Chief Executive Officer is President Helen Drinan, at the same address. Simmons College is registered with the Iowa Secretary of State's office as a foreign nonprofit corporation #455424. Its Iowa resident agent is Corporation Service Company, 505 5th Ave., Suite 729, Des Moines, Iowa 50309.

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

Accreditation: Simmons College is accredited by the New England Association of Schools and Colleges, a regional accrediting agency recognized by the federal Department of Education. The College also holds special programmatic accreditation from the following entities that are recognized by the federal Department of Education for accreditation in their specialized academic area:

- The Council on Social Work Education, for its Master of Social Work program.
- The Commission on Collegiate Nursing Education, for its post-licensure nursing programs.

Federal Stafford Loan Cohort Default Rate (FFY 2011): 1.5%

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

Graduation Rate: 67%. This is the percentage of first-time, full-time undergraduate students who graduated within 150% of the normal time for program completion as reported to the federal Department of Education.

Average Loan Debt upon Graduation: \$45,237 (institution wide)

Record Preservation: The Simmons College Archives is responsible for developing and administering a records management program for the College and assists employees in understanding and implementing that program. The College Archives has the authority and responsibility to determine the appropriate disposition for College records in consultation with necessary faculty, staff, and administrators. The College Archives also has the authority and responsibility to articulate these disposition decisions in records retention schedules.

All College departments and offices must maintain records in a safe, stable, and secure manner that supports timely and accurate retrieval and applies appropriate controls on record accessibility. Each department and office is responsible for documenting its policies and procedures to ensure the efficient finding of appropriate records; secure and stable storage environments; confidentiality, privacy, and security for protected records; and effective organization and storage system. All departments and offices must know what they need to do with the College records once the records are no longer in active use, including confidential destruction; transfer to the College Archives for permanent retention; or transfer to the College Archives for short-term usage in the case of records with an assigned retention period but which are not accessed regularly in on-site offices. College departments and offices should consult with College Archives for assistance in interpreting the records schedule or developing or modifying schedules as needed.

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

Office of the Registrar
Room C-116
300 The Fenway
Boston, MA 02115-5898
(617) 521-2111

Instructional Methodology: Distance education only. Students will master course materials on their own timetables and interact with faculty and classmates in weekly live, online sessions. Self-paced, or asynchronous course content, will cover materials taught in a typical lecture. These sessions include original, broadcast-quality video segments, self-paced lectures, interactive case studies and collaborative activities designed to foster teamwork. Students will have access to content 24 hours a days, seven days a week. In live, or synchronous class sessions, a professor and a cohort of 10-15 students will collaborate in an online classroom at prearranged dates and times. These sessions, scheduled to accommodate students in multiple time zones, will use live, streaming video to allow students and professor to see and hear each other as they analyze and discuss course content. The technology also will enable live office hours with professors and student-led study groups, all of which will be recorded so students can revisit them, even after they complete the courses. In addition, faculty and students will be able to interact through the learning management system via discussion boards, groups, etc.

Students complete a specified number of on-ground practicum hours for some degree and certificate programs the College offers via distance education. Field experiences are described below, under “Programs Offered in Iowa.”

Student Learning Resources: The Simmons College library is committed to provide quality service to all users, including “at a distance” learners. The library’s collection includes over 53,000 in print and/or electronic format, over 150 electronic databases, and full, online text access to over 25,000 books.

Simmons College devotes a separate Library web page to services provided to distance and online students, including special contact information for students that are enrolled in online programs (versus online courses that are part of the College’s on-campus programs). Online program students may request books and media from the Simmons College Library by making an online request. The item is mailed to the student’s home, normally within 2 business days. Students must return the item via mail to the Simmons College Library Circulation department. Students are encouraged to first check local libraries for resources that are not available in electronic format before requesting materials from the College Library. Students may also make an online request for print periodicals or articles from the Interlibrary Loan system. The requestor is notified via e-mail when the article is ready to access electronically as a PDF file through the student’s Interlibrary Loan account at the College. Other materials may be requested electronically through the Interlibrary Loan system or via WorldCat. Requested materials are mailed to the student at his/her home and must be returned to the Simmons College Library Circulation department.

Reference Librarians are available via chat, email or phone (not toll free) at (617) 521-2784. Students may also request to make an appointment with a research librarian for in-depth assistance.

The Simmons College also maintains a Writing Center and Tutorial Services. The Writing Center offers one-on-one tutoring, and online guides designed to strengthen students’ academic reading, writing, critical thinking, and research skills. Online tutoring is available through the Burns Peer Tutoring Center. Faculty recommend peer tutors who have successfully completed their courses the prior semester. Course content tutors are available in many academic disciplines as well as in study skills and time management.

Curriculum Evaluation and Development: Each School at Simmons has internal guidelines for implementing the College Faculty Policy Manual, which include curriculum review and new program development. These curriculum review processes are similar across the Simmons College Schools (e.g., the School of Social Work; the School of Nursing and Health Sciences, etc.). Each School has a Curriculum Committee comprised of voting faculty that acts as an advisor to the entire School faculty and Dean on curriculum matters that include approval of new course proposals, review of existing courses, course offerings and review of proposals for new educational programs in collaboration with other units of the college or outside organizations. The School Curriculum Committee makes regular reports of its deliberations and brings curricular matters before the School faculty as a whole for approval.

Student Complaints Process: The College discloses its process for handling student complaints in its Student Handbook at <http://www.simmons.edu/handbook/conduct/nondiscrimination.php>.

Complaints or inquiries concerning the College’s policies and compliance with applicable laws, statutes, and regulations may be directed to the College President’s Office, or to the College’s General Counsel. The complaint should contain the student’s name and address, so that the College may contact the student, and give a brief description of the actions the student believes to be unlawful. The student

should register the complaint in a timely manner, usually no later than 60 days after the student becomes aware of an alleged violation. The President or appropriate College officer (or his or her designee) will conduct an investigation, if it is deemed necessary, and issue a written decision on the complaint in a timely manner.

Programs Offered In Iowa

Simmons College offers the following, fully “at a distance” programs to Iowans. Total estimated tuition charges, fees, books, supplies, and other costs payable to the school by a student is provided for each program.

Baccalaureate Degree Program

- *Bachelor of Science in Nursing (RN to BSN) – \$39,956

Post-Baccalaureate Certificate Program

- Sports Nutrition - \$12,984

Master’s Degree Programs

- *Master of Social Work (licensure) - \$64,950. **Note:** Iowa Administrative Code 645-280.5(154C) specifies the educational qualifications that must be met for a candidate for licensure in Iowa as a Social Worker. An applicant for a license as a master level or independent level social worker in Iowa who has completed a program at the graduate (versus doctoral) level must have completed his/her master’s degree in social work at a college or university accredited by the Council on Social Work Education. The Simmons College Master of Social Work program is accredited by the Council on Social Work Education.
- *Master of Science in Library Information – Archives Concentration (non-licensure) - \$45,318

Post-Master’s Certificate Programs

- Digital Stewardship Certificate - \$17,430
- *Health Professions Education - \$10,000
- Instructional Technology - \$13,944

**Field Experiences:*

- RN to BSN: This baccalaureate degree completion program includes a course NURS454 that requires 168 precepted clinical clock hours in a 4-credit hour course. All clinical placements will be made by the Clinical Coordination office staff in consultation with the faculty. When assigning students to clinical, staff and faculty consider student learning needs, affiliating health care agency requirements, and making sure each student has the opportunity to complete rotations in a variety of health care agencies. The School of Nursing and Health Sciences maintains teaching and clinical relationships with internationally recognized health care organizations. Clinics, neighborhood health centers, hospitals, and private practices provide additional clinical experiences to meet individual student needs and interests.
- Master of Social Work: Students in this program complete a minimum of 1392 hours of field education in their internships over the course of two years. Field education in the first year

provides a foundation in generalist social work practice and in the second year a concentration on clinical social work. Regular attendance of 3 days a week in the field is required of both first and second year students. In order to qualify as a placement site, agencies must have demonstrated a social work program with the standards and philosophy acceptable to the Simmons College School of Social Work, the Council on Social Work Education and the professional community. The setting must adhere to the National Association of Social Workers Code of Ethics, and provide needed services to the community. The agency must be willing to follow School of Social Work expectations delineated in the School's Field Education Manual at [http://www.simmons.edu/ssw/docs/Field_Manual_2013-2014\(1\).pdf](http://www.simmons.edu/ssw/docs/Field_Manual_2013-2014(1).pdf). In making a commitment to participate in the training of MSY students, administrators are expected to adjust the workload of field instructors to allow adequate time for student teaching. A minimum of two hours per week is required for formal supervisory meetings with each student and his/her primary site supervisory or one and a half hours plus secondary or group supervision. If the field instructor is new to student supervision, the agency should be willing to allow time for the field instructor to attend the Seminar on Field Instruction for new supervisors.

- Master of Science in Library Information – Archives Concentration: Internships occur at multiple times throughout the program of study. The first internship is 60 clock hours that is completed in an archives or manuscript repository. In the second internship of 150 clock hours, the student works under the supervision of a professional librarian. In the third internship of 130-140 hours, the student works in an archive.
- Post-Master's Certificate in Health Professions Education: Students in this four credit-hour practicum course will develop curriculum materials and demonstrate teaching in diverse settings to students under supervision of a faculty member/preceptor at a site approved by the College. The settings will include higher education degree programs, clinical settings, and/or institutional staff development departments. Students will participate in a weekly seminar that focuses on practice issues, professional skill development, and issues related to theory, practice, and research in nursing education. Learning activities include 16 hours per week in the precepted practicum with an expert teacher/mentor with an interactive web-based seminar discussion.

Registration Compliance

As required by Iowa Code Section 261B.4, the College discloses its policy on refunding tuition charges for withdrawn students. The terms of the College's refund policy is not dictated by the provisions of Iowa Code because it is a non-profit institution.

Administrative rules for registered schools specifically require a 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. Simmons College maintains drug and alcohol prevention policies, penalties for drug/alcohol violations and sexual harassment or physical abuse and resources for sexual assault

intervention in its Annual Security and Fire Safety Report at http://www.simmons.edu/offices/finance-administration/administrative/public-safety/docs/2012_Clery_Report_Sept2013.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. Simmons College submitted a compliant draft policy with its registration application and the College Provost provided written assurance that the College will implement the policy in all applicable Schools upon registration approval.
- 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 who compensate one or more parties to conduct instruction or other operational activities on the school's behalf at an Iowa location. At this time, Simmons College has no Iowa-based employees or contractors. Thus, is it exempted from the implementation of this policy per administrative rule changes effective January 15, 2014.

Student Consumer Information: In its registration application, the College affirms its willingness to comply with the requirements of Iowa Code Chapter 261.9, as stipulated by Iowa Code Section 261B.4(8). Chapter 261.9 requires disclosure to students of information about the school's programs, charges, tuition refund policies, whether a certificate or diploma awarded by the school is applicable toward a degree program the school offers, and the identity of the school's accrediting agency. These disclosures are duplicative of the federal Department of Education's student consumer information disclosure requirements for a school that participates in the federal student aid programs. The College provides this information to prospective undergraduate and graduate students in its Course Catalogs and students in its Student Catalog and Student Handbook at:

- ✓ <http://www.simmons.edu/overview/academics/catalogs/>
- ✓ <http://www.simmons.edu/offices/provost/accreditation.php>

Simmons 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. The College will disclose this information on the web pages associated with each School that offers distance education programs to Iowans, e.g., the School of Nursing, the School of Social Work, the School of Library and Information Sciences, etc.

Financial Responsibility: Simmons College submitted a copy of an independent financial audit conducted by PricewaterhouseCoopers, LLP, for the institution fiscal years ending June 30, 2011 and 2012. The auditing firm expressed its opinion that the corporation's financial statements presented fairly, in all material respects, the financial position of Simmons College.

- A nonpublic school that participates in the federal student aid programs must maintain a composite score, based on a three-factor financial responsibility ratio, of at least 1.5, out of a possible maximum score of 3.0, in order to be determined financially responsible without additional oversight. The most recent composite score reported by the federal Department of Education for Simmons College was 3.0.

Full-Time Iowa Resident Faculty Member or Program Coordinator: Simmons College has no Iowa-resident faculty or other staff. Per administrative rule changes that are effective January 15, 2014, this is no longer a requirement for a school that applies for registration purely to provide online programs to Iowa residents and has no compensated party working remotely for the school from an Iowa location.

Instructional/Supervisory Staff Qualifications: Staff reviewed faculty profiles posted on the College website for the Schools that will offer online programs to Iowa residents:

- School of Social Work: Of 12 profiles reviewed, 8 hold a doctoral degree in social work, social welfare, social policy, or public health. All faculty have a master's degree in social work or gerontology. Four faculty are licensed independent or clinical social workers. Research expertise among these faculty members includes areas such as child welfare, pediatric chronic illness, gerontology, health care disparities, trauma, HIV/AIDS, refugees, family bereavement, and social policy.
- School of Nursing and Health Sciences: Of 26 profiles reviewed, 13 hold a doctoral degree in nursing, health professions education, or a related health sciences field. All other faculty have a master's degree in nursing or a related field. Eighteen are registered nurses and/or a certified advanced practice registered nurse, critical care registered nurse, women's health nurse practitioner, adult nurse practitioner or family nurse practitioner.
- Graduate School of Library and Information Science: Of 26 full-time faculty profiles reviewed, 24 have a doctoral degree in library and information science, information transfer, computer science, educational media and technology, law, or education. The two remaining full-time faculty have a master's degree in child literature, and library science/American history. Most have at least 10 years of experience working and/or teaching in the field of library sciences. Several are the authors of numerous books, chapters, or articles, reviews and conference presentations. Of 85 adjunct faculty profiles reviewed – without exception – all are experienced librarians, publishers, archivists, curators, media specialists, or information technologists that focus on library needs. Many currently have leadership roles in archives and libraries at, for example, MIT, Smith College, Wellesley College, the University of Massachusetts, the University of West Florida, the University of Nebraska, Boston University, Harvard University, the University of South Dakota, Columbia University, the Northeastern University School of Law, the Cambridge Public Library, the National Archives and Records Administration, the John F. Kennedy Presidential Library, and the Cities of San Francisco, and Pasadena, California.

Commitment to Iowa Students and Teach-Out: The College submitted a letter signed by President Helen Drinan in which she states the College is fully committed to offering a high quality online education to students in the state of Iowa. In the unlikely event that the program closes, Simmons College would make every effort to ensure that enrolled students in Iowa are supported until degree completion. The web platform, resources, and delivery methods for the program would be available until degree completion, so long as the student continues to progress within the College's deadlines for time to degree. Advising, counseling, and student support for the students affected by the program

closure would be conducted by the College's academic and student support advisors to ensure each student has an individual degree completion plan and timeline. Simmons College would follow the policy of the New England Association of Schools and Colleges "Policy on Teach Out Plans and Teach Out Agreements."

Compliance with Iowa Code Chapter 714

Section 714.18 – Evidence of Financial Responsibility

Under Iowa Code Section 714.19, Simmons College is exempt from filing evidence of financial responsibility as a college or university ". . . authorized by the laws of Iowa or any other state or foreign country to grant degrees." The College submitted a copy of an Act approved by the House of Representatives and Senate of the Commonwealth of Massachusetts on May 15, 1899, and May 17, 1899, respectively. A second Act of the House of Representatives and Senate of Commonwealth of Massachusetts in 1905 granted the College authority to grant degrees.

Section 714.23 – State Tuition Refund Policy

Simmons College is not required to implement the State Tuition Refund Policy because it is a non-profit postsecondary educational institution.

IOWA COLLEGE STUDENT AID COMMISSION

University of Nebraska Application for Postsecondary Registration March 2014

RECOMMENDED ACTION:

Approve the University of Nebraska'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 the University of Nebraska 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. In addition, upon registration, the University plans to begin recruiting Iowa residents for attendance in select distance education programs.

Institutional Information

The University of Nebraska is a public postsecondary educational institution whose central administration is located at 3835 Holdrege St., Lincoln, Nebraska. It also maintains campuses at 14th and R. Street, Lincoln, Nebraska; 905 West 25th Street, Kearney, Nebraska; 42nd and Emile, Omaha, Nebraska; and 6001 Dodge Street, Omaha, Nebraska. The University's chief executive officer is President James B. Milliken, at 3835 Holdrege St., Lincoln, Nebraska. The University applied for registration in Iowa solely 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: The University of Nebraska 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 its education programs from the

Teacher Education Accreditation Council, also an entity recognized by the federal Department of Education.

Federal Stafford Loan Cohort Default Rate (FFY 2011): 3.9%

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

Graduation Rate: 65%. 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: \$22,235 (institution-wide)

Record Preservation: The University of Nebraska Board of Regents maintains a detailed schedule for the maintenance and, as permissible, destruction of student records <http://nebraska.edu/docs/policies/studentrecords.pdf>. This schedule provides ongoing authority to dispose of paper records that do not have a permanent retention period after electronic copies have been made and to dispose of paper or electronic records once the record's retention period has expired unless it is subject to a legal hold. The University of Nebraska assumes the responsibility to migrate these electronic records to a new system, software, and/or storage medium when the current system, software, and/or storage medium become obsolete, to ensure that this information remains accessible for the entire required retention period. A preservation duplicate of the University record may be made and retained while its retention is considered essential to protect the rights and interests of persons or to establish or affirm the powers and duties of the University in the resumption of operations after a disaster. Either the University of Nebraska General Counsel's Office or the responsible campus office may issue a notice to preserve relevant University records and materials beyond the records' standard retention period. University records designated by University Records Retention and Disposition Schedules as having archival or historical value should be transferred to the University Archives when they no longer have administrative, legal, or fiscal value to their originating offices.

Transcript Requests: Students enrolled in the University of Nebraska Online Worldwide are assigned a "home" campus, i.e., one of the four University of Nebraska campuses in Lincoln, Omaha, Kearney, or the University of Nebraska Medical Center, which is also located in Omaha. Online students must make transcript requests from the appropriate official at the University of Nebraska location that is designated the student's "home" campus:

Univ. of Nebraska – Lincoln
Office of the University Registrar
107 Canfield Admin. Bldg. South
Lincoln, NE 68588
(402) 742-3635

Univ. of Nebraska – Kearney
Student Records and Registration
2504 9th Ave., Founders Hall
Kearney, NE 68849
(308) 865-8527

Univ. of Nebraska – Omaha
Records and Registration
EAB 105, 6001 Dodge St.
Omaha, NE 68182
(402) 554-2314

Univ. of Nebraska Medical Center
Academic Records
42nd and Emile
Omaha, NE 68198
(402) 559-8086

Instructional Methodology: Distance education only. While the majority of the University's programs are offered in an asynchronous format, some courses include a synchronous component. If a student is unable to take part in a synchronous course component, faculty can make accommodations using course delivery tools mentioned below. Students will use a combination of hardware and software to actively participate in their education and communicate with their classmates and instructors. The University of Nebraska utilizes the Blackboard LMS. Interaction with professors and other students will utilize tools such as E-mail, online discussion boards, phone/video conferencing, and other forms of electronic and print communication. Courses may also be supplemented using scanned documents, digital resources accessed through the University library, and videos accessed via the internet, CD's or DVD's. Certain programs also require a clinical or practicum or other experiential learning experience that Iowa resident students will be permitted to participate in at an Iowa location with the University's approval.

Certain online graduate programs offered by the University of Nebraska are the product of a consortium of 20 public universities called the Great Plains Interactive Distance Education Alliance (Great Plains IDEA). Member universities collaborate to offer programs in the fields of human services and agriculture. Curricula are developed by inter-institutional faculty teams. The same core curriculum is offered at each member institution. All courses and curricula receive full institutional review and meet the academic standards of the participating institutions. Students who enroll in one of the programs offered by Great Plains IDEA through the University of Nebraska apply for admission, enroll in courses, pay tuition, graduate and receive an academic credential from the University of Nebraska. Member Universities who provide faculty to teach in the programs offered to lowans by the University of Nebraska include Iowa State University, Kansas State University, South Dakota State University, North Dakota State University, Michigan State University, the University of Missouri, Oklahoma State University, and Montana State University.

Student Learning Resources: Students who are enrolled in a distance education program through the University of Nebraska have the same, full access to library resources as their on-campus counterparts. This includes access to e-resources such as articles, electronic reserves, quick reference resources, citation style guides, and hard-copy materials. Inter-library loan allows students to request resources from any of the University of Nebraska campuses. Distance education students are encouraged to identify themselves as such since the University may give distance education students priority status for inter-library material requests.

Distance education students also have access to subject librarians who can assist with subject specific search strategies and recommend electronic resources. Each of the University of Nebraska libraries provides individuals who can assist distance education students with specific questions. Students can access this support via phone, email, text, and chat.

The University supports library services specifically for distance education students. These services are coordinated by each of the University's four campuses. Distance education students are each assigned a "home" campus. Each home campus has a contact point specifically assigned to address the needs of distance education students, and a website devoted to distance education student resources. These contact points are disclosed on the University of Nebraska Online Worldwide website at <http://onlineworldwide.nebraska.edu/Student-Resources/Library-Services.aspx>.

Distance education students also have access to the same student services as the University's on-campus students. Career services, a writing center, and a math resource center are available to online students via phone and email through the distance education student's "home" campus. Students may also set up appointments with each service center should they wish to have additional time addressing issues and concerns.

Curriculum Evaluation and Development. Recommendations for undergraduate curriculum review and modification takes place at the campus level in the University Curriculum Committee. Voting members include faculty representing all of the University colleges, one faculty member selected by the Academic Planning Committee (see below), one faculty member selected by the Faculty Senate, and two undergraduate students. The UCC does not duplicate the review process at the college level but provides a campus-wide perspective on curricular issues and policies, and evaluates proposals that have implications beyond the individual colleges. The University Curriculum Committee receives notification of undergraduate courses after they have been approved by the curriculum committees of the undergraduate colleges and notification of approval or disapproval of all curricular changes in the undergraduate colleges.

Recommendations for graduate level curriculum review and modification takes place at the campus level in the Graduate Council, made up of eight graduate faculty and two graduate students. This body and the graduate program committees provide governance over curriculum in the graduate programs at the University.

Recommendations for new and existing academic programs are the responsibility of the Academic Planning Committee (APC). The Academic Planning Committee consists of eight faculty members elected by the Faculty Senate, one faculty member at large selected by the UNL Graduate Council, two academic deans, one undergraduate student and one graduate/professional student, the President of the Faculty Senate or a designee, the Director of Institutional Research and Planning, the Senior Vice Chancellor for Academic Affairs, the Vice Chancellor of the Institute of Agriculture and Natural Resources, and the Vice Chancellor for Research and Economic Development.

Oversight is provided by the Graduate Faculty (as applicable), the Faculty Senate, the University Chancellor, and the Nebraska Board of Regents.

Student Complaints Process: All of the University's campuses field online student complaints through the distance education office. In addition, all of the University's campuses have an Ombudsperson Office. The University asks that students first exhaust all possible internal avenues for resolution before filing complaints with external agencies. Complaint contacts at each of the four University campuses are as follows:

- ✓ <http://online.unl.edu/learning-with-us/support/advising-help.aspx>
- ✓ <http://stuafs.unl.edu/osa>
- ✓ http://www.unk.edu/academics/ecampus/Contact_Us/
- ✓ <http://www.unk.edu/offices/ombudsperson.aspx?id=1377>
- ✓ <http://www.unomaha.edu/ombuds.php>
- ✓ <http://www.unmc.edu/stucouns/ombudperson.htm>.

Distance Education Programs Offered In Iowa

Distance education programs offered by the University of Nebraska are too numerous to list below. See the attachments that follow this recommendation for the full complement of distance education programs the University offers, including the total, **estimated** cost of tuition, and fees for each programs.

Books and supply **estimates** for **each academic year of attendance** are as follows:

- Omaha: \$950 per academic year
- Kearney: \$1000 per academic year
- Lincoln: \$1050
- Medical Center Nursing Programs: \$2000
- Medical Center Allied Health Programs: \$756

Educator Licensure Programs: A comprehensive evaluation of the University's distance education programs by the Iowa Department of Education revealed that the following are considered initial educator licensure programs that require the approval of the Iowa Board of Education under Iowa Code Section 261B.3A:

- Bachelor of Arts in Early Childhood Education
- Master of Education in P-12 Education Administration
- Master of Education in Educational Administration
- Master of Education Elementary/Middle or Secondary Principal
- Child, Youth & Family Studies, MS, Specialization in Family & Consumer Sciences Education
- Education Specialist/School Superintendent

On March 6, 2014, the Iowa Board of Education approved the University to offer these programs in Iowa via distance education. The University of Nebraska provides mandatory disclosures to Iowa resident students who complete the University's education licensure programs on its state authorization page at <http://onlineworldwide.nebraska.edu/About-NU/State-Regulatory-Authorization.aspx>.

Field Experiences: In some cases, staff were able to locate only limited information about field experiences included in the University's distance education programs. The University plans to initiate a project that would focus on reviewing and, as necessary, enhancing web-based information about courses.

- Bachelor of General Studies concentration in Aviation Studies: Students enrolled in this program must complete either AVN3200 or AVN4200. In AVN3200, the student completes a cooperative education experience in aviation that complements coursework with a relevant professional work experience or practicum in aviation. The field experience may be a special project in an aviation organization to be coordinated by the instructor. In AVN4200, the student receives hands-on experience in aviation industry. Students are selected to participate in AVN4200 on a competitive basis by a panel of Aviation Institute faculty and industry representatives from companies that sponsor the internships. This experience will be in a full-time, preferably paid position in a highly structured environment using a syllabus designated by the faculty and industry committee.
- Bachelor of General Studies with Gerontology concentration and Master of Arts in Social Gerontology: Students enrolled in these programs complete a three to six credit-hour course that provides the student the opportunity to gain guidance concerning various relationships with agencies, staff, and clients, and to develop a broadly-based perspective on the field of aging.
- Baccalaureate of Science in Nursing (RN to BSN): Students enrolled in this program complete two clinical courses. Both courses combine "classroom" and clinical experiences. In the first practicum course, the students develop skills such as interviewing, developing a narrative, formulating a health history, developing assessment skills in the physical, psycho-social, developmental, cultural, spiritual, and environmental areas. The second practicum course emphasizes health promotion, protection, and restoration interventions for clients across the lifespan. Students have the opportunity to practice comprehensive, independent nursing care roles and functions in unstructured, diverse, health-care environments.

Additional information about the University's procedures relating to both baccalaureate and master's level clinical experiences appears below under "Master of Science in Nursing."

- Bachelor of Arts in Education, Early Childhood Education: Students enrolled in this program seeking first-time licensure as a teacher must complete two field experiences of 50 clock hours each in literacy and math, which are designed to provide practical application of effective primary instructional skills and assessment techniques. A third field experience requires 25 clock hours intended to provide practical application of instructional strategies and assessment techniques for children birth through age 8, including children with disabilities. In addition, the student must complete 14 credit hours (16 weeks) of student teaching. Students performing student teaching may suggest three placement sites but the University makes the final student teaching site selection. Students cannot teach in a building in which they have relatives employed or in attendance, cannot teach in a school district where a relative is a member of the School Board, and cannot be assigned to a secondary school from which they

graduated, or to a supervising teacher who taught the prospective teacher candidate as a student. The University provides training to student teaching site supervisors in co-teaching methods and expects both the site supervisor and student teacher to co-teach 90% of the time.

- Post-Baccalaureate Certificate, PK-12 School Librarian and Master of Education with concentration in School Librarian: Students enrolled in either of these programs must have completed a three credit-hour course that includes at least 20 clock hours of work in a K-12 school library media center. At the end of this course, students will be able to perform all functions and tasks that are required of library media specialists at the elementary and secondary levels, collaborated with a K-12 teacher to plan, teach, implement, and assess an authentic standards and inquiry-based project in a K-12 classroom, and will have completed a national examination that is based on accepted library standards and best practices.
- Master of Arts in Education, Special Education: Students enrolled in this program must complete a one, three credit-hour practicum course that focuses on the student's selected subject matter focus – either gifted children, children with mild/moderate disabilities, or advanced practitioner: 1) a minimum of 90 clock hours in which students plan, develop, implement, and evaluate educational experiences for gifted learners; or 2) a minimum of 210 clock hours in which students have direct contact with students who have mild/moderate disabilities K-6, or mild/moderate disabilities 7-12, or advanced practice.
- Master of Arts in Education, Curriculum and Instruction: Depending on the desired number of credit hours, which is based on the student's subject matter specialization, the student must complete a practicum in an educational setting of between 40 and 240 clock hours. The specific experiences to be gained and the setting will be determined by the supervising professor and the student based on the student's area of interest in early childhood education, elementary education, English as a second language, instructional effectiveness, reading/special education, or secondary education.
- Master of Science in Education, Instructional Technology: Students must complete a three credit-hour course that provides a field experience to be determined by the student and the advisor based on the student's selected subject matter area: instructional technology, leadership in instructional technology, school librarian, or information technology.
- Master of Arts in Education Physical Education Master Teacher, emphasis in special populations: Students enrolled in this program must complete a three credit-hour practicum course that is designed to apply knowledge of physical activities of individuals with disabilities, particularly school-age students, through participation in supervised activities.
- Master of Arts in Education School Principalship: Students enrolled in this program must complete a three credit-hour course requiring the student to work no less than 80 clock hours as an intern educational administrator under the supervision of a practicing school administrator. This internship also includes one major project that will make a positive impact on PK-12 learning or result in a PK-12 school improvement.

- Master of Science in Special Education with Concentration in Behavioral Disorders: Students in this program complete either an internship or student teaching. The internship provides candidates with either in-service experience or placement in a school program for students with behavioral disorders at an academic level commensurate with the candidates' desired grade level (PK-9, or 7-12). Student teaching provides candidates with a semester of classroom experience teaching students with disabilities.
- Master of Science in Child, Youth and Family Studies, Family and Community Services: This program provides for an elective internship for which no description was found.
- Master of Science in Child, Youth and Family Studies, Family and Consumer Sciences Education: This program requires two practicum courses of 2-6 credit hours each, and one student teaching experience of 6-9 credit hours spanning a minimum of 10 weeks. In the student teaching experience, students observe the effectiveness of classroom management practices, develop, and implement teaching plans in schools under the supervision of an experienced family and consumer sciences teaching practitioner.
- Master of Science in Child, Youth and Family Studies, Specialization in Human and Family Services Administration: This program requires a 1-6 hour internship in an agency that serves children, youth and families. The practicum includes supervised, actual and simulated working experiences in the special, focused area of the student's choice.
- Master of Science in Child, Youth and Family Studies, Specialization in Human and Family Services Administration: This program includes a three credit-hour, supervised actual and simulated educational experience in the community.
- Master of Science in Child, Youth and Family Studies Specialization in Family Financial Planning: Students in this program complete a six credit-hour practicum at a financial planning related agency, institution, or enterprise. The practicum affords students the opportunity to gain experience and apply financial planning principles gained through the course of study. 130 clock hours of on-site participation is required for each three hours or credit desired. Students must keep a log of their hours and work activities. Students and site supervisors will complete two evaluations, one at the mid-point and another at the end of the practicum experience.
- Master of Child, Youth and Family Studies Specialization in Youth Development: This program includes an eight credit-hour capstone course that may be fulfilled by a project, thesis, or practicum. The practicum involves supervised actual and simulated working experiences in the special, focused area of the student's choice.
- Master of Public Health: This practicum course provides students with a community-based experience that results in first-hand, scholarly, supervised experience in a practice setting. This course constitutes one-half (3 semester hours) of the six semester hour service-learning/capstone culminating experience required of all Master of Public Health students.

- **Master of Science in Nursing:** All students enrolled in this graduate program must complete a clinical in the student's area of specialization. Mandatory clinical hours may vary based on area of specialization. The purpose of the clinical experience is to increase knowledge and expertise for the acquisition of advance clinical skills in maintaining the health of individuals across a life span. Included are case studies, clinical lab, and simulations that increase focus on diagnostic and therapeutic procedures, and enhance history-taking and physical examination skills.

The University contracts with health services agencies to provide clinical placements for students, and provides detailed handbooks for clinical site supervisors, also called preceptors, outlining their instructional and supervisory responsibilities. Clinical sites and preceptors may be selected by the student but are subject to the University's final approval.

- **Master of Science in Nursing Educator specialization:** Students enrolled in this program complete a three credit-hour practicum under the guidance of a preceptor in an educational setting. Opportunities are provided to utilize teaching and learning strategies, educational research findings, and evaluation methods with diverse students. Professional issues such as continuous quality improvement, health care quality and safety, scholarship of teaching, and multicultural workforce needs will be incorporated into accompanying modules.
- **Post-Graduate Certificate in Financial and Housing Counseling:** This program includes a three to six credit-hour practicum. The practicum involves supervised actual and simulated working experiences in the special, focused area of the student's choice.
- **Education Specialist School Superintendent:** Students enrolled in this program must complete a three credit-hour internship designed to provide administrative experience to students having limited school administration background and to strengthen the skills of those who have served as administrators. Supervision is provided at the internship site by an experienced school superintendent.

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://police.unl.edu/Annual%20Campus%20Security%20Report%209-2012.pdf>
 - ✓ <http://www.unmc.edu/wwwdocs/SecurityPolicies-and-Procedures-and-FireSafetyReport-Fall2013.pdf>
 - ✓ <http://www.unmc.edu/stucouns/>
 - ✓ http://www.unk.edu/administration/vcbf_policies.aspx?id=9685
 - ✓ http://www.unk.edu/administration/vcbf_policies.aspx?id=9670
 - ✓ http://www.unk.edu/offices/counseling_and_health_care/counseling_care/Drug_and_Alcohol_Counseling/
 - ✓ <http://www.unomaha.edu/security/policiesandcrimestats.php>
 - ✓ <http://www.unomaha.edu/aandsaffairs/documents/drugfree.pdf>
 - ✓ <http://vav.unomaha.edu/>
 - ✓ <http://counseling.unomaha.edu/>
- 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 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 University of Nebraska's student, and that the policy applies to a call to state as well as federal duty. Staff received President James Milliken's written assurance that the University's current military refund policy will be modified so that it is fully compliant upon registration approval. The revised policy will be disclosed to Iowa resident students on the University's military students page at <http://onlineworldwide.nebraska.edu/Prospective-Students/Military-Students.aspx> and on its State Authorization page at <http://onlineworldwide.nebraska.edu/About-NU/State-Regulatory-Authorization.aspx>.
 - 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, exempts distance education program providers who do not have a compensated party working remotely for the school from an Iowa location. Since the University of Nebraska has no compensated party working remotely for the University from an Iowa location, it is not required to implement this policy at this time. Nevertheless, the University does have a policy that is similar to the requirements of Iowa Code that is based on Nebraska law. The University posts this policy on its website at <http://police.unl.edu/reporting-child-abusesexual-assault>.

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. The University of Nebraska discloses these informational items in a variety of places on its Online Worldwide website, on its individual campus websites, on program web pages, in course catalogs, and in its graduate bulletin.

The University of Nebraska 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 Online Worldwide State Authorization Disclosure and Student Complaint pages at:

- <http://onlineworldwide.nebraska.edu/About-NU/State-Regulatory-Authorization.aspx>.
- <http://onlineworldwide.nebraska.edu/Student-Resources/University-Grievance-Process.aspx>.

Financial Responsibility: The University of Nebraska submitted the report of an independent audit conducted by the Nebraska Auditor of Public Accounts dated December 13, 2013, for the institutional fiscal years ending June 30, 2013 and 2012. The auditors stated their opinion that the University's financial statements present fairly, in all material respects, the respective financial position of the University of Nebraska.

- 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 is derived from Title IV student financial aid.

Full-Time Iowa Resident Faculty Member or Program Coordinator: The University of Nebraska has no Iowa-resident faculty or other staff 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 profiles of faculty assigned to each of the four University campuses, including faculty who provide instruction in the types of programs the University offers to Iowa residents via distance education:

- Kearney: Of 30 faculty profiles reviewed, all but two hold a doctoral degree in a field closely related to the subject matter in which they provide instruction. The remaining two faculty members both have a master's degree in the course subject matter and neither teach at the doctoral level.

Staff also sampled a 400-page document posted on the Kearney campus website that includes curriculum vitae for faculty teaching in education programs. This curriculum vitae compilation is dated October 2013. Of 40 faculty resumes reviewed, 13 have doctoral degrees in education or educational administration. All but four remaining faculty have a master's degree in an education or a specialized, education-related subject matter area. Five faculty have a baccalaureate degree, all in physical education, but none teach courses that are above the 200 level.

- Lincoln: Of 162 faculty profiles reviewed, all but 15 have doctoral degrees in a field closely related to the subject matter in which they provide instruction. Of the remaining 15 faculty members, all have a master's degree in the course subject matter and none teach at the doctoral level.
- Medical Center: Of 44 faculty profiles reviewed, 20 have a doctoral degree, including two medical doctors. 22 faculty members hold a master's degree in a field closely related to the subject matter in which they teach and many of those who teach in the health science practitioner programs also have professional certifications. Two faculty members have a baccalaureate degree. These faculty members teach in the Bachelor of Science in Radiation Science Technology program and both have a Bachelor of Science in Radiation Science or Radiography/Radiation Therapy from the University of Nebraska Medical Center.
- Omaha: Of 27 faculty profiles reviewed, all but two hold a doctoral degree in a field closely related to the subject matter in which they teach. The two remaining faculty have a master's degree in public administration and civil engineering, respectively, and both teach in the Master of Public Administration program.

Commitment to Iowa Students and Teach-Out: The University's application includes a letter signed by President James B. Milliken committing to the delivery of programs in Iowa through distance education. Should the University of Nebraska discontinue a distance education program prior to the completion of an Iowa student's course of study, the University will provide alternatives for the student to complete the program.

Student Complaints: None.

Compliance with Iowa Code Chapter 714

Section 714.18 – Evidence of Financial Responsibility

Not applicable. The University of Nebraska 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.

University of Nebraska at Kearney
OPEID Code: 00255100

Area of Study	Specialization, Concentration, Emphasis, or Focus	Degree	Practicum Clinical Internship Student Teaching Field Experience	Credit Hours to Complete Program	Non- Resident Tuition per Credit Hour	Fees per Credit Hour	Total Estimated Non- Resident Tuition	Total Estimated Fees	Total Estimated Non- Resident Tuition and Fees
Biology	Biology	MS	N/A	36	\$480.00	\$64.00	\$17,280.00	\$2,304.00	\$19,584.00
Business	Business Administration	BS	N/A	120	\$345.00	\$39.00	\$41,400.00	\$4,680.00	\$46,080.00
Criminal Justice	Criminal Justice	BS	Internship	120	\$368.00	\$39.00	\$44,160.00	\$4,680.00	\$48,840.00
Curriculum and Instruction	Concentration in Early Childhood Education	MA Ed	Practicum	36	\$393.00	\$39.00	\$14,148.00	\$1,404.00	\$15,552.00
	Concentration in Elementary Education	MA Ed	Practicum	36	\$393.00	\$39.00	\$14,148.00	\$1,404.00	\$15,552.00
	Concentration in English as a Second Language	MA Ed	Practicum	36	\$393.00	\$39.00	\$14,148.00	\$1,404.00	\$15,552.00
	Concentration in Instructional Effectiveness	MA Ed	Practicum Elective Student Teaching	36	\$393.00	\$39.00	\$14,148.00	\$1,404.00	\$15,552.00
	Concentration in Reading/Special Education	MA Ed	Practicum	36	\$393.00	\$39.00	\$14,148.00	\$1,404.00	\$15,552.00
	Concentration in Secondary Education	MA Ed	Practicum	36	\$393.00	\$39.00	\$14,148.00	\$1,404.00	\$15,552.00
	English as a Second Language (ESL)	Grad Endorse.	Practicum	21	\$393.00	\$39.00	\$8,253.00	\$819.00	\$9,072.00
Coursework Education	Pre-Speech Language Pathology	N/A	N/A	N/A	\$430.00	\$39.00	\$430.00	\$39.00	\$469.00
Education	Art Education, Emphasis in Classroom Education	MA Ed	N/A	36	\$430.00	\$39.00	\$15,480.00	\$1,404.00	\$16,884.00
	Art Education, Emphasis in Museum	MA Ed	N/A	36	\$430.00	\$39.00	\$15,480.00	\$1,404.00	\$16,884.00
	Early Childhood Unified	BA Ed	Student Teaching	120	\$393.00	\$39.00	\$47,160.00	\$4,680.00	\$51,840.00
	Early Childhood Unified	UG Endorse.	Student Teaching	21	\$393.00	\$39.00	\$8,253.00	\$819.00	\$9,072.00
	Early Childhood Unified	Init Cert.	Student Teaching	79	\$393.00	\$39.00	\$31,047.00	\$3,081.00	\$34,128.00
	Music Education	MA Ed	N/A	36	\$430.00	\$39.00	\$15,480.00	\$1,404.00	\$16,884.00
	Physical Education Master Teacher, Emphasis in Pedagogy	MA Ed	Elective Practicum	36	\$393.00	\$39.00	\$14,148.00	\$1,404.00	\$15,552.00
	Physical Education Master Teacher, Emphasis in Special Populations	MA Ed	Practicum	36	\$393.00	\$39.00	\$14,148.00	\$1,404.00	\$15,552.00
	PK-12 School Librarian	Grad Endorse.	Field Exp	30	\$393.00	\$39.00	\$11,790.00	\$1,170.00	\$12,960.00
	Reading, PK-12	MA Ed	Practicum	36	\$393.00	\$39.00	\$14,148.00	\$1,404.00	\$15,552.00
	Science/Math Education	MS Ed	N/A	36	\$430.00	\$39.00	\$15,480.00	\$1,404.00	\$16,884.00
	Spanish Education	MAE	N/A	36	\$430.00	\$39.00	\$15,480.00	\$1,404.00	\$16,884.00
Education Administration	School Principalship, Pre K-8 or 7-12	MA Ed	Practicum	36	\$393.00	\$39.00	\$14,148.00	\$1,404.00	\$15,552.00
	School Superintendent	EdS	Field Experience Elective Internship	33-69	\$393.00	\$39.00	\$12,969.00- \$27,117.00	\$1,287.00- \$2,691.00	\$14,256.00- \$29,808.00
	Supervisor of Special Education	MA Ed	Internship	36	\$393.00	\$39.00	\$14,148.00	\$1,404.00	\$15,552.00

	Curriculum Supervisor of Academic Area	MA Ed	Internship	36	\$393.00	\$39.00	\$14,148.00	\$1,404.00	\$15,552.00
History	History	MA	N/A	36	\$430.00	\$39.00	\$15,480.00	\$1,404.00	\$16,884.00
Instructional Technology	Concentration in Information Technology	MS Ed	Elective Field Experience	36	\$430.00	\$39.00	\$15,480.00	\$1,404.00	\$16,884.00
	Concentration in Instructional Technology	MS Ed	Field Experience	36	\$430.00	\$39.00	\$15,480.00	\$1,404.00	\$16,884.00
	Concentration in Leadership in Instructional Technology	MS Ed	Elective Field Experience	36	\$430.00	\$39.00	\$15,480.00	\$1,404.00	\$16,884.00
	Concentration in School Librarian	MS Ed	Field Experience	36	\$430.00	\$39.00	\$15,480.00	\$1,404.00	\$16,884.00
Organizational and Relational	Organizational and Relational Communication	BS	N/A	45	\$345.00	\$39.00	\$15,525.00	\$1,755.00	\$17,280.00
Sociology	Sociology	BS	N/A	120	\$345.00	\$39.00	\$41,400.00	\$4,680.00	\$46,080.00
Special Education	Emphasis in Advanced Practitioner	MA Ed	Practicum	36	\$393.00	\$39.00	\$14,148.00	\$1,404.00	\$15,552.00
	Emphasis in Gifted Education	MA Ed	Practicum	36	\$393.00	\$39.00	\$14,148.00	\$1,404.00	\$15,552.00
	Emphasis in Mild/Moderate Disabilities	MA Ed	Practicum	36	\$393.00	\$39.00	\$14,148.00	\$1,404.00	\$15,552.00
	Gifted Education	Grad. Endorse.	Practicum	18	\$393.00	\$39.00	\$7,074.00	\$702.00	\$7,776.00
	Mild/Moderate Disabilities K-6	Grad. Endorse.	Practicum Field Experience	24-48	\$393.00	\$39.00	\$9,432.00- \$18,864.00	\$936.00- \$1872.00	\$10,368.00- \$20,736.00
	Mild/Moderate Disabilities 7-12	Grad. Endorse.	Practicum Field Experience	24-48	\$393.00	\$39.00	\$9,432.00- \$18,864.00	\$936.00- \$1872.00	\$10,368.00- \$20,736.00
Vocational Diversified Occupations	Vocational Diversified Occupations	UG Endorse.	1,000 hours of verified work experience other than teaching	6	\$393.00	\$39.00	\$2,358.00	\$234.00	\$2,592.00
	Vocational Diversified Occupations	Grad Endorse.	1,000 hours of verified work experience other than teaching	6	\$393.00	\$39.00	\$2,358.00	\$234.00	\$2,592.00
	Industrial Safety Minor	Minor	N/A	24	\$393.00	\$39.00	\$9,432.00	\$936.00	\$10,368.00

University of Nebraska-Lincoln
OPEID Code: 00256500

Area of Study	Specialization, Concentration, or Focus	Degree Certificate Endorsement	Practicum Clinical Internship Student Teaching Field Experience	Credit Hours to Complete Program	Non-Resident Tuition per Credit Hour	Fees per Credit Hour	Total Estimated Non-Resident Tuition	Total Estimated Fees	Total Estimated Non-Resident Tuition and Fees
Agricultural Sciences, Animal Sciences, and Natural Resources	Advanced Horticulture	Grad Cert.	N/A	12	\$500.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00
	Agronomy	MS	N/A	30 thesis 36 non-thesis	\$609.00	\$36.35	\$18,270.00- \$22,137.15	\$1,090.05- \$1,308.60	\$19,360.05- \$23,445.75
	Applied Science	BS	Elective Internship	120	\$501.25	\$36.35	\$60,150.00	\$4,362.00	\$64,512.00
	Applied Science	MAS	N/A	36	\$609.00	\$36.35	\$21,924.00	\$1,308.60	\$23,232.60
	Applied Science, Specialization in Science for Educators	MAS	N/A	36	\$609.00	\$36.35	\$21,924.00	\$1,308.60	\$23,232.60
	Applied Science, Specialization in Community Development	MAS	N/A	36	\$609.00	\$36.35	\$21,924.00	\$1,308.60	\$23,232.60
	Entomology	MS	N/A	36	\$609.00	\$36.35	\$21,924.00	\$1,308.60	\$23,232.60
	Ornamentals, Landscape and Turf	Grad Cert.	N/A	12	\$500.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00
	Grasslands Management	Grad Cert.	N/A	12	\$500.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00
	Insect Biology for Educators	Grad Cert.	N/A	13	\$609.00	\$36.35	\$7,917.00	\$472.55	\$8,389.55
	Floriculture and Nursery Production Management	Grad Cert.	N/A	12	\$500.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00
	Food Safety and Defense	Grad Cert.	N/A	12	\$500.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00
	Meat Culinology	UG Cert.	N/A	18	\$501.25	\$36.35	\$9,022.50	\$654.30	\$9,676.80
Business	Specialization in Accounting	MBA	N/A	48	\$531.00	\$0.00	\$25,488.00	\$0.00	\$25,488.00
	Specialization in Agribusiness	MBA	N/A	48	\$531.00	\$0.00	\$25,488.00	\$0.00	\$25,488.00
	Specialization in Business Analytics	MBA	N/A	48	\$531.00	\$0.00	\$25,488.00	\$0.00	\$25,488.00
	Specialization in Finance	MBA	N/A	48	\$531.00	\$0.00	\$25,488.00	\$0.00	\$25,488.00
	Specialization in International Business	MBA	N/A	48	\$531.00	\$0.00	\$25,488.00	\$0.00	\$25,488.00
	Marketing	MBA	N/A	48	\$531.00	\$0.00	\$25,488.00	\$0.00	\$25,488.00
	Specialization in Supply Chain Management	MBA	N/A	48	\$531.00	\$0.00	\$25,488.00	\$0.00	\$25,488.00
	Business Analytics	Grad. Cert.	N/A	12	\$531.00	\$0.00	\$6,372.00	\$0.00	\$6,372.00
Business	Minor	N/A	18	\$851.25	\$36.35	\$15,322.50	\$654.30	\$15,976.80	
Child, Youth and Family Studies	Specialization in Family and Community Services	MS	Elective Internship	36	\$500.00	\$0.00	\$18,000.00	\$0.00	\$18,000.00
	Specialization in Family and Consumer Sciences Education	MS	Practicum Student Teaching	38	\$500.00	\$0.00	\$19,000.00	\$0.00	\$19,000.00
	Specialization in Human and Family Services Administration	MS	Internship	36	\$507.00	\$36.35	\$18,252.00	\$1,308.60	\$19,560.60
	Specialization in International Family Studies	MS	Practicum Internship	36	\$507.00	\$36.35	\$18,252.00	\$1,308.60	\$19,560.60
	Specialization in Family Financial Planning	MS	Practicum	42	\$500.00	\$0.00	\$21,000.00	\$0.00	\$21,000.00
	Family Financial Planning	Grad. Cert.	N/A	18	\$500.00	\$0.00	\$9,000.00	\$0.00	\$9,000.00
	Specialization in Youth Development	MS	Internship	36	\$500.00	\$0.00	\$18,000.00	\$0.00	\$18,000.00
	Youth Development	Grad. Cert.	N/A	13	\$500.00	\$0.00	\$6,500.00	\$0.00	\$6,500.00
	Youth Program Management and Evaluation	Grad. Cert.	N/A	13	\$500.00	\$0.00	\$6,500.00	\$0.00	\$6,500.00
	Financial and Housing Counseling	Grad. Cert.	Practicum	18	\$500.00	\$0.00	\$9,000.00	\$0.00	\$9,000.00
Education	German Education	MA	N/A	36	\$507.00	\$36.35	\$18,252.00	\$1,308.60	\$19,560.60
	Mathematics	MAT	Elective Field Experience	36	\$609.00	\$36.35	\$21,924.00	\$1,308.60	\$23,232.60

Educational Administration	Area of Study in Higher Education Administration	MA (formerly M Ed)	Practicum Internship	36	\$609.00	\$36.35	\$21,924.00	\$1,308.60	\$23,232.60	
	Area of Study in P-12 Education Administration	M Ed	Practicum	36	\$609.00	\$63.35	\$21,924.00	\$2,280.60	\$24,204.60	
	P-12 Education Administration	Grad. Endorse.	Practicum	36	\$609.00	\$63.35	\$21,924.00	\$2,280.60	\$24,204.60	
	Elementary/Middle (P-8) or Secondary Principal	Grad. Endorse.	Practicum	36	\$609.00	\$63.35	\$21,924.00	\$2,280.60	\$24,204.60	
	Curriculum Supervisor	Grad. Endorse.	N/A	36	\$609.00	\$63.35	\$21,924.00	\$2,280.60	\$24,204.60	
	Community College Leadership	Grad. Cert.	N/A	15	\$609.00	\$63.35	\$9,135.00	\$950.25	\$10,085.25	
Educational Psychology	Mixed Methods Research	Grad Cert.	N/A	18	\$609.00	\$36.35	\$10,962.00	\$654.30	\$11,616.30	
Educational Studies	Specialization in Educational Leadership and Higher Education	EdD	Elect. Internship	96	\$609.00	\$36.35	\$58,464.00	\$3,489.60	\$61,953.60	
Engineering	Concentration in Engineering Management	MEng	N/A	36	\$1,075.75	\$36.35	\$38,727.00	\$1,308.60	\$40,035.60	
Interior Design	Architecture, Specialization in Interior Design	MS	Field Research Internship	36	\$844.00	\$36.35	\$30,384.00	\$1,308.60	\$31,692.60	
	Gerontology, Concentration in Interior Design	Grad. Cert.	Practicum	18	\$1,007.25	\$39.00	\$18,130.50	\$702.00	\$18,832.50	
Journalism and Mass Communications	Specialization in Integrated Media Communications	MA	N/A	36	\$609.00	\$36.35	\$21,924.00	\$1,308.60	\$23,232.60	
	Specialization in Media Studies	MA	N/A	36	\$609.00	\$36.35	\$21,924.00	\$1,308.60	\$23,232.60	
	Specialization in Professional Journalism	MA	N/A	36	\$609.00	\$36.35	\$10,962.00	\$654.30	\$11,616.30	
Nutrition and Health Sciences	Specialization in Dietetics	MS	N/A	36	\$500.00	\$0.00	\$18,000.00	\$0.00	\$18,000.00	
Political Science and Law	Public Policy Analysis	UG Cert.	Internship	18	\$501.25	\$36.35	\$9,022.50	\$654.30	\$9,676.80	
Special Education	Autism Spectrum Disorders (ASD) and Severe Disabilities	Grad. Cert.	N/A	12	\$507.00	\$36.35	\$6,084.00	\$436.20	\$6,520.20	
	Deaf Education	Grad. Endorse.	Student Teaching	30	\$507.00	\$36.35	\$15,210.00	\$1,090.50	\$16,300.50	
	Early Childhood Special Education	Grad. Cert.	N/A	12	\$507.00	\$36.35	\$6,084.00	\$436.20	\$6,520.20	
	Early Childhood Special Education	Grad. Endorse.	Practicum	30	\$507.00	\$36.35	\$15,210.00	\$1,090.50	\$16,300.50	
	Supervisor of Special Education	Grad. Endorse.	Practicum	36	\$507.00	\$36.35	\$18,252.00	\$1,308.60	\$19,560.60	
	Intellectual, Sensory and Developmental Disabilities	Grad. Cert.	N/A	15	\$507.00	\$36.35	\$7,605.00	\$545.25	\$8,150.25	
	Mild/Moderate Disabilities	Grad. Endorse.	Practicum Student Teaching	25	\$507.00	\$36.35	\$12,675.00	\$908.75	\$13,583.75	
	Specialization in Autism Spectrum Disorders (ASD) and Severe Disabilities	MA	N/A	36	\$507.00	\$36.35	\$18,252.00	\$1,308.60	\$19,560.60	
	Specialization in Deaf Education	M Ed	Student Teaching	36	\$507.00	\$36.35	\$18,252.00	\$1,308.60	\$19,560.60	
	Specialization in Deaf Education	MA	Student Teaching	36	\$507.00	\$36.35	\$18,252.00	\$1,308.60	\$19,560.60	
	Specialization in Early Childhood Special Education	M Ed	Practicum	36	\$507.00	\$36.35	\$18,252.00	\$1,308.60	\$19,560.60	
	Specialization in Early Childhood Special Education	MA	Practicum	36	\$507.00	\$36.35	\$18,252.00	\$1,308.60	\$19,560.60	
	Specialization in Mild/Moderate Disabilities	M Ed	Practicum Student Teaching	36	\$507.00	\$36.35	\$18,252.00	\$1,308.60	\$19,560.60	
	Specialization in Mild/Moderate Disabilities	MA	Practicum Student Teaching	36	\$507.00	\$36.35	\$18,252.00	\$1,308.60	\$19,560.60	
	Specialization in Visual Impairment	M Ed	Practicum Internship	36	\$507.00	\$36.35	\$18,252.00	\$1,308.60	\$19,560.60	
	Specialization in Visual Impairment	MA	Practicum Internship	36	\$507.00	\$36.35	\$18,252.00	\$1,308.60	\$19,560.60	
	Visual Impairment	Grad. Endorse.	Practicum Internship	33	\$507.00	\$36.35	\$16,731.00	\$1,199.55	\$17,930.55	
	Textiles, Merchandising, and Fashion Design	Specialization in Merchandising	MS	Elective Internship	36	\$500.00	\$0.00	\$18,000.00	\$0.00	\$18,000.00

University of Nebraska Medical Center
OPEID Code: 00689500

Program	Degree	Practicum Clinical Internship Student Teaching Field Experience	Credit Hours to Complete Program	Non- Resident Tuition per Credit Hour	Fees per Credit Hour	Total Estimated Non- Resident Tuition	Total Estimated Fees	Total Estimated Non-Resident Tuition and Fees
School of Allied Health Professions								
Clinical Laboratory Sciences, BS degree advancement program	BS	Documentation	43	\$277.20	\$29.00	\$11,919.60	\$1,247.00	\$13,166.60
Perfusion Science	MS (Professional)	N/A	26	\$431.55	\$29.00	\$11,220.30	\$754.00	\$11,974.30
Physician Assistant Studies	MS (Professional)	Documentation	36	\$262.50	\$29.00	\$9,450.00	\$1,044.00	\$10,494.00
Radiation Science Technology	BS	N/A	35	\$277.20	\$29.00	\$9,702.00	\$1,015.00	\$10,717.00
College of Public Health								
Emergency Preparedness	MS	N/A	36	\$560.00	\$29.00	\$20,160.00	\$1,044.00	\$21,204.00
Emergency Preparedness	Prof. Cert. (Professional)	N/A	18	\$560.00	\$29.00	\$10,080.00	\$522.00	\$10,602.00
Public Health, Concentration in Biostatistics	MPH (Professional)	Field Exp.	45	\$560.00	\$29.00	\$25,200.00	\$1,305.00	\$26,505.00
Public Health, Concentration in Environmental and Occupational Health	MPH (Professional)	Field Exp.	45	\$560.00	\$29.00	\$25,200.00	\$1,305.00	\$26,505.00
Public Health, Concentration in Public Health Practice	MPH (Professional)	Field Exp.	45	\$560.00	\$29.00	\$25,200.00	\$1,305.00	\$26,505.00
Public Health	Prof. Cert. (Professional)	N/A	18	\$560.00	\$29.00	\$10,080.00	\$522.00	\$10,602.00
College of Nursing								
Nursing	MSN (Professional)	Clinical	41	\$824.75	\$125.00	\$33,814.75	\$5,125.00	\$38,939.75
Nursing	RN to BSN	Clinical	20	\$890.50	\$310.00	\$17,810.00	\$6,200.00	\$24,010.00

University of Nebraska at Omaha
OPEID Code: 00255400

Area of Study	Specialization, Concentration, or Focus	Degree	Practicum Clinical Internship Student Teaching Field Experience	Credit Hours to Complete Program	Non- Resident Tuition per Credit Hour	Fees per Credit Hour	Total Estimated Non- Resident Tuition	Total Estimated Fees	Total Estimated Non- Resident Tuition and Fees	
Child, Youth and Family Studies	Specialization in Human and Family Services Administration	MS	Internship	36	\$507.00	\$36.35	\$18,252.00	\$1,308.60	\$19,560.60	
Criminology and Criminal Justice	Criminology and Criminal Justice	MS	Elective Internship	36	\$535.00	\$38.00	\$19,260.00	\$1,368.00	\$20,628.00	
General Studies	Concentration in Aviation Studies	BGS	Internship	120	\$463.50	\$38.00	\$55,620.00	\$4,560.00	\$60,180.00	
	Concentration in Criminology and Criminal Justice	BGS	Internship	120	\$368.00	\$38.00	\$44,160.00	\$4,560.00	\$48,720.00	
	Concentration in Fire Service Management	BGS	N/A	120	\$450.00	\$38.00	\$54,000.00	\$4,560.00	\$58,560.00	
	Concentration in General Administration	BGS	Internship	120	\$463.50	\$38.00	\$55,620.00	\$4,560.00	\$60,180.00	
	Concentration in General Studies									
	Concentration in Geography	BGS	N/A	120	\$396.50	\$38.00	\$47,580.00	\$4,560.00	\$52,140.00	
	Concentration in Gerontology	BGS	Practicum	120	\$463.50	\$38.00	\$55,620.00	\$4,560.00	\$60,180.00	
	Concentration in Information Technology	BGS	N/A	120	\$450.00	\$38.00	\$54,000.00	\$4,560.00	\$58,560.00	
	Concentration in Management Information Systems	BGS	Elective Internship	120	\$450.00	\$38.00	\$54,000.00	\$4,560.00	\$58,560.00	
	Concentration in Nonprofit Administration	BGS	Elective Internship	120	\$463.50	\$38.00	\$55,620.00	\$4,560.00	\$60,180.00	
Gerontology	Concentration in Interior Design	Grad. Cert.	Elective Practicum	18	\$463.50	\$38.00	\$8,343.00	\$684.00	\$9,027.00	
	Social Gerontology	MA	Practicum	36	\$535.00	\$38.00	\$19,260.00	\$1,368.00	\$20,628.00	
	Social Gerontology	UG Cert.	Practicum	18	\$535.00	\$38.00	\$9,630.00	\$684.00	\$10,314.00	
	Social Gerontology	Grad. Cert.	Practicum	18	\$535.00	\$38.00	\$9,630.00	\$684.00	\$10,314.00	
	Information Assurance	Grad. Cert.	N/A	12	\$520.00	\$38.00	\$6,240.00	\$456.00	\$6,696.00	
	Political Science	Political Science	MS	Elective Internship	30 Thesis 36 Non- Thesis	\$535.00	\$38.00	\$16,050.00- \$19,260.00	\$1,140.00- \$1,368.00	\$16,164.00- \$20,628.00
		Concentration in Aviation Administration	MPA	Elective Internship	39 Non- Thesis 42 Thesis	\$535.00	\$38.00	\$20,865.00- \$22,470.00	\$1,482.00- \$1,596.00	\$22,347.00- \$22,066.00
	Public Administration	Concentration in Healthcare Administration	MPA	Elective Internship	39 Non- Thesis 42 Thesis	\$535.00	\$38.00	\$20,865.00- \$22,470.00	\$1,482.00- \$1,596.00	\$22,347.00- \$22,066.00
		Concentration in Local Government	MPA	Elective Internship	39 Non- Thesis 42 Thesis	\$535.00	\$38.00	\$20,865.00- \$22,470.00	\$1,482.00- \$1,596.00	\$22,347.00- \$22,066.00

	Concentration in Nonprofit Management	MPA	Elective Internship	39 Non- Thesis 42 Thesis	\$535.00	\$38.00	\$20,865.00- \$22,470.00	\$1,482.00- \$1,596.00	\$22,347.00- \$22,066.00
	Concentration in Public Management	MPA	Elective Internship	39 Non- Thesis 42 Thesis	\$535.00	\$38.00	\$20,865.00- \$22,470.00	\$1,482.00- \$1,596.00	\$22,347.00- \$22,066.00
	Concentration in Public Policy	MPA	Elective Internship	39 Non- Thesis 42 Thesis	\$535.00	\$38.00	\$20,865.00- \$22,470.00	\$1,482.00- \$1,596.00	\$22,347.00- \$22,066.00
	Concentration in Public Works	MPA	Elective Internship	39 Non- Thesis 42 Thesis	\$535.00	\$38.00	\$20,865.00- \$22,470.00	\$1,482.00- \$1,596.00	\$22,347.00- \$22,066.00
	Concentration in Transportation	MPA	Elective Internship	39 Non- Thesis 42 Thesis	\$535.00	\$38.00	\$20,865.00- \$22,470.00	\$1,482.00- \$1,596.00	\$22,347.00- \$22,066.00
	Specialization in Criminology and Criminal Justice	MPA	Elective Internship	39 Non- Thesis 42 Thesis	\$535.00	\$38.00	\$20,865.00- \$22,470.00	\$1,482.00- \$1,596.00	\$22,347.00- \$22,066.00
	Specialization in Information Management	MPA	Elective Internship	39 Non- Thesis 42 Thesis	\$535.00	\$38.00	\$20,865.00- \$22,470.00	\$1,482.00- \$1,596.00	\$22,347.00- \$22,066.00
	Public Management	Grad. Cert.	N/A	15	\$535.00	\$38.00	\$8,025.00	\$570.00	\$8,595.00
Sociology	Sociology	BS	N/A	TBD	TBD	TBD	\$0.00	\$0.00	\$0.00
Special Education	Concentration in Behavioral Disorders	MS	Practicum Student Teaching	36	\$393.00	\$38.00	\$14,148.00	\$1,368.00	\$15,516.00
	Behavioral Disorders	Grad. Endorse	Elective Practicum	15	\$393.00	\$38.00	\$5,895.00	\$570.00	\$6,465.00
	Mild Moderate Disabilities	Grad. Endorse	Elective Practicum	15	\$393.00	\$38.00	\$5,895.00	\$570.00	\$6,465.00

IOWA COLLEGE STUDENT AID COMMISSION

Creighton University Postsecondary Registration Amendment March 2014

RECOMMENDED ACTION:

Approve Creighton University's request for a substantive amendment to its Iowa registration to add a practitioner preparation program.

Creighton University is reminded that as a condition of registration, it must notify staff per Iowa Code Section 261B.5 within 90 days of the University's approval of any Iowa location at which an online degree candidate will fulfill a practicum or student teaching requirement.

Amendment

Creighton University was initially registered in Iowa on March 20, 2012, for a four-year registration term that ends on March 20, 2016. Iowa Code Section 261B.3A, subsection 2, requires a school that offers a practitioner preparation program (i.e., a first-time educator licensure program) to first obtain the approval of the Iowa Board of Education before the Commission may authorize the school to offer such a program under its Iowa registration. On January 31, 2013, the Iowa State Board of Education approved Creighton University to offer its online Doctor of Education in Educational Leadership, which prepares students for first-time licensure as a school superintendent.

Creighton University requests that the Commission approve the addition of this program to its Iowa-registered program list.

Creighton University's superintendent preparation does not qualify an Iowan who completes this program for an *initial* license in the state of Iowa. An Iowa-based graduate of this program must first obtain a teacher's license in the state of Nebraska and may then apply to the Iowa Board of Educational Examiners for an Iowa license. The University discloses this fact to prospective Iowa students on its website at <http://online.creighton.edu/edd/doctorate-education/educational-leadership/faq?cmgfrm=http%3A%2F%2Fwww.google.com%2Fcse>.

IOWA COLLEGE STUDENT AID COMMISSION

Administrative Rules March 2014

RECOMMENDED ACTION:

Move to propose a new Chapter 28 “Teach Iowa Scholar Program” to Administrative Rules.

The proposed rule provides for the administration of the Teach Iowa Scholar Program which was established by the General Assembly during its 2013 session. The rule has been reviewed by the Commission’s Legislative Committee.

COLLEGE STUDENT AID COMMISSION[283] Notice of Intended Action

Pursuant to the authority of Iowa Code Section 261.110, the Iowa College Student Aid Commission hereby gives Notice of Intended Action to adopt new Chapter 28, “Teach Iowa Scholar Program,” Iowa Administrative Code.

Proposed Chapter 28 describes the administration of a new Teach Iowa Scholar Program pursuant to Iowa Code 261.110.

Interested persons may submit comments orally or in writing by 4:30 p.m. on May 10, 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 could be a positive impact on jobs. This rule making provides incentives to Iowa teachers teaching designated hard-to-staff subjects. Individuals will be encouraged to teach in Iowa schools.

These rules are intended to implement Iowa Code chapter 261.

Propose the following new 283--Chapter 28:

CHAPTER 28 TEACH IOWA SCHOLAR PROGRAM

283 - 28.1(261) Teach Iowa scholar program. Teach Iowa scholar program is a state-funded and administered benefit for high-achieving Iowans teaching in eligible teaching fields in Iowa.

28.1 Definitions. As used in this chapter:

“*Commission*” means the Iowa college student aid commission.

“*Department*” means the Iowa department of education.

“*Eligible school or agency*” means a public school district, area education agency, charter school, and non-public school recognized and approved by the department.

“*Eligible teaching field*” includes hard to staff teaching subjects as identified by the director of the department. In selecting hard to staff teaching subjects, the department shall consider the varying regional needs in the state.

“*Teacher*” means an individual holding a practitioner’s license or a statement of professional recognition issued under Iowa Code chapter 272, who is employed in a non-administrative position by a school district or area education agency pursuant to a contract issued by a board of directors under Iowa Code section 279.13. Teacher also includes preschool

teachers who are licensed by the board of educational examiners under Iowa Code chapter 272 and are employed by an eligible school or agency.

“*Preparation program*” means the programs of practitioner preparation leading to licensure of teachers, administrators, and other professional school personnel.

28.2 Eligibility requirements.

a. An applicant must:

(1) Have graduated in the top 25% academically of students completing teacher preparation programs, as certified by the postsecondary institution offering teacher preparation programs from which the applicant graduates.

(2) Be a teacher providing instruction on a full-time basis in an eligible teaching field or in a combination of eligible teaching fields in an eligible school or agency.

(3) File an application annually on or before the deadline established by the commission to be considered for funding.

(4) Applicants must annually complete and return to the commission affidavits of practice verifying annual employment in an eligible teaching field.

28.3 Awarding of funds.

a. Selection criteria. All applications meeting the eligibility requirements will be considered for funding. In the event that all on-time applicants cannot be funded with the available appropriation, criteria for selection of recipients will be prioritized as follows:

(1) Award renewal status;

(2) Iowa resident status;

(3) Prioritized annual ranking of eligible teaching fields by the department, with highest ranking fields being served first, if information is available;

(4) Prioritized annual ranking of regional need within eligible teaching fields by the department, with the highest ranking regions being served first within each ranked eligible teaching field, if information is available;

(5) Date of application.

b. Maximum award and extent of receipt.

(1) The maximum annual award shall not exceed \$4,000.

(2) A recipient can receive up to \$20,000 over a five-year period, beginning with the first year of receipt.

(3) Designated applicants teaching hard to staff subjects shall not be impacted in subsequent years if the subject is no longer identified by the department as a hard to staff subject.

c. Disbursement of award.

(1) The maximum annual award will be paid to the teacher upon successful completion of each annual employment obligation. The commission will annually verify completion of the teacher’s employment obligation with the eligible school or agency prior to payment.

28.4 Award cancellation.

a. Within 30 days following termination or change of employment in an eligible teaching field or an eligible school or agency, the teacher must notify the commission.

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

IOWA COLLEGE STUDENT AID COMMISSION
Public Relations and Communications Services
March 2014

Recommended Action:

Authorize staff to issue a Request for Proposal for Public Relations and Communication Services.

Iowa College Aid signed a contract in February 2009 for creative advertising, marketing and consulting services for the agency's Marketing Department. ME&V received a 28-month contract (March 1, 2009 – June 30, 2011) which permits three one-year renewals at the option of Iowa College Aid. In addition, the contract permits Iowa College Aid to direct work to ME&V during a two month transition period prior to or immediately following the term of the agreement.

The last of the permitted contract extensions is due to expire on June, 30, 2014. Staff has been very pleased with the services provided under this contract. The contract has provided Iowa College Aid with expertise and significant time savings in the areas of marketing and communications, including administration and analysis of focus groups, design and development of a new state fair booth, graphic design work, assistance with social media procedures and best practices as well as administration of the agency's email generator system.

The current contract has a maximum amount not to exceed \$100,000 annually.

A summary of expenses for public relations and communications for the last three years is as follows:

FY 14 \$5,892.00 (we expect another 16K for this year)
FY 13 \$11,610.98
FY 12 \$29,482.80
FY 11 \$38,018.13

In order to continue to benefit from the marketing and communications services, staff is requesting authorization to issue a request for proposal for public relations and communications services.

Iowa College Student Aid Commission

**Legislative Action Committee
March 2014**

A legislative report will be provided during the March 21, 2014 Commission Meeting.

IOWA COLLEGE STUDENT AID COMMISSION
OPERATING FUND 0163 - YEAR TO DATE/PRIOR YEAR ACTUAL COMPARISON BY UNIT
SUMMARY OF RESOURCES AND EXPENDITURES
SFY 2014 as of February 28, 2014

Operating Fund		FY 2014	FY 2014	FY 2013	FY 2014	FY 2013	FY 2014	YTD Actual
Class		Operating	Year to Date	Feb-13	Feb-14	Year to Date	Year to Date	to Budget
		Budget	Budget	Mth Actual	Mth Actual	Actuals	Actuals	Variance
Revenues/Resources:								
1	Payments from Great Lakes (3004)	5,532,558	3,688,372	-	836,860	1,981,854	4,270,959	582,587
2	Interest on Operating Fund (2001)	-	-	-	3,192	61,681	29,868	29,868
3	Other Revenue	1	1	270	-	467,575	978	977
4	PLP Rev * (8008)	500,000	333,333	31,847	23,102	309,278	207,322	(126,011)
5	Intra-Agency Reimbursements	2,702,030	1,801,354	-	177,768	2,276	1,480,309	(321,045)
Total Revenues/Resources		\$ 8,734,589	\$ 5,823,060	\$ 32,117	\$ 1,040,922	\$ 2,822,663	\$ 5,989,436	\$ 166,376
Expenditures:								
6	Agency Administration (2001)	2,243,137	1,670,185	82,486	148,180	721,688	1,193,386	(476,799)
7	Marketing Administration (2002)	589,363	419,010	18,325	28,489	215,487	283,438	(135,572)
Total Administrative		\$ 2,832,500	\$ 2,089,195	\$ 100,811	\$ 176,669	\$ 937,175	\$ 1,476,824	\$ (612,371)
8	FFELP Expense (3003/3004)	12	12	49,124	1,352	2,031,209	4,001	3,989
9	Collection Expense - PLP (8008)	184,578	123,052	6,322	6,966	103,440	75,950	(47,102)
Total FFELP and Collection Expenses		\$ 184,590	\$ 123,064	\$ 55,446	\$ 8,318	\$ 2,134,650	\$ 79,951	\$ (43,113)
10	IHAPI (7002/7003)	1,916,014	1,331,270	402,252	228,848	854,422	1,147,201	(184,069)
Total IHAPI		\$ 1,916,014	\$ 1,331,270	\$ 402,252	\$ 228,848	\$ 854,422	\$ 1,147,201	\$ (184,069)
11	Osteopathic programs (2004)	0	0	0	0	0	0	-
12	Scholarship and Grants (5002)	1,169,358	779,572	18,061	64,584	147,949	518,101	(261,471)
13	Postsecondary Registration (5003)	320,569	228,405	8,872	26,638	60,836	219,186	(9,219)
Total Osteo, S&G, Postsecondary Reg		\$ 1,489,927	\$ 1,007,977	\$ 26,933	\$ 91,222	\$ 208,785	\$ 737,286	\$ (270,691)
Total Operating Expenses		6,423,031	4,551,506	585,442	505,057	4,135,032	3,441,262	(1,110,244)
Net resources (exp) before other		\$ 2,311,558	\$ 1,271,554	\$ (553,325)	\$ 535,865	\$ (1,312,369)	\$ 2,548,174	\$ 1,276,620
Federal Grant Resources (Grant Drawdown)								
14	Gear Up Grant (9009)	3,086,267	2,057,511	-	232,689	-	1,302,621	(754,890)
15	Gear Up Scholarship (9001)	200,000	133,333	-	-	-	182,000	48,667
16	JR Justice (4001)	50,000	33,333	1,589	-	3,864	-	(33,333)
Total Other Resources		\$ 3,336,267	\$ 2,224,177	\$ 1,589	\$ 232,689	\$ 3,864	\$ 1,484,621	\$ (739,556)
Federal Grant Expenditures (grants)								
17	Gear Up Grant (9009)	3,674,692	2,486,521	149,172	181,823	874,244	1,259,679	(1,226,842)
18	Gear Up Trust Payment -From operating (7001)	1,680,000	1,120,000	6,103	0	45,201	0	(1,120,000)
19	Gear Up Scholarship (9001)	259,091	172,727	0	25,815	0	86,890	(85,837)
20	JR Justice (4001)	89,649	59,766	0	4,430	2,276	23,175	(36,591)
Total Other Expenditures		\$ 5,703,432	\$ 3,839,014	\$ 155,275	\$ 212,068	\$ 921,721	\$ 1,369,744	\$ (2,469,270)
Net Other Income		\$ (2,367,165)	\$ (1,614,837)	\$ (153,686)	\$ 20,621	\$ (917,857)	\$ 114,877	\$ 1,729,714
Net Gain(Loss)Operating Fund		\$ (55,607)	\$ (343,283)	\$ (707,011)	\$ 556,486	\$ (2,230,226)	\$ 2,663,051	\$ 3,006,334

Footnotes:

4 - Total cash receipts, includes principal and interest

**IOWA COLLEGE STUDENT AID COMMISSION
OPERATING FUND 0163 - YEAR TO DATE UNIT DETAIL
SUMMARY OF RESOURCES AND EXPENDITURES
SFY 2014 as of February 28, 2014**

Operating Fund	UNIT 2001 ADMIN	UNIT 2002 MARKETING	UNIT 2004 OSTEO	UNIT 3003/3004 FFELP	UNIT 4001 JR JUSTICE	UNIT 5002 S&G	UNIT 5003 OSTSEC RE	UNIT 7001 GRANT ADMIN	UNIT 7003 IHAPI	UNIT 7007 CACG	UNIT 8008 PLP	UNIT 9001 3EAR UP SCI	UNIT 9009 GEAR UP	YTD ACTUAL TOTAL	YTD BUDGET TOTAL	YTD Actual to Budget Variance
Revenues/Resources:																
1 Payments from Great Lakes	-	-	-	4,270,959	-	-	-	-	-	-	-	-	-	4,270,959	3,688,372	582,587
2 Interest on Operating Fund	29,868	-	-	-	-	-	-	-	-	-	-	-	-	29,868	-	29,868
3 Other Revenue	-	433	270	275	-	-	-	-	-	-	-	-	-	978	1	977
4 PLP Rev *	-	-	-	-	-	-	-	-	-	-	207,322	-	-	207,322	333,333	(126,011)
5 Intra-Agency Reimbursements	1,195,178	283,438	-	-	-	1,693	-	-	-	-	-	-	-	1,480,309	1,801,354	(321,045)
6 Grant DrawDown from USDE	-	-	-	-	-	-	-	-	-	-	-	182,000	1,302,621	1,484,621	2,224,177	(739,556)
Total Revenues/Resources	\$ 1,225,046	\$ 283,871	\$ 270	\$ 4,271,234	\$ -	\$ 1,693	\$ -	\$ -	\$ -	\$ -	\$ 207,322	\$ 182,000	\$ 1,302,621	\$ 7,474,057	\$ 8,047,237	\$ (573,180)
Expenditures:																
7 Personal Services	909,085	177,218	-	-	-	17,326	116,241	-	263,444	-	-	-	234,084	1,717,398	2,283,318	(565,920)
8 Travel	6,006	4,965	-	-	-	2,100	-	-	4,556	-	-	-	128,850	146,477	141,646	4,831
9 Office Supplies	18,520	710	-	-	-	311	25	-	751	-	-	-	440	20,757	15,677	5,080
10 Equipment Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	867	(867)
11 Professional & Scientific Supplies	169	-	-	-	-	-	-	-	-	-	-	-	-	169	-	169
12 Printing and Binding	525	67,183	-	-	-	-	-	-	2,544	-	-	-	9,328	79,580	88,534	(8,954)
13 Food	181	-	-	-	-	-	-	-	-	-	-	-	327	508	100	408
14 Postage	4,102	16,147	-	77	-	1,078	-	-	7	-	-	-	4,444	25,855	26,001	(146)
15 Communications	8,450	904	-	-	-	1,530	517	-	3,039	-	-	-	2,710	17,150	35,776	(18,626)
16 Rentals	-	-	-	-	-	-	-	-	-	-	-	-	-	-	65,263	(65,263)
17 Professional & Scientific Services	-	-	-	-	-	-	-	-	1,875	-	-	-	-	1,875	14,334	(12,459)
18 Outside Services - Other	4,497	-	-	-	-	3,539	-	-	150	-	54,000	-	500	62,686	105,001	(42,315)
19 Intra-State Transfers	54,898	-	-	-	-	-	-	-	-	-	-	-	58,071	112,969	121,389	(8,420)
20 Advertising & Publicity	-	15,561	-	-	-	-	-	-	855	-	-	-	434,015	450,431	759,827	(309,396)
21 Attorney General	20,076	-	-	-	-	-	-	-	-	-	-	-	-	20,076	9,401	10,675
22 State Audits	13,331	-	-	-	-	-	-	-	-	-	-	-	-	13,331	22,750	(9,419)
23 State Reimbursements - Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
24 State Reimbursements - Other	15,136	70	-	3,649	-	948	123	-	807	-	-	-	534	21,267	17,556	3,711
25 ITE Reimbursements	67,796	680	-	-	-	1,392	122	-	956	-	-	-	708	71,654	116,891	(45,237)
26 Intra-Agency Reimbursements	-	-	-	-	23,175	488,692	102,158	-	443,702	-	20,765	37,274	364,543	1,480,308	1,801,354	(321,046)
27 Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
28 Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
29 IT Equipment & Software	68,961	-	-	-	-	1,185	-	-	2,015	-	1,185	-	3,375	76,721	150,599	(73,878)
30 Other Expenses & Obligations	431	-	-	-	-	-	-	-	-	-	-	-	-	431	1,903	(1,472)
31 Licenses	-	-	-	-	-	-	-	-	422,500	-	-	-	17,750	440,250	395,000	45,250
32 Other Refunds	1,222	-	-	275	-	-	-	-	-	-	-	-	-	1,497	667	830
33 State Aid	-	-	-	-	-	-	-	-	-	-	-	49,616	-	49,616	2,216,666	(2,167,050)
Total Expenditures	\$ 1,193,386	\$ 283,438	\$ -	\$ 4,001	\$ 23,175	\$ 518,101	\$ 219,186	\$ -	\$ 1,147,201	\$ -	\$ 75,950	\$ 86,890	\$ 1,259,679	\$ 4,811,006	\$ 8,390,520	\$ (3,579,514)
Net Gain(Loss)Operating Fund	\$ 31,660	\$ 433	\$ 270	\$ 4,267,233	\$ (23,175)	\$ (516,408)	\$ (219,186)	\$ -	\$ (1,147,201)	\$ -	\$ 131,372	\$ 95,110	\$ 42,942	\$ 2,663,051	\$ (343,283)	\$ 3,006,334

Footnotes:

4 - Total cash receipts, includes principal and interest

IOWA COLLEGE STUDENT AID COMMISSION
SCHOLARSHIP & GRANT ADMINISTRATION
SUMMARY OF EXPENDITURES
SFY 2014 as of February 28, 2014

State Appropriated - \$250,109

	FY 2013	FY 2014	FY 2014	FY 2014	Variance
	Actual	Budget	Year to Date	Year to Date	Over
			Budget	Actual	(Under)
Expenditures:					
1 Salaries	\$ 253,481	\$ 232,361	200,431	\$ 144,045	\$ (56,386)
2 Travel	-	582	388	-	(388)
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	11,444	-	(11,444)
15 Office Equipment	-	-	-	-	-
16 IT Equipment & Software	-	-	-	-	-
17 Other Expenses & Obligations	-	-	-	-	-
Total Expenditures	\$ 253,481	\$ 250,109	\$ 212,263	\$ 144,045	\$ (68,218)

Non Appropriated (Covered by Operating Fund 0163-Unit 5002)

	FY 2013	FY 2014	FY 2014	FY 2014	Variance
	Actual	Budget	Year to Date	Year to Date	Over
			Budget	Actual	(Under)
Expenditures:					
18 Salaries	201,348	-	-	17,326	17,326
19 Travel	4,485	5,400	3,600	2,100	(1,500)
20 Office Supplies	163	1,500	1,000	311	(689)
21 Equipment Repairs	-	-	-	-	-
22 Printing	598	1,000	667	-	(667)
23 Postage	2,927	4,000	2,667	1,078	(1,589)
24 Communications	3,135	2,774	1,849	1,530	(319)
25 Rental	-	-	-	-	-
26 Outside Services	7,627	12,000	8,000	3,539	(4,461)
27 State Transfers	20,538	30,831	20,554	-	(20,554)
28 State Reimbursements - Rent	-	-	-	-	-
29 State Reimbursements	5,663	1,820	1,213	948	(265)
30 ITD Reimbursements	778	1,425	950	1,392	442
31 Intra-Agency Reimbursements	324,509	1,106,608	737,739	488,692	(249,047)
32 Office Equipment	-	-	-	-	-
33 IT Equipment & Software	1,377	2,000	1,333	1,185	(148)
34 Other Expenses & Obligations	-	-	-	-	-
Total Expenditures	\$ 573,148	\$ 1,169,358	\$ 779,572	\$ 518,101	\$ (261,471)

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 + Non-Appropriated)

	FY 2013	FY 2014	FY 2014	FY 2014	Variance
	Actual	Budget	Year to Date	Year to Date	Over
			Budget	Actual	(Under)
Expenditures:					
35 Salaries	\$ 454,829	\$ 232,361	\$ 200,431	\$ 161,371	\$ (39,060)
36 Travel	4,485	5,982	3,988	2,100	(1,888)
37 Office Supplies	163	1,500	1,000	311	(689)
38 Equipment Repairs	-	-	-	-	-
39 Printing	598	1,000	667	-	(667)
40 Postage	2,927	4,000	2,667	1,078	(1,589)
41 Communications	3,135	2,774	1,849	1,530	(319)
42 Rental	-	-	-	-	-
43 Outside Services	7,627	12,000	8,000	3,539	(4,461)
44 State Transfers	20,538	30,831	20,554	-	(20,554)
45 State Reimbursements - Rent	-	-	-	-	-
46 State Reimbursements - Other	5,663	1,820	1,213	948	(265)
47 ITD Reimbursements	778	1,425	950	1,392	442
48 Intra-Agency Reimbursements	324,509	1,123,774	749,183	488,692	(260,491)
49 Office Equipment	-	-	-	-	-
50 IT Equipment & Software	1,377	2,000	1,333	1,185	(148)
51 Other Expenses & Obligations	-	-	-	-	-
Total Expenditures	\$ 826,629	\$ 1,419,467	\$ 991,835	\$ 662,146	\$ (329,689)

**IOWA COLLEGE STUDENT AID COMMISSION
 DEFAULT PREVENTION, FUND #0261
 SUMMARY OF RESOURCES AND EXPENDITURES
 SFY 2014 as of February 28, 2014**

	FY 2014 Budget	FY 2014 Year to Date Budget	FY 2014 Year to Date Actuals	Variance
Resources:				
Interest	3,000	2,000	1,930	(70)
Refunds & Reimbursements	0	0	0	0
Total Resources	3,000	2,000	1,930	(70)
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	400,000	600,000	200,000
Aid to Individuals	0	0	0	0
Total Expenditures	600,000	400,000	600,000	200,000
Net Gain(Loss)	(597,000)	(398,000)	(598,070)	(200,070)
Default Prevention Cash Balance 7/1/2013	1,449,069			
Net Gain/(Loss) SFY 2014 02/28/2014	(598,070)			
Cash Balance 02/28/2014	850,999			



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