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.

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*** *t*o 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

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
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

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
603 East 12th Street, FL 5th
Des Moines, IA 50319

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))]

Name of School: University of Sioux Falls
Suite: _____
Street: 1101 W 22nd Street
City: Sioux Falls
State: SD
Zip: 57105
Country: U.S.A
Telephone Number (including country or area code): 605 331-5000

Type of corporation:

☐ For-profit
☒ Non-profit

Address of this school in all in other states, and in foreign countries:

Suite	Street	City	State	Zip	Country	Telephone
	1101 W 22nd St	Sioux Falls	SD	57104	USA	605 331-5000

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

Suite	Street	City	State	Zip	Country	Telephone
		Location TBD				
		Notification within				
		90 days when				
		a clinical site is				
		determined.				

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

Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Total
B.A. in Management	$310/s.h.	$40 per term	$225 per term		
RN to B.S. in Nursing	$310/s.h.	$40 per term	$225 per term		

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.

See refund policy attached: document is named Refund Policy, and it is Attachment A.

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

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

B.A. in Management
B.S. in Nursing

Offered outside of Iowa

B.A., B.S., M.A., M.Ed., MBA, Specialist Degree in Education

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

Name: Dr. Brett Bradfield, Acting President
Suite:

Street: 1101 W 22nd Street
City: Sioux Falls
State: SD
Zip: 57105
Country: USA
Telephone Number (including country or area code): 605 331-5000

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:

The course number, name of the course, and course description, as well as the instructor for the course are all included on the course information, available to the student on the My.USF learning management system upon registration. Tuition charges are made available to the student on the Student Accounts tab of My.USF. All tuition and fees are included. The refund policy is published on the Usiouxfalls.edu website and is available to everyone. The policy is attached to this application (Attachment A)
Semester hour credits are awarded after completion of a course, and the courses are applicable toward a degree program granted by the University of Sioux Falls.
The University of Sioux Falls is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

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

Name: University of Sioux Falls is registered
Suite: in the State of South Dakota, NS000055,
Street: effective June 8, 1931, with
City: Mark Benedetto as the registered agent. (Attachment D)
State: We believe that with the physical proximity
Zip: it is not necessary to file with the
Country: Iowa Secretary of State.

Telephone Number (including country or area code): (605) 331-5000.

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

Officer Number 1

Name: Dr. Paula O'Neill-Weedon, Chair -- Board of Trustees
Suite:
Street: 106 Duck Creek Lane
City: Georgetown
State: TX
Zip: 78633
Country: U.S.A
Telephone No. (including country or area code): (512) 943-4035

For officers 2 or more, add pages as needed:

Owner Number 2

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

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.**

Accrediting agency 1

Name: The Higher Learning Commission of the North Central Association
Suite: 7-500
Street: 230 South LaSalle Street
City: Chicago
State: IL
Zip: 60604-1411
Country: USA
Telephone Number (including country or area code): (800) 621-7440
Contact Person:

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

Accrediting Agency 2

Name: Commission on Collegiate Nursing Education
Suite: Suite 530
Street: One Dupont Circle, NW
City: Washington
State: DC
Zip: 20036
Country: USA
Telephone Number (including country or area code): (202) 887-6791
Contact Person: Victoria Mansfield

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

Accrediting Agency 3

Name: International Assembly for Collegiate Business Education
Suite:
Street: 11374 Strang Line Road
City: Lenexa
State: KS
Zip: 66215
Country: USA
Telephone No. (including country or area code): (913) 631-3009
Contact Person: Dr. Dennis Gash

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

Accrediting Agency 4+

Respond on a separate page:

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

USF maintains original hard copy transcripts on all students from the inception of the University until 1996. the transcripts are maintained in fire-proof filing cabinets. From 1996 to present, the transcripts are maintained electronically, and are backed up redundantly by the IT department. A project to scan all paper copies of transcripts from 1950 - 1996 is in process. For non-permanent educational documents we follow the guidelines of AACRAO (American Association of Collegiate Registrars and Admissions Officers) for retention of non-academic record documents within the student's academic file. The file is retained for at least five years after the student has graduated or left the University.

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

Name: Registrar - University of Sioux Falls
Suite:
Street: 1101 W 22nd Street
City: Sioux Falls
State: SD
Zip: 57105
Country: USA
Telephone Number. (including country or area code): (605) 331-6650

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
SD	Secretary of State	500 East Capital Ave	Jason Gant	(605) 773-6580
		Pierre, SD 57501		

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))]

The university has approved two fully online programs, which are delivered via the internet. For the RN to BSN program, there is a clinical component, described in the Nursing Preceptor Resource Book (Attachment B). The preceptor roles and responsibilities, student outcomes, and evaluation forms are included in the attachment.

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.

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.

Do you:

Enroll students in Iowa? ☐ Yes ☒ No

Employ Iowa faculty? ☐ Yes ☒ 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.

Distance delivery programs, when authorized by the State of Iowa, will be available to students from Iowa. The online program leading to a degree in management, and the RN-BSN program in the School of Nursing may be attractive to students who live and work in Iowa. Because of the proximity of the University of Sioux Falls to northwestern Iowa, it may also be conceivable that a faculty member who lives in Iowa may be employed by the University on an adjunct basis; however, the University has no plans to establish a physical presence in Iowa. The clinical placement required by the RN-BSN program will involve supervision by a preceptor, who will likely be an Iowa resident. Details are provided in the Capstone Preceptor Resource book (Attachment B) and NUR 424, Public Health Nursing syllabus (Attachment E.) The University will notify within 90 days as required.

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

Name: none

Suite:

Street:

City:

State:

Zip:

Country:

Telephone Number (including country or area code):

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

Attached 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.

The Consolidated Financial Statements from June 30, 2012 and 2011 are included. (Attachment C)

The independent auditor's report from Eide Bailly, LLP, appears on the first page of the attachment.

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

The Mears Library collections and services are fully accessible online from www.usiouxfalls.edu. Students use the same user name and password as they use to access their online coursework. Academic and career support services are available to all students whether they are residential or distance education students. The Assessment Plan for the School of Nursing (Attachment F) addresses the academic support services on p. 7. It also provides information about formal complaints by students (p. 5)

The Academic Success Network is available on the USF home page (www.usiouxfalls.edu) and displays all of the learning support and personal support services available to all students.

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

The Assessment Plan for the School of Nursing (Attachment F) provides evidence that the curriculum is developed and evaluated by qualified faculty. Faculty qualifications and faculty development policies are listed on p. 9. Preceptor qualifications are also listed on p. 9. Follow-up studies for the assessment of program quality are outlined on p. 18.

The Vucurich School of Business meets all professional accreditation standards of the IACBE with regard to general faculty governance structures within the university, as well as curriculum development, faculty development, and the assessment of the program outcomes.

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 application addresses an online delivery program, so no physical location is needed.

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.

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.

The Degree Completion Program of the Vucurevich School of Business
LuAnn Grossman, Director LuAnn.Grossman@usiouxfalls.edu
1101 W 22nd Street, Sioux Falls, SD 57103
Phone: (605) 331-6735

RN to BSN Program of the School of Nursing
Jessica Cherenegar, Director Jessica.Cherenegar@usiouxfalls.edu
1101 W 22nd Street, Sioux Falls, SD 57103
Phone: (605) 331-6671

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.

Guidelines for student grievances, complaints, and appeals are found in the Student Handbook, which is published in its entirety on the USF web page. An abbreviated summary is published in the front pages of the Student Handbook/planner, which is distributed to all students annually.

Student complaint procedures are also included in the Assessment Plan for the School of Nursing, p. 5 of Attachment F.

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

The Certificate of Authority for the State of South Dakota is attached. (Attachment D)

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.

University of Sioux Falls Cohort Default Rates:

2011 5.4%
2010 5.0%
2009 3.4%

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

The average debt for undergraduates is reported by the University of Sioux Falls as part of the IPEDS data annually to the U.S. Department of Education. The latest reported average debt was $18,660.

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.

The data reported to the U.S. Department of Education National Center for Education Statistics was as follows:
2005 cohort graduation rate = 59%

SIGNATURE

Applicant School Chief Executive Officer

Brett Bradfield	Acting President/Provost
Name	Title
Brett Bradfield	February 1, 2013
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.

Iowa College Student Aid Commission

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

Exemption Claim for
Postsecondary (261B) School Registration

Iowa Code § 261B.11 provides eleven exemptions from the Postsecondary School registration requirements of Chapter 261B. Filing of an exemption places the school on record as asserting an exemption from registration. Exemption claims must be approved by the Commission before becoming effective. A school which falsely or erroneously claims an exemption remains subject to the enforcement authority of Chapter 261B.

Submit a paper document and an electronic copy pdf format on a CD.
Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the address shown below.
Applications are to be sent to:

Postsecondary Approval and Registration Administrator
Iowa College Student Aid Commission
603 East 12th Street, FL 5th
Des Moines, IA 50319

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..

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 Sioux Falls
Suite: _____
Street: 1101 W 22nd Street
City: Sioux Falls
State: SD
Zip: 57105
Country: U.S.A.
Telephone Number (including country or area code): (605) 331-5000

Type of corporation:

☐ For-profit
☒ Non-profit

Address of this school in all in other states, and in foreign countries,

Suite	Street	City	State	Zip	Country	Telephone
		none				

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

Suite	Street	City	State	Zip	Country	Telephone
		clinical site TBD				
		notified within 90 days				

Degrees granted by the school

Offered in Iowa

Offered outside of Iowa

Online distance education that may enroll students from Iowa include RN to BSN program by the School of Nursing and a Degree Completion program in Management offered by the Vucurevich School of Business from the University of Sioux Falls

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

Name: Brett Bradfield, Acting President
Suite:
Street: 1101 W 22nd Street
City: Sioux Falls
State: SD
Zip: 57105
Country: U.S.A.
Telephone Number (including country or area code): (605) 331-5000

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

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

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

Name: Registrar, University of Sioux Falls
Suite:_____
Street: 1101 W 22nd Street
City: Sioux Falls
State: SD
Zip: 57105
Country: U.S.A
Telephone Number (including country or area code): (605) 331-6650.

Indicate which of the following exemptions is/are claimed.

- [x] 1. Schools and educational programs conducted by firms, corporations, or persons for the training of their own employees.
- [ ] 2. Apprentice or other training programs provided by labor unions to members or applicants for membership.
- [ ] 3. Courses of instruction of a vocational or recreational nature that do not lead to an occupational objective.
- [x] 4. Seminars, refresher courses, and programs of instruction sponsored by professional, business, or farming organizations or associations for the members and employees of members of these organizations or associations.
- [ ] 5. Courses of instruction conducted by a public school district or a combination of public school districts.
- [ ] 6. Colleges and universities authorized by the laws of Iowa to grant degrees.
- [ ] 7. Schools or courses of instruction or courses of training that are offered by a vendor to the purchaser or prospective purchaser of the vendor's product when the objective of the school or course is to enable the purchaser or the purchaser's employees to gain skills and knowledge to enable the purchaser to use the product.
- [ ] 8. Schools and educational programs conducted by religious organizations solely for the religious instruction of leadership practitioners of that religious organization.
- [ ] 9. Postsecondary educational institutions licensed by the state of Iowa to conduct business in the state.
- [ ] 10. Accredited higher education institutions that meet the criteria established under section 261.92, subsection 1.
  The cited section provides:
  1. "Accredited higher education institution" means a public institution of higher learning located in Iowa which is accredited by the north central association of colleges and secondary schools accrediting agency based on

their requirements as of April 1, 1969, or an institution of higher learning located in Iowa which is operated privately and not controlled or administered by any state agency or any subdivision of the state, and which meets the following requirements:

a. Is accredited by the north central association of colleges and secondary schools accrediting agency based on their requirements as of April 1, 1969, and,

b. Promotes equal opportunity and affirmative action efforts in the recruitment, appointment, assignment, and advancement of personnel at the institution. In carrying out this responsibility the institution shall do all of the following:

(1) Designate a position as the affirmative action coordinator.
(2) Adopt affirmative action standards.
(3) Gather data necessary to maintain an ongoing assessment of affirmative action efforts.
(4) Monitor accomplishments with respect to affirmative action remedies identified in affirmative action plans.
(5) Conduct studies of pre-employment and post-employment processes in order to evaluate employment practices and develop improved methods of dealing with all employment issues related to equal employment opportunity and affirmative action.
(6) Establish an equal employment committee to assist in addressing affirmative action needs, including recruitment.

(7) Address equal opportunity and affirmative action training needs by doing all of the following:

(a) Providing appropriate training for managers and supervisors.
(b) Insuring that training is available for all staff members whose duties relate to personnel administration.
(c) Investigating means for training in the area of career development.

(8) Require development of equal employment opportunity reports, including the initiation of the processes necessary for the completion of the annual EEO-6 reports required by the federal equal employment opportunity commission.

(9) Address equal opportunity and affirmative action policies with respect to employee benefits and leaves of absence.

(10) File annual reports with the college student aid commission of activities under this paragraph.

☐ 11. Postsecondary educational institutions offering programs limited to nondegree specialty vocational training programs.

☐ 12. Not-for-profit colleges and universities established and authorized by city ordinance to grant degrees. To claim an exemption, the school must indicate which of the claimed exemptions applies to the school, and describe the course and the facts which establish the appropriateness of the exemption.

Explain in detail why the institution qualifies for the indicated exemption(s). Note the Commission will make a determination, based on this information.

The University of Sioux Falls is authorized to offer two fully online educational programs. One of the programs is an opportunity for practicing RN's to achieve a Baccalaureate degree. The other program is an opportunity for the completion of a degree program, aimed at adults who want to maintain their current employment while finishing their baccalaureate degree in business.

SIGNATURE

Applicant School Chief Executive Officer

Brett Bradfield	Acting President/Provost
Name	Title
	Febrary 1, 2013
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.

If the claimed exemption becomes inapplicable, the school must immediately

apply for registration with the State of Iowa or cease offering the course(s) of instruction.