

**Iowa College Student Aid Commission**  
**November 15, 2013**



# 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**

**November 15, 2013**

**10:00 a.m.**

**Iowa College Student Aid Commission**

**Via Telephone Conference Call**

- 1. Executive Director's Report..... Tab A Misjak**
- \*2. Consent Agenda ..... Tab B Misjak**
- a. Minutes of Meeting**
    - **September 20, 2013 (13-11-B1)**
    - **September 20, 2013 Strategic Planning Review (13-11-B7)**
  - b. Administrative Rule**
    - **Chapter 21- Approval of Postsecondary Schools (13-11-B8)**
  - c. Postsecondary Registration**
    - **Western Illinois University (13-11-B15)**
    - **INSTE Bible College (13-11-B26)**
    - **University of Sioux Falls (13-11-B27)**
    - **Luther Rice University (13-11-B35)**
    - **American Public University System (13-11-B42)**
- \*3. Committee Reports ..... Tab C**  
**-Legislative Committee..... Commissioner Adams**
- 4. Staff Reports ..... Tab D**  
**- Administrative Budget/Expenditure Summary.....May**
- 5. Adjournment**

**\* Indicates Action Item**

**UPCOMING MEETING DATE:**

**January 17, 2014**

**March 21, 2014**

**May 16, 2014**

## **IOWA COLLEGE STUDENT AID COMMISSION**

### **Executive Director's Report November 2013**

#### **New Staff**

John Wageman and Rachel Scott have joined the Commission Staff as Division Directors. John is over the Program Administration Division and Rachel is over the Outreach Division.

John has a Bachelor of Arts Degree in Criminology and a Master of Arts in Education from the University of Northern Iowa. John has a broad range of skills that qualify him to oversee Program Administration including experience in grants financial management and program management; budget management; report writing; data analysis; and training development.

Most recently John was employed by Homeland Security and Emergency Management as the Program Manager for the State's hazard mitigation program.

Rachel has provided training and consultation on fiscal sustainability planning and financial management systems for grantees, foundations, nonprofits and collaborative initiatives in education. Rachel lead the Commission on the Status of Women for four years successfully developing and implementing strategic plans that resulted in effective partnerships, increased public awareness and achievement of public policy goals.

Rachel has a Bachelor of Arts Degree in English and a Master of Arts Degree in English and Public Administration along with 10 years of professional experience.

#### **Iowa College Application Campaign**

Staff is in the process of compiling data from Iowa College Application Campaign, which took place during the month of October. A couple of schools, Algona High School and Sioux City North High School, have events scheduled in November so we do not have final numbers. We had a total of 33 high schools across the state participate in the 2<sup>nd</sup> annual Iowa College Application Campaign, up from 12 schools that were part of our initial pilot program last year.

To commend the success and efforts of the participating high schools, Governor Branstad attended an event at Des Moines East High School on Wednesday, November 13, where he signed a proclamation proclaiming Iowa College Application Campaign essential in developing Iowa's workforce. The proclamation was introduced by Iowa College Aid staff who worked closely with GEAR UP Iowa and the Iowa Association for College Admission Counseling to implement the state-wide campaign in an effort to help high school seniors navigate the college admissions process. At East High School, Iowa College Application Campaign events were instrumental in getting 360 out of their total of 455 graduating seniors to apply to at least one college.

Feedback from volunteers, school counselors and students confirms the importance of assisting students, especially those who are first-generation, to take a significant step towards college by completing college applications their senior year. For many of these students something as seemingly insignificant as not knowing what to enter on a particular field on a college application can deter them from applying to college.

Roxanne Kucharski, school counselor at Des Moines East High School, told us that many students told her that they would not have completed a college application if they didn't do it as a group where they felt more comfortable. Many students agreed that it was nice to have someone guide them through the process, while others told her they never thought they would be applying to college at all. East High School has many first-generation students and Roxanne felt that Iowa College Application Campaign is a great way to encourage them to explore all of their options beyond high school.

Students also found Iowa College Application Campaign to be very helpful. Des Moines East High School student, Lucero Vasquez, said that she would not have applied to DMACC without the assistance provided at the Iowa College Application Campaign event. Since it was an activity for her whole class, she did apply and now she has her acceptance letter. East High School student, Dalton Lyon, also agreed that the assistance provided at the event was very instrumental in him applying. He said that he would have struggled filling out his application without the assistance and was very thankful that Des Moines East High School was part of the Iowa College Application Campaign.

Staff is continuing to compile data from all participating schools and will provide a report once it is finalized. Staff is also starting to plan for next year by determining ways to improve and grow the campaign to serve more students.

### **Midwestern State Authorization Reciprocity Agreement (M-SARA)**

Midwest Higher Education Compact (MHEC) has hired Jenny Parks, director of the M-SARA, who will be working with the other regional SARA directors and the National Commission to create informational materials, application processes, procedures, and policies.

On November 22, Ms. Parks will host a webinar to provide a status update for the Midwest Region. The final version of the M-SARA Agreement will be discussed along with the application process for States to apply to join M-SARA. The goal of the webinar is to provide an update on the status of individual States and where they are in assessing if they are signing the M-SARA agreement. Staff members will participate in the webinar along with the Attorney General's Office staff.

**IOWA COLLEGE STUDENT AID COMMISSION**  
**MINUTES OF MEETING**  
**September 20, 2013**  
**10:00 a.m.**  
**Iowa College Student Aid Commission**  
**430 East Grand Avenue, Floor 3, Des Moines, Iowa 50309**  
**Conference Room**

**Members Present:**

Janet Adams	Michael Ash
Roger Claypool	Crystal Ford
Ron Jorgensen	Frederick Moore
Herman Quirnbach	Doug Shull
Roby Smith	Elizabeth Sullivan
Jeremy Varner	Hannah Walsh

**Members Absent:**

Karolyn Wells	Cindy Winckler
---------------	----------------

**Staff Present:**

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

**Attorney General Present:**

Rob Porter

**Guests Present**

Afshin Afrookhteh	Trident University
Scott Anderson	Trident University
Vanessa Bell	University of North Carolina Chapel Hill
Jason Block	University of North Carolina Chapel Hill
Matt Brown	Iowa Student Loan
Paula Dierenfield	University of Phoenix
Caitlin Drake	Laureate Education- Kendall College
Ean Freels	Southeastern Community College
Erin Freezen	New Hope Christian College
Karen Gagnon	Morningside College
K. Hofmeyer	Northwest Iowa Community College

Danielle Johnson	St. Lukes College
Chimere Jones	Laureate Education- Kendall College
Denise LaBudda	University of Wisconsin Platteville
Dan Litteral	University of Phoenix
Connie Loven	General Public
Steve Loven	ICAN
Robin Madison	Legislative Services Agency
John Parker	General Public
Austin Rhodes	University of Phoenix
Jen Sassman	Wartburg College
Linda Schwinn	Capri College
Sandy Townsend	Michigan State University
Laurie Wolf	DMACC

**Call to Order**

The Iowa College Student Aid Commission met for a regularly scheduled meeting on September 20, 2013. Commission Chair Adams called the meeting to order at 10:01 am with a quorum present.

**Executive Director's Report**

Ms. Misjak said staff has finalized the scholarship, grant and loan repayment program expenditure for programs administered by the Commission during SFY 2013. A report on the number of awards and dollar amounts by institution will be posted on the Commission's website.

Commission staff is working with the Quad Cities on an application for a Lumina Grant. Ms. Misjak said staff provided a letter of support and have been asked to be a partner.

Ms. Misjak introduced Rob Porter who has been assigned to our agency as our representative from the Attorney General's office. Mr. Porter said he is pleased with how knowledgeable and helpful Commission staff has been in his transition.

**Consent Agenda**

Chair Adams asked for a motion to approve the Consent Agenda as written.

Motion: Commissioner Shull moved to approve the Consent Agenda items as written:

Minutes of Meeting

- July 19, 2013

Administrative Rules

- Chapter 1 – Organization and Operation
- Chapter 20 – 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

- New Hope Christian College
- Kendall College
- Michigan State University
- Trident University
- University of Wisconsin Platteville
- University of North Carolina Chapel Hill

Commissioner Ash seconded the motion which passed unanimously.

**Postsecondary Registration- University of Phoenix**

Ms. Small said staff is recommending approval of registration renewal for a two year term primarily in business related programs for the University of Phoenix, and shared that the Higher Learning Commission (HLC) has recently placed them on notice. According to the HLC, “notice is a public status signifying that an accredited institution is pursuing a course of action that, if continued, could make it no longer in compliance with one or more of the [HLC’s] Criteria for Accreditation. The period is not more than two years. During the notice period, the institution remains accredited and it has the opportunity to remedy the concerns that led to the notice sanction.”

Ms. Small introduced Dan Litteral from the University of Phoenix to speak regarding this notice. Mr. Litteral summarized the reasons for the sanction as related to the following concerns: the autonomy of the University’s governing board from its parent group, Apollo Group, the ability of separate campuses to disaggregate student assessment data and the quality of quantitative research in the Doctorate in Nursing program. Mr. Litteral said the HLC will visit the University again in January 2015 and will determine whether to lift the sanction or discontinue accreditation in June 2015.

Motion: Commissioner Shull moved to approve the renewal of the registration for the University of Phoenix. Commissioner Ash seconded the motion which passed unanimously.

Ms. Small assured Commissioners that future information on the institution’s status will be brought to the Commission for review and possible action.

**Scholarship, Grant, and Loan Repayment Application and Processing System RFP**

Mr. Brown said staff received approval by the State’s Chief Information Officer and his committee to issue a Request for Proposal (RFP) for a Scholarship, Grant, and Loan

Repayment Application and Processing system. That committee requested that all proposals received be shared with them. In response to a question from Commissioner Moore, Mr. Brown said staff has estimated the initial one-time cost between \$500,000 and \$1 million, with annual costs of \$200,000. Funding for the new system would come from the agency's operating fund.

Motion: Commissioner Moore moved to authorize staff to issue a request for proposal for a scholarship, grant and loan repayment application and processing system. Commissioner Shull seconded the motion which passed unanimously.

### **Legislative Committee**

Ms. Leeper presented the agency bill proposal and reminded Commissioners that staff look at Code language every year to determine if changes are needed. The proposal for 2014 is very similar to what was presented last year. Changes to the language will clean up the Code. Most of the proposed changes are due to the elimination of FFELP and the decision to transfer our portfolio to Great Lakes. The language removes the Federal Fund since it was transferred to Great Lakes. The Operating Fund remains in the language for the Commission to utilize for administrative costs.

Motion: Commissioner Ash moved to authorize staff to move forward with the agency bill as presented. Commissioner Ford seconded the motion which passed unanimously.

Commissioner Quirnbach requested that a discussion about the membership and structure of the Commission be initiated. He questioned if it is still advisable to have a representative from the lender community on the Commission.

Ms. Leeper said staff has submitted the FY 2015 Agency Budget to the Department of Management recommending a status quo budget as requested by the Governor's office. The only exception to the status quo budget was an addition of a request for \$2.316 million under the Teach Iowa Scholars Program that was passed in the Education Reform Bill. Staff has spoken with the Governor's office, and they have requested it to be included in the Commission's request.

Motion: Commissioner Moore moved to approve staff's recommendation of submitting the status quo budget for FY 2015. Commissioner Varner seconded the motion which passed unanimously.

Motion: Commissioner Moore moved that the Commission direct staff to prepare a recommendation for increasing state funding for programs appropriated by the General Assembly taking into consideration program costs versus benefits associated with all of the programs administered by the Commission with particular emphasis on the Barber and Cosmetology Arts and Sciences Tuition Grant Program and the Registered Nurse and

Nurse Education Loan Forgiveness Program. Commissioner Ford seconded the motion. The motion passed with Commissioner Varner abstaining.

Commissioner Quirnbach said the staff is responsible to the Governor and must follow his recommendations. The Commission, however, is independent and can provide separate recommendations. For Fiscal Year 2014, the Commission presented its budget at higher levels than the status quo requested by the Governor. These recommendations were presented by Chair Adams during a meeting with the Governor. Commissioners recommended the same strategy for FY 2015 and Chair Adams said she will make Commission recommendations to the Governor in November with this year's recommendation.

Motion: Commissioner Moore moved that the Commission direct staff to prepare a proposal for phasing out the use of the Commission's Agency Operating Account for administering state-funded programs and using the fund for other purposes as allowed by the U.S. Department of Education and moving the associated costs of administration into the administrative appropriation provide by the General Assembly. Commissioner Ford seconded the motion which passed unanimously.

### **Staff Report**

Ms. May gave a report on the FY2013 year to date financials and shared that revenues are above budget. As of September 15 we have collected \$ 4,755,326 from Great Lakes and this is 96% of what was projected.

Ms. Misjak shared with Commissioners the current Your Course to College.

Commissioner Moore requested that staff follow the Obama Administration's proposals regarding higher education and the consequences that the changes may have on institutions. The Commissioners would like to receive articles pertaining to such proposals.

### **Proclamation**

Chair Adams read a proclamation for Don Duzik acknowledging his career in postsecondary education. Please see the attached Proclamation Language.

Commission adjourned at 11:15 a.m.

---

JANET ADAMS, CHAIR

---

CRYSTAL FORD, VICE CHAIR

**IOWA COLLEGE STUDENT AID COMMISSION**

**Proclamation**

**In Recognition of Exemplary Service**

**Don Duzik**

**WHEREAS**, the Iowa College Student Aid Commission assists the students of Iowa with numerous state grants and scholarships to make postsecondary education an affordable reality;

**WHEREAS**, Don Duzik, Director of Financial Aid Student Services at Western Iowa Tech Community College, has spent his career ensuring that Iowa students have the resources they need for success in whatever certificate, diploma, degree or education pathway they choose;

**WHEREAS**, through steadfast dedication and unparalleled integrity, Don Duzik has partnered with the Iowa College Student Aid Commission to ensure that community college students with the greatest financial need across the state receive Iowa Vocational-Technical Tuition Grants and Skilled Workforce Shortage Tuition Grants (Kibbie Grants), ensuring bright futures for countless Iowa students;

**WHEREAS**, Don Duzik's leadership within workgroups has been instrumental in the evaluation and formulation of state policy, which has positively impacted administrators and ensured the professional and effective administration of state student financial aid programs;

**WHEREAS**, Don Duzik spent countless hours reviewing awarding parameters and working to ensure an increased maximum award for students under the Iowa Vocational-Technical Tuition Grant Program during 2001 and 2002;

**WHEREAS**, the successes of Don Duzik's work will continue to help Iowa's youth remain in the state, where they will receive a superior education, find employment, and bring about a positive impact on the world around us;

**WHEREAS**, Don Duzik's footprint on Iowa's postsecondary education landscape will continue to be seen for generations to come;

**WHEREAS**, the Commissioners and staff take this special time to express our sincere appreciation and gratitude to Don Duzik for his hard work and dedication to assisting us in fulfilling our mission, our goals, and securing Iowa's future.

**NOW, THEREFORE**, I, Janet Adams, Commission Chair, on behalf of the Commissioners for the Iowa College Student Aid Commission, on this day, Friday, July 10, 2013, do hereby recognize and celebrate the achievements of Don Duzik, upon his retirement from Western Iowa Tech Community College, for his years of exemplary service to the college students and people of the great state of Iowa.

**PROCLAIMED,**

Friday, September 15, 2013  
Janet Adams, Chair  
Iowa College Student Aid Commission

**IOWA COLLEGE STUDENT AID COMMISSION  
MINUTES OF MEETING  
September 20, 2013  
10:00 a.m.  
Iowa College Student Aid Commission  
430 East Grand Avenue, Floor 3, Des Moines, Iowa 50309  
Conference Room**

**Members Present:**

Janet Adams	Michael Ash
Crystal Ford	Frederick Moore
Herman Quirnbach	Doug Shull
Elizabeth Sullivan	Jeremy Varner
Hannah Walsh	

**Members Absent:**

Roger Claypool	Ron Jorgensen
Roby Smith	Karolyn Wells
Cindy Winckler	

**Staff Present:**

Todd Brown	Heather Doe
John Gilman	Marcela Hermosillo
Julie Leeper	Karen Misjak
Julie Ntem	Ashley Wendt

**Attorney General Present:**

Rob Porter

**Guests Present:**

Amy Hunold-VanGundy

**Call to Order**

The Iowa College Student Aid Commission met for a special meeting on September 20, 2013. Commission Chair Adams called the meeting to order at 11:30 am with a quorum present.

**Strategic Plan Review**

Staff presented the 2013-2015 Strategic Plan to Commissioners. Staff will present an update at the January Commission Meeting.

Commission adjourned at 1:30 p.m.

# IOWA COLLEGE STUDENT AID COMMISSION

## Administrative Rules November 2013

### **RECOMMENDED ACTION:**

#### **Move to adopt amendments to *Administrative Rule Chapter 21 – Approval of Postsecondary Schools.***

Postsecondary registration rules describe the administration of registration of postsecondary schools in Iowa. As the Commission has gained experience in the administration of the registration process, changes have been identified that will enhance the administrative rules to ensure that postsecondary schools understand the process. The proposed amendments eliminate references to the Advisory Committee on Postsecondary Registration which was eliminated from the Iowa Code, includes lists of Iowa colleges and universities that are exempt from the registration process, and updates procedures and process which have been instituted over the past several years.

Comments were received from one postsecondary institution. The adopted amendment has been changed from the published Notice as follows:

- The language throughout the Chapter has been modified to ensure the consistent use of the term “applicant school”.
- The language in subrule 21.2(2) has been changed to more specifically describe adverse conditions that would cause denial of an applicant school’s registration.
- The language in subrule 21.2(11) has been changed to clarify that a school’s licensure program must fully prepare a student to qualify for licensure without the need for a student to do additional work.
- The language subrule 21.2(14) has been changed to make it consistent with the changes made to subrule 21.2(2).
- Paragraphs (1) and (2) under section 21.4 have been reordered, putting the criteria a school must meet before the definition of “nontraditional” program.
- New language in subrule 21.5(1)c. has been deleted because the topic of recruiting is addressed in subrule 21.6.

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

# COLLEGE STUDENT AID COMMISSION[283]

## Adopted and Filed

Pursuant to the authority of Iowa Code section 261.3, the Iowa College Student Aid Commission hereby amends Chapter 21, “Approval of Postsecondary Schools,” Iowa Administrative Code.

The rules in Chapter 21 describe the administration of registration of postsecondary schools in Iowa. This amendment eliminates references to the Advisory Committee on Postsecondary Registration, which was eliminated from the Iowa Code; updates procedures and processes which have been instituted over the past several years; and includes lists of Iowa colleges and universities that are exempt from the registration process.

Notice of Intended Action was published in the Iowa Administrative Bulletin as **ARC 0946C** on August 21, 2013. Comments were received from one postsecondary institution and from Commission staff. The adopted amendment has been changed from that published under Notice as follows:

- The language throughout the Chapter has been modified to ensure the consistent use of the term “applicant school”.
- The language in subrule 21.2(2) has been changed to more specifically describe adverse conditions that would cause denial of an applicant school’s registration.
- The language in subrule 21.2(11) has been changed to clarify that a school’s licensure program must fully prepare a student to qualify for licensure without the need for a student to do additional work.
- The language subrule 21.2(14) has been changed to make it consistent with the changes made to subrule 21.2(2).
- Paragraphs (1) and (2) under section 21.4 have been reordered, putting the criteria a school must meet before the definition of “nontraditional” program.
- New language in subrule 21.5(1)c. has been deleted because the topic of recruiting is addressed in subrule 21.6.

This amendment was approved during the November 15, 2013, meeting of the Iowa College Student Aid Commission.

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

This amendment is intended to implement Iowa Code chapters 261 and 261B.

This amendment will become effective on January 15, 2014.

The following amendment is adopted.

Amend **283—Chapter 21** as follows:

### CHAPTER 21 APPROVAL OF POSTSECONDARY SCHOOLS

~~**283—21.1(261B) Advisory committee on postsecondary registration.** The advisory committee on postsecondary registration examines out of state college and university applications for operation in Iowa and makes recommendations to the commission.~~

~~**21.1(1)** The six member committee is appointed annually by the Iowa college student aid commission and includes one representative from each of the following:~~

- ~~a. The state board of regents.~~
- ~~b. The department of education.~~
- ~~c. The office of the secretary of state.~~
- ~~d. The office of the attorney general.~~
- ~~e. A community college located in this state.~~
- ~~f. An accredited private postsecondary institution as defined in Iowa Code section 261.9, subsection 1, incorporated or otherwise organized under the laws of this state.~~

~~**21.1(2)** The committee shall meet as needed. Meetings may be called by commission staff or upon request of a majority of committee members. A nonvoting staff member shall preside as chairperson at~~

the meetings.

— ~~21.1(3)~~ The commission shall give advance public notice of the time and place of each meeting by posting the notice to the commission's Web site. The notice will include the specific date, time, and place of the meeting and the proposed agenda.

— ~~21.1(4)~~ A quorum shall consist of two thirds of the voting members of the committee. When a quorum is present, a position is carried by an affirmative vote of the majority of committee members eligible to vote.

— ~~21.1(5)~~ The committee may consider comments of the Iowa coordinating council for post high school education that are received by the commission within 90 days of the filing of the application.

— ~~21.1(6)~~ A specific time is set aside at each meeting for the public to address the committee. As a general guideline, a limit of five minutes will be allocated for each of these presentations. If a large group seeks to address a specific issue, the chairperson may limit the number of speakers. Members of the public who wish to address the committee during this portion of the meeting are required to submit a request to the executive director prior to the meeting. The person's name and the subject of the person's remarks must be noted. To accommodate maximum public participation, members of the public are encouraged to submit the request at least 72 hours in advance of the meeting. Members of the public who fail to submit a request may be recognized at the discretion of the presiding chairperson.

— ~~21.1(7)~~ A report of all committee meetings will be provided to the commission at its next regularly scheduled meeting.

**283—21.1(261B) Postsecondary registration.** The college student aid commission examines college and university applications for operation in Iowa and monitors schools approved by the commission to operate in the state.

**283—21.2(261B) Approval criteria.** The college student aid commission ~~shall approve~~ approves an applicant schools school that meets all of the following criteria:

1. ~~21.2(1) Are~~ The applicant school is accredited by an agency recognized by the United States Department of Education Accrediting Agency Evaluation Unit or its successor agency. The applicant school shall certify to the commission its status with the accrediting agency at the time of the application and provide information about any pending or final action that may affect the school's status with its accrediting agency.

2. ~~21.2(2) Are approved for operation by the appropriate state agencies in all other states in which the schools operate or maintain a presence. The applicant school certifies to the commission that the applicant school's approval to operate in a state has not been revoked by the state, the school has not been sanctioned by a state within a year prior to the date of its application, and the school is not under investigation or bound by the terms of a judgment issued by a state's attorney general or other enforcement authority.~~

3. ~~21.2(3) Are~~ The applicant school certifies that it is not subject to a limitation, suspension or termination order issued by the United States Department of Education or its successor agency. The applicant school shall provide the commission with a copy of its current program participation agreement with the United States Department of Education.

4. ~~Are free of sanctions from the schools' accrediting agencies and appropriate state agencies in all other states in which the schools operate or maintain a presence.~~

5. ~~Enroll students who attend classes in Iowa and employ at least one full-time Iowa faculty member or program coordinator devoted to Iowa students who has graduate degrees, special training, experience, creative production or other accomplishments or distinctions that qualify them for their specific assignments.~~

6. ~~21.2(4) Comply~~ The applicant school complies with Iowa Code section 261B.7 limiting the use of references to the secretary of state, state of Iowa, or college student aid commission in promotional material, which prohibits a school from advertising that the school is approved or accredited by the commission or the state of Iowa. However, an applicant school must demonstrate the method by which it will disclose that the school is registered with the commission and provide the commission's contact

information for students who wish to inquire about the school or file a complaint.

7. 21.2(5) Comply The applicant school provides the commission with institutional policies adopted by the school that comply with the requirements of Iowa Code section 261.9(1)“e” to “h.”

8. 21.2(6) File If required by the commission, the applicant school files annual reports that the commission also requires from all Iowa colleges and universities.

9. 21.2(7) Demonstrate The applicant school demonstrates financial viability by providing a copy of the institution’s most recent audit that was prepared by a certified public accounting firm no more than 12 months prior to the application and that provides an unqualified opinion. An applicant school must provide the auditor’s report as an attachment to the registration application, which is posted on the commission’s Internet site. However, the school may provide financial statements associated with the audit in a separate electronic file that is marked “confidential.” Financial statements that a school identifies as “confidential” will not be treated as public records under Iowa Code chapter 22.

10. 21.2(8) Provide The applicant school provides a description of the learning resources it offers to students with access to learning resources, including appropriate library and other support services requisite for the schools’ degree school’s programs.

11. 21.2(9) Provide The applicant school provides evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) being registered in Iowa.

12. Demonstrate that the schools have adequate physical facilities that are appropriate for the program(s) being offered and are located in Iowa.

21.2(10) The applicant school provides résumés, other documentation, or information posted on its Internet site that describes the educational and experiential qualifications of all faculty or instructors who teach the courses offered to Iowans and the general subject matter in which faculty members or instructors teach. The applicant school shall also provide the number of full-time and part-time faculty and instructors who will teach the courses offered to Iowans.

21.2(11) The applicant school provides documentation demonstrating that a program which prepares a student for an occupation that requires professional licensure in Iowa:

a. Has been approved by the appropriate state of Iowa licensing agency and accrediting agency, if such approval is required, or

b. Meets curriculum standards of the appropriate state of Iowa licensing agency such that the state of Iowa licensing agency does not require the student to complete additional coursework or practicum hours that the school did not offer in its professional licensure preparation program.

21.2(12) The school submits a request for amendment of its registration subject to commission approval in the event the school makes a substantive change in location, program offering, or accreditation during its registration term. A substantive change in program offering occurs when a school proposes to initiate or modify a program that requires the approval of the state board of education or any Iowa state agency authorized to approve the school or its program in this state.

21.2(13) During its registration term, the school notifies the commission within 90 days after adding a program that does not require the approval of another Iowa state agency.

21.2(14) The applicant school certifies 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 during its registration term, or a state attorney general’s office or other enforcement authority. The commission may take action that includes, but is not limited to, reducing the school’s registration term or limiting its enrollment of Iowans as the result of a final sanction issued by the school’s accrediting agency, another state agency, or a state attorney general’s office or other enforcement authority.

13. 21.2(15) Include The applicant school provides a statement, signed by the its chief executive officer of the applicant school, demonstrating the institution’s applicant school’s commitment to the delivery of programs located offered in Iowa, and agreeing to provide alternatives for students to complete their programs at the same or other institutions schools if the applicant school closes the discontinues a program, the applicant school closes, or the applicant school closes an Iowa site before

students have completed their courses of study.

**283—21.3(261B) Additional approval criteria for an applicant school that applies for registration to maintain a fixed location in Iowa.** In addition to the approval criteria in rule 283—21.2(261B), a school that applies for registration to operate a campus, branch campus, student services center, or administrative office at a fixed location in Iowa shall meet all of the following additional criteria:

1. The applicant school employs at least one full-time Iowa faculty member or one program or student services coordinator devoted to Iowa students.
2. The applicant school provides the name and business contact information for a contact person in Iowa.
3. The applicant school demonstrates that it has adequate physical facilities appropriate for the programs and services offered which are located in Iowa.

**283—21.4(261B) Additional criteria for an out-of-state applicant school that applies for registration to offer programs via in-person instruction but in a nontraditional format.**

21.4(1) In addition to the approval criteria in rule 283-21.2(261B), an out-of-state school that applies for registration to offer programs via in-person instruction but in a nontraditional format shall notify the commission in writing within 90 days of the date that the school establishes a new Iowa location at which Iowa students will receive instruction in the school's nontraditional program. Notification to the commission via electronic mail is acceptable. If the school's accrediting agency requires preapproval of the new Iowa location, the school's notice to the commission must include a copy of that accrediting agency's approval. If the school's accrediting agency does not require preapproval of the new Iowa location, the school must certify that preapproval is not required.

21.4(2) For the purposes of this rule, "nontraditional format" includes, but is not limited to, the following:

- a. A program offered partially via distance education and partially via in-person instruction at a location in Iowa by faculty or instructors compensated by the applicant school.
- b. A program offered partially at the applicant school's out-of-state campus and partially via in-person instruction at a location in Iowa by faculty or instructors compensated by the school.
- c. A program offered at a location in Iowa through compressed courses scheduled on Saturday or Sunday.
- d. A program offered only during the summer months.

**283—21.5(261B) Additional approval criteria and exception for an out-of-state applicant school that applies for registration to offer distance education programs.**

21.5(1) In addition to the approval criteria in rule 283—21.2(261B), an out-of-state school that applies for registration to offer distance education programs shall meet all of the following additional criteria:

- a. The applicant school discloses the name and business contact information of any person compensated by the school (including by honorarium) to remotely provide instruction or academic supervision in the school's distance education program courses from any Iowa location.
- b. The applicant school discloses the name, business contact information, and duties of any person the applicant school compensates to remotely perform operational activities from any Iowa location.

21.5(2) Exception. If a school applies for registration solely to offer distance education programs that include a structured field experience in which the student will participate at an Iowa location and the applicant school maintains no other presence in Iowa as defined in Iowa Code section 261B.2, the school is not required to implement a policy that complies with Iowa Code section 261.9(1) "h."

21.5(3) A registered school must notify the commission within 90 days of the date that the school establishes an Iowa location at which a student will participate in any structured activity (e.g., field experience) related to the school's distance education course of instruction. Notification to the commission via electronic mail is acceptable.

**283—21.6(261B) Recruiting for an out-of-state applicant school’s residential programs from an Iowa location.**

21.6(1) An out-of-state applicant school that compensates a party to recruit Iowans for its campus-based, residential programs shall apply for registration if the recruiter maintains an Iowa address. In addition to meeting all of the criteria in rule 283—21.2(261B), the applicant school shall disclose the name and business contact information for its Iowa-based recruiter.

21.6(2) An out-of-state applicant school that compensates a person to recruit students for its campus-based, residential programs is not required to apply for registration if the school’s recruitment activities at a location in Iowa are occasional and short-term; for example, at a college fair or conference.

**283—21.7(261B) Provisional registration.**

21.7(1) The commission may grant provisional registration only under the following conditions:  
a. An out-of-state applicant school is accredited by an entity or organization recognized by the United States Department of Education or its successor agency at the time the school submits its registration application; and

b. The applicant school must obtain the commission’s approval before the school’s accrediting agency will consider approving the applicant school to operate at a physical location in Iowa.

21.7(2) The commission may prohibit the school from initiating instruction at a location in Iowa until the school obtains its accrediting agency’s approval to operate at an Iowa location.

**283—21.8(261B) School, Iowa site, or program closure.**

21.8(1) Before a registered school takes action to discontinue a program in which an Iowan is enrolled, close an Iowa site, or close the school, the school must notify the commission in writing.

21.8(2) The school’s notice to the commission shall include the name, contact information, and anticipated graduation date of affected Iowans, documentation of the school’s proposed notice to students, its specific plan to provide alternatives for Iowa students to complete the program, and specific information about how the school will provide transitional support to affected students.

21.8(3) The commission may require a registered school that has a continuous corporate surety bond in effect pursuant to Iowa Code section 714.18 to maintain the bond, at minimum, for one year after the school ceases operation in Iowa, closes an Iowa site, or ceases new enrollment in programs previously offered to Iowans.

21.8(4) If the commission takes action to discontinue a school’s program, close a school’s Iowa site, or terminate a school’s operation in Iowa, the school shall provide to the commission the information in subrule 21.8(2) and shall be subject to the requirements of subrule 21.8(3).

**283—21.9(261B) Registration fees.**

21.9(1) A school that applies for registration in Iowa shall remit to the commission a \$1,000 registration application fee payable to the state of Iowa. This fee is nonrefundable regardless of the commission’s decision with respect to the school’s eligibility for registration in Iowa. The commission assesses this fee at the time the school initially applies for registration and at the time of each subsequent registration renewal application. A school that fails to pay the registration application fee shall be denied registration consideration.

21.9(2) A school that is approved for registration in Iowa shall remit to the commission a \$1,000 registration fee payable to the state of Iowa. The commission assesses the \$1,000 registration fee at the time the commission initially approves the school’s registration and at the time the commission approves each subsequent registration renewal.

21.9(3) A school that makes substantive changes in location, program offerings, or accreditation during its registration term must request that the commission approve a registration amendment. The school shall submit its amendment request in a format acceptable to the commission. The school’s amendment request shall be accompanied by a \$1,000 amendment fee payable to the state of Iowa. This fee is nonrefundable regardless of the commission’s decision with respect to the school’s registration

amendment request.

**283—21.10(261B) Authorization to operate in Iowa for certain private, nonprofit colleges and universities exempt from registration.**

21.10(1) The state of Iowa considers a private, nonprofit institution located in Iowa, which is exempt from registration under Iowa Code section 261B.11(1) “j” and “l,” to be authorized to lawfully operate in Iowa as a postsecondary educational institution that grants a degree, diploma, or certificate for the purpose of state authorization regulations established by the United States Department of Education, provided the institution meets the following conditions:

a. The institution is exempt from federal taxation under Section 501(c)(3) of the Internal Revenue Code on or after July 1, 2013; and

b. The institution originated in this state and has undergone no change in ownership or control since July 1, 2011.

21.10(2) The following Iowa colleges and universities are authorized under subrule 21.10(1):

- a. AIB College of Business;
- b. Allen College;
- c. Briar Cliff University;
- d. Buena Vista University;
- e. Central College;
- f. Clarke University;
- g. Coe College;
- h. Cornell College;
- i. Des Moines University;
- j. Divine Word College;
- k. Dordt College;
- l. Drake University;
- m. Emmaus Bible College;
- n. Faith Baptist Bible College and Theological Seminary;
- o. Graceland University;
- p. Grand View University;
- q. Grinnell College;
- r. Iowa Wesleyan College;
- s. Loras College;
- t. Luther College;
- u. Maharishi University of Management;
- v. Mercy College of Health Sciences;
- w. Mercy St. Luke’s School of Radiologic Technology;
- x. Morningside College;
- y. Mount Mercy College;
- z. Northwestern College;
- aa. Palmer College of Chiropractic;
- ab. Simpson College;
- ac. St. Ambrose University;
- ad. St. Luke’s College;
- ae. University of Dubuque;
- af. Upper Iowa University;
- ag. Wartburg College;
- ah. Wartburg Theological Seminary; and
- ai. William Penn University.

These rules are intended to implement Iowa Code chapters 261 and 261B.

## IOWA COLLEGE STUDENT AID COMMISSION

### Western Illinois University Application for Postsecondary Registration Renewal November 2013

#### **RECOMMENDED ACTION:**

***Approve Western Illinois University's request for registration renewal.***

#### **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. Western Illinois University requests to renew its registration to continue in-person instruction at the Figge Art Museum in Davenport, Iowa and to acknowledge the distance education programs that it offers Iowa residents.

#### **Institutional Information**

Western Illinois University is a public postsecondary educational institution whose main campus is located at 1 University Circle, Macomb, Illinois. The University also maintains a branch campus at 3300 River Drive, Moline, Illinois, and an additional instructional site at 3561 60<sup>th</sup> St., Moline, Illinois. The University provides in-person instruction in Iowa at the site of the Figge Art Museum, 225 West 2<sup>nd</sup> St., Davenport, Iowa.

The University's Chief Executive Officer is Dr. Jack Thomas, Sherman Hall, 209, 1 University Circle, Macomb, Illinois. Its Iowa contact person is Dr. Ann Rowson Love, 225 West 2<sup>nd</sup> Street, Davenport, IA, (563-326-7804, ext 7882, [A-Rowsonlove@wiu.edu](mailto:A-Rowsonlove@wiu.edu)). As 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:* Western Illinois University provides in-person instruction in museum studies programs in the auditorium, boardroom, studios, and community gallery at the Figge Art Museum in Davenport, an internationally renowned museum.

*Accreditation:* Western Illinois University is accredited by the Higher Learning Commission, a regional accrediting agency recognized by the federal Department of Education. In addition, the University's educator preparation programs are approved by the National Council for the Accreditation of Teacher Education, an entity recognized by the federal Department of Education for accreditation of teacher preparation programs. While this accreditation is not directly applicable to the non-licensure, post-graduate education programs the University will

offer to lowans via distance education, it is an indicator of the quality of the University's education programs in general.

*Federal Stafford Loan Cohort Default Rate (FFY 2010): 5.7%*

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

*Graduation Rate: 54%.* 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 U.S. Department of Education National Center for Education Statistics. 56% of the University's entering students were counted as "first-time, full-time" in 2012.

*Average Loan Debt upon Graduation: \$23,025* (institution wide, for graduates in the University's fiscal year 2012).

*Record Preservation:* The Office of the Registrar maintains student academic records. Any release of information must be approved by the Registrar and demonstrate full compliance with the Family Educational Rights and Privacy Act. Information provided under Freedom of Information requests must demonstrate full compliance with the Freedom of Information Act and are facilitated by the University's Freedom of Information Officer. The University's Record Management Policy maintains the record retention schedule for all departmental records as defined by the State Records Commission and mandated by the State Records Act of Illinois. Records of Western Illinois University include documentation of all business transactions of the University as defined by the Illinois State Records Act.

Departmental records are the property of the University and must be maintained and disposed according to University protocol. Records within their retention period are defined by the Records Retention Schedule at [http://www.wiu.edu/libraries/archives/retention\\_schedules/index.php](http://www.wiu.edu/libraries/archives/retention_schedules/index.php) and must be maintained by the originating office until the retention period has passed. The University Archives coordinates with offices and departments across the University to ensure proper retention and disposition of records.

The University's policies [http://www.wiu.edu/vpas/administrative\\_procedures\\_handbook/sensitiveData.php](http://www.wiu.edu/vpas/administrative_procedures_handbook/sensitiveData.php) also require that controls be in place to manage risk to the confidentiality, integrity and availability of sensitive data in any form.

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

Office of the Registrar  
Western Illinois University  
Sherman Hall 110  
1 University Circle  
Macomb, IL 61455  
(309) 298-2787  
<http://www.wiu.edu/registrar/transcripts.php>

*Instructional Methodology:*

### Programs Offered via In-Person Instruction (see program listing below):

The University offers the Integrated Bachelor's degree in Recreation, Park, and Tourism and the Master's Degree in Museum Studies beginning with undergraduate classes offered on the University's campus in Illinois and graduate classes offered at the University's Iowa instructional site. Students enrolled in the post-baccalaureate certificate in Museum Studies and Master of Arts in Museum Studies complete courses at the University's Iowa instructional site.

The 18 credit-hour post-baccalaureate certificate in Museum Studies allows students who have obtained a master's degree or are currently enrolled in a graduate program in another discipline to explore the field of museum work. The certificate program is primarily based on classroom instruction. Three elective hours (17% of the certificate hours) may be used to engage in an intensive study of a special area of art history selected with the instructor. There are three required practicum hours, where students gain supervised practical experience in museums.

The integrated degree program (combined Bachelor of Science in Recreation, Park, and Tourism and Master of Arts in Museum Studies) is also primarily based on classroom instruction. Students may use nine semester hours to satisfy both the Bachelor of Science and Master of Arts requirements. In Museum Studies, four of the 22 credit hours (18% of the required core courses) are spent in internship and special projects. Students must complete an internship of at least ten weeks in a museum or related organization. Students are also required to successfully complete non-credit Workshops and Portfolios. Students must attend at least five workshops run through the Figge Art Museum or other workshops approved by the program director. Through the graduate program in Museum Studies, students develop a portfolio documenting their evolving knowledge and skills. Nine of the 12 directed elective credit hours (75% of the elective course credit hours) can be spent in independent study and practicum in museums. Students may take up to six hours of independent study in museum-related areas: art, history, or recreation, park, and tourism administration. Students must design the study in consultation with faculty and have it approved by the program director before enrolling for the course.

In the Master of Arts in Museum Studies, emphasis is placed on in-person instruction coupled with practicum experiences involving such basic museum functions such as exhibition, curatorial research, cataloging, acquisition, community service, education, and administration. Four of the 22 credit hours (18% of the required core courses) are spent in internship and special project. Nine of the 12 directed elective credit hours (75% of the elective course credit hours) can be spent in independent study and practicum in museums, and the other hours are based on classroom instruction.

### Distance Education Programs (see program list below):

Western Illinois University supports many tools that help students acclimate to distance learning and technology. The University's distance learning platform (Western Online) provides on-screen tutorials to familiarize students with the many features of Western Online. Western's Knowledgebase is a web-based resource for assistance regarding Western Online, Microsoft Office Productivity Suite, Adobe Creative Suite, Mac OS X and Windows operating

systems, and mobile devices. Other features of the Knowledgebase include 24/7 assistance, a Google-style search engine to find answers to questions, and a library with self-paced training opportunities.

All online courses are taught at the same academic level as on-campus courses, provide the same tutorials and other supporting materials as traditional courses, and follow the same academic calendar. While an online course may be accessed 24 hours a day, 7 days a week, each course has specific deadlines and due dates for assignments and exams.

The Bachelor of Arts in General Studies can be completed fully online. In addition to the transfer of credits earned at another regionally accredited university, a student may apply for academic credit through the preparation of a prior learning portfolio, which documents specific college-level knowledge gained through nonacademic pursuits that can be related to WIU courses. WIU encourages the use of the College Level Examination Program, the Excelsior Examinations, and other testing programs. Students may also take up to 12 hours of internship credit to provide appropriate, supervised practical work experience in a career related setting.

The University's education-related post-baccalaureate certificate programs are offered fully online. No transfer hours are permitted. Independent study and internship hours are not included in these certificate programs.

The Master of Science degree in Instructional Design and Technology is a 32 or 35 hour program that primarily relies upon online instruction. Up to six hours may be independent study (17% of the degree hours) and up to four hours may be internship (11% of the degree hours). Degree requirements also include successful completion of a three credit-hour applied project or thesis course of the completion of six additional course hours and a zero credit-hour portfolio course.

The Master of Science in Elementary Education program also primarily relies upon online instruction. Students must also complete a three credit-hour (10% of the degree hours) action research project in the capstone experience to demonstrate their ability to implement a new instructional approach that leads to greater student learning. There are no internships or independent studies in this program.

#### *Student Learning Resources:*

#### On-Campus Resources:

Please note that the University's Quad Cities campus located in Moline, Illinois is directly across the Mississippi from Davenport, Iowa, the location of the University's Iowa instructional site at the Figge Art Museum.

The University's Quad Cities campus provides a comprehensive array of on-campus learning resources and support services. Academic advisement, career services, computer laboratories, disability resources, health and safety resources, libraries, an online bookstore, a testing center, a writing center, and veterans resources are available and described at [www.wiu.edu/qc/student\\_life/student\\_services](http://www.wiu.edu/qc/student_life/student_services). The University's Counseling Center provides free personal, academic, and career counseling services to currently enrolled students. The

Counseling Center is staffed by counselors that hold masters or doctoral degrees and are certified or licensed professional counselors or psychologists.

At the Figge Art Museum in Davenport, museum studies students benefit from access to the resources of the oldest museum in the State of Iowa. This includes collections with more than 3,500 paintings, sculpture, and works on paper from the 16<sup>th</sup> century to present. The Art Museum Library contains over 8,500 volumes, 26 periodical titles, and 300 educational videos.

#### Distance Education Resources:

University's Quad Cities and Macomb campuses share extensive online library services, including more than one million cataloged volumes of monographs and periodicals, full texts of hundreds of academic journals and other publications, and access to more than 100 searchable online databases. These databases represent 55,000 journals and cover professional and popular periodicals, books, reports, conference papers, and newspapers in all subjects taught at the University's Quad Cities Campus. Items may be borrowed from 75 Illinois academic libraries through the I-Share network or obtained through interlibrary loan from libraries across the nation.

University Libraries follow the Association of College and Research Libraries' *Standards for Distance Education Library Services*. In addition to the extensive online resources described above, special interlibrary loan services provide electronic posting of requested articles and mailing of materials when needed. The libraries provide research assistance and instruction in library use. As a librarian is available via web form (with a response, generally, within 24 hours), instant messaging, or toll-free telephone number during library hours Monday – Thursday 7:30 am – midnight; Friday 7:30 am – 7:00 pm, Saturday 10:00 am – 6:00 pm, and Sunday 1:00 pm to midnight. Reference service is available via a toll-free telephone number, e-mail, and live chat Monday – Thursday 9:00 am to 9:00 pm, Friday 9:00 am – 5:00 pm, Saturday 1:00 pm – 5:00 pm, and Sunday 3:00 pm – 5:00 pm and 6:00 pm – 9:00 pm. One librarian and two professional staff operate the University's Quad Cities library. The University Libraries employ a staff of 16 library faculty and 40 civil service employees.

Generally, all student services the University offers are available to currently enrolled students, regardless of the modality of the instructional modality in which courses are delivered.

#### *Curriculum Evaluation and Development:*

All new academic certificates and degree programs begin with a school or department completing a feasibility study that is approved by the Provost and Academic Vice President. Faculty members are responsible for developing new course proposals that are advanced through an approval process that includes Academic Affairs, shared governance groups, the President, Western Illinois University Board of Trustees, and the Illinois Board of Higher Education.

Curricular development in the Museum Studies program was a collaborate effort led by the Museum Studies Advisory Board consisting of five full-time University faculty members, three practicing museum professionals with adjunct faculty status, and six academic administrators including department chairs and deans.

Faculty coordinate with the School of Distance Learning and Outreach to submit proposals for online course development. Select faculty are required to participate in the University's Center

for Innovation in Teaching and Research's Best Practices for Teaching Online. This six-week course allows faculty to experience students' perspectives while learning selected best practices for teaching online. In addition, faculty are provided with online course development support from the Center for the Application of Information Technologies. All faculty members who are assigned to teach a distance education course using new technologies receive the assignment at least one semester prior to the actual teaching of the course to allow adequate opportunity to prepare (and practice) materials required for those technologies.

Curricular oversight is the responsibility of program faculty. All courses are evaluated by students and assessment of student learning outcomes is completed annually by program faculty. Each program at each degree level completes an annual assessment plan that includes a statement of student learning objectives, data collected, results, and how findings are used to improve the program, improve student learning, and improve student completions. In academic year 2011-2012, faculty from museum studies completed a three-year Academic Progress Report for the Illinois Board of Higher Education, as required of all new programs, demonstrating that Museum Studies maintains high academic standards and levels of viability. After passing this milestone, the program is now on the University's eight-year academic program review cycle.

The University's and the State of Illinois' academic program review process facilitate the evaluation of quality and the improvement of programs. Program Review allows academic units to thoroughly and candidly evaluate the mission and goals of the program, the educational objectives, curriculum, and student learning outcomes, the quality and diversity of faculty and their contributions to the program resources, and the reputation of the program among peers in the discipline.

*Student Complaints Process:* Student and graduate comments and complaints are addressed separately by topic: discrimination, ethics, police conduct, and/or all other institutional issues. Discrimination complaints should be directed to Andrea Henderson, Director, Equal Opportunity and Access at [ADHenderson@wiu.edu](mailto:ADHenderson@wiu.edu). Ethics complaints should be directed to Matthew Kwacala, Ethics Officer/Legal Counsel at Flack, McRaven & Stephens [mkwacala@macomblawoffice.com](mailto:mkwacala@macomblawoffice.com). Police conduct complaints should be directed to Scott Harris, Director of the Office of Public Safety at [SD-Harris2@wiu.edu](mailto:SD-Harris2@wiu.edu). Allegations of State employee misconduct, fraud, waste, etc., may be made to the State of Illinois Office of Executive Inspector General.

All other complaints for students attending the Quad Cities campus should be directed to Dr. Joseph Rives, Vice President, Quad Cities and Planning, at [J-Rives@wiu.edu](mailto:J-Rives@wiu.edu). To ensure accountability and timely response to all other formal, written student complaints and grievances related to the University, the Vice President for the Quad Cities and Planning maintains student complaint and resolution logs.

### **Residential Programs Offered in Iowa**

- Post-Baccalaureate Certificate in Museum Studies (18 credit hours) - \$8,840.76
- Master of Arts in Museum Studies (34 credit hours) - \$17,681.52
- Integrated (4+1 dual degree) Baccalaureate degree in Recreation, Park, And Tourism (120 undergraduate credits hours offered at the University's campus in Illinois) and Master's Degree in Museum Studies (34 graduate credit hours offered at the

University's Iowa instructional site) - \$48,490.56 (\$39,649.80 for the undergraduate program and \$8,840.76 for the Master's program)

## **Distance Education Programs Offered In Iowa**

### *Baccalaureate Degree Program*

- Bachelor of Arts in General Studies\* - \$42,908.40

### *Post-Baccalaureate Certificate Programs*

- Instructional Design and Technology/Educational Technology Specialist - \$9,783.48
- Instructional Design and Technology/Distance Learning - \$9,783.48
- Instructional Design and Technology/Multimedia - \$9,783.48
- Instructional Design and Technology/Technology Integration in Education - \$9,783.48

### *Graduate Programs*

- Master of Science in Instructional Design and Technology/General Instructional Design and Technology\* - \$19,566.96
- Master of Science in Instructional Design and Technology/Technology Specialist\* - \$19,566.96
- Master of Science in Elementary Education/Early Childhood Education - \$19,566.96
- Master of Science in Elementary Education/Literacy Education - \$19,566.96
- Master of Science in Elementary Education Elementary Curriculum\* - \$19,566.96

### *\*Field Experience:*

- Students in the online Master of Science in Instructional Design and Technology have the option of participating in an advance level fieldwork setting appropriate to the student's professional goals. The student should acquire experience in instructional design, technology applications, project management, and personnel. Specific duties and opportunities are negotiated between the intern and the on-site mentor. However, students should be given opportunities to plan, organize, and lead activities as well as opportunities to observe and participate in other activities. Internship sites are approved by the University. On-site supervisors are expected to provide supervision of and consultation with the intern on a regular basis and provide evaluations at mid-term and at the conclusion of the internship.
- Students in the online Bachelor of Arts degree in General Studies must participate in an internship that provides a student with supervised practical experience in a career field. Credit is available only for pre-approved work experiences that serve to expand the range of the student's college level employment duties and responsibilities. Interns develop, in cooperation with the participating company, a proposed training schedule that includes a detailed summary of the college level duties and responsibilities of the intern. An internship cannot be granted for current job duties and responsibilities. Site supervisors approve weekly logs of activities, weekly intern reports, and provide an evaluation of the intern at the end of internship.

- Students in the Master of Arts in Elementary Education/Elementary Curriculum (non-licensure) program may elect to participate in a capstone practicum in mathematics or science education at the K-8 level in a local school district and under the guidance of a qualified field representative.

## Registration Compliance

As required by Iowa Code Section 261B.4, the University disclosed its institutional policy on refunding tuition charges for withdrawn students. Since the University is not a for-profit institution, its specific tuition refund policy 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), discloses these policies and provides comprehensive information to students about drug/alcohol abuse and sexual assault at:
  - ✓ [http://www.wiu.edu/student\\_services/aod/](http://www.wiu.edu/student_services/aod/)
  - ✓ [http://www.wiu.edu/student\\_services/aod/resourcecenter.php](http://www.wiu.edu/student_services/aod/resourcecenter.php)  
[http://www.wiu.edu/student\\_services/student\\_development\\_office/handbook/drugAlcoholAbuse.php](http://www.wiu.edu/student_services/student_development_office/handbook/drugAlcoholAbuse.php)
  - ✓ <http://www.wiu.edu/policies/rtknow.php>
  - ✓ [http://www.wiu.edu/student\\_services/ivpi/sexualAssault.php](http://www.wiu.edu/student_services/ivpi/sexualAssault.php)
  - ✓ [http://www.wiu.edu/student\\_services/student\\_development\\_office/handbook/sexualAssault.php](http://www.wiu.edu/student_services/student_development_office/handbook/sexualAssault.php)
  - ✓ <http://www.wiu.edu/clery/awareness.php>
  - ✓ [http://www.wiu.edu/vpas/public\\_safety/victimassistance.php](http://www.wiu.edu/vpas/public_safety/victimassistance.php)  
[http://www.wiu.edu/vpas/public\\_safety/prevention.php](http://www.wiu.edu/vpas/public_safety/prevention.php).
- 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 application review process, the University clarified its existing military deployment policy to make clear that the impacted student receives a full refund of tuition and mandatory fees. The University posts its revised policy on its web site at <http://www.wiu.edu/vpas/policies/military.php>.
- 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. To address this requirement, Western Illinois University provided staff with a policy that is consistent with policies maintained by the three Iowa Regent Universities. Western Illinois University distributes the policy to all faculty and staff that may come into contact with Iowa students.

*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 discloses this information to students in its Undergraduate and Graduate Catalogs at:

- [http://www.wiu.edu/graduate\\_studies/catalog/](http://www.wiu.edu/graduate_studies/catalog/)
- <http://www.wiu.edu/catalog/>.

The University will notify current Iowa students of the Commission's contact information by letter this year, disclose this information to students on its website at <http://wiu.edu/provost/accredit.php>, and will update its future undergraduate and graduate catalogs to include this information.

Western Illinois 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. The University will notify current Iowa students of the University's authorization to operate in Iowa and the Commission's contact information by letter this year, disclose this information to students on its accreditation/authorization website at <http://wiu.edu/provost/accredit.php>, and will update its future undergraduate and graduate catalogs to include this information.

*Financial Responsibility:* The University submitted copies of the report of an independent audit conducted by E.C. Ortiz & Co., LLP, for the institutional fiscal year ending June 30, 2011. The auditors stated their opinion that the University's financial statements present fairly the University's financial position.

- A public institution is not required to calculate a composite score to measure its financial responsibility. Any public institution is 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:* Western Illinois University has two full-time, Iowa-resident faculty members, and an additional five part-time Iowa-resident faculty members, as follows:

- A full-time Museum Studies Program Director at the University's Davenport, Iowa, instructional site: Dr. Ann Rowson Love – Master of Arts in Art Museum Education and Doctorate in Art Education; experience dating back to 1993 as museum curator, museum and art educator
- Three part-time adjunct faculty teaching in the Museum Studies Program at the Iowa instructional site, as follows:
  - ✓ Ms. Christine Chandler – Master of Science in Geology; Curator of Natural Science, Putnam Museum, Davenport, Iowa since 2000; 12 years prior experience as a museum assistant at Yale University Peabody Museum of Natural History
  - ✓ Ms. Melissa Hueting – Master of Arts in Art History; Director of Education, Figge Art Museum; 5 years prior experience as museum curatorial assistant and outreach coordinator
  - ✓ Mr. Tim Schiffer – Master of Fine Arts; Executive Director, Figge Art Museum; prior experience beginning in 1993 as museum curator
- One full-time faculty member teaching exclusively in the online Bachelor of Arts in General Studies program: Ms. Joan Baril - Master of Business Administration; 30 years experience in marketing, sales, business development, and business leadership
- Two part-time faculty teaching in the online Bachelor of Arts in General Studies program:
  - ✓ Dr. George Binto – Doctoral degree in technology sciences; teaching experience from 1999 to present in computer security, web technology, e-commerce, networking
  - ✓ Dr. Doug Druckenmiller – Doctoral degree in business administration; Microsoft certified systems engineer since 1997; teaching experience from 1986 to present.

*Instructional/Supervisory Staff Qualifications:* Western Illinois University requires that all faculty members possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the University defines a minimum threshold of experience and an evaluation process is used in the appointment process.

The University submitted a total of 22 curriculum vitae for all Iowa-resident faculty and all faculty teaching in the University's online programs. Of 22 faculty, all but five have a doctoral degree in the field in which they teach. The remaining faculty have one or more master's degrees, and significant teaching experience and/or professional experience.

Of all the faculty teaching in the online post-baccalaureate and master's level programs in elementary education and instructional design and technology, all but one holds an earned doctorate. The exception is an instructor who has two master's degrees, in instructional technology, and in computer science. Postsecondary teaching experience among this faculty group ranges from three years to 34 years.

*Commitment to Iowa Students and Teach-Out:* The University's application includes a letter from the University President, Jack Thomas, in which Dr. Thomas describes the University's

strong commitment to delivering programs at the Figge Art Museum in Davenport. Dr. Thomas states that this highly successful community-state-university partnership began in 2009 and enrollment for this new program exceeds initial projections. Dr. Thomas indicates that the program consistently enrolls 20-23 students each semester. As requested, but not anticipated, Dr. Thomas states that the University agrees to provide alternatives for students to complete programs at other institutions if the University closes the program before students have completed their courses of study.

*Student Complaints:* None.

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

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

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

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

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

## IOWA COLLEGE STUDENT AID COMMISSION

### INSTE Bible College Application for Postsecondary Registration Amendment November 2013

#### **RECOMMENDED ACTION:**

***Approve INSTE Bible College's request for an extension of its registration term until November 16, 2014.***

#### **Amendment Background and Rationale**

On November 16, 2012, the Iowa College Student Aid Commission approved the College's registration request for a conditional period of one year, with a temporary waiver of the independent audit requirement of Iowa Administrative Code Section 283-261.2(261B), subsection 9. On or before the expiration of the one-year conditional registration period, the Commission required the College to submit the report of an independent audit, conducted by an independent auditing firm with an unqualified opinion. In addition, by fall of 2013, the Commission required the College to develop, implement, and provide staff with a copy of a policy that complies with new Iowa Code Section 261.9(1)"h" (as enacted by Iowa Senate File 2225).

The Commission agreed to consider a request from the College to extend its registration period to a full, two-year term upon receipt of both items identified above.

INSTE Bible College has complied with both stipulations of its initial, conditional registration. Staff is in receipt of the copy of an independent financial and compliance audit conducted by TKJ Timmins, Kross & Jacobsen, LLP, for the institutional fiscal year ending June 30, 2013. The auditors express their opinion that the institutions financial statements present fairly, in all material respects, the College's financial position. INSTE Bible College has also developed and submitted to staff an internal policy to address employee reporting of suspected incidents of child physical and sexual abuse in accordance with Iowa Code Section 261.9(1)"h".

## IOWA COLLEGE STUDENT AID COMMISSION

### University of Sioux Falls Application for Postsecondary Registration Renewal November 2013

#### **RECOMMENDED ACTION:**

***Approve the University of Sioux Falls' request for registration in Iowa with a waiver of the full-time, Iowa-resident faculty member/program coordinator requirement of administrative rules.***

As a condition of registration:

- The University must notify the Commission within 90 days of the date that it establishes an Iowa location at which an Iowa resident online program student will participate in a field experience.
- Effective upon the implementation date of proposed administrative rules pursuant to Chapter 261B, *and if applicable under final rules*, the University must develop and implement a policy for employee reporting of suspected incidents of child physical or sexual abuse that complies with Iowa Code Section 261.9(1)(h).

#### **Registration Purpose**

Revised Iowa Code Sections 261B.2 (definitions) and 261B.3 require a school to register with the Commission if a person compensated by the school conducts any portion of a course of instruction, including by in-person, distance education, or correspondence method in this State or if the school otherwise has a presence in this State. Presence means a location in Iowa at which a student participates in any structured activity related to a school's distance education course of instruction. Presence also means an address, location, telephone number, or internet protocol address in Iowa from which a school conducts any aspect of its operations. Staff required the University of Sioux Falls (USF) to apply for registration to offer a distance education program(s) that requires a structured field experience that an Iowa resident would participate in at an Iowa location. The University also requests authorization to employ Iowa-resident faculty to provide instruction in its online programs.

#### **Institutional Information**

The University of Sioux Falls is a private, non-profit institution whose sole campus is located at 1101 W. 22<sup>nd</sup> Street, Sioux Falls, South Dakota. Its chief executive officer is Acting President Dr. Brett Bradfield, at the same address. USF is not registered in Iowa as an entity transacting business in the State and is not required to do so for the purpose of registration. For this reason, and because the University has applied for registration solely as a provider of distance education programs, it has no Iowa contact person.

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

*Accreditation:* USF is accredited by the Higher Learning Commission (HLC), a regional accrediting agency recognized by the federal Department of Education. In addition, the University's baccalaureate nursing degree is accredited by the Commission on Collegiate Nursing Education, an entity recognized by the federal Department of Education for special programmatic accreditation.

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

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

*Graduation Rate:* 48% institution-wide, for the first-time, full-time cohort of undergraduate students who began a USF program in 2006.

*Average Loan Debt upon Graduation:* \$18,660 (for undergraduates)

*Record Preservation:* USF maintains original, hard copy transcripts on all students from the inception of the University until 1996. Transcripts are maintained in fire-proof filing cabinets. From 1996 to present, transcripts are maintained electronically, and are backed up redundantly by the USF information technology department. A project to scan all paper copies of transcripts from 1950-1996 is in process. For non-permanent educational documents, USF follows the American Association of Collegiate Registrars and Admissions Officers' guidelines for retention of non-academic records within the student's academic file. The file is retained for at least five years after the student graduates from or otherwise leaves the University.

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

Registrar – University of Sioux Falls  
1101 W. 22<sup>nd</sup> Street  
Sioux Falls, SD 57105  
(605) 331-6650

[http://www.usiouxfalls.edu/index.php?option=com\\_content&task=view&id=49&Itemid=54](http://www.usiouxfalls.edu/index.php?option=com_content&task=view&id=49&Itemid=54)

*Instructional Methodology:* Course content is instructor-led by the same faculty that teach USF's campus-based courses, via USF's Learning Management System, E-Learning. Course activities include scheduled readings, assignments, discussion forums, video conferencing, chats, email, group projects, written assignments, presentations, and examinations. Courses contain 10 to 20 students. USF provides Microsoft Office Professional Plus free of charge to all students enrolled in an online program. Courses are delivered primarily asynchronously, but USF also utilizes Cisco WebEx for video conferencing and live virtual classrooms.

*Student Learning Resources:* The Mears Library collections are fully accessible online from <http://usiouxfalls.libguides.com/home>. The Mears Library is a member of the South Dakota Library Network, which includes academic libraries from both public and private institutions in South Dakota, public libraries, special libraries (law, medical, and EROS), school libraries, and the South Dakota State Library. The library catalog includes links to newspaper indexes and Course Reserves. Mears has a Cooperative Circulation Agreement with Augustana College, the McKennan Health Services Medical Library, Siouxland Libraries, Southeast Technical Institute, and the Wegner Health Science Information Center.

The Library's collection includes catalogs, a full-text online reference service containing dictionaries, bilingual dictionaries, thesauri, encyclopedias, and a wide range of subject-specific titles, 2 electronic book collections, the Gale Virtual Reference Library including references in business, education, history/terrorism, medicine, law, government, and science, and WorldCat, a gateway to books and other materials in libraries worldwide. The University also provides World Book Discover, a powerful reference tool that includes encyclopedia, multimedia, e-book, and primary source databases, and Project Gutenberg, which includes 36,000 free e-books for Kindle, Android, iPad, and iPhone.

Library services are available during regular library hours: Monday – Thursday 8 am – 11 pm; Friday 8 am – 5 pm; Saturday 11 am – 3 pm; Sunday 2 pm – 11 pm. Services include:

- Research Help: Students may e-mail a question to the reference librarian and receive a response via e-mail or telephone.
- Print periodicals, books, and audiovisual materials maintained by the Library are available to online students. The Library will send copies of articles via email or regular mail depending upon copyright restrictions. The Library will send online students books and audiovisual materials based on checkout and renewal policies in effect for on-campus students. All library material requests are free of charge.
- Interlibrary Loan Service <https://apps.usiouxfalls.edu/download/ill>. Most materials provided can be provided without charge. However, some other libraries do charge fees. Students may indicate on the interlibrary request form the highest amount they are willing to pay if an interlibrary loan request necessitates charges. Interlibrary loan is available to online students in the same manner as on-campus students. The Library will send requested articles through email or regular mail. The University recommends that students endeavor to obtain books the University does not hold through the student's local library. However, the University will attempt to obtain a requested book through interlibrary loan if it is not available through the student's local library. Online students will experience a shorter checkout period due to the additional amount of time required for the University Library to request, receive, and then mail to the student a book through interlibrary loan. The University recommends that online students endeavor to obtain books the University

The University's MyUSF portal permits an online student with one-stop electronic access to academic and administrative data anytime, anywhere, including Student Services, Academic Information, Financial Aid and all other services available on the USF campus.

USF's Academic Success Network

[http://www.usiouxfalls.edu/index.php?option=com\\_content&task=view&id=1927](http://www.usiouxfalls.edu/index.php?option=com_content&task=view&id=1927)

provides online students with centralized resources including career services, counseling services, learning accessibility services, and tutoring. Tutoring services include support in math, physics, computer science, and writing. Online students are encouraged to contact the Academic Success Network to arrange an individual consultation.

*Curriculum Evaluation and Development: The USF Faculty and Staff Handbook*

[http://www.usiouxfalls.edu/files/hr/handbook\\_03.pdf](http://www.usiouxfalls.edu/files/hr/handbook_03.pdf) outline Curricular Development. Course

changes usually originate with the faculty of a particular program. With their intimate knowledge of student needs in major, minor and general education programs, faculty seek to design courses of study that represent both sufficient breadth and depth. The larger area faculty can best assess the integration of the proposed courses into a program that most efficiently employs faculty of closely related disciplines. The University's Academic Policies Committee is charged with the coordination of the entire set of offerings made available to students. The committee evaluates course proposals in terms of their a) content, b) level of the course and pre-or co-requisites, c) relationship to a liberal arts curriculum, d) possible course proliferation, e) potential student interest and subsequent enrollment, and f) staff qualification and continuing ability to offer the course. The committee periodically examines the entire curriculum and may recommend to a department that certain additions, deletions, or changes be made in order to strengthen the total program of the University.

The Academic Policies Committee is comprised 3 ex-officio members, including the Provost and Vice President for Academic Affairs, and the Faculty Chair, and seven additional voting members representing the Visual and Performing Arts, Education, Humanities, Business, Social Science, Nursing, and an at large member.

**New Courses:** A faculty member prepares a new course proposal consisting of a rather complete syllabus and a statement of the rationale behind the course addition. After securing reactions from other faculty in the program(s) to which it relates, the course proposal is submitted to the Chairperson of the appropriate area. It is the responsibility of the Area Chairperson, with the advice of his/her faculty, to analyze the place of the course and its appropriateness within the area's curriculum. The Chairperson then submits copies to the Academic Policies Committee. The Academic Policies Committee, after considering the proposal, approves, rejects, or recommends modifications in the new course. Upon approval by faculty associates, an appropriate description is placed in the university catalog.

**Assessment Policies:** Each academic program must design and implement an outcomes assessment plan. The strengths and weaknesses identified through these outcomes assessment efforts will be used for ongoing program improvement but not for the evaluation of individual faculty members. All proposals for new academic programs must include an outcomes assessment plan. All faculty members should be involved in some aspect of the outcomes assessment process, including participation in assessment meetings on Assessment Day and at the end of the academic year. The administration of the University will appropriately commit the time, effort, and expense required to engage effectively in outcomes assessment. The assessment Committee will assist the Senior Vice President for Academic Affairs/CAO in determining appropriate strategies for distributing funds to academic programs to purchase and score student learning assessment instruments; in making appropriate use of the findings; and, in determining appropriate means of recognizing model programs of outcomes assessment. Requests for changes in curricula typically should be accompanied by outcomes assessment information that supports the request.

#### *Student Complaints Process:*

USF discloses its policies and processes for student complaints and grievances in its Student Handbook [http://issuu.com/usiuouxfalls/docs/student\\_handbook\\_2013-14\\_1](http://issuu.com/usiuouxfalls/docs/student_handbook_2013-14_1)

## Distance Education Programs Offered In Iowa

The total, **estimated** cost of tuition, standard fees, books and supplies for each program is listed below. *Total program costs may vary depending on the number of eligible transfer credits a student brings into the program and the number of liberal studies credits a student must complete to achieve the graduation standard of 124 semester credit hours.*

### *Baccalaureate Degree Completion Programs*

- Bachelor of Science in Nursing (RN to BSN)\*: \$8580 plus an additional \$900 to \$1500 for books
- Bachelor of Science in Management: \$13,860 plus an additional, estimated \$1500 for books

*\*Field Experience:* The online RN to BSN program includes a mandatory clinical field experience that an Iowa resident is permitted to participate in at an Iowa location. Students will complete 30 clock hours of hands on practice in a public health arena. An additional clinical experience requires the student to spend one shift of observation in a clinical setting with a nurse leader. In both clinical experiences, online students work with a designated USF nursing faculty Clinical Coordinator to arrange experiences close to home. An affiliation agreement is drafted which identifies clear expectations of the student, the USF School of Nursing, and the clinical partner.

## Registration Compliance

As required by Iowa Code Section 261B.4, the University disclosed its institutional policy on refunding tuition charges for withdrawn students. USF's specific tuition refund policy is not governed by Iowa law or rule since the University is a private non-profit institution.

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

- Iowa Code Section 261.9(1)(e) requires a school to maintain and disseminate a drug and alcohol abuse policy that includes sanctions for violation of the school's policy and information about the availability of drug or alcohol counseling or rehabilitation. Iowa Code Section 261.9(1)(f) requires a school to maintain and disseminate a sexual 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 Student Handbook and on its website at:
  - ✓ [http://issuu.com/usiouxfalls/docs/student\\_handbook\\_2013-14\\_1](http://issuu.com/usiouxfalls/docs/student_handbook_2013-14_1)
  - ✓ [https://www.usiouxfalls.edu/index.php?option=com\\_content&task=view&id=2066&Itemid=](https://www.usiouxfalls.edu/index.php?option=com_content&task=view&id=2066&Itemid=)
  - ✓ [https://www.usiouxfalls.edu/index.php?option=com\\_content&task=view&id=2065&Itemid=](https://www.usiouxfalls.edu/index.php?option=com_content&task=view&id=2065&Itemid=)
  - ✓ [https://www.usiouxfalls.edu/index.php?option=com\\_content&task=view&id=2069&Itemid=](https://www.usiouxfalls.edu/index.php?option=com_content&task=view&id=2069&Itemid=)

✓ <https://apps.usiouxfalls.edu/download/JeanneClery>.

- 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 military deployment policy to acknowledge that the same benefit is provided to the spouse of a deployed service member when the spouse is the University's student. Notably, the University adopted this policy not only for Iowa students, but for all of its students. The University discloses its military activation policy and contact information for questions about the policy in its catalog at [http://issuu.com/usiouxfalls/docs/usf\\_academiccatalog\\_2013-2015/21](http://issuu.com/usiouxfalls/docs/usf_academiccatalog_2013-2015/21).
- 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. The University does not have such a policy at this time. The Commission is advancing administrative rules that address this topic, by clarifying its applicability to distance education providers. Staff requests that the Commission extend a waiver of enforcement of this rule for USF until these administrative rules are final and enforceable.

*Student Consumer Information:* In its registration application, USF affirms its willingness to comply with the requirements of Iowa Code Chapter 261.9, as stipulated by Iowa Code Section 261B.4(8). Chapter 261.9 requires disclosure to students of information about the school's programs, charges, tuition refund policies, whether a certificate or diploma awarded by the school is applicable toward a degree program the school offers, and the identity of the school's accrediting agency. These disclosures are duplicative of the federal Department of Education's student consumer information disclosure requirements for a school that participates in the federal student aid programs and the University discloses them multiple resources: on its MyUSF learning management system upon student registration; in its academic catalog [http://issuu.com/usiouxfalls/docs/usf\\_academiccatalog\\_2013-2015?e=1986832/2427216](http://issuu.com/usiouxfalls/docs/usf_academiccatalog_2013-2015?e=1986832/2427216); and on its website [http://www.usiouxfalls.edu/index.php?option=com\\_content&task=view&id=58](http://www.usiouxfalls.edu/index.php?option=com_content&task=view&id=58).

USF 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 are provided to students on the University's Online Learning webpage at <http://www.usiouxfalls.edu/online/contact.php>.

*Financial Responsibility:* USF submitted a copy of the report of an independent audit conducted by EideBailly for the institutional fiscal years that ended June 30, 2012 and 2011. The auditors stated their opinion that the University's financial statements present fairly the University's financial position.

- Under federal Department of Education rules, a private non-profit institution that participates in the federal student aid programs must maintain a composite score, based on a three factor financial responsibility ratio, of at least 1.5 in order to be determined financially responsible without additional oversight. Staff did not find that the independent auditors reported or tested the University's composite score. The most recent composite score reported for the University by the federal Department of Education is for its institutional fiscal year ending June 30, 2010: 3.0.
- Private non-profit institutions are not required to determine the percentage of its revenue that is derived from Title IV student financial aid.

*Full-Time Iowa Resident Faculty Member or Program Coordinator:* USF does not employ Iowa-resident faculty to provide instruction in its online programs at this time. Therefore, per the authority the Commission granted to staff during its March 2011 meeting, staff request that the Commission grant the University a waiver of administrative rules that require a registered school to employ an Iowa-resident, full-time faculty member or program coordinator.

*Instructional/Supervisory Staff Qualifications:*

- RN to BSN degree completion program: USF disclosed 10 faculty members with teaching assignments in the online RN to BSN degree completion program. Six of these faculty are full-time. Two of the six full-time faculty have doctoral degrees in nursing practice. Remaining full-time faculty have a masters degree in nursing, nursing education, or nursing practice. Of the four adjunct faculty, three have a masters degree in nursing, nursing education, or divinity. The fourth adjunct faculty member has a baccalaureate degree in nursing and is a registered nurse. She has employment experience as a charge nurse and HIV case manager, and has been teaching at USF since 2011. Generally, faculty have employment experience in nursing leadership, as a hospital chaplain, and in practical areas that include critical, crisis, pulmonary, renal, hospice, pediatric, oncology, gynecological, and postpartum nursing. Teaching experience ranges from 2 years to 13 years.
- Management degree completion program: USF disclosed a total of 44 faculty in its School of Business, which offers its online baccalaureate management degree completion program. Of these 44 faculty, 16 are full time. Of the 16 full-time faculty, 10 hold doctoral degree. The remaining six faculty have at least a masters degree in business administration and three of these six faculty members are a licensed Certified Public Accountant. Of the 28 adjunct faculty, 13 hold doctoral degrees, including in law and education. The remaining 15 adjunct faculty have a masters degree in business, project management, taxation, banking, or information technology.

In addition to meeting at least the minimum USF faculty qualifications, online faculty must complete a two-course faculty development program that is specific to distance learning tools and instructional design:

- FAC100 LMS (Learning Management System) Basics
  - ✓ Becoming competent with the LMS
  - ✓ How to set up your course on the LMS

- ✓ Offered as a self-paced course alongside our faculty orientation (<http://www.usiouxfalls.edu/faculty-orientation>)
- FAC200 Instructional Design
  - ✓ The course will include additional training with the Learning Management System, standards of practice, an understanding of the online pedagogy, content delivery, building online relationships with students, and providing effective feedback to students. Instructors who have taught online at USF prior to the distance program approvals will receive information about new policies and also have the opportunity to participate in ongoing information sessions.
  - ✓ Those who complete the faculty development courses will be listed as certified online instructors and will be encouraged to continue teaching online.
  - ✓ Prerequisite: FAC100

*Commitment to Iowa Students and Teach-Out:* USF provided a letter signed by President Dr. Mark Benedetto that provides assurance to the Commission of the University's commitment to the delivery of its online programs to students in the State of Iowa. As part of its institutional integrity, and in compliance with Iowa College Student Aid Commission policies, Dr. Benedetto agrees to provide alternatives for any distance learning student from Iowa to complete their academic program should it be discontinued before the student has completed the course of study. The completion could be accomplished either at the University of Sioux Falls or at some other institution with which USF would collaborate for this purpose.

*Student Complaints:* None.

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

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

USF applied for and was granted an exemption from Iowa Code Section 714.18 for “colleges or universities authorized by the laws of Iowa or any other state or foreign country to grant degrees.” The University is so authorized under the laws of the state of South Dakota, as modified by South Dakota Senate Bill 191 effective July 1, 2012.

##### *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

## Luther Rice University Application for Postsecondary Registration November 2013

### **RECOMMENDED ACTION:**

***Approve Luther Rice University's request for registration in Iowa with a waiver of the full-time, Iowa-resident faculty member/program coordinator requirement of administrative rule.***

As a condition of registration:

- Effective upon the implementation date of proposed administrative rules pursuant to Chapter 261B, *and if applicable under final rules*, the University must develop and implement a policy for employee reporting of suspected incidents of child physical or sexual abuse that complies with Iowa Code Section 261.9(1)(h).

### **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 Luther Rice University (LRU) to apply for registration to offer distance education programs to Iowa residents because the University offers a distance education program(s) that include a structured field experience that an Iowa resident would participate in at an Iowa location.

### **Institutional Information**

Luther Rice University is a private, non-profit postsecondary educational institution whose main campus is located at 3038 Evans Mill Road, Lithonia, Georgia. Its chief executive officer is President James Flanagan, at the same address. LRU is registered as a foreign, non-profit corporation #449382 with the Iowa Secretary of State's office. Its resident agent and Iowa contact is Phil Winfield, 4200 E. 25<sup>th</sup> St., Des Moines, Iowa 50317.

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

*Accreditation:* Luther Rice University is accredited by the Transnational Association of Christian Colleges and Schools, an accrediting agency recognized by the federal Department of Education for federal student aid eligibility and distance education.

*Federal Stafford Loan Cohort Default Rate (FFY 2010): 3.7%*

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

*Graduation Rate: 25%.* This is the percentage of first-time, full-time undergraduate students who completed their program within 150% of the normal program completion time. At Luther Rice University, only 1% of entering students were counted as “full-time, first-time” in 2012. The University discloses that the average age of LRU students is 38, most of the students are transfer students, and the University has a heavy graduate population.

*Average Loan Debt upon Graduation: \$50,980.24* (institution wide). This figure includes all student loans received by Luther Rice University students, including loan debt previously incurred for attendance at schools other than LRU.

*Record Preservation:* Records are backed up on the University’s server, locked in a secure room with a sprinkler system, and the files are in fire-proof cabinets. LRU uses Oasis (LUR’s College Management Software) to scan records. Scanned records are housed on the server as well as backed up at an off-site location.

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

Luther Rice University Registrar’s Office  
3038 Evans Mills Road  
Lithonia, GA 30038  
(770) 484-1204, ext. 5266  
[registrar@lru.edu](mailto:registrar@lru.edu)  
[http://www.lru.edu/Content.aspx?page=registrar\\_transcripts](http://www.lru.edu/Content.aspx?page=registrar_transcripts)

*Instructional Methodology:* LRU offers all courses through the traditional classroom approach and, alternatively, through internet delivery using Blackboard as the platform. The single exception is the Doctor of Ministry degree, which, if taken online, also requires the student to attend four, week-long core courses on the school’s out-of-state campus. Online courses are asynchronous, meaning the student is not required to be online at a specific time of day, and are eight or fifteen weeks in length. Students must be competent in the use of Microsoft Word software. Books are available online from LRU, or students may choose other third-party book sellers such as Amazon.

*Student Learning Resources:* The LRU Library is open Monday, Tuesday and Thursday from 8 am to 9 pm and Wednesday/Friday from 8 am to 4:30 pm. The Library is open on select Saturdays. Library resources are available 24/7 through the LRU Online Library at <http://www.lru.edu/Content.aspx?page=library>. Research assistance is available through the circulation desk by toll-free phone or live chat during business hours. Students may also e-mail requests for information or support. The Library will respond to emails received before 4 pm on the same day, and to emails received after 4 pm on the following business day. A student may request that the Library mail materials to the students home at no charge. A free document delivery service is available to current students for scans of physical books the library owns. Scans are limited to no more than 10% of a book because of copyright violations. The turnaround time from request to delivery is usually two business days. However, students are responsible for returning library materials. Interlibrary loan permits

online students to receive photocopies of articles in journals that are owned by another library. Charges may apply based on the policies of the lending library. Online students may not borrow books owned by another library through interlibrary loan.

LRU's Library provides access to multiple full-text databases are general in nature, such as Academic Search Complete and Pro-Quest Research Library, as well as topical databases that cover disciplines such as business/leadership, religion, education, and counseling. A video tutorial is available to help students learn how to access and search databases. The LRU Library also provides guides on research, style, writing research papers, grammar, punctuation, article citation, and evaluating internet research resources, and multiple versions of Microsoft Word.

*Curriculum Evaluation and Development:* The Seminary Committee, Graduate Committee, and the Undergraduate Committee administer all academic programs. These committees discuss all curriculum issues and meet monthly. Recommendations are forwarded to the Faculty, which meets monthly. Changes approved by faculty are forwarded to the Chair of Faculty, to the Vice President for Academic Affairs, and then to the Office of the President for final approval.

*Student Complaints Process:* Luther Rice University students who have a complaint about any aspect of their experience at the institution should:

1. Try to resolve the issue with the party or parties involved.
2. If resolution is not possible with the party involved, the student should submit the complaint in writing to [studentservices@lru.edu](mailto:studentservices@lru.edu) or mail it to Student Services at Luther Rice University. The complaint must include detailed information including specific dates, times, and the individuals involved, as well as an account of how the student has sought to resolve the issue up to this point. Students should include copies of all correspondence to and from the parties involved. Student Services will submit the complaint to the appropriate administrator.
3. The appropriate LRU administration reviews the complaint and sends a response to the student within 7 business days.
4. If the student does not believe the complaint was handled properly, he/she may submit the complaint in writing, including requisite details described in #2 above to the President's Council via email to [studentservices@lru.edu](mailto:studentservices@lru.edu) or by U.S. mail to Student Services at Luther Rice University.
5. If after all of these steps have been taken, the student does not believe that the complaint was handled property, he/she may contact the University's accrediting agency via U.S. mail by writing to Transnational Association of Christian Colleges and Schools at P.O. Box 328, Forest, VA 24551; or the student may contact the University's accrediting agency by telephone at (434) 525-9539 or by email to [info@tracs.org](mailto:info@tracs.org).

## **Distance Education Programs Offered In Iowa**

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

### *Baccalaureate Degree Program*

- Bachelor of Arts in Religion - \$32,560

### *Masters Degree Programs:*

- Master of Arts in Leadership - \$9,840
- Master of Arts in Biblical Counseling - \$9,840
- Master of Arts in Christian Studies - \$9,840
- Master of Arts in Christian Studies - \$9,840
- Master of Arts in Apologetics - \$9,840
- Master of Divinity - \$24,600

### *\*Field Experience:*

- Students in the Bachelor of Arts in Religion program complete a three credit-hour ministry practicum involves the practical application of ministry goals and skills through ministry assignments overseen by a field supervisor. Students who elect the counseling minor in this program complete a three credit-hour practicum to practice the skills, techniques, and methodologies discussed in previous classes. Role-playing, group dynamics, learning labs, and videos will all be used as a part of this learning experience. Topics covered include: (1) helping skills; (2) the presenting problem; (3) taking a personal (social) history; (4) determining and diagramming a counselee's fleshly coping mechanisms; (5) conducting the active counseling stage; and (6) managing a forgiveness exercise.
- Students enrolled in the Master of Divinity program participate in a three credit-hour ministry practicum in which the student practically applies ministry goals and skills through ministry assignments overseen by a field supervisor.
- Students enrolled in the Master of Arts in Biblical Counseling program participate in a three credit-hour biblical counseling practicum as a capstone experience. Completion of the requirements for the practicum may take a year or longer.
- Students enrolled in the Master of Arts in Leadership program participate in a three-hour practicum that is the culminating learning experience. Employing knowledge and skills acquired from previous courses, students will investigate and analyze leadership processes within the context of selected work environments. Students will also conduct research within an organization and develop a creative, practical process addressing the needs uncovered through the research to help develop processes and persons within the organization.
- Students in the Master of Arts in Apologetics program may elect, as an option to a thesis, a three credit-hour directed practicum in which the student demonstrates the application of learning from coursework in a ministry setting.

### **Registration Compliance**

As required by Iowa Code Section 261B.4, the University disclosed its institutional policy on refunding tuition charges for withdrawn students. The University's specific tuition refund policy is not governed by Iowa law or rule since it is a private non-profit institution.

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

- Iowa Code Section 261.9(1)(e) requires a school to maintain and disseminate a drug and alcohol abuse policy that includes sanctions for violation of the school's policy and information about the availability of drug or alcohol counseling or rehabilitation. Iowa Code Section 261.9(1)(f) requires a school to maintain and disseminate a sexual 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://www.lru.edu/UserFiles/Documents/Campus%20Safety/2012%20Reports/2012%20Annual%20Security%20Report.pdf>
  - ✓ <http://www.lru.edu/UserFiles/Documents/LRUCatalog/2013-2014/Cat-Student%20Life.pdf>
  - ✓ [http://www.lru.edu/UserFiles/Documents/StudentHandbook/2013%20Handbook\\_2.pdf](http://www.lru.edu/UserFiles/Documents/StudentHandbook/2013%20Handbook_2.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 military deployment policy to explicitly acknowledge the spouse of a deployed service member who has a dependent child, and to apply its policy to state as well as federal mobilization. Notably, the University adopted this policy not only for Iowa resident students but for *all* of its student population, and will disclose the policy to students in its online catalog.
- Iowa Senate File 2225 created a new Iowa Code Section 261.9(1)(h). This new law, generally effective July 1, 2012, requires a school to develop and implement a policy for employees who, in the course of their employment, attend, examine, counsel, or treat a child and who suspect the physical or sexual abuse of that child. By cross-reference from existing administrative rules for registration [283-21.2(261B), subsection 7], this new policy now applies to Iowa's registered schools. The University does not have such a policy at this time. The Commission is preparing proposed administrative rules that address this topic, by clarifying its applicability to distance education providers. Staff requests that the Commission extend a waiver of enforcement of this rule for Luther Rice University until the proposed administrative rules are final and enforceable.

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

<http://www.lru.edu/Content.aspx?page=catalog&tool=quicklinks>, in Course Scheduled Planners and in course syllabi.

LRU 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 Authorizations disclosure page at [http://www.lru.edu/Content.aspx?page=state\\_registrations&tool=quicklinks](http://www.lru.edu/Content.aspx?page=state_registrations&tool=quicklinks).

*Financial Responsibility:* LRU submitted a copy of the report of an independent audit conducted by James Dykhouse, CPA, for the institutional physical years ending June 30, 2012 and 2011. The auditor stated his opinion that the University’s financial statements present fairly the University’s financial position.

- Under federal Department of Education rules, a private non-profit institution that participates in the federal student aid programs must maintain a composite score, based on a three factor financial responsibility ratio, of at least 1.5 in order to be determined financially responsible without additional oversight. Staff did not find that the independent auditor reported or tested the University’s composite score. The most recent composite score reported for the University by the federal Department of Education is for its institutional fiscal year ending June 30, 2010: 3.0.
- Private non-profit institutions are not required to determine the percentage of its revenue that is derived from Title IV student financial aid.

*Full-Time Iowa Resident Faculty Member or Program Coordinator:* Luther Rice University does not employ Iowa-resident online faculty and has no plans to do so. Therefore, under the authority granted staff during the March 2011 Commission meeting, staff request that the Commission approve a waiver of the full-time faculty member or program coordinator requirement of administrative rules since LRU is requesting registration approval only for distance education programs.

*Instructional/Supervisory Staff Qualifications:* LRU disclosed the credentials and teaching assignments of 46 full- and part-time faculty who provide instruction in the University’s distance education programs. Of the total 46 faculty, 31 possess a doctoral degree with concentrations in counseling, linguistics/communication, science, mathematics, history, organizational leadership, and higher education, as well as theology and ministry. The remaining faculty have a master’s degree in theology, divinity, counseling, education, mathematics, history, English/Literature Studies, music, business administration, public administration, or librarianship and all of these faculty are exclusively assigned to provide instruction in the University’s undergraduate programs. All LRU faculty received credentials from institutions accredited by an entity recognized by the federal Department of Education.

*Commitment to Iowa Students and Teach-Out:* The University’s application includes a letter from President James Flanagan in which Dr. Flanagan confirms the University’s commitment to meeting all of the necessary requirements to offer degrees in Iowa and to offering all of its programs to students in the State of Iowa. Dr. Flanagan also states that the University is to

provide alternatives for students to complete programs at other institutions if LRU closes the program before students have completed their course of study. Dr. Flanagan refers to the University accrediting agency, which requires the University implement a teach-out plan for closure of any programs.

*Student Complaints:* None.

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

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

Luther Rice University has demonstrated evidence of financial responsibility, including a continuous corporate surety bond payable to the State of Iowa in the amount of \$50,000 issued by the Hartford Fire Insurance Company.

### *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

### American Public University System Application for Postsecondary Registration Renewal November 2013

#### **RECOMMENDED ACTION:**

***Approve American Public University System's request for registration in Iowa.***

As a condition of registration:

- Upon the implementation date of administrative rules pursuant to Chapter 261B, and if applicable under those final rules, the University must develop and implement a policy for employee reporting of suspected incidents of child physical or sexual abuse that complies with Iowa Code Section 261.9(1)(h).

#### **Registration Purpose**

Revised Iowa Code Sections 261B.2 (definitions) and 261B.3 require a school to register with the Commission if a person compensated by the school conducts any portion of a course of instruction, including by in-person, distance education, or correspondence method in this State or if the school otherwise has a presence in this State. Presence means a location in Iowa at which a student participates in any structured activity related to a school's distance education course of instruction. Presence also means an address, location, telephone number, or internet protocol address in Iowa from which a school conducts any aspect of its operations. Staff required American Public University System (APUS) to apply for registration to offer distance education programs to Iowa residents because a) APUS employs several full- and part-time faculty in its distance education programs who work remotely for the University from an Iowa location(s); and b) APUS offers distance education programs that require a structured field experience that an Iowa resident student may participate in at an Iowa location.

#### **Institutional Information**

American Public University System (APUS) is a for-profit postsecondary educational institution that offers only distance education programs and whose administrative offices are located at 111 West Congress Street, Charles Town, West Virginia. APUS also maintains administrative offices at 10110 Battleview Pkwy, Suite 114, Manassas, Virginia. APUS includes American Public University and American Military University, which share a common executive leadership team, faculty, curriculum, and regional accreditation (see below for additional information about accreditation). The chief executive officer of APUS is President Wallace E. Boston.

The American Public University System is wholly-owned by American Public Education, Inc., a publicly traded corporation. Dr. Wallace E. Boston also serves as the CEO of APUS' parent company. While the executive leadership team at APUS and its parent company American Public Education, Inc. are the same, the parent company and its subsidiary American Public

University System have independent governing bodies, with the exception of the shared CEO Dr. Wallace Boston.

The Board of Directors of American Public Education, Inc., delegate academic governance and decisions about academic matters to the APUS Board of Trustees. According to APUS Bylaws, six APUS Trustees are nominated by the Board of Trustees' independent Objectives and Purposes Committee and the remaining three of the nine Trustees are nominated by the American Public Education, Inc. Board of Directors. Thus, a majority of the nine APUS Trustees remain independent to represent the public interest and make decisions free of influence from Corporate administration. The APUS Board of Trustees may not be employees or officers of the Corporation, receive compensation or remuneration in any form from the Corporation, except for those activities directly related to the trustees' duties. A review of the APUS Board of Trustees' profiles reveals individuals with strong backgrounds in military leadership, and higher education leadership at public and private nonprofit institutions.

APUS is registered as a foreign for-profit corporation #445329 with the Iowa Secretary of State's Office. Its registered agent and Iowa contact is Corporation Service Company, 505 5<sup>th</sup> Ave., Suite 729, Des Moines, IA 50309.

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

*Accreditation:* American Public University System (including both American Public University and American Military University) is accredited by the Higher Learning Commission, a regional accrediting agency recognized by the federal Department of Education. Its baccalaureate nursing degree program is accredited by the Commission on Collegiate Nursing Education, an entity recognized by the federal Department of Education for special programmatic accreditation.

*Federal Stafford Loan Cohort Default Rate (FFY 2011):* 10.4%

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

*Graduation Rate:* The percentage of first-time, full-time undergraduate students who graduated within 150% of the normal time for program completion, as reported by the federal Department of Education on the *College Navigator* website is 19%. It should be noted that this graduation rate for the cohort of students who were first-time, full-time, undergraduate students beginning their programs in the fall of 2006 represents 16 students out of approximately 14,000 students enrolled at APUS at that time. The vast majority of APUS students are part-time, adult learners.

*Average Loan Debt upon Graduation:* APUS reports that the average debt upon graduation for individuals completing its programs is as follows:

- Associates degree graduates (973): \$1,381
- Bachelors degree graduates (3051): \$4,354
- Master's degree graduates (2766): \$5,986

*Record Preservation:* The Enterprise Content Management Services Department is responsible for maintaining student records. The records are housed in a digital document

management system which allows for the scanning, importing, storage, and retrieval of documents along with workflow management. Paper documents are scanned. The images go through a quality assurance process and are stored under the appropriate student record. Paper documents are shredded after two months. Electronic documents are imported directly into the management system and are deleted after the user verifies that a legible image of the document has been stored and indexed to the correct student.

All APUS facilities employ physical access controls to both materials and the facilities themselves. All applications and electronic records are subject to logical access controls. Access is granted to employees only when the employee has a valid business need to access applications and records. APUS employs a multi-tiered security strategy to provide network security. APUS stores records in an electronic format, with offsite backups of all production services, and a disaster recovery site in an adjacent state which is kept active via synchronization with production services. In the event APUS ceases to engage in higher education services, it has executed a Memorandum of Agreement with Shepherd University, an agent of the State of West Virginia, for permanent storage of student records.

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

Office of the Registrar  
American Public University System  
10110 Battleview Pkwy Suite 114  
Manassas, Virginia 20109  
[apustranscripts@apus.edu](mailto:apustranscripts@apus.edu)  
(877) 755-2787, option 2

*Instructional Methodology:* Distance education, exclusively. All programs have developed curriculum maps that link course content, assignments, and assessment tools to course objectives. Course objectives align with program objectives, which facilitate the attainment of program objectives.

Great consideration is given to making the best possible use of technology to facilitate learning in the online environment. While some assignments are quite similar to on-ground programs, such as research papers and exams, others make use of asynchronous methods, such as graded discussion boards (or forums) to assess students' understanding of certain topics, as well as their ability to respond appropriately to other students' views. In recent years, APUS instructors have endeavored to include more audio and video material in their online classrooms to accommodate a variety of learning styles. When using such tools, care is taken to provide the content in text format in consideration of possible learning disabilities or technological limitations of students who may be studying in remote locations, particularly deployed service members who may also face internet restrictions on shared computers. Course content is thoroughly reviewed, along with course objectives, before an instructional flow and course structure are put into place. The course content is structured to support scaffolded learning, with an underlying instructional flow designed to move the learner from the initial stages of knowledge and comprehension toward the critical stages of application, analysis, synthesis, and evaluation. Course content consists of targeted educational materials, along with contextual references, supplementary course materials, and where appropriate, practical applications. Program Directors endeavor to use assessments that are as closely related to the student's future careers as possible. Examples include: the M.A. in Legal

Studies program uses case briefs as a key course assessment, while the B.A. in Marketing uses marketing plans as one aspect of their senior seminar culminating experience. Course structure facilitates exploration and self-directed learning through prominent course welcome messages along with information on how to get started in the course, and consistent guided modular progressions.

APUS recognizes that all learning does not necessarily take place in a classroom. Students are invited to engage in social networks that are discipline and profession-specific and expand the knowledge and learning that occurs in the classroom. APUS offers a Prior Learning Assessment (PLA) Portfolio program, which is designed to provide students the opportunity to seek a maximum of 30 credits for prior learning. Examples of prior learning include knowledge acquired on the job, in the military, corporate training programs, running a business, or working with a volunteer organization.

*Student Learning Resources:* The APUS Online Library provides 24/7 access to millions of pages of books and scholarly articles licensed from the Deep Web. These are joined by the University System's expert-selected "trusted" selections from the free, or Open Web, as well as an array of specialized research tools and tutorial assistance.

The Library includes an accumulation of multi-year runs of 39,500+ scholarly journals and a growing collection of primarily electronic books, currently numbering approximately 150,000. These holdings are focused on the University's educational programs. They include a small collection of land-based holdings with concentration on the University's specializations in Intelligence, Military History, and Military Studies. The Online Library catalog contains records for the University's books and eBooks. Hard copy books can be borrowed by clicking on the title and a request button. The University then mails the student the book, similar to the process for an interlibrary loan request.

Librarians work with faculty to create innovative Study Portals and Course Guides, designed to help launch scholarly and advanced research in the Deep Web holdings and the Open Web. The Portals open to hundreds of electronic pathfinders that are tailored to specific courses.

The Online Library works in tandem with bookstore operations to provide allowances for overseas military students and those with bandwidth problems. APUS is committed to grant free course materials for its undergraduates.

"Ask a Librarian" services are available 18 hours per day, 7 days per week via e-mail to assist students with research strategies and navigation. Interlibrary Loan (ILL) is available to help students and faculty secure books and articles that are not in the University's holdings. For students, this service is intended to support a student's research effort rather than obtain texts that are assigned as regular course readings. While librarians strive to fill requests quickly, some requests can take more time than others. Lending libraries may choose to limit their level of participation during, for example, holiday periods, or limit access based on U.S. copyright protections, and occasionally assess charges. Requesters may need to pay a portion of shipping costs.

Students are also provided a portal to self-help tools, a career center, and tutorials in research, plagiarism prevention, writing, and math, including access to individual tutors. The Tutorial

Center provides a Style Manual along with examples of syllabi, other student papers, and masters' thesis.

*Curriculum Evaluation and Development:* Full-time faculty are expected to be involved in a Curriculum Committee. The Curriculum Committees are established to encourage cross-school/cross-discipline discussions. Existing Curriculum Committees include the School of Arts and Humanities, General Education, and the School of Education; the School of Public Service and Health and School of Security and Global Studies; and the School of Business, School of Management, and School of Science and Technology. Included in each Curriculum Committee is the Chair, the Deans from each School, the Directors from each school, and each School's nominated faculty member (one to three members per school), who will serve on each Committee for a two-year commitment.

Committees are chaired by the Provost, a School Dean, or the Designee of the Provost or Provost Council. The purpose of these committees is to review proposals for additions/deletions of courses, concentrations, and programs and to evaluate and discuss the academic and professional merit of these proposed changes. The APUS Online Library, course Materials Center (CMC) and the Instructional Design (ID) team collaborate with each School to support the resource needs of students in associate, bachelor's and master's degree programs. Course developers work closely with the CMC to develop the depth and breadth of course materials for APUS students. The course developer and instructional designer evaluate course objectives and desired learning outcomes, then build a course that creates an effective learning environment through the meaningful and effective application of learning resources and materials. Appropriate methods for assessing student success in a distance environment are determined through interaction with the faculty subject experts, the instructional design team, course materials and resources, Program Directors, and Deans who provide oversight to those programs.

The Academics Leadership Curriculum Committee is a separate group from the three Curriculum Committees listed above. The Provost Council comprises the voting membership of this group. Nonvoting members of the Council are the Vice President for Institutional Accreditation and a Vice President from Marketing. This Council is the final university academic decision-making body on curriculum proposals reviewed and recommended by the three smaller Curriculum Committees. All proposals for changes in general education and proposals for new programs come directly to this Council. Decisions by the Council surpass any Curriculum Committee's decision. Decisions of the Council for new programs and suspension of currently existing programs are submitted by the Provost to the President and Executive Team of the University. Upon their approval at these levels, recommendations are submitted to the Academic Affairs Committee of the Board of Trustees, who is the final University decision-making body regarding substantive changes.

The University engages in a continuous process to ensure that learning outcomes align with the University's mission, programs, and courses. Learning outcomes are approved by the Curriculum Committees and are regularly reviewed in the triennial program review process. As part of this process, program directors and faculty complete curricular maps of their programs that indicate the relationship between core courses and each learning outcomes; the related course objective that is explicitly stated in the syllabus; and the classroom activity that supports each objective. Additionally, APUS has formed Industry Advisory Councils to provide a forum for industry leaders to address issues that affect the knowledge, skills, and abilities of students

in specific disciplines. Advisory Councils are organized for the School of Business, the School of Science and Technology, the School of Security and Global Studies, the School of Education, the School of Public Safety and Health, and the School of Management.

*Student Complaints Process:* American Public University System is dedicated to open communication and the exchange of ideas and/or concerns. The University maintains the following procedure for addressing students' general complaints.

The student should first communicate the concern directly and informally with the appropriate department or faculty member. If the complaint is not academic in nature and unresolved at this early stage, the student may e-mail [studentservices@apus.edu](mailto:studentservices@apus.edu). Generally, students can expect an initial response that outlines next steps and timelines within three to five business days. If a student is unsure about the appropriate contact for a particular concern or complaint, the student may email [studentservices@apus.edu](mailto:studentservices@apus.edu), which will route the student to the appropriate University representative.

The findings of the University under this grievance procedure are generally final and are not subject to appeal. If the student's grievance was handled under another policy that provides for an appeal process, the student may submit an appeal under that process. The University is also required to provide its students or prospective students with contact information about filing complaints with the University's accrediting agency, with its State approval or licensing entity, or any other relevant State official or agency that would appropriately handle a student's complaint.

The University discloses its internal student complaints process, contact information for state agencies and the Higher Learning Commission to whom a student may file a complaint on its website at <http://catalog.apus.edu/2013/graduate/general-information/general-grievance-procedure.htm>.

### **Distance Education Programs Offered In Iowa**

The total, estimated cost of tuition, fees, books and supplies for each program the University System offers is listed as an attachment to this recommendation.

Included in the total estimated program cost is a \$50 technology fee assessed to undergraduate and graduate students for each course. However, APUS covers this technology fee for active and reserve military personnel, and students using vocational rehabilitation, veteran's administration, or tuition assistance benefits.

The University's first-time educator (i.e., school teacher or principal) license programs have been approved by the Iowa Board of Education as required by Iowa Code Section 261B.3A, subsection 2, making these programs eligible for inclusion under the University's Iowa registration.

The University withdrew its request to offer a Master of Education in School Counseling (a first-time educator licensure program) and will not accept new Iowa-resident enrollees in this program going forward.

*Field Experiences:*

The following APUS programs require field experiences.

- Master of Education in Educational Leadership (principal preparation): this is a 180-hour internship as a school principal in a K-12 school setting under the direct supervision of qualified professionals. The student will work in both an elementary and a secondary school setting. Interns are placed under the supervision and coaching of an APUS faculty member and an onsite certified school principal. The onsite supervisor provides regular feedback to APUS and the student, and an end-of-internship evaluation concerning the intern's progress and performance.
- Master of Education in Teaching – Social Studies; Master of Education in Teaching – Elementary Education: this is a 16-week student teaching course in which the student obtains classroom experiences under the direction of a fully licensed teacher. Students provide four video recordings of the student's teaching and the on-site supervising teacher provides four written evaluations of the student teacher.
- Bachelor of Arts in Hospitality Management: this internship consists of 80 hours of work over a 16 week period in a self-selected and instructor approved hospitality environment. Students must keep a journal or log during the internship and write a final 10-page paper drawing upon literature and insights to support and enhance the practicum experience.

The following programs permit the student to choose a program structure that requires a field experience as an option to a program structure that culminates in a capstone project or examination.

- Master of Arts in Management: the field experience aims to apply learning in an aspect of interest related to management. This is a supervised practicum that requires APUS approval. Selection of a site must relate to the content of the student's course work. The student must submit goals of the practicum for approval to the student's faculty member, Program Director and the Dean of the School of Management.
- Master of Arts in History: the field experience aims to apply learning in an aspect of interest related to public history. This is a supervised practicum that requires APUS approval. Selection of a site must relate to the content of the student's course work. The student must submit goals of the practicum for approval to the student's faculty member, Program Director and the Dean of the School of Arts and Humanities.
- Master of Business Administration: this 120-hour practicum is the culminating experience for the MBA and is designed to allow students to engage in applied learning where knowledge gained throughout the program is applied to real world situations. The student must identify and obtain approval from APUS for an organization/project of interest and a workplace mentor. The student must maintain a weekly work log signed by the mentor and reviewed by faculty and submit a 25-page integrative applied research paper. This supervised practicum requires approval of the appropriate faculty member, the Program Director, and the Dean of the School of Business.
- Master of Science in Sports and Health Sciences: this supervised field experience requires students to complete a cumulative hourly requirement of volunteering their services in a specific industry work environment, as approved by APUS, integrating concepts and skills developed through the experience.
- Master of Science in Sports Management: this field experience requires students to complete a cumulative hourly requirement of volunteering their services in a specific industry work environment. It is a supervised practicum which requires approval by

APUS before entering into the relationship with the organization. The selection of an organization or site for the practicum must relate to the content of the student's course work and/or concentration. Students will be involved with the experiential learning process through volunteering and completing an integration process which describes concepts and skills developed through the experience.

The following program permits the student to choose an elective practicum.

- Master of Science in Environmental Policy: a student may choose to participate in a practicum at a park, refuge, or other land managed for fish and wildlife or at an approved non-profit organization that allows the student to gain field experience in the discipline. The experiential or practical component of the claim aims to apply learning in an aspect of interest related to the field of fish and wildlife management. This is a supervised practicum that requires approval by APUS. The practicum site must relate to the content of the student's course. The student must submit goals of the applied practicum for approval to his/her instructor and the Program Director.

### Registration Compliance

As required by Iowa Code Section 261B.4, APUS provided a draft institutional policy on refunding tuition charges for withdrawn students that meets the requirements of Iowa Code Section 714.23. Upon registration approval, the policy will be disclosed to students on the APUS State Authorization webpage (<http://www.apus.edu/governmental-relations/state-authorization.htm>) and in a catalog addendum that the University will publish on the next quarterly catalog update following the date of the registration approval.

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. APUS complies with the requirements of Iowa Code Section 261.9(1)(e) and (f) in the context of a 100% virtual classroom environment, and discloses these policies to students in its Student Handbook and in its general policies on student complaints, harassment, and cyber stalking:
  - ✓ [http://www.apus.edu/student-handbook/rights-responsibilities/?\\_utma=1.919851049.1379511744.1381262450.1381330437.5&\\_utmb=1.8.10.1381330437&\\_utmc=1&\\_utmx=-&\\_utmz=1.1381330437.5.5.utmcsrc=search.apus.edu|utmccn=\(referral\)|utmcmd=referral|utmct=/search&\\_utmv=-&\\_utmk=173096867#AlcoholDrugAbusePrev](http://www.apus.edu/student-handbook/rights-responsibilities/?_utma=1.919851049.1379511744.1381262450.1381330437.5&_utmb=1.8.10.1381330437&_utmc=1&_utmx=-&_utmz=1.1381330437.5.5.utmcsrc=search.apus.edu|utmccn=(referral)|utmcmd=referral|utmct=/search&_utmv=-&_utmk=173096867#AlcoholDrugAbusePrev)
  - ✓ [http://www.apus.edu/student-handbook/rights-responsibilities/#Harassment\\_Disc\\_Ret](http://www.apus.edu/student-handbook/rights-responsibilities/#Harassment_Disc_Ret)
  - ✓ [http://www.apus.edu/student-handbook/rights-responsibilities/#Univ\\_Gen\\_Grievance\\_Proc](http://www.apus.edu/student-handbook/rights-responsibilities/#Univ_Gen_Grievance_Proc)

- ✓ Iowa Code Section 261.9(1)(g) requires a school to maintain a special policy concerning institutional charges for members of the Iowa National Guard or reserve members of the U.S. Armed Forces, or the spouse of such a member if the member has a dependent child, when the service member or spouse must withdraw from the school because the service member has been called to active (Iowa) state or federal military duty or service. The University provided a draft policy ready for implementation upon registration approval that is compliant. The policy will be disclosed to students on the APUS State Authorization webpage (<http://www.apus.edu/governmental-relations/state-authorization.htm>) and in a catalog addendum that the University will publish on the next quarterly catalog update following the date of the 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. The University does not have such a policy at this time. The Commission is preparing proposed administrative rules that address this topic, by clarifying its applicability to distance education providers. Staff requests that the Commission extend a waiver of enforcement of this rule for APUS until the proposed administrative rules are final and enforceable.

*Student Consumer Information:* In its registration application, APUS 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. APUS provides these disclosures during its admissions process <http://www.apu.apus.edu/admissions/application-process/index.htm> and during a mandatory online orientation that occurs prior to registration for courses.

In its registration application, APUS affirms that it will comply with the provisions of Iowa Code Section 261B.7. These provisions of Iowa Code state that the school may not claim Commission "approval" or "accreditation," but must disclose to students that it is registered by the Commission and provide Commission contact information for students who have questions or complaints about the school. APUS will disclose this information on its state authorization web page at <http://www.apus.edu/governmental-relations/state-authorization.htm#ia>.

*Financial Responsibility:* APUS submitted a United States Securities and Exchange Commission Form 10-K for the institutional fiscal year ending December 31, 2012, that includes a report, dated February 28, 2013, of the institution's independent audit by McGladrey for the institutional fiscal year ending December 31, 2012 and 2011. The auditing firm expressed its unqualified opinion that the University's financial statements present fairly, in all material respects, the financial position is free of material misstatement and the results of the auditing firm's tests disclose no instances of noncompliance.

- A for-profit institution that participates in the federal student aid programs must maintain a composite score, based on a three factor financial responsibility ratio, of at least 1.5 in order to be determined “financially responsible” without additional oversight. Staff did not find that the independent auditing firm tested the University’s calculated composite score for the year ending December 31, 2012. In its 10-K report, the University discloses that its calculated composite score was 3.0.
- A for-profit institution is prohibited from deriving more than 90% of its revenue from Title IV aid. Staff did not find that the independent auditing firm tested the University’s calculated 90/10 ratio for the year ending December 31, 2012. In its 10-K report, the University calculates that the percentage of its revenue derived from Title IV funding during the institutional fiscal year ending December 31, 2011 was 42%.

*Full-Time Iowa Resident Faculty Member or Program Coordinator:* APUS employs four full-time and multiple, additional, part-time Iowa-resident faculty who provide instruction in the University’s online programs, as follows:

- Kay Corriere – full-time Instructor in the School of Management. Ms. Corriere has a Master’s degree in Institutional Management Dietetics. Work experience includes vice president of a nutritionally-based software food service company and project director for the Iowa Health Links Grant awarded to the Iowa Department of Aging.
- Christopher Myers – full-time Associate Professor in the School of Arts and Humanities. Mr. Myers has a Ph.D. in religious studies (theology, ethics and culture) from the University of Iowa and 20 years of college teaching experience.
- Rosalie Owens – full-time Associate Professor in the School of Arts and Humanities. Ms. Owens has a doctorate in strategic leadership from Regent University, work experience as a director of academic affairs, associate dean, research consultant, and more than 18 years’ teaching experience.
- Robert Owens – full-time Faculty Director and Associate Professor in the School of Arts and Humanities. Mr. Owens holds a Ph.D. in Organizational Leadership from Regent University, has more than 25 years’ experience as an entrepreneur, served as department dean at a private college, and is a retired community college professor.
- Samantha Duhn – part-time Instructor in the School of Business. Ms. Dunn has an MBA from Northcentral University and is a doctoral candidate. She is currently employed in the aerospace industry.
- Shawn Haake – part-time Instructor in the School of Arts and Humanities. Mr. Haake holds a masters degree in education from the University of Iowa. No additional biographical information is available.
- William Henninger – part-time Instructor in the School of Education. Mr. Henninger has a Ph.D. in Human Development and Family Studies from Iowa State University and graduate hours in counseling from the University of Missouri at Kansas City. Mr. Henninger has been teaching college courses since 2007, and his focus is helping families of children with autism.
- Christopher Huseman – part-time Instructor in the School of Business. Mr. Huseman holds a Ph.D. from Capella University. No additional biographical information is available.

- Colleen Miron – part-time Instructor in the School of Arts and Humanities. Ms. Miron holds a Ph.D. in Educational Psychology from Capella University and has more than 14 years' of higher education experience as a faculty member and administrator.
- Anne O-Bryan – part-time Instructor in the School of Arts and Humanities. Ms. O'Bryan holds a Ph.D. in Applied Linguistics and Technology from Iowa State University and has more than 10 years experience in higher education teaching and online course development.
- Linda Seeger – part-time Instructor in the School of Science and Technology. Ms. Seeger holds a master's degree from Iowa State University and is an Iowa-licensed Master Educator in mathematics. In 2006 she was honored as a Presidential Award Winner for Excellence in Mathematics Education.
- Dawn Strauss – part-time Instructor in the School of Science and Technology. Ms. Straus holds a Doctor of Chiropractic from Palmer College of Chiropractic. No additional biographical information is available.
- Jason Thompson – part-time Instructor in the School of Arts and Humanities. Mr. Thompson holds a Ph.D. from the University of Iowa, has 16 years of archaeological fieldwork experience, including as a technological consultant, and 13 years teaching experience at five Iowa universities in addition to APUS.
- Rhonda Verdegan – part-time Instructor in the School of Management. Ms. Verdegan has a doctoral degree in business administration from Capella University. No additional biographical information is available.
- Rick Woten – part-time Instructor in the School of Arts and Humanities. Mr. Woten holds a doctoral degree in history from Iowa State University.

*Instructional/Supervisory Staff Qualifications:* APUS employs approximately 2,000 full- and part-time faculty. Staff therefore randomly reviewed faculty both individually and collectively in certain topical focus areas:

- Education: APUS has applied for registration to offer programs that prepare students for first-time licensure as teachers and school administrators. Review of all education faculty reveals approximately a 1:10 ratio of full-time to part-time faculty, and a distinct majority of faculty with doctoral degrees. Among full-time faculty, employment experience focuses exclusively on K-12 teaching, school media, guidance counseling, or administrative leadership at the K-12 level, and higher education teaching, technology, and faculty mentoring.
- Security and Global Studies: random selection of 15 individual faculty reveals professional experience in law enforcement, law, international diplomacy, national security, intelligence, cybercrime, terrorism, strategic intelligence, drug crimes, and military leadership. Educational background includes graduate or doctoral degrees in law, business administration, organizational leadership, public policy and administration, technology, politics, international studies, cyber operations, strategic intelligence, national security, strategic studies, systems management, educational technology, and emergency management.
- Science, Technology, Engineering, and Math: random selection of 15 faculty reveals professional experience in cancer research, security systems, environmental science, geographic information systems, ecology and conservation, biogeochemistry, cartography, wireless security and secure network design, geology and remote sensing, information technology, telecommunications, computer research, meteorology, digital

evidence collection in law enforcement, mathematics, and higher education teaching and leadership. Educational background includes masters or doctoral degrees in biotechnology, cybercrime, international affairs, geology, botany, mathematics, information science, instructional systems including IT education, industrial systems engineering, educational leadership, curriculum and instruction, atmospheric science, environmental science, and geography.

- **Public Service and Health:** random selection of 12 faculty reveals professional experience in the practice of law, low-income and elderly advocacy, ethics, emergency services, emergency nursing, chronic care, disease management, public health and clinical research, law enforcement leadership, hostage negotiation, counter-terrorism, military leadership, fire safety leadership, public safety leadership, disaster medicine, and teaching in the areas of nursing, criminal justice, law enforcement, and fire safety. Educational background includes masters or doctoral degrees in law, criminal justice, medicine, policy analysis, communications, security management, human relations, divinity, international politics, public health and epidemiology.

*Commitment to Iowa Students and Teach-Out:* The University's application is accompanied by a signed affidavit from APUS President and CEO Dr. Wallace E. Boston stating the University's commitment to ensure that all students who enroll in its academic programs will receive all of the coursework and associated program elements that were included in their original academic program plan, regardless of any subsequent change in the University's accredited status or other circumstances. In the event that APUS finds it necessary to discontinue its operations, it will do so in full compliance with Iowa regulations as those regulations relate to such eventualities.

*Student Complaints:* None from Iowa resident students.

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

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

APUS has filed satisfactory evidence of financial responsibility, including a continuous corporate surety bond payable to the State of Iowa in the amount of \$50,000, issued by Liberty Mutual Insurance Company.

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

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

## American Public University System Program Inventory

Degree Type	CIP Code	Program Title	2013-14 Catalog Page Number	Program Location: ONLINE	Credit hours	Cost of tuition per credit hour	Total Tuition	Tech Fee \$50 per course <sup>1</sup>	Estimated Other Costs <sup>2</sup>
AS	52.0302	Accounting	165	Online	62	\$250	\$15,500	\$1,033	\$0
AA	52.0101	Business Administration	120	Online	61	\$250	\$15,250	\$1,017	\$0
AA	09.0101	Communication	123	Online	61	\$250	\$15,250	\$1,017	\$0
AS	11.0301	Computer Applications	168	Online	62	\$250	\$15,500	\$1,033	\$0
AA	43.0304	Counter-Terrorism Studies	126	Online	61	\$250	\$15,250	\$1,017	\$0
AA	43.0104	Criminal Justice	130	Online	61	\$250	\$15,250	\$1,017	\$0
AS	11.0802	Database Application Development	171	Online	62	\$250	\$15,500	\$1,033	\$0
AA	19.0709	Early Childhood Care & Education	133	Online	61	\$250	\$15,250	\$1,017	\$0
AS	29.0404	Explosive Ordnance Disposal	174	Online	64	\$250	\$16,000	\$1,067	\$0
AS	43.0202	Fire Science	177	Online	62	\$250	\$15,500	\$1,033	\$0
AA	24.0102	General Studies	136	Online	61	\$250	\$15,250	\$1,017	\$0

## American Public University System Program Inventory

Degree Type	CIP Code	Program Title	2013-14 Catalog Page Number	Program Location: ONLINE	Credit hours	Cost of tuition per credit hour	Total Tuition	Tech Fee \$50 per course <sup>1</sup>	Estimated Other Costs <sup>2</sup>
AA	54.0101	History	139	Online	61	\$250	\$15,250	\$1,017	\$0
AA	52.0905	Hospitality	143	Online	61	\$250	\$15,250	\$1,017	\$0
AA	52.1099	Management	146	Online	61	\$250	\$15,250	\$1,017	\$0
AA	54.0108	Military History	151	Online	61	\$250	\$15,250	\$1,017	\$0
AS	22.0302	Paralegal Studies	180	Online	62	\$250	\$15,500	\$1,033	\$0
AS	51.2201	Public Health	183	Online	62	\$250	\$15,500	\$1,033	\$0
AA	52.1501	Real Estate Studies	154	Online	61	\$250	\$15,250	\$1,017	\$0
AA	52.1803	Retail Management	157	Online	61	\$250	\$15,250	\$1,017	\$0
AA	28.0605	Weapons of Mass Destruction Preparedness	161	Online	61	\$250	\$15,250	\$1,017	\$0
AS	11.1004	Web Publishing	187	Online	62	\$250	\$15,500	\$1,033	\$0
BS	52.0301	Accounting	332	Online	122	\$250	\$30,500	\$2,033	\$0

## American Public University System Program Inventory

Degree Type	CIP Code	Program Title	2013-14 Catalog Page Number	Program Location: ONLINE	Credit hours	Cost of tuition per credit hour	Total Tuition	Tech Fee \$50 per course <sup>1</sup>	Estimated Other Costs <sup>2</sup>
BBA	52.0201	Business Administration	190	Online	121	\$250	\$30,250	\$2,017	\$0
BA	19.0708	Child and Family Development	197	Online	124	\$250	\$31,000	\$2,067	\$0
BA	43.0104	Criminal Justice	202	Online	121	\$250	\$30,250	\$2,017	\$0
BS	43.0106	Criminal Justice - Forensics	336	Online	121	\$250	\$30,250	\$2,017	\$0
BA	43.0302	Emergency and Disaster Management	207	Online	122	\$250	\$30,500	\$2,033	\$0
BA	23.0101	English	211	Online	121	\$250	\$30,250	\$2,017	\$0
BA	52.0701	Entrepreneurship *New Program* September 2013	216	Online	121	\$250	\$30,250	\$2,017	\$0
BS	03.0104	Environmental Science	340	Online	122	\$250	\$30,500	\$2,033	\$0
BS	43.0202	Fire Science Management	346	Online	120	\$250	\$30,000	\$2,000	\$0
BA	24.0102	General Studies	220	Online	121	\$250	\$30,250	\$2,017	\$0
BA	54.0101	History	226	Online	121	\$250	\$30,250	\$2,017	\$0

## American Public University System Program Inventory

Degree Type	CIP Code	Program Title	2013-14 Catalog Page Number	Program Location: ONLINE	Credit hours	Cost of tuition per credit hour	Total Tuition	Tech Fee \$50 per course <sup>1</sup>	Estimated Other Costs <sup>2</sup>
BA	43.0301	Homeland Security	234	Online	121	\$250	\$30,250	\$2,017	\$0
BA	52.0901	Hospitality Management	238	Online	121	\$250	\$30,250	\$2,017	\$0
BS	11.0103	Information Technology	358	Online	122	\$250	\$30,500	\$2,033	\$0
BS	11.1005	Information Technology Management	365	Online	122	\$250	\$30,500	\$2,033	\$0
BS	11.1003	Information Systems Security	350	Online	122	\$250	\$30,500	\$2,033	\$0
BA	30.2001	Intelligence Studies	244	Online	121	\$250	\$30,250	\$2,017	\$0
BA	45.0901	International Relations	254	Online	121	\$250	\$30,250	\$2,017	\$0
BS	22.0000	Legal Studies	370	Online	122	\$250	\$30,500	\$2,033	\$0
BA	52.0201	Management	263	Online	121	\$250	\$30,250	\$2,017	\$0
BA	52.1401	Marketing	269	Online	121	\$250	\$30,250	\$2,017	\$0
BA	30.2601	Middle Eastern Studies	274	Online	121	\$250	\$30,250	\$2,017	\$0

## American Public University System Program Inventory

Degree Type	CIP Code	Program Title	2013-14 Catalog Page Number	Program Location: ONLINE	Credit hours	Cost of tuition per credit hour	Total Tuition	Tech Fee \$50 per course <sup>1</sup>	Estimated Other Costs <sup>2</sup>
BA	54.0108	Military History	278	Online	121	\$250	\$30,250	\$2,017	\$0
BA	28.0503	Military Management and Program Acquisition	284	Online	121	\$250	\$30,250	\$2,017	\$0
BSN	51.3801	RN to BS Nursing	379	Online	122	\$250	\$30,500	\$2,033	\$0
BA	38.0101	Philosophy	289	Online	121	\$250	\$30,250	\$2,017	\$0
BA	45.1001	Political Science	294	Online	121	\$250	\$30,250	\$2,017	\$0
BA	42.0101	Psychology	300	Online	122	\$250	\$30,500	\$2,033	\$0
BS	51.2201	Public Health	383	Online	121	\$250	\$30,250	\$2,017	\$0
BS	27.0304	Mathematics *New Program* September 2013	374	Online	122	\$250	\$30,500	\$2,033	\$0
BA	38.0201	Religion	304	Online	121	\$250	\$30,250	\$2,017	\$0
BA	52.1803	Retail Management	308	Online	121	\$250	\$30,250	\$2,017	\$0
BA	52.0203	Reverse Logistics Management	312	Online	121	\$250	\$30,250	\$2,017	\$0

## American Public University System Program Inventory

Degree Type	CIP Code	Program Title	2013-14 Catalog Page Number	Program Location: ONLINE	Credit hours	Cost of tuition per credit hour	Total Tuition	Tech Fee \$50 per course <sup>1</sup>	Estimated Other Costs <sup>2</sup>
BA	43.0112	Security Management	316	Online	121	\$250	\$30,250	\$2,017	\$0
BA	45.1101	Sociology	321	Online	121	\$250	\$30,250	\$2,017	\$0
BS	49.0101	Space Studies	387	Online	124	\$250	\$31,000	\$2,067	\$0
BS	31.0505	Sports and Health Sciences	391	Online	123	\$250	\$30,750	\$2,050	\$0
BS	31.0504	Sports Management	396	Online	122	\$250	\$30,500	\$2,033	\$0
BA	52.0203	Transportation Logistics Management	326	Online	121	\$250	\$30,250	\$2,017	\$0
UC	52.2101	Cloud Computing	453	Online	18	\$250	\$4,500	\$300	\$0
UC	11.1001	Computer Systems and Networks	454	Online	18	\$250	\$4,500	\$300	\$0
UC	43.0113	Corrections Management	455	Online	18	\$250	\$4,500	\$300	\$0
UC	30.2001	Counter-Intelligence	456	Online	18	\$250	\$4,500	\$300	\$0
UC	11.1003	Cybercrime Essentials	457	Online	18	\$250	\$4,500	\$300	\$0

## American Public University System Program Inventory

Degree Type	CIP Code	Program Title	2013-14 Catalog Page Number	Program Location: ONLINE	Credit hours	Cost of tuition per credit hour	Total Tuition	Tech Fee \$50 per course <sup>1</sup>	Estimated Other Costs <sup>2</sup>
UC	52.2101	Cybersecurity	458	Online	18	\$250	\$4,500	\$300	\$0
UC	43.0116	Digital Forensics	459	Online	18	\$250	\$4,500	\$300	\$0
UC	11.1004	E-Commerce	460	Online	18	\$250	\$4,500	\$300	\$0
UC	11.0801	Enterprise Web Applications	461	Online	18	\$250	\$4,500	\$300	\$0
UC	11.0801	Enterprise Web Applications Using .NET	462	Online	18	\$250	\$4,500	\$300	\$0
UC	03.0103	Environmental Technology	463	Online	18	\$250	\$4,500	\$300	\$0
UC	29.0404	Explosive Ordnance Disposal	464	Online	19	\$250	\$4,750	\$317	\$0
UC	19.0704	Family Studies	465	Online	18	\$250	\$4,500	\$300	\$0
UC	43.0202	Fire Science	466	Online	18	\$250	\$4,500	\$300	\$0
UC	03.0103	Fish and Wildlife Management	467	Online	18	\$250	\$4,500	\$300	\$0
UC	43.0106	Forensics	468	Online	23	\$250	\$5,750	\$383	\$0

## American Public University System Program Inventory

Degree Type	CIP Code	Program Title	2013-14 Catalog Page Number	Program Location: ONLINE	Credit hours	Cost of tuition per credit hour	Total Tuition	Tech Fee \$50 per course <sup>1</sup>	Estimated Other Costs <sup>2</sup>
UC	15.0508	Hazardous Waste Management	469	Online	18	\$250	\$4,500	\$300	\$0
UC	43.0301	Homeland Security	470	Online	18	\$250	\$4,500	\$300	\$0
UC	52.0201	Human Resource Management	471	Online	18	\$250	\$4,500	\$300	\$0
UC	19.0709	Infant and Toddler Care	472	Online	18	\$250	\$4,500	\$300	\$0
UC	11.1003	Information Security Planning	473	Online	18	\$250	\$4,500	\$300	\$0
UC	11.1003	Information Systems Security Essentials	474	Online	18	\$250	\$4,500	\$300	\$0
UC	11.1003	IT Infrastructure Security	430	Online	18	\$250	\$4,500	\$300	\$0
UC	11.1004	IT Project Management Essentials	431	Online	18	\$250	\$4,500	\$300	\$0
UC	13.0501	Instructional Design and Delivery	475	Online	18	\$250	\$4,500	\$300	\$0
UC	30.2001	Intelligence Analysis	476	Online	18	\$250	\$4,500	\$300	\$0
UC	11.1004	Internet Webmaster	429	Online	18	\$250	\$4,500	\$300	\$0

## American Public University System Program Inventory

Degree Type	CIP Code	Program Title	2013-14 Catalog Page Number	Program Location: ONLINE	Credit hours	Cost of tuition per credit hour	Total Tuition	Tech Fee \$50 per course <sup>1</sup>	Estimated Other Costs <sup>2</sup>
UC	52.0907	Meeting and Event Planning	432	Online	18	\$250	\$4,500	\$300	\$0
UC	11.0802	Microsoft Access Database Applications	433	Online	18	\$250	\$4,500	\$300	\$0
UC	11.0602	Microsoft Office Applications	434	Online	18	\$250	\$4,500	\$300	\$0
UC	28.0602	Military Leadership Studies	435	Online	18	\$250	\$4,500	\$300	\$0
UC	11.0202	Moblie Computing	436	Online	18	\$250	\$4,500	\$300	\$0
UC	22.0302	Paralegal Studies	437	Online	24	\$250	\$6,000	\$400	\$0
UC	03.0103	Public Lands Management	438	Online	18	\$250	\$4,500	\$300	\$0
UC	52.1501	Real Estate Management	439	Online	18	\$250	\$4,500	\$300	\$0
UC	03.0103	Regional and Community Planning	440	Online	18	\$250	\$4,500	\$300	\$0
UC	52.0905	Restaurant Operations *New Program* September 2013	441	Online	18	\$250	\$4,500	\$300	\$0
UC	52.1803	Retail Management	442	Online	18	\$250	\$4,500	\$300	\$0

## American Public University System Program Inventory

Degree Type	CIP Code	Program Title	2013-14 Catalog Page Number	Program Location: ONLINE	Credit hours	Cost of tuition per credit hour	Total Tuition	Tech Fee \$50 per course <sup>1</sup>	Estimated Other Costs <sup>2</sup>
UC	43.0112	Security Management	443	Online	18	\$250	\$4,500	\$300	\$0
UC	49.0101	Space Studies	444	Online	19	\$250	\$4,750	\$317	\$0
UC	03.0103	Sustainability	445	Online	18	\$250	\$4,500	\$300	\$0
UC	30.2001	Terrorism Studies	446	Online	18	\$250	\$4,500	\$300	\$0
UC	30.2001	United Nations	447	Online	24	\$250	\$6,000	\$400	\$0
UC	11.0202	Visual Basic Application Development	448	Online	18	\$250	\$4,500	\$300	\$0
UC	11.0801	Visual Communications	449	Online	18	\$250	\$4,500	\$300	\$0
UC	28.0605	Weapons of Mass Destructions Preparedness	450	Online	18	\$250	\$4,500	\$300	\$0
UC	11.1004	WEB 2.0	451	Online	18	\$250	\$4,500	\$300	\$0
UC	11.0801	Web Publishing	452	Online	18	\$250	\$4,500	\$300	\$0
MS	52.0301	Accounting	196	Online	36	\$325	\$11,700	\$600	\$2,172

## American Public University System Program Inventory

Degree Type	CIP Code	Program Title	2013-14 Catalog Page Number	Program Location: ONLINE	Credit hours	Cost of tuition per credit hour	Total Tuition	Tech Fee \$50 per course <sup>1</sup>	Estimated Other Costs <sup>2</sup>
MBA	52.0201	Business Administration	111	Online	39	\$325	\$12,675	\$650	\$1,802
MA	43.0104	Criminal Justice	122	Online	36	\$325	\$11,700	\$600	\$1,639
M. Ed.	13.0401	Educational Leadership	183	Online	36	\$325	\$11,700	\$600	\$1,737
M. Ed.	13.1101	School Counseling	185	Online	48	\$325	\$15,600	\$800	\$2,135
M. Ed.	13.0101	Teaching (Non-Licensure)	187	Online	36	\$325	\$11,700	\$600	\$1,694
M. Ed.	13.1202	Teaching, concentration in Elementary Education	191	Online	48	\$325	\$15,600	\$800	\$1,939
M. Ed.	13.1318	Teaching, concentration in Secondary Social Studies	193	Online	48	\$325	\$15,600	\$800	\$1,939
MA	43.0302	Emergency and Disaster Management	125	Online	36	\$325	\$11,700	\$600	\$1,039
MA	52.0701	Entrepreneurship *New Program* September 2013	127	Online	36	\$325	\$11,700	\$600	\$1,416
MS	03.0103	Environmental Policy and Management	197	Online	36	\$325	\$11,700	\$600	\$1,108
MA	54.0101	History	129	Online	36	\$325	\$11,700	\$600	\$1,108

## American Public University System Program Inventory

Degree Type	CIP Code	Program Title	2013-14 Catalog Page Number	Program Location: ONLINE	Credit hours	Cost of tuition per credit hour	Total Tuition	Tech Fee \$50 per course <sup>1</sup>	Estimated Other Costs <sup>2</sup>
MA	43.0301	Homeland Security	134	Online	36	\$325	\$11,700	\$600	\$1,013
MA	24.0103	Humanities	139	Online	36	\$325	\$11,700	\$600	\$896
MS	11.1003	Information Technology	201	Online	36	\$325	\$11,700	\$600	\$1,619
MA	30.2001	Intelligence Studies	141	Online	36	\$325	\$11,700	\$600	\$906
MA	45.0901	International Relations and Conflict Resolution	146	Online	36	\$325	\$11,700	\$600	\$1,137
MA	22.0000	Legal Studies	150	Online	36	\$325	\$11,700	\$600	\$1,523
MA	52.0201	Management	152	Online	36	\$325	\$11,700	\$600	\$1,758
MA	54.0108	Military History	157	Online	36	\$325	\$11,700	\$600	\$1,039
MA	54.0199	Military Studies	163	Online	36	\$325	\$11,700	\$600	\$778
MA	30.2001	National Security Studies	166	Online	36	\$325	\$11,700	\$600	\$1,173
MA	45.1001	Political Science	170	Online	36	\$325	\$11,700	\$600	\$1,530

## American Public University System Program Inventory

Degree Type	CIP Code	Program Title	2013-14 Catalog Page Number	Program Location: ONLINE	Credit hours	Cost of tuition per credit hour	Total Tuition	Tech Fee \$50 per course <sup>1</sup>	Estimated Other Costs <sup>2</sup>
MA	42.0101	Psychology	174	Online	39	\$325	\$12,675	\$650	\$2,052
MPA	44.0401	Public Administration	117	Online	36	\$325	\$11,700	\$600	\$1,384
MPH	51.2201	Public Health	120	Online	46	\$325	\$14,950	\$767	\$2,108
MA	52.0203	Reverse Logistics Management	176	Online	36	\$325	\$11,700	\$600	\$1,152
MA	43.0112	Security Management	178	Online	36	\$325	\$11,700	\$600	\$1,181
MS	49.0101	Space Studies	205	Online	36	\$325	\$11,700	\$600	\$1,364
MS	31.0504	Sports and Health Sciences	208	Online	36	\$325	\$11,700	\$600	\$1,230
MS	31.0504	Sports Management	210	Online	36	\$325	\$11,700	\$600	\$1,151
MA	52.0203	Transportation and Logistics Management	180	Online	36	\$325	\$11,700	\$600	\$1,475
GC	54.0101	American History	213	Online	18	\$325	\$5,850	\$300	\$386
GC	54.0101	American Revolution	214	Online	18	\$325	\$5,850	\$300	\$347

## American Public University System Program Inventory

Degree Type	CIP Code	Program Title	2013-14 Catalog Page Number	Program Location: ONLINE	Credit hours	Cost of tuition per credit hour	Total Tuition	Tech Fee \$50 per course <sup>1</sup>	Estimated Other Costs <sup>2</sup>
GC	54.0101	Ancient and Classical History	215	Online	18	\$325	\$5,850	\$300	\$766
GC	31.0504	Athletic Administration	216	Online	18	\$325	\$5,850	\$300	\$572
GC	43.0112	Business Essentials for the Security Executive*New Program* September 2013	217	Online	18	\$325	\$5,850	\$300	\$721
GC	54.0108	Civil War Studies	218	Online	18	\$325	\$5,850	\$300	\$422
GC	30.2001	Competitive Intelligence	219	Online	18	\$325	\$5,850	\$300	\$516
GC	30.2001	Counterintelligence	220	Online	18	\$325	\$5,850	\$300	\$667
GC	43.0103	Criminal Justice	221	Online	18	\$325	\$5,850	\$300	\$1,003
GC	11.1003	Cybercrime	222	Online	18	\$325	\$5,850	\$300	\$924
GC	11.1003	Digital Forensics	223	Online	18	\$325	\$5,850	\$300	\$1,062
GC	43.0302	Emergency and Disaster Management	224	Online	18	\$325	\$5,850	\$300	\$320
GC	03.0103	Environmental Hazard Mitigation and Restoration	225	Online	18	\$325	\$5,850	\$300	\$529

## American Public University System Program Inventory

Degree Type	CIP Code	Program Title	2013-14 Catalog Page Number	Program Location: ONLINE	Credit hours	Cost of tuition per credit hour	Total Tuition	Tech Fee \$50 per course <sup>1</sup>	Estimated Other Costs <sup>2</sup>
GC	03.0103	Environmental Planning and Design	226	Online	18	\$325	\$5,850	\$300	\$394
GC	03.0103	Environmental Risk Assessment	227	Online	18	\$325	\$5,850	\$300	\$698
GC	03.0103	Environmental Sustainability	228	Online	18	\$325	\$5,850	\$300	\$471
GC	54.0101	European History	229	Online	18	\$325	\$5,850	\$300	\$589
GC	03.0103	Fish and Wildlife Management	230	Online	18	\$325	\$5,850	\$300	\$409
GC	03.0103	Global Environmental Management	231	Online	18	\$325	\$5,850	\$300	\$519
GC	43.0301	Homeland Security	232	Online	18	\$325	\$5,850	\$300	\$214
GC	11.1003	Information Assurance	233	Online	18	\$325	\$5,850	\$300	\$1,365
GC	11.1003	Information Systems Security	234	Online	18	\$325	\$5,850	\$300	\$1,273
GC	11.1004	IT Project Management	237	Online	18	\$325	\$5,850	\$300	\$1,027
GC	30.2001	Intelligence Analysis	235	Online	18	\$325	\$5,850	\$300	\$490

## American Public University System Program Inventory

Degree Type	CIP Code	Program Title	2013-14 Catalog Page Number	Program Location: ONLINE	Credit hours	Cost of tuition per credit hour	Total Tuition	Tech Fee \$50 per course <sup>1</sup>	Estimated Other Costs <sup>2</sup>
GC	30.2001	Intelligence Studies	236	Online	18	\$325	\$5,850	\$300	\$407
GC	54.0199	Joint Warfare	238	Online	18	\$325	\$5,850	\$300	\$127
GC	52.0203	Leadership and Logistics	240	Online	18	\$325	\$5,850	\$300	\$745
GC	52.0203	Logistics Management	241	Online	18	\$325	\$5,850	\$300	\$868
GC	30.2601	Middle Eastern Studies	242	Online	18	\$325	\$5,850	\$300	\$181
GC	30.2001	National Security Studies	243	Online	18	\$325	\$5,850	\$300	\$675
GC	52.0101	Nonprofit Management	244	Online	18	\$325	\$5,850	\$300	\$594
GC	11.0202	Object-Oriented Application Development	245	Online	18	\$325	\$5,850	\$300	\$820
GC	52.1003	Organizational Management	246	Online	18	\$325	\$5,850	\$300	\$764
GC	13.0101	Post-Baccalaureate Teacher Preparation Certification Program	247	Online	24	\$325	\$7,800	\$400	\$1,365
GC	43.0112	Security Management	249	Online	18	\$325	\$5,850	\$300	\$509

## American Public University System Program Inventory

Degree Type	CIP Code	Program Title	2013-14 Catalog Page Number	Program Location: ONLINE	Credit hours	Cost of tuition per credit hour	Total Tuition	Tech Fee \$50 per course <sup>1</sup>	Estimated Other Costs <sup>2</sup>
GC	49.0101	Space Studies	250	Online	18	\$325	\$5,850	\$300	\$596
GC	31.0504	Sports Management	251	Online	18	\$325	\$5,850	\$300	\$773
GC	54.0199	Strategic Leadership	252	Online	18	\$325	\$5,850	\$300	\$321
GC	30.2001	Terrorism Studies	253	Online	18	\$325	\$5,850	\$300	\$300
GC	54.0108	World War II Studies	254	Online	18	\$325	\$5,850	\$300	\$354
Endorsement		K-12 Online Teaching Endorsement	239	Online	15	\$325	\$4,875	\$250	\$605

<sup>1</sup> A \$50 Technology Fee will be charged for all future undergraduate and graduate level course registrations, including audited courses. The fee is not applicable for Comprehensive Exam courses. An APUS grant will cover the fee for Active Duty Military, Reservists, National Guard, Vocational Rehabilitation (VOCA), VA and VA Chapter 33 students, and anyone using military tuition assistance (TA).

<sup>2</sup> The undergraduate book grant provides textbooks, e-books, and other course materials at no cost to students for courses being taken for academic credit. Students must obtain their own software when required for a course or program. Cost for books and supplies for other programs is based on an average for the courses within this degree program. Students must obtain their own software when required for a course or program

**Iowa College Student Aid Commission**

**Legislative Action Committee  
November 2013**

A legislative report will be provided during the November 15, 2013 Commission Meeting.

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

Operating Fund		FY 2014	FY 2014	FY 2013	FY 2014	FY 2013	FY 2014	YTD Actual
Class	Operating Budget	Year to Date Budget	Oct-12 Mth Actual	Oct-13 Mth Actual	Year to Date Actuals	Year to Date Actuals	Year to Date Actuals	to Budget Variance
<b>Revenues/Resources:</b>								
1	Payments from Great Lakes	5,532,558	1,383,140	-	413,262	-	1,377,898	(5,242)
2	Interest on Operating Fund	-	-	5,652	-	10,171	2,801	2,801
3	Other Revenue	1	-	5,046	-	60,616	270	270
4	PLP Rev *	500,000	125,000	37,495	24,495	139,266	99,238	(25,762)
5	Intra-Agency Reimbursements	2,702,030	675,508	421,142	307,897	503,720	814,245	138,737
6	State Appropriation	-	-	-	-	-	-	-
<b>Total Revenues/Resources</b>		<b>\$ 8,734,589</b>	<b>\$ 2,183,648</b>	<b>\$ 469,335</b>	<b>\$ 745,654</b>	<b>\$ 713,774</b>	<b>\$ 2,294,452</b>	<b>\$ 110,804</b>
<b>Expenditures:</b>								
7	Agency Administration	2,243,137	733,791	111,745	258,132	376,622	630,617	(103,174)
8	Marketing Administration	589,363	168,505	24,159	49,765	124,186	183,628	15,123
<b>Total Administrative</b>		<b>\$ 2,832,500</b>	<b>\$ 902,296</b>	<b>\$ 135,904</b>	<b>\$ 307,897</b>	<b>\$ 500,807</b>	<b>\$ 814,245</b>	<b>\$ (88,051)</b>
9	FFEL/Collection Expense	12	0	167,704	10	1,327,763	333	333
10	Collection Expense - PLP	184,578	46,145	0	10,457	23,072	34,473	(11,672)
<b>Total Collection and FFEL Expenses</b>		<b>\$ 184,590</b>	<b>\$ 46,145</b>	<b>\$ 167,704</b>	<b>\$ 10,467</b>	<b>\$ 1,350,835</b>	<b>\$ 34,806</b>	<b>\$ (11,339)</b>
11	Grant Administration	1,680,000	420,000	8,891	0	29,426	0	(420,000)
12	Financial Literacy	30,000	7,500	112,500	0	112,500	0	(7,500)
13	IHAPI	1,886,014	515,229	43,864	142,133	151,975	530,698	15,469
<b>Total Fin Literacy, IHAPI and Grant Expenditures</b>		<b>\$ 3,596,014</b>	<b>\$ 942,729</b>	<b>\$ 165,255</b>	<b>\$ 142,133</b>	<b>\$ 293,901</b>	<b>\$ 530,698</b>	<b>\$ (412,031)</b>
14	Osteopathic and Miscellaneous programs	0	0	0	0	0	0	-
15	Scholarship and Grants	1,169,358	292,340	24,663	112,193	81,643	271,136	(21,204)
16	Postsecondary Registration	320,569	92,055	10,943	42,352	30,096	117,805	25,750
<b>Total Misc. (S&amp;G, Postsecondary Reg, Osteo)</b>		<b>\$ 1,489,927</b>	<b>\$ 384,395</b>	<b>\$ 35,606</b>	<b>\$ 154,545</b>	<b>\$ 111,739</b>	<b>\$ 388,941</b>	<b>\$ 4,546</b>
<b>Total Operating Expenses</b>		<b>8,103,031</b>	<b>2,275,565</b>	<b>504,469</b>	<b>615,042</b>	<b>2,257,282</b>	<b>1,768,690</b>	<b>(506,875)</b>
17	Federal Default Fee	0	0	0	0	0	0	-
<b>Total Federal Default Fee</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net resources (exp) before other</b>		<b>\$ 631,558</b>	<b>\$ (91,917)</b>	<b>\$ (35,134)</b>	<b>\$ 130,612</b>	<b>\$ (1,543,508)</b>	<b>\$ 525,762</b>	<b>\$ 617,679</b>
<b>Other Resources (Grant Drawdown)</b>								
18	Gear Up Grant DrawDown	3,086,267	771,567	-	280,457	-	879,139	107,572
19	Gear Up Scholarship	200,000	50,000	-	-	-	182,000	132,000
20	College Access Grant Funds	-	-	-	-	-	-	-
21	JR Justice	50,000	12,500	-	-	-	-	(12,500)
<b>Total Other Resources</b>		<b>\$ 3,336,267</b>	<b>\$ 834,067</b>	<b>\$ -</b>	<b>\$ 280,457</b>	<b>\$ -</b>	<b>\$ 1,061,139</b>	<b>\$ 227,072</b>
<b>Other Expenditures (grants)</b>								
22	Gear Up Grant	3,674,692	948,452	43,641	212,590	156,610	601,555	(346,897)
23	Gear Up Scholarship	259,091	64,773	0	21,692	0	36,410	(28,363)
24	College Access Challenge Grant	0	0	0	0	0	0	-
25	JR Justice	89,649	22,412	0	4,259	0	10,405	(12,007)
<b>Total Other Expenditures</b>		<b>\$ 4,023,432</b>	<b>\$ 1,035,637</b>	<b>\$ 43,641</b>	<b>\$ 238,541</b>	<b>\$ 156,610</b>	<b>\$ 648,370</b>	<b>\$ (387,267)</b>
<b>Net Other Income</b>		<b>\$ (687,165)</b>	<b>\$ (201,570)</b>	<b>\$ (43,641)</b>	<b>\$ 41,916</b>	<b>\$ (156,610)</b>	<b>\$ 412,769</b>	<b>\$ 614,339</b>
<b>Net Gain(Loss)Operating Fund</b>		<b>\$ (55,607)</b>	<b>\$ (293,487)</b>	<b>\$ (78,775)</b>	<b>\$ 172,528</b>	<b>\$ (1,700,117)</b>	<b>\$ 938,531</b>	<b>\$ 1,232,018</b>

**Footnotes:**

4 - Total cash receipts, includes principal and interest

**IOWA COLLEGE STUDENT AID COMMISSION  
FUND 0163 - YEAR TO DATE UNIT DETAIL  
SUMMARY OF RESOURCES AND EXPENDITURES  
SFY 2014 as of October 31, 2013**

Operating Fund	Class	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	YTD	YTD	YTD
		2001 ADMIN	2002 MARKETING	2004 MISC	3003 COLLECTIONS	3004 FFEL	4001 JR JUSTICE	5002 S&G	5003 POSTSEC REG	7001 GRANT ADMIN	7002 FIN LIT	7003 IHAPI	7007 CACG	8008 PLP	9001 GEAR UP	9009 GEAR UP	ACTUAL TOTAL	BUDGET TOTAL	Actual to Budget Variance	
<b>Revenues/Resources:</b>																				
1	Payments from Great Lakes	-	-	-	-	1,377,898	-	-	-	-	-	-	-	-	-	-	-	1,377,898	1,383,140	(5,242)
2	Interest on Operating Fund	2,801	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,801	-	2,801
3	Other Revenue	-	-	270	-	-	-	-	-	-	-	-	-	-	-	-	-	270	-	270
4	PLP Rev *	-	-	-	-	-	-	-	-	-	-	-	99,238	-	-	-	-	99,238	125,000	(25,762)
5	Intra-Agency Reimbursements	630,617	183,628	-	-	-	-	-	-	-	-	-	-	-	-	-	-	814,245	675,508	138,737
6	Grant DrawDown from USDE	-	-	-	-	-	-	-	-	-	-	-	-	182,000	879,139	1,061,139	834,067	-	227,072	-
7	State Appropriation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenues/Resources</b>		\$ 633,418	\$ 183,628	\$ 270	\$ -	\$ 1,377,898	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,238	\$ 182,000	\$ 879,139	\$ 3,355,591	\$ 3,017,715	\$ 337,876	
<b>Expenditures:</b>																				
8	Personal Services - Loan Administration	474,868	89,398	-	-	-	8,127	59,851	-	-	132,906	-	-	-	115,023	880,173	980,212	(100,039)		
9	Travel	3,238	8,965	-	-	-	497	-	-	2,331	-	-	-	60,993	76,024	53,117	22,907			
10	Office Supplies	16,356	400	-	-	-	225	-	-	602	-	-	-	400	17,983	5,879	12,104			
11	Equipment Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	325	(325)			
12	Professional & Scientific Supplies	169	-	-	-	-	-	-	-	-	-	-	-	-	169	-	169			
13	Printing and Binding	-	61,901	-	-	-	-	-	-	522	-	-	-	6,907	69,330	32,825	36,505			
14	Food	45	-	-	-	-	-	-	-	-	-	-	-	327	372	375	(3)			
15	Postage	3,791	9,569	-	36	-	436	-	-	7	-	-	-	2,896	16,735	7,913	8,822			
16	Communications	2,878	391	-	-	-	769	223	-	1,232	-	-	-	748	6,241	7,421	(1,180)			
17	Rentals	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,870	(7,870)			
18	Professional & Scientific Services	-	-	-	-	-	-	-	-	1,875	-	-	-	-	1,875	70,263	(68,388)			
19	Outside Services - Other	4,297	-	-	-	-	1,155	-	-	75	-	-	22,315	-	27,842	39,625	(11,783)			
20	Intra-State Transfers	17,951	-	-	-	-	-	-	-	-	-	-	-	26,903	44,854	40,233	4,621			
21	Advertising & Publicity	-	12,771	-	-	-	-	-	-	205	-	-	-	173,418	186,394	290,349	(103,955)			
22	Attorney General	12,000	-	-	-	-	-	-	-	-	-	-	-	-	12,000	-	12,000			
23	State Audits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,525	(3,525)			
24	State Reimbursements - Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,531	(8,531)			
25	State Reimbursements - Other	4,163	70	-	53	175	351	53	-	298	-	-	-	229	5,392	2,820	2,572			
26	ITE Reimbursements	28,618	163	-	23	46	153	46	-	332	-	-	-	304	29,685	5,172	24,513			
27	Intra-Agency Reimbursements	-	-	-	-	-	10,405	258,238	57,632	-	250,313	10,973	21,027	205,657	814,245	717,933	96,312			
28	Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
29	Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
30	IT Equipment & Software	61,527	-	-	-	-	1,185	-	-	-	-	-	1,185	-	63,897	1,000	62,897			
31	Other Expenses & Obligations	131	-	-	-	-	-	-	-	-	-	-	-	-	131	55,675	(55,544)			
32	Licenses	-	-	-	-	-	-	-	-	140,000	-	-	-	7,750	147,750	148,639	(889)			
33	Other Refunds	585	-	-	-	-	-	-	-	-	-	-	-	-	585	250	335			
34	State Aid	-	-	-	-	-	-	-	-	-	-	-	15,383	-	15,383	831,250	(815,867)			
<b>Total Administrative</b>		\$ 630,617	\$ 183,628	\$ -	\$ 112	\$ 221	\$ 10,405	\$ 271,136	\$ 117,805	\$ -	\$ -	\$ 530,698	\$ -	\$ 34,473	\$ 36,410	\$ 601,555	\$ 2,417,060	\$ 3,311,202	\$ (894,142)	
<b>Total Expenditures</b>		\$ 630,617	\$ 183,628	\$ -	\$ 112	\$ 221	\$ 10,405	\$ 271,136	\$ 117,805	\$ -	\$ -	\$ 530,698	\$ -	\$ 34,473	\$ 36,410	\$ 601,555	\$ 2,417,060	\$ 3,311,202	\$ (894,142)	
<b>Net Gain(Loss)Operating Fund</b>		\$ 2,801	\$ -	\$ 270	\$ (112)	\$ 1,377,677	\$ (10,405)	\$ (271,136)	\$ (117,805)	\$ -	\$ -	\$ (530,698)	\$ -	\$ 64,765	\$ 145,590	\$ 277,584	\$ 938,531	\$ (293,487)	\$ 1,232,018	

**Footnotes:**

4 - Total cash receipts, includes principal and interest

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

**State Appropriated - \$250,109**

	FY 2013 Actual	FY 2014 Budget	FY 2014 Year to Date Budget	FY 2014 Year to Date Actual	Variance Over (Under)
<b>Expenditures:</b>					
1 Salaries	\$ 253,481	\$ 232,361	86,044	\$ 75,124	\$ (10,920)
2 Travel	-	582	194	-	(194)
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	5,722	-	(5,722)
15 Office Equipment	-	-	-	-	-
16 IT Equipment & Software	-	-	-	-	-
17 Other Expenses & Obligations	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 253,481</b>	<b>\$ 250,109</b>	<b>\$ 91,960</b>	<b>\$ 75,124</b>	<b>\$ (16,836)</b>

**Notes:**

1 - FY2013 Budget covers as many salary and benefit costs as possible.

**Non Appropriated (Covered by GSL)**

	FY 2013 Actual	FY 2014 Budget	FY 2014 Year to Date Budget	FY 2014 Year to Date Actual	Variance Over (Under)
<b>Resources:</b>					
18 Intra-agency Reimbursements	-	-	-	-	-
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures:</b>					
19 Salaries	201,348	-	-	8,127	8,127
20 Travel	4,485	5,400	1,350	497	(853)
21 Office Supplies	163	1,500	375	225	(150)
22 Equipment Repairs	-	-	-	-	-
23 Printing	598	1,000	250	-	(250)
24 Postage	2,927	4,000	1,000	436	(564)
25 Communications	3,135	2,774	694	769	75
26 Rental	-	-	-	-	-
27 Outside Services	7,627	12,000	3,000	1,155	(1,845)
28 State Transfers	20,538	30,831	7,708	-	(7,708)
29 State Reimbursements - Rent	-	-	-	-	-
30 State Reimbursements	5,663	1,820	455	351	(104)
31 ITD Reimbursements	778	1,425	356	153	(203)
32 Intra-Agency Reimbursements	324,509	1,106,608	276,652	258,238	(18,414)
33 Office Equipment	-	-	-	-	-
34 IT Equipment & Software	1,377	2,000	500	1,185	685
35 Other Expenses & Obligations	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 573,148</b>	<b>\$ 1,169,358</b>	<b>\$ 292,340</b>	<b>\$ 271,136</b>	<b>\$ (21,204)</b>

**Notes:**

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

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

**Total Expenditures (Appropriated + NonAppropriated)**

	FY 2013 Actual	FY 2014 Budget	FY 2014 Year to Date Budget	FY 2014 Year to Date Actual	Variance Over (Under)
<b>Resources:</b>					
36 Intra-agency Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures:</b>					
37 Salaries	\$ 454,829	\$ 232,361	\$ 86,044	\$ 83,251	\$ (2,793)
38 Travel	4,485	5,982	1,544	497	(1,047)
39 Office Supplies	163	1,500	375	225	(150)
40 Equipment Repairs	-	-	-	-	-
41 Printing	598	1,000	250	-	(250)
42 Postage	2,927	4,000	1,000	436	(564)
43 Communications	3,135	2,774	694	769	75
44 Rental	-	-	-	-	-
45 Outside Services	7,627	12,000	3,000	1,155	(1,845)
46 State Transfers	20,538	30,831	7,708	-	(7,708)
47 State Reimbursements - Rent	-	-	-	-	-
48 State Reimbursements - Other	5,663	1,820	455	351	(104)
49 ITD Reimbursements	778	1,425	356	153	(203)
50 Intra-Agency Reimbursements	324,509	1,123,774	282,374	258,238	(24,136)
51 Office Equipment	-	-	-	-	-
52 IT Equipment & Software	1,377	2,000	500	1,185	685
53 Other Expenses & Obligations	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 826,629</b>	<b>\$ 1,419,467</b>	<b>\$ 384,300</b>	<b>\$ 346,260</b>	<b>\$ (38,040)</b>
<b>Net Resources (Expenditures)</b>	<b>(826,629)</b>	<b>(1,419,467)</b>	<b>(384,300)</b>	<b>(346,260)</b>	<b>38,040</b>



**[IowaCollegeAid.gov](http://IowaCollegeAid.gov)**  
Your Financial Aid Connection



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

	<b>FY 2014 Budget</b>	<b>FY 2014 Year to Date Budget</b>	<b>FY 2014 Year to Date Actuals</b>	<b>Variance</b>
<b>Resources:</b>				
Interest	3,000	1,000	568	(432)
Refunds & Reimbursements	0	0	0	0
<b>Total Resources</b>	<b>3,000</b>	<b>1,000</b>	<b>568</b>	<b>(432)</b>
<b>Expenditures:</b>				
Travel/State Vehicle	0	0	0	0
Office Supplies	0	0	0	0
Printing & Binding	0	0	0	0
Professional & Scientific Services	0	0	0	0
Outside Services	0	0	0	0
Advertising & Publicity	0	0	0	0
ITD Reimbursement	0	0	0	0
Licenses	600,000	200,000	150,000	(50,000)
Aid to Individuals	0	0	0	0
<b>Total Expenditures</b>	<b>600,000</b>	<b>200,000</b>	<b>150,000</b>	<b>(50,000)</b>
<b>Net Gain(Loss)</b>	<b>(597,000)</b>	<b>(199,000)</b>	<b>(149,432)</b>	<b>49,568</b>
Default Prevention Cash Balance 6/30/12	1,449,069			
Net Gain/(Loss) SFY 2014 10/31/2013	(149,432)			
<b>Cash Balance 10/31/2013</b>	<b>1,299,637</b>			