

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. Attachments must be tabbed and clearly marked on both the paper and pdf documents.

(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: Post University, Inc.
Suite:
Street: 800 Country Club Road
City: Waterbury State: CT Zip: 06723
Country: USA
Telephone Number (including country or area code): 203.596.4652

Type of school:

- For-profit
- Non-profit
- Public

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

This location is an **administrative office only** and students do not have contact with this location.

Suite	Street	City	State	Zip	Country	Telephone
1001	1628 JFK Blvd.	Philadelphia	PA	19103	USA	203.591.5053

Address of all locations in Iowa where instruction is to be provided: **N/A. Online Program Only.**

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

Program to be Offered in Iowa	Current Tuition	Fees	Approximate Costs of Books and Supplies	Other	Total
A.S. in Accounting	\$33,000		\$3,000		\$36,000
A.S. in Criminal Justice	\$33,000		\$3,000		\$36,000
A.S. in Early Childhood Education	\$29,400		\$3,000		\$32,400
A.S. in Legal Studies	\$33,000		\$3,000		\$36,000
A.S. in Management	\$33,000		\$3,000		\$36,000
A.S. in Marketing	\$33,000		\$3,000		\$36,000
B.S. in Child Studies	\$58,800		\$6,000		\$64,800
B.S. in Computer Info Systems	\$66,000		\$6,000		\$72,000
B.S. in Accounting	\$66,000		\$6,000		\$72,000
B.S. in Business Admin.	\$66,000		\$6,000		\$72,000
B.S. in Criminal Justice	\$66,000		\$6,000		\$72,000
B.S. in Finance	\$66,000		\$6,000		\$72,000
B.S. in Human Services	\$66,000		\$6,000		\$72,000
B.S. in International Business Administration	\$66,000		\$6,000		\$72,000
B.S. in Legal Studies	\$66,000		\$6,000		\$72,000
B.S. in Management	\$66,000		\$6,000		\$72,000
B.S. in Marketing	\$66,000		\$6,000		\$72,000
B.A. in Psychology	\$66,000		\$6,000		\$72,000
B.S. in Sport Management	\$66,000		\$6,000		\$72,000
M.S. in Human Services	\$20,350		\$1,800		\$22,150
MBA Degree	\$31,950		\$2,250		\$34,200
Healthcare MBA	\$34,080		\$2,250		\$36,330
M.S. in Accounting	\$18,750		\$1,500		\$20,250
Master of Education	\$18,150		\$1,650		\$19,800
Master of Public Administration	\$20,350		\$1,800		\$22,150
Grad. Cert. Corporate Innovation*	\$8,520		\$600		\$9,120
Grad. Cert. Alcohol & Drug Abuse	\$6,000		\$750		\$6,750
Grad. Cert. Entrepreneurship	\$8,520		\$600		\$9,120
Graduate Cert. Finance	\$8,520		\$600		\$9,120
Grad. Cert. Higher Ed. Administration	\$6,000		\$600		\$6,600
Grad. Cert. Leadership	\$8,520		\$600		\$9,120
Grad. Cert. Marketing	\$8,520		\$600		\$9,120
Grad. Cert. Online Teaching	\$6,000		\$600		\$6,600
Grad. Cert. Performance Management	\$8,520		\$600		\$9,120
Grad. Cert. Prof. Counseling	\$6,000		\$600		\$6,600
Grad. Cert. Project Management	\$8,520		\$600		\$9,120
Certificate in Accounting	\$19,800		\$1,800		\$21,600
Finance Certificate	\$16,500		\$1,500		\$18,000
Forensic Accounting Cert.	\$9,900		\$900		\$10,800
Game Design & Animation Cert.	\$13,200		\$1,500		\$14,700
H.R. Management Cert.	\$9,900		\$1,125		\$11,025

Legal Nurse Consulting Cert.	\$16,500		\$1,500		\$18,000
Paralegal Certificate	\$16,500		\$1,500		\$18,000

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.

The return policy can be found in the 2013-2014 University Catalog on pg. 35

Post University's refund policy is as follows:

To drop or withdraw from an online course, you must send an e-mail to online@post.edu. No other form of communication will be accepted for drops or withdrawals. Tuition refunds will be made according to the following schedule:

- 100% of tuition will be credited for online courses if notice of the drop is received by Friday 5 p.m. EST prior to the beginning of classes.
- \$150.00 per course will be charged for online courses if notice of the drop is received by 5 p.m. EST of the first Friday of the module.
- No tuition refunds will be granted for withdrawals after 5 p.m. EST of the first Friday of the module.

Degrees granted by the school [(261B.4 (5))] Offered in Iowa [(261B.4(11))]

The following degrees are granted to residents of Iowa through online programs:

- M.S.
- MBA
- MPA
- M.Ed.
- B.A.
- B.S.
- A.S.

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

Name: Thomas Samph, Ph.D.
 Suite: _____
 Street: 800 Country Club Road
 City: Waterbury
 State: CT
 Zip: 06723
 Country: USA
 Telephone Number (including country or area code): 203.596.4652

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:

Post University intends to comply with 261B.9 Disclosure to Students. Post University will add the disclosure to an already existing Welcome Email that is sent to students prior to commencement of courses. This Welcome Email will be specifically tailored to Iowa residents and a copy can be seen under **Appendix A**.

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: National Corporate Research, Ltd.
Suite: 222 Street: 604 Locust Street City: Des Moines State: Iowa Zip: 50309
Country: USA Telephone Number (including country or area code):

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

Please see **Appendix B**: Legal Governing Body and Officers of Post University, Inc.

Officer Number 1

Name: _____
Suite: _____
Street: _____
City: _____
State: _____
Zip: _____
Country: _____
Telephone No. (including country or area code): _____

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.**

Please see **Appendix C** for copies of accreditation certificates. Post University does not have a physical location in Iowa.

Accrediting agency 1

Name: NEASC: New England Association of Schools and Colleges
Suite: 100
Street: 3 Burlington Woods Dr
City: Burlington State: MA
Zip: 01803
Country: USA
Telephone Number (including country or area code): 855.886.3272
Contact Person: _____

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

Accrediting Agency 2

Name: Connecticut Office of Higher Education
Suite: _____
Street: 61 Woodland St.
City: Hartford
State: CT
Zip: 06105
Country: USA
Telephone Number (including country or area code): 860.947.1800
Contact Person: _____

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

Accrediting Agency 3

Name: ACBSP: Accrediting Council for Business Schools
Suite: _____
Street: 11520 W 119th Street
City: Overland Park
State: Kansas
Zip: 66213
Country: USA
Telephone No. (including country or area code): _____
Contact Person: _____

Is this agency recognized by the U. S. Department of Education? [X] Yes []

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

Post permanently preserves all student records in the Registrar's office at 800 Country Club Road Waterbury, CT 06723. Student records are never destroyed and kept in accordance with the Family Education Rights and Privacy Act and the guidelines of the American Association of Collegiate Registrars and Admissions Officers.

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

Name: Keith Gauvin

Suite:

Street: 800 Country Club Road City: Waterbury State: CT

Zip: 06723 Country: USA

Telephone Number (Including country or area code): 203.596.4612

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

Post University does not have physical locations located in any State other than CT. Post University is currently working towards obtaining State Authorization where required.

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))]

Post University's online degree programs have a clearly defined support structure that has both designated staffing and support, as well as shared resources with the main campus. Post University has made significant investments over the past years to improve technology, curriculum and delivery of online distance education.

Post has significantly improved our own Blackboard licensing agreement, which is our learning management system, online student portal and online system server. The University receives a guaranteed 99.7 percent uptime for our learning management system (we have received uptimes better than the 99.7 percent standard), regular upgrades in software improvements and security, responsive service to technology issues, and greater access and control for delivering, managing, and reporting on the University's online courses.

Post University provides a highly interactive online learning environment for its students, which has been a feature of the online programs since their inception. Threaded discussions and group work have fostered learning in a community. Our faculty is committed to having online students feel connected to the University and to each other within each course. Class

discussions serve as a focal point of contact and academic discussion for faculty and students. Advisors communicate with students regularly through the online portal, email, and phone calls. Both faculty and staff have made personal commitments to keeping our online students engaged and feeling connected to the University.

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.

Post University does not require any other agency in Iowa for approval to operate within the State.

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

***Post University only employs faculty for distance education purposes and does not have faculty at a physical location in Iowa.**

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.

Post University actively recruits students across the nation using interactive media. Post University does not enroll students using any traditional media outlets within the State of Iowa.

Post University has faculty currently in Iowa that teach courses from their home and not at a physical location. Post University does not actively recruit faculty in Iowa, but will employ the best candidate for an open position.

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

Please see **Appendix D** for the resumes of the Associate Faculty currently employed.

Name: Kara Kehe

Title: Associate Faculty

Suite: _____
Street: 1508 Meadow View Lane
City: Waverly State: Iowa Zip: 50677
Country: USA Telephone Number (including country or area code): 319.290.4693 _____
* Resumes may be provided as attachments

Name: Muhammad A. Rahman
Title: Associate Faculty
Suite: _____
Street: 6319 Hickman Road #24
City: Des Moines State: IA Zip: 50322
Country: USA Telephone Number (including country or area code): 515.276.2843 _____
* Resumes may be provided as attachments

Name: Prakash G. Menon
Title: Associate Faculty
Suite: _____
Street: 101 Graywick Way
City: Cary State: NC Zip: 27513
Country: USA Telephone Number (including country or area code): 919.465.2205 _____
* 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) Yes No

Please see the attached link to the disclosure which states the Iowa Commission contact information.
<http://www.post.edu/downloads/StateByStateDirectory.pdf>

Will your school comply with the requirements of *Iowa Code* section 261.9(1)"e" to "h"?
(See the *Iowa Code* for details.) Yes No

Please see **Appendix E** for examples on how our University meets Iowa Code section 261.9(1) e to h.

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.

Please see **Appendix F** for a copy of Post University's most recent financial statements.

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 Traurig Library and University Learning Center is located on our Main Campus, in Waterbury, CT. The library is in the process of transitioning into a primarily digital library. Materials are classified and organized using the Library of Congress and are arranged on the shelves by author, title and subject for efficient retrieval.

Post University meets the information needs of online students by offering instruction and use of the online library resources. An Online student may call or email a librarian, who will respond and

assist with any questions. Student’s calls and emails will be answered during library hours. When a librarian is not available to assist students, they are directed to use any of our databases which have online tutorials.

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

All of our online courses are developed and taught from a common set of Master Course Alignment Documents (MCADs), which are developed by faculty and approved through the University Senate. The MCAD is the document on which the syllabi for all modalities (day, hybrid and online) in a course is based, and acts to unify the instruction and course design across these modalities. The MCAD contains a course description, required textbook(s), mandatory course content and assignments, course outcomes and designated assignment for use in assessments of each course outcome, and the application of the course to the University’s General Education Outcomes and the Program’s Student Learning Outcomes. All online courses must be designed to meet the outcomes as outlined in the MCAD.

Online courses provide students with outcomes for the overall course as well as specific objectives for each course week (unit). During course development an instructional designer from our Instructional Design Department works with an APM, and possibly a subject matter expert, to develop course instruction and assignments to best meet established course outcomes. Grading rubrics are used for all assignments. The course curriculums are the same for main campus and online students. Instructors teach both on ground and online courses, allowing distance education students to benefit from the same level of academic instruction and support as a student taking courses on main campus. The entire Post community is committed to the delivery of quality online degree programs that meet the high expectations we have for campus- or site-based programs.

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.

N/A. Post University does not have a physical location in the state of 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.

Statement may be in an attached document.

Please see **Appendix G**

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.

Address	Telephone Number	Type of Location
800 Country Club Road, Waterbury, CT 06723	203.596.4652	Site Based
1628 JFK Blvd. Suite 1001, Philadelphia, PA 19103	203.591.5053	Administrative Office

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.

Please see **Appendix H**

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 I** for a current Certificate of Authority in the applicant's home state and 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.

The 2- year cohort default rate is 10.1%

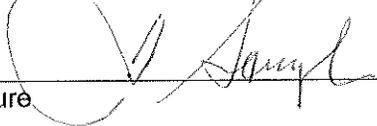
Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization. Provide the U. S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U. S. Department of Education National Center for Education Statistics.

- The Graduation Rates component of the IPEDS survey collects data on the cohort of first-time, full-time, degree/certificate-seeking undergraduates and tracks them for 150% of the normal time of their program to see how many complete. This information is collected as part of the Student-Right-to-Know Act.
 - **Overall Graduation Rate**
 - Graduation Rate: 25%
 - Total number of students in the Adjusted Cohort: 215
 - Total number of completers within 150% of normal time: 53
 - **Graduation Rate for students pursuing Bachelor's Degrees**
 - Graduation Rate for Bachelor's Cohort: 25%
 - Total number of students in the Adjusted Cohort: 215
 - Total number of bachelor's degree completers within 150% of normal time: 53

SIGNATURE

Applicant School Chief Executive Officer

Name Thomas Sampel Title Chief Executive Officer

Signature  Date 1-7-14

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.

APPENDIX A: IOWA DISCLOSURE

Post University
800 Country Club Road
Waterbury, CT 06723
1-800-345-2562
www.post.edu



INTENT TO ENROLL FORM

Full Name:

Complete Mailing Address:

Date of Birth:

Best Phone number to reach you:

Best Time of day to contact:

Email:

I intend to enroll in Post University's Program in the following course(s):

COURSE #:XXXXXXXX

COURSE TITLE:

XXXXXXXX

For the module beginning on: **XXXX, 2013**

Course Description: EDU505 Future of Education - 3 credits

This course explores technological, economic, demographic, and social trends and their implications for the future of education. As the foundation course for the M.Ed. program, students will develop their digital literacy skills, by creating an online Personal Learning Environment, and strengthen their graduate level writing skills through weekly discussions and a series of mini-projects, which culminate in a final Vision for the Future. Students will post their project to their PLE, as a first step toward creating their online learning community and professional portfolio. Note: Transfer credit will not be accepted for this course.

Tuition Cost for above class (es): \$550.00 per credit

Please check the appropriate box below:

I will be matriculated and pursuing a Degree in: Master of Education- Teaching & Learning.

I will be a Non-Matriculated student. I intend to take fewer than 6 credit hours (2 classes) and will not be a degree seeking (matriculated) student at Post University.

I understand that I must complete an Application or a Non-Matriculation form to complete my enrollment process.

I understand that Post University's Online Master of Education is not a teacher licensure program.

I will ensure that all required Proof of High School Graduation/G.E.D. and Transcripts are submitted to my Admission Counselor/Representative. If applicable, I will need to submit a request for my Official Transcript Request Forms for my previous College(s).

I will consult a Tuition Planner to complete my Tuition Payment Plan. I understand I may utilize a variety of resources to cover the cost of attendance and agree to work with a tuition planner to confirm a plan for me to pay those costs.

I understand that it is my responsibility to order my books once I receive my Post University Logon and Password through the Post University Online Book Portal.

I will complete my FREE Orientation Course prior to the start of the module.

I further understand that I may withdraw from my course(s) before 5:00pm on the Friday before the start of the module with no penalty by contacting my Admissions Representative. Below is the withdrawal schedule after the start of classes:

<u>Drop/Withdrawal</u>		<u>Refund Percent</u>
0-6	Days after Course Start Date	100%
7-13	Days after Course Start Date	50%
14	Days after Course Start Date	0%

I have read and understand the intent to enroll form.


SIGNATURE


DATE

Post University is accredited by the New England Association of Schools and Colleges, Inc. (NEASC) through its Commission on Institutions of Higher Education (CIHE). Accreditation of an institution of higher education by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process.

APPENDIX B

MEMBERS OF THE GOVERNING BOARD, DIRECTORS, OWNERS, CENTRAL ADMINISTRATORS, and TRUSTEES OF THE INSTITUTION

Governing Board of Post University, Inc

Date Appointed 2004

Address: 800 Country Club Road Waterbury, CT 06723

1. O. Alton Barron, MD, Chairman, Post University Orthopedic Surgeon, St. Luke's-Roosevelt Hospital, New York, NY
2. Mark E. Jennings, Managing Partner, Generation Partners Management, LLC
3. Andrew Hertzmark, Managing Partner, Generation Partners Management, LLC
4. Bradley Palmer, Managing Director, Palm Ventures
5. Margaret Honey, Ph.D., Senior Vice President for Strategic Initiatives and Research Generation
6. Selim G. Noujaim, Executive Vice President, Noujaim Tool Company, Inc., State of Connecticut, House of Representatives, 74th District
7. Takashi Yamanaka, Administrator, Teikyo Education Foundation
8. Connia Nelson, Vice President of HR Operations Compensation and Support, Verizon
9. Thomas Samph, Ph.D., CEO, Post University, Inc.

Owner of Post University, Inc. Post Education, Inc.

Board of Post Education, Inc. appointed 2004

Address: 800 Country Club Road Waterbury, CT 06723

1. Andrew P. Hertzmark, Managing Partner, Generation Partners Management, LLC, and Chairman and CEO, Officer, Post Education, Inc.
2. Mark E. Jennings, Managing Partner, Generation Partners Management, LLC Director, Post Education, Inc.
3. Louis Marino, Senior Vice President, Generation Partners Management, LLC, and Officer, Secretary, Post Education, Inc.
4. Bradley Palmer, Managing Director, Palm Ventures and Director, Post Education, Inc.

Central Administrative Officers of Post University, Inc.

Appointed 2004

Address: 800 Country Club Road Waterbury, CT 06723

1. Thomas Samph, Ph.D., CEO
2. Don Mroz, Ph.D., Officer and President
*Appointed 2013
3. Scott Allen, Chief Administrative Officer
4. Rick Volk, Chief Financial Office
*Appointed 2013

APPENDIX C

ACCREDITATION



STATE OF CONNECTICUT
Office of Financial and Academic Affairs
For Higher Education

To: Chief Academic Officers, Independent Colleges and Universities

From: Patricia Santoro, Director of Academic Affairs *Patricia Santoro*

Subject: Verification of the Inventory of Approved Academic Programs and Reconciliation of Inventory for Certification of Veterans' Programs

Date: February 15, 2012

The Office of Financial and Academic Affairs for Higher Education maintains an inventory of approved academic programs offered by the independent colleges and universities in Connecticut. Those listings are available to the general public through the Office's web site and provide the most accurate up-to-date information about programs of study in our state.

The material on the Inventory of Approved Academic programs is an important resource and is used to convey educational information to a broad range of constituencies, both in Connecticut and across the country. Additionally, in order for veterans to receive their earned educational benefits, they must be enrolled in a program that is accredited by the State Board of Education, as amended under Public Act 11 – 48. A Veteran can only enroll in a program that is accredited, pursuant to Title 38 of the Code of Federal Regulation. The listing of Veteran's programs is linked to the Inventory of Approved Academic Programs, and thus inconsistencies will result in a veteran's disapproval for educational benefits.

Enclosed is a copy of the Office's Inventory of Approved Academic programs for your institution. Please check this listing to be sure that the Office's Inventory is consistent with your records, including the accuracy of each program name and the correct abbreviation of the corresponding degree. Please also inform the Office of any program terminations and programs that are being phased out at your institution.

Please review and write any corrections that need to be made to the Inventory listing or indicate that there are no changes on the document. The reconciliation of the inventory is due to the Office of Financial and Academic Affairs for Higher Education by **April 1, 2012**. Thank you very much for your assistance.

Enclosure

cc: Executive Director Jane A. Ciarleglio

Division of Academic Affairs

Approved Academic Programs by Institution and Degree Level

Post University (001401)

Facility/Institution Authorization Expires: 12/31/2015

DHE Number	Cip Code	Cip 2000	Program Name	Degree Type	Accreditation Date	Program Status
15563	520101	520101	Coaching & Mentoring	C1	02/17/2010	Offered Program
15564	520101	520101	Coaching & Mentoring, Online	C1	02/17/2010	Offered Program
15565	520101	520101	Performance Management	C1	02/17/2010	Offered Program
15566	520101	520101	Performance Management, Online	C1	02/17/2010	Offered Program
Degree Level Program Total:			4			
10621	521201	521201	Computer Information Skills	C2	07/10/2002	Offered Program
14164	521201	521201	Computer Information Skills, Online	C2		Offered Program
10622	190708	190708	Early Childhood Educ Admin	C2	07/10/2002	Offered Program
11088	190708	190799	Early Childhood Educ Admin On-line	C2	12/18/2002	Offered Program
02867	190708	190708	Early Childhood Education	C2	11/03/1994	Offered Program
10692	190709	190709	Early Childhood Education On-line	C2	12/18/2002	Offered Program
11268	010507	010507	Equine Law	C2	12/24/2002	Offered Program
15593	010507	010507	Equine Veterinary Assistant	C2	03/17/2010	Offered Program
10595	520801	520801	Finance	C2	06/05/2002	Offered Program
13666	520801	520801	Finance, Online	C2	06/18/2004	Offered Program
15590	520301	520301	Forensic Accounting	C2	03/17/2010	Offered Program
15591	520301	520301	Forensic Accounting, Online	C2	03/17/2010	Offered Program
15594	521201	521201	Gaming and Animation	C2	03/17/2010	Offered Program
15595	521201	521201	Gaming and Animation, Online	C2	03/17/2010	Offered Program
10624	521001	521001	Human Resource Management	C2	07/10/2002	Offered Program
14205	521001	521001	Human Resources Management, Online	C2	12/30/2005	Offered Program
14206	220399	220399	Legal Nurse Consulting Certificate, Online	C2	12/13/2005	Offered Program
13260	220399	220399	Legal Nurse Consulting Certificate	C2	10/29/2003	Offered Program
15429	520201	520201	Management Studies	C2	09/18/2009	Offered Program
15569	521401	520201	Marketing	C2	02/17/2010	Offered Program
15430	521401	521899	Marketing and Sales Management	C2	09/18/2009	Offered Program
15570	521401	520201	Marketing, Online	C2	02/17/2010	Offered Program
02626	220302	220302	Paralegal	C2	07/17/1990	Offered Program
10694	220302	220302	Paralegal On-Line	C2	12/18/2002	Offered Program
15567	520201	520201	Performance Management	C2	02/17/2010	Offered Program
15568	520201	520201	Performance Management, Online	C2	02/17/2010	Offered Program
Degree Level Program Total:			26			
00481	520301	520302	Accounting	AS	04/09/1969	Accredited Program
13468	520301	520301	Accounting, On-line	AS	11/17/2004	Accredited Program
16918	430104		Criminal Justice	AS		Licensed Program
16919	430104		Criminal Justice, Online	AS		Licensed Program

Division of Academic Affairs

Approved Academic Programs by Institution and Degree Level

Post University (001401)

Facility/Institution Authorization Expires: 12/31/2015

DHE Number	Cip Code	Cip 2000	Program Name	Degree Type	Accreditation Date	Program Status
00487	190708	190708	Early Childhood Education	AS	01/01/1976	Accredited Program
10693	190708	190708	Early Childhood Education On-line	AS	12/18/2002	Accredited Program
00489	240102	240102	General Studies	AS	04/09/1969	Accredited Program
00488	220000	220302	Legal Studies	AS	01/01/1976	Accredited Program
10695	220000	220302	Legal Studies On-Line	AS	12/18/2002	Accredited Program
02533	520201	520201	Management	AS	09/13/1988	Accredited Program
07021	520201	520201	Management On-Line	AS	09/28/2000	Accredited Program
00486	521401	521899	Marketing	AS	01/01/1976	Accredited Program
10697	521401	521899	Marketing On-line	AS	12/18/2002	Accredited Program

Degree Level Program Total: 13

00478	520301	520301	Accounting	BS	10/01/1975	Accredited Program
13469	520301	520301	Accounting, On-line	BS	11/17/2004	Accredited Program
06288	260101	260101	Biology	BS	03/19/2003	Accredited Program
06145	520201	520201	Business Administration	BS	09/20/2000	Accredited Program
07023	520201	520201	Business Administration On-Line	BS	09/20/2000	Accredited Program
15010	190706	190706	Child Studies	BS	04/04/2012	Accredited Program
15296	190706	190706	Child Studies, online	BS	04/04/2012	Accredited Program
06146	521201	521201	Computer Information Systems	BS	09/20/2000	Accredited Program
07024	521201	521201	Computer Information Systems On-Line	BS	09/20/2000	Accredited Program
02890	430104	430104	Criminal Justice	BS	04/18/1995	Accredited Program
07022	430104	430104	Criminal Justice On-Line	BS	09/28/2000	Accredited Program
06165	030103	030103	Environmental Theories & Applications	BS	12/18/2003	Accredited Program
02567	010507	010507	Equine Business Management	BS	07/18/1989	Accredited Program
02562	520801	520801	Finance	BS	06/20/1989	Accredited Program
13239	520801	520801	Finance, On-line	BS	06/15/2004	Accredited Program
00490	240102	240102	General Studies	BS	04/17/1984	Accredited Program
06307	440000	440701	Human Services	BS	03/19/2003	Accredited Program
16526	440000		Human Services, Online	BS	11/17/2010	Accredited Program
10700	521101	521101	Int'l Business Administration On-line	BS	12/18/2002	Accredited Program
02627	220000	220302	Legal Studies	BS	07/17/1990	Accredited Program
10696	220000	220302	Legal Studies On-Line	BS	12/18/2002	Accredited Program
00479	520201	520201	Management	BS	06/07/1977	Accredited Program
07025	520201	520201	Management On-Line	BS	09/20/2000	Accredited Program
00480	521401	521899	Marketing	BS	10/01/1975	Accredited Program
10698	521401	521899	Marketing On-line	BS	12/18/2002	Accredited Program
01885	420101	420101	Psychology	BA	05/19/1987	Accredited Program
16466	420101		Psychology, Online	BA	09/15/2010	Accredited Program
01884	451101	451101	Sociology	BA	05/19/1987	Accredited Program

**Department of Higher Education
Division of Academic Affairs**

Approved Academic Programs by Institution and Degree Level

Post University (001401)

Facility/Institution Authorization Expires: 12/31/2015

<u>DHE Number</u>	<u>Cip Code</u>	<u>Cip 2000</u>	<u>Program Name</u>	<u>Degree Type</u>	<u>Accreditation Date</u>	<u>Program Status</u>
14929	310504	310504	Sport Management	BS	04/22/2009	Accredited Program
Degree Level Program Total:						29
02880	520301	520301	Accounting	GRADCERT	11/15/1994	Accredited Program
13470	520301	520301	Accounting, Online	GRADCERT	11/17/2004	Accredited Program
15730	520101		Corporate Innovation	GRADCERT	06/18/2010	Accredited Program
15600	520101	520101	Entrepreneurship	GRADCERT	03/26/2010	Accredited Program
15523	520101	520101	Finance	GRADCERT	12/22/2009	Accredited Program
16811	130101		Higher Education Administration	GRADCERT	08/03/2011	Accredited Program
16812	130101		Higher Education Administration, Online	GRADCERT	08/03/2011	Accredited Program
15675	520213	520101	Leadership	GRADCERT	04/21/2010	Accredited Program
15708	521499		Marketing	GRADCERT	05/25/2010	Accredited Program
16719	520101		Project Management	GRADCERT	02/08/2011	Accredited Program
Degree Level Program Total:						10
13923	440000	440000	Human Services	MS	04/16/2008	Accredited Program
15622	440000	440000	Human Services, Online	MS	04/16/2008	Accredited Program
14481	520101	520101	Master of Business Administration	MBA	05/20/2009	Accredited Program
15623	520101	520101	Master of Business Administration, Online	MBA	05/20/2009	Accredited Program
15113	130101	130101	Master of Education	M.ED.	12/15/2010	Accredited Program
15427	130101	130101	Master of Education, Online	M.ED.	12/15/2010	Accredited Program
15477	440401	440401	Master of Public Administration	MPA		Licensed - Accredited
15597	440401	440401	Master of Public Administration Online	MPA		Licensed - Accredited
Degree Level Program Total:						8
Institution Program Total:						90



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NEW ENGLAND ASSOCIATION OF SCHOOLS & COLLEGES, INC.
COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION

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CAROL L. ANDERSON
canderson@neasc.org

February 13, 2012

Dr. Thomas Samph
President
Post University
PO Box 2540
Waterbury, CT 06723-2540

Dear President Samph:

Enclosed please find the documentation you requested regarding the accreditation status of Post University.

Sincerely,

Barbara Brittingham
Barbara Brittingham

BB/srh

cc: Dr. Donald W. Mroz

Enclosure



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PRESIDENT

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Associate Director of the Commission
CAROL L. ANDERSON
canderson@neasc.org

February 13, 2012

TO WHOM IT MAY CONCERN:

This is to certify that Post University is accredited by the New England Association of Schools and Colleges and has been continuously since 1972. This accreditation encompasses the following programs:

Undergraduate Certificate Programs:

- Coaching & Mentoring
- Coaching & Mentoring, Online
- Performance Management
- Performance Management, Online
- Computer Information Skills
- Computer Information Skills, Online
- Early Childhood Education Admin
- Early Childhood Education Admin On-line
- Early Childhood Education
- Early Childhood Education On-line
- Equine Law
- Equine Veterinary Assistant
- Finance
- Finance, Online
- Forensic Accounting
- Forensic Accounting, Online
- Gaming and Animation
- Gaming and Animation, Online
- Human Resource Management
- Human Resources Management, Online
- Legal Nurse Consulting Certificate, Online
- Legal Nurse Consulting Certificate
- Management Studies
- Marketing
- Marketing and Sales Management
- Marketing, Online
- Paralegal
- Paralegal On-Line

Associate Degree Programs

- Accounting
- Accounting, On-line
- Early Childhood Education
- Early Childhood Education On-line
- General Studies
- Legal Studies



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Legal Studies On-Line
Management
Management On-Line
Marketing
Marketing On-line

Bachelor Degree Programs

Accounting
Accounting, On-line
Biology
Business Administration
Business Administration On-Line
Child Studies
Child Studies, online
Computer Information Systems
Computer Information Systems On-Line
Criminal Justice
Criminal Justice On-Line
Environmental Theories & Applications
Equine Business Management
Finance
Finance, On-line
General Studies
Human Services
Human Services, Online
International Business Administration On-line
Legal Studies
Legal Studies On-Line
Management
Management On-Line
Marketing
Marketing On-line
Psychology
Psychology, Online
Sociology
Sport Management

Post-Baccalaureate Programs

Accounting
Accounting, Online
Corporate Innovation
Entrepreneurship
Finance
Higher Education Administration
Higher Education Administration, Online
Leadership
Marketing
Project Management

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Master Degree Programs

Human Services

Human Services, Online

Master of Business Administration

Master of Business Administration, Online

Master of Education

Master of Education, Online

Master of Public Administration

Master of Public Administration Online

This accreditation encompasses the following locations:

Four Points Sheraton, 275 Research Pkwy., Meriden, CT 06450

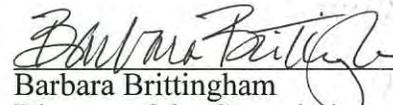
Ability Beyond Disability, 4 Berkshire Blvd., Bethel, CT 06801

Enfield High School, 1264 Enfield St., Enfield, CT06082

Madison Police Department, 9 Campus Dr., Madison, CT 06443

426 Main St., Norwalk, CT 06851

Questions about the accreditation status of Post University should be directed to the offices of the Commission on Institutions of Higher Education.


Barbara Brittingham
Director of the Commission



BB/srh



ACCREDITATION COUNCIL FOR BUSINESS SCHOOLS AND PROGRAMS

Bringing Together Those Dedicated to Teaching Excellence

May 3, 2013

Dr. Tom Samph
President
Post University
800 Country Club Road
Waterbury, CT 06723

Dear Dr. Samph:

Congratulations! The Board of Commissioners of the Baccalaureate/Graduate Degree Commission met on April 18-19, 2013, and granted initial accreditation to Post University with Conditions and Notes, for your business programs.

Conditions and notes indicate that either the Standard or Criteria is not fully met, and should be viewed as an opportunity to move your program to a higher level of excellence. Opportunities for improvement indicate that the Standard has been met, and is a suggestion to help move your processes from good to great. It would be extremely rare that a school receive accreditation without these conditions or notes given ACBSP's Core Value of Continuous Improvement and Organizational Learning, that "Business schools and programs should pursue regular cycles of planning, execution, and evaluation of every process and system. Ongoing improvement of these processes and systems leads to ever higher quality and student/stakeholder satisfaction." The Conditions and Notes placed on your programs are:

Note on Standard 2, Criterion 2.1: As online offerings are in the early stages of development and deployment at the undergraduate level, all of these programs should be an integral part of the strategic plan. Please submit this plan with your next Quality Assurance Report.

Note on Standard 3, Criterion 3.4: MBSOB is in the initial stage of deploying a process showing the use of data collected to improve services to students and other stakeholders. The continued implementation of this process by collecting, analyzing, and reporting both trend and comparative data may lead to fact-based improvements to all degree programs.

Note on Standard 4, Criterion 4.1: While several internal and external measures of outcomes assessment were presented, many of these measures are self-assessments of learning satisfaction (student course evaluations and alumni surveys) and are not direct measures of student performance. Continuing to develop a process of selecting and using multiple measures of student performance to include direct measures will provide useful data upon which to make program design improvements.

Condition on Standard 4, Criterion 4.1: Consistent program-wide formative assessments at the course level are currently under development and have not yet been implemented. In addition to summative assessments, formative assessments of course objectives tied to the School's Student Learning Outcomes will provide a richer feedback on which outcomes are being met and where improvements are required.

Note on Standard 4, Criterion 4.4: The assessment process is in the early stages and does not yet provide learning results to improve educational processes. Specific program improvements should be directly linked to information obtained from learning outcome assessment results. Peregrine data analysis may provide more useful data for analysis to monitor student progress over longer periods of time and among cohort groups.

Condition on Standard 5, Criterion 5.3.2.b: Since your programs do not come within five percent of the historically acceptable faculty-credentialing levels, you must bring them up to compliance or provide detailed records of student learning outcomes to demonstrate that your faculty composition supports your mission and program objectives.

Note on Standard 5, Criterion 5.8: All four areas of scholarship (teaching, discovery, application, and Integration) and professional activities should be represented in the activities of the faculty as a whole. It is also expected that each faculty member be continuously and actively engaged in scholarship and professional development activities.

Note on Standard 6, Criterion 6.1.3: Changing the CPC to include program courses as well as the core courses would provide a more accurate picture of the expected coverage and a good starting point to discuss what changes might be required to meet student learning outcomes as well as CPC issues.

The conditions must be removed by 2/15/2017, and progress on notes must be reported in future Quality Assurance Reports; it is not necessary to report on opportunities for improvement (OFIs). You are encouraged to work with Commissioner Dr. John Millar on the removal of the notes and conditions. Commissioner Millar may be contacted by phone at: 419-448-3406, or through his e-mail address at: jillar@tiffin.edu. You may also contact Dr. Ron DeYoung, Executive Liaison, Baccalaureate/Graduate Degree Commission, at 816-695-9585, or by email at rdeyoung1@kc.rr.com. Your first Quality Assurance Report will be due on 2/15/2015, and every two years after that. Your ten-year reaffirmation will be due in 2023.

ACBSP will inform the public of decisions on accreditation status made by the Boards of Commissioners by posting the accreditation decisions on the ACBSP Gateway. The decisions on accreditation status will appear as the following:

Post University

Initial Accreditation with improvement opportunities in the following standards:

Standard #2 Strategic Planning

Standard #3 Student and Stakeholder Focus

Standard #4 Measurement and Analysis of Student Learning and Performance

Standard #5 Faculty and Staff Focus

Standard #6 Educational and Business Process Management

Post University
May 3, 2013
Page Three

ACBSP encourages you to publicly announce that your business programs are accredited. Next week, we will be sending you, via e-mail, a sample ACBSP Press Release and ACBSP Logo files for publicizing your accreditation. As you prepare these materials, the following is your official ACBSP statement:

The following business programs at Post University are accredited by the Accreditation Council for Business Schools and Programs:

Accounting (BS)
Business Administration (BS)
Finance (BS)
Management (BS)
Marketing (BS)
Sport Management (BS)
Master of Business Administration (MBA)

Please take this opportunity to review the institution name as it will appear on your Certificate of Accreditation. If this is not correct, please notify Diana Hallerud via email at dianahallerud@acbsp.org and provide the correction by May 15, 2013.

Name of institution as it will appear on the certificate:
Post University
Waterbury, CT

Please mark your calendar to join us in Salt Lake City, Utah, where we will honor you and all other schools receiving initial or reaffirmation of accreditation during the 2012-2013 membership year. You are encouraged to attend along with your Chief Academic Officer and Dean or Head of the Business School or Program. Many institutions invite many of the faculty to this prestigious celebration. Your institution will also be announced during the Baccalaureate/Graduate Degree Institution meeting held on Saturday, June 22, 2013 at 4:00 pm. There is a breakfast on Sunday morning June 23, 2013, at 7:45 a.m. for those institutions that are receiving accreditation. The purpose of the breakfast is to more personally congratulate the institutional representatives and to outline the procedures that will be followed at the accreditation banquet. At least one institutional representative should attend the breakfast.

In addition to the breakfast, a professional photographer will be available on Sunday, June 23, 2013 to photograph all institutional representatives along with the ACBSP Director of Accreditation, Assistant Director of Accreditation, and the Chair of the Baccalaureate/Graduate Degree Board of Commissioners. **Baccalaureate/Graduate Degree Institutions beginning with M - Z will be photographed from 6:10 to 6:30 p.m.** Appropriate dress for the photo session and banquet is business professional.

The 2013 conference will be June 21-24 in Salt Lake City and our host hotel will be at the Marriott Salt Lake City Downtown. Updated information is always available by going to ACBSP Gateway, www.acbsp.org. The 2013 **conference theme will be, "Sustainability and Corporate Responsibility in the Classroom."**

Post University
May 3, 2013
Page Four

Online registration is available at <http://www.acbsp.org/2013AnnualConference>.

Congratulations on maintaining such a high quality business program.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Parscale". The signature is fluid and cursive, with a large initial "S" and "P".

Steve Parscale
Director of Accreditation

Enclosures

c: Dr. Don Mroz, Provost, and Dean, Baldrige School of Business
Ms. Susan Lapine, Academic Program Manager, MBA Program
Dr. John Millar, Baccalaureate/Graduate Degree Commissioner



ACCREDITATION COUNCIL FOR BUSINESS SCHOOLS AND PROGRAMS

Bringing Together Those Dedicated to Teaching Excellence

July 8, 2013

Dr. Tom Samph
President
Post University
800 Country Club Road
Waterbury, CT 06723

Dear Dr. Samph:

Congratulations! The Board of Commissioners of the Associate Degree Commission met on June 21, 2013, and granted initial accreditation to Post University with Conditions and Notes, for your business programs. These notes and conditions are the same for your baccalaureate/graduate degree programs and you will report to the baccalaureate/graduate degree board of commissioners. You will not need to report on your associate degree programs in your periodic quality assurance reports.

Conditions and notes indicate that either the Standard or Criteria is not fully met, and should be viewed as an opportunity to move your program to a higher level of excellence. Opportunities for improvement indicate that the Standard has been met, and is a suggestion to help move your processes from good to great. It would be extremely rare that a school receive accreditation without these conditions or notes given ACBSP's Core Value of Continuous Improvement and Organizational Learning, that "Business schools and programs should pursue regular cycles of planning, execution, and evaluation of every process and system. Ongoing improvement of these processes and systems leads to ever higher quality and student/stakeholder satisfaction." The Conditions and Notes placed on your programs are:

Note on Standard 2, Criterion 2.1: As online offerings are in the early stages of development and deployment at the undergraduate level, all of these programs should be an integral part of the strategic plan. Please submit this plan with your next Quality Assurance Report.

Note on Standard 3, Criterion 3.4: MBSOB is in the initial stage of deploying a process showing the use of data collected to improve services to students and other stakeholders. The continued implementation of this process by collecting, analyzing, and reporting both trend and comparative data may lead to fact-based improvements to all degree programs.

Note on Standard 4, Criterion 4.1: While several internal and external measures of outcomes assessment were presented, many of these measures are self-assessments of learning satisfaction (student course evaluations and alumni surveys) and are not direct measures of student performance. Continuing to develop a process of selecting and using multiple measures of student performance to include direct measures will provide useful data upon which to make program design improvements.

Condition on Standard 4, Criterion 4.1: Consistent program-wide formative assessments at the course level are currently under development and have not yet been implemented. In addition to summative assessments, formative assessments of course objectives tied to the School's Student Learning Outcomes will provide a richer feedback on which outcomes are being met and where improvements are required.

Note on Standard 4, Criterion 4.4: The assessment process is in the early stages and does not yet provide learning results to improve educational processes. Specific program improvements should be directly linked to information obtained from learning outcome assessment results. Peregrine data analysis may provide more useful data for analysis to monitor student progress over longer periods of time and among cohort groups.

Condition on Standard 5, Criterion 5.3.2.b: Since your programs do not come within five percent of the historically acceptable faculty-credentialing levels, you must bring them up to compliance or provide detailed records of student learning outcomes to demonstrate that your faculty composition supports your mission and program objectives.

Note on Standard 5, Criterion 5.8: All four areas of scholarship (teaching, discovery, application, and Integration) and professional activities should be represented in the activities of the faculty as a whole. It is also expected that each faculty member be continuously and actively engaged in scholarship and professional development activities.

Note on Standard 6, Criterion 6.1.3: Changing the CPC to include program courses as well as the core courses would provide a more accurate picture of the expected coverage and a good starting point to discuss what changes might be required to meet student learning outcomes as well as CPC issues.

The conditions must be removed by 2/15/2017, and progress on notes must be reported in future Quality Assurance Reports; it is not necessary to report on opportunities for improvement (OFIs). You are encouraged to work with Commissioner Dr. John Millar on the removal of the notes and conditions. Commissioner Millar may be contacted by phone at: 419-448-3406, or through his e-mail address at: jillar@tiffin.edu. You may also contact Dr. Ron DeYoung, Executive Liaison, Baccalaureate/Graduate Degree Commission, at 816-695-9585, or by email at rdeyoung1@kc.rr.com. Your first Quality Assurance Report will be due on 2/15/2015, and every two years after that. Your ten-year reaffirmation will be due in 2023.

ACBSP will inform the public of decisions on accreditation status made by the Boards of Commissioners by posting the accreditation decisions on the ACBSP Gateway. The decisions on accreditation status will appear as the following:

Post University

Initial Accreditation with improvement opportunities in the following standards:
Standard #2 Strategic Planning
Standard #3 Student and Stakeholder Focus
Standard #4 Measurement and Analysis of Student Learning and Performance
Standard #5 Faculty and Staff Focus
Standard #6 Educational and Business Process Management

ACBSP encourages you to publicly announce that your business programs are accredited. Next week, we will be sending you, via e-mail, a sample ACBSP Press Release and ACBSP Logo files for publicizing your accreditation. As you prepare these materials, the following is your official ACBSP statement:

The following business programs at Post University are accredited by the Accreditation Council for Business Schools and Programs:

**Accounting (AAS)
Management (AAS)
Marketing (AAS)**

Please take this opportunity to review the institution name as it will appear on your Certificate of Accreditation. If this is not correct, please notify Diana Hallerud via email at dianahallerud@acbsp.org and provide the correction by May 15, 2013.

**Name of institution as it will appear on the certificate:
Post University
Waterbury, CT**

Please mark your calendar to join us in Salt Lake City, Utah, where we will honor you and all other schools receiving initial or reaffirmation of accreditation during the 2012-2013 membership year. You are encouraged to attend along with your Chief Academic Officer and Dean or Head of the Business School or Program. Many institutions invite many of the faculty to this prestigious celebration. Your institution will also be announced during the Baccalaureate/Graduate Degree Institution meeting held on Saturday, June 22, 2013 at 4:00 pm. There is a breakfast on Sunday morning June 23, 2013, at 7:45 a.m. for those institutions that are receiving accreditation. The purpose of the breakfast is to more personally congratulate the institutional representatives and to outline the procedures that will be followed at the accreditation banquet. At least one institutional representative should attend the breakfast.

In addition to the breakfast, a professional photographer will be available on Sunday, June 23, 2013 to photograph all institutional representatives along with the ACBSP Director of Accreditation, Assistant Director of Accreditation, and the Chair of the Baccalaureate/Graduate Degree Board of Commissioners. **Baccalaureate/Graduate Degree Institutions beginning with M - Z will be photographed from 6:10 to 6:30 p.m.** Appropriate dress for the photo session and banquet is business professional.

Post University
July 8, 2013
Page Four

The 2013 conference will be June 21-24 in Salt Lake City and our host hotel will be at the Marriott Salt Lake City Downtown. Updated information is always available by going to ACBSP Gateway, www.acbsp.org. The 2013 **conference theme will be, "Sustainability and Corporate Responsibility in the Classroom."**

Online registration is available at <http://www.acbsp.org/2013AnnualConference>.

Congratulations on maintaining such a high quality business program.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Parscale". The signature is fluid and cursive, with the first name "Steve" being more prominent than the last name "Parscale".

Steve Parscale
Director of Accreditation

Enclosures

c: Dr. Don Mroz, Provost, and Dean, Baldrige School of Business
Ms. Susan Lapine, Academic Program Manager, MBA Program
Dr. John Millar, Baccalaureate/Graduate Degree Commissioner

APPENDIX D

IOWA FACULTY RESUMES

Mr. Muhammad A. Rahman

6319 Hickman Road #24

Des Moines, IA 50322

H: 515-276-2843

W: 515-778-6069

m_anis_rahman@yahoo.com

- Objective** To make a difference in student's lives through academic guidance, expert advice and compassion.
- Experience**
- Adjunct Instructor**
Post University *Waterbury, CT* Aug '09 - Present
- * Developing course module to facilitate on line teaching;
 - * Developing course objectives, learning outcomes and syllabus;
 - * Maintaining program and course outcomes at a level to ensure appropriate workplace skill levels for graduates;
 - * Generating maximum student involvement in class discussion, assignments and case analysis;
 - * Actively assisting the university in student retention efforts;
 - * Remaining current with trend, techniques and advances in technology that are applicable to the program;
 - * Maintaining open and timely communication with students and providing students with appropriate guidance on academic excellence and career goal;
 - * Maintaining and submitting accurate and timely report of student grades;
- Customer Service Representative**
EDS Corporation, a HP company *Des Moines, IA* Nov '08 - Aug '09
- * Explored customer technical problem and provide comprehensive solution;
 - * Guided customer to do routine maintenance of BB system;
 - * Assisted customer set up email, text messaging and web service;
 - * Updated customer on latest tools and means to trouble shoot device;
 - * Followed up with customer to provide solution to pending problems, if any;
- General Manager**
Country Home Inn *Bedford, IA* Oct '05 - Nov '08
- * Provided accommodation to customers as per customer requirements;
 - * Supervised motel personnel and conducted daily operations of the motel;
 - * Planned and implemented publicity campaign to increase sales.
 - * Managed finance and accounting division of the business.
 - * Hired and trained temporary workers as and when needed
- Adjunct Faculty**
Southwestern Iowa Community College *Red Oak, IA* May '07 - Dec '07
- * Prepared and designed course syllabi as per laid down policies of the curriculum committee;
 - * Taught material from approved curriculum and developed lesson plans.
 - * Motivated students to participate in all aspects of the educational process.
 - * Informed students about course requirements, evaluation procedures, attendance policies and school rules;
 - * Monitored, evaluated and documented students attendance, progress and competency level;
 - * Developed and utilized variety of instructional strategies, methods and techniques to meet student learning styles;
 - * Prepared and graded tests and assignments according to course plan:
- Senior Accountant**
A & M Consulting *Cleveland, OH* Aug '02 - Sep '05

- * Provided accounting services to small and midsize business;
- * provided A/P, A/R, G/L account reconciliation services;
- * Established automated accounting system for start up businesses

Controller / Consultant

BTI Information Systems Inc., Emeryville, CA Dec '99 - Jun '02

- * Planned and implemented system conversion;
- * Assisted with filing state, federal and sales tax returns;
- * Planned and evaluated business finance from multiple sources;
- * Analyzed financial reports and business performance;
- * Prepared annual budget, reviewed budget proposals and analyzed budgeted variables;
- * Coordinated collection efforts of the company through attorney; collections agencies and customers;
- * Supervised A/P, A/R & Accounting staff;
- * Administered HR issues including benefits, payroll and new hire;

Controller

P T Hutchins Company, Inc Alameda, CA Jul '96 - Nov '99

- * Trained and supervised accounting staff in multiple locations;
- * Established control and fiscal management in all divisions;
- * Prepared & analyzed corporate financial reports
- * Prepared annual budget and analyzed budget variance;
- * Maintained and reconciled inventory;
- * Filed State and Federal tax returns;
- * Maintained and reconciled checking accounts in multiple currencies;
- * Managed business assets and capital expenditure;

Accountant

A & M Associates Rowland Heights, CA May '94 - Jun '96

- * Maintained and reconciled accounting records including subsidiary ledgers, general ledger and trial balances;
- * converted GL, A/P and A/R account balances; reconciled bank accounts;
- * prepared A/R aging & A/P aging reports; ensured customer billing and collection, vendor payment

Tutor (Volunteer)

Perkins School for Blind Watertown, MA Nov '93 - May '94

- * Prepared lesson plans and developed understanding of teaching aids:
- * Prepared and checked assignments:
- * Discussed school lessons and monitored progress:
- * Motivated and encouraged student to actively participate in all aspects of academic activities:

Senior Instructor

School of Infantry and Tactics, Sylhet, NN Bangladesh Apr '78 - Sep '81

- * Designed curriculum of studies, teaching methods and techniques for different courses of studies:
- * Planned and prepared teaching and grading policies:
- * Assigned instructional duties to instructors of relevant courses of studies:
- * Assigned out door exercise tasks to instructors and battle groups:
- * Planned and organized indoor classes and outdoor exercises:

Education

Master of Business Administration (Finance & Marketing)

Bentley University Waltham, MA Nov '93

- 1) Secured 9th position in order of merit among 56000 students of 67 colleges nationwide and obtained GPA 4.0/4.0 - 1967
- 2) Interwing Scholarship to study in Punjab University, Lahore, Pakistan- 1967
- 3) Merit scholarship to study in Dhaka University, Dhaka, Bangladesh - 1967
- 4) Outstanding volunteer appreciation certificate, Perkins School for Blind, Watertown, MA - 1994

Bachelor of Science (Accounting and Business Administration)

Dhaka University Dhaka, NN Bangladesh Jul '73

References

Professor Leah Manos, Assistant Professor, Department of Geography
Northwest Missouri State University
660-562-1723

Mr. John Daugherty, President
Grant Laboratories, Inc.,
510-483-6070

Mr. Stephen Phillips, President
BTI Info Systems Inc.,
510-450-1700

Bms

P R A K A S H G . M E N O N

101 Graywick Way
Cary, NC 27513
Home : 919 465 2205
Work : 919 804 2634
prof.pmenon@gmail.com

EDUCATION

- Ph.D** Capella University, Minneapolis, MN
 Specialization: Organizational management - Leadership
- M.B.A** University of Maryland, University College, MD. August 2002
 Emphasis: Technology Management
- M. S.** Environmental Management, University of Cincinnati, OH. December 1994
 Thesis: Computer Modeling of Air Dispersion.
- M. S.** Petroleum Engineering, The University of Alabama, Tuscaloosa, AL. June 1991
 Thesis: Study of Analytical Methods in Coalbed Methane Extraction
- B. S.** Chemical Engineering, REC, Rourkela, India, June 1984
 Project: Design of process for ethanol from cassava

TEACHING EXPERIENCE

Divisional Process Manager, Supply Chain & Logistics, John Deere, Cary, NC, 2005 – Present

- Process integration trainings for junior staff
- Conduct benchmark studies for the organization

Project Manager, Supply Management, John Deere, Moline, IL, 1999 – 2005

- Mentored student interns during summer term in project management
- Training classes for junior staff in project management techniques

Environmental Engineer, North Carolina Department of Natural Resources, Raleigh, NC, 1994-1999

- Coached field staff in pollution evaluation techniques, 1994-96
- Conducted training classes for air pollution inventory analysis, 1996-99

Graduate Assistant, University of Cincinnati, College of Engineering Research, Ohio. 1991-94

- Prepared Course evaluation Methodologies – Environmental engineering Lab, 1991-92
- Orientation course for International students, Office of Student Research, 1992-93
- Assisted with English as second language courses – Office of Student Research, 1993-94

Teaching Assistant, University of Alabama, College of Engineering. 1989-90

- Teaching assignment: Principles of chemical engineering.

PROFESSIONAL SUMMARY

PROFILE

Over twenty years of diverse supply chain, business systems and processes, and technical/engineering experience coupled with graduate engineering and business education. Emphasis in recent years on project management with emphasis on supplier development and logistics. Proven success at exceeding business goals by leveraging technology, process realignment, vendor management, and cost optimization. Experienced in business process reengineering and managing operational and organizational change using six sigma techniques. Initial five years of career spent in operations management in the petroleum industry on offshore oil drilling rigs.

PROFESSIONAL EXPERIENCE

John Deere

1999-Present

Twenty-four billion dollar global leader in the manufacture of farm equipment, industrial, forestry, and lawn-care equipment.

Divisional Process Leader, Commercial & Consumer Division, Cary, NC. 2005 - Present

- Manage multiple projects integrating suppliers and logistics operations for the division.
- Responsible for cost savings of over \$2 million annually by optimizing supply networks and export consignments.
- Monitor product delivery metrics to the dealer and mass channel (Lowe's & Home Depot).
- Managing "achieving excellence" initiatives and fulfillment metrics with the supply base.
- Lead diverse teams to integrate enterprise and divisional initiatives through regular community of practice meetings.

Project Manager - Integration, Worldwide Supply Chain Management, Moline, IL. 2003 - 2005

- Full cycle development and implementation of Logistics operations for Global factories and cross-dock facilities. Lead the project that included data modeling, system architecture, configuration, and analysis of business requirements.
- Established the linkage between information technology operating priorities and business unit strategy.
- In addition, led a team of five professionals and several developers in coordinating integration with SAP and Legacy Order Entry systems and for developing reporting systems using Business Objects.

Project Leader - Planning & Integration, John Deere Supply Net, Moline, Illinois. 2000 - 2003

- Led design, development, and application integration for Supplier Network. The JD Supply Net was an e-business initiative to provide suppliers with a web based front end for order entry, order tracking. This tool was linked to inbound transportation network to optimize continuous moves of complete goods, parts, and accessories.

Deere and Company (continued)

Project Lead – Demand Collaborate Project, Consumer Products, Charlotte, NC. 1999 - 2000

- Managed a consumer products team through the installation and implementation of the Manugistics Networks Collaborate, a web-based tool applying market intelligence and providing demand forecasts.
- By deploying a collaborative forecasting solution, the project enabled customer-level forecasting, increased forecast accuracy 60%, removed 5 cycle days from process, and reduced staffing requirements by 50%.

Initial Positions as: Team Leader – Enablement, Order Fulfillment Team, Consumer Products, Charlotte, NC and Project Lead – Technical, Demand Management Project, Commercial & Consumer Equip. Div., Raleigh, NC

North Carolina Department of Environment

1993-99

Regional Engineer -- Managed air quality regulations and monitored emissions inventory for various industrial sectors in North Carolina. Worked with United States Environmental Protection Agency (USEPA) as a panel member of the national pharmaceutical team in forming regulatory compliance stipulations for the pharma industry. Coordinated the use of USEPA Screen and ISCST Models and generate reports to analyze the effects of industrial pollutant dispersion.

Oil & Natural Gas Corporation (ONGC), Mumbai, India.

1984-89

Planning & Logistics Engineer (1987 – 1989)

Team member of oil well planning and material logistics team. Provided planning and material allotment for transportation to offshore sites from base locations. Provided material specifications, recommendations and global tender evaluation for oil field equipment purchases. As a Materials Engineer was member of the global material procurement team, which recommended purchase initiatives and promoted supplier diversity.

Executive Production Engineer (1984 – 1987)

Worked on offshore oilrigs as a production engineer. Was involved with operations and oil well reservoir study and well completions. Lead a team of six professionals and ten staff members in completions, testing of high-pressure gas wells, and recommending remedial methods for production enhancement. Worked on high-pressure oil/gas wells in Indonesia as part of an extended training program conducted by Schlumberger. Collaborated with Halliburton on coiled tube cementing processes during work-over operations to stimulate oil wells.

PROFESSIONAL AFFILIATIONS

Member - Project Management Institute

Member - AOM

Member - AMA

Panel Member – Supply Chain Collaboration, Manufacturing Business Conference, Kellogg School of Business, Northwestern University, 2002

Member – Council of Supply Chain Management Professionals

KARA KEHE

1508 Meadow View Lane

Waverly, IA 50677

(319) 290-4693

kara.kehe@gmail.com

PROFILE

Detail-oriented professional intent on contributing to organizational success

Accomplished softball coach and sport management instructor with strong analytical skills, with over 10 years of program management experience to offer; have exhibited the ability to engage students in the classroom; have created course materials for new academic programs at two institutions; have guided college student-athletes to record-setting performances in competition

EXPERIENCE

Independent Contractor

Waverly, IA

June 2011–Present

- ◆ Conducted private youth sports instruction in northeast Iowa and initiated plans for an online business training session on workplace wellness scheduled to launch in January 2012, along with a series of five online coaching education workshops anticipated to run March–May 2012

Head Softball Coach / Lecturer

Wartburg College, Waverly, IA

August 2003–May 2011

- ◆ Amassed an overall record of 227-94, a .707 winning percentage, recording the most victories by a softball coach in school history; led the team to 2 conference championships, 3 conference tournament titles, and 4 NCAA tournament appearances—each capped by NFCA Top 25 year-end rankings
- ◆ Encouraged life skills development and implemented service learning activities, such as Strike Out Cancer and Youth Softball Day, to complement classroom experiences for a squad which posted the conference's top Division III softball team GPA six times
- ◆ Managed general, restricted, and agency budget accounts of approximately \$75,000; organized fundraising activities, arranged team travel, and planned special events for the annual spring trip; supervised two to four staff members and student workers each year
- ◆ Coordinated most aspects of softball recruitment—preparation of marketing materials, travel to meet prospects, collaboration with colleagues to arrange visit schedules, and implementation of a variety of sales techniques—to matriculate high-caliber student-athletes, including *ESPN The Magazine's* Academic All-America Player of the Year (2006) and Wartburg's first All-American pitcher (2008)
- ◆ Developed teaching resources using Microsoft Office and incorporated outreach elements into student projects, resulting in a health awareness event attended by an average of 150 individuals per year and expanded connections with 10 community partners, as instructor for the following courses:

Introduction to Sport Management

Contemporary Issues in Sport Management

Living in a Diverse World: Sport Sociology through Popular Film

Foundations of Physical Education and Sport

Health and Wellness Promotion

Lifetime Wellness

Head Softball Coach / Assistant Professor
Trine University, Angola, IN
August 1999–July 2003

- ◆ Rebuilt the softball program into a regional contender, with over 30 school records established in four seasons; led the 2003 team to the most overall victories in 15 years, the most conference wins ever, and a trip to the post-season qualifying tournament for the first time in school history
- ◆ Gained a reputation as a committed professional with internal constituents—administrators, faculty, staff, and students—and interacted with external parties, including prospective students, clinic participants, and community members, to build and maintain valuable relationships
- ◆ Co-designed the institution’s first Sport Management curriculum, including the content of and objectives for five new classes in the Department of Health, Physical Education, and Sport Science, and taught courses, as listed:
 - Principles of Sport Management
 - Philosophy of Sport
 - Sport Psychology
 - Leadership in Sport
 - Risk Management in Sport
 - Contemporary Issues in Sport
 - Special Projects
 - Internships
- ◆ Assisted in intern placement with The United States Olympic Committee, USA Volleyball, The University of Notre Dame, the South Bend Silver Hawks, and the Indiana Pacers

Teaching Assistant / Administrative Intern in Athletics
The University of Iowa, Iowa City, IA
August 1997–May 1999

- ◆ Led multiple sections of classes for the Sport, Health, Leisure, and Physical Studies Department and Physical Education Skills Program, with full responsibility for course curriculum, methods of assessment, and classroom instruction in the following:
 - Personal Fitness
 - Weight Training
 - Relaxation Techniques
 - Commercial Recreation Management
- ◆ Executed event management duties for women’s basketball, volleyball, and soccer, carrying out responsibilities that emphasized interaction with parents, students, boosters, and the media
- ◆ Compiled comprehensive policies and procedures for sports camps and clinics, supervised study tables, and examined NCAA, Big Ten, and University compliance forms for accuracy

EDUCATION

Master of Arts, Sport and Leisure Management
Concentration: Athletics Administration
The University of Iowa, Iowa City, IA

Bachelor of Arts, Accounting and Business Administration
Concentration: Finance
Summa Cum Laude
Wartburg College, Waverly, IA

CERTIFICATIONS

American Red Cross Adult CPR /AED training completed – 2010
CPA Exam passed in the State of Iowa – 1998

SPECIAL RECOGNITION

NFCA Division III Midwest Region Coaching Staff of the Year – 2008
Iowa Intercollegiate Athletic Conference Softball Coach of the Year – 2006 & 2008
NCAA Women Coaches Academy Graduate – 2005

PROFESSIONAL DEVELOPMENT

“Social Media Best Practices for Nonprofits” Webinar – 2011
“NFCA National Convention” Programs – 2003, 2007, 2008 & 2010
“Communication Renovation: Little Fixes that Make a Big Difference” Webinar – 2010
“Great Leaders, Great Teams, Great Results” Conference – 2009
“Drug Free Sport” Presentation – 2008
“Recruit to Win” Workshop – 2007
“Managing and Motivating Others” Conference – 2006
“POLAR Heart Rate Monitor Training” Program – 2005
“Mentoring and Supervising Millennials” Workshop – 2004
“Project COPE” Teamwork Training – 2003
“Guerilla Marketing” Conference – 2000

SERVICE ACTIVITIES

Wartburg College Service Projects for Martin Luther King, Jr. Day – 2005-2011
Wartburg College Staff Mentoring Program – 2010-2011
Wapsie Valley High School Career Fair Presentation on Coaching – 2009
Hawkeye Community College Presentation on Sport Management Careers – 2009
Trine University Strategic Planning and Assessment Committee – 2002-2003
Trine University Athletic Board – 2000-2001
The University of Iowa Council on Teaching – 1998-1999

APPENDIX E

IOWA CODE E-H

EXAMPLES

Policy

All University employees who in the course of employment receive information related to physical or sexual abuse of children *must* immediately report such information to the University's Human Resources Department. The Human Resources Department will be responsible for providing the reported information to the appropriate agency, whether in state or in another jurisdiction. In the case of incidents not on the Waterbury campus, local police authorities should also be called in order to avoid any delay in response.

Post University Employee Guidance on Child Abuse Reporting

University employees by policy are obligated to report suspected physical and sexual child abuse in accordance with the University Physical and Sexual Abuse of Children Policy, which requires that any employee who is aware of or suspects physical or sexual child abuse must report it to the Human Resources Department. For events occurring off campus, but in relation to University programs or property, report to the Human Resources Department, where they will report to the appropriate agencies, including local law enforcements.

If the suspected abuse is not related to my job?

The University's concern is to stop child abuse occurring on campus, or within a University program. So even if your job does not involve interaction with children, you have an obligation to report. University policy requires reporting of suspected physical or sexual child abuse, and encourages the reporting of any form of suspected child abuse in order to protect children.

All Post University employees, including Associate Faculty members, are policy reporters, and have an obligation to report suspected physical and sexual child abuse under University policy.

I'm a statutory mandatory reporter and I already reported to DHS. Do I also have to report under the Post University policy?

Yes. Reporting to the Human Resources Department assures that any necessary follow-up can occur immediately.

When do I report?

If you suspect physical or sexual child abuse, report the situation as soon as possible.

If I am an On-Line instructor, what are my obligations?

If, in the course of your interactions with students, you obtain information or a suspicion of physical or sexual abuse occurring in a situation that becomes evident in discussion boards, chat rooms, assignments, etc..., report the suspected incident as part of your role as an Associate Faculty member. This is true even if you are in a different state or locale than the student in question. When in doubt, report the incident to Post University Human Resources.

What is "physical abuse"?

"Physical abuse" is defined as any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child. Common indicators could include unusual or unexplained burns, bruises, or fractures.

What is "sexual abuse"?

"Sexual abuse" is defined as the commission of a sexual offense with or to a child as a result of the acts or omissions of the person responsible for the care of the child. The commission of sexual abuse includes any sexual offense with or to a person under the age of 18 years. Physical indicators of sexual abuse could include things such as bruised or bleeding genitalia, venereal disease, or even pregnancy.

What if it's not physical or sexual abuse that I suspect?

If you suspect child abuse other than physical or sexual abuse, and you are not a statutory mandatory reporter, you are still encouraged to report.

Where do I report?

On campus, everyone must report to the Human Resources Department. For events occurring off campus, but in relation to University programs or property, report to the Human Resources Department who will report the incident to the appropriate agency, including the local law enforcement.

What about other crimes?

The University strongly encourages the reporting of any criminal activity to the Human Resources Department, especially if the crime may result in harm to individuals or property damage or loss.

I am afraid to report. Am I protected in any way?

Many are afraid to report because they fear retaliation or because of allegations of false reporting. Be aware that the law forbids retaliation against employees who in good faith report child abuse, and provide immunity for civil and criminal liability for persons who are statutory mandatory reporters as well as those who are permissive reporters as long as the report is made in good faith.



POST UNIVERSITY Military Programs



HOME ARMY AIR FORCE NAVY MARINES COAST GUARD VETERANS DEPENDENTS



**THANK YOU
FOR YOUR SERVICE!**

At Post University, serving those who serve our country is an honor and a privilege.

REQUEST INFORMATION
1.800.345.2562

Military Programs

Post University is proud to be recognized by SOCAD for its “outstanding commitment to providing undergraduate [and graduate] education opportunities to servicemembers and their families.” [Read >>](#)

At Post University, serving those who serve our country is an honor and a privilege. Founded in 1890, Post University has been a pioneer in providing educational benefits to military personnel since 1976. With the help of faculty and staff who also have served as part of our nation's Armed Forces, we have designed our current-day military program to meet the needs of those who have served or are serving their country. That's why we offer unique educational opportunities for [Active Duty](#), [Veteran](#) and [Military Dependent students](#).

We took the time to learn what military personnel need to be successful in this kind of program, and then made sure we could provide it. In fact, the Post University Military Program is directed by a retired Lt. Col. in the Army, who is supported by others who've served our country. Simply put, Post University is deeply committed to honoring the service of our nation's military personnel and their dependents – past, present and future.

Since Post University is a traditional, accredited University with an excellent online program, we can meet the needs of military personnel in flexible ways that fit your lifestyle.

Post University has a signed Memorandum of Understanding with the United States Department of Defense, is a proud participant in the Yellow Ribbon Program, and is a member of the Servicemembers Opportunity College Network. Post University's programs also are listed in the *Defense Activity for Non-Traditional Education Support (DANTES) catalog*, which enables students to receive tuition reimbursement support available under DANTES for the Army, Navy, Marine Corps, Army Reserves, Air Force Reserves, and the Air National Guard.

MILITARY STUDENT TUITION REFUNDS

Refunds for Military personnel dropping/withdrawing from courses are handled according to the following chart:

Drop/Withdrawal	Refund Percent
0-6 Days After the Course Start Date	100%
7-13 Days After the Course Start Date	50%
14 or More Days After the Course Start Date	0%

Students receiving financial aid should consult with the Office of Student Finance to determine how their award package may be affected. The Office of Student Finance makes disbursements after the end of the Add/Drop period in order to determine a student's enrollment status and eligibility.

REQUEST INFORMATION

Military Status:

First Name:

Last Name:

Address:

Address 2:

City:

State:

Zip Code:

Email:

Phone:

How did you hear about us?:

By clicking the button below, Post University has your consent to use automated technology to call, text and e-mail you at the information above, including your wireless number, regarding educational services. It is not a requirement to provide this consent to receive education services.

Submit



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orientation, age, or physical or mental disabilities of a person or group. Using technology that includes, but is not limited to, the use of digital cameras or camcorders without the person's permission, or transmission of harassing electronic messages via computer or cell phone, e-mailing or voice mailing is prohibited.

Any explicit or implicit abusive behavior described above that interferes with an individual's performance of his/her University responsibilities or that creates an intimidating, hostile or offensive environment is strictly prohibited.

Section One – ALCOHOLIC BEVERAGES

Post University's Alcohol Policy is designed for the safety of all students, faculty and staff, and is in accordance with all federal and state laws.

- 1.1 In accordance with federal and Connecticut state law, persons under the age of 21 shall not consume or have in their possession alcoholic beverages on the Post University campus and Post-utilized off campus sites.
- 1.2 Public alcohol intoxication (up to and including obvious physical or mental impairment) is prohibited.
- 1.3 Consuming or possessing alcoholic beverages at university-sponsored programs and events is prohibited.
- 1.4 Consuming or possessing alcoholic beverages at public events such as plays and other performances, concerts, trips to off-campus venues, or athletic events, is prohibited; for those of legal drinking age, prior approval for specific events where alcohol is present must be obtained from the appropriate University official(s).
- 1.5 Consuming/possession of alcoholic beverages by any student or student organization while riding in University-owned/operated vehicles, or vehicles used in the name of the University is prohibited.
- 1.6 Post University prohibits activities that encourage increased alcohol consumption. Such activities include, but are not limited to, beer/water pong, Kings, and other drinking games. Party buses are prohibited from all campus grounds and events.
- 1.7 All persons in a room/apartment, lounge, vehicle, or public campus area where alcohol and/or alcohol paraphernalia is present may be subject to disciplinary action and/or referral to the University's alcohol and drug education program. This policy extends to any and all off-campus sites used/rented by or on behalf of the University.
- 1.8 Allowing the consumption of alcohol within your designated residence hall room is prohibited if even one minor is present, whether the occupant is providing the substance or not. Hosts (residents of the room/suite, lounge, or vehicle) where alcohol and/or alcohol paraphernalia are present will be subject to a higher level of responsibility and sanction, and possible criminal action and/or referral to the University's alcohol and drug education program.
- 1.9 Persons driving under the influence of alcohol on Post University grounds will be subject to a higher level of responsibility and sanction, in addition to criminal action and/or referral to the University's alcohol and drug education program.
- 1.10 Alcohol paraphernalia (e.g., kegs, empty cans or bottles, taps, empty cases, bottle caps, funnels, etc.) are not permitted on campus. Collections of special bottles/cans are not permitted.
- 1.11 Alcohol promotional/decorative items (beer signs, lamp shades, etc.) are not permitted in residence hall windows, displayed on the outside of room/apartment doors, or in public lounges, or to be visible from outside of a residence hall room.
- 1.12 Community sources of alcohol are prohibited in University residence halls. Community sources include, but are not limited to, kegs, beer balls, garbage cans, and any container

that is intended as a primary source of alcohol for one or more people. Possession of a community source of alcohol will be subject to a higher level of responsibility and sanction.

- 1.13 No student shall be found in public areas on campus with an open container (solo cups, etc.). This includes lounges, hallways, picnic tables, etc.

Alcohol Guidelines for Students of Legal Drinking Age

The University permits persons of state-mandated legal drinking age (currently 21) to possess or consume alcoholic beverages in the residence halls, provided that all individuals present are of legal drinking age.

While University policy permits the use of alcohol in moderation by students of legal age, it denounces excessive consumption. Students who chose to drink must remain in control of their behavior; they are responsible for their actions and must respect the rights of others. Promotions that encourage the consumption of alcohol are prohibited.

The use or non-use of alcohol by students of legal age should be decided by each individual. The University shall ensure practices and procedures that respect the decisions of those who choose to abstain. The University shall stress the importance of moderation for those of legal age who choose to use alcohol. Public intoxication is prohibited. Public intoxication is defined as any intoxication which causes a disturbance or is dangerous to self, others or property, or in any way requires the attention of university staff. Intoxication will not be accepted as an excuse for irresponsible behavior.

- 1.14 Persons of legal drinking age may consume or possess alcohol in the privacy of their own bedroom if it is a single room or if his/her roommate is 21 or older. Privacy is defined as a room with the door closed. Residents of legal drinking age residing in Okinaga Hall may consume or possess alcohol in their apartment common areas only if all apartment residents are of legal drinking age.
- 1.15 Persons of legal drinking age may transport closed (sealed) containers of alcohol through public areas (e.g., between a vehicle and their room/apartment, or between of-age students' rooms). Any student transporting alcohol may be stopped for inspection at any time by University officials and/or Resident Assistants.
- 1.16 Persons of legal drinking age shall not consume or have in their possession an open container (seal broken) of alcoholic beverage in hallways, lounges, or public areas. Residence Life staff are authorized to question the contents of any cup or container, and may ask that the contents be thrown out regardless of alcohol content. All alcohol must be kept behind a lockable room door of a person(s) of legal drinking age only.
- 1.17 At any one time, a maximum of one case of beer (30 12-oz. containers) or a maximum of four containers of liquor or wine, either empty or full, is permitted per room or apartment common area.
- 1.18 It is the responsibility of all students of legal drinking age to have proof of age of anyone consuming alcohol in their presence. For a student's protection, this may require asking for a driver's license, another state-issued photo ID, or birth certificate.
- 1.19 Providing, consuming, or being in the presence of alcohol with a person under the age of 21 is prohibited.

General Sanctions for Alcohol and Substance Abuse

Incidents involving alcohol and substance abuse are the primary causes for disciplinary action at colleges and universities nationwide. The Alcohol and Drug policy is intended to support a safe, healthy and academically – focused learning environment for all students. Violations of the University's alcohol and drug policy will result in the following below.

1st Offense:

- Disciplinary probation

- Letter to Parent/Guardian
- Educational assignment
- 20 Hours of Community Service

2nd Offense:

- Permanent Suspension from Residence Halls

Students found in violation of the alcohol and drug policy through report of a sexual assault, or psychological or medical emergency, will be subject to sanctions, up to and including dismissal from the University.

Section Two – MARIJUANA AND OTHER DRUGS

For the safety of students, faculty and staff, and in accordance with all Federal and state laws, Post University expressly prohibits the use, possession, distribution, or sale of illegal and/or unprescribed drugs, inhalants, or any other substance being used for purposes other than the manufacturer's intended use. Faculty or staff may determine use of controlled substances or marijuana by using methods including, but not limited to: the apparent physical condition of the student, odor of marijuana in room or on person, towel or other item(s) blocking the door, fans directing air out through a window, strong odor of air freshener, or suspicious residue. Suspicious residue or belief that students' behavior may be a result of illegal activity that provides a reasonable suspicion that a controlled substance or marijuana has been used will be subject to disciplinary action. The University reserves the right to surrender substances for testing by local authorities if there is a question regarding its legality.

Definitions

- The term "controlled substances" when used in the above section includes any substance defined in subdivision (9) of section 21a-240 of the Connecticut Penal Law.
- The term "marijuana" when used in the above section is as defined in subdivision (29) of section 21a-240 of the Connecticut Penal Law.

- 2.1 Use, possession, being in the presence of, or loitering with the intent to use controlled substances or marijuana constitutes an illegal act and will be subject to disciplinary action independent of other action taken by civil authorities, possible referral to the local authorities, and/or referral to the University's Counseling Center. This policy applies to all on- and off-campus Post University utilized sites including, but not limited to, parking lots and areas adjacent to academic buildings, Drubner Center, residence halls and vehicles.
- 2.2 Allowing the consumption of marijuana within your designated residence hall room is prohibited, whether the occupant is providing the substance or not. Hosts (residents of the room/apartment or vehicle) where controlled substances or marijuana are being used may be subject to a higher level of responsibility and sanction, and possible criminal action and/or referral to the University's Counseling Center.
- 2.3 Public drug/marijuana intoxication (up to and including obvious physical or mental impairment) is prohibited.
- 2.4 Use/possession of controlled substances or marijuana by any student or student organization while riding in Post University-owned/operated vehicles, or vehicles used in the name of the University is prohibited.
- 2.5 Selling/intent to sell or providing controlled substances or marijuana to any person is illegal and may result in referral to the local authorities as well as disciplinary action
- 2.6 Drug paraphernalia (e.g., bongs, pipes, spoofs) are not permitted on campus and/or Post utilized off-campus sites and will be confiscated at the discretion of the University
- 2.7 Drug promotional items (drug posters, signs, etc.) must not be placed in residence hall windows, displayed on the outside of room/apartment doors, or in public lounges or be visible from outside of a residence hall room.

- 2.8 Persons suspected of driving under the influence of marijuana/illicit drugs at Post University utilized on- and off-campus sites will be subject to a higher level of responsibility and sanction, in addition to police referral and/or referral to the University's alcohol and drug education program.

Section Three – DISORDERLY AND IRRESPONSIBLE CONDUCT

Post University and the student body have a responsibility to foster an environment that enhances the quality of life in the community and is conducive to academic achievement. Any behavior that jeopardizes the safety of others, the rights of persons, damages property, or is inconsistent with the university code of conduct, civility code, and/or student code of conduct is prohibited. Violations involving assault of any kind that results in serious physical injury shall be considered offenses of sufficient gravity to warrant immediate suspension prior to a hearing and referral to appropriate authorities.

Disorderly Conduct

Disorderly actions apply to all members of the University community as well as visitors. The following behaviors directed toward others are strictly prohibited and may subject individuals to disciplinary action:

- 3.1a. Physical violence
- 3.1b. Obscenities, abusive language, or other violations of the Civility Code
- 3.1c. Physical/verbal conduct that is inciting and/or provoking
- 3.1d. Physical/verbal conduct that is lewd or obscene
- 3.1e. Physical/verbal conduct that is destructive or disruptive
- 3.1f. Physical/verbal conduct that is harassing or threatening
- 3.1g. Physical/verbal conduct that endangers self or others
- 3.1h. Any act of intolerance that is an attempt to injure, harm, or harass a person because of race, religion, color, national origin, physical/mental limitation, age, gender, or sexual orientation. Such behavior includes acts or attempts that cause physical or psychological harm or threat of harm.

Vandalism

- 3.2a. Inciting or participating in unauthorized activities resulting in destruction of property is prohibited.
- 3.2b. Tampering with or destruction of telephones, computer equipment, software, cable equipment, fire equipment, vending machines, or laundry facilities on campus is prohibited.
- 3.2c. Damaging or destroying property or grounds owned or operated by the University is prohibited. This policy extends to property owned/utilized by contracted services to the University.
- 3.2d. Damaging or destroying personal property of another individual is prohibited.
- 3.2e. Removing, damaging, or destroying approved posters, advertisements, bulletin boards, door decorations, or signs on campus is prohibited and subjects students to a fine.

Theft and Fraud

Incidents that are defined as unlawful within local, state, and federal statutes are prohibited on campus. Cases involving such incidents may be processed through the University judicial system and/or referred to authorities.

- 3.3a. Providing false information through statements (written or oral) is prohibited.
- 3.3b. Theft of services is prohibited.
- 3.3c. Inappropriate or unlawful use of telephones and computers (prank or obscene phone calls or messages, harassing calls or messages, etc.) is prohibited. Students will be held

- 3.8d. Use of skateboards, rollerblades, hockey equipment, bicycles, and other potential hazardous items
- 3.8e. Leaning, sitting or standing out on a window ledge or window
- 3.8f. Hall sports including but not limited to football, bowling, golf and basketball, running, etc.

In addition:

- 3.8g. Any items left in common areas (including kitchens, bathrooms, hallways and stairwells) are considered a public safety hazard and will be subject to confiscation. Owners of these items may also face disciplinary action.
- 3.8h. Students with rooms determined to be unsafe or unsanitary living environments by the Office of Residence Life will be subject to disciplinary action.
- 3.8i. Gaining or permitting access to a residence hall through a window or door other than the one designated as the main entry is not permitted and a fine will be assessed.

Identification

- 3.9a. Failure to wear an official University identification card may subject the individual to disciplinary action.
- 3.9b. Failure to provide official University or other proper identification upon request by an authorized University official will subject the individual to disciplinary action.
- 3.9c. Unauthorized changes to a Post University identification card are prohibited.
- 3.9d. Use of false identification is prohibited.
- 3.9e. Providing or lending official University or State-issued identification to another person may subject both individuals to disciplinary action.
- 3.9f. Use of another person's identification card is prohibited.

Room Responsibility

- 3.10 Rooms/apartments may not be used by any person(s) without an assigned resident present. Each resident is responsible for any and all activity that occurs in his/her own room and/or apartment.

Pets

- 3.11 Fish in aquariums no larger than 10 gallons are the only pets permitted in the residence halls. Hermit crabs, rodents, cats, dogs, birds, amphibians and reptiles are expressly prohibited.

Section Four – SEXUAL ABUSE, MISCONDUCT AND HARASSMENT

Post University Statement of Sexual Values:

Post University is committed to providing a learning, working and living environment that is open, supportive, and safe. As a community, this University will not tolerate sexual misconduct of any kind. Post University expressly prohibits the sexually aggressive conduct noted below, and students found engaging in it will be subject to criminal charges and prosecution under Federal and State laws, in addition to official University sanctions.

This policy informs the Post University community of our values and outlines violations of a sexual nature. This policy identifies a student's rights, options, and resources, and describes actions individuals may take if they experience an incident of sexual misconduct, or are accused of sexual misconduct.

Post University recognizes that part of students' development at the University may include learning and understanding themselves as sexual individuals. Post University also respects and upholds the principle that not all students find it necessary to explore their sexual nature or sexuality. Post therefore aims to provide an environment that is comfortable and respectful of all students and their choices regarding sex and their sexuality. Understanding and applying this policy to the behavior and behavioral expectations of all members of the community

helps to ensure Post's goal of being a safe, open community regarding sexuality. Failure to comply with this policy may result in a complaint of sexual misconduct.

Post University strives to promote an environment where mutual respect, communication, cultural competency, understanding, and awareness are the foundation for any sexual behavior or activity. Mutual respect and communication are keys to maintaining each student's personal integrity when engaging in sexual behavior.

Sexual Misconduct Terms and Violations:

4.1 Consent: Consent is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. A person forced to engage in sexual contact by force, threat of force, or coercion has not consented to contact. Lack of mutual consent is the crucial factor in any sexual assault. Consent CANNOT be given if a person's ability to resist or consent is substantially impaired because of a mental or physical condition. Examples of such mental or physical conditions include, but are not limited to: unconsciousness, physical force, substantial impairment because of a psychological health condition, substantial impairment because of voluntary intoxication; or substantial impairment because of the deceptive administration of any drug, intoxicant or controlled substance.

4.2 Sexual Assault: Any non-consensual sexual contact with the victim's intimate parts whether by an acquaintance or by a stranger, is a sexual assault. Physical resistance need not occur to fulfill the definition of sexual assault. Consent can NEVER be given by anyone under the age of sixteen. Sexual assault includes, but is not limited to the following: rape, acquaintance rape (e.g. friend, classmate, peer, co-worker, partner, etc.), incest, sexual assault with an object, forcible sodomy, forcible oral sex, and forcible fondling. Drug facilitated sexual assault will not be tolerated.

4.3 Sexual Exploitation: Sexual Exploitation is taking nonconsensual, unjust, or abusive advantage of another in a sexual or intimate context. Sexual exploitation includes, but is not limited to: sexting, prostituting another person; engaging in permitting, reproducing, or facilitating nonconsensual viewing, videotaping, photographing, or audio taping of sexual or intimate activity; knowingly infecting another person with a sexually transmitted disease; or secretly giving another person or pushing another person to use drugs or alcohol for the purpose of making the person submit to sexual activity. Sexual exploitation will not be tolerated via social media.

4.4 Sexual Harassment: Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the university;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the university;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

4.5 Title IX Statement: It is the policy of Post University to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the University's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Post University has designated Title IX Coordinators to coordinate

Post’s compliance with and response to inquiries concerning Title IX. For more information about Title IX, please contact the University’s Title IX Coordinator. A person may also file a complaint with the Department of Education’s Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 1-800-421-3481.

4.6 Stalking: Stalking is defined legally as repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. It’s a crime that police take very seriously, both in its own right and because it can escalate into serious physical violence. It’s against the law in every state, and a federal crime when it happens across state lines.

Stalking can include:

1. Repeated, unwanted, intrusive, and frightening communications by phone, mail, email, text, social media, etc.
2. Following or laying in wait at places such as home, school, work, or recreation place.
3. Repeatedly leaving or sending unwanted items or presents.
4. Making direct or indirect threats of harm against the victim, the victim’s children, relatives, friends, or pets.
5. Damaging or threatening to damage the victim’s property.
6. Harassing the victim through the internet.
7. Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth.
8. Obtaining personal information about the victim by accessing public records, using Internet search services, hiring private investigators, going through the victim’s garbage, following the victim, contacting victim’s friends, family, work, or neighbors, etc.

To an outsider, stalking behavior can appear friendly and unthreatening, such as showering the victim with gifts or flattering messages. Victims may find themselves needing to explain to others just how intrusive and frightening unwanted attention can be. Stalking is sometimes dismissed when it is done via technology (cell phones, computers, networking sites, surveillance equipment, and so on), but the medium is not what matters—it is the pattern of repeated, unwanted communication.

4.6 Intimate Partner Violence: Intimate partner violence means any physical or sexual harm against an individual by a current or former person in a dating relationship with such individual that results from any action by such person that may be classified as a sexual assault, stalking, or domestic violence. The offenses that are designated as “domestic violence” are against household members or persons in dating relationships and include assaults, sexual assaults, stalking, and violations of protective or restraining orders issued by a Court.

4.7 Attempted Act: Any attempts to commit sexual misconduct are also prohibited under this policy, as is aiding the commission of sexual misconduct as an accomplice.

4.8 Retaliation: Retaliation against the individual who initiates a sexual misconduct complaint, participates in an investigation, or pursues legal action, is prohibited. Independent action may be taken against anyone engaging in retaliation.

IF YOU BELIEVE THAT AN INCIDENT OF SEXUAL MISCONDUCT HAS OCCURRED:

A student who has experienced an incident of sexual assault should seek help, support, and information immediately. There are many sources for information, assistance and support. If you have experienced an incident of a sexual assault you should consider the following immediate actions:

- **Get to a safe place** as quickly as possible.

- **Consider notifying a member of Residence Life, Campus Security, the Counseling Center, Health Services or the Title IX Coordinators.** Many of these resources have after-hours and emergency contacts (see chart ON PAGE 36 in the Student Handbook for contact information).
- **You have the right to notify law enforcement**, or have a campus authority make any notification for you, and file police charges and obtain a court issued restraining order.
- **If you can, avoid showering, bathing, douching, urinating, or cleaning up in any way.** This will prevent the loss of valuable evidence, though evidence can still be collected even if you do. Do not wash any clothes, towels, or sheets that may contain evidence.
- **Preserve all evidence in a paper bag** (not plastic) or deliver directly to law enforcement.
- **Do not blame yourself; this was not your fault.**
- **Utilize University and community resources** for immediate and long term assistance.
- **Go to Health Services or an area hospital** (Waterbury or Saint Mary's Hospital). Individuals are encouraged to seek medical attention as soon as possible after an act of sexual assault.
- **Counseling Services are available to all Post University main campus students.** Students may call (203) 596-4585 to schedule an appointment. These services are free and confidential.
- **Post University's Crisis Hotline Available 24/7: (203) 228-8706**

Reporting Sources:

Post University is committed to creating an environment in which students who have experienced an incident of sexual misconduct are encouraged to come forward and make a report. Members of the Post community are strongly encouraged to seek support and information from available reporting sources. Immediate reporting is essential for the protection of students. All sources will provide the reporting student with information about obtaining support, resources, and the process associated with making a report or a formal complaint with the college or with a law enforcement agency.

Reporting may help you to gain some control over the situation and make informed decisions using information provided by the reporting source. Your prompt reporting will not only benefit and support you, but will also help the University in maintaining a safe community.

See next page (36) for contact chart.

**CONTACTS
FOR ALL EMERGENCIES—DIAL 911**

Reporting Office	Location	Availability	Communication Type	Services Provided
Campus Conduct Officer: Allison Grella	On campus	Normal business hours only	Limited Confidential	Hearing board official. Provides students with guidance on procedures and trained advisors. 203.596.4648
Campus Safety	On campus	24/7	Limited Confidential	Special confidentiality rules apply regarding sexual assaults. 203.596.4502
Counseling Center Lisa Antel George Hayes	On campus	Normal business hours only	Confidential	Licensed counselors available for students and staff. Services are free. 203.596.4585
Dean of Students: Erica Peryga	On campus	Normal business hours only	Limited Confidential	Provides support, referrals for students, and guidance with procedures and protocol. 203.596.8527
Health Services Carol Enright	On campus	Normal business hours only	Confidential	Medical assistance and referral for students. 203.596.4503
Sexual Misconduct Response Coordinator (Title IX) Ray Lagasse	On campus	Normal business hours only	Limited Confidential	Informs students of their rights, as well as support services. 203.596.8528
National 24 hour Sexual Assault hotline	Off campus	24/7	Confidential	Rape, Abuse and Incest National Network hotline 1.800.656.HOPE (4673)
Post's Crisis Hotline	On campus	24/7	Limited Confidential	Connects directly to the RD on duty 203.228.8706
Residence Life Staff	On campus	24/7	Limited Confidential	Will contact the police and assist victims at residence halls. 203.596.4508
Safe Haven's Sexual Assault Program	Off campus	Normal business hours only	Confidential	Provides support services for victims and survivors of sexual assault and domestic violence. 203.575.0388
St. Mary's Hospital	Off campus	24/7	Confidential	Emergency care, including sexual trauma care. 203.709.6004
Statewide 24 hour toll free hotline	Off campus	24/7	Confidential	Connecticut Sexual Assault Crisis Services hotline 1.888.999.5545
Waterbury Hospital	Off campus	24/7	Confidential	Emergency care, including sexual trauma care. 203.573.6500
Waterbury Police	Off campus	24/7	Limited Confidential	Emergency- Call 911 Non-emergency call 203.574.6911

Limited Confidential: Limited confidential sources will notify Residence Life and the Dean of Students, and call the police with the student's permission.

Confidential: Confidential sources will NOT notify any other personnel unless the student is danger of harming themselves and/or others.

Statement of Confidentiality:

With respect to any report of sexual misconduct or any complaint of sexual misconduct, Post University will endeavor to maintain the confidentiality of the matter and all individuals involved to the extent permitted by law. Post University will balance the needs of individuals involved with its obligation to protect the safety and well-being of the community at large. In all cases, Post University will respect the privacy and dignity of all individuals involved.

Significant Threat to the Community:

In cases where the accused poses a significant risk to the general safety of the campus community, the Campus Conduct Officer will contact the Dean of Students. If the Dean of Students concludes that a significant threat exists, the Dean will take necessary action to protect the community while preserving the reporting survivor's privacy which includes but is not limited to: temporary reassignment of the accused to another residence hall or issuing a temporary ban from Post University's campus.

STUDENT CONDUCT PROCESS FOR SEXUAL MISCONDUCT:**Definitions of Participants:**

- **Victim:** The person filing a formal complaint of a violation of the Sexual Misconduct Policy by another student.
- **Accused:** The student accused of violating the Sexual Misconduct Policy.
- **Trained Sexual Misconduct Advisor for the Victim (Advisor):** The Advisor is a Post Community staff or faculty member appointed by the Campus Conduct Officer who is trained to support the Victim.
 - o Advisors are available at the request of the victim.
 - o Victims may choose from a diverse list of potential Advisors and may switch at any point should they choose.
 - o While students can elect not to use an Advisor, students are strongly encouraged to choose and to work with an Advisor.
 - o The Advisor may assist the victim throughout the Campus Conduct Process, including being present at the conduct hearing. Advisors may not speak at the conduct hearing.
 - o In consultation with other University officials or faculty members where appropriate, an Advisor may assist in arranging accommodations which may include:
 - Change of on-campus student housing to different on-campus location
 - Exam (paper, assignment) rescheduling
 - Taking an incomplete in a class
 - Transferring of sections
 - Alternative course completion options
- **Trained Sexual Misconduct Advisor for the Accused (Advisor):** The Advisor is a Post Community staff or faculty member appointed by the Campus Conduct Officer to provide information and information regarding the University's Sexual Misconduct Policy and the Campus Conduct process for any student whom a complaint is filed against. Students may choose from a diverse list of potential Advisors and may switch Advisors at any point should they choose.
 - o Once a student receives notification that a complaint has been filed, the University highly recommends that the accused meet with an Advisor.
 - o The Advisor is trained to help the student understand the nature of the formal complaint and to discuss the Sexual Misconduct Policy and all processes involved.
 - o The Advisor assists the accused to understand the alleged violation of the Sexual Misconduct Policy, the severity of the accusations against them, the process, and all possible sanctions.
 - o The Advisor may assist the accused throughout the Campus Conduct Process,

including being present at the conduct hearing. Advisors may not speak at the conduct hearing.

- o Students are strongly urged to use an Advisor in all cases of alleged sexual misconduct.
- o In consultation with other University officials or faculty members where appropriate, an Advisor may assist in arranging accommodations which may include:
 - Change of on-campus student housing to different on-campus location
 - Exam (paper, assignment) rescheduling
 - Taking an incomplete in a class
 - Transferring of sections
 - Alternative course completion options
- **Support Person:** The victim and the accused may each bring a support person to the hearing. The support person is an ally who provides comfort and helps the victim or accused. The support person may be any member of the Post University community (student, faculty, or staff). The selected support person must meet with the Campus Conduct Officer five business days prior to the hearing.

Informal Procedure:

If a person reports to a University administrator, department head, faculty member or residence life staff member that she or he has been sexually assaulted but chooses not to file a formal complaint at that time, that person will be referred to the Sexual Misconduct Response Coordinator (Title IX Coordinator).

The Sexual Misconduct Response Coordinator (SMRC) will neither investigate nor adjudicate complaints of sexual assault. In the event of a sexual assault complaint, the Sexual Misconduct Response Coordinator ensures appropriate services are made available. This includes:

- Crisis counseling to the victim/survivor.
- Appropriate medical referral.
- Optional referral to Safe Haven Sexual Assault programs.
- Referral to the Health and Counseling Center's free and confidential services to meet with a counselor who will provide additional emotional support and assist victims in sorting out feelings associated with the assault.
- Provide information on the university's sexual misconduct policies and procedures regarding disciplinary action.
- Make every effort to contact victims within 24 hours and, while respecting whatever decision they have made, encourage them to get some type of assistance.

Informal complaints will be treated confidentially consistent with applicable legal requirements. Use of the informal procedure by a victim does not preclude the victim from filing a formal complaint under the procedure outlined below.

Formal Filing Procedure:

If the accused is a currently enrolled student, any person who has experienced an incident of sexual misconduct may file a formal complaint with the Sexual Misconduct Response Coordinator (Title IX Coordinator), Ray Lagasse (203-596-4625) on an Incident Report form provided by the Residence Life Office. Incident Reports can be found in Human Resources, Residence Life, the Counseling Center, Academic Affairs, and in Drubner Center. The complaint shall contain a concise statement of the alleged violations of the Sexual Misconduct Policy and a detailed statement of the facts supporting the alleged violations. Although there is no time limit on the filing of a formal complaint with the University, the University strongly encourages a prompt filing so that a more satisfactory and complete investigation can be conducted.

Responding to a Formal Complaint:

The accused shall receive written notification of the filing of a formal complaint, along with a copy of the formal complaint, after the complaint has been received by the Title IX Coordinator. The accused must arrange and meet with the specified Campus Conduct Officer or designee within 3 business days after receiving the complaint in order to discuss the nature of the complaint, the rights and responsibilities of the accused, and the hearing process. The accused shall receive a written copy of this policy at that time.

Options of Assistance for the Accused:

- a. The Campus Conduct Officer is available to inform the accused of legal and other appropriate off-campus resources.
- b. The accused may choose an advisor from the list that the Campus Conduct Officer provides.

The accused may be accompanied by a Trained Sexual Misconduct Advisor or support person from the Post University community to the meeting with the Campus Conduct Officer. If the accused fails to arrange and meet with the Campus Conduct Officer the complaint will either be determined by the Campus Conduct Officer or referred by the Campus Conduct Officer to the Hearing Board for adjudication.

Prehearing Process:

- The University reserves the right to extend any time periods identified in this policy.
- All relevant reports and documents are to be made available to the accused and victim once they are prepared and no later than 3 business days prior to the hearing.
- Once the accused has been notified of the formal written complaint, the victim and accused will be kept informed of all developments and will be advised of the procedures that will guide the resolution of the complaint.
- The accused and victim will be informed in writing of the date and time of the hearing.
- The accused and victim shall have the opportunity to make a request to the Campus Conduct Officer for witnesses to testify on their behalf. The Campus Conduct Officer shall determine which witnesses shall testify based on the relevance of their testimony.
- The accused and victim must notify the Campus Conduct Officer of any advisors, support people, and witnesses attending the hearing 5 business days prior to the hearing.
- Any additional scheduling requests must be directed to the Campus Conduct Officer to be determined.
- If a sexual misconduct case is also being heard by a civil or criminal court, the University retains the right to hear the case before, after, or during the same time as the civil or criminal case, and to implement appropriate action (such as No Contact Orders, removal from campus residence facilities, removing a student from a class or classes or Interim Suspension) to maintain the safety of the campus.
- The Campus Conduct Process shall be confidential to the extent possible and as allowed by law.
- The University will attempt to schedule a hearing within 10 business days after the accused has received the formal complaint.

Rights of the Victim:

- The right to be assisted by a Sexual Misconduct Advocate throughout the Campus Conduct Process.
- The right to have a support person (a member of the Post University community) accompany and assist throughout the Campus Conduct Process. The support person may not speak at the Conduct Hearing.
- The right to make an Impact Statement at the conclusion of the hearing provided the

accused was found to have violated the Sexual Misconduct Policy, and to have that statement considered by the Board in determining its sanction.

- The right to request a Campus No Contact Order against a student who has engaged in or threatens to engage in an act of sexual misconduct which presents a danger to the welfare of the victim or others.
- The right to request that disciplinary procedures begin promptly and are conducted by a University Official trained in issues related to sexual assault and intimate partner violence.

Rights of the Accused:

- The right to be assisted by an Advisor throughout the Campus Conduct Process.
- The rights to have a support person (a member of the Post University community) accompany and assist throughout the Campus Conduct Process. The support person may not speak at the Conduct Hearing.
- The right to make an Impact Statement at the hearing and to have that statement considered by the Hearing Board in determining its sanction if it has been determined that the accused violated the Sexual Misconduct Policy

Rights of Both the Victim and Accused:

- The right to a reasonable investigation and appropriate resolution of all credible formal complaints.
- The right to have a support person and Trained Advisor present during a hearing, provided that the advisor does not cause the meeting to be delayed or postponed. The support person and Trained Advisor may not take part directly in the hearing itself, though the student may request a recess to confer with their respective support person and Trained Advisor.
- The right to receive written notice of the outcome and sanction(s) of the sexual misconduct hearing.
- The right to have a hearing.
- The right to appeal the finding and sanction of the Hearing Board in accordance with the provisions of this policy.
- The right to petition that any member of the Hearing Board be removed on the basis of bias.
- The right to bring a support person and Trained Advisor to all phases of the investigation and hearing.
- The right to present relevant witnesses to the Hearing Board, including expert witnesses.
- The rights to have the University compel the presence of student, faculty and staff witnesses, and the right to ask questions, directly or indirectly, of witnesses, and the right to challenge documentary evidence.
- The right to be present for all testimony given and evidence presented before the Hearing Board.
- The right to be informed in advance of any public release of information regarding the formal complaint to the extent possible and as allowed by law.
- The right to be free from retaliation.
- The Victim and Accused have the right to consult with an attorney at their own expense. Attorneys can participate in the Campus Conduct Process, in an advisory capacity, except during the Conduct Hearings. Attorneys may be present at Conduct Hearings; however, they are required to remain outside of any hearing rooms. If a party wishes to consult with their attorney during a Conduct Hearing, they may do so upon request to

the Hearing Chair and if the request is granted, such consultation must occur outside the hearing room(s).

- The Victim and the Accused are entitled to be informed in writing of the results of the disciplinary proceeding no later than one business day after it concludes and have their identities kept confidential, except as necessary to carry out a disciplinary proceeding or as permitted under state or federal law.
- Post University shall not disclose the identity of the victim or the accused, except as necessary to carry out a disciplinary proceeding or as permitted under state and federal law.

Special Procedures:

A. False Reports

The University will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

B. Leniency

For the Victim:

The University encourages reporting of incidents of sexual misconduct. Sometimes, victims are hesitant to make reports because they fear that they may be charged with violations of the Student Code of Conduct, such as underage drinking at the time of the incident. To encourage reporting of sexual misconduct incidents, the University will exercise leniency towards a victim with respect to taking action for other violations of the Student Code of Conduct.

For the Good Samaritan:

The welfare of students in our community is of paramount importance. At times, students on and off campus may need assistance. The University encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to assist another student who experienced an incident of sexual misconduct.) The University will exercise leniency towards the Good Samaritan with respect to taking action for other violations of the Student Code of Conduct.

C. Notification of Determination

The determination made after a hearing is part of the education record of the accused, and is protected from disclosure under Federal law. However, there are two exceptions as follows:

- Victims shall be informed of the formal complaint against the accused, the determination made after a hearing, and any sanctions imposed.
- Students who bring any sort of sexual misconduct complaint against faculty or staff may be informed of the determinations made and sanction imposed.

D. Alternative Testimony Options

For victims, alternative testimony options will be provided. Options include, placing a privacy screen in the hearing room, digital conferencing, or other options that provide a safe space for participation while not depriving the accused of their rights in the process. While these options are intended to help make the victim more comfortable, they are not intended to work to the disadvantage of the accused.

E. Past Sexual History/Character

1. The past sexual history or sexual character of a student will not be admissible in a Sexual Misconduct hearing.
2. If, in the past, a accused was found to have violated the Sexual Misconduct Policy (“Past

Violation”), the information related to the Past Violation may be considered by the Hearing Board if:

- a. The previous violation was substantially similar to the present complaint; and
- b. The previous violation indicates a pattern of behavior and substantial conformity with that pattern by the accused.

The Hearing:

- The Campus Conduct Officer shall assemble a Hearing Board of five trained members of Post’s administration or faculty to hear sexual conduct cases. Each Board shall be composed of representatives of both genders.
- All hearings shall be closed to the public.
- Each Board member must indicate to the Campus Conduct Officer within 3 days prior to the hearing whether they have knowledge of the participants in the case that may impair – or may be perceived to impair – their ability to hear and determine a case impartially, and to recuse them if their participation might compromise the integrity of the hearing process.
- All hearings will be audio-recorded. A digital file will be made available to the victim and/or accused in the event a request for an appeal is filed.
- Board members shall be provided with access to written information and evidence at least 24 hours prior to the hearing.
- The accused and victim may be accompanied by their support person and Advisor. The support person and Advisor are present to act as counselors and to support the accused and victim, and to provide advice on procedural matters. The support person and Advisor do not have speaking privileges during the hearing. A hearing will not be cancelled or postponed in the event a scheduled support person or Advisor does not attend. If the scheduled support person or Advisor is not able to attend, the victim/accused should arrange for a substitute.
- If the accused or victim fails to appear at the hearing, the matter will be resolved in their absence.
- Witnesses may be present at the hearing only at the time they are called to testify. A hearing will not be canceled or postponed if a scheduled witness does not attend.
- Written and notarized statements of witnesses not in attendance due to extraordinary circumstances shall be considered by the Board if approved by the Chair.
- In making its determination the Hearing Board shall consider only the evidence admitted at the hearing and the admission of evidence shall be within the discretion of the Hearing Board.
- At the start of the hearing, the Chair shall ask the accused if they have received the formal complaint, and if they understand the nature of the formal complaint.
- The Title IX Coordinator will present the formal complaint along with the information obtained through the investigative process to the Hearing Board. The Hearing Board shall consider only the information and evidence related to the alleged violations set forth in the formal complaint.
- The remainder of the hearing shall customarily proceed in the following order:
 1. Opening statement from victim.
 2. Opening statement from accused.
 3. Board questioning of victim and accused.
 4. Board questioning of witnesses (each witness will be questioned separately).
 5. Victim and accused questioning of witnesses (each witness will be questioned separately then excused).
 6. Victim and accused questioning of each other, directed through the Chair.

7. Final questions from the Board.
 8. Victim's closing statement.
 9. Accused's closing statement.
- The Hearing Board will deliberate in private and make an appropriate determination based on the information and evidence presented during the hearing.
 - The Hearing Board by unanimous decision will determine whether or not the accused violated the Sexual Misconduct Policy as alleged in the formal complaint by finding either: "Did violate" or "Did not violate" the Sexual Misconduct Policy. The Board's determination shall be based on a "Preponderance of the Evidence" standard which means "It is More Likely than Not" that a violation of the Sexual Misconduct Policy occurred.
 - If the Board renders a determination of "Did violate", the Board will recommend a sanction consistent with those specified in the Post University Code of Conduct.
 - The Board shall have one business day to render a decision.
 - The Campus Conduct Officer will notify both the Victim and Accused in writing of the Hearing Board's decision.
 - Both the Victim and the Accused may file a written appeal of the Hearing Board's decision. The appeal must be based on one or more of the following:
 - o New information directly related to the case that was unavailable during the investigation period or during the hearing itself.
 - o Procedural error that might have affected the decision.
 - o Sanction imposed is disproportionate to the violation.
 - The purpose of the appeal is not to rehear the underlying case; rather, it is to determine if there is sufficient information presented to allow a reconsideration of the Hearing Board's decision.
 - Appeals must be made, in writing, to the Dean of Students within five (5) business days of the notification of the decision.
 - The Dean of Students may decide the appeal or ask the original Hearing Board to reconsider the case based on new information presented that was unavailable prior to the hearing.
 - The Dean of Students will review the appeal and render its decision within five business days after receiving the notice of appeal.
 - The decision of the Dean of Students is final.

Official University Sanctions:

Formal Admonition – A verbal statement to a student about his/her violation of University policies.

Disciplinary Warning – A written notice to a student indicating that specific behavior or activity is in violation of University policies.

Restitution – payment for damage to, or misappropriation of, University, University affiliate(s), or individual property.

Fine – Establishment of a charge for violation of a policy.

Campus Restrictions – Loss of designated campus privilege(s).

Community Service – Mandated service hours on campus or with off-campus businesses organizations.

Personal Counseling – Mandated for a period determined by the University's designee.

Disciplinary Probation – A designated period in which a student is formally put on notice for his/her behavior, while not severe enough to warrant expulsion, was severe enough to

warrant a serious course of action. While on Disciplinary Probation, a student may be subject to expulsion should additional infractions occur. Disciplinary Probation is a status that may include periodic reporting sessions with an appropriate administrator, loss of privilege to represent the University or attend University activities. Students who are on Disciplinary Probation may not reside in Okinaga Hall.

Residence Hall Reassignment – Mandatory reassignment from one residence hall to another for inappropriate behavior. Loss of visiting privileges in the former building may accompany this sanction.

Residence Hall Suspension – The University reserves the right to suspend a student's Housing Contract for any specified period. This period may range from one day to one semester or more.

Residence Hall Dismissal/Ban – Dismissal and/or ban from the University residence halls. Students must apply for re-entry to the Director of Residence Life.

Institutional Suspension – Disciplinary suspension of a student's registration for a specific period. Residential students' Housing Contracts are also suspended during this time. Students removed from the University for conduct that presented a threat to themselves, other persons, or property may not re-enter without prior approval from the Dean of Students.

Institutional Dismissal – Attendance at the University is terminated, constituting the maximum disciplinary penalty. Students are banned from all campus facilities, grounds and events. Re-admission may be granted only by the President or his/her designee.

Section Five – GUEST POLICY

Post University permits residents to host guests in the residence halls. Guests are defined as any individual who is not a resident student. Residents are strongly encouraged to communicate with their roommate(s) prior to hosting guests. Post University reserves the right to refuse guest entry and revoke guest privileges for a residence hall, a specific floor, and/or individual(s) at any time.

Residents are required to meet their guest(s) at the South Gate Security Kiosk in order to properly sign in. Guests must present a valid form of ID in order to be signed in to the residence halls. Acceptable forms of ID include: Post University ID, state-issued driver license, government-issued ID, military ID, or passport. The ID will be held at the South Gate Security Kiosk for the duration of the visit and will be returned upon departure.

Short-Term Guests

Residents are permitted to have short-term guests seven days a week between the hours of 7:00am and 11:59pm.

Overnight Guests

Residents are permitted to have overnight guests no more than three (3) days in a seven (7) day period. Guests who remain on campus after 12:00am are considered overnight guests.

- 5.1 Residents must sign in all guests at the South Gate Security Kiosk.
- 5.2 Residents may sign in no more than two (2) guests at the same time.
- 5.3 Residents may not have an overnight guest for more than three (3) nights in a seven (7) day period. This includes both other residents and outside guests. Non-resident guests may only stay on campus three (3) nights in a seven (7) day period.
- 5.4 Residents may host overnight guests no more than six (6) nights per calendar month.
- 5.5 Residents must accompany the guest at all times.
- 5.6 Guests must carry the issued guest pass at all times and present it when requested.
- 5.7 Guests under the age of 16 are not permitted in the residence halls overnight.

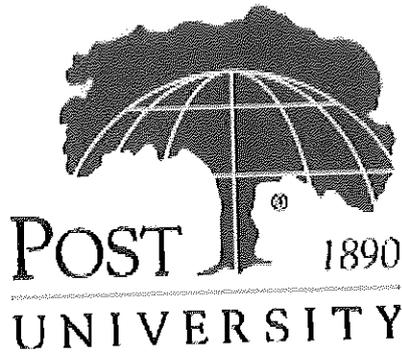
APPENDIX F

FINANCIAL STATEMENTS

APPENDIX G

SIGNED AFFADAVIT: CEO

MAIN CAMPUS
800 Country Club Rd.
PO Box 2540
Waterbury, CT 06723



PHILADELPHIA OFFICE
1628 JFK Blvd.
Suite 1001
Philadelphia, PA 19103

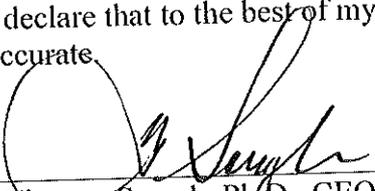
March 7, 2014

To Whom it May Concern:

This affidavit is made for the sole purpose of declaring that I, Thomas Samph, Ph.D., CEO located at 800 Country Club Road Waterbury CT, 06723, am committed to the delivery of programs located in the State of Iowa and agree to following:

- Provided that Post University ceases operations or transfers ownership the University will make a good faith effort to assist students in alternative programs, or
- Under the University's teach-out plan, a student will be able to complete the program prior to the University ceasing operations.

I declare that to the best of my knowledge and belief that the information stated is true and accurate.


Thomas Samph, Ph.D., CEO

3/7/2014
Date


Witness Signature

3/7/2014
Date

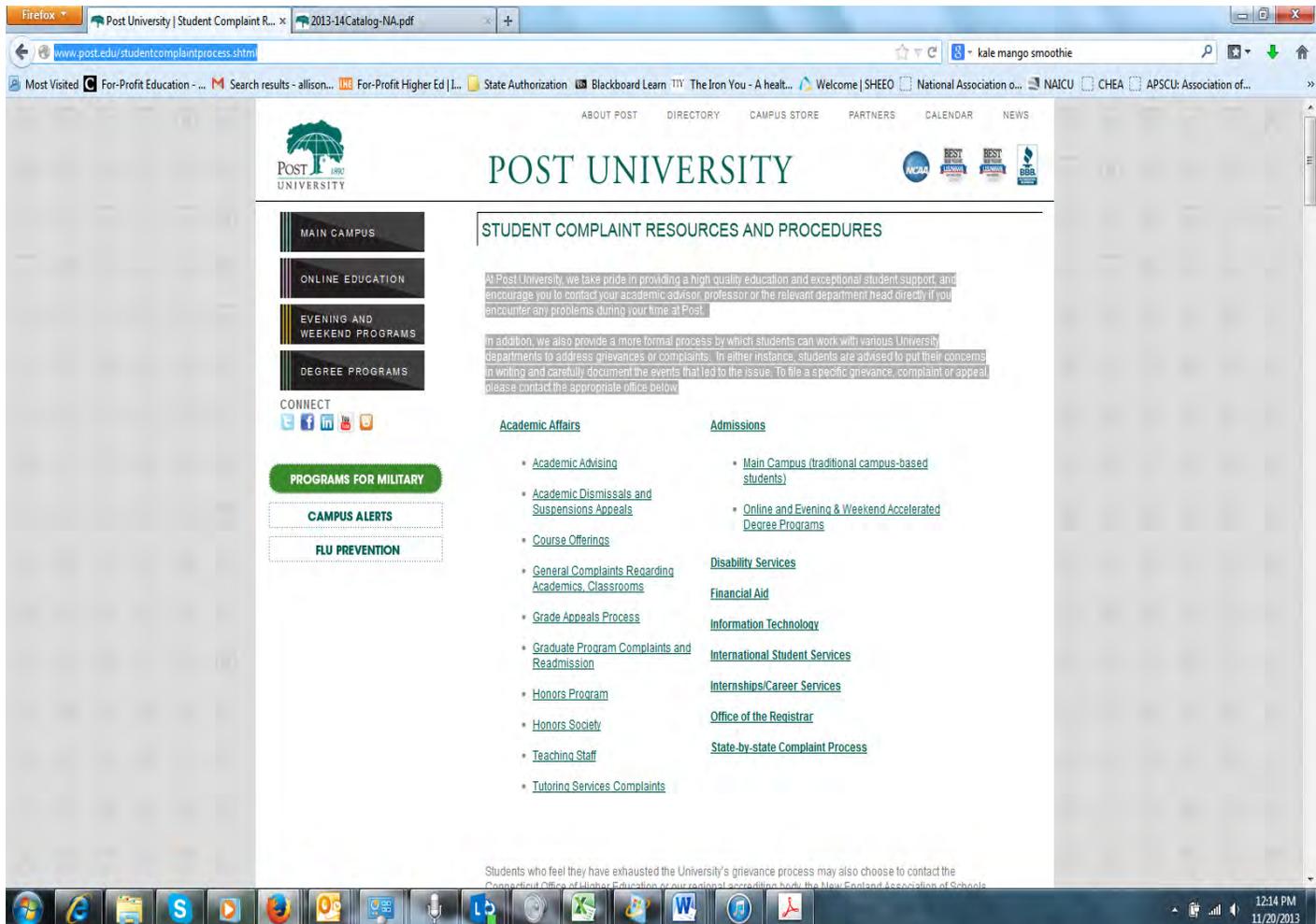
APPENDIX H

Resolution for Complaints

At Post University, we provide high quality education and exceptional student support, and encourage all students to contact their academic advisor, professor or the relevant department head directly if they encounter any problems. In addition, we also provide a more formal process by which students can work with various University departments to address grievances or complaints. In either instance, students are advised to put their concerns in writing and carefully document the events that led to the issue. To file a specific grievance, complaint or appeal, we urge students to contact the appropriate office or department.

We provide students both online and main campus to address grievances either through the website at <http://www.post.edu/studentcomplaintprocess.shtml> or procedures addressed in the 2013-2014 Catalog on pages 15 and 16.

Provided is a screen shot of the student complaint webpage that shows the various departments a student can address a grievance:



APPENDIX I

CERTIFICATE OF AUTHORITY

IOWA

No: W00842752
Date: 04/30/2013

SECRETARY OF STATE

490 FP-456364
POST UNIVERSITY, INC.

ACKNOWLEDGEMENT OF DOCUMENT FILED

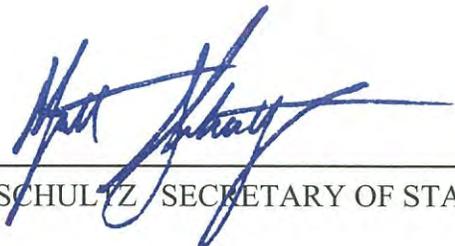
The Secretary of State acknowledges receipt of the following document:

Certificate of Authority

The document was filed on Apr 26 2013 8:35AM, to be effective as of Apr 26 2013 8:35AM.

The amount of \$100.00 was received in full payment of the filing fee.




MATT SCHULTZ, SECRETARY OF STATE

