

# Iowa College Student Aid Commission

Postsecondary Registration Administrator

200 10<sup>th</sup> Street, Fourth Floor

Des Moines, IA 50309

(515) 725-3470

## Postsecondary Registration Iowa Code Chapter 261B

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

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

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

### GENERAL INFORMATION

**Q.** *Who must register?*

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

"School" is defined as an entity which:

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

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

**Q.** *What is required to register?*

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

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

**Q.** *When must registration and renewal occur?*

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

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

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

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

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

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

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

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

**Q.** What is the fee for registration or renewal?

**A.** The complete application fee structure is as follows:

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

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

# Iowa College Student Aid Commission

Postsecondary Approval and Registration Administrator

200 10<sup>th</sup> Street, Fourth Floor

Des Moines, IA 50309

(515) 725-3470

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

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

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

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

Applications fees are to be sent to:

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

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

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

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

Name of School: Western Governors University  
Suite: Suite 700  
Street: 4001 South 700 East  
City: Salt Lake City  
State: Utah  
Zip: 84107  
Country: USA  
Telephone Number (including country or area code): (801) 274-3280

Type of corporation:

- For-profit  
 Non-profit

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

WGU has an administrative office in Phoenix, Arizona, and has recently partnered with the states of Indiana and Washington to create, respectively, WGU Indiana (<http://indiana.wgu.edu/>) and WGU Washington (<http://washington.wgu.edu/>).

Suite	Street	City	State	Zip	Country	Telephone
200	410 N. 44 <sup>th</sup> St.	Phoenix	AZ	85008	USA	(602) 244-9195
1020	10 Market St.	Indianapolis	IN	46204	USA	(317) 423-3246
	TBA		WA		USA	TBA

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

N/A. All WGU programs, including most assessments, are completed online. The University maintains no instructional facilities in Iowa.

Suite	Street	City	State	Zip	Country	Telephone

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

Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Total
Nursing (MSN & BSN)	\$3,250/term*	§	†		Varies
MBA	\$3,250/term*	§	†		Varies
Business Bachelor's	\$2,890/term*	§	†		Varies
Information Technology	\$2,890/term*	§	†		Varies
All Teachers College	\$2,890/term*	§	†		Varies

\*A WGU term is six months in length and can begin on the first of any month. Students aren't charged per course or per credit. Tuition covers all work completed during a given term.

§ One-time non-refundable \$65 application fee; \$45/term library fee; one-time \$350 lab fee for science degrees requiring lab; one-time \$350 nursing program fee for nursing degrees; \$1,000 standard Demonstration Teaching fee for programs leading to teacher licensure or \$1,900 fee for candidates student teaching for an entire school year under the Internship Teaching Model; one-time \$1,000 Educational Leadership Practicum fee for MS Ed Leadership candidates.

† The need for textbooks and other learning resources varies from program to program and depending on the individual student's prior education and experience. The student, in consultation with his or her assigned mentor, determines which learning resources to use. The majority of the learning resources offered are included in tuition with the primary exception of textbooks which students are responsible for purchasing. WGU provides library services for students that give them the ability to search for academic materials in their areas of study with access to full-text articles, study materials on e-reserves, and books available through interlibrary loan.

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 application fee is not refundable. Students who withdraw from WGU or stop progress through the 60-percent (60%) point of a six-month term of enrollment for which tuition is assessed will receive a prorated tuition and library fee refund. After that point, there is no provision for a refund.

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

A central element of WGU’s mission is to “expand access to post-secondary educational opportunities by providing a means for individuals to learn independent of time and place” (WGU Mission Statement). To accomplish this goal WGU makes its programs available online to students in all 50 states, the District of Columbia, several territories, and to members of the armed forces around the world. Programs offered outside of Iowa (see listing below) are also available to students in Iowa.

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

Please refer to the list below.

Offered outside of Iowa

Program Title	Award		Length (weeks) *	Semester Hours*
	Degree	Certificate		
Interdisciplinary Studies K-8	BA		260	120
Mathematics (5-12)	BA		260	127
Mathematics (5-9)	BA		260	120
Science (5-12, Bio)	BA		260	121
Science (5-12, Geo)	BA		260	121
Science (5-12, Chem)	BA		260	122
Science (5-12, Physics)	BA		260	121
Science (5-9)	BA		260	121
Special Education (PK-12)	BA		234	134
Early Childhood Education	BA		260	120
Accounting	BS		260	127
Business—HR Management	BS		260	120
Business—IT Management	BS		260	120
Business Management	BS		260	132
Business—Marketing Mgmt	BS		260	126
Health Informatics	BS		234	120
Information Technology	BS		234	121
IT—Networks Design and Mgmt	BS		260	124
IT—Networks Administration	BS		260	121
IT—Databases	BS		234	121
IT—Security	BS		234	124
IT—Software	BS		260	121
Nursing (RN to BSN)	BS		208	120
Sales and Sales Management	BS		234	120
English Language Learning K-12	MA		130	40
Mathematics Education (5-12)	MA		130	39
Mathematics Education (5-9)	MA		104	34
Mathematics Education (K-6)	MA		78	33

Program Title	Award		Length (weeks) *	Semester Hours*
	Degree	Certificate		
Science Education (5-12, Bio)	MA		104	38
Science Education (5-12, Geo)	MA		104	38
Science Education (5-12, Chem)	MA		104	38
Science Education (5-12, Physics)	MA		104	38
Science Education (5-9)	MA		104	38
Elementary (K-8)	MAT		130	46
Mathematics (5-12)	MAT		182	74
Mathematics (5-9)	MAT		104	40
Science (5-12)	MAT		104	40
Science (5-9)	MAT		104	40
Social Science (5-12)	MAT		104	38
Healthcare Management	MBA		104	35
IT Management	MBA		104	36
Business Administration (Management & Strategy)	MBA		104	32
Learning and Technology	MED		104	31
Instructional Design	MED		104	31
Post-Baccalaureate Elementary (K-8)		Certificate	104	35
Post-Baccalaureate Mathematics (5-12)		Certificate	78	29
Post-Baccalaureate Mathematics (5-9)		Certificate	78	29
Post-Baccalaureate Science (5-12)		Certificate	78	29
Post-Baccalaureate Science Education (5-9)		Certificate	78	29
Post-Baccalaureate Social Science (5-12)		Certificate	78	27
Teaching Endorsement English Language Learning K-12		Certificate	78	37
Teaching Endorsement Educational Leadership		Certificate	78	26
Curriculum and Instruction	MS		104	31
Nursing—Education	MS		104	37
Nursing—Leadership and Mgmt	MS		104	37
Information Security & Assurance	MS		104	36
Special Education	MS		130	41
Nursing Education (RN to MSN)	MS		234	152
Nursing Education Leadership and Management (RN to MSN)	MS		234	152

**\* Note on Length and Semester Hours.** The time it takes for students to complete their WGU programs varies from program to program and depending on the individual student's prior education and experience. WGU has assigned competency units (CUs) to each assessment to permit tracking of academic progress. One CU is equivalent to one semester hour of learning in the traditional university. This equivalency has been accepted by the USDOE, regional and other accrediting bodies (NWCCU; DETC; NCATE; CCNE; CAHIIM), states (for program approval and license to operate), and other universities (for transfer of credits). WGU transcripts show the number of CUs assigned to each assessment. Students earn CUs by passing the assessments.

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

Name: Robert W. Mendenhall, PhD  
Suite: Suite 700  
Street: 4001 South 700 East  
City: Salt Lake City  
State: Utah  
Zip: 84107  
Country: USA  
Telephone Number (including country or area code): (801) 993-2311

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:

A copy of the WGU institutional catalog is included as Attachment A. Please refer also to the WGU Web site ([www.wgu.edu](http://www.wgu.edu)), which is available to the public and contains the most current detailed description of each academic program, including the course of study, a complete program guide, all tuition and fees, refund policies, and all requirements pertaining to the program. The catalog describes how each domain of learning fits into one or more degree programs and how the University uses assessment to measure progress toward program/degree completion. All WGU programs are regionally accredited (NWCCU) and many are also accredited by professional entities like NCATE, CCNE, CAHIIM, etc. This information is presented in the catalog for each program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Name: N/A. WGU has no designated contact in Iowa.  
Suite: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Country: \_\_\_\_\_  
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))]

**Western Governors University Board of Trustees**

**Chairman**

The Honorable Jim Geringer, Director, Policy & Public Sector, ESRI  
Governor of Wyoming (1995 – 2003)  
1507 Road 215, Cheyenne, Wyoming 82009  
P: 307-635-3021, M: 307-331-3201  
Email: [jgeringer@esri.com](mailto:jgeringer@esri.com)

**Members**

Frank Alvarez, President & CEO, The Hispanic Scholarship Fund  
55 2<sup>nd</sup> St. Ste# 1500, San Francisco, CA 94105  
P: 415-808-2401  
Email: [FrankAlvarez@aol.com](mailto:FrankAlvarez@aol.com)

Dr. Therese (Terry) Crane, President, Crane Associates  
13104 Hughes Lane, Dallas, TX 75240  
P: 972-702-0590, C: 469-585-0107  
Email: [drtkcrane@aol.com](mailto:drtkcrane@aol.com)

The Honorable Mitchell “Mitch” Daniels, Governor of Indiana  
Statehouse, Room 206, 200 W. Washington Street, Indianapolis, IN 46204  
P: 317-232-7988  
Assistant: Maggie Ban  
Email: [mban@gov.in.gov](mailto:mban@gov.in.gov)

Dr. Emily S. DeRocco, President, The Manufacturing Institute  
Senior Vice President, National Association of Manufacturers  
W: 708 A Street, Washington, D.C. 20003  
P: 202-637-3426  
Email: [Emily.derocco@gmail.com](mailto:Emily.derocco@gmail.com)

Kate Driscoll, Vice President, North America-Eastern Sales, Oracle  
4001 S. 700 E. Suite 700, Salt Lake City, Utah 84107  
P: 203-462-9514, F: 203-255-7579  
Email: [Kate.Driscoll@sun.com](mailto:Kate.Driscoll@sun.com)

Robert Evanson, Former President, McGraw Hill Education  
4 Pheasant Run, Holmdel, NJ 07733  
P: 732/957-9483, F: 732/671-8435  
Email: [evanson@verizon.net](mailto:evanson@verizon.net)

Dr. Robert W. Mendenhall, President, Western Governors University

4001 South 700 East, Suite 700, Salt Lake City, UT 84107

P: 801-933-2311

Email: [rwm@wgu.edu](mailto:rwm@wgu.edu)

David Simmons, President, Simmons Media Group

515 South 700 East, Salt Lake City, UT 84102

P: 801-524-2600, F: 801-521-5810

Email: [dsimmons@simmonsmedia.com](mailto:dsimmons@simmonsmedia.com)

Dr. Samuel H. Smith, President Emeritus, Washington State University

520 Pike Street, Suite 1101, Seattle, WA 98101

P: 206-448-1330, F: 206-448-1334

Email: [smithsh@wsuwest.edu](mailto:smithsh@wsuwest.edu)

Dr. Blenda Wilson, Former President of California State University, Northridge

62 White Oak Bluff, Savannah, GA 31405

P: 912-234-0240, F: 912-234-0286

[bwilson@bjwconsulting.org](mailto:bwilson@bjwconsulting.org)

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

Name: \_\_\_\_\_ N/A \_\_\_\_\_

Suite: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone No. (including country or area code): \_\_\_\_\_

For owners 2 or more, add pages as needed

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

Accrediting agency 1

Name: \_\_\_\_\_ Northwest Commission on Colleges and Universities (NWCCU) \_\_\_\_\_

Suite: \_\_\_\_\_ Suite 100 \_\_\_\_\_

Street: \_\_\_\_\_ 8060 165<sup>th</sup> Avenue N.E. \_\_\_\_\_

City: \_\_\_\_\_ Redmond \_\_\_\_\_

State: \_\_\_\_\_ Washington \_\_\_\_\_

Zip: \_\_\_\_\_ 98052-3981 \_\_\_\_\_

Country: \_\_\_\_\_ USA \_\_\_\_\_

Telephone Number (including country or area code): (425) 558-4224 \_\_\_\_\_

Contact Person: \_\_\_\_\_ Dr. Sandra Ellman \_\_\_\_\_

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

Accrediting Agency 2

Name: Distance Education and Training Council (DETC)  
Suite: \_\_\_\_\_  
Street: 1601 18<sup>th</sup> St., N.W.  
City: Washington  
State: DC  
Zip: 20009-2529  
Country: USA  
Telephone Number (including country or area code): (202) 234-5100  
Contact Person: Michael P. Lambert

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

Accrediting Agency 3

Name: National Council for Accreditation of Teacher Education  
Suite: Suite 500  
Street: 2010 Massachusetts Ave., NW  
City: Washington  
State: DC  
Zip: 20036-1023  
Country: USA  
Telephone Number (including country or area code): (202) 466-7496  
Contact Person: James G. Cibulka

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

Accrediting Agency 4

Name: Commission on Collegiate Nursing Education  
Suite: Suite 530  
Street: One Dupont Circle, NW  
City: Washington  
State: DC  
Zip: 20036-1120  
Country: USA  
Telephone Number (including country or area code): (202) 887-6791  
Contact Person: Jennifer Butlin

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

Accrediting Agency 5

Name: Commission on Accreditation for Health Informatics & Information Management Education (CAHIIM)  
Suite: 21<sup>st</sup> Floor  
Street: 233 N. Michigan Ave.  
City: Chicago  
State: Illinois  
Zip: 60601-5800  
Country: USA  
Telephone Number (including country or area code): (312) 233-1183  
Contact Person: Dr. Claire Dixon-Lee

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

Accrediting Agency 6+

Respond on a separate page:

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

WGU preserves student records digitally in our primary data center facility in Phoenix, AZ. WGU also uses a secondary data center in Salt Lake City, UT to store data with redundancy at this remote site. All aspects of the student records are preserved including, but not limited to, Banner records (including student academic, financial aid and accounts), CRM records, and CARE Enrollment records. At the present, all student-related data and records are stored in perpetuity.

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

Name: Darin Hobbs, Registrar / Student Records Office  
 Suite: Suite 700  
 Street: 4001 South 700 East  
 City: Salt Lake City  
 State: Utah  
 Zip: 84107  
 Country: USA  
 Telephone Number (including country or area code): (877) 435-7948, ext. 3146

Transcripts may be ordered in the following ways:

1. **ONLINE** at the [National Student Clearinghouse](#), using a credit card. Online delivery options range from same day express service to mail within 5 business days.

2. **BY MAIL**, by sending a handwritten or typed request to the Student Records Office.

*Note: Official transcripts will not be released to anyone whose financial obligations have not been met.*

Questions regarding transcripts should be directed to [records@wgu.edu](mailto:records@wgu.edu).

(See also Student Handbook: <http://kb.wgu.edu/display/2/index.asp?tab=browse&r=0.9948193>).

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

State	Agency Name	Address	Contact	Telephone Number
Alabama	Commission on Higher Education	100 N. Union St. Montgomery, AL 36104-3758	Dr. Elizabeth French	334-242-2179
	Department of Postsecondary Education	135 S. Union St. Montgomery, AL 36130-2130	Annette McGrady	334-293-4651
	Secretary of State Business Services	100 N. Union St., Suite 770 Montgomery, AL 36130	Rebecca Morris	334-242-5324
Alaska	Commission on Postsecondary Education	P.O. Box 110505 Juneau, AK 99811-0505	Jo Anne Hayden	907-465-6741
	Division of Corporations, Business and Professional Licensing	P.O. Box 110806 Juneau, AK 99811-0806	Don Habeger	907-465-2550
Arizona	State Board for Private Postsecondary Education	1400 W. Washington St., Room 260 Phoenix, AZ 85007	Keith Blanchard	602-542-5709
	Arizona Corporation Commission Corporations Division	1300 W. Washington St. Phoenix, AZ 85007-2929	Jeff Grant	602-542-3026

State	Agency Name	Address	Contact	Telephone Number
Arkansas	Higher Education Coordinating Board, Department of Higher Education	114 E. Capitol Ave. Little Rock, AR 72201	Zanette Douglas	501-371-2012
	Secretary of State Business & Commercial Services	250 Victory Bldg. 1401 W. Capitol Little Rock, AR 72201-1094	Eric Munson	501-682-3409
California	Bureau of Private Postsecondary Education	2535 Capitol Oaks Dr., Suite 400 Sacramento, CA 95833	Joanne Wenzel	916-431-6905
	Secretary of State Business Programs Division	1500 11 <sup>th</sup> St., 3 <sup>rd</sup> Floor Sacramento, CA 95814		916-657-5448
Colorado	Commission on Higher Education	1560 Broadway, Suite 1600 Denver, CO 80202	Heather Delange	303-866-2723
	Secretary of State	1700 Broadway, Suite 200 Denver, CO 80290		303-894-2200
Connecticut	Board of Governors for Higher Education	61 Woodland St. Hartford, CT 06105-2326	Patricia Santoro	860-947-1822
	Connecticut Economic Resource Center Licensing Info Center	805 Brook St., Bldg. 4 Rocky Hill, CT 06067-3405		800-392-2122
Delaware	Department of Education	401 Federal St. Dover, DE 19901	Dr. Wayne Barton	302-735-4120
	Secretary of State Division of Corporations	401 Federal St., Suite 4 Dover, DE 19901		302-739-3073
District of Columbia	Education Licensure Commission	810 First St., NE, 9 <sup>th</sup> Floor Washington, DC 20002	Sheranda Vaughan	202-442-4012
	Department of Consumer & Regulatory Affairs Corporations Division	P.O. Box 92300 Washington, DC 20090		202-442-4400
Florida	Commission for Independent Education	Turlington Building, Suite 1514 325 W. Gaines St. Tallahassee, FL 32399	Jeannie Yockey-Fine	850-245-3236
	Department of State Division of Corporations New Filing Section	P.O. Box 6327 Tallahassee, FL 32314		850-245-6052
Georgia	Nonpublic Postsecondary Education Commission	2082 E. Exchange Pl., Suite 220 Tucker, GA 30084-3300	Dr. Carl Camann	770-414-3208
	Secretary of State Corporations Division	315 W. Tower #2 Martin Luther King, Jr. Drive Atlanta, GA 30334-1530		404-656-2817

State	Agency Name	Address	Contact	Telephone Number
Hawaii	State Board of Education	Hawaii does not regulate accredited, degree-granting institutions.		
	Department of Commerce and Consumer Affairs Business Registration Div.	335 Merchant St. P.O. Box 40 Honolulu, HI 96810	Tung Chan	808-586-2727
Idaho	State Board of Education	650 W. State St., Rm. 307 Boise, ID 83702	Harv Lyter	208-332-1587
	Secretary of State	450 N. 4 <sup>th</sup> St. P.O. Box 83720 Boise, ID 83720		208-334-2301
Illinois	State Board of Higher Education	431 E. Adams, 2 <sup>nd</sup> Floor Springfield, IL 62701-1404	Bob Blankenberger	217-557-7350
	State Board of Education – Private Business & Vocational Schools	100 N. 1 <sup>st</sup> St. Springfield, IL 62777	Marie Nolen	312-814-0902
	Secretary of State Dept. of Business Services	328 Howlett Bldg. Springfield, IL 62756		217-782-1834
Indiana	Commission on Proprietary Education	302 W. Washington St., Room E201 Indianapolis, IN 46204	Ross Miller	317-232-1324
	Secretary of State Business Services Division	302 W. Washington St., Room E018 Indianapolis, IN 46204	Liz Keele	317-232-6581
Iowa	Student Aid Commission	200 10 <sup>th</sup> St., 4 <sup>th</sup> Floor Des Moines, IA 50309	Carolyn Small,	515-725-3413
	Secretary of State Business Services Division	Lucas Bldg., 1 <sup>st</sup> Floor Des Moines, IA 50319		515-281-7142
Kansas	Board of Regents	1000 SW Jackson St., Suite 520 Topeka, KS 66612-1368	Naomi Adams	785-296-3422
	Secretary of State	Memorial Hall, 1st Floor 120 S.W. 10th Ave Topeka, KS 66612-1594		785-296-4564
Kentucky	Council on Postsecondary Education	1024 Capital Center Dr., Suite 320 Frankfort, KY 40601	Sarah Levy	502-573-1555
	Secretary of State Division of Business Filings	P.O. Box 718 Frankfort, KY 40602	Dala Cornish	502-564-3490
Louisiana	Board of Regents	1201 N. Third St., Suite 6-200 Baton Rouge, LA 70802	Nancy Beall	225-342-4253
	Secretary of State Commercial Division	P.O. Box 94125 Baton Rouge, LA 70804-9125		225-925-4704

State	Agency Name	Address	Contact	Telephone Number
Maine	Department of Education	23 State House Station Augusta, ME 04333-0023	Harry Osgood	207-624-6846
	Secretary of State Division of Corporations, UCC and Commissions	101 State House Station Augusta, ME 04333-0101	Cathy Beaudoin	207-624-7752
Maryland	Higher Education Commission	839 Bestgate Rd., Suite 400 Annapolis, MD 21401	Dr. Sue Blanshan	410-260-4530 x4533
	Department of Assessments & Taxation Charter Division	301 W. Preston St., 8 <sup>th</sup> Fl. Baltimore, MD 21201-2395	Cynthia Barkley	410-767-1184
Massachusetts	Board of Higher Education	One Ashburton Pl., Rm 1401 Boston, MA 02108	Claudia Bell	617-994-6913
	Secretary of the Commonwealth	One Ashburton Place Boston, MA 02108-1512		617-727-9640
Michigan	Department of Energy, Labor & Economic Growth	201 N. Washington Square, 2 <sup>nd</sup> Floor Lansing, MI 48913	Michael Beamish	517-241-6806
	Michigan Department of Labor & Economic Growth Bureau of Commercial Services Corporation Division	7150 Harris Dr. P.O. Box 30054 Lansing, MI 48909		517-241-6470
Minnesota	Office of Higher Education	1450 Energy Park Dr., Suite 350 St. Paul, MN 55108-5227	George Roedler Jr.	651-259-3975
	Minnesota Secretary of State Business Services	Retirement Systems of Minnesota Bldg. 60 Empire Dr., Suite 100 St. Paul, MN 55103		651-296-2803
Mississippi	Commission on College Accreditation	3825 Ridgewood Rd. Jackson, MS 39211-6453	Menia Dykes	601-432-6372
	Secretary of State	P.O. Box 136 Jackson, MS 39205-0136	Thomas H. Riley, III	601-359-1633
Missouri	Department of Higher Education	205 Jefferson St. P.O. Box 1469 Jefferson City, MO 65102-1469	Leroy Wade	573-751-2361
	Secretary of State Corporation Division	P.O. Box 778 Jefferson City, MO 65102	James C. Kirkpatrick	866-223-6535
Montana	Montana University System	2500 Broadway St. P.O. Box 203201 Helena, MT 59620-3201	Tom Gibson	406-994-6677
	Secretary of State	P.O. Box 202801 Helena, MT 59620	Jody Debus	406-444-3665

State	Agency Name	Address	Contact	Telephone Number
Nebraska	Coordinating Commission for Postsecondary Education	P.O. Box 95005 Lincoln, NE 68509-5005	Kathleen Fimple	402-471-0030
	Secretary of State	Room 1301 State Capitol P.O. Box 94608 Lincoln, NE 68509		402-471-4078
Nevada	Commission on Postsecondary Education	3663 E. Sunset Rd., Suite 202 Las Vegas, NV 89120	Tim Breen	702-486-7330
	Secretary of State	204 N. Carson St., Suite 4 Carson City, NV 89701-4520		775-648-5708
New Hampshire	Postsecondary Education Commission	3 Barrell Court, Suite 300 Concord, NH 03301	Patricia Edes	603-271-2555 x351
	Department of State Corporate Division	107 N. Main St. Concord, NH 03301-4989		603-271-3246
New Jersey	Commission on Higher Education	20 W. State St., 4 <sup>th</sup> Floor P.O. Box 542 Trenton, NJ 08625-0542	Iris Duffield	609-292-2955
	Department of the Treasury Division of Revenue	P.O. Box 002 Trenton, NJ 08626-0002		609-292-9292
New Mexico	Higher Education Department	2048 Galisteo Santa Fe, NM 87505	Stephanie Ellis	505-476-8442
	Public Regulation Commission Corporations Bureau	P.O. Box 1269 Santa Fe, NM 87504-1269		505-827-4511
New York	Office of College and University Evaluation	5 North Mezzanine Albany, NY 12234	Ellen Zunon	518-474-2593
	Department of State Division of Corporations, State Records and Uniform Commercial Code	One Commerce Plaza 99 Washington Ave. Albany, NY 12231		518-473-2492
North Carolina	Board of Governors for the University of North Carolina	910 Raleigh Rd. P.O. Box 2688 Chapel Hill, NC 27514	Maggie Ryan	919-962-4558
	Department of the Secretary of State Corporations Division	P.O. Box 29622 Raleigh, NC 27626-0622	Cheri L. Myers	919-807-2225

State	Agency Name	Address	Contact	Telephone Number
North Dakota	University System	State Capitol, 10 <sup>th</sup> Floor 600 E. Boulevard Ave., Dept. 215, Bismarck, ND 58505-0230	Mike Hillman	701-328-2960
	State Board for Career and Technical Education	State Capitol, 15 <sup>th</sup> Floor 600 E. Boulevard Ave., Dept. 270, Bismarck, ND 58505-0610	Debra Huber	701-328-2678
	Secretary of State	600 E. Boulevard Ave., Dept. 108 Bismarck, ND 58505-0500		701-328-4284
Ohio	Board of Regents	30 E. Broad St., 36 <sup>th</sup> Floor Columbus, OH 43215-3414	Shane Degarmo	614-387-1215
	Secretary of State	P.O. Box 670 Columbus, OH 43216		614-466-3910
Oklahoma	State Regents for Higher Education	655 Research Parkway, Suite 200 Oklahoma City, OK 73104	Jose Dela Cruz	405-225-9141
	Secretary of State	2300 N. Lincoln Blvd., Room 101 State Capitol Building Oklahoma City, OK 73105-4897		405-521-3912
Oregon	Office of Degree Authorization	1500 Valley River Dr., Suite 100 Eugene, OR 97401	Jennifer Diallo	541-687-7452
	Secretary of State	255 Capitol St. NE, Suite 151 Salem, OR 97310-1327		503-986-2200
Pennsylvania	Department of Education	333 Market St. Harrisburg, PA 17126-0333	Sandra Edmunds	717-787-5041
	Department of State Corporate Bureau	P.O. Box 8722 Harrisburg, PA 17105-8722		717-787-1057
Rhode Island	Board of Governors for Higher Education	Shepard Bldg., 80 Washington St. Providence, RI 02903	Deborah Grossman-Garber	401-456-6010
	Secretary of State Corporations Division	148 W. River St. Providence, RI 02904-2615		401-222-3040
South Carolina	Commission on Higher Education	1333 Main St., Suite 200 Columbia, SC 29201	Lane Goodwin	803-737-3918
	Secretary of State	1205 Pendleton St., Suite 525 Columbia, SC 29201		803-734-2158

State	Agency Name	Address	Contact	Telephone Number
South Dakota	Board of Regents [At present, the board doesn't regulate <i>accredited</i> institutions.]	306 E. Capitol Ave., Suite 200 Pierre, SD 57501	Jim Shekleton	605-773-3455
	Secretary of State Office	500 E. Capitol Ave. Pierre, SD 57501		605-773-4845
Tennessee	Higher Education Commission	404 James Robertson Pkwy, Suite 1900 Nashville, TN 37243	Nicholas Cook	615-253-8874
	Department of State Corporate Filings	312 Rosa L. Parks Ave 6 <sup>th</sup> Floor, William R. Snodgrass Tower Nashville, TN 37243-1102		615-741-2286
Texas	Higher Education Coordinating Board	1200 E. Anderson Ln. Austin, TX 78752-2788	Van Davis	512-427-6223
	Texas Workforce Commission	101 E. 15 <sup>th</sup> St. Austin, TX 78778-0001	Catherine Bingle	512-463-9544
	Secretary of State	P.O. Box 13697 Austin, TX 78711-3697		512-463-5555
Utah	Division of Consumer Protection	160 E. 300 South Salt Lake City, UT 84111	Marla Winegar	801-530-6601
	Division of Corporations & Commercial Code	P.O. Box 146705 Salt Lake City, UT 84114-6705		801-530-4849
Vermont	State Board of Education	120 State St. Montpelier, VT 05620-2501	Cathy Hilgendorf	802-828-5139
	Secretary of State	26 Terrace St. Montpelier, VT 05609-1104	Betty Poulin	802-828-2386
Virginia	State Council of Higher Education for Virginia	101 N. 14 <sup>th</sup> St., 10 <sup>th</sup> Floor, James Monroe Bldg. Richmond, VA 23219	Linda Woodley	804-371-2938
	State Corporation Commission	P.O. Box 1197 Richmond, VA 232218-9733		804-371-9733
Washington	Higher Education Coordinating Board	917 Lakeridge Way P.O. Box 43430 Olympia, WA 98504-3430	Karen Oelschlager	360-753-7869
	Secretary of State Corporations Division	P.O. Box 40234 Olympia, WA 98504-0234		360-725-0377
West Virginia	Higher Education Policy Commission	1018 Kanawha Blvd E, Ste 700 Charleston, WV 25301-2800	Mark Stotler	304-558-0262
	Secretary of State Corporations Division	1900 Kanawha Blvd E Bldg 1, Suite 157-K Charleston, WV 25305		304-558-8000

State	Agency Name	Address	Contact	Telephone Number
Wisconsin	Educational Approval Board	30 W. Mifflin St., 9 <sup>th</sup> Floor P.O. Box 8696 Madison, WI 53708-8696	David Dies	608-267-7733
	Department of Financial Institutions Division of Corporate & Consumer Services	P.O. Box 7846 Madison, WI 53707-7846		608-261-7577
Wyoming	Department of Education	2300 Capitol Ave Hathaway Bldg, 2 <sup>nd</sup> Floor Cheyenne, WY 82002-0050	Samantha Mills	307-777-5712
	Secretary of State	State Capitol Bldg, Room 110 200 W. 24 <sup>th</sup> St. Cheyenne, WY 82002-0020		307-777-7311
Puerto Rico	Council on Higher Education	Ave. Ponce de León 268 Edificio Hato Rey Center, Suite 1500 San Juan, PR 00918	Maria Isabel Ortiz-Alvarado	787-641-7100 Ext. 2022

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))]

All instructional content and resources are delivered using a variety of distance education modalities. Electronic instructional tools connect students to personalized degree plans or academic action plans (developed by the student with the help of his or her mentor), third party and independent learning resources, and Web-based learning communities. In addition to the library services described below, WGU learning resources include online tutorials, simulations, laboratories, and streaming videos. Throughout their enrollment, students are in at least weekly or biweekly telephonic contact with their individual mentors. Students work through their programs, according to the plan they have devised, at their own pace—in essence by assisted independent study. Progress is measured entirely by completing assessments (including tests, performance tasks, scored observation, portfolios, etc.). Some programs require labs or supervised field experiences (e.g., demonstration teaching for teacher candidates).

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

Agency Name	Contact Person	Telephone Number	Approval Status
Iowa College Student Aid Commission	Carolyn Small	(515) 725-3413	Application submitted
Secretary of State, Business Services Division	Matt Schultz	(515) 281-7142	Certificate of Authority #W00739634, effective June 9, 2011.

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.

N/A

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

N/A

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Do you:

Enroll students in Iowa?  Yes  No

Employ Iowa faculty?  Yes  No

Do you intend to:

Enroll students in Iowa?  Yes  No

Employ Iowa faculty?  Yes  No

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

WGU advertises and generates prospective student interest through a variety of Internet, print, broadcast, interactive, and PR initiatives, most of which are aimed at national audiences. Prospective students discover WGU primarily through national Internet-based marketing, including paid search advertising and natural search (SEO), press releases, educational vendor sites, and web 2.0 social media applications like Facebook and Twitter. In addition, WGU promotes nationally through periodical ads, such as trade magazines, television, conventions and meetings.

Since WGU is a national university, advertising is focused at the national level, not state-by-state. Occasionally, WGU promotes at a more local level and has used billboards and newspaper ads. At the current time, WGU does not advertise in any Iowa-specific publications or other venues, nor does it have any plans to do so. As of 30 April 2011 WGU had 106 students. More may be enrolled in the future.

Likewise, WGU has faculty members in many states throughout the USA, including one full-time faculty member living in Iowa (see below). The University does not target faculty recruiting by state, but it is possible that others from Iowa may be hired. Regardless of where a faculty member lives, he or she may interact with students anywhere online and via telephone.

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

Name: Ryan Allen (Course Mentor, Liberal Arts)  
Suite: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: Sioux City  
State: Iowa  
Zip: 51104  
Country: USA  
Telephone Number (including country or area code): \_\_\_\_\_

Will your school comply with *Iowa Code* section 261B.7 limiting the use of references to the Secretary of State, State of Iowa, or College Student Aid Commission in promotional material (See the *Iowa Code* for details)

Yes  No

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

(See the *Iowa Code* for details.)  Yes  No

Please refer to the following sections of the student handbook. (Copy and paste the link into the browser.)  
Article 1157 (<http://kb.wgu.edu/article.asp?article=1157&p=3>)  
Article 1895 (<http://kb.wgu.edu/article.asp?article=1895&p=3>) – Section 2  
Article 1489 (<http://kb.wgu.edu/article.asp?article=1489&p=3>) - Standards of Conduct Section  
Article 1040 (<http://kb.wgu.edu/article.asp?article=1040&p=3>)

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.

Attachment B is a copy of the Western Governors University Consolidated Financial Statements for years ended June 30, 2010 and 2009 prepared by the auditing firm Mayer Hoffman McCann P.C. of Salt Lake City. The letter comprising page 1 (not the title page) of the document describes the nature of the opinion reflected in the audit. The reports beginning with p. 26 of the document likewise addresses the topic, particularly in the declarations on p. 30 regarding the type of auditor's report issued.

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

All instructional content and resources are delivered using a variety of distance education modalities. Electronic instructional tools connect students to personalized academic action plans, third party and independent learning resources, and Web-based learning communities. In addition to the library services described below, WGU learning resources include online tutorials, simulations, laboratories, streaming and videos. A new feature, referred to as "vendor integration" allows single sign-on to all course of study recommended resources. These online learning resources are the means by which WGU provides anytime, anywhere access to post-secondary educational opportunities.

WGU curricular resources are national in scope and delivered at a distance, therefore the physical facilities of those with whom we contract for learning resources are not within our direct control. However, our Education Provider (EP) agreements require that WGU students receive the same course access and services that the EP affords its own students.

WGU's Library maintains major academic databases, giving students search and full-text access to academic materials through FirstSearch, Academic Search Complete, ABI/Inform, CINAHL Plus and Select, Health Business Elite,

Medline, Gale Opposing Viewpoints, ERIC, and Wilson Select Plus. Students have an array of options when searching for journal articles, including searching through a federated search engine, by journal title using an A-Z Journal linker, by program and college or by subject.

E-brary, a subscription E-book provider, gives students access to 50,000+ full text E-books. Students also have access to Books 24/7, with an additional 12,000+ full text E-books. WGU provides Interlibrary Loan services for its students through a contractual relationship with the University of Michigan. The University of Michigan University Library in Ann Arbor, Michigan is one of the largest university library systems in the United States, comprising altogether over 9.55 million volumes, with the collection growing at the rate of 177,000 volumes a year. The library also holds many special collections which align themselves with WGU's various degree programs.

Students receive initial training in library usage during the University's introductory Education Without Boundaries course, and have continuous access to tutorials covering aspects of the library services that are specific to the functionality of the WGU library site itself. Additional tutorials are centered on WGU coursework and are tailored to the needs of WGU students. A Google site for library information and assistance is also available to WGU students. These tutorials are aimed at helping students acquire broader information literacy skills—including performing scholarly research, examining sources, and developing advanced search skills. Additionally, each WGU Course of Study (the "syllabus" for a WGU assessment) provides links to specific learning resources and library support materials.

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

WGU's approach to the development and evaluation of curriculum follows from its mission and ensures that the responsibility for the quality and coherence of curriculum and instruction resides with a qualified faculty. Core faculty members, including the Provost and Associate Provosts, oversee academic programs, are involved in faculty selection and training, participate in curricular oversight, provide instructional leadership, manage online learning communities, develop assessments, and develop Courses of Study (comparable to traditional Course Syllabi), used to provide support and structure for student preparation for assessments.

University faculties traditionally share responsibility for numerous academic functions, including oversight of the content of the curriculum, the designation of educational outcomes, the design and delivery of instruction, the evaluation of student learning and achievement, and the advisement of students—in addition to individual scholarship and service. In most institutions these functions are generalized and non-specific. As online learning has grown in scope and volume, many institutions have found it necessary and useful to disaggregate or "unbundle" some of these roles and have them performed by specialists. Curricular and instructional design represents an example.

The conceptualization and creation of an institution built around the identification, development, and measurement of competence made specialization in the faculty a necessity. At WGU, every function described above is found within the faculty, but those responsibilities are distributed among different groups.

At WGU, the core faculty comprises three groups—Program Council Faculty, Administrative Faculty, and Mentors. Together, these groups share oversight responsibility for the quality and content of the curriculum and instruction.

#### **Program Council and Assessment Council Faculty**

Each WGU College has its own Program Council. Additionally, an Assessment Council oversees the approach by which the University assesses student competence. Council members are University senior faculty. The Program Council of a WGU College includes external academic and professional experts and leaders representing the disciplines within the College. These faculty members are responsible to identify and define the statements of student competence that make up the academic programs within the Colleges. Additionally, they review and approve the curricula created to achieve those outcomes and evaluate the success of the programs. The Assessment Council includes recognized experts in the technical construction and appropriate uses of assessment instruments and procedures, ensuring valid, reliable assessments designed to accurately measure competence.

#### **Administrative Faculty**

The Administrative Faculty is comprised of the Provost and Academic Vice President, five Associate Provosts (Academic Programs; Academic Services; Student Learning; Student Mentoring; and Assessment), College Directors, Directors/Managers of other academic departments, and College Program and Product Managers. These faculty members serve as members of the academic leadership and management teams of WGU. As guided by the Board of Trustees, President, and Program Councils, the Academic Programs faculty create and evaluate the curriculum.

#### **Mentor Faculty**

There are two mentor roles at Western Governors University. The Course Mentor, or subject matter expert, is responsible for the success of students in the Courses of Study (COS). They provide academic help (proactive and reactive) for students in their COS; facilitate communities; work closely with Program and Product Managers to improve learning resources (LRs), and supervise capstone projects. Additionally, they assist Product Managers with degree program development, review, and launch, and with COS development in their areas of specialty.

The Student Mentor, or customer service-general academic expert, develops plans of study (Degree Plans) and verifies plans of study (Academic Activity Verification) for students. Student Mentors help students work through difficulties, study plans, LRs, and assessments, help students stay on plan (Required Completion Dates), and provide feedback on assessments.

Please see Attachment C, the Program Management newsletter, for examples of how the curriculum development and review process involves faculty members in identifying and addressing these issues.

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.

WGU delivers its programs online. The University will maintain **no** physical facilities in Iowa.

The information systems infrastructure, or cyber-campus, employs leading edge computing and networking resources and is designed to meet the needs of up to 30,000 students, mentors, staff, and education providers working at a distance 24 hours a day, every day. Administrative services are housed in the headquarters facility in Salt Lake City, Utah.

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

Statement may be in an attached document. See Attachment D, Commitment to Deliver Programs.

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.

Main Office – 4001 S. 700 East, Suite 700, Salt Lake City, UT 84107 – (801) 274-3280, fax (801) 274-3305

Contact: Philip A. Schmidt, Associate Provost, [pschmidt@wgu.edu](mailto:pschmidt@wgu.edu)

Arizona Office – 410 North 44<sup>th</sup> Street, Suite 200, Phoenix, AZ 85008 – (602) 244-9195, fax (602) 244-9233

Contact: David Townes, [dtownes@wgu.edu](mailto:dtownes@wgu.edu)

WGU Indiana Office – 10 W. Market St., Suite 1020, Indianapolis, IN 46204 – (317) 423-3246, fax (317) 423-3246

Contact: Allison Barber, Chancellor, [abarber@wgu.edu](mailto:abarber@wgu.edu)

WGU Washington – announced 26 May 2011, address TBA

Contact: Jean Floten, Chancellor, [jfloten@wgu.edu](mailto:jfloten@wgu.edu)

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

Article 1041 in the WGU online Student Handbook spells out policies/procedures and provides contact information for resolving student grievances and complaints regarding everything from discrimination or harassment, academic and non-academic problems, assessment and grading issues, and student services to complaints about mentors.

(See <http://kb.wgu.edu/article.asp?article=1041&p=3>)

Article 1221 in the online Student Handbook summarizes the channels for student input and feedback.

(See <http://kb.wgu.edu/article.asp?article=1221&p=3>)

Students who are unclear about the appropriate procedures and the steps to take may consult Student Services for guidance at (866)903-0110 or [studentservices@wgu.edu](mailto:studentservices@wgu.edu).

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

Attachment E is a copy of the WGU Articles of Incorporation as a Utah Nonprofit Corporation. Attachment F is a copy of the letter granting exemption from registration requirements of the Utah Postsecondary Proprietary School Act because WGU is a fully accredited institution. Attachment G is a copy of the Iowa Certificate of Authority.

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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.

FY 2009 draft	5.0%
FY 2008 official	6.0%
FY 2007 official	4.4%
FY 2006 official	3.5%

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

<b>WGU Cumulative Loan Borrowing Statistics – May 2011</b>			
<b>Number of Students</b>	<b>Total Dollar Amount Borrowed Attending WGU</b>	<b>Average Loan Amount Borrowed</b>	<b>WGU Status</b>
2,709	\$ 49,732,977.15	\$ 18,358.43	<b>Undergraduate-Completed Bachelors Degree</b>
8,695	\$ 95,341,118.21	\$ 10,965.05	<b>Undergraduate-Dropped, Withdrew, Term Break</b>
21,933	\$ 303,491,494.10	\$ 13,837.21	<b>Undergraduate Student-Active Status</b>
1,762	\$ 31,430,634.59	\$ 17,838.04	<b>Graduate Student-Completed Masters Degree</b>
2,647	\$ 418,545,632.97	\$ 15,812.08	<b>Graduate Student-Dropped, Withdrew, Term Break</b>
6,535	\$ 128,374,110.80	\$ 19,644.09	<b>Graduate Student-Active Status</b>

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.

WGU enrolls a cohort of students at the beginning of each calendar month. As indicated earlier, students work through their programs, according to the plan they have devised, at their own pace—in essence by assisted independent study. Progress is measured entirely by completing assessments, not by counting credit hours. The figures shown in this table indicate graduation within 2 years from enrollment, 4 years from enrollment, and 6 years from enrollment for students in bachelors programs (BA, BS), masters programs (MA, MAT, MBA, MED, MS), endorsement programs (END), and post-baccalaureate programs (PB).

Program	2 Year			4 Year			6 Year		
	Students	Grads	Grad Rate	Students	Grads	Grad Rate	Students	Grads	Grad Rate
<b>BA</b>	2,861	64	2.24	2,141	463	21.63	1,175	413	35.15
<b>BS</b>	3,501	384	10.97	2,255	495	21.95	959	374	39
<b>MA</b>	407	87	21.38	283	125	44.17	N/A		
<b>MAT</b>	182	26	14.29	567	194	34.22	N/A		
<b>MBA</b>	543	151	27.81	361	173	47.92	56	30	53.57
<b>MED</b>	231	49	21.21	244	123	50.41	108	47	43.52
<b>MS</b>	529	159	30.06	24	7	29.17	N/A		
<b>END</b>	20	9	45	19	11	57.89	N/A		
<b>Post-Bacc</b>	168	36	21.43	358	172	48.04	N/A		

**SIGNATURE**

**Applicant School Chief Executive Officer**

Robert W. Mendenhall, PhD  
Name

President and CEO  
Title

Signature

Date

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

**Attachment A**  
Institutional Catalog

**Attachment B**  
Financial Statement

**Attachment C**  
Program Management  
Newsletter

**Attachment D**  
Commitment to Deliver  
Programs

**Attachment E**  
Articles of Incorporation

**Attachment F**  
Exemption Letter

**Attachment G**  
Iowa Certificate of Authority