

IOWA COLLEGE STUDENT AID COMMISSION

Shiloh University Application for Postsecondary Registration in Iowa December 8, 2015

STAFF ACTION:

Approve Shiloh University's application for a postsecondary registration renewal term that begins retroactively on January 19, 2015 and ends on January 19, 2017.

Registration Purpose

Revised Iowa Code Sections 261B.2 (definitions) and 261B.3 (effective July 1, 2012) requires 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. In part, presence means an address, location, telephone number, or internet protocol address in Iowa from which a school conducts any aspect of its operations. Shiloh University seeks registration so that it may continue to operate its administrative facility lawfully at a location in Kalona, Iowa. The University does not qualify for any of the exemptions that are available to other Iowa-originating, degree-granting postsecondary institutions under Iowa Code Section 261B.11.

Institutional Information

Shiloh University is a non-profit postsecondary institution that provides instruction solely by distance education from its only physical location at 100 Shiloh Drive, Kalona, Iowa. Shiloh University's chief executive officer is President Christopher J. Reeves, at the same address. President Reeves is also the Iowa contact for the school. The Iowa Secretary of State records an active Certificate of Existence #333577 for Shiloh University as a domestic (Iowa-based) non-profit corporation. Andrew R. Thompson, Corporate Secretary, is the corporation's designated registered agent.

Physical facilities: Shiloh University is housed in donated office space provided by Shiloh, a church and conference facility in Kalona, Iowa. Considering that the University's programs are exclusively provided online, the need for physical facilities is primarily limited to office space. The Apostolic Company (APCO), the parent organization of Shiloh University and the Shiloh Church, has committed to fully supporting the resource needs of the University as it grows and expands.

Instructional Methodology: All University courses are delivered in an online format using the Moodle Learning Management System. Courses are offered on a trimester schedule in which each course is 15 instructional weeks in length.

Classes are not asynchronous; they foster interaction between student and teacher. The Moodle course delivery system allows for clear and logical organization of instructional materials according to weekly lessons and assignments. For each individual class, an area in the online classroom is designated for course level documents such as the syllabus,

course introduction and study tips, uploading and file naming instructions, research paper instructions, and other resources. Course subject matter is divided into fifteen weekly segments (lessons). Each weekly segment contains lesson objectives, lesson instructions, videos or lectures, assignments, additional readings, quizzes, and other applicable materials. Students can also upload completed assignments and participate in class discussions. Shiloh University uses a standard template for all lesson materials, modified as necessary for each course. Students see a consistent format for lessons for each course. Lessons are presented in a universal PDF format. This allows students to save, resize, and/or print materials as needed. Instructors are engaged each week with grading feedback and assistance to students.

Accreditation: Shiloh University is accredited by the Distance Education Accrediting Commission (DEAC), a national accrediting agency recognized by the federal Department of Education. On February 25, 2015, DEAC reaccredited the University for a five-year term ending in January 2020.

Federal Stafford Loan Cohort Default Rate: Not applicable. Shiloh University does not currently participate in the federal student loan programs.

Graduation Rate (the percentage of first-time, full-time undergraduate students who graduated within 150% of the normal time for program completion as reported to the federal Department of Education): Due to the University's relatively young age, it has only had one first-time, full-time undergraduate completer, who did graduate within 150% of normal time.

Average Loan Debt upon Graduation: Not applicable. Shiloh University does not currently participate in the federal student loan programs.

Record Preservation: A local server running the latest version of Windows Server 2012 R2 is used for the management of domain accounts for staff and faculty within the facility. Access to all electronic records on this server are restricted by individual access rights unique to each account and by strong passwords. The server resides in a locked room. Only the system administrator and backup administrator can log into the server to change permissions. An Enterprise level firewall protects the network from the Internet and no website service is hosted on the server.

GradPro, the University's student information system database, is also user account and password-protected. All personnel with access to the GradPro system have access rights to only the records pertinent to their job. The database for this system resides on the local Windows server and access to the files is limited to domain permissions for only those who use the GradPro system.

Shiloh University keeps all paper student records in locked file cabinets in the school's locked administration office. Student records are regularly maintained according to predetermined procedures for accuracy and consistency. All GradPro (student information record system) records as well as scanned copies of paper records are maintained by University staff on the school server. This server is backed up regularly and the backup disc is kept in a safety deposit box at the University's bank. In the event that physical records are destroyed, the school's electronic management system includes all necessary information to recreate complete student records.

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

Shiloh University Registrar
100 Shiloh Drive
Kalona, IA 52247
(319-656-2447
registrar@shilohuniversity.edu

Student Learning Resources: Shiloh University's e-library provides students with access to quality online resources and research tutorials. Resources include subscriptions to comprehensive virtual library collections for both undergraduate and theological research (namely the Library and Information Resources Network and Theological Research Exchange Network). Also available is an extensive collection of free online resources and in-depth research tutorials.

Additionally, the University is in the process of creating a 70,000 volume physical library. The library will be housed in space donated by Shiloh Church and will be accessible to online students via interlibrary loan and/or digital e-reserve. Shiloh University biblical studies students must also purchase and learn to use Logos Bible Software as their digital biblical studies reference library.

Curriculum Evaluation and Development: The primary responsibility for course development rests with the academic council and individual credentialed and qualified instructors. President Christopher Reeves coordinates curriculum plans and personnel in conjunction with the Instructional Design team, Biblical Studies Program Curriculum team, and Liberal Studies Program Curriculum team. Shiloh University provided a listing of professionals responsible for specific course authorship and the responsible faculty member's credentials.

Student Complaints Process: Shiloh University disclosed its process for resolution of administrative or academic grievances, which is also disclosed to students in its Academic Catalog http://www.shilohuniversity.edu/wp/wp-content/uploads/pdf/SU_academic_catalog.pdf. Shiloh University encourages any member of the University community including students, faculty, or staff; who has a formal complaint or a grievance to first direct their complaint or grievance to the faculty, staff or administrator involved. Should the complaint or grievance not be resolved at that point, or should the member not feel comfortable directing their complaint or grievance to the faculty, staff, or administrator involved, then the individual with the complaint or grievance should submit a completed General Complaint/Grievance Form, which is available online at <http://www.shilohuniversity.edu/student-affairs/complaints-grievances/>. The University will respond to the individual filing the complaint within 30 days after the Vice President of Administration receives the student's completed General Complaint/Grievance Form.

Programs Offered In Iowa

At this time, the University charges \$150/credit for undergraduate courses, \$167/credit for graduate courses, and \$300/credit for doctoral courses. Estimated total tuition, fees, book, and supply charges for each program are listed below.

Undergraduate Certificate Programs

- Biblical Language - \$2,200
- Christian Studies - \$3,300
- Ministry Practice - \$3,300

Associate Degree Programs

- Associate of Arts - \$11,020

Baccalaureate Degree Programs

- Bachelor in Biblical and Pastoral Studies - \$22,540

Graduate Certificate Programs

- Biblical Language - \$2,400
- Christian Studies - \$3,600
- Ministry Practice - \$3,600

Master's Degree Programs

- Master in Biblical and Pastoral Studies - \$12,245
- Master of Divinity - \$16,445

Doctoral Degree Programs

- Doctor of Ministry - \$13,700 (initiating enrollment in the spring trimester of 2016)

The University also offers individual nondegree coursework and baccalaureate or graduate level courses which may be transferred as credit toward a degree program offered at the school. It also offers personal enrichment courses that do not count as credit toward a University degree program. The tuition charge for a personal enrichment course is \$375 plus the cost of books and materials.

Registration Compliance

As required by Iowa Code Section 261B.4, Shiloh University disclosed its policy on refunding tuition charges for withdrawn students. The policy is disclosed in the school's Academic Catalog at http://www.shilohuniversity.edu/wp/wp-content/uploads/pdf/SU_academic_catalog.pdf . The school's specific tuition refund policy is not a criterion for registration. The school need only disclose the policy to students.

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

- Iowa Code Section 261.9(1)(e) requires a school to maintain and disseminate a drug and alcohol abuse policy that includes sanctions for violation of the school's policy and information about the availability of drug or alcohol counseling or rehabilitation. Iowa Code Section 261.9(1)(f) requires a school to maintain and disseminate a sexual abuse

policy that includes information about counseling opportunities and reporting instances of sexual abuse to school officials and law enforcement. Shiloh University provided a compliant copy of the policies as attachments to its registration application. The University discloses these policies to students in the University's Student Handbook which is disseminated to students upon enrollment, and is also available to students in electronic format in the University's learning management system, Moodle.

- 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. Shiloh University provided a copy of a compliant policy as an attachment to its registration application. The University discloses this policy to students in the University's Student Handbook, which is disseminated to students upon enrollment and is also available to students in electronic format in the University's learning management system, Moodle.
- 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. Shiloh University provided a compliant copy of this policy as an attachment to its registration application. The policy is located in the University's Employee Handbook, which is disseminated to staff and faculty when they are hired.

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 in place and available to students through the University's Academic Catalog http://www.shilohuniversity.edu/wp/wp-content/uploads/pdf/SU_academic_catalog.pdf and in the University's Enrollment Agreement, which was provided for staff review.

Iowa Code Section 261B.7 states that, while a school must not represent that it is "approved" or "accredited" by the Commission or the State of Iowa, a registered school must disclose that the school is registered by the Commission on behalf of the state of Iowa and provide the Commission's contact information for students who wish to inquire about the school or file a complaint. Shiloh University provides the required disclosure in its University Catalog at http://www.shilohuniversity.edu/wp/wp-content/uploads/pdf/SU_academic_catalog.pdf and on its Consumer Information Disclosure site <http://www.shilohuniversity.edu/about-us/consumer-information-disclosure/>.

Financial Responsibility: Shiloh University submitted the audit report of an independent accounting firm, Honkamp Krueger & Co., P.C., dated April 17, 2014, covering the institutional fiscal year that ended on December 31, 2013. The accounting firm stated its

opinion that the school's financial statements present fairly, in all material respects, the school's financial position.

A private non-profit school that participates in the federal student aid programs must maintain a composite score, based on a three-factor financial responsibility ratio, of at least 1.5 in order to be determined financially responsible without additional oversight. Shiloh University has no composite score since it is not currently a federal student aid participant.

Full-Time Iowa Resident Faculty Member or Program Coordinator. Shiloh University has six full-time administrators and/or faculty members who are residents of the state of Iowa.

Instructional/Supervisory Staff Qualifications: The University has information on their website <http://www.shilohuniversity.edu/about-us/faculty/> for 41 full-time and part-time, adjunct faculty that includes formal education, qualifying professional experience, and, in some cases special training in distance education, activity in research, publishing, or professional associations, and courses taught. Staff took particular note of the educational and experiential diversity of this small religious institution's faculty. Twenty-two faculty members hold an earned doctorate in fields such as law, English, sociology, medicine, curriculum, ministry, and teaching. With two exceptions, the remaining faculty hold a master's degree in religious studies, education/instructional leadership, curriculum and instructional technology, educational psychology and special education, psychology, military operational arts and sciences, genetics, English, music composition, and occupational and environmental health. Notably, of the two remaining faculty members who hold only a baccalaureate degree, one is a Certified Public Accountant and the other has two Graduate Certificates in English and in Applied Portuguese Linguistics.

Commitment to Iowa Students and Teach-Out. The University's electronic application includes a statement from President Reeves affirming, by his signature, the University's commitment to delivery of its programs to Iowa students, and to students in locations outside of the State. In the event the University must close any of its programs, or in the case of closure of the school, the University obligates itself to teach-out the remaining student body.

Additional Information

Compliance with Iowa Code Chapter 714

Section 714.18 – Evidence of Financial Responsibility

As an addendum to its registration application, Shiloh University filed satisfactory evidence of financial responsibility, including confirmation that a continuous, corporate surety bond payable to the State of Iowa in the amount of \$50,000, issued by Hartford Fire Insurance Company, remains current.

Section 714.23 – State Tuition Refund Policy

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

Compliance with Iowa Code Chapter 261F

The provisions of Iowa Code Chapter 261F (relating to a Code of Conduct for institutions and preferred lender list standards) does not apply to Shiloh University at this time since the University does not meet the definition of a *covered institution* (Iowa Code Section 261F.1, subsection 2). A *covered institution* is one that is a recipient of either state or federal student aid funding. Shiloh University does not participate in either the state or federal student aid programs at this time.