

Iowa College Student Aid Commission

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

Postsecondary Registration Iowa Code Chapter 261B

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

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

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

GENERAL INFORMATION

Q. *Who must register?*

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

"School" is defined as an entity which:

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

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

Q. *What is required to register?*

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

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

Q. *When must registration and renewal occur?*

A. Registration must occur *prior* 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

Q. What is the fee for registration or renewal?

A. The complete application fee structure is as follows:

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

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

Iowa College Student Aid Commission

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

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

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

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

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

Applications fees are to be sent to:

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

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

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

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

Name of School: Central Michigan University's Global Campus

Suite: _____

Street: 802 Industrial Drive

City: Mount Pleasant

State: Michigan

Zip: 48858

Country: USA

Telephone Number (including country or area code): 800-950-1144

Type of corporation:

- For-profit
 Non-profit
 Body Corporate

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

Suite	Street	City	State	Zip	Country	Telephone
Attachment A						
CMU Center						
Contact List						

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

Suite	Street	City	State	Zip	Country	Telephone
Not Applicable	Online offering only					

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
See Attachment B					

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 refund policy is set by the Board of Trustees and the percentage of refundable portion is based on the amount of completion of the course, see pages 18-21 of the enclosed 2012-2013 Global Campus Bulletin (Attachment C). Degrees granted by the school [(261B.4(5))]

Offered in Iowa [(261B.4(11))]
See Attachment B for program offered

Offered outside of Iowa

CMU's Global Campus also offers the following programs outside of Iowa: Bachelor of Applied Arts, Bachelor of Science, Undergraduate Certificate; Graduate Certificate; Master of Arts; Master of Business Administration; Master of Public Administration; Master of Science; Master of Science in Administration; Specialist in Education; Doctor of Education; and Doctor of Health Administration

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

Name: Dr. George E. Ross

Suite: _____

Street: Warriner Hall 106
City: Mount Pleasant
State: Michigan
Zip: 48859
Country: USA
Telephone Number (including country or area code): 989-774-3131

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. (Attachment D - Course Descriptions)
2. A brief description of the subject matter of the course. (Attachment D - Course Descriptions)
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. (Attachment D - Registration)
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. (Attachment D - Registration)
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. (Attachment D - Academic Programs)
6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school. (Attachment D - General Information)

Response:

Disclosures 1-6 can be found in the 2012-2013 Global Campus Bulletin (Attachment C) provided to students through the CMU's Global Campus & Online Programs Student Orientation, Module 1.
(See Attachment D)

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

Name: Not applicable, CMU Online offering only, Administrative Office in Mount Pleasant, Michigan
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: 2 or more Central Michigan University, Board of Trustees Members, see Attachment E
Suite: _____
Street: _____
City: _____
State: _____
Zip: _____
Country: _____
Telephone No. (including country or area code): _____

For officers 2 or more, add pages as needed:

Owner Number 2

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

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

For owners 2 or more, add pages as needed

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

Accrediting agency 1

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

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

Accrediting Agency 2

Name: The Association to Advance Collegiate Schools of Business (AACSB International)
Suite: 750
Street: 777 South Harbour Island Boulevard
City: Tampa
State: Florida
Zip: 33602
Country: USA
Telephone Number (including country or area code): (813) 769-6500
Contact Person: Erika Washburn

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

Accrediting Agency 3

Name: Teacher Education Accreditation Council
Suite: Suite 320
Street: One Dupont Circle
City: Washington
State: DC
Zip: 20036
Country: USA
Telephone No. (including country or area code): 202-466-7236
Contact Person: Christine Carrino Gorowara

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))]

Official student records are maintained on the campus in Mount Pleasant, Michigan. Permanent records or transcripts are maintained on all individuals who earn credit at Central Michigan University. These permanent records are maintained by the Registrar of Central Michigan University. Records of applications and correspondence regarding admission, academic transcripts from other institutions, transfer credit, prior learning, graduation, and other academic issues are maintained on campus. See p. 46 of the 2012-2013 Global Campus Bulletin (See Attachment F)

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

Name: CMU's Registrar's Office
Suite: _____
Street: 212 Warriner Hall
City: Mount Pleasant
State: MI
Zip: 48859
Country: USA
Telephone Number. (including country or area code): (989) 774-3261

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
See Attachment G				

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))]

See Attachment H for academic and instructional methodologies, delivery systems used by CMU and portfolio experience evaluation.

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.

U.S. Department of Education
500 West Madison Street
Chicago, IL 60661
312-730-1595

Clare Barger, Senior Institutional Review Specialist

Do you:

Enroll students in Iowa? Yes No
Employ Iowa faculty? Yes No

Do you intend to:

Enroll students in Iowa? Yes No
No Employ Iowa faculty? Yes No

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

See Attachment I for current operations and plans to enroll students in Iowa and new faculty applicants, faculty orientation, and continuing faculty development

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

Name: Not Applicable - Adjunct (part-time) faculty in Iowa
Suite: _____
Street: _____
City: _____
State: _____
Zip: _____
Country: _____
Telephone Number (including country or area code): _____

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

Yes No

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

(See the Iowa Code for details.) Yes No

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

Yes No

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

The Report of Independent Auditors, Plante & Moran, PLLC is contained on pp. 12-13 of the attached Central Michigan University Financial Report (See Attachment J)

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

CMU's Global Campus students have the ability to access multiple learning resources by phone, online, email, online via Wimba, electronic submission of paper, live chat, by fax, and in person. These learning resources include: Math Assistance Tutoring, Writing Center, Global Campus Library Services (GCLS), Academic Advisors, Blackboard, Instructors, MBS Direct, Bookstore, Office of Information Technology Help Desk, and Student Disability Services. All of these resources can and will assist students with their degree programs while enrolled at CMU. GCLS is located at the Charles V. Park Library on CMU's main campus in Mount Pleasant, Michigan. (See Attachment K)

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

All online courses are developed by CMU faculty based on a Master Course Syllabus developed by departmental faculty and approved through the rigorous university curricular process. The expectation is for all online courses to contain a combination of asynchronous and synchronous communication and course assignments.

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.

Not Applicable

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. Not Applicable, CMU's Global Campus will deliver through distance education only, no location in Iowa.

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.

Central Michigan University's Global Campus
802 Industrial Drive
Mount Pleasant, MI 48858
ph. 1-800-688-4268; fax 989-774-1998
Vice President, Merodie A. Hancock, Ph.D.
Director-Enrollment Management & Student Services, Jody Hassen
Director-Global Campus Student Operations, Jane Mills
Manager-CMU's Global Campus Online, Marnie Roestel

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 Student Ombuds Office is a place for student voices to be heard. Sometimes students are dealing with an issue on campus that does not appear to have a simple solution, they are bounced from person to person without receiving help, or they are not sure who to contact. This is where the Student Ombuds Office can help. The Ombuds officer will listen to your situation and take on or several courses of action. The Student Ombuds Officer may: 1) explain the process you might follow to resolve your situation; 2) refer you to the appropriate person who can help you; and/or 3) informally look into your situation and make recommendations. Contact the Student Ombuds Officer in CMU's Global Campus, 800-950-1144, ext. 4456. Office hours are Monday through Friday from 8 a.m. to 5 p.m. EST. Online: www.cmich.edu/ombuds.

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

Central Michigan University is established by the constitution of the State of Michigan.
(See Attachment L)

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.

Central Michigan University's School Default Rate for FY 2010 is 3.4. (See Attachment M)

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

In the Common Data Set for 2011-2012, CMU reported information on loan debt for enrolled full-time and less than full-time degree seeking undergraduates. The average per-undergraduate-borrower cumulative principal borrowed was \$29,388. This includes amounts borrowed through any loan program (institutional, state, Federal Perkins, Federal Stafford Subsidized and Unsubsidized, and private loans that were certified by CMU). It does not include parent loans. CMU does not gather or report debt information for other categories of students (e.g., those who graduate, by program, by location, or by level).

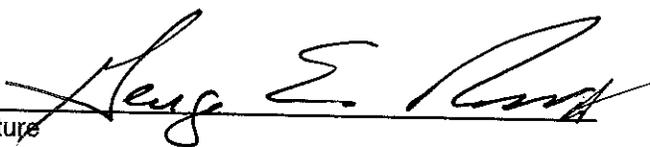
Provide the U. S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U. S. Department of Education National Center for Education Statistics.
CMU Global Campus: Graduate Retention & Completion by Center (See Attachment N)

SIGNATURE

Applicant School Chief Executive Officer

George E. Ross
Name

President
Title


Signature

1/24/12
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.