

Iowa College Student Aid Commission  
Postsecondary Registration Administrator  
200 10<sup>th</sup> Street, Fourth Floor  
Des Moines, IA 50309  
(515) 725-3470

## Postsecondary Registration

### Iowa Code Chapter 261B

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

All items must be completed before the registration application or the exemption will be considered received for processing. If there is insufficient space on the form to provide all requested information, use additional pages as required, numbering to correspond to the item. Other documents or materials may be attached to the form in lieu of providing the information on the form. In such cases, the material or document should be referenced on the form and *clearly marked* for ease of identification.

**Submit one paper copy and one electronic pdf copy of the application.**

#### GENERAL INFORMATION Q.

*Who must register?*

- A. Registration is required for any school that maintains or conducts one or more courses of instruction, including courses of instruction by correspondence or other distance delivery offered in this state or which has a presence in this state and offers courses in other states or foreign countries and is not subject to an exception described in Iowa Code Chapter 261B.11.

"School" is defined as an entity which:

- a. Is, owns, or operates a nonprofit postsecondary educational institution.
- b. Provides a postsecondary instructional program or course leading to a degree.
- c. Uses in its name the term "college", "academy", "institute", or "university" or a similar term to imply that the person is primarily engaged in the education of students at the postsecondary level, and which charges for its services.

"Presence" means maintaining a physical, postal, telephone or internet address within Iowa. "Presence" does not mean, "located in Iowa".

Q. *What is required to register?*

- A. To register, a school must first be accredited by an agency or organization approved or recognized by the United States Department of Education or a successor agency and be approved by all State of Iowa agencies with approval jurisdiction, and subsequently, except as provided in subsection 2, be approved for operation by the Iowa College Student Aid Commission.

An educational practitioner preparation program that is operated by a school that applies to register the program in accordance with this chapter must be accredited by an agency or organization approved or recognized by the United States Department of Education or a successor agency and in addition, be approved by the state board of education pursuant to section 256.7, subsection 3, and subsequently be approved for operation by the Iowa College Student Aid Commission.

Q. *When must registration and renewal occur?*

- A. Registration must occur **prior** to the school commencing instruction which would bring the school under the registration requirement.
1. Registrations must be renewed every four years.

2. Registrations must also be renewed upon any substantive change in program offerings, location or accreditation.

Q. *Must the school also file a bond under Iowa Code §714.17 et seq?*

A. The provisions of *Iowa Code § 714.17 et seq.* require the posting of proof of financial security, as defined by a list of organizations that are *not* required to provide proof of financial security. There is no automatic exemption between chapters 261B and 714.

Whether a school is subject to Iowa Code Chapter 714 depends upon the specific situation of the school. A school must review the provisions of Iowa Code Chapter 714 to determine how the law applies to the school's own situation.

Q. *If the school is incorporated under the laws of a jurisdiction other than Iowa, must the school also obtain a Certificate of Authority to do business in Iowa? Is registration under Chapter 261B required if a Certificate of Authority to do business in Iowa has been granted?*

A. *Iowa Code §490.1501* requires a non-Iowa for profit corporation to obtain a Certificate of Authority from the Secretary of State before business is transacted in Iowa. *Iowa Code §504.1501* similarly requires non-Iowa nonprofit corporations to obtain a Certificate of Authority from the Secretary of State prior to conducting affairs in Iowa. Registration under *Iowa Code Chapter 261B* is not a substitute for obtaining a Certificate of Authority. An incorporated school must review the provisions of *Iowa Code §490.1501 et seq.* or *§504.1501 et seq.* in the context of the school's planned activities to determine whether a Certificate of Authority is required. The Secretary of State may be contacted at the following address.

Secretary of State  
State Capitol, Room 105  
Des Moines, Iowa 50319.  
Phone: (515) 281-8993  
FAX: (515) 242-5952  
Website: [www.sos.state.ia.us](http://www.sos.state.ia.us)

Q. What is the fee for registration or renewal?

A. The complete application fee structure is as follows:

Initial application	\$4,000
Renewal	\$4,000
Substantive Change or Amendment	\$1,000

The information you provide will be open to public inspection under Iowa Code Chapter 22.11

*Iowa College Student Aid Commission  
Postsecondary Approval and Registration  
Administrator  
200 10<sup>th</sup> Street, Fourth  
Floor Des Moines, IA  
50309 (515) 725-3470*

**Application for Approval and Registration of Postsecondary  
School  
Iowa Code Chapter 261B**

*Pursuant to Iowa Code Chapter 261B, the undersigned school applies for registration to conduct or maintain one or more courses of instruction, including courses of instruction by correspondence, where the courses are offered in Iowa or the school has a presence in Iowa and desires to offer courses in other states or foreign countries.*

Submit a paper document and a complete duplicate in pdf format on a CD.  
Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the Iowa College Student Aid Commission.

Applications for an initial approval and registration must include a *non-refundable* check for \$4,000 payable to the State of Iowa.

Applications fees are to be sent to:

Postsecondary Approval and Registration Administrator  
200 10th Street, Fourth Floor  
Des Moines, IA 50309

**All items must be completed** before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Responses are required to have a minimum of a summary paragraph on this form. Responses that include only statements similar to "please see attached", will be considered incomplete. Other documents or materials may also be attached to support the application. Attachments must be tabbed and clearly marked on both the paper and pdf documents..

(Registrations must be renewed every four years or upon any substantive change in program offerings, location, or accreditation.)

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

**St. Joseph's College of Maine**

**278 Whites Bridge Road**

**Standish, ME 04084**

**(207) 892-6766**

**Website: <http://online.sjcme.edu>**

Type of corporation:

For-profit

Non-profit

Address of this school in all in other states, and in foreign countries: **None.**

Suite	Street	City	State	Zip	Country	Telephone

Address of all locations in Iowa where instruction is to be provided:

**None at this time. Instruction is Student Driven. Nursing and MSED students residing in IA may locate practica, clinical preceptorships or student teaching in IA. Each student arranges and receives pre-approval for the IA location where these activities may occur.**

Suite	Street	City	State	Zip	Country	Telephone

Tuition charges, fees and other costs payable to the school by a student. [(261B.4(3))]

**Tuition Rates:**

**Undergraduate** – per credit, per program

Business	\$285	- \$855 course (3 credit)
General Studies	\$285	- \$855 course (3 credit)
Health Administration	\$325	\$975 course (3 credit)
Nursing	\$325	- \$975 course (3 credit)
Theological Studies	\$285	- \$855 course (3 credit)
Education	\$285	- \$855 course (3 credit)

**Graduate** – per credit; per program

Business		
MBA	\$475	- \$1,425 course (3 credit)
MAcc	\$475	- \$1,425 course (3 credit)
Education – MSED	\$350	- \$1,050 course (3 credit)
Health – MHA	\$375	\$1,125 course (3 credit)
Nursing		
MSN NU courses	\$425	- \$1,275 course (3 credit)
MSN-FNP NP courses	\$600	- \$1,800 course (3 credit)
Theology – MAPT	\$315	- \$945 course (3 credit)

**Program Fees (nonrefundable)**

Application – cert., cont. ed.	\$ 25
Application – assoc, Bach., masters	\$ 50
Course extension, per course, Independent Study only	\$150

Graduation fee	\$ 50
Portfolio assessment fee, ea. 3 cr., work exper. credit	\$400
Service charge – bad check, credit card	\$ 35
Transcript of record	\$ 5
Tuition Payment Plan fee	\$ 50
Processing Fee	\$ 25
(For student's second/+ requests of eliminated minor fees or as required)	
Dantes Challenge Exam	\$100
Distance Internship (per course enrollment)	\$300
Student Teaching Fee	\$600

**Additional RN to BSN fees**

NLN Achievement Test Normal Nutrition challenge exam	\$150
NLN Achievement Test Pharmacology in Nursing, challenge exam	\$150
SJC Health Assessment, challenge	\$225

Refund policy of the school for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))] If the refund policy is attached, please summarize the policy below.

**Tuition Refunds**

The College anticipates that enrolled students will complete the courses in which they are enrolled. Should it be necessary to withdraw from a Graduate and Professional Studies course, students must make their requests in writing to the Advisor. The Treasurer will determine the amount of refund according to the following schedule for tuition (but not for special fees or room and board) based on the number and type of courses the student was enrolled in:

**Self-Directed Online Learning (SOLL) Courses:**

- Withdrawal before official course start date - 100% of tuition, if paid in full.
- Withdrawal within 15 days of official course start date - 75% of tuition, if paid in full.
- Withdrawal within 30 days of official course start date - 50% of tuition, if paid in full.
- Withdrawal after 30 days of official course start date - No refund.

**Cohort Online Learning and Classroom-based (non-summer) Courses:**

- Withdrawal before official course start date - 100% of tuition, if paid in full.
- Withdrawal during first week of class - 75% of tuition, if paid in full.
- Withdrawal during second week of class - 50% of tuition, if paid in full.
- Withdrawal during third week of class - 20% of tuition, if paid in full.
- Withdrawal after third week of class - No refund.

**Degrees granted by the school [261B.4(5)]**

Offered in Iowa [(261B.4(11))]:

**All programs in the Division of Graduate and Professional Studies are available 100% online.**

**Graduate Degrees:**

- Master of Accountancy Degree
- Master of Arts in Pastoral Theology Degree
- Master of Business Administration - Leadership MBA Program
- Master of Health Administration Degree
- Master of Science in Education Degree
- Master of Science in Nursing Degree

**Undergraduate Degrees:**

- Adult Education & Training Undergraduate Degree and Certificate Programs
- Bachelor of Science in Business Administration (BSBA)

Bachelor of Science in General Studies: Business Administration Specialization  
Bachelor of Science in General Studies: Criminal Justice Specialization  
Bachelor of Science in Health Administration  
Bachelor of Science in General Studies: Human Services Specialization  
Long-Term Care Administration Programs  
Bachelor of Science in Nursing Program  
Bachelor of Science in General Studies: Psychology Specialization  
Radiologic Science Administration Undergraduate Degrees  
Bachelor of Arts in Theology Degree

Offered outside of Iowa:

**All programs in the Division of Graduate and Professional Studies are available 100% online.**

Name, business address and telephone number of the chief executive officer of the school: [(261B.4(7))]

**Kenneth M. Lemanski, President  
St. Joseph's College of Maine  
278 Whites Bridge Road  
Standish, ME 04084  
(207) 893-7867**

Provide a copy or description of the means by which the school intends to comply with 261B.9 [(261B.4(8))]. Code section 261B.9 is as follows:

**261B.9 DISCLOSURE TO STUDENTS.**

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a

school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

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

Response:

1. See Attachment A – Catalog (see also <http://catalog.sjcme.acalog.com/>)
2. See Attachment A – Catalog (see also <http://catalog.sjcme.acalog.com/>)
3. See Attachment B – Policy Manual-Tuition and Fees (see also <http://catalog.sjcme.acalog.com/content.php?catoid=18&navoid=449>)
4. See Attachment A – Catalog (see also <http://catalog.sjcme.acalog.com/>)
5. See Attachment A – Catalog (see also <http://catalog.sjcme.acalog.com/>)
6. See Attachment C – Accreditation Letters (3) (NEAS&C, CCNE, NAB)

Name, address, and telephone number of a contact person in Iowa.  
[(261B.4(10))]

**None.**

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

Officer Number 1

**Kenneth M. Lemanski, President**  
**St. Joseph's College of Maine**  
**278 Whites Bridge Road**  
**Standish, ME 04084**  
**(207) 893-7867**

Officer Number 2:

**John Zerillo, Executive Vice President**  
**St. Joseph's College of Maine**  
**278 Whites Bridge Road**  
**Standish, ME 04084**  
**(207) 893-7916**

**Board of Trustees:**

**Sr. Joanne Bibeau, R.S.M**  
Watertown, MA

**Claire Fraser Bowen '70**  
President - Valley Regional  
Healthcare, Inc.  
Claremont, New Hampshire

**Patrick Carey**  
Vice-President – ADECCO  
Portsmouth, New Hampshire

**Sr. Laura Della Santa**  
Principal - St. Joseph Regional  
School  
Keene, New Hampshire

**Thomas Driscoll**  
President – E.S. Boulos  
Westbrook, ME

**Gregory Dufour**  
President & CEO – Camden  
National Bank  
Camden, ME

**Joseph Gallagher '83**  
Wyoming Behavioral Institute  
Casper, Wyoming

**Matthew D. Ginnetty '78**

Sr. Vice President – RBS Asset  
Financing  
Boston, Massachusetts

**Lee M. Kennedy '87**  
President - Lee Kennedy  
Company  
Quincy, Massachusetts

**Bro. William C. Lambert, FMS**  
Marist Brothers  
Lawrence, Massachusetts

**E. Joseph Lee, Ph.D.**  
President - Saint Joseph's  
College  
Standish, Maine

**Kenneth M. Lemanski**  
VP – Advancement & College  
Relations  
Westfield, Massachusetts

**Sister Joyce Mahany**  
Standish, ME

**Most Reverend Richard J.  
Malone**  
Diocese of Portland  
Portland, Maine

**Kenneth Marino '82**  
President - Orbel Corporation  
Easton, Pennsylvania

**Matthew Monaghan**  
Vice President, UNUM  
Portland, ME

**Sr. Mary Morey, RSM**  
Portland, Maine

**Michael T. Shea '72**  
President – Webber Energy  
Fuels  
Bangor, Maine

**Thaxter Trafton**  
Augusta, ME

**Sister Ellen Turner**  
Mission Service Specialist –  
Mercy Hospital  
Portland, Maine

**Garrett VanAtta '08**  
President – Dielectric  
Standish, Maine

**Martin J. White**  
Baker Newman Noyes  
Portland, Maine

Name all agencies accrediting the institution. For each agency, include **name, address, telephone number, and whether the agency is recognized by the U.S. Department of Education.** [(261B.4(9))] Attach copies of accreditation certificates of status for each agency. If the Iowa location is not accredited, provide accrediting agency certification that the Iowa location will be granted accreditation upon approval by the College Student Aid Commission. **Provide documentation that every location of applicant school is approved by the accrediting agency and in good standing, for all locations throughout the world.**

Accrediting agency 1:

**New England Association of Schools & College, Inc.  
Commissioner of Institutions of Higher Education  
Charles M. Cook, Director  
209 Burlington Road  
Bedford, MA 01730-1433  
(781) 271-0022**

Is this agency recognized by the U. S. Department of Education?  **Yes**  **No**

Accrediting agency 2:

**Commission on Collegiate Nursing Education (CCNE)  
One Dupont Circle, NW  
Suite 530  
Washington, DC 20036-1120  
(202) 887-6791**

Is this agency recognized by the U. S. Department of Education?  **Yes**  **No**

Accrediting agency 3:

**National Association of Long Term Care  
Administrator Boards  
1444 I Street, NW  
Suite 700  
Washington, DC 20005-2210  
(202) 712-9040**

Is this agency recognized by the U. S. Department of Education?  **Yes**  **No**

Describe the procedures followed by the school for permanent preservation of student records. [(261B.4(12))]. **See Attachment F.**

Provide the contact information to be used by students and graduates who seek to obtain transcript information.

**To order a Saint Joseph's College transcript, a student (alumni) must submit a written request directly to the Office of Academic Records with the following information: full name at the time of attendance; dates of attendance; social security number; current mailing address; and the address of the recipient. The request letter should be signed and dated. The fee is \$5 per transcript. Please make the check payable to Saint Joseph's College. Transcripts are available to students (alumni) provided there are no outstanding debts in the student's name.**

Print the Transcript Request form (in pdf format).

Written requests can be sent to:

Office of Academic Records  
Saint Joseph's College  
278 Whites Bridge Road  
Standish, ME 04084

List the states and approval or registration agencies for all states in which the school operates or maintains a presence.

State	Agency Name	Address	Contact Person	Telephone Number

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

**Academic & Instructional Methodologies & Delivery:**

Right now, thousands of people with families, demanding schedules and active lives are pursuing their degree through Saint Joseph's College's online education programs. Our Graduate & Professional Studies division offers you a way to earn a quality, accredited degree wherever it is convenient for you and at a pace that fits your lifestyle.

The Division of Graduate & Professional Studies Commitment:

- Dedication to academic excellence
- Convenient anytime, anywhere course schedules in over 30 programs of study
- Supportive faculty who are experts in their fields
- Personalized academic advising
- Over 30 years experience delivering quality distance education
- Accreditation by the New England Association of Schools and Colleges.

The Division of Graduate & Professional Studies Community:

- The Student/Lifelong Learner
  - Seeking personal fulfillment
  - Seeking career advancement
  - Managing personal and professional responsibilities
- The Faculty
  - Industry experts
  - Course designers of relevant materials
  - Student-focused
  - Trained to meet your learning needs
- The Staff
  - Offering personalized student-focused academic advising
  - Dedicated to excellence in distance learning
  - Dedicated to the Core Values of Saint Joseph's College of Maine
- Nondiscriminatory Policy
- Saint Joseph's College admits students without regard to race, color, religion, national or ethnic origin, gender, age, or disability to all the rights, privileges, programs and activities generally accorded or made available to students at the College. The College does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, age, or disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.
- Saint Joseph's College is an affirmative action/equal opportunity employer. The College recruits, hires, trains, and promotes persons in all job groups without regard to race, age, sex, national origin,

veteran status or physical or mental disability. Saint Joseph's College is also authorized under Federal Law to enroll nonimmigrant alien students.

**Course Enrollment**

Course start dates unless otherwise noted will be the last day of the month, and most course end dates will be calculated as 15 weeks from the start date, with some program-specific variations. The start date for GoArmyEd courses will be posted as the 1<sup>st</sup> day of the month.

For most courses offered at a distance, students have flexibility in scheduling coursework. For certain circumstances, this may include an extension of the course completion date for a small fee. However, the specific format of the course delivery method will determine the course enrollment period as well as the availability of an extension. This information is detailed in the following table:

<b><u>Course Format</u></b>	<b><u>Enrollment Period*</u></b>	<b><u>Extension</u></b>	<b><u>Deadline Withdrawal w/o Academic Penalty</u></b>
Independent Study	Primarily 15 weeks	Not to exceed 8 weeks	8 weeks
Classroom-Based (non-summer)	15 weeks	None	8 weeks
Special Course/Fixed Term	Course Specific	None	Course Specific
Summer	Pre/post work 2 wk classroom	None	5 days after class start date
Capstone/ Practica	** Up to 6 months	Not to exceed 8 weeks	8 weeks

\* Enrollment period begins at official course start date, which once established, can not be changed. Students who participate in tuition assistance programs through the military or other sources, who receive financial aid or who may be deferring student loans, may have certain restrictions on course enrollment periods. These students are advised to consult their financial aid/tuition assistance source for details.

\*\*Certain State regulations may dictate the length of these capstone/practica courses. See course description for specific enrollment period.

**Course Load/Submission of Work**

In general, a student may enroll in a maximum of two courses simultaneously. After the student's first two courses are completed and as long as the student maintains, satisfactory academic performance and progress, the two course maximum load may be exceeded with the advisor's approval. Satisfactory academic progress is defined as regular weekly participation in a course, submitting an assignment according to posted schedule or for independent study courses, completing a Course Unit, on average, every 2-3 weeks.

**Submission of Work, Independent Study**

On average, a student enrolled in an independent study course, should be completing a Course Unit every two to three weeks. A Course Unit is a grouping of assignments and may consist of two or more individual lessons. A typical independent study course consists of 4-6 units. After each submission of work, a student should wait for instructor feedback before submitting additional work for review, unless the instructor establishes different submission standards. Specific instructor expectations/standards are found in the online course syllabi.

Provide the name of every other State of Iowa agency required to approve the applicant school in Iowa, the school's contact person at the agency and the current status of that approval. Attach documentation in the form of a letter or certificate for each agency. **N/A.**

Agency Name	Contact Person	Telephone Number	Approval Status

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

Yes  No

If yes, explain below.

Provide the name and contact information for a U. S. Department of Education official who can verify the LST statement. **N/A.**

Do you:

Enroll students in Iowa?  Yes  No  
Employ Iowa faculty?  Yes (Part-Time Faculty)  No

Do you intend to?

Enroll students in Iowa?  Yes  No  
Employ Iowa faculty?  Yes  No

Describe current operations or plans to enroll students in Iowa or employ Iowa faculty.

**Most marketing is online, national or by industry groups, of which IA students may be included. When a prospect submits an inquiry and application, the student is contacted directly. Nursing and MSED students residing in IA may locate practica, clinical preceptorships or student teaching in IA.**

Name, address, and telephone number of full-time employees in Iowa.

**St. Joseph's College has no full-time employees in Iowa.**

Will your school comply 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 (See the *Iowa Code* for details)

Yes [ ] No

Will your school comply with the requirements of *Iowa Code* section 261.9(1)"e" to "g"? (See the *Iowa Code* for details.)

Yes [ ] No

Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities?

Yes [ ] No

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

**See Attachment G.**

Describe how students will be provided with access to learning resources, including appropriate library and other support services requisite for the schools' degree programs.

## Here's how Saint Joseph's online programs work:

- When you contact us, our team of admissions counselors will help you choose the appropriate online program based on your individual goals. They will assess your previous college credits, if any, and discuss the college's transfer credit policy and procedures to expedite your college degree aspiration.
- You can easily apply online or over the phone with an admissions representative. The GRE or GMAT is not required for graduate programs, although many online programs do have other specific admission requirements.
- After your application is accepted, you can usually begin your course right away. Our monthly start dates mean you do not need to wait for the next semester, or wait for a specific number of other students to enroll in a course in order to begin. Your text books can be ordered online through our book vendor, or you can acquire them elsewhere.
- You can enroll in one or two courses at a time, depending on your individual circumstances and requirements. Most students begin with one course initially; your admissions counselor will help you determine what's right for you.
- Shortly after you enroll in an online course, you will receive a personal login so you can access your course materials through the ANGEL learning portal. Most courses are self-paced so you determine the time and location of completing your entire course. Basically, your classroom is wherever you have access to the Internet.
- Every student has access to an online Student Orientation so you can learn about and use the tools and resources available to online students. You are not alone and you have access to a dynamic learning environment.
- You will be assigned a dedicated academic advisor that will provide sound guidance on course content, administrative policies and procedures, and individual program requirements. He or she will be your personal advocate and will provide an important link to the faculty, administration and other college resources.
- A typical course requires completion of a number of assignments submitted through the ANGEL online learning portal, and some undergraduate courses involve a proctored final exam or final project. While you work independently with the faculty member to complete the course, most courses have online discussion boards so you can interact with other students in the same course. While most courses are 15 weeks, MBA courses are 10 weeks, and have start dates approximately every two months. (Optional summer courses taught in the classroom at Saint Joseph's College have different schedules entirely.)
- In your online course, you will receive feedback (and a grade) from your instructor after each assignment is completed. This allows you to excel in your course and stay on track with your eventual goal: your degree. Throughout the course, your instructor is only a phone call or e-mail away. One of the unique aspects of Saint Joseph's online programs is the one-on-one relationship you have with your instructors.
- Shortly before you complete your course(s), your advisor will assist you in selecting your next course so you can complete your entire program in a timely manner. Your advisor only works with you and other online students, so they understand the challenges that adult student may face and can provide strategies for your success. Your advisor will help you determine a pace that is comfortable and realistic for your individual needs.
- As an online student, you will have online access to registration, the library (including numerous online databases for research), career services, the registrar's office, and the business office. You can also make tuition payments online. You have the same services that are available to students at our Maine campus - you simply have the flexibility and convenience of online access.

- Through the My Web Services portal, you can access your personal information including billing statements, grade reports, transcripts and your degree audit, which allows you to track your current grades for each completed course and identify courses you need to complete your program.
- Once you complete your program of study online, we encourage you to visit us in Maine and participate in the annual commencement ceremony. Of course, you are welcome to visit at any time!

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

### **Integrity in the Award of Academic Credit**

Programs of study require approval by both the Faculty Senate and the College's administration. In some instances, programs also require approval from the state of Maine or other accrediting bodies (National Association of Long Term Care Administrator Boards, Commission on Collegiate Nursing Education). Approval from those bodies entails extensive scrutiny of program content, length, and rigor.

The oversight for all academic endeavors of the College belongs jointly to the VPAA, the Dean of Graduate & Professional Studies, department chairs and Program Directors, and Faculty Senate. The Faculty Handbook outlines the governance involved in the oversight of academic curricula and academic policy. The Educational Policy Committees for the on-campus program and for the graduate and undergraduate online programs are charged with making recommendations to the Faculty Senate that pertain to changes in existing programs, the addition of new courses, credit hours, and changes in course requirements.

Both the on-campus and online programs have faculty handbooks which address issues such as teaching strategies, feedback techniques, criteria for evaluating student assignments, grading system, grading policies and practices, course and instructional evaluation, requirements for evaluating student learning, elements of course syllabi, and issuance of grades. In an effort to ensure integrity in the awarding of grades for coursework, faculty work with the student body on issues such as cheating and plagiarism. The College has a contract with Turnitin, an online originality-checking service. The Student Handbook outlines the College's expectations for satisfactory academic progress and informs students that they are expected to observe all forms of academic honesty.

### **Article IV. Standing Committees of the Faculty Senate**

There shall be seven standing committees of the Faculty Senate (4-Year College Educational Policies Committee, Graduate Educational Policies Committee, Undergraduate Distance Educational Policies Committee, Rank and Tenure Committee, Educational Standards Committee, Faculty Development Committee, and Library Committee), whose members are elected by the Faculty Senate.

#### **4-Year College Educational Policies Committee**

The 4-Year College Educational Policies Committee shall make recommendations to the Faculty Senate concerning College undergraduate curricula and academic policy for the 4-Year College. Recommendations that would entail changes in existing programs, such as the addition of new courses, changes in requirements, credits, etc., must first be referred to the appropriate department(s) before being presented to the Faculty Senate. A change that would alter the structure of a department or significantly affect another department would be considered a major change and therefore be treated as a proposal by the committee. A change that has little or no significant effect on the structure of a department and does not affect another department would be considered a minor change and be presented by the committee as a report. All proposals and reports are forwarded to the faculty Senate and the Vice President for Academic Affairs. Proposals require a vote by the Senate.

The Committee shall consist of seven faculty elected by the Faculty Senate for two year terms, four elected one year, and three the next. The Dean of Graduate and Professional Studies and the Director of Library Services are ex officio members with vote. The Vice President for Academic Affairs shall be a non-voting member of the Committee.

### **Graduate Educational Policies Committee**

The Graduate Educational Policies Committee shall make recommendations to the Faculty Senate concerning College graduate curricula and academic policy. Recommendations that would entail changes in existing programs, such as the addition of new courses, changes in requirements, credits, etc., must first be referred to the appropriate department/programs before being presented to the Faculty Senate. A change that would alter the structure of a department/program or significantly affect another department/program would be considered a major change and therefore be treated as a proposal by the committee. A change that has little or no significant effect on the structure of a department program and does not affect another department/program would be considered a minor change and be presented by the committee as a report. All proposals and reports are forwarded to the Faculty Senate and the Vice President for Academic Affairs. Proposals require a vote by the Senate.

The Graduate Educational Policies Committee shall consist of two faculty members elected by the Faculty Senate for two years, one elected one year, the other the next. The Dean of Graduate and Professional Studies, the Chair of the Nursing Department, one graduate Nursing faculty, and all graduate program directors, are ex officio members with vote. The Vice President for Academic Affairs shall be a non-voting member of the Committee.

### **Undergraduate Distance Education Educational Policies Committee**

The Undergraduate Distance Educational Policies Committee shall make recommendations to the Faculty Senate concerning College undergraduate curricula and academic policy for Graduate and Professional Studies/Non-Traditional Nursing. Recommendations that would entail changes in existing programs, such as the additional of new courses, changes in requirements, credits, etc., must first be referred to the appropriate department/programs before being presented to the Faculty Senate. A change that would alter the structure of a department/program or significantly affect another department/program would be considered a major change and therefore be treated as a proposal by the committee. A change that has little or no significant effect on the structure of a department/program and does not affect another department/program would be considered a minor change and be presented by the committee as a report. All proposals and reports are forwarded to the Faculty Senate and the Vice President for Academic Affairs. Proposals require a vote by the Senate.

The Undergraduate Distance Education Educational Policies Committee shall consist of two faculty elected by the Faculty Senate for two years, one elected one year, the other the next. The Dean of Graduate and Professional Studies, the Chair of the Nursing Department, the coordinator of the BSN Opportunities Program, one undergraduate Nursing faculty elected by the Nursing Department for two years, and all undergraduate program directors of Graduate and Professional Studies, are ex officio members with vote. The Vice President for Academic Affairs shall be a non-voting member of the Committee.

Provide evidence that the school has adequate physical facilities appropriate for the program(s) to be offered and are located in the state. Include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease. Please include a photograph of the location.

**N/A**

Include a statement, signed by the chief executive officer of the applicant school, on school letterhead, demonstrating the school's commitment to the delivery of programs located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.

Statement may be in an attached document.

**See Attachment I.**

Provide an organizational plan that shows the location and physical address, telephone number, fax number and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization.

**St. Joseph's College of Maine**  
**278 Whites Bridge Road**  
**Standish, ME 04084**  
**Tel. (207) 892-6766**  
**Fax (207) 893-7987**  
**Website: <http://online.sjcme.edu>**

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

**SUBJECT: Grievance Procedure**

Prior to invoking the procedures described below, the student is strongly encouraged to discuss his or her grievance with the person(s) alleged to have caused the grievance. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance.

Additionally, the student may choose to present his or her grievance in writing to the person(s) alleged to have caused the grievance. The person alleged to have caused the grievance must respond to the student either orally or in writing. Student grievances that are filed with the person alleged to have caused the grievance after more than ten (10) working days from the initial incident will not be accepted and are deemed to be waived. Please note that the College recognizes that there may be situations that do not fit within the ten-day time frame.

Regarding an academic concern, if a student elects to bypass the above or is dissatisfied with the response, the student is encouraged to seek counsel from the GPS Program Director in which the course resides. If the student is still dissatisfied he/she may present the grievance in writing to the Dean of Graduate and Professional Studies within ten (10) working days of the incident or of the initial response.

The Dean will conduct a review of the written statement to resolve any factual disputes. The Dean may appoint a member of the college community to review the situation in greater detail. A response should be given to the student within ten (10) working days from the date the written grievance was received. If the disposition extends beyond the ten (10) working days, the Dean should inform the student of the delay and the expected response date.

Regardless of the situation, no member of the College community may harass or retaliate against a student who has filed a grievance under the College grievance procedure.

In the event that a grievance is filed against the Dean, the grievance should be submitted to the Executive Vice President of the College.

**SUBJECT: Grade Appeals and Evaluation Criteria**

**Criteria for Evaluating Student Assignments**

The College has prepared a guide to be used by students and faculty for the preparation and evaluation of student assignments. For students, the criteria for reading, reasoning, arguing, documenting, organizing, and writing comprise guidelines for the most effective completion of a given assignment. The guide enables faculty to provide specific evaluation and focused feedback to each student and promotes a consistent approach among faculty in their review of students' written work. In addition, the criteria may facilitate student-faculty dialogue about the strengths and weaknesses of assignments. The guide is sent to all new students.

**Grade Appeal Procedure**

Students are encouraged to resolve any discrepancy in the course grade with the instructor. If resolution is not reached:

1. Students must submit the Student Request for Review of Grade form and supporting documentation to the appropriate Program Director within 30 days after the date recorded on the student's grade report.
2. The Program Director will render a judgment and inform the parties within 30 days.

3. If the student informs the Program Director within 15 days that the decision is not accepted, a Request for Review and supporting documentation must be submitted to the Dean of Graduate and Professional Studies.
4. Within 15 days the Dean of Graduate and Professional Studies will render a judgment that is final and the decision is filed and conveyed to the parties. For nursing students, this review process will also include the Vice President for Academic Affairs.

Provide a copy of a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.

**The College is not owned by any entity. It is a non-profit institution. We are incorporated to do business in the State of Maine, and have been doing so since 1915. We likewise file our registration in the State of Maine.**

**See Attachment H –Iowa Certificate of Authority Application**

**See also Attachment D: Articles of Incorporation**

**Contact: Phil Yauch, Vice President of Finance  
St. Joseph's College of Maine  
278 Whites Bridge Road  
Standish, ME 04084  
(207) 893-7750**

Provide the U.S. Department of Education cohort default rate for each associated organizational entity for which the U.S. Department of Education reports a cohort default rate. **This information applies to St. Joseph's College of Maine's traditional on-campus programs, as well as all online programs.**

CDR 2009 (%)	CDR 2008 (%)	CDR 2007 (%)
1.6	3.9	2.6

Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization. **This information applies to St. Joseph's College of Maine's traditional on-campus programs, as well as all online programs.**

### School Costs

At Saint Joseph's College of Maine, 100.0% percent of first-time undergrads receive financial aid, 55.0% receive grants and/or scholarships (an average of \$12,270), and 48% receive loans (\$6,359 on average). On-campus room and board costs about \$10,350. Off campus it is around \$7,200.

Taking into account total living expenses and financial aid, the **average net cost** of attending Saint Joseph's College of Maine is **\$24,897** per year.

Provide the U. S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U. S. Department of Education National Center for Education Statistics. **This information applies to St. Joseph's College of Maine's traditional on-campus programs, as well as all online programs.**

CDR 2009 (%)	CDR 2008 (%)	CDR 2007 (%)
1.6	3.9	2.6

In Fall 2009, 1,282 people applied to Saint Joseph's College of Maine. Of the applicants, 81.0% were admitted (78.0% male & 83.0% female ) and 26.0% accepted (26.0% male and 25.0% female)

Of the 1,840 undergraduate students at Saint Joseph's College of Maine, 44.0% are part-time. A majority (57.0%) of the undergrad students are under 25 years of age. And 89.0% of the 887 graduate students are part-time.

Percent of In-State Undergrads	51.0%
Full Time Retention Rate	81.0%
Four-Year Graduation Rate	55.0%
Six-Year Graduation Rate	60.0%
Overall Graduation Rate	59.0%

**SIGNATURE**

**Applicant School Chief Executive Officer**

Kenneth M. Lemanski

Name

President

Title

  
Signature

12/29/11  
Date

**If any information in this application changes between the time of application Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information which is being amended. Amendments must be received before the Commission takes action.**

**St. Joseph's College, Maine**  
**State of Iowa - Application for Approval and Registration**  
**Attachment Index**

Online Catalog -----	Attachment A
Policy Manual-Tuition & Fees -----	Attachment B
Accreditation Letters (3)-----	Attachment C
Articles of Incorporation -----	Attachment D
School Default Rates -----	Attachment E
Student Records Protection Plan-----	Attachment F
Financial Statements (June 30, 2011 and 2010)-----	Attachment G
State of Iowa-Certificate of Authority (Application)-----	Attachment H
Statement of Commitment -----	Attachment I