

## IOWA COLLEGE STUDENT AID COMMISSION

### Morningside College Voluntary Application for Postsecondary Registration in Iowa February 4, 2016

#### **STAFF ACTION:**

***Approve Morningside College's voluntary application for postsecondary registration in Iowa for a two-year term that begins on February 4, 2016 and ends on February 4, 2018.***

#### **Registration Purpose**

Morningside College lawfully operates a postsecondary, degree-granting institution in Iowa under an exemption from registration in Iowa Code Section 261B.11, subsection 1, paragraph "j": "Higher education institutions that meet the criteria established under section 261.9, subsection 1." The criteria referenced in Iowa Code Section 261.9, subsection 1, establish institutional eligibility for the Iowa Tuition Grant Program. Morningside College meets the Iowa Tuition Grant Program institutional eligibility criteria. Whether an institution actually awards funds from this state grant program is irrelevant. Thus, Morningside College is not required to seek the explicit approval of the State of Iowa in order to lawfully offer postsecondary degree programs in Iowa. For the purpose of the federal Department of Education's rules in 34 CFR 600.9 that require federal student aid participating schools to be authorized by an action of the State in which the school is located, Morningside College is listed in Iowa Administrative Code 281-Chapter 21, by name, as a private nonprofit, degree-granting postsecondary educational institution that lawfully operates in Iowa.

However, Morningside College has elected, voluntarily, to seek official designation by the Iowa College Student Aid Commission as a registered school under Iowa Code Chapter 261B and associated rules in Iowa Administrative Code 281-Chapter 21 that are in effect as of the date of this report.

#### **Institutional Information**

Morningside College (Morningside or "the College") is a private, non-profit postsecondary institution that provides instruction via face-to-face and distance education delivery modalities from its main campus located at 1501 Morningside Avenue, Sioux City, Iowa 51106. The College's chief executive officer is the College President John Reynders at the same address. The designated Iowa contact person for Morningside is Joan Shaputis, College Recommending Official, also at the same address. The Iowa Secretary of State records an active, domestic non-profit corporation registration #61038 for Morningside College. The registered agent is Ronald Jorgensen.

*Physical facilities:* The Morningside College campus is located in a residential suburb in the southeastern part of Sioux City. The entire campus is a National Register of Historic Places District for its mixture of Romanesque, Italian Renaissance Revival, and Art Moderne buildings, interspersed with newer, contemporary buildings. The 68-acre campus is adjacent to a city park, swimming pool, tennis courts, eating establishments, and is a short drive from major regional shopping centers. The gymnasium was renovated in 2007 seat over 2,500 and includes the athletic training room and a weight room facility. The Fine Arts auditorium, which was remodeled in 2013, seats 1,300 people and is noted for the Sanford Memorial Organ used for recitals and teaching. The following links are to a map of the campus and to an informational page about facilities:

- ✓ [https://www.Morningside.edu/assets/uploads/general/CampusMap2014\\_Official.pdf](https://www.Morningside.edu/assets/uploads/general/CampusMap2014_Official.pdf)
- ✓ <https://www.Morningside.edu/assets/uploads/general/Facilities.pdf>

*Instructional Methodology:* Morningside College offers courses and programs via in-person instruction, distance education, and hybrid programs utilizing both face-to-face instruction and online instruction. Morningside utilizes MySide and Moodle. MySide is a source of Morningside College information for students, faculty, and staff to use to quickly find what they're looking for. Moodle is a learning platform designed to provide educators, administrators and learners with a single secure and integrated system to create personalized learning environments.

Graduate Programs in Education and Nursing courses are 100% distance education programs. Both programs are delivered through the Moodle platform asynchronously. All courses must be completed within the semester enrolled. Both online programs require field experiences, which are also required to be completed within the semester enrolled.

Undergraduate programs include both online courses and face-to-face instruction with in-person classroom and laboratory interaction between students and faculty.

**Accreditation:** Morningside College is accredited by the Higher Learning Commission, a regional accrediting agency recognized by the federal Department of Education. In addition, Morningside has programmatic accreditation from the following entities:

- Commission on Collegiate Nursing Education (CCNE) accredits Morningside to offer the Bachelor of Science in Nursing programs at Morningside College.

*Federal Stafford Loan Cohort Default Rate:* The most recent official data from the federal Department of Education has determined Morningside's federal Stafford Loan default rate for fiscal year 2012 is 3.8%. The national average default rate of all schools during that time is 11.8%.

*Graduation Rate* (the percentage of first-time, full-time undergraduate students who graduated within 150% of the normal time for program completion as reported to the federal Department of Education): Morningside College reports a graduation rate of 54%.

*Average Loan Debt upon Graduation:* Morningside College provided average loan debt upon graduation without private loans as \$27,784.95 and average loan indebtedness with private loans as \$34,877.69.

**Record Preservation:** Morningside maintains a policy and procedure which gives students a working knowledge of their rights of privacy as they pertain to student records. Student educational records are kept in several different campus locations depending on the type of record. The student handbook includes a student record policy which provides guidance to students on which department to request records from depending on the type of record being sought. The Registrar's Office maintains Cumulative folder of personal records, including admissions data, attendance, grades and permanent academic records, veteran's information, and miscellaneous information. The Office of Student Financial Planning maintains student financial aid records. The Business Office maintains student payment accounts. The Education Office maintains teacher placement information and credentials. The director of each particular service listed above is responsible for the maintenance of the specific record. All other administrative or teaching staff must obtain consent of the director of the particular student service. No person outside the institution may gain access to records without consent of the student.

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

Registrar's Office  
Morningside College  
1501 Morningside Avenue  
Sioux City, IA 51106-1717  
Fax: 712-274-5430

Transcripts may be ordered in person at the Registrar's Office in Lewis Hall on campus or by printing and mailing a transcript form found at:

<https://www.morningside.edu/assets/uploads/general/TranscriptRequestForm.pdf>

**Student Learning Resources:**

- Library Services- Morningside's library is the Hickman-Johnson-Furrow Learning Center. The Learning Center cultivates life-long learners with resources, expertise, and an inspiring place to study in the center of campus. Students can access the library catalog, databases of information, subject specific study guides, and instant message reference assistance from their computers both on and off-campus. A library of books, journals, and periodicals is available in-house, and inter-library loan services are available. Study spaces include quiet private rooms, group areas with projectors, computer stations, open and quiet reading areas. The Learning Center's website also maintains webpages for graduate students and helpful resources, tips, and advice for graduate research.

- Technology Services - this department provides computer and media services for the college. Some of the services provided include: ID card replacement, laminating, audio/visual classroom equipment, public scanning station, password questions, the campus printing program, and service for college-issued computers. Available to undergraduate students only.
- 24 Hour Moodle Support – services provided by eClass4learning. Available to undergraduate and graduate students.
- Mentorship - Morningside Mentorship will help students connect their skills and interests with possibilities. Every freshman is paired with a personal mentor. Morningside dedicates seven staff to this service. This service is available to undergraduate students only.
- Notebook Computer Program – the computer program provides students with a new computer every two years. Students can choose their own preference of a Mac or a PC. If a student computer needs repair, walk-in technical support is available on campus free of charge and the College also provides phone support. If a student needs to borrow a computer due to extended repairs, loaner computers are available. This service is available to undergraduate students only.
- Personal Counseling - Morningside meets the needs of the individual by providing counseling services for various emotional, transitional, behavioral, relationship, and mental issues. A full-time licensed counselor is available throughout the academic year, August through May. The counselor provides free and confidential short-term counseling for full-time undergraduate students. Various counseling services and treatments are available including individual, couples, and group sessions. Referrals can be made to on or off campus agencies.
- The Commuter Connection – a newsletter issued by the campus with content aimed at assisting commuter students to be aware of activities, events, services, and happenings on the campus. The Commuter Connection is available to undergraduate students only.
- Career Services – assists students in developing plans that lead toward professional goals. Career services help format resumes, identify a major or help to find an appropriate internship, provide career counseling, including labor market information, and provide interview assistance. Career services are available to undergraduate students only.
- Tutoring – staff tutors are available to help residential students with math & science courses. Student tutors are also on hand to help in areas such as accounting, nursing, physics, and others. Appointments are not necessary to see a tutor. Consultation services are free to students, and specialized tutoring may be available upon request. Tutoring is available to undergraduate students only.
  - ✓ <http://library.morningside.edu/all-tutors.html>
  - ✓ <http://library.morningside.edu/academic-support-center.html>
  - ✓ <http://library.morningside.edu/math.html>
- Writing Center - The Morningside College Writing Center is an academic support service offering residential students help at every stage of the writing process to

members of the Morningside College community. The Writing Center is committed to individual writing development with the objective of providing useful feedback to all writers. This service is available to all undergraduate and graduate students by appointment.

- ✓ <https://www.facebook.com/MorningsideCollegeWritingCenter>
- ✓ <http://www.genbook.com/bookings/slot/reservation/30099820/118432233/?bookingContactId=142594380> ]

**Curriculum Evaluation and Development:** Morningside has implemented a Curriculum Committee whose responsibility it is to oversee the revision of curricular components and to ensure that these revisions are reflected in the College catalog and also to be responsible for the ongoing assessment program of academic majors. The Curriculum Policies and Assessment Committee is responsible for the quality and ongoing assessment of the curricular programs of the college. The Committee reviews and evaluates curriculum using assessment data, best practices in higher education, and other relevant information in order to provide ongoing recommendations to faculty for curricular revision. Divisional members of CPAC are nominated by their divisions and elected by the faculty as a whole. At-large members of CPAC are nominated by the faculty as a whole and elected by faculty as a whole.

- ✓ Curriculum Evaluation and Development – Graduate Program in Education: [https://my.morningside.edu/assets/academic\\_affairs/Faculty%20Handbook%202015-2016.pdf](https://my.morningside.edu/assets/academic_affairs/Faculty%20Handbook%202015-2016.pdf) See pages 30-31
- ✓ Curriculum Evaluation and Development – Graduate Program in Nursing: <https://drive.google.com/file/d/0Bz9FNzRFqs7tMHlpQU5oSHQ0Nm8/view?usp=sharing>

**Student Complaints Process:** Morningside students are made aware of the student complaints process in both the undergraduate and graduate student handbooks. Undergraduate grievances are directed to the Dean of Students whose contact information is available in the directory. Graduate students direct grievances to the Dean or Director of the program they are enrolled. Morningside also lists the grievance procedures on their consumer information webpage and provides the contact information for the College Student Aid Commission and other agencies with oversight authority.

- ✓ Graduate Catalog: [https://www.morningside.edu/assets/uploads/general/GraduateCatalog\\_2015-2016.pdf](https://www.morningside.edu/assets/uploads/general/GraduateCatalog_2015-2016.pdf)
- ✓ Undergraduate Catalog: [https://www.morningside.edu/assets/uploads/general/STUDENT\\_HANDBOOK\\_2015-2016.pdf](https://www.morningside.edu/assets/uploads/general/STUDENT_HANDBOOK_2015-2016.pdf)
- ✓ College Student Aid Commission contact: [https://www.morningside.edu/assets/uploads/general/Complaint\\_GrievancePolicy.pdf](https://www.morningside.edu/assets/uploads/general/Complaint_GrievancePolicy.pdf)

## Programs Offered Under Registration

*(Note: The programs listed below are only those for which Morningside College may need coverage under the State Authorization Reciprocity Agreement (SARA) policies and rules. However, Morningside College's registration authorization to operate at a location in Iowa is at the institutional level; thus, the Commission authorizes the institution to offer all of its programs in Iowa.)*

The estimated total charge for tuition, fees, books, and supplies applicable to each program is listed below.

### Residential Programs Offered at the Morningside campus in Sioux City, Iowa

#### *Baccalaureate Programs*

- Bachelor of Arts with majors in: Applied Agricultural and Food Studies; Art; Biology; Business Administration; Chemistry; Computer Science; Education; English; History; Interdisciplinary; Mass Communication; Mathematics; Music; Nursing; Philosophy; Physics/Engineering; Political Science; Preprofessional Programs; Psychology; Religious Studies; Spanish; Theatre - \$117,352
  - First time licensure baccalaureate programs include Education and Nursing. Both programs prepare students for first-time licensure in Iowa and meet Iowa licensing requirements. The Iowa Department of Education approves the programs the College offers that prepare students for first-time licensure as teachers and the Iowa Board of Nursing approves Morningside's Bachelor of Science in Nursing programs.

### Distance Education Programs

#### *Graduate Programs*

- Master of Arts in Teaching - \$11,450
  - This is not a first time licensure program. This program focuses on the improvement of professional practice.
- Clinical Outcomes Certificate - \$2,750
- Master of Science in Nursing\* (MSN). There are three available MSN tracks:
  - Clinical Nurse Leader - \$13,262
  - Family Nurse Practitioner - \$15,742
  - Adult Gerontology Nurse Practitioner - \$15,467
- \* The MSN program is not a first time licensure program. The program is approved by the Higher Learning Commission, and is conditionally approved by the Iowa Board of Nursing. This program is approved for registration conditional upon its final approval from the Iowa Board of Nursing before the graduation date of the first cohort in 2018. Morningside College has also applied for accreditation of this program through the Commission on Collegiate Nursing Education (CCNE).

### Field Experiences

Structured field experiences are a required part of the curriculum for the following programs:

- **Master of Arts in Teaching:** The Graduate Program in Education includes practicum and field experience requirements in some courses. In those courses all students coordinate their own site placement within the district where they are currently employed, regardless of state residency. Should any district, in Iowa or otherwise, require a contract with the school board for any particular student, the Graduate Program in Education has a standard contract that is used. All supervision of practicum or field experiences is handled online through Moodle; no on site supervision is required.
- **Master of Science in Nursing:** The Nylen School of Nursing Graduate program includes a total of 600 practicum hours for the nurse practitioner tracks and a total of 500 hours for the Clinical Nurse Leader track. Students taking a practicum course coordinate their own site placement and preceptor with an agency. An institutional contract is obtained with the participating agency. The student must obtain all immunization and background checks required by the agency. This includes a federal and state criminal, sex offender, and abuse registry inquiry. Students must have a valid RN License in Iowa or complete the hours in a state participating in the licensure compact and basic cardiac life support (BCLS) certification. All practicum supervision and tracking is handled online through Moodle and the Medatrax clinical/practicum tracking program. Morningside College nursing faculty will be responsible for follow-up, managing, and evaluating the practicum experience.

### **Registration Compliance**

As required by Iowa Code Section 261B.4, Morningside College disclosed its policy on refunding tuition charges for withdrawn students. The graduate program and the undergraduate program refund policies are the same. Morningside refunds 100% for withdrawals before the course starts, during the first week of full term courses in the fall and spring, the first three days of half-term courses during the fall and spring, and the first day of all summer courses; 90% when 10% of the classes have been completed; 80% when 20% of the classes have been completed; 70% when 30% of the classes have been completed; 60% when 40% of the classes have been completed; 50% when 50% of the classes have been completed; and 40% when 60% of the classes have been completed. After 60% of the class has been completed no refund will be granted nor will financial aid be reduced. These policies are addressed in both the undergraduate and graduate Student Handbooks available on Morningside's webpage.

- ✓ The undergraduate refund policy with a chart correlating class number to refund can be found at:

[https://www.morningside.edu/assets/uploads/general/RefundPolicy2015\\_16.pdf](https://www.morningside.edu/assets/uploads/general/RefundPolicy2015_16.pdf).

- ✓ The graduate refund policy can be found at [https://www.morningside.edu/assets/uploads/general/GraduateCatalog\\_2015-2016.pdf](https://www.morningside.edu/assets/uploads/general/GraduateCatalog_2015-2016.pdf).

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

- Iowa Code Section 261.9(1)(e) requires a school to maintain and disseminate a drug and alcohol abuse policy that includes sanctions for violation of the school’s policy and information about the availability of drug or alcohol counseling or rehabilitation. Iowa Code Section 261.9(1)(f) requires a school to maintain and disseminate a sexual abuse policy that includes information about counseling opportunities and reporting instances of sexual abuse to school officials and law enforcement. Morningside College provided compliant policies that address both of these requirements. These policies are disclosed to students in the Morningside Student Handbook and to prospective students and the public on the College’s website at the following locations:
  - ✓ Drug and alcohol policies: [https://www.morningside.edu/assets/uploads/general/STUDENT\\_HANDBOOK\\_2015-2016.pdf](https://www.morningside.edu/assets/uploads/general/STUDENT_HANDBOOK_2015-2016.pdf) at 37-39.
  - ✓ Sexual abuse policies: [https://www.morningside.edu/assets/uploads/general/STUDENT\\_HANDBOOK\\_2015-2016.pdf](https://www.morningside.edu/assets/uploads/general/STUDENT_HANDBOOK_2015-2016.pdf) at 31-35.
- 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. Morningside provided a policy that is compliant with this requirement and will disclose the policy to students through the College’s Student Portal site and provides a form for student to utilize when called to active duty.
  - ✓ <https://my.morningside.edu/assets/registrar/CalledToActiveDutyPolicy.pdf>
  - ✓ <https://my.morningside.edu/assets/registrar/CalledToActiveDutyForm.pdf>
- 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. Morningside provided a compliant policy to staff as part of its registration application. The College discloses the policy to employees at hire and to the public in the College’s Annual Security and Fire Report (Clery Report).
  - ✓ <https://www.morningside.edu/assets/uploads/general/EmplHandbook.pdf> at 61.

**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 in place and available to students through Morningside's online Academic Catalog, which is available to students through the College's webpage and various other readily accessible College web pages, including those that address each specific Morningside program.

✓ [https://my.morningside.edu/assets/academic\\_affairs/Catalog\\_2015.pdf](https://my.morningside.edu/assets/academic_affairs/Catalog_2015.pdf)

Effective July 1, 2012, Iowa Code Section 261B.7 states that, while a school must not represent that it is "approved" or "accredited" by the Commission or the State of Iowa, a registered school must disclose that the school is registered by the Commission on behalf of the state of Iowa and provide the Commission's contact information for students who wish to inquire about the school or file a complaint. The College will post a statement reflecting that the College is registered with the Commission and the contact information for questions and complaints on the College's main website under Consumer Information.

✓ <https://www.morningside.edu/about-morningside/consumer-information/>

**Financial Responsibility:** Morningside College submitted the audit report of an independent accounting firm, Henjes, Conner, & Williams, P.C. dated September 23, 2015, covering the institution's financial position through May 31, 2015. The accounting firm stated its opinion that the school's financial statements present fairly, in all material respects, the school's financial position.

A private non-profit school that participates in the federal student aid programs must maintain a composite score, based on a three-factor financial responsibility ratio, of at least 1.5 in order to be determined by the federal Department of Education to be financially responsible without additional oversight. Morningside's independent auditor did not report nor test Morningside's financial responsibility composite score. The most recent financial responsibility composite score reported for Morningside by the federal Department of Education is for the institutional fiscal year ending May 31, 2014, when Morningside's composite score was 3.0 (out of a possible 3.0).

**Full-Time Iowa Resident Faculty Member or Program Coordinator:** Morningside employs 85 full-time, Iowa-based faculty members. Additional information about faculty appears below.

**Instructional/Supervisory Staff Qualifications:** Morningside maintains easily accessible information about faculty on each of its web-based program main pages.

- Bachelor's Degree Programs Elementary, Secondary, and Special Education: Of nine education department faculty members reviewed: three have doctoral degrees in education; all have a graduate degree in education.
- Bachelor of Science in Nursing: Of eight faculty members reviewed: two have doctorates in education, two have doctorates in nursing practice, all have a graduate degree, four which specialize in nursing.
- Master of Science in Nursing and Clinical Outcomes Certificate: Of five faculty reviewed: one is a doctor of education, one is a doctor of philosophy, three are doctors of nursing practice, and all are either registered nurses or advanced practitioners.
- Master of Arts in Teaching: Of five graduate program faculty reviewed: four have doctoral degrees in education, all have a graduate degree in education.

***Commitment to Iowa Students and Teach-Out:*** By executing an electronic signature on the registration application, Morningside College President John Reynders committed to the delivery of programs Morningside offers and agreed to provide alternatives for students to complete programs at Morningside or another school if the College closes a program, or if Morningside closes before students have completed their courses of study.

## **Additional Information**

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

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

Morningside College is exempt from the financial responsibility (i.e., bonding) requirements of Iowa Code Section 714.18. The College qualifies for the following exemption listed in Iowa Code Section 714.19, subsection 10: “Private nonprofit schools that meet the criteria established under [Iowa Code] section 261.9, subsection 1.” The criteria established under Iowa Code section 261.9, subsection 1, is the *institutional* eligibility criteria that qualifies a school for participation in the Iowa Tuition Grant program. Morningside meets the institutional eligibility criteria, and therefore qualifies for the financial responsibility exemption. For this purpose, whether a school actually awards funds from the Iowa Tuition Grant program is immaterial.

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

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

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

Morningside posts on its website a Code of Conduct for Educational Loans [https://www.morningside.edu/assets/uploads/general/Model Code of Conduct.pdf](https://www.morningside.edu/assets/uploads/general/Model_Code_of_Conduct.pdf) that addresses provisions of Iowa Code Chapter 261F. The Morningside Code of Conduct appears to be an accurate and comprehensive reflection of Iowa Code provisions that govern certain aspects of business relationships between private education loan lenders and school personnel who have responsibilities related to education loans. Morningside maintains a list of preferred lenders which are disclosed at <https://choice.fastproducts.org/FastChoice/policy/disclosure> when the student applies for private loan funding.