Iowa College Student Aid Commission

Postsecondary Registration Administrator
603 East 12th Street,FL 5th
Des Moines, IA 50319
(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.

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
603 East 12th Street, FL 5th
Des Moines, IA 50319
(515) 725-3470

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

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

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. Other documents or materials may also be attached to support the application.

(Registrations must be renewed every two 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))]

Name of School: University of Northwestern Ohio
Suite:
Street: 1441 North Cable Road
City: Lima
State: OH
Zip: 45805
Country: USA
Telephone Number (including country or area code): 419-227-3141

Type of school:

[ ] For-profit
[X] Non-profit
[ ] Public

Address of this school in all in other states, and in foreign countries: NOT APPLICABLE

Suite	Street	City	State	Zip	Country	Telephone

Address of all locations in Iowa where instruction is to be provided: NOT APPLICABLE

Suite	Street	City	State	Zip	Country	Telephone

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

COLLEGE OF APPLIED TECHNOLOGIES

Program	No. of Sessions	Tuition	General Fee	Textbook Estimate	Other Program Costs Total	Grand Total
AAS - Automotive Technology	14	$ 21,470.00	$ 1,260.00	$ 3,500.00	$ 4,760.00	$ 26,230.00
AAS - Diesel Technology	15	$ 22,945.00	$ 1,350.00	$ 3,750.00	$ 5,100.00	$ 28,045.00
AAS - Auto/Diesel Technology	20	$ 30,320.00	$ 1,800.00	$ 5,000.00	$ 6,800.00	$ 37,120.00
AAS - High Performance/Motorsports Technology	20	$ 30,320.00	$ 1,800.00	$ 5,000.00	$ 6,800.00	$ 37,120.00
AAS - Automotive/High Performance Technology	22	$ 33,270.00	$ 1,980.00	$ 5,500.00	$ 7,480.00	$ 40,750.00
AAS - Agricultural Equipment Technology	15	$ 22,945.00	$ 1,350.00	$ 3,750.00	$ 5,100.00	$ 28,045.00
AAS - HVAC Technology	12	$ 18,520.00	$ 1,080.00	$ 3,000.00	$ 4,080.00	$ 22,600.00
Diploma - Automotive Technician	11	$ 16,635.00	$ 990.00	$ 2,750.00	$ 3,740.00	$ 20,375.00
Diploma - Diesel Technician	12	$ 18,110.00	$ 1,080.00	$ 3,000.00	$ 4,080.00	$ 22,190.00
Diploma - Auto/Diesel Technician	17	$ 25,485.00	$ 1,530.00	$ 4,250.00	$ 5,780.00	$ 31,265.00
Diploma - High Performance Motorsports Technician	17	$ 25,485.00	$ 1,530.00	$ 4,250.00	$ 5,780.00	$ 31,265.00
Diploma - Automotive/High Performance Technician	19	$ 28,435.00	$ 1,710.00	$ 4,750.00	$ 6,460.00	$ 34,895.00
Diploma - Agricultural Equipment Technician	13	$ 19,585.00	$ 1,170.00	$ 3,250.00	$ 4,420.00	$ 24,005.00
Diploma - HVAC Technician	9	$ 13,685.00	$ 810.00	$ 2,250.00	$ 3,060.00	$ 16,745.00
Diploma - Alternate Fuels Technician (Auto and Diesel)	13	$ 19,585.00	$ 1,170.00	$ 3,250.00	$ 4,420.00	$ 24,005.00

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, & OCCUPATIONAL PROFESSIONS GRADUATE COLLEGE

Program	Credit Hours	Virtual Tuition	Estimated Quarters	General Fee	Textbook Estimate	Other Program Costs Total	Grand Total
Master of Business Administration	48	$ 26,400.00	6	$ 900.00	$ -	$ 900.00	$ 27,300.00
BS - Accounting	180	$ 47,700.00	16	$ 2,400.00	$ 9,600.00	$ 12,000.00	$ 69,300.00
BS - Accounting - CPA Track	225	$ 59,625.00	20	$ 3,000.00	$ 12,000.00	$ 15,000.00	$ 86,625.00
BS - Forensic Accounting	180	$ 47,700.00	16	$ 2,400.00	$ 9,600.00	$ 12,000.00	$ 69,300.00
BS - Business Administration	180	$ 47,700.00	16	$ 2,400.00	$ 9,600.00	$ 12,000.00	$ 69,300.00
BS - Business Administration with concentration in Agribusiness Management	206	$ 54,590.00	18	$ 2,700.00	$ 10,800.00	$ 13,500.00	$ 78,890.00
BS - Business Administration with concentration in Automotive Management / Automotive Aftermarket	200	$ 53,000.00	18	$ 2,700.00	$ 10,800.00	$ 13,500.00	$ 77,300.00
BS - Business Administration with concentration in Marketing	204	$ 54,060.00	18	$ 2,700.00	$ 10,800.00	$ 13,500.00	$ 78,360.00
BS - Marketing	180	$ 47,700.00	16	$ 2,400.00	$ 9,600.00	$ 12,000.00	$ 69,300.00
AAB - Accounting	108	$ 28,620.00	6	$ 900.00	$ 3,600.00	$ 4,500.00	$ 36,720.00
AAB - Business Administration	108	$ 28,620.00	6	$ 900.00	$ 3,600.00	$ 4,500.00	$ 36,720.00
AAB - Marketing	108	$ 28,620.00	6	$ 900.00	$ 3,600.00	$ 4,500.00	$ 36,720.00
BS - Healthcare Administration	198	$ 52,470.00	16	$ 2,400.00	$ 9,600.00	$ 12,000.00	$ 74,070.00
AAB - Health Information Technology	108	$ 28,620.00	6	$ 900.00	$ 3,600.00	$ 4,500.00	$ 36,720.00
AAB - Medical Office Management	108	$ 28,620.00	6	$ 900.00	$ 3,600.00	$ 4,500.00	$ 36,720.00
Diploma - Medical Coding	72	$ 19,080.00	5	$ 750.00	$ 3,000.00	$ 3,750.00	$ 25,830.00
Diploma - Medical Transcriptionist	72	$ 19,080.00	4	$ 600.00	$ 2,400.00	$ 3,000.00	$ 24,480.00
BS - Specialized Studies	198	$ 52,470.00	16	$ 2,400.00	$ 9,600.00	$ 12,000.00	$ 74,070.00
AAB - Agribusiness Marketing/Management Technology	108	$ 28,620.00	6	$ 900.00	$ 3,600.00	$ 4,500.00	$ 36,720.00
AAB - Legal Assisting	108	$ 28,620.00	6	$ 900.00	$ 3,600.00	$ 4,500.00	$ 36,720.00
AAB - Office Management	108	$ 28,620.00	6	$ 900.00	$ 3,600.00	$ 4,500.00	$ 36,720.00
AAB - Specialized Studies	108	$ 28,620.00	6	$ 900.00	$ 3,600.00	$ 4,500.00	$ 36,720.00
AAB - Sport Marketing & Management	108	$ 28,620.00	6	$ 900.00	$ 3,600.00	$ 4,500.00	$ 36,720.00
AAB - Travel & Hotel Management**	108	$ 28,620.00	6	$ 900.00	$ 3,600.00	$ 6,000.00	$ 38,220.00
Diploma - Agribusiness Management	72	$ 19,080.00	4	$ 600.00	$ 2,400.00	$ 3,000.00	$ 24,480.00
Diploma - Executive Assistant	72	$ 19,080.00	4	$ 600.00	$ 2,400.00	$ 3,000.00	$ 24,480.00
Diploma - Paralegal	72	$ 19,080.00	4	$ 600.00	$ 2,400.00	$ 3,000.00	$ 24,480.00
Diploma - Travel & Hospitality**	72	$ 19,080.00	4	$ 600.00	$ 2,400.00	$ 4,500.00	$ 25,980.00
Diploma - Word Processing Specialist	72	$ 19,080.00	4	$ 600.00	$ 2,400.00	$ 3,000.00	$ 24,480.00

**Other Program Costs include lab fees of $1,500.

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.

REFUND POLICY

Students should familiarize themselves with the University's refund policy. The refund policy determines if any credit is due to students if they withdraw from school or reduce enrollment. The "refund period" is when the University of Northwestern Ohio may not charge 100% of the tuition if the student withdraws. Please refer to the official withdrawal policy as stated on Page 81 of the main catalog to determine date of withdrawal.

If students decide not to attend the University, the $20 application fee will be refunded if requested within 30 calendar days after signing the enrollment agreement and making an initial payment or if students are not accepted by the University. All housing deposits are non-refundable.

Complete Withdrawal Policy

Tuition and fees are charged on a quarterly basis in the College of Business, College of Health Professions, College of Occupational Professions, and Graduate College and per six-week session in the College of Applied Technologies. Students who are enrolled in classes and then completely withdraw will be subject to the following policy.

- Students who withdraw on or before the second day of the term are credited 100% tuition. Dorm fees are prorated to the day the key is returned to housing/security and an exit sheet is completed.
- Students who completely withdraw on or before the eighth (8th) calendar day of the term are entitled to 75% credit of tuition billed for that term.
- Students who completely withdraw on or before the fifteenth (15th) calendar day of the term are entitled to 50% credit of tuition billed for that term.
- Students who completely withdraw on or before the twenty-second (22nd) calendar day of the term are entitled to 25% credit of tuition billed for that term.
- Students who withdraw after the twenty-second (22nd) calendar day of the term will not receive credit of tuition billed for that term.
- Withdrawal policy does not apply to dual enrollment students. Dual enrollment students are not eligible for a tuition credit or refund.

The University of Northwestern Ohio adheres to the federal policy for the return of Title IV funding. The Higher Education Amendments of 1998 (HEA98) represent the requirements in the Return of Title IV Federal Financial Aid when a student withdraws from the University. This policy governs all federal grant and loan programs (as listed below), but does not include the Federal Work-Study Program.

Federal law requires that a student earn his/her federal financial aid awards in proportion to the number of days in the term prior to the student's complete withdrawal. The portion of the federal grants and loans to which the student is entitled to receive or has earned is calculated on a percentage basis by comparing the total number of days in the term to the number of days that the student completed before he/she withdrew. For example, if a student completes 40% of the term, he/she earns 40% of the approved federal aid that he/she was originally scheduled to receive for the term. This means that 60% of the student's scheduled or disbursed federal aid remains unearned and must be returned to the federal program(s). Once the student completes 60% of the term, he/she has earned 100% of his/her financial aid. Thus, no financial aid will be returned.

The refund percentage is determined by dividing the number of days the student attended in the quarter/session by the number of days in the quarter/session.

This calculation may result in the student's overpayment in one or more of the Title IV programs. Students in an overpayment situation will be responsible to the school to make restitution for the overpayment. In accordance with the federal policy, unearned aid will be returned in the following order.

1. Unsubsidized Federal Family Educational Loan
2. Subsidized Federal Family Educational Loan
3. Parent Loan for Undergraduate Student
4. PELL Grant
5. ACG Grant
6. FSEOG
7. Other Title IV Programs (except for Federal Work-Study)

This policy does not affect the student's charges. The University's withdrawal policy will be used to determine the reduction, if any, in the student's tuition and/or room and board charges. The student is responsible for paying any outstanding charges to the University.

The University will document the official withdrawal date as the date the University Services or Counseling Department receives either verbal or written notification from the student.

For students who do not contact these offices to withdraw, an unofficial withdrawal date will be the date the Registrar or Counseling Department is notified by the instructor that the student is no longer attending classes.

Unofficial withdrawals may have a greater adverse effect on financial aid and/or tuition costs than the official withdrawal.

Students who withdraw from classes during the refund period are subject to repaying a percentage of their grants and student loans in accordance with Federal Law and the University of Northwestern Ohio's refund procedures.

Course Drop Policy

When a course is dropped, but the student has not completely withdrawn, the following institutional policy is used in determining the adjustment to tuition.

- Students who drop one or more courses on or before the second (2nd) calendar day of the term will be credited 100% tuition for that course/courses.
- Students who drop one or more courses on or before the eighth (8th) calendar day of the term will be credited 75% tuition for that course/courses.
- Students who drop one or more courses on or before the fifteenth (15th) calendar day of the term will be credited 50% tuition for that course/courses.
- Students who drop one or more courses on or before the twenty-second (22nd) calendar day of the term will be credited 25% tuition for that course/courses.
- Students who drop one or more courses after the twenty-second (22nd) calendar day of the term will not receive tuition credit for that course/courses.

Students' financial aid may be adjusted whenever they add or drop classes or completely withdraw. Refunds, both to financial aid and/or the student, will be made within 30 days after the student's date of withdrawal (the date the student notifies the Registrar's Office) as determined by the records of the University.

Medical Withdrawal Policy

Students who withdraw due to their own medical condition must present to the Counseling Office medical documentation indicating that they were unable to attend classes during the period of time they were absent and/or state they cannot continue with classes. This documentation must be received within ten business days after the withdrawal is processed.

Students who withdraw with approved medical documentation will be withdrawn from their courses on the date they notify the University of their withdrawal; however, a grade of WP/WS (Withdrawn Passing/Satisfactory) will be entered as the grade for the courses. Students without medical documentation will be assigned a grade of WP/WS (Withdrawn Passing/Satisfactory) or WF/WU (Withdrawn Failing/Unsatisfactory) according to the established dates for making that determination. Tuition charges in all instances will be based on the date of notification for the withdrawal.

Students withdrawing for approved medical reasons with documentation submitted at the time of withdrawal may have their catalog year for program requirements maintained for a period of up to one year from the date of withdrawal. Students in the College of Applied Technologies may also have their tuition rate maintained for the same period of time. In order to be eligible for this action, documentation must be provided in a timely manner at the time of withdrawal or immediately thereafter. In the absence of documentation, the withdrawal will be processed according to standard procedure.

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

Degrees granted by the University of Northwestern Ohio can be found in the University Catalog, Pages 90-129 for the Graduate College, College of Business, College of Health Professions, and College of Occupational Professions. Degrees for the College of Applied Technologies are found on Pages 168-183. Below is the link to the online University Catalog.

UNOH Catalog

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

The programs specifically being offered in Iowa are those located under Total Tuition Charges, Fees, and Other Costs on Page 3 of this report.

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

Name: Jeffrey A. Jarvis, President

Suite:

Street: 1441 North Cable Road

City: Lima

State: OH

Zip: 45805

Country: USA

Telephone Number (including country or area code): 419-998-3123

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:

At the time of application, students will be informed of the location of the above items. A statement is included with the enrollment agreement noting that this information is being provided to the students in compliance with this section.

The following items from the list above are located in the University Catalog:

- The name or title of the course
  - Pages 130 – 163 for the Graduate College and the Colleges of Business, Health Professions, and Occupational Professions
  - Pages 184-191 for the College of Applied Technologies

- A brief description of the subject matter of the course
  - Pages 130 – 163 for the Graduate College and the Colleges of Business, Health Professions, and Occupational Professions
  - Pages 184-191 for the College of Applied Technologies

- Refund policy
  - Pages 41-43

- Credential awarded upon graduation
  - Pages 90-129 for the Graduate College, College of Business, College of Health Professions, and College of Occupational Professions
  - Pages 168-183 for the College of Applied Technologies

- Name of accrediting agency
    - Pages 1 and 23 – Also on the Program of Studies page of the Enrollment Agreement

The tuition charge or other fees charged for the course are included with the Enrollment Agreement. Please see Appendix 1. Tuition per credit hour is located online for each of the colleges. Links to the tuition pages for the College of Applied Technologies and for the online degrees for the Graduate College and the Colleges of Business, Health Professions, and Occupational Professions are below.

http://www.unoh.edu/academics/college-of-applied-technologies/tuition.shtml
http://www.unoh.edu/academics/online-degrees/tuition.shtml

Name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]. If the school is applying for distance education and has registered with the Iowa Secretary of State as a for-profit or non-profit corporation transacting business in Iowa, please list the corporation's Iowa registered agent.

Name: CT Corporation System
Suite: 200
Street: 500 East Court Avenue
City: Des Moines
State: IA
Zip: 50309
Country: USA
Telephone Number (including country or area code): (515) 245-4300

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

Chairman of the Board

Name: David Cheney, J.D., Allen County Magistrate, Lima, OH
Suite:
Street: 2230 Merit Avenue
City: Lima
State: OH
Zip: 45805
Country: USA
Telephone Number (including country or area code): 419-221-5227

Vice Chairman of the Board

Name: Jeff Hardy, J.D., President, Hardy & Hardy Company, Lima, OH
Suite:
Street: 2963 Blue Jacket Court
City: Lima
State: OH
Zip: 45806
Country: USA
Telephone Number (including country or area code): 419-998-8955

Trustee Number 1

Name: Thomas Ahl, President, Tom Ahl Chrysler-Plymouth-Dodge, Inc., Lima, OH
Suite:
Street: 575 Homestead Drive
City: Lima
State: OH
Zip: 45807
Country: USA
Telephone Number (including country or area code): 419-228-2345

Trustee Number 2

Name: Troy Breidenbach, President, Corporate Support, Inc., Lima, OH
Suite:
Street: PO Box 5275
City: Lima
State: OH
Zip: 45802
Country: USA
Telephone Number (including country or area code): 419-221-3838

Trustee Number 3

Name: Jim Bronder, Controller, University of Northwestern Ohio, Lima, OH
Suite:
Street: 1413 Loch Loman Way
City: Lima
State: OH
Zip: 45805
Country: USA
Telephone Number (including country or area code): 419-998-3143

Trustee Number 4

Name: Sam Halker, Owner and President, Smith Boughan, Lima, OH
Suite:
Street: 4610 Wenatchi Trail
City: Lima
State: OH
Zip: 45805
Country: USA
Telephone Number (including country or area code): 419-991-8040

Trustee Number 5

Name: Dr. Jeffrey A. Jarvis, President, University of Northwestern Ohio, Lima, OH
Suite:
Street: 4211 Ft. Amanda Road
City: Lima
State: OH
Zip: 45805
Country: USA
Telephone Number (including country or area code): 419-998-3123

Trustee Number 6

Name: Dan Klopp, Retired, Lima, OH
Suite:
Street: 4049 Brookshore Drive
City: Lima
State: OH
Zip: 45801
Country: USA
Telephone Number (including country or area code): 419-234-3144

Trustee Number 7

Name: Cheryl Mueller, Vice President/Academic Affairs, University of Northwestern Ohio, Lima, OH
Suite:
Street: 2020 Slabtown Road
City: Lima
State: OH
Zip: 45801
Country: USA
Telephone Number (including country or area code): 419-998-3163

Trustee Number 8

Name: Todd Schaub, President/Owner, S & S Volvo Trucks, Lima, OH
Suite:
Street: 2600 St. Johns Road
City: Lima
State: OH
Zip: 45804
Country: USA
Telephone Number (including country or area code): 419-228-2211

Trustee Number 9

Name: Mark Stolly, Owner, Stolly Insurance Group, Lima, OH
Suite:
Street: 1730 Allentown Road, PO Box 5067
City: Lima
State: OH
Zip: 45802-5067
Country: USA
Telephone Number (including country or area code): 419-227-2570

Trustee Number 10

Name: Fred Vernon, Vice President of Business Services, Huntington Bank, Lima, OH
Suite:
Street: 2170 Wyandot Drive
City: Lima
State: OH
Zip: 45806
Country: USA
Telephone Number (including country or area code): 419-222-7134

Names and addresses of persons owning more than 10% of the school: [(261B.4(6))]

The University of Northwestern Ohio is a private, not-for-profit institution.

Name:
Suite:
Street:
City:
State:
Zip:
Country:
Telephone Number (including country or area code):

For owners 2 or more, add pages as needed.

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.

Please see Appendix 2 for accrediting agency documentation.

Accrediting agency 1

Name: The Higher Learning Commission of the North Central Association
Suite: 7-500
Street: 230 South La Salle Street
City: Chicago
State: IL
Zip: 60604-1413
Country: USA
Telephone Number (including country or area code): 312-263-0456 or 800-621-7440
Contact Person: Stephanie Brzuzy

Is this agency recognized by the U. S. Department of Education? [X] Yes [ ] No

Accrediting Agency 2

Name: Accreditation Council for Business Schools and Programs (ACBSP)
Suite:
Street: 11520 West 119th Street
City: Overland Park
State: KS
Zip: 66213
Country: USA
Telephone Number (including country or area code): 913-339-9356
Contact Person: Douglas G. Viehland, Executive Director

Is this agency recognized by the U. S. Department of Education? [X] Yes [ ] No

Accrediting Agency 3

Name: Commission on Accreditation for Health Informatics & Information Management Education (CAHIIM)
Suite:
Street: 233 North Michigan Avenue, 21st Floor
City: Chicago
State: IL
Zip: 60601-5800
Country: USA
Telephone Number (including country or area code): 312-233-1183
Contact Person: Claire Dixon-Lee, Executive Director

Is this agency recognized by the U. S. Department of Education? [X] Yes [ ] No

Accrediting Agency 4

Name: Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Suite:
Street: 1361 Park Street
City: Clearwater
State: FL
Zip: 33756
Country: USA
Telephone Number (including country or area code): 727-210-2350
Contact Person: Kathleen Megivern, Executive Director

Is this agency recognized by the U. S. Department of Education? [X] Yes [ ] No

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

Student records are scanned each day into the ImageNow system and digitally saved.

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

Name: Rita Oakleaf, Associate Registrar
Suite:
Street: 1441 North Cable Road
City: Lima
State: OH
Zip: 45805
Country: USA
Telephone Number (including country or area code): 419-998-3193

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
Ohio	Ohio Board of Regents	25 South Front Street, Columbus, OH 43215-4183	Shane Degarmo	614-387-1215
Tennessee	Tennessee Higher Education Commission	404 James Robertson Parkway, Suite 1900, Nashville, TN 37243	Teresa Warren	615-253-6285

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 and instructional methodologies and delivery systems for Iowa students will be as follows:

- Iowa students in the College of Applied Technologies programs will take classes on campus with face-to-face instruction. Classes are held Monday through Thursday in the morning, afternoon, and evening.

- Iowa students in the programs in the Colleges of Business, Health Professions, and Occupational Professions and the Graduate College will complete classes online through the Virtual College. The Virtual College offers students the opportunity to earn their degrees by taking courses via the World Wide Web. Students who have a personal computer with Internet access can send and receive course materials and communicate with instructors as well as other students.

  Students in these colleges may also earn credit for Experiential Learning. The assessment of previous learning will be based on the detailed portfolio which will include verification and documentation of experience as well as evidence of college-level learning. A maximum of six (6) hours may be earned.

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.

This is not applicable to the University of Northwestern Ohio as we are not located in Iowa.

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 [X] 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.

Ms. Jamie Malone, U.S. Department of Education, Training Officer
111 North Canal, Suite 830, Chicago, IL 60606
Phone: 312-730-1528 / Email: jamie.malone@ed.gov

Please see Appendix 3 for the Financial Aid Program Participation Agreement.

Do you:

Enroll students in Iowa? [X] Yes [ ] No
Employ Iowa faculty? [X] Yes [ ] No

Do you intend to:

Enroll students in Iowa? [X] Yes [ ] No
Employ Iowa faculty? [X] Yes [ ] No

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

Students

Currently, the University of Northwestern Ohio does not actively recruit students in Iowa. We have two students in the College of Applied Technologies from Iowa. Once approval is received, a representative will be hired to recruit students for the College of Applied Technologies. UNOH will contract with an online company to recruit Distance Learning students for the Colleges of Business, Health Professions, and Occupational Professions, and the Graduate College.

Faculty

The University of Northwestern Ohio has two adjunct faculty from Iowa. When an online adjunct position is open, the Assistant Dean runs a 30-day ad at HigherEdJobs.com. Resumes are collected and reviewed for credentials. Candidates with the highest degrees in their fields are given preference. The Assistant

Dean verifies that the degrees granted are from accredited institutions. Potential faculty are then placed on a list to participate in a four-week online, unpaid training to prepare them for teaching online at our institution. All official transcripts are requested at this time as well. Once they have successfully completed this training, they are placed in a pool of available adjunct faculty. When a course becomes available, they are officially hired at that time.

Name, address, telephone number and resume of employees in Iowa: Please identify which employees are full time.

Please see Appendix 4 for the resumes for the two adjunct faculty and for faculty job descriptions. Faculty credentials are noted in the University Catalog in the Administration, Faculty, and Staff section located on Pages 198 – 209. The link to the University Catalog is below.

UNOH Catalog

Name: Julie Jewell
Title: Adjunct Instructor
Suite:
Street: jjewell@unoh.edu
City:
State:
Zip:
Country: USA
Telephone Number (including country or area code):
[ ] Full-Time [X] Part-Time
* Resumes may be provided as attachments

Name: Janelle Purdy
Title: Adjunct Instructor
Suite:
Street: jpurdy@unoh.edu
City:
State:
Zip:
Country: USA
Telephone Number (including country or area code):
[ ] Full-Time [X] Part-Time
* Resumes may be provided as attachments

Will your school comply with Iowa Code section 261B.7, which requires the school to disclose that it is registered by the Commission, including Commission contact information? (See the Iowa Code for details.)

[X] Yes [ ] No

The following statements will be added to the University Catalog:

- Overview Section - Page 18 - The University of Northwestern Ohio is registered by the Iowa College Student Aid Commission on behalf of the State of Iowa.
- Academic Affairs Section – Student Assistance & Grievance Procedure - Page 87 – To file a complaint, the student may contact the Iowa College Student Aid Commission, Postsecondary Approval &

Registration Administrator, 430 East Grand Avenue, 3rd Floor, Des Moines, IA 50309. Telephone Number: 515-725-3470.

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

[X] Yes [ ] No

Please provide policies that comply with these requirements as attachments.

Please see Appendix 5 for these policies.

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

[X] 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.

Please see Appendix 6 for a copy of the Financial Statements. Evidence that the auditor is providing an unqualified opinion is found on Page 1 in the Independent Accountants' Report.

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

Below is a link to the University website for Information for Current Students. This page includes information on the MyUNOH Portal, e-mail, Virtual College, and username and/or password information.

http://www.unoh.edu/current-students/index.shtml

The following information is found on the MyUNOH Portal under the Student Resources button:

- Documents and Forms
- Library
- Student Discounts
- Student Handbook
- Virtual College (Moodle Pilot)
- Support – Passwords, IT Support, Remote Proctor, Wireless Network Access, Mobile Devices

The following are descriptions from the University Catalog for the Library, Page 71, and the Academic Skills Lab, Pages 25-27.

THE LIBRARY

The University Library is located at 1739 Hartzler Road on the second floor of the Student Commons Building. Regular in-session hours are Monday through Thursday, 7:30 a.m. to 10:00 p.m.; Friday, 7:30 a.m. to 4:30 p.m.; Saturday, 10:00 a.m. to 2:00 p.m.; and Sunday, 5:00 p.m. to 9:00 p.m.

Students are encouraged to become familiar with the University library and what it offers. Students will find a collection of materials which support the curriculum and research needs of the University. Books, magazines, annual reports, and study guides are readily available to help students complete classroom assignments. The collection also includes general reference materials and on-line resources. The library catalog may be accessed by going to <library.unoh.edu> or through <my.unoh.edu>.

The University Library is a member of OhioLINK/SearchOHIO, a consortium of Ohio college and university libraries, and the State Library of Ohio. OhioLINK/SearchOHIO offers access to more than 46 million library items statewide, encompassing a spectrum of library materials. OhioLINK/SearchOHIO may be accessed through the UNOH online card catalog or at <www.ohiolink.edu>.

Online resources include ProQuest, IBISWorld, and OhioLink databases. ProQuest makes thousands of magazine and newspaper resources available to students. IBISWorld provides instant access to over 700 U.S. industries providing hundreds of economic and demographic profiles. OhioLINK offers many electronic research databases including a variety of full-text resources in many academic areas at varying levels of detail. ProQuest, IBISWorld, and the OhioLINK databases may all be accessed through the Library website or MySirius <my.unoh.edu>.

The Library offers quiet areas for study. Areas are also available for group study. Computers are available in the Library for student use. Students may also access the campus' wireless network in the Library. A copy machine is available for student use at a minimal cost.

When using the Library, students are asked to observe the following regulations so all students may fully utilize the library facilities.

- No food or drink.
- No smoking.
- Children should be supervised.
- No talking on cell phones.
- Respect quiet areas.

ACADEMIC SKILLS LAB

The Academic Skills Lab assists students with academic difficulties when a student has problems understanding the textbooks, course requirements, tests or exams, has been placed on academic probation, or is having difficulties of any kind. The Lab serves students by helping them improve their study skills, by remediation in basic skills, and by accommodating learning disabilities with adaptive adjustments to ensure equal access and academic success in all of the programs. The Academic Skills Lab is located in the Student Commons.

Students who would like additional assistance for written papers or projects can email the assignment to writinghelp@unoh.edu 48 hours prior to the due date. When sending a paper or project, please include the following:

- Name
- Due Date
- Instructor
- Course
- Type of Assignment and/or Requirements of Assignments
- The most important thing(s) I need help with regarding this assignment
- If you have access to an electronic version of a rubric or directions for the assignment, you can also attach those documents with your work. The more information you provide the better.

Mathematics Lab

The UNOH Mathematics Lab is open to all undergraduate students and is free of charge. For specific dates and times that the lab is available, please contact James Nastally, Mathematics Lab Coordinator, at janastal@unoh.edu or 419-998-8405.

The UNOH Mathematics Lab:

- Strongly emphasizes students' desires to learn and understand any and all math material that they are given so they can master the material once leaving the lab.
- Is designed to place students more at ease with any anxiety concerning math.
- Takes great pride into making any math course more fun, enjoyable, and more self-fulfilling for every student who has a goal in mind of becoming a great business/technical professional.
- Understands that students learn at their own pace, hence the staff is supportive and patient in the learning process.

What to Expect in the UNOH Mathematics Lab:

- All students who use the Mathematics Lab is to sign in on the Mathematics Lab Sign-In Sheet to keep track of traffic flow in the lab to evaluate for future endeavors for the lab.
- Come prepared with pencils, paper, books, calculators, etc. Computers will be provided for courses that require the use of software and online programs.
- Have at least tried to work through some of the homework to give the Mathematics Lab staff a better understanding of where students' struggles are with certain material.

What the UNOH Mathematics Lab is NOT:

- A replacement for the classroom. For students to fully understand their courses, they must first understand the expectations and directions of their instructor to complete assigned material successfully. Instructors have the option to deviate from their syllabus at will, and it is the students' responsibility to be aware of the changes to the course that an instructor or professor makes.
- A substitute for missed classes. The Mathematics Lab cannot compare with instructors' direction and expectations, as stated from the previous bullet point. Students are advised to keep in contact with instructors or professors when missing a class period.
- A last-minute resort before an exam, midterm, or final examination. The Mathematics Lab cannot replace weeks of material into a few hours of tutoring. It is advised that students are seen in the Mathematics Lab frequently throughout the week to grasp a better understanding of the various material covered in their courses.

Tips for Using the UNOH Mathematics Lab:

- Stop into the Mathematics Lab the first day of class just to introduce yourself and know whom to meet once problems start to arise throughout the course.
- Become acquainted with peers in your math course and form study groups. Having familiar faces to work with while in the Mathematics Lab will help to create better success once leaving the lab.
- Do similar problems to your assigned course work with the answers in the back of the book to grasp a better understanding of the material.
- Be patient with the Mathematics Lab staff, and they will be patient with you. Students learn on a different platform than the rest of their peers. The learning process is slow when tackling new material; but with time and patience, anything is possible with the right attitude and approach.

Students with Disabilities

Students who used an IEP (Individualized Education Plan) or 504 plan in high school should bring a copy of their most current plans and accommodations to the Academic Skills Coordinator to be put on file. The University upholds reasonable accommodations for the students who have a plan that is preferably no more than three years old. A student's IEP or 504 may be brought, mailed, or faxed to the attention of Danielle McClure.

Tutoring Services

Drop-In Tutoring - Student tutors are available in the Academic Skills Lab to assist students throughout the day. Students may come in and seek tutoring assistance free of charge with no appointment necessary.

Peer Tutoring - Student tutors are available to students who seek assistance through the Skills Lab. Tutors must have previously taken the class and earned a B or higher in order to be eligible for tutoring. The cost of tutoring is $8 an hour--the student and the University each pays $4. If a student is interested in finding a tutor or becoming a tutor, please stop by the Academic Skills Coordinator's office to complete an application.

Academic Skills Computer Lab

The Academic Skills Computer Lab is located in the Student Commons Building. There are 30 computers equipped with numerous software programs for students. Books on tape are also provided for those students who have reading disabilities, through the program WYNN Reader. The computer lab has assistants available throughout the day for any questions that students may have about the programs.

Academic Skills Lab Location and Hours

The Academic Skills Coordinator's office is located in the Student Commons Building.

Hours:	Academic Skills Coordinator	-	Monday through Friday, 7:30 a.m. to 4:30 p.m.
	Academic Skills Computer Lab	-	Monday through Thursday, 7:30 a.m. to 10:00 p.m. Friday, 7:30 a.m. to 4:30 p.m. Saturday, 10:00 a.m. to 2:00 p.m. Sunday, 5:00 p.m. to 9:00 p.m.

*Special arrangements may be made to accommodate students if necessary.

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

Faculty are involved in developing and evaluating curriculum for the programs. To review curricula to make sure it is timely and relevant is included in the Faculty Responsibilities listing in the Faculty Handbook, Page 10. Participation in curriculum decisions is noted in the Teaching category in the Request for Faculty Promotion. Following is a description of the program reviews conducted by faculty as found in the Faculty Handbook, Page 28.

PROGRAM REVIEWS

In the College of Business, Occupational Professions and Health Professions, programs will be reviewed on a rotating annually. Data will be gathered from the Registrar, Career Services, and departmental faculty members concerning students enrolled in the program, students starting the program, students graduating from the program, placement statistics, number of faculty required for major courses, special equipment needed for the program, costs for the program above normal teaching costs, Advisory Board recommendations for the program, and a review of all of the core courses. The department will make a final recommendation as to whether the program should continue as is, continue with changes, or should be discontinued. The Deans will begin the program review, with input from the department members. Completed program reviews will be provided to the Dean and the Vice President for Academic Affairs/Provost.

Programs should be reviewed in each manner they are offered.

If applicable, please 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.

This item is not applicable to the University of Northwestern Ohio as we are not located in Iowa.

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.

Please see Appendix 7 for this statement.

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.

This item is not applicable to the University of Northwestern Ohio as we do not have any branch campuses.

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.

The grievance procedures are on Pages 86 and 87 of the University Catalog, which is located online at the following link.

UNOH Catalog

Upon approval from Iowa, the following statement will be added to the Student Assistance & Grievance Procedure section:

- To file a complaint, the student may contact the Iowa College Student Aid Commission, Postsecondary Approval & Registration Administrator, 430 East Grand Avenue, 3rd Floor, Des Moines, IA 50309. Telephone Number: 515-725-3470.

ACADEMIC ADJUSTMENTS GRIEVANCE PROCEDURE

The University of Northwestern Ohio has adopted an internal grievance procedure providing prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA). Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of or be subjected to discrimination in programs or activities sponsored by a public entity."

Complaints should be addressed to 504 Officer, University of Northwestern Ohio, 419-998-3157, who has been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it and briefly describe the alleged violation of the regulations.

2. A complaint should be filed within 10 days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination, which occurred before this grievance procedure was in place, will be considered on a case-by-case basis.)

3. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by Cheryl Mueller, Ph.D., Vice President for Academic Affairs/Provost. These rules contemplate informal, but thorough, investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by Cheryl Mueller, Ph.D., Vice President for Academic Affairs/Provost, and a copy forwarded to the complainant no later than 30 days after its filing.

5. The ADA Coordinator shall maintain the files and records of the University of Northwestern Ohio relating to the complaints filed.

6. Complainants can request a reconsideration of the case in instances where they are dissatisfied with the resolution. The request for reconsideration should be made within 10 days to President Jeffrey Jarvis.

7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department of agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that the University of Northwestern Ohio complies with the ADA and implementing regulations.

STUDENT ASSISTANCE AND GRIEVANCE PROCEDURE

The staff at the University of Northwestern Ohio is committed to helping students adjust to the challenges of university life. This adjustment is sometimes difficult and, therefore, problems arise. The following procedures should be followed when help is needed.

Academic

Students are always advised to talk with their instructors if they are having problems in class or with a grade. If the problem is with the instructor, students should contact the Dean in the Colleges of Business, Health Professions, and Occupational Professions or the Dean in the College of Applied Technologies. Students may appeal (in writing) the Deans' decisions to the Vice President for Academic Affairs/Provost.

Student Services

All problems dealing with Student Services should be directed to the department heads. If special assistance is needed, a Counselor is available.

State of Tennessee Students

Complaints should be directed toward:
University of Northwestern Ohio
Dr. Cheryl Mueller, Vice President for Academic Affairs/Provost
1441 North Cable Road
Lima, OH 45805
419-227-3141

If a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37243-0830. Telephone Number: 615-741-5293

If applicable, provide a copy of a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.

Please see Appendix 8 for the Certificate of Authority for the State of Ohio and from the Iowa Secretary of State.

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.

Please see Appendix 9 for the cohort default letters.

Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization.

The average debt upon graduation at the University of Northwestern Ohio is $15,250.

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.

Institution: University of Northwestern Ohio (204486) User ID: P2044862

Summary

2012 IPEDS Graduation Rate Component Data Summary

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the ExPT and sent to your institution's CEO in November 2013.

Please review your data for accuracy. If you have questions about the data displayed below after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568 or ipedshelp@rti.org.

Overall Graduation Rate	
Graduation Rate	62%
Total number of students in the Adjusted Cohort	1,195
Total number of completers within 150% of normal time	740

Overall Transfer-out Rate	
Transfer-out Rate	3%
Total number of students in the Adjusted Cohort	1,195
Total number of transfers-out within 150% of normal time	39

Graduation Rate for students pursuing Bachelor's Degrees	
Graduation Rate for Bachelor's Cohort	30%
Total number of students in the Adjusted Cohort	53
Total number of bachelor's degree completers within 150% of normal time	16

SIGNATURE

Applicant School Chief Executive Officer

Jeffrey A. Jarvis	President
Name	Title
	10/31/13
Signature	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.

A registration fee of $2,000 is due and payable to the State of Iowa upon registration approval.