

Iowa College Student Aid Commission

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

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

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

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

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

Applications fees are to be sent to:

Postsecondary Approval and Registration Administrator
603 East 12th Street, FL 5th
Des Moines, IA 50319

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

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

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

Name of School: Bellevue University
Suite: _____
Street: 1000 Galvin Road South
City: Bellevue
State: Nebraska
Zip: 68005-3098
Country: USA
Telephone Number (including country or area code): 402.293.2000

Type of corporation:

- For-profit
 Non-profit

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

Suite	Street	City	State	Zip	Country	Telephone
	2320 N. Career Ave	Sioux Falls	South Dakota	57107	USA	605.335.8010

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

Suite	Street	City	State	Zip	Country	Telephone
	2700 College Rd	Council Bluffs	Iowa	51503	USA	712.325.3499
	4647 Stone Ave	Sioux City	Iowa	51102	USA	712.274.8043

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
Computer Information Systems	\$9,000.00	\$500.00	\$1,862.74 (new)		\$11,362.74
Master of Business Administration	\$18,915.00	\$800.00	\$1,710.00 (new)		\$21,425.00
M.S. Computer Information Sys.	\$17,460.00	\$700.00	\$1,894.00 (new)		\$20,054.00
Master of Healthcare Admin.	\$18,915.00	\$700.00	\$1,255.00 (new)		\$20,870.00
M.S. in Human Services	\$17,460.00	\$700.00	\$2,267.00 (new)		\$20,427.00
M. S. in Mgt of Information Sys.	\$17,460.00	\$700.00	\$1,842.44 (new)		\$20,002.44
Business	\$13,320.00	\$400.00	\$50.00	\$60.00	\$13,830.00
Business Analysis and Mgt	\$13,320.00	\$400.00	\$879.50 (new)		\$14,599.50

The list of programs to be offered in Iowa continues on Attachment 1.

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.

If a student withdraws prior to the class start and through the first week of the term, there is a 100% refund. For every week thereafter, the percentage decreases by 10%. Refund schedule is Attachment 2.

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

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

Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Business Administration, Master of Science

Offered outside of Iowa

Bachelor of Arts, Bachelor of Applied Science, Bachelor of Science, Bachelor of Science in Nursing, Master of Arts, Master of Business Administration, Master of Healthcare Administration, Master of Project Management, Master of Public Administration, Master of Science, Ph.D.

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

Name: Dr. Mary B. Hawkins
 Suite: _____

Street: 1000 Galvin Road South
City: Bellevue
State: Nebraska
Zip: 68005-3098
Country: USA
Telephone Number (including country or area code): 402.557.7005

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:

Each student is given a current Catalog along with a Student Handbook. At each of our Iowa sites, each prospective student is given a document outlining the name of the program, number of credit hours, brief description of the program, tuition and some fees, withdrawal information (refund), accreditation, etc. Because the requirement to comply with 261B.9 is new, we have added this to the document. Disclosure statements that are handed out to the student are Attachment 3. Also enclosed is the disclosure section from our new Catalog that gives contact information. This document is also Attachment 3.

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

Name: Dr. Pamela Imperato
Suite:
Street: 508 N. 4th Street
City: Missouri Valley
State: Iowa
Zip: 51555
Country: USA

Telephone Number (including country or area code): Business: 402.557.7132

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

Officer Number 1

The following is the President of our Board of Directors.

Name: John P. Nelson
Suite: #100
Street: 11516 Miracle Hills Drive
City: Omaha
State: Nebraska
Zip: 68154
Country: USA
Telephone No. (including country or area code): 402.964.5401

For officers 2 or more, add pages as needed: Attachment 4 is a complete list of our Board of Directors.

Owner Number 2

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

Name: Not applicable
Suite: _____
Street: _____
City: _____
State: _____
Zip: _____
Country: _____
Telephone Number (including country or area code): _____

For owners 2 or more, add pages as needed

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

Accrediting agency 1 Attachment 5

Name: The Higher Learning Commission of the North Central Association of Colleges and Schools
Street: 30 North LaSalle Street, #2400
City: Chicago
State: Illinois
Zip: 60602-2504
Country: USA
Telephone Number (including country or area code): 800.621.7440
Contact Person: Dr. Stephen D. Spangehl – direct number: 312.263.0456, ext. 106

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

Accrediting Agency 2 Attachment 5

Name: International Assembly for Collegiate Business Education (IACBE)
Suite: _____
Street: P.O. Box 3960
City: Olathe
State: Kansas
Zip: 66063
Country: USA
Telephone Number (including country or area code): 913.631.3009
Contact Person: LaNita Malinowski (Administrative Assistant)

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

Accrediting Agency 3

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

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

Accrediting Agency 4+

Respond on a separate page:

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

As a post-secondary institution of higher learning, Bellevue University protects information and personal records in compliance with the regulations of the Family Educational Rights and Privacy Act of 1974, referred to as the Buckley Amendment, a part of Public Law 93-380, effective November 19, 1974. Academic records (created, received, or maintained) by University employees in the scope of employment, including any copies thereof, belong to the University and are retained and disposed of according to Policy Statement 990-9, Records Retention Policy. This policy statement follows AACRAO Retention Guidelines. Attachment 6 is the section from our new Catalog that covers the protection of student records.

Provide the contact information to be used by students and graduates who seek to obtain transcript information. Name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]

Name: Pam Blouch
Suite: _____
Street: 1000 Galvin Road South
City: Bellevue
State: Nebraska
Zip: 68005-3098
Country: USA
Telephone Number (including country or area code): 402.557.7404

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

State	Agency Name	Address	Contact Person	Telephone Number
Nebraska	Department of State	P.O. Box 94608 Lincoln, Ne 68509	Ben Berck	402.420.4008
South Dakota	Secretary of State	500 E. Capitol Ave. Ste. 204 Pierre, SD 57501-5077	Erica Bruns Mary Heidelberger	605.773.4845

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

The delivery system used for offering courses in Iowa is in the classroom setting with class sizes generally limited to 24 students. This class size is also the limit for distance learning offerings. Some degree programs require a one credit hour portfolio that is considered to be a capstone project. If a course is not offered in the remaining time that a student has left until graduation, we offer an independent study option. Students may transfer courses from other accredited institutions or take Bellevue University courses through online delivery.

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
Not Applicable			

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.

Department of Education, Kansas City Case Management Team, 816.268.0411

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.

Bellevue University currently offers academic programs in Council Bluffs and Sioux City, Iowa, locations. Classes are taught at both locations using Iowa faculty. We have full-time and adjunct faculty residing in Iowa. These faculty teach in the class-by-class or cohort delivery method for undergraduate and graduate majors. We will continue to hire highly qualified faculty who have a minimum of a master's degree. At our two locations in Iowa, the site managers enroll Iowa students in the same manner as we do on our main campus, without discrimination.

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

Name: Michelle Bahr (full time faculty member)
Suite:
Street: 60909 Levi Road
City: Glenwood
State: Iowa
Zip: 51534
Country: USA

Telephone Number (including country or area code): 402.557.7168

WE HAVE 44 FULL-TIME EMPLOYEES LIVING IN IOWA. A complete list is Attachment 7.

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)

[X] 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) [X] Yes [] No Attachment 8, 9, and 10 document compliance.

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

[X] 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.

Our auditor's report was prepared by BKD (formerly Baird, Kurtz & Dobson) from Des Moines, Iowa, and is a report dated June 30, 2011 and 2010. The report is a comprehensive report. The report supports that we are a financially sound institution. The report is Attachment 11.

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

Bellevue University is a student-centered institution. We have a Center for Student Engagement (CSE) headed by a dean. As the title suggests, the goal of the Center is to provide programs and activities designed to support students and promote academic, personal, career achievement, and progress towards graduation. The Center is comprised of eleven departments dedicated to support students with their academic and career endeavors. Please see Attachment 12 for more information.

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

Full-time faculty are highly involved in curriculum development in their area of discipline as well as evaluating curriculum through WEAVE. Full-time faculty are also required by their teaching contract to develop curriculum in their area of expertise. Full-time faculty serve on the Academic Review Committee (ARC) and their College Curriculum Committee (See Attachment 13 for the ARC Charter). The College Curriculum Committees are fairly new committees and do not have formal guidelines, but only full-time faculty can be on this committee. Not all full-time faculty would develop curriculum for our Iowa sites; only those faculty with disciplines for our majors in Iowa would develop the curriculum.

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.

We lease both of our sites in Iowa from the hosting institution. Each institution provides office space for the site manager. Students are afforded the support services of the hosting institution for library and other needs. Classroom space is also provided. Photographs of the institution, classroom, and office space is Attachment 14. The lease agreements are Attachment 15.

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.
Attachment 16 is the letter from the Chief Executive Officer.

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.

We have two physical sites in Iowa. Our main campus will be the point of contact for all internet-based locations. Attachment 17 shows all of our locations in Iowa, Nebraska, and South Dakota. Bellevue University does not have any parent organizations.

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.

Our Student Handbook and Catalog outline procedures for students to follow for grade appeals, complaints, and other grievances. The Assistant Vice President for Student Engagement/Dean of Students is the point of contact for student complaints and concerns. Michelle Eppler can be reached at 402.557.7010. Attachment 18 are pages from our new Catalog addressing this issue.

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

The Nebraska Certificate of Authority is Attachment 19. This certificate shows we are in good standing with the State of Nebraska. The Certificate of Authority for Iowa is Attachment 20.

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 U.S. Department of Education cohort default rate for Bellevue University is 4.5 for 2010 (draft) and the official 2009 rate is 5.7.

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

The average debt rate for Bellevue University (main campus) is \$25,000 for undergraduate students and \$30,750 for graduate students. We are unable to break this down by our different sites.

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.

We do not have a cohort graduation rate for each location. However, the IPEDS Graduation Rate is based on first-time, full-time, degree-seeking students. The official IPEDS 2011 graduation rate is 37%, which represents .524% of Bellevue University's total student population.

SIGNATURE

Applicant School Chief Executive Officer

Dr. Mary B. Hawkins
Name

President
Title


Signature

3-23-12
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.