

Iowa College Student Aid Commission

Application for Registration (Authorization) of Postsecondary Schools Iowa Code Chapter 261B

This is the application form for all schools that are required to register under Iowa Code Chapter 261B.

All items must be completed. If there is insufficient space on the form to provide all requested information, use additional, separate attachments as required, numbering them to correspond to the application item. Other documents or materials may be attached separately in lieu of providing the information on the form. In such cases, the material or document should be referenced on the form, for example, "see attachment #xx."

Submit the completed and electronically-signed PDF of the application and any separate electronic attachments via email to Carolyn.Small@iowa.gov, or store on external media (i.e.: thumb drive, CD, etc.) and mail to:

Postsecondary Registration Coordinator
Iowa College Student Aid Commission
430 E. Grand Ave., FL 3
Des Moines, Iowa 50309

A school must submit a \$1,000 application fee with the application. Please make the check payable to the Iowa College Student Aid Commission and mail to:

Iowa College Student Aid Commission
P.O. Box 310348
Des Moines, IA 50331-0348

The information you provide will be open to public inspection under Iowa Code Chapter 22.11, and posted to the Iowa College Student Aid Commission (the Commission) website under Iowa Code Section 261.2., subsection 7(b).

Exception: A private non-profit or for-profit corporation may submit financial statements associated with its most recent independent auditor's report to the Commission and request that they be treated as confidential. For more information, see application item #31.

For assistance or questions regarding the application, contact the Postsecondary Registration Coordinator at:

Carolyn.small@iowa.gov
(515) 725-3413

(1) Provide the name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141: [(261B.4(2))] and [(261B.4(1))]

Name of School: Northcentral University
 Street: 8667 E. Hartford Drive
 Suite: 100
 City: Scottsdale
 State: AZ
 Zip: 85255
 Country: USA

Telephone Number for the school's primary state authorization contact (including country or area code):
 928-541-7777

E-mail address for the school's primary authorization contact:
 jrandle@ncu.edu

(2) Type of school: For-profit Non-profit Public

(3) If applicable, provide the address of all physical locations in Iowa where instruction will occur. For a school that is applying for registration to offer distance education programs and that has established, or plans to establish, a permanent Iowa site(s) at which students will participate in a structured field experience, the school may record below the location of that Iowa field experience site(s).

Street: Not Applicable
 Suite:
 City: State: Zip:

Telephone:

(4) Provide the **total** estimated tuition charges, fees and other costs payable to the school by a student over the course of each entire program [(261B.4(3))]. If the school is applying to offer both residential programs that require some face-to-face interaction between student and faculty at an Iowa location in addition to programs that are offered fully "at a distance," please separately list distance education programs, as illustrated below:

	Residential Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Estimated Total Program Charges
<input type="button" value="Add Row"/>	Not Applicable					
<input type="button" value="Delete Row"/>						
	Distance Education Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Estimated Total Program Charges
<input type="button" value="Add Row"/>	Bachelor of Business Administration (BBA)	\$26,270	Included			\$26,270
<input type="button" value="Delete Row"/>						

Add Row	Post-Baccalaureate Certificate in Business	\$9,626	Included			\$9,626
Delete Row						
Add Row	Master of Business Administration (MBA)	\$23,540	Included			\$23,540
Delete Row						
Add Row	Post-Master's Certificate in Business	\$16,658	Included			\$16,658
Delete Row						
Add Row	Doctor of Business Administration (DBA)	\$49,274	Included			\$49,274
Delete Row						
Add Row	Doctor of Philosophy in Business Administration (PHD)	\$61,910	Included			\$61,910
Delete Row						
Add Row	Post-Baccalaureate Certificate in Education	\$7,526	Included			\$7,526
Delete Row						
Add Row	Master of Education (MED)	\$18,290	Included			\$18,290
Delete Row						
Add Row	Post-Master's Certificate in Education	\$16,586	Included			\$16,586
Delete Row						
Add Row	Education Specialist (EDS)	\$28,367	Included			\$28,367
Delete Row						

Add Row	Doctor of Education (EDD)	\$49,058	Included			\$49,058
Delete Row						
Add Row	Doctor of Philosophy in Education (PHD)	\$61,910	Included			\$61,910
Delete Row						
Add Row	Bachelor of Arts in Psychology (BA)	\$26,270	Included			\$26,270
Delete Row						
Add Row	Post-Baccalaureate Certificate in Psychology	\$9,374	Included			\$9,374
Delete Row						
Add Row	Master of Arts in Psychology (MA)	\$27,422	Included			\$27,422
Delete Row						
Add Row	Post-Master's Certificate in Psychology	\$17,756	Included			\$17,756
Delete Row						
Add Row	Doctor of Philosophy in Psychology (PHD)	\$58,370	Included			\$58,370
Delete Row						
Add Row	Post-Baccalaureate Certificate in Marriage and Family Therapy	\$10,526	Included			\$10,526
Delete Row						
Add Row	Master of Arts in Marriage and Family Therapy (MA)	\$38,510	Included			\$38,510
Delete Row						

Add Row	Post-Master's Certificate in Marriage and Family Therapy	\$17,504	Included			\$17,504
Delete Row						
Add Row	Doctor of Philosophy in Marriage and Family Therapy (PHD)	\$66,107	Included			\$66,107
Delete Row						

(5) Please list all distance education programs that include a structured field experience that the school will permit an Iowa resident to participate in at an Iowa location. For each program that includes a field experience, please separately attach documentation that describes the expectations of the student, school faculty and a site supervisor during the field experience.

Both Master of Arts and Doctor of Philosophy in Marriage and Family Therapy require field experience. Attachment 1 (MFT Clinical Training Handbook) documents field experience expectations.

(6) Provide the name of all other State of Iowa agencies required to approve the applicant school in Iowa and the school's contact person at that Iowa agency. Separately, attach documentation of the school's approval.

State of Iowa Agency Name:

Not Applicable

Contact Person:

Telephone Number:

E-mail address:

(7) Does the school plan to offer a program in Iowa that prepares a student for first-time, licensed professional employment?

No

Yes

List the program and the Iowa professional licensure board that licenses persons to practice the profession for which the school's program prepares a student. For each program, attach documentation demonstrating that the school's program either meets the requirements of a programmatic accrediting agency approved by the Iowa professional licensure board, or that the school's program meets the Iowa professional licensure board's curriculum requirements such that a student who successfully completes the school's program is not required to complete additional coursework or practicum hours.

The Marriage and Family Therapy programs (MA and PHD) may lead to licensure in Iowa from the Iowa Board of Behavioral Science Examiners. Our programs meet Iowa standards because both programs are COAMFTE accredited.

(8) Provide a link to the school's website, or a description of the school's refund policy for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))]. For a for-profit school with at least one program of more than four months in length that leads to a recognized educational credential, the school's tuition refund policy must comply with Iowa Code Section 714.23. For more information about Iowa Code Section 714.23, contact the Postsecondary Registration Coordinator or see the "Postsecondary Registration" tab on the Commission's main web page at www.iowacollegeaid.gov.

Northcentral University complies with Iowa's refund policy, which is provided to Iowa residents as part of the Enrollment Agreement. Please see Attachment 2.

(9) Provide the name, business address and telephone number of the school's chief executive officer [(261B.4(7))]:

Name:

Street:

Suite:

George A. Burnett

8667 E. Hartford

100

City:

State:

Zip:

Country:

Telephone Number:

Scottsdale

AZ

85255

USA

928-541-7777

(10) Provide a link(s) to the school's website, or describe below the means by which the school provides the following disclosure to students. (If the school provides this information in one or more web-based documents, please provide both the link to the document and the page number within the document where the disclosure(s) is located.

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. The refund policy of the school for the return of their fundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course, or the fact of completion of the course, is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.
6. The name of the accrediting agency recognized by the United States Department of Education or its successor agency which has accredited the school.

- 1., 2., 5. The title and description of each course, and degree awarded is listed under each of our programs and specializations at <http://www.ncu.edu/schools>
3. Tuition information for each program is found at: <http://www.ncu.edu/tuition-and-admissions/tuition>
4. The refund policy is located in our Catalog. For Iowa residents, the refund policy is provided on their Enrollment Agreement. http://learners.ncu.edu/public_images/Northcentral%20University%20Catalog/Northcentral_University_Catalog.htm
6. Accrediting information can be found at: <http://www.ncu.edu/why-northcentral/accreditation>

(11) Provide the name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]. If the school is applying for distance education and has elected to register with the Iowa Secretary of State as a corporation transacting business in Iowa, please list the corporation's Iowa resident agent. If a distance education provider chooses not to register with the Iowa Secretary of State, the response to this question may be "not applicable - distance education provider."

Name: Street:
Not Applicable
 Suite: City: State: Zip:

Telephone Number (including country or area code):

(12) Provide the name, address, and title of the other officers and members of the legal governing body of the school [(261B.4(6))]:

	Officer Name	Address	Telephone Number
<input type="button" value="Add Row"/> <input type="button" value="Delete Row"/>	Jerry Israel Chair	8667 E. Hartford Drive, Suite 100 Scottsdale, AZ 85255	928-541-7777
<input type="button" value="Add Row"/> <input type="button" value="Delete Row"/>	Karen F. Rizk Vice Chair	8667 E. Hartford Drive, Suite 100 Scottsdale, AZ 85255	928-541-7777
<input type="button" value="Add Row"/> <input type="button" value="Delete Row"/>	Harold Greenberg Secretary/Treasurer	8667 E. Hartford Drive, Suite 100 Scottsdale, AZ 85255	928-541-7777

<input type="button" value="Add Row"/>	Martin Gottlieb, DHL Board Member	8667 E. Hartford Drive, Suite 100 Scottsdale, AZ 85255	928-541-7777
<input type="button" value="Delete Row"/>			
<input type="button" value="Add Row"/>	Brian Hermelin, MBA Board Member	8667 E. Hartford Drive, Suite 100 Scottsdale, AZ 85255	928-541-7777
<input type="button" value="Delete Row"/>			
<input type="button" value="Add Row"/>	James Horton, PhD Board Member	8667 E. Hartford Drive, Suite 100 Scottsdale, AZ 85255	928-541-7777
<input type="button" value="Delete Row"/>			
<input type="button" value="Add Row"/>	Steve Linden Board Member	8667 E. Hartford Drive, Suite 100 Scottsdale, AZ 85255	928-541-7777
<input type="button" value="Delete Row"/>			
<input type="button" value="Add Row"/>	Curtis L. McCray, PhD Board Member	8667 E. Hartford Drive, Suite 100 Scottsdale, AZ 85255	928-541-7777
<input type="button" value="Delete Row"/>			
<input type="button" value="Add Row"/>	Kevin Prokop, MBA Board Member	8667 E. Hartford Drive, Suite 100 Scottsdale, AZ 85255	928-541-7777
<input type="button" value="Delete Row"/>			
<input type="button" value="Add Row"/>	Barbara Ross-Lee, D.O., FACFP Board Member	8667 E. Hartford Drive, Suite 100 Scottsdale, AZ 85255	928-541-7777
<input type="button" value="Delete Row"/>			
<input type="button" value="Add Row"/>	John Schnabel, MBA Board Member	8667 E. Hartford Drive, Suite 100 Scottsdale, AZ 85255	928-541-7777
<input type="button" value="Delete Row"/>			
<input type="button" value="Add Row"/>	Irene Wang Board Member	8667 E. Hartford Drive, Suite 100 Scottsdale, AZ 85255	928-541-7777
<input type="button" value="Delete Row"/>			
<input type="button" value="Add Row"/>	William Whittington, JD Board Member	8667 E. Hartford Drive, Suite 100 Scottsdale, AZ 85255	928-541-7777
<input type="button" value="Delete Row"/>			

(13) For a for-profit institution, provide the names and business addresses of persons owning more than 10% of the school [(261B.4(6))]:

	Name	Address	Telephone Number
<input type="button" value="Add Row"/>	Northcentral University, Inc.	8667 E. Hartford Drive, Suite 100 Scottsdale, AZ 85255	928-541-7777
<input type="button" value="Delete Row"/>			

(14) Name all agencies accrediting the institution and programs **offered in Iowa that are recognized by the U.S. Department of Education** [(261B.4(9))]. Separately attach a copy of the school's accreditation status for each agency. Provide all documentation in the school's records about any pending or final accrediting agency sanction.

If the school is applying to initiate in-person instruction at an Iowa location and the school's accrediting agency has not approved the Iowa location, provide either: 1) documentation from the accrediting agency that its approval is not required, or 2) documentation that the accrediting agency will not consider the school's approval request until the Commission approves the school to operate in Iowa.

Accrediting Agency 1

Name: Higher Learning Commission (Attachment 3) Street: 230 South LaSalle Street
Suite: 7-500 City: Chicago State: IL Zip: 60604-1411
Country: USA Telephone Number (including country or area code): 312-263-0456
Contact Person: Anthea Sweeney

Accrediting Agency 2

Name: ACBSP (Attachment 3) Street: 11520 West 119th Street
Suite: Overland Park City: Overland Park State: KS Zip: 66213
Country: USA Telephone Number (including country or area code): 913-339-9356
Contact Person: Steven Parscale

Accrediting Agency

Name: Teacher Education Accreditation Council (TEAC) **Street:** 1140 19th Street NW
Suite: 400 **City:** Washington **State:** DC **Zip:** 20036
Country: USA **Telephone Number:** 202-223-0077

Accrediting Agency 3

Name: **COAMFTE (Attachment 3)** Street: **112 South Alfred Street**
 Suite : City: State: Zip:
 Alexandria VA 22314-3061

Country: USA Telephone Number (including country or area code): 703-838-9808

Contact Person: Tanyan Tamarkin

(15) Describe the procedures followed by the school for safeguarding (e.g., storage, security and back-up processes) and preservation of student records [(261B.4(12))]:

Academic records for all students and graduates are kept electronically via the Northcentral University Compass Database. The information documented includes the student's program, courses, and grades. The status of the graduation, completion, withdrawal, or dismissal will be documented. Academic transcripts are generated from this system and will be maintained indefinitely. Backup protocols for recovery are in place. In the event of closure, student records will be transferred to the Arizona State Board for Private Postsecondary Education per R4-39-402.

(16) Provide the contact information to be used by students and graduates who seek to obtain transcript information:

Name: Office of the Registrar Street: 8667 E. Hartford Drive
 Suite City: State: Zip:
 100 Scottsdale AZ 85255

Country: USA Telephone Number (including country or area code): 928-541-7777

E-mail address and/or website:

Registrar@ncu.edu

(17) List the states and licensure/authorization agencies for all states that require the school to obtain authorization to operate, maintain a presence or offer distance education in that state. Attach documentation of the school's licensure/authorization status in each state. Do not list states in which the school's status is "exempt."

	State	Agency Name
Add Row Delete Row	Alabama	Department of Postsecondary Education
Add Row Delete Row	Alabama	Commission on Higher Education
Add Row Delete Row	Arizona	State Board for Private Postsecondary Education
Add Row Delete Row	Arkansas	Department of Higher Education

Add Row	California	Bureau for Private Postsecondary Education
Delete Row		
Add Row	Indiana	Commission for Higher Education
Delete Row		
Add Row	Kansas	Board of Regents
Delete Row		
Add Row	Louisiana	Board of Regents
Delete Row		
Add Row	Maryland	Higher Education Commission
Delete Row		
Add Row	Minnesota	Office for Higher Education
Delete Row		
Add Row	Ohio	Board of Regents
Delete Row		
Add Row	Oregon	Higher Education Coordinating Commission
Delete Row		
Add Row	Pennsylvania	Department of Education
Delete Row		
Add Row	Utah	Division of Consumer Protection
Delete Row		
Add Row	Washington	Student Achievement Council
Delete Row		
Add Row	West Virginia	Higher Education Policy Commission
Delete Row		
Add Row	Wisconsin	Educational Approval Board
Delete Row		
Add Row	Wyoming	Department of Education
Delete Row		

(18) Has a state ever revoked the school's approval to operate in that state?

No Yes. If yes, attach documentation from the state of its revocation action.

(19) Has a state sanctioned the school within the year prior to the date of this application?

No Yes. If yes, attach documentation from the state of its sanction action.

(20) Is the school presently under investigation by or bound to the terms of a judgment issued by a state's attorney general or other enforcement authority?

No Yes. If yes, attach documentation of the investigation or judgment from the enforcement authority.

(21) Will the school certify that it will immediately notify the Commission of any pending or final sanction issued by the school's accrediting agency, another state agency that registers or licenses the school, or a state attorney general's office or other enforcement authority?

Yes No

(22) Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used, including, but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [261B.4(13)]

In the Northcentral University distance learning environment, students and faculty interact one-to-one. NCU uses a personalized teaching model wherein students and faculty interact asynchronously during a course to achieve learning outcomes. NCU designed and created a Learning Management System (Course Room) to provide an enriched online experience for NCU students.

(23) Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

Yes No

Please separately attach a copy of the school's current Federal Student Aid Program Participation Agreement with the U.S. Department of Education.

(24) Do you currently:

Enroll students in Iowa? No Yes. How many? 59

Employ Iowa faculty? No Yes. How many full-time? 3 How many part-time? 1

(25) Do you compensate Iowa residents to perform other operational activities for the school besides teaching (e.g., program or Iowa site coordinator, call-taker or admissions representative)?

No Yes

How many full-time?

How many part-time?

(26) If are you applying to offer face-to-face instruction at one or more fixed locations in Iowa, provide the name, title, business contact information and a brief curriculum vitae summary for the Iowa resident(s) who is employed as a full-time faculty member or program coordinator devoted to Iowa students.

Not Applicable

(27) Of the total number of faculty (including those that may not be Iowa residents) who will provide instruction in programs offered to Iowa residents, how many are full-time? 131 How many are part-time? 467

Separately attach resumes, other documentation or links to your website that describe 1) the educational and experiential qualifications of **all** faculty or instructors who teach the courses offered to Iowans, and 2) the general subject matter in which they teach.

(28) How will your school comply with Iowa Code section 261B.7, which requires the school to disclose 1) that it is registered by the Commission, and 2) the Commission's contact information for student questions or complaints?

Northcentral University lists contact information for student questions or complaints for all states on the public website at <http://www.ncu.edu/corporate-information/privacy-statement-and-consumer-information/student-grievance-contact-information>

(29) Will your school comply with the requirements of Iowa Code Section 261.9(1)"e" to "h?"

Yes

No

Note: Schools that apply for registration to offer distance education programs and who have no compensated parties working remotely for the school from an Iowa location are not required to comply with Iowa Code Section 261.9(1)"h." For more information about Iowa Code Section 261.9(1), please contact the Postsecondary Registration Coordinator or see the "Postsecondary Registration" tab on the Commission's main web page at www.iowacollegeaid.gov

You must attach policies that are ready for implementation upon registration approval and that comply with these requirements.

(30) Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities? (Note: At this time, the Commission does not require annual reports for out-of-state distance education program providers.)

Yes

No

(31) Attach a copy of the applicant school's most recent independent audit report prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.

Note: A school may submit financial statements associated with an independent audit to the Commission in a separate electronic file that is marked "confidential." In that case, the Commission will not disclose the school's financial statements to the public.

Attachment 8 Confidential Audited Financial Statements

(32) Describe how your school provides students with learning resources, including appropriate library and other support services requisite for the school's programs.

The NCU Library and all its resources are available online. The Library provides access to information resources and services such as reference, instruction, and interlibrary loans. In addition, the following student support services are available to all students: Academic Advising, Student Financial Services, Academic Success Center, Dissertation Center, IT Helpdesk, Office of the Registrar, Office of the Ombuds, Disability Services, and the NCU Commons.

(33) Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

Faculty involvement in governance is structured around a democratically elected Faculty Senate. Additionally, faculty members serve on the Adjunct Councils, the Academic Affairs Committee and its subcommittees for Assessment and Curriculum. Through these governance structures, faculty exercise oversight of curriculum, expectations for student performance, assessment, establishment of academic credentials for instructional staff, and service to the University.

(34) If applicable, please provide evidence that the school has adequate physical facilities appropriate for the program(s) and students services to be offered and are located in the state. For a school that applies for registration to operate a fixed instructional site, include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease.

Not Applicable

(35) For a for-profit institution, provide an organizational plan that shows the physical address and contact information for all educational, administrative and service locations operated by the applicant and any parent organization.

All instruction is delivered online only. Northcentral University has the following administrative locations:

10000 E. University Drive, Prescott Valley, AZ 86314

8667 E. Hartford Drive, Suite 100, Scottsdale, AZ 85255

Academic Innovation Center: 2488 Historic Decatur Road, Suite 100, San Diego, CA 92106

928-541-7777

(36) Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred.

Attachment 9 Student Grievance Policy

(37) Provide the most recent official Stafford loan cohort default rate that the U.S. Department of Education reports for the school. If the school has multiple campuses and is applying for distance education programs, report the cohort default rate for the campus that supports the school's online programs.

NCU's three-year cohort default rate for 2011 was 7.0%, and for 2010 was 4.2%.

(38) Provide the average loan debt upon graduation of individuals completing programs at the school.

The average loan debt upon graduation for students who completed programs at NCU is \$27,607.

(39) Provide the graduation rate for each branch location that the school reports to the U. S. Department of Education National Center for Education Statistics. If the school has multiple campuses for which it reports a graduation rate and is applying for distance education programs, report the graduation rate for the campus that supports the school's online programs.

Northcentral University's graduation rate was considered "not applicable" since all undergraduates entering the university were either part-time or transfer students and, as a result, do not meet the first-time requirement of the definition. However, below are Northcentral University's completions for 2014.

Bachelor programs: 32

Master programs: 331

Certificates: 25

Doctoral programs: 166

Total: 554

SIGNATURE

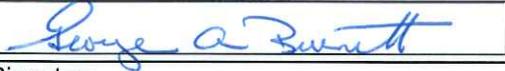
Applicant School Chief Executive Officer

George A. Burnett

President and CEO

Name

Title



9-3-15

Signature

Date

See link below for video instructions to set up a digital signature (start video at 2:57 for relevant information)

<http://tv.adobe.com/watch/acrobat-x/how-to-digitally-sign-a-document-with-adobe-reader/>

By my signature above, I commit to the delivery of programs my school offers in Iowa, and agree to provide alternatives for students to complete programs at my school or at another school(s) if my school closes a program, or my school closes before students have completed their courses of study.

Additional Instructions:

- If any information in this application changes before the Commission considers the application the school should inform the Postsecondary Registration Coordinator via email.
- A registration fee of \$1000 is due and payable to the Iowa College Student Aid Commission upon registration approval.
- Registrations must be renewed every two years. During a registration term, a school must submit a written request for amendment via email and remit an additional \$1000 amendment fee upon any substantive change in program offerings, location, or accreditation.
- During a registration term, other changes that occur to the information provided in this application must be submitted in writing (e-mail is acceptable) to the Postsecondary Registration Coordinator within 90 days of the change (e.g., a new program that does not require the approval of an agency of the state of Iowa).