

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: Central Methodist University

Suite: _____

Street: 411 Central Methodist Square

City: Fayette

State: Missouri

Zip: 65248

Country: USA

Telephone Number (including country or area code): (660)248-6211

Type of corporation:

- For-profit
 Non-profit

Address of this school in all in other states, and in foreign countries: **None**

Suite	Street	City	State	Zip	Country	Telephone
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Address of all locations in Iowa where instruction is to be provided **None**

Suite	Street	City	State	Zip	Country	Telephone
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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 (124 cr hrs)
B.S. Business	\$230 per credit hour	\$10 per credit hour	\$300 avg per term	0	\$35,760
B.S. Psychology	\$230 per credit hour	\$10 per credit hour	\$300 avg per term	0	\$35,760
B.S. Child Development	\$230 per credit hour	\$10 per credit hour	\$300 avg per term	0	\$35,760
B.S.N completion (clinical)	\$230 per credit hour	\$10 per credit hour	\$300 avg per term	\$120 portfolio	\$18,000
MSN- Clinical Nurse Leader (clinical)	\$360 per credit hour	\$10 per credit hour	\$300 avg per semester	\$120 portfolio \$375 exam	\$14,275

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.

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

Offered in Iowa [(261B.4(11))] **Bachelor of Science (Business, Psychology, Child Development), Bachelor of Science in Nursing (RN to BSN), and Master of Science in Nursing (Clinical Nurse Leader)**

Offered outside of Iowa: **Associate of Arts, Associate of Science, Bachelor of Arts, Bachelor of Science, Bachelor of Science in Nursing, Bachelor of Accountancy, Bachelor of Applied Science in Management, Bachelor of General Studies, Bachelor of Music, Bachelor of Music Education, Bachelor of Science in Education, Master of Science in Nursing, Master of Science in Clinical Counseling, and Master of Education.**

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

Name: Marianne E. Inman

Suite: _____

Street: 411 Central Methodist Square
City: Fayette
State: Missouri
Zip: 65248
Country: USA
Telephone Number (including country or area code): (660)248-6221

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.

Students have access to all tuition, fees, information regarding courses of study, refund policies, the accrediting bodies and course applicability in the course catalog and on the CMU website. In addition, students, through the myCMU portal, have access to registration, billing, and additional information. Students also receive an email notification when they are registered for a course online. <http://www.centralmethodist.edu/cges/catalog.php>

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

Name: N/A
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))]

Officer Number 1

Name: Rita Gulstad
Suite: _____
Street: 411 Central Methodist Square
City: Fayette
State: MO
Zip: 65248
Country: USA
Telephone No. (including country or area code): (660)248-6211

For officers 2 or more, add pages as needed: See attached

Owner Number 2

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 Number (including country or area code): _____

For owners 2 or more, add pages as needed

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

Accrediting agency 1

Name: Higher Learning Commission
Suite: 7-500
Street: 230 South LaSalle Street
City: Chicago
State: IL
Zip: 60604
Country: USA
Telephone Number (including country or area code): (800)621-7440
Contact Person: Bob Appleson

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

Accrediting Agency 2

Name: Commission on Collegiate Nursing Education
Suite: 530
Street: One Dupont Circle, NW
City: Washington
State: DC
Zip: 20036
Country: USA
Telephone Number (including country or area code): (202)887-6791 ext 256
Contact Person: Lori Schroeder

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))]

CMU maintains paper files of all student records in its vault. In addition, CMU has begun to use a document imaging system for student records. Finally, all students' course information and other relevant information is stored in our administrative system, Jenzabar CX.

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

Name: Brianne Hilgedick
Suite: _____
Street: 411 Central Methodist Square
City: Fayette
State: MO
Zip: 65248
Country: USA
Telephone Number. (including country or area code) (660)248-6994

List the states and approval or registration agencies for all states in which the school operates or maintains a presence. None

State	Agency Name	Address	Contact Person	Telephone Number
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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 courses will be offered in an online format using the Learning Management System myCMU and web conferencing system Black Board Collaborate (formerly Elluminate). The majority of instruction will be asynchronous but there is the possibility of synchronous activities through Black Board Collaborate. All online faculty are assigned a CMU email account and can communicate with students via email. All grading and feedback will be provided, and stored, in myCMU. Students in the BSN completion program and MSN-Clinical Nurse Leader program are required to maintain portfolios through an online service, Foliotek. These students must also complete a specified number of clinical hours depending on the program and particular course in which they are enrolled.

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. None

Agency Name	Contact Person	Telephone Number	Approval Status
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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. N/A

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.

Currently there are no students enrolled through CMU's online programs. There is one adjunct faculty member, Victoria Barney, teach online from Iowa. Mrs. Barney's CMU email is vbarney@centralmethodist.edu

Name, address, and telephone number of full-time employees in Iowa. None

Name: _____

Suite: _____

Street: _____

City: _____

State: _____

Zip: _____

Country: _____

Telephone Number (including country or area code): _____

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

Yes No

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

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

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

Yes No

Attached a copy of the applicant school's most recent audit prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion. **Evidence is provided in the letter to the Board of Trustees (p. 1).**

Describe how students will be provided with access to learning resources, including appropriate library and other support services requisite for the schools' degree programs. **Students have access to course materials through our Learning Management System (myCMU). They also have access to library resources and tutoring through myCMU as well as the school website. Tutoring is offered through the Center for Learning and Teaching or Smarthinking, which is an online tutoring service. The online program home page also provides links to administration, staff, and beneficial online resources.**

<http://www.centralmethodist.edu/cges/online.php>

<http://www.centralmethodist.edu/library/index.php>

<http://www.centralmethodist.edu/learn/onlinetutor.php>

<http://services.smarthinking.com/student/services/>

<https://compass.centralmethodist.edu/ICS/>

Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa. **Online Faculty Handbook Attached (see pages 7-11).**

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 programs to be offered only online.**

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

Statement may be in an attached document.

Provide an organizational plan that shows the location and physical address, telephone number, fax number and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization. **Online programs are managed from the main campus: Central Methodist University, 411 Central Methodist Square, Fayette, MO 65248. Dean's Office 660-248-6211 (phone); 660-248-6392 (fax); rgulstad@centralmethodist.edu (email)**

Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred. **The policy for filing complaints or grievances can be found in the college catalog and in the Online Student Handbook (see attached). The process and contact information is also provided in these documents, and is dependent upon the nature of the complaint or grievance.**

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

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.

Three-year Official Cohort Default Rates

Fiscal Year	2009
Default rate	10.0%
Number in default	51
Number in repayment	507
Retrieved from:	http://nces.ed.gov/collegenavigator/?id=445267

Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization, **CMU currently reports the entire organization only. According to what was reported to US News, the 2011 average debt of graduating students was \$23,287. Retrieved from: <http://colleges.usnews.rankingsandreviews.com/best-colleges/central-methodist-university-2453/paying>**

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.

Completions 2010-2011

▼Program	Associate	Bachelor	Master
• Data shown are for first majors.			
• (-) Program is not offered at this award level.			
Business, Management, Marketing, and Related Support Services			
Accounting	-	18	-
Banking and Financial Support Services	-	1	-
Business Administration and Management, General	-	1	-
Business/Commerce, General	-	5	-
General Merchandising, Sales, and Related Marketing Operations, Other	-	0	-
Management Science	-	37	-
Category total	-	62	-
Computer and Information Sciences and Support Services			
Computer Science	-	5	-
Category total	-	5	-
Education			
Business Teacher Education	-	7	-
Early Childhood Education and Teaching	-	28	-
Education, General	-	-	21
Elementary Education and Teaching	-	71	-
Special Education and Teaching, General	-	1	-
Category total	-	107	21
Family and Consumer Sciences/Human Sciences			
Child Care and Support Services Management	-	25	-
Category total	-	25	-
Health Professions and Related Programs			
Clinical Nurse Leader	-	-	14
Registered Nursing/Registered Nurse	-	67	-
Category total	-	67	14
Homeland Security, Law Enforcement, Firefighting and Related Protective Services			
Criminal Justice/Law Enforcement Administration	-	6	-
Category total	-	6	-
Mathematics and Statistics			
Mathematics, General	-	5	-
Category total	-	5	-
Multi-/Interdisciplinary Studies			
Multi-/Interdisciplinary Studies, Other	3	7	-
Category total	3	7	-
Psychology			
Counseling Psychology	-	-	8
Psychology, General	-	42	-
Category total	-	42	8
Public Administration and Social Service Professions			
Human Services, General	-	3	-
Public Administration	-	2	-
Category total	-	5	-
Social Sciences			
Sociology	-	0	-
Category total	-	0	-
Grand total	3	331	43

Retrieved from: <http://nces.ed.gov/collegenavigator/?id=445267>