

# Clarkson College Amended Application for Approval and Registration

Prepared for the Iowa College Student Aid Commission

# Iowa College Student Aid Commission

Postsecondary Approval and Registration Administrator

603 East 12<sup>th</sup> Street, FL 5<sup>th</sup>

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.

Application fees are to be sent to:

Postsecondary Approval and Registration Administrator

603 East 12<sup>th</sup> Street, FL 5<sup>th</sup>

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: [(261.B.4(2))] and [(261B.4(1))]

Name of School: Clarkson College

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

Street: 101 S. 42<sup>nd</sup> Street

City: Omaha

State: Nebraska

Zip: 68131

Country: United States

Telephone Number (including country or area code): 402-552-3100

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
	101 S 42 <sup>nd</sup> St.	Omaha	Nebraska	68131	United States	402-552-3100

Address of all locations in Iowa where instruction is to be provided – Residential (On-Campus) Programs that have a clinical site in Iowa with faculty present:

Location	Street	City	State	Zip	Country	Telephone
<b>BSN</b>						
Mercy Hospital	201 Ridge Street, Ste 201	Council Bluffs	Iowa	51503	United States	712-328-5000

Address of all locations in Iowa where instruction is to be provided – Residential (On-Campus) Programs that have a clinical site in Iowa without faculty present:

Location	Street	City	State	Zip	Country	Telephone
<b>CNA</b>						
Mercy Hospital	800 Mercy Dr. #110	Council Bluffs	IA	51503	United States	712-328-5000
Mercy Sioux City	801 Fifth St	Sioux City	IA	51102	United States	712-279-2010
<b>PTA</b>						
Iowa State University PhyTher /Cyclone Sports Medicine	132 Lied Recreation Center	Ames	IA	50011	United States	515-294-2626
Mary Greeley Medical Center	1111 Duff Ave	Ames	IA	50010	United States	515-23-6770
Accelerated Rehabilitation Center	821 12 Street	Belle Plaine	IA	52208	United States	319-434-6150
Cherokee Regional Medical Center	300 Sioux Valley Dr	Cherokee	IA	51012	United States	712-225-1502
Mercy	800 Mercy	Council Bluffs	IA	51501	United States	712-328-5532

Hospital	Drive					
Flex Physical Therapy	928 Valley View Dr, Ste 7	Council Bluffs	IA	51503	United States	712-256-1800
Hopp Physical Therapy	201 West Broadway	Council Bluffs	IA	51503	United States	712-329-9419
Jennie Edmundson Hospital	933 E. Pierce Street	Council Bluffs	IA	51503	United States	712-396-6025
Jennie Edmundson East	900 Woodbury Av	Council Bluffs	IA	51503	United States	712-328-8301
Greater Regional Medical Center	Ste 3, 1700 W Townline St	Creston	IA	50801	United States	641-782-3510
Crawford County Memorial Hospital	2020 1 <sup>st</sup> Ave S.	Denison	IA	51442	United States	712-263-1602
Accelerated Rehab Center	1451 S. E. 3 <sup>rd</sup> St, Ste 500	Grimes	IA	50111	United States	515-986-5190
Jennie Edmundson Glenwood	58588 Ebaugh	Glenwood	IA	51534	United States	402-354-1990
Myrtue Medical Center	1213 Garfield Ave	Harlan	IA	51537	United States	712-755-4342
Floyd Valley Hospital	714 Lincoln Street NE	Le Mars	IA	51031	United States	712-546-3377
LeMars Physical Therapy	789 Holton Dr	Le Mars	IA	51031	United States	
Orange City Physical Therapy	719 8 <sup>th</sup> St SE	Orange City	IA	51041	United States	712-707-5050
Pella Regional Health Center	404 Jefferson St	Pella	IA	50219	United States	641-628-6623
Montgomery County Memorial Hospital	2301 Eastern Ave, Box 498	Red Oak	IA	51566	United States	712-623-4163
Spencer Hospital	1200 1 <sup>st</sup> Ave East	Spencer	IA	51301-4321	United States	712-264-6192
Iowa Health-	6001	West Des	IA	50309	United States	515-241-6457

Des Moines	Westtown Parkway, Ste 205	Moines				
Progressive Rehab Associates	518 Elm St	Williamsburg	IA	52361	United States	319-668-9399
<b>RT</b>						
Cass County Memorial Hospital	1501 E. 10 <sup>th</sup> St	Atlantic	IA	50022-1936	United States	712-243-7450
Montgomery County Memorial Hospital	2301 Eastern Av	Red Oak	IA	51566	United States	712-623-7164
Myrtue Medical Center	1213 Garfield Ave	Harlan	IA	51537	United States	712-755-4330
Shenandoah Memorial Hospital	300 Pershing Street	Shenandoah	IA	51601	United States	712-246-7288

**Tuition charges, fees and other costs payable to the school by a student. [(261B.4(3))] - Residential (On-Campus) Programs that have a clinical site in Iowa with faculty present:**

Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Total
Bachelor of Science in Nursing	\$6,420 per semester	\$825 per semester	\$690 per semester		\$7,935 per semester

**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.**

Clarkson College's tuition refund policy is available online to students on the College's website at [http://students.clarksoncollege.edu/Current\\_Students/Student\\_Accounts/Tuition\\_Fees/Tuition\\_Refund\\_Policy/](http://students.clarksoncollege.edu/Current_Students/Student_Accounts/Tuition_Fees/Tuition_Refund_Policy/). Students who are enrolled in traditional fifteen week classes at Clarkson College may receive a 100 percent refund of tuition and fees only if an official Change of Registration/Leave of Absence/Withdraw form is submitted to the Registrar's Office on or before the last day of the first week of the semester. After the last day of the first week of the semester, the tuition refund will be applied according to Clarkson's refund schedule (Exhibit ). The College's refund schedule can be found at [http://students.clarksoncollege.edu/Current\\_Students/Student\\_Accounts/Tuition\\_Fees/Tuition\\_Refund\\_Schedules/](http://students.clarksoncollege.edu/Current_Students/Student_Accounts/Tuition_Fees/Tuition_Refund_Schedules/). Fees are non-refundable after the first week of the semester. Clarkson College tuition refunds will be credited to the student's account.

Students who are enrolled in six week online classes may receive a 100 percent refund of tuition and fees only if an official Change of Registration/Leave of Absence/Withdraw form is submitted to the Registrar's Office no later than the second business day of the session. Fees are nonrefundable after the second business day.

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

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

Clarkson College located at 101 S. 42<sup>nd</sup> Street, Omaha, NE 68131 offers the following degree programs on-line:

#### **Undergraduate Certificates**

Health Information Management  
Imaging Informatics

#### **Associate of Science Degree**

Health Information Management

#### **Bachelor of Science Degree**

Health Care Business with majors in:

- Management
  - Health Information Management
- Health care Services (hybrid, no clinical)  
Medical Imaging  
RN to BSN

#### **Post Baccalaureate Certificate**

Health Information Administration

#### **Master of Science Degree in Health Care Administration**

#### **Master of Science Degree in Nursing**

With options in:

- Adult Nurse Practitioner
- Family Nurse Practitioner
- Nursing Education
- Nursing Health Care Administration
- RN to MSN

#### **Post-Master's Certificate**

- Adult Nurse Practitioner
- Family Nurse Practitioner
- Nursing Education
- Nursing Health Care Administration

Offered outside of Iowa:

In addition to the courses listed previously, Clarkson College located at 101 S. 42<sup>nd</sup> Street, Omaha, NE 68131 offers the following degree programs:

**Diploma:**

Practical Nursing

**Associate in Science Degree**

Physical Therapist Assistant

Radiologic Technology

**Bachelor of Science Degree**

LPN to BSN– has clinical rotation with faculty present at a clinical site in Iowa.

Nursing – has clinical rotation with faculty present at a clinical site in Iowa.

Medical Imaging

**Master of Science Degree in Nursing**

With options in:

- Nurse Anesthesia

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

Name: Louis W. Burgher, M.D., Ph.D.

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

Street: 101 S. 42<sup>nd</sup> Street

City: Omaha

State: Nebraska

Zip: 68131

Country: United States

Telephone Number (including country or area code): 402-552-2587

**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.

Clarkson College is accredited by the Higher Learning Commission and is an affiliate of The Nebraska Medical Center. Students have access to information regarding our accreditation on our web-site and through our catalog. Clarkson College course descriptions are available in the College catalog and in our on-line catalog at [www.clarksoncollege.edu](http://www.clarksoncollege.edu). Pursuant to the Higher Learning Commission, Clarkson College is not required to obtain HLC approval to offer instruction in clinical settings.

Clarkson College tuition, fees and refund schedule are available to students in the catalog and online. In addition, the College's refund schedule is electronically sent to students before the start of the semester and during semester's first week in session.

Prior to registration, the Registrar's office will complete a Degree Plan for all new students. The Plan will include the courses which Clarkson College will accept in transfer and the specific course the student will be required to complete in order to meet graduation requirements. During the first semester of attendance, each student will be assigned and meet with a major academic advisor who will assist the student in completion of their degree plan course requirements. The purpose of the degree plan is to ensure the student has a plan for meeting all Clarkson College requirements for graduation in a timely and effective way, to provide the student assurance their program requirements are accurate. The Plan will be signed by a Registrar's office representative. The signed Degree Plan becomes the student's plan for graduation and may not be changed without formal written approval by the program director. The information on the Degree Plan will be informational and not contractual in nature.

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

Capitol Corporate Services  
 1503 42<sup>nd</sup> St, Suite 210  
 West Des Moines, IA 50266

**Name, address and title of the other officers and members of the legal governing body of the school:**

Officer Number 1

Name: James T. Canedy, M.D.  
 Suite: Ste. 409  
 Street: 4239 Farnam Street  
 City: Omaha  
 State: Nebraska  
 Zip: 68131  
 Country: United States  
 Telephone Number (including country or area code): 402-552-2500

For officers 2 or more, add pages as needed.  
 Additional officers listed on [Exhibit B](#).

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

The sole corporate member of Clarkson College is the Nebraska Medical Center.

Name: The Nebraska Medical Center  
Suite: \_\_\_\_\_  
Street: 987400 Nebraska Medical Center  
City: Omaha  
State: Nebraska  
Zip: 68198  
Country: United States  
Telephone Number (including country or area code): 402-552-4000

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- Clarkson College has maintained continuous accreditation with the Higher Learning Commission North Central Association of Colleges and School (NCA) since 1984.

The Higher Learning Commission  
30 North La Salle Street  
Suite 2400  
Chicago, IL 60602  
**PH** 312.263.0456

Contact Person: Dr. Andrew Lootens-White

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

Accrediting Agency 2- The **Bachelor of Science in Nursing** and the **Master of Science in Nursing** programs have accreditation from:

The National League for Nursing **Accrediting** Commission (NLNAC)  
3343 Peachtree Road NE  
Suite 500  
Atlanta, GA 30326  
**PH** 404.975.5500

Contact Person: Dr. Sharon Tanner

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

The **Bachelor of Science in Nursing** program is also approved by and by which the **Diploma in Practical Nursing** program has approval for operation from:

**The Nebraska State Board of Nursing**

301 Centennial Mall South  
Lincoln, NE 68509  
PH 402.471.3121

Contact Person: Dr. Sheila Exstrom

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

Accrediting Body 3 -The **Master of Science in Nursing with a specialization in Nurse Anesthesia** program is accredited by:

The Council on Accreditation of Nurse Anesthesia Educational Programs (COA)  
222 S. Prospect Avenue  
Park Ridge, IL 60068  
PH 847.655.1160

Contact Person: Dr. Francis Gerbasi

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

Accrediting Body 4 -The **Associate of Science in Radiologic Technology** program at Clarkson College is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

20 N. Wacker Drive,  
Suite 2850  
Chicago, IL 60606-3182  
PH 312.704.5300

Contact Person: Mr. Joey Battles

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

Additional Accrediting Agencies are listed on [Exhibit C](#).

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

Please refer to Clarkson College's online (distance) education application.

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

Please refer to Clarkson College's online (distance) education application.

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	The Nebraska State Board of Nursing	301 Centennial Mall South Lincoln, NE 68509	Dr. Sheila Exstrom	402.471.3121

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.

Please see response in Exhibit D.

In addition, supplemental documents, power points and other information are provided to the students via Pearson/eCollege™.

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.

Clarkson College does not have a physical site in Iowa.

Is the school subject to limitation, suspension, 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.

Clarkson College’s contact with the Case Management Team at the U.S. Department of Education’s Kansas City Regional Office is Tom Beckerle. Mr. Beckerle’s direct contact number is 816-268-0418.

Do you:

Enroll students in Iowa?  Yes  No

Employ Iowa faculty?  Yes  No

Please refer to our current operations regarding the enrollment/registration of student and employment of faculty in Iowa.

Do you intend to: N/A

Enroll students in Iowa?  Yes  No

Employ Iowa faculty?  Yes  No

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

Please refer to Clarkson College's online (distance) education application.

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

The following employees reside in Iowa and are faculty for Clarkson College's **Residential (On-Campus) Program that has a clinical site in Iowa with faculty present:**

<b>Employee Name</b>	<b>City</b>	<b>St</b>	<b>Zip</b>	<b>Position</b>
Blum, Joan	Council Bluffs	IA	51503	FT Faculty - BSN
Bohlke, Janiece M.	Lemars	IA	51031	FT Faculty - BSN

The following employees reside in Nebraska are faculty for Clarkson College's **Residential (On-Campus) Program that has a clinical site in Iowa with faculty present:**

<b>Employee Name</b>	<b>City</b>	<b>St</b>	<b>Zip</b>	<b>Position</b>
Jackson, Hope	Omaha	NE	68131	Faculty-BSN
Jordan, Brandon	Omaha	NE	68137	Faculty- BSN

**Will your school comply with *Iowa Code* § 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 *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 As Clarkson College does not have an Iowa location (e.g., a branch campus) to which the federal Department of Education has assigned a branch code that identifies the school as an Iowa school, Clarkson College is not required to submit annual reports to the Commission.

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

Please refer to Clarkson College's online (distance) education application.

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

Clarkson College has been providing education for over 100 years and our administration understands the needs of our students and provides the appropriate learning resources for our students to achieve excellence in education and successful completion of student learning outcomes. Clarkson College provides the following resources to our students both on-line and on-campus:

**1. Center for Teaching Excellence:**

The Center for Teaching Excellence was established to support teaching and learning at Clarkson College by assisting faculty and academic programs in their continued pursuit of course improvement and student learning. Instructional Design, Faculty Development, Online Education, Community Relations and Institutional Effectiveness were all brought together to meet the mission of the College and enhance the instruction of our programs.

Online Education is an important part of this area. The online students have access to questions, concerns and information 24/7, 365 days a year. Our staff is experienced to answer any technical and access issues the students may encounter. In this department are two very important areas for our all students.

These individuals are the main contact for our on-campus and online student questions regarding test proctors, clinical contracts and preceptor contracts; 1) Coordinator, Online Education– administers and coordinates test proctors, clinical contracts, help desk support for all students; 2) Coordinator, Testing Center – schedules and coordinates all proctored exams, serves as full time proctor for all on-campus students. An online manual is also provided to our students for an additional resource if, as an on-campus student, they choose to take a more convenient delivery method to accommodate their course schedule .

**2. Library Resources**

On the College campus the Clarkson Service League Library is a new facility, completed in June of 2011 and located on the 2<sup>nd</sup> floor of the college. Library services include access to a variety of print materials, bibliographic and full-text databases, search assistance, and interlibrary loan. Due to the library's participation in the Nebraska Academic Library Reciprocal Borrowing Agreement and free lending interlibrary loan groups, students may borrow articles and books from libraries nationwide via the DOCLINE and OCLC systems.

The on-campus and online students have full access to the library services via our online platform Pearson/eCollege. Each student is provided a login to access all library services equal to the on campus students. In addition, the library provides tutorials, help sheets, databases and materials available in modular form to help with resource navigation. Students may access full-text from 10,248 journals and articles/information from 15+ databases 24/7 using on-campus or remote computers. In addition, the library is open over 70 hours per week.

Solid budgetary support enables the library to purchase material that enhance the curriculum and respond to current developments in the health sciences. All library services and material may be accessed by online students via the Internet, telephone, FAX, email and mail. Requests from students living outside the Omaha area are taken by library staff and appropriate materials are sent within 24 hours. The table below is a sampling of databases available to all students at Clarkson College.

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

Please refer to Clarkson College's online (distance) education application.

**Provide evidence that the school has adequate physical facilities appropriate for the program(s) to be offered and 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.**

Please see response in Exhibit D.

**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 course of study.**

Please refer to Clarkson College's online (distance) education application.

**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.**

Clarkson College's Information Technology staff responds immediately to student and faculty needs. The College Help desk is manned during business hours; the Pearson/eCollege™ Help desk supplements that resource 24/7, 365 days a year.

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

Please refer to Clarkson College's online (distance) education application.

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

Clarkson College's Certificate of Authority from Nebraska is attached as Exhibit E. Clarkson College is not required to obtain a Certificate of Authority from the Iowa Secretary of State.

**Provide the U.S. Department of Education cohort default rate for each associated organizational entity for which the U.S. Department of Education reports a cohort default rate.**

Please refer to Clarkson College's online (distance) education application.

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

Please refer to Clarkson College's online (distance) education application.

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 National Center for Education Statistics.

Please refer to Clarkson College's online (distance) education application.

Signature

Applicant School Chief Executive Officer

Louis W. Burgher, M.D., Ph.D.  
Name

President  
Title



\_\_\_\_\_  
Signature

01-02-12  
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.

# Exhibit A

## Tuition Refund Policy

### Official Drop/Withdrawal & Tuition Refund Policy

Fees are non-refundable after the first week of the semester. To receive a 100 percent refund of tuition and fees, the official [Change of Registration/Leave of Absence/Withdraw form](#) requesting withdrawal or leave of absence must be submitted to the Registrar on or before the last day of the first week of the semester. It is your responsibility to be aware of the tuition refund policy.

Clarkson College tuition refunds may be credited to the student's account after the official [Change of Registration/Leave of Absence/Withdraw form](#) is submitted to the Registrar. After the appropriate form has been submitted, the tuition refund will be applied according to the [refund schedule](#). It is your responsibility to be aware of the tuition refund policy.

Only the Student Accounts Manager can approve exceptions to the tuition and fee refund schedule. Deans, directors, faculty members and staff are **not** authorized to make exceptions. Refunds are calculated based on the date the completed paperwork is received by the Registrar.

### Tuition Refund Policy for Six Week Online Classes

To receive a 100 percent refund of tuition and fees, the Registrar must receive the official [Change of Registration/Leave of Absence/Withdraw form](#) no later than the second business day of the session. Fees are nonrefundable after the second business day. It is the student's responsibility to be aware of the six week online session tuition refund policy.

**Note:** *It is strongly recommended that students consult with a Clarkson College Student Financial Services representative prior to dropping any classes. Dropping credit hours may create serious financial problems. A student may be required to repay a portion of federal financial aid if he or she withdraws from classes.*

## Tuition Refund Schedules

### Tuition Refund Schedule

The Tuition Refund Schedule below will apply after 8 a.m. on May 16, and it does not apply to six-week online sessions.

In order for you to receive a 100 percent refund of tuition and fees, the Registrar must receive the official completed [Change of Registration/Leave of Absence/Withdraw form](#) no later than May 20. Fees are non-refundable after May 20.

Only the Student Accounts office may approve exceptions to the Tuition Refund Schedule.

Summer Semester (May 16 - Aug. 5) Undergraduate and Graduate	Percent Refunded	Date Registrar must have received Change of Registration form
Before the first class day of the semester	100%	5/16/11
During the first week of the semester	100%	5/16/11 - 5/20/11
During the second week of the semester	75%	5/23/11 - 5/27/11
During the third week of the semester	50%	5/30/11 - 6/3/11
During the fourth week of the semester	25%	6/6/11 - 6/10/11
After the fourth week of the semester	0%	Beginning 6/13/11

Late Charges	Date Charge Begins	Cost
Late Registration Fee	5/16/11	\$50
Change of Registration Fee	5/17/11	\$25

**Note:** Refunds and fee charges will be assessed based on the date the form is received by the Registrar's office. If you are considering dropping a class, please contact your Financial Aid counselor.

#### Payment Information

Payment for all tuition and fees for the summer 2011 semester are due **June 3**, unless the student submits an approved payment plan or tuition assistance plan before the payment due date. Payment plan application forms can be obtained in the Student Financial Services office. There is a \$20 fee for this service. Please call Student Accounts at 402.552.2749 if you would like to arrange a payment plan or have questions about whether this applies to you.

#### Tuition Refund Schedule for Six-Week Online Courses

In order for you to receive a 100 percent refund of tuition and fees, the Registrar must receive the official completed [Change of Registration/Leave of Absence/Withdraw form](#) no later than the second business day of the session. Fees are non-refundable after the second business day of the session.

Six-Week Online Courses	Percent Refunded
Before the first business day of the session	100%
During the first two business days of the session	100%
During the third or fourth business day of the session	75%
During the fifth or sixth business day of the session	50%
During the seventh or eighth business day of the session	25%
Beginning the ninth business day of the session	0%

## Exhibit B

Name, address and title of the other officers and members of the legal governing body of the school:

Officer 2

Name: Allen Hager  
Suite: Right at Home  
Street: 6464 Center St  
City: Omaha  
State: Nebraska  
Zip: 68106  
Country: United States  
Telephone Number (including country or area code): 402-697-7537

Officer 3

Name: Bill Dinsmoor (Treasurer)  
Suite: The Nebraska Medical Center  
Street: 987400 Kiewit Tower  
City: Omaha  
State: Nebraska  
Zip: 68198-7400  
Country: United States  
Telephone Number (including country or area code): 402-552-3202

Officer 4

Name: Robert Howard  
Suite: \_\_\_\_\_  
Street: 4117 North 56th Street  
City: Omaha  
State: Nebraska  
Zip: 68104  
Country: United States  
Telephone Number (including country or area code): 402-556-5242

Officer 5

Name: Karen Veridrame  
Suite: \_\_\_\_\_  
Street: 17505 Island Circle  
City: Bennington  
State: Nebraska  
Zip: 68007-5731  
Country: United States  
Telephone Number (including country or area code): 402-359-1083

Officer 6

Name: The Very Right Reverend Thomas J. Hurley  
Suite: \_\_\_\_\_  
Street: 113 North 18<sup>th</sup> Street  
City: Omaha  
State: Nebraska  
Zip: 68102  
Country: United States  
Telephone Number (including country or area code): 402-342-7010 ext. 111

Officer 7

Name: Marlin Stahl, M.D. (Chair)  
Suite: Bellevue Medical Center  
Street: 2500 Bellevue Medical Center Dr.  
City: Bellevue  
State: Nebraska  
Zip: 68123-1591  
Country: United States  
Telephone Number (including country or area code): 402-552-9875

Officer 8

Name: Rosanna Morris  
Suite: The Nebraska Medical Center  
Street: 987400 Kiewit Tower  
City: Omaha  
State: Nebraska  
Zip: 68198-7400  
Country: United States  
Telephone Number (including country or area code): 402-552-2007

Officer 9

Name: Cindy Arbaugh  
Suite: \_\_\_\_\_  
Street: 19263 South 204th Street  
City: Gretna  
State: Nebraska  
Zip: 68028  
Country: United States  
Telephone Number (including country or area code): 402-253-2295

Officer 10

Name: Janis Enenbach (Clarkson Service League Representative)  
Suite: \_\_\_\_\_  
Street: 9932 Harney Parkway N  
City: Omaha  
State: Nebraska  
Zip: 68114  
Country: United States  
Telephone Number (including country or area code): 402-392-1634

Officer 11

Name: Glenn Fosdick, President and CEO (Ex Officio)  
Suite: The Nebraska Medical Center  
Street: 987400 Kiewit Tower  
City: Omaha  
State: Nebraska  
Zip: 68198-7400  
Country: United States  
Telephone Number (including country or area code): 402-552-3452

Officer 12

Name: Joan Blum (Clarkson College Faculty Senate President and Representative)  
Suite: \_\_\_\_\_  
Street: 101 S 42<sup>nd</sup> Street  
City: Omaha  
State: Nebraska  
Zip: 68131  
Country: United States  
Telephone Number (including country or area code): 402-552-3100

Officer 13

Name: Brittany Kramer (Clarkson College Student Government Representative)  
Suite: \_\_\_\_\_  
Street: 101 S 42<sup>nd</sup> Street  
City: Omaha  
State: Nebraska  
Zip: 68131  
Country: United States  
Telephone Number (including country or area code): 402-552-3100

## Exhibit C

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 5 - The **Associate of Science in Physical Therapist Assistant** program has accreditation from:

The Commission on Accreditation in Physical Therapy Education (CAPTE)  
1111 N. Fairfax Street  
Alexandria, VA 22314  
**PH 703.706.3245**

Contact Person: Mr. Doug Clarke

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

Accrediting Agency 6 - The **Master of [Health Care Administration](#), Bachelor of Science in Health Care Business** and **Associate of Science in Health Information Management** programs have accreditation from:

International Assembly for Collegiate [Business Education](#) (IACBE)  
P.O. Box 3960  
Olathe, KS 66063-3960  
**PH 913.631.3009**

Contact Person: Mr. Dennis Gash

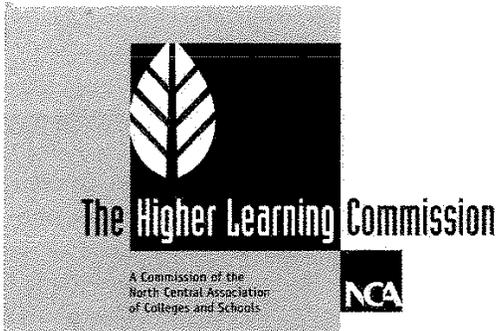
Is this agency recognized by the U.S. Department of Education?  Yes  No

Accrediting Agency 7 - The **Bachelor of Science in Health Care Business with major in Health Information Management** and **Associate of Science in Health Information Management** programs have accreditation from:

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)  
233 N. Michigan Avenue  
21st floor  
Chicago, IL 60601-5800  
**PH 312.233.1131**

Contact Person: Mr. George Payan

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



30 North LaSalle Street, Suite 2400 | Chicago, IL 60602 | 312-263-0456  
800-621-7440 | Fax: 312-263-7462 | www.ncahlc.org

Serving the common good by assuring and advancing the quality of higher learning

October 1, 2009

President Louis Burgher  
Clarkson College  
101 S. 42nd St.  
Omaha, NE 68131-2739

Dear President Burgher:

This letter is formal notification of the action taken concerning Clarkson College by The Higher Learning Commission. At its meeting on September 14, 2009, the Review Committee voted to continue the accreditation of Clarkson College and to adopt any new items entered on the attached Statement of Affiliation Status (SAS). The Commission Board of Trustees validated this action through its validation process concluded on October 1, 2009. The date on this letter constitutes the effective date of your organization's new status with the Commission.

I have enclosed your institution's *Statement of Affiliation Status (SAS)* and *Organizational Profile (OP)*. The SAS is a summary of your organization's ongoing relationship with the Commission. The OP is generated from data you provided in your most recent, (2008-09) Annual Institutional Data Update. If the current Commission action included changes to the demographic, site, or distance education information you reported in your Annual Institutional Data Update, we have made the change on the *Organizational Profile*. No other organizational information was changed.

The *Statement of Affiliation Status* and *Organizational Profile* will be posted to the Commission website on Friday, October 9. Before this public disclosure however, I ask that you verify the information in both documents, and inform Andrew C. Lootens-White, your staff liaison, before Thursday, October 8 of any concerns that you may have about these documents. Information about notifying the public of this action is found in Chapter 8.3-3 and 8.3-4 of the *Handbook of Accreditation, Third Edition*.

Please be aware of Commission policy on planned or proposed organizational changes that require Commission action before their initiation. You will find the Commission's change policy in Chapter 7.2 of the *Handbook of Accreditation*. I recommend that you review it with care, and if you have any questions about how planned institutional changes might affect your relationship with the Commission, that you write or call Andrew C. Lootens-White.

On behalf of the Board of Trustees, I thank you and your associates for your cooperation.

Sincerely,

Sylvia Manning  
President

Enclosures: Statement of Affiliation Status  
Organizational Profile

cc: Evaluation Team Members  
Chair of the Board



# The Higher Learning Commission

30 North LaSalle Street, Suite 2400 | Chicago, Illinois 60602-2504 | 312-263-0456  
800-621-7440 | FAX: 312-263-7462 | www.ncahigherlearningcommission.org

## STATEMENT OF AFFILIATION STATUS

CLARKSON COLLEGE  
101 S. 42nd St.  
Omaha, NE 68131-2739

*Affiliation Status:* Candidate: 1982  
Accreditation: (1984- .)

PEAQ PARTICIPANT

### Nature of Organization

*Legal Status:* Private NFP  
*Degrees Awarded:* A, B, M

### Conditions of Affiliation:

*Stipulations on Affiliation Status:* Accreditation at the Master's level is limited to the Master of Science degrees in Nursing and Master s of Health Care Administration.

*Approval of New Degree Sites:* Prior Commission approval required.

*Approval of Distance Education Degrees:* Prior Commission approval required for distance education programs other than the Associate of Science in Health Information Management, Bachelor of Science in Health Care Business, Bachelor of Science in Nursing, Bachelor of Science in Medical Imaging, Master of Science in Nursing, and the Masters of Health Care Administration.

*Reports Required:* Progress Report: 06/01/2011; A report that documents multi-year planning.  
Progress Report: 06/01/2011; A report on master facilities.  
Progress Report: 06/01/2013; A report on assessment.

*Other Visits Scheduled:* None.

### Summary of Commission Review

*Year of Last Comprehensive Evaluation:* 2008 - 2009  
*Year for Next Comprehensive Evaluation:* 2018 - 2019  
*Date of Last Action:* 10/01/2009

### Name Change:

Bishop Clarkson Memorial Hospital College of Nursing to Bishop Clarkson College of Nursing (1984) to Bishop Clarkson College (1/1/88) to Clarkson College (1/1/92)



## ORGANIZATIONAL PROFILE

CLARKSON COLLEGE  
101 S. 42nd St.  
Omaha, NE 68131-2739

### Enrollment Demographics (by headcount) (HLC Posted: 04/06/2009)

	<u>Full-Time</u>	<u>Part-Time</u>
Undergraduate:	453	205
Graduate:	7	155
Post-baccalaureate First Professional:	0	0
Non-Credit headcount:		3809

### Educational Programs (HLC Posted: 04/06/2009)

		<u>Program Distribution</u>	<u>Total Awarded</u>
Leading to Undergraduate degrees:	Associate	3	41
	Bachelors	4	126
Leading to Graduate degrees:	Masters	2	22
	Specialist	0	0
	First Professional	0	0
	Doctoral	0	0
Certificate Programs:		11	13

### Dual Enrollment (HLC Posted: 04/06/2009)

Headcount in all dual enrollment (high school) 0

### Off-Campus Activities (HLC Posted: 04/06/2009)

In-State:	Campuses:	None
	Sites:	None
	Course Locations:	None
Out-of-State:	Campuses:	None
	Sites:	None
	Course Locations:	None
Out-of-U.S.:	Campuses:	None
	Sites:	None
	Course Locations:	None

### Distance Education Certificate and Degree (HLC Posted: 04/06/2009)

AS in Health Information Management	Internet
BS in Health Care Business	Internet
BS in Medical Imaging	Internet
MS in Health Care Business Leadership	Internet
MSN	Internet
RN to BSN	Internet
Certificate in Adult Nurse Practitioner	Internet
Certificate in Family Nurse Practitioner	Internet
Certificate in Nursing Education	Internet
Certificate in Nursing Health Care Leadership	Internet

HLC Posted: 10/01/2009

Printed: 10/01/2009

# NLNAC

National League for Nursing Accrediting Commission, Inc.

## BOARD OF COMMISSIONERS

### NURSING EDUCATION REPRESENTATIVES

RUTH DAVIDHIZAR, DNS, RN, ARNP, BC, FAAN  
Professor and Dean, School of Nursing  
Bethel College  
Mishawaka, Indiana

DALA J. DEWITT, MS, RN  
Senior Director School of Nursing and Education  
Community Mercy Health Partners  
Springfield, Ohio

CAROL EASLEY ALLEN, PHD, RN  
Chair, Department of Nursing  
Oakwood College  
Huntsville, Alabama

ELIZABETH H. MAHAFFEY, PHD, RN  
Dean, Nursing & Allied Health  
Hinds Community College  
Jackson, Mississippi

GRACE NEWSOME, BDD, APRN, BC, FNP  
Professor of Nursing, MS Coordinator  
Department of Nursing  
North Georgia College & State University  
Dahlonega, Georgia

BRENDA NICHOLS, DNSC, RN  
Dean, Arts & Sciences  
Lamar University  
Beaumont, Texas

MARILYN K. SMIDT, MSN, RN  
Director of Nursing Programs  
Grand Rapids Community College  
Grand Rapids, Michigan

DEANNA M. SUGGS, MSN, RN, FNP-C  
Director and Professor of Nursing  
New Mexico State University  
Carlsbad, New Mexico

BEVERLY L. WELHAN, DNSC, RN, ANEF  
Dean, Health Sciences  
Montgomery County Community College  
Blue Bell, Pennsylvania

### NURSING SERVICE REPRESENTATIVES

DIANE L. DOBBINS, MPH, RN, BC, PHN  
Emergency Preparedness Programs Manager  
Ventura County Public Health  
Oxnard, California

KAREN S. HILL, MSN, RN, CNA, BC, FACHE  
Vice President / Nurse Executive  
Central Baptist Hospital  
Lexington, Kentucky

RHONDA JOHNSTON, PHD, CFNP, CANP, CNS  
Nurse Practitioner  
Pueblo VA Clinic  
Pueblo, Colorado

### PUBLIC REPRESENTATIVES

DAVID E. ORMSTEDT, JD  
Counsel  
Wiggin and Dana LLP  
Hartford, Connecticut

MARSHA H. PURCELL, CAE  
Director, Program Development  
American Farm Bureau Federation  
Washington, District of Columbia

HOWARD L. SIMMONS, PHD  
Professor and Chairperson  
Department of Advanced Studies,  
Leadership and Policy  
Morgan State University  
Baltimore, Maryland

March 17, 2008

Marla A. Erbin-Roesemann, PhD, RN  
Interim Dean, College of Nursing  
Clarkson College  
101 South 42nd Street  
Omaha, NE 68131-2739

Dear Dr. Erbin-Roesemann:

This letter is formal notification of the action taken by the National League for Nursing Accrediting Commission at its meeting on February 20–21, 2008. **The Board of Commissioners granted the master's degree nursing program, including the post-master's certificate program continuing accreditation and scheduled the next evaluation visit for Fall 2015.**

Deliberations centered on the Self Study Report, the School Catalog, the Site Visitors' Report, and the recommendation for accreditation proposed by the Program Evaluators and the Evaluation Review Panel. (See Summary of Deliberations and Recommendation of the Evaluation Review Panel)

The Board of Commissioners identified the following strengths and areas needing development:

#### Strengths by Accreditation Standard:

##### Standard I: Mission and Governance

- Leadership of the interim nurse administrator.

##### Standard III: Students

- Comprehensive support services available to campus based and distance education students.

##### Standard V: Resources

- Library services including staff support available to both on-campus and online students.

Areas Needing Development by Standard:

Standard I: Mission and Governance

- Implement strategies to successfully recruit and retain a qualified nurse administrator for the nursing education unit.

Standard IV: Curriculum and Instruction

- Ensure all course materials include accurate and complete information including credit and clock hours.

Standard V: Resources

- Identify strategies to enhance faculty salaries to be competitive with current market demands.
- Identify strategies to assure all faculty have needed office space that provides privacy and work area.

Standard VI: Integrity

- Review and revise documents (paper and electronic) to ensure clarity regarding delivery method for the Master's program.

Standard VII: Educational Effectiveness

- Review and refine the evaluation plan to enhance its usability and clarify the expected levels of achievement.

On behalf of the Commission, we thank you and your colleagues for your commitment to quality nursing education. By choosing to have accreditation by NLNAC, your nursing program demonstrates a continued interest in having the program measured against the highest national standards of quality in nursing education. If you have questions about this action or about Commission policies and procedures, please write or call me or a member of the Professional Staff.



Sharon J. Tanner, EdD, RN  
Executive Director

cc: Laima M. Karosas, PhD, APRN Program Evaluator  
Mary Lou Rusin, EdD, RN Program Evaluator

Enc. Summary of Deliberations of the Evaluation Review Panel

# NLNAC

National League for Nursing Accrediting Commission, Inc.

61 Broadway, 33<sup>rd</sup> Floor • New York, NY 10006  
P. 800.669.1656 ext. 153 • F. 212.812.0390 • www.nlnac.org

---

## SUMMARY OF DELIBERATIONS AND RECOMMENDATION OF THE MASTER'S DEGREE WITH PMC EVALUATION REVIEW PANEL FALL 2007 ACCREDITATION CYCLE

### CLARKSON COLLEGE OMAHA, NEBRASKA

#### **Master's Degree with PMC Accreditation History**

Established: <u>1992</u>	Initial Accreditation: <u>November 1994</u>	Last Evaluation Visit: <u>October 1999</u>
Action: Continuing Accreditation. Next visit in 8 years (Fall 2007) with an Interim Report Fall 2001. Report received, reviewed, and accepted. Next visit schedule affirmed.		

#### **Overview**

Length of Program:	<u>36-42 credits</u>		
Number of Students:	<u>135</u>	Full-time: <u>0</u>	Part-time: <u>135</u>
Number of Faculty*:	<u>16</u>	Full-time: <u>2</u>	Part-time: <u>14</u>
*refers to faculty teaching assignment not contract			

#### **Evaluation Review Panel Summary**

##### **Recommendation:**

##### **Master's Degree with PMC:**

**Continuing Accreditation. Next review in eight (8) years.**

##### **Commentary:**

##### **Areas of Strengths by Accreditation Standard**

##### **Standard I: Mission and Governance**

- Leadership of the interim nurse administrator.

##### **Standard III: Students**

- Comprehensive support services available to campus based and distance education students.

**Standard V: Resources**

- Library services including staff support available to both on-campus and online students.

**Areas Needing Development by Accreditation Standard**

**Standard I: Mission and Governance**

- Implement strategies to successfully recruit and retain a qualified nurse administrator for the nursing education unit.

**Standard IV: Curriculum and Instruction**

- Ensure all course materials include accurate and complete information including credit and clock hours.

**Standard V: Resources**

- Identify strategies to enhance faculty salaries to be competitive with current market demands.
- Identify strategies to assure all faculty have needed office space that provides privacy and work area.

**Standard VI: Integrity**

- Review and revise documents (paper and electronic) to ensure clarity regarding delivery method for the Master's program.

**Standard VII: Educational Effectiveness**

- Review and refine the evaluation plan to enhance its usability and clarify the expected levels of achievement.
-

# NLNAC

National League for Nursing Accrediting Commission, Inc.

## BOARD OF COMMISSIONERS

### NURSING EDUCATION REPRESENTATIVES

MARLENE P. BACON, PhD, RN  
Nursing Associate Professor  
Utah Valley University  
Orem, Utah

LINDA K. COCKRELL, MSN, RN  
Program Leader, Health & Medical Sciences  
Central School of Practical Nursing  
Norfolk Technical Center, Norfolk Public Schools  
Norfolk, Virginia

ELIZABETH H. MAHAFFEY, PhD, RN  
Dean, Nursing & Allied Health  
Hinds Community College  
Jackson, Mississippi

LINDA NORMAN, DSN, RN, FAAN  
Senior Associate Dean for Academics, School of Nursing  
Vanderbilt University  
Nashville, Tennessee

MARY LOU RUSIN, EDD, RN, ANEF  
Professor & Chair, Nursing Department  
Daemen College  
Amherst, New York

ANN B. SCHLUMBERGER, EDD, MSN, RN  
Professor & Chairperson, Department of Nursing  
University of Arkansas - Little Rock  
Little Rock, Arkansas

MARY W. SYEC, MSN, RN, CNE  
Course Coordinator/Instructor  
Dixon School of Nursing, Abington Memorial Hospital  
Willow Grove, Pennsylvania

DEANNA M. SUGGS, MSN, RN, FNP-C  
Professor of Nursing  
New Mexico State University-Carlsbad  
Carlsbad, New Mexico

BEVERLY L. WELHAN, PhD, RN, ANEF  
Dean, Health Sciences  
Montgomery County Community College  
Blue Bell, Pennsylvania

### NURSING SERVICE REPRESENTATIVES

CHRISTINA DIMICHELE, MSN, RN, NEA-BC  
Nurse Manager, Faculty  
The Children's Hospital of Philadelphia  
Philadelphia, Pennsylvania

KAREN S. HILL, DNP, RN, NEA BC, FACHE  
Vice President/Nurse Executive  
Central Baptist Hospital  
Lexington, Kentucky

RHONDA JOHNSTON, PhD, CFNP, CANP, CNS  
Director  
Rocky Mountain National Telehealth Training Center  
Veterans Health Administration  
Aurora, Colorado

### PUBLIC REPRESENTATIVES

DAVID E. ORMSTEDT, JD  
Counsel  
Wiggin and Dana LLP  
Hartford, Connecticut

MARSHA H. PURCELL, CAE  
Director, Program Development  
American Farm Bureau Federation  
Washington, District of Columbia

LEE E. WURSTER, JD  
Retired Attorney  
Dublin, Ohio

March 24, 2011

Aubray Orduna, EdD, RN  
Dean  
College of Nursing  
Clarkson College  
101 S. 42nd St.  
Omaha, NE 68131

Dear Dr. Orduna:

This letter is formal notification of the action taken by the National League for Nursing Accrediting Commission (NLNAC) at its meeting on March 3-4, 2011. The Board of Commissioners granted the baccalaureate nursing program continuing accreditation with the condition that your program submit a Follow-Up Report in 2 years. If the Follow-Up Report is accepted by the Commission, the next evaluation visit will be scheduled for Fall 2018.

Deliberations centered on the Self-Study Report, the School Catalog, the Site Visitors' Report, and the recommendation for accreditation proposed by the Program Evaluators and the Evaluation Review Panel. (See Summary of Deliberations and Recommendation of the Evaluation Review Panel.)

The Board of Commissioners identified the following evidence of non-compliance and areas needing development:

#### **Evidence of Non-Compliance by Accreditation Standard and Criterion**

##### **Standard 2 Faculty and Staff, Criteria 2.1, 2.1.1, and 2.8**

- All faculty are not credentialed with a minimum of a master's degree with a major in nursing.
- A minimum of 25% of full-time faculty do not hold earned doctorate degrees.
- There is a lack of systematic assessment of faculty performance to demonstrate competencies consistent with program goals and outcomes.

Clarkson College  
Page 1

## **Areas Needing Development by Accreditation Standard**

### **Standard 3 Students**

- Review and revise all public documents (paper and electronic) to ensure that information intended to inform the public is accessible, current, clear, accurate, and consistent, including admission criteria, clock-to-credit hour ratios, and use of technology.

### **Standard 4 Curriculum**

- Define excused and unexcused absences on the clinical evaluation tool and in the program materials.

### **Standard 6 Outcomes**

- Review and revise the expected levels of achievement for program outcomes to ensure they are appropriate and measurable.
- Develop actions in the evaluation plan for expected levels of achievement that are not met.
- Determine strategies to improve collection of aggregated data for program satisfaction and job placement.

A Follow-Up Report requires the nursing education unit to demonstrate compliance with a specific Accreditation Standard or Standards. The Follow-Up Report for the baccalaureate program is to address Standard 2 Faculty and Staff. The report is to be submitted to NLNAC in the Spring 2013 Cycle by February 15, 2013. At the time of its review of the Follow-Up Report, the Commission will either affirm the time of the next evaluation visit or deny continuing accreditation and remove the nursing program from the list of accredited programs. We recommend contacting a member of the NLNAC professional staff after reviewing this decision letter.

On behalf of the Commission, we thank you and your colleagues for your commitment to quality nursing education. If you have questions about this action or about Commission policies and procedures, please write or call me or a member of the professional staff.

Sincerely,



Sharon J. Tanner, EdD, RN  
Chief Executive Officer

cc: Jan Boundy, Program Evaluator  
Tara Hulsey, Program Evaluator  
Janet Dionne, Program Evaluator

Enc. Summary of Deliberations of the Evaluation Review Panel

SUMMARY OF DELIBERATIONS AND RECOMMENDATION OF THE  
BACCALAUREATE EVALUATION REVIEW PANEL  
FALL 2010 ACCREDITATION CYCLE

CLARKSON COLLEGE  
OMAHA, NE

**Baccalaureate Accreditation History**

Established: 1981      Initial Accreditation: March 1988      Last Evaluation Visit: Fall 2002  
Action: Continuing Accreditation

**Overview**

Length of Program: 129 credits  
Number of Students: 466      Full-time: 358      Part-time: 108  
Number of Faculty\*: 31      Full-time: 29      Part-time: 2

*\* refers to faculty teaching assignment not contract*

**Evaluation Review Panel Summary**

**Recommendation:**

**Baccalaureate:**

**Continuing accreditation with conditions as the program is in non-compliance with one (1) Accreditation Standard. Follow-Up Report due in two (2) years. Next visit in eight (8) years if the Report is accepted by the Board of Commissioners.**

**Commentary:**

**Evidence of Non-Compliance by Accreditation Standard and Criterion**

**Standard 2 Faculty and Staff, Criteria 2.1, 2.1.1, and 2.8**

- All faculty are not credentialed with a minimum of a master's degree with a major in nursing.
- A minimum of 25% of full-time faculty do not hold earned doctorate degrees.
- There is a lack of systematic assessment of faculty performance to demonstrate competencies consistent with program goals and outcomes.

**Areas Needing Development by Accreditation Standard**

**Standard 3 Students**

- Review and revise all public documents (paper and electronic) to ensure that information intended to inform the public is accessible, current, clear, accurate, and consistent, including admission criteria, clock-to-credit hour ratios, and use of technology.

**Standard 4 Curriculum**

- Define excused and unexcused absences on the clinical evaluation tool and in the program materials.

**Standard 6 Outcomes**

- Review and revise the expected levels of achievement for program outcomes to ensure they are appropriate and measurable.
  - Develop actions in the evaluation plan for expected levels of achievement that are not met.
  - Determine strategies to improve collection of aggregated data for program satisfaction and job placement.
-



Division of Public Health

Licensure Unit, PO Box 94986, Lincoln NE 68509-4986  
Phone (402) 471-2115 Fax (402)471-1066  
Licensure Verification: <http://www.nebraska.gov/LISSearch/seach.cgi>  
Applications: <http://www.dhhs.ne.gov/crl/profindex1.htm>

State of Nebraska

Dave Heineman, Governor

May 25, 2010

Dr. Aubray Orduna, Dean  
Nursing Programs  
Clarkson College  
101 South 42<sup>nd</sup> Street  
Omaha, NE 68131-2739

Dear Ms. Orduna,

This letter is to inform you that the Education Committee of the Nebraska Board of Nursing met on Wednesday, May 12, 2010 and that the entire board met on Thursday, May 13, 2010. As a result of these two meetings, the following action was taken:

It was moved, seconded and carried that the Board of Nursing accept the Site Visit report from Clarkson College, BSN program with the recommendation to assure minutes of the Admissions Committee are maintained and grant continued approval of the program.

Congratulations on receiving this continues approval.

If, after receiving this letter, you have any questions please feel free to contact me at (402)-471-4917 or by e-mail at [sheila.exstrom@nebraska.gov](mailto:sheila.exstrom@nebraska.gov).

Sincerely,

Sheila Exstrom, PhD, RN  
Nursing Education Consultant  
Nursing and Nursing Support  
Public Health Division—Licensure Unit  
Department of Health and Human Services



Division of Public Health

Licensure Unit, PO Box 94986, Lincoln NE 68509-4986  
Phone (402) 471-2115 Fax (402)471-1066  
Licensure Verification: <http://www.nebraska.gov/LISsearch/seach.cgi>  
Applications: <http://www.dhhs.ne.gov/crl/profindex1.htm>

State of Nebraska

Dave Heineman, Governor

January 22, 2010

Dr. Aubray Orduna, Dean  
Nursing Programs  
Clarkson College  
101 South 42<sup>nd</sup> Street  
Omaha, NE 68131-2739

Dear Ms. Orduna,

This letter is to inform you that the Education Committee of the Nebraska Board of Nursing met on Wednesday, December 9, 2009 and on January 13, 2010 and that the entire Board of Nursing met on Thursday, January 14, 2010. As a result of these meetings, the following action was taken:

It was moved, seconded and carried that the Nebraska Board of nursing approve the revised Philosophy, Conceptual Framework and leveled objectives (LPN through MSN) as submitted by Clarkson College.

Congratulations on receiving this approval.

If, after receiving this letter, you have any questions please feel free to contact me at (402)-471-4917 or by e-mail at [sheila.exstrom@nebraska.gov](mailto:sheila.exstrom@nebraska.gov).

Sincerely,

Sheila Exstrom, PhD, RN  
Nursing Education Consultant  
Nursing and Nursing Support  
Public Health Division—Licensure Unit  
Department of Health and Human Services



Division of Public Health

Licensure Unit, PO Box 94986, Lincoln NE 68509-4986  
Phone (402) 471-2115 Fax (402)471-1066  
Licensure Verification: <http://www.nebraska.gov/LISearch/seach.cgi>  
Applications: <http://www.dhhs.ne.gov/crl/profindex1.htm>

State of Nebraska

Dave Heineman, Governor

September 2, 2009

Ms. Aubray Orduna, Director  
Practical & BSN Nursing Programs  
Clarkson College  
101 South 42<sup>nd</sup> Street  
Omaha, NE 68131-2739

Dear Ms. Orduna,

This letter is to inform you that the Education Committee of the Nebraska Board of Nursing met on Wednesday, July 29, 2009 and that the entire Board of Nursing met on Wednesday, August 25, 2009.

As a result of these two meetings, the 2008 annual report from your Baccalaureate Nursing program was accepted and the program was granted continued approval.

Congratulations on receiving this continued approval.

If, after receiving this letter, you have any questions please feel free to contact me at (402)-471-4917 or by e-mail at [sheila.exstrom@nebraska.gov](mailto:sheila.exstrom@nebraska.gov)

Sincerely,

Sheila Exstrom, PhD, RN  
Nursing Education Consultant  
Nursing and Nursing Support  
Public Health Division—Licensure Unit  
Department of Health and Human Services



**INTERNATIONAL ASSEMBLY  
for COLLEGIATE BUSINESS EDUCATION**

May 4, 2005

Dr. J.W. Upright  
President  
Clarkson College  
101 South 42nd Street  
Omaha, NE 68131

Dear President Upright:

The IACBE's Board of Commissioners met on April 5, 2005 to consider accreditation requests for business and business-related degree programs, and your request was among those reviewed. I am pleased to report that the board of commissioners has granted accreditation with observations and notes for your business and business-related degree programs (see attached listing). This accreditation is valid until one year after your next regional accreditation site visit.

In making the review, there are usually several observations and notes that are a part of the commissioners' actions. Observations represent suggestions of the site visit team and the commissioners that are worthy of consideration by the administration of your institution. No specific action is required of you for the observations mentioned in this letter, but we encourage you to consider these during your institutional planning process. The notes, on the other hand, require action by your institution within a three-year period. As appropriate action is taken on the notes, the actions should be addressed in the annual report that is prepared by your institution and filed with the IACBE each year.

**Observations:**

**Item 8, Organizational Chart:**

In the organizational chart provided in the self-study (Appendix C), there appears to be one person in charge of the student services division (Dean Damewood) and one person in charge of the Professional Development Division (vice president which is vacant). For the Administrative Support Division, there are four directors and one senior director, but no single person is in charge of the division. For the academic divisions there are three divisions (Nursing, Allied Health and Health Care Business). An academic dean is in charge of each academic division, but no one single person is in over-all charge of the academic divisions (e.g., vice president for academic affairs). It is suggested that having all academic programs

coordinated by a qualified academic person, whether it be one of the academic deans serving a dual role or a new academic appointment, would strengthen the effectiveness of the institution.

**Item 11, Catalog Description:**

The college catalog does not list the affiliate faculty. From a student's perspective, it would be helpful to see a list of the entire teaching faculty. Since the catalog is published annually, those listed in the catalog can be changed periodically, as needed.

**Expectation B-3, Faculty Load:**

When reviewing the faculty load policy in the faculty manual, it was discovered that there is no policy that covers teaching loads for affiliate faculty. The affiliate faculty members in Table 4 appear to be teaching at levels equivalent to the full-time faculty. It was also learned that in practice, the teaching loads for faculty are calculated by the number of students in a course. For example, nine<sup>2</sup>students equal a full teaching load for a three-hour course, but six students equal a partial load of .67. This way of calculating course loads is not consistent with the faculty policy manual.

**Expectation D-1, Financial Resources:**

The financial resources table on page 34 of the self-study shows the Division of Health Care Business currently receiving good support. The student enrollments in the division are growing; the program has generated the number of student credit hours expected for the entire 2004-2005 academic year in the first semester.

**Notes:**

**Item 4, Regional Accreditation:**

The Division of Health Care Business has chosen to use the "extended standard" accreditation approach authorized by the Board of Commissioners. Since your next regional accreditation visit is 2008, you will need to send the IACBE a copy of the reaffirmation letter as soon as you have received it.

**Expectation 1, Outcomes Assessment:**

There are two remaining items that need to be inserted into your outcomes assessment plan. One is an explanation on how the institution insures that the students have the basic skills to successfully complete the program. A second is a statement on how the personal development of students will be measured. When statements are developed for these two items they should be forwarded to the IACBE.

**Expectation B-1, Faculty Qualifications:**

The field of health informatics is an emerging field and professionally qualified faculty are rare (doctorally qualified faculty are non-existent). Accordingly, the percentage of

professionally and doctorally qualified faculty in this program is minimal. It is the commissioners' understanding that as this program grows, more qualified professionals will be hired. During the self-study year the master's program was in its first year and doctorally qualified faculty were teaching in cohort groups. The IACBE needs to be kept informed of the progress the college makes in increasing the professionally and doctorally qualified coverage in business courses.

It was also observed that there wasn't a professionally or doctorally qualified faculty member in the areas of accounting and marketing.

**Commendation:**

The institution is commended for accommodating both the traditional and non-traditional students. The capacity to make needed changes quickly is a strength of the college.

We also want to thank you for your support of Jody Woodworth in her role as a commissioner of the IACBE. We appreciate her diligent efforts on behalf of the IACBE.

Specialized accreditation by the IACBE is predicated on your institution remaining in good standing with your regional accrediting body and staying in full compliance with the IACBE's expectations and policies as set forth in the by-laws and the *Accreditation Process Manual*. We encourage your academic business unit to be actively involved in the IACBE professional development programs and activities, including the annual conference, regional meetings, workshops, and as a site visit evaluator.

Should you have any questions or if I can be of assistance to you, please contact me through the IACBE headquarters office.

Sincerely,



Robert Roller, Ph.D.  
Chair, Board of Commissioners

cc: Ms. Jody Woodworth, Dean, Division of Health Care Business

*Clarkson College*

Degrees Reviewed in the Self-Study

Master of Science degree in Health Care Business Leadership

Bachelor of Science degree in Health Care Business Management

Associate of Science degree in Health Information Management



VIA E-MAIL

June 11, 2010

Mary Hoversten, CRNA, MS  
Program Administrator  
Clarkson College  
101 South 42<sup>nd</sup> Street  
Omaha, NE 68131

Subject: Initial Accreditation

Dear Ms. Hoversten:

The Council on Accreditation of Nurse Anesthesia Educational Programs (COA) is pleased that accreditation has been awarded to the nurse anesthesia program at Clarkson College, Omaha, Nebraska, effective May 20, 2010. This signifies that all of the procedural steps have been successfully completed up to this point in time. This decision recognizes that the program will provide a graduate level curriculum leading to the award of a Master of Science in Nursing (MSN) degree. A certificate designating this accreditation is enclosed. It is the COA's understanding that the effective starting date of the program is September 2010. Notification must be provided to the COA if the effective date is different or changes.

As the CRNA program director of an accredited nurse anesthesia program, you will be required to complete annual reports each year. The annual report is Web-based and electronically transmitted to the COA.

Additionally, two (2) years after the start of the program's first class of students, the program is to submit confidential and anonymous faculty and student evaluations of the program. Further information regarding the evaluations will be sent to you in **Spring 2012**.

A second on-site visit to the program will be conducted after five (5) years following the start of the program's first class of students. This will allow time for certification examination scores and other measures of student achievement to be assessed by the program and reviewed by an on-site review team prior to consideration for continued accreditation. Accordingly, the program will be scheduled for its next on-site visit in **Fall 2015** followed by the Council's review of the program for continued accreditation in **Spring 2016**.

June 11, 2010  
Mary Hoversten, CRNA, MS  
Clarkson College  
Page 2

Finally, please extend my congratulations to everyone at Clarkson College for successfully gaining accreditation for the program. It is a major achievement.

Sincerely,



Francis Gerbasi, CRNA, PhD  
Executive Director  
Council on Accreditation of Nurse Anesthesia Educational Programs

c: Christee Beals, CRNA, MS  
Louis Burgher, MD, PhD  
Karen Plaus, CRNA, PhD, FAAN  
Pat Markway, MJ  
Rhonda Gee, CRNA, DNSc  
Darla Adams, CRNA, PhD

FG/sm  
L:\ACCRED\program\CAPABILITY REVIEWS\Clarkson College\SA and D\2010\d061110\_initial accreditation awarded.doc

---



Joint Review Committee on Education in Radiologic Technology  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
312.704.5300 • (Fax) 312.704.5304  
www.jrcert.org

September 10, 2009

Louis W. Burgher, Ph.D., M.D.  
President  
Clarkson College  
101 South 42nd Street  
Omaha, NE 68131-2739



**RE: Program #0411**

**Previous Accreditation Status: 8 Years**  
**Most Recent Site Visit: 06/09**  
**Agenda: R-A6**

Dear Dr. Burgher:

The Joint Review Committee on Education in Radiologic Technology (JRCERT) appreciated the opportunity to evaluate the associate degree radiography program sponsored by Clarkson College. The JRCERT is the only agency recognized by the U.S. Department of Education for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. Specialized accreditation awarded by the JRCERT offers institutions significant value by providing peer evaluation and by assuring the public of quality professional education in the radiologic sciences.

The continuing accreditation status of the program was considered by the Joint Review Committee on Education in Radiologic Technology. The program was evaluated according to the **Standards for an Accredited Educational Program in Radiologic Sciences (2002)**. The JRCERT awards:

**ACCREDITATION FOR A PERIOD OF EIGHT YEARS.**

The maximum duration that may be awarded by the Joint Review Committee on Education in Radiologic Technology in this category is eight years.

An interim report will be required. The projected date for submission of the interim report is the Second Quarter of 2013. The JRCERT will provide program officials adequate notice of the due date for submission of the interim report. Based on the interim report, the JRCERT will determine if the accreditation award of 8 years will be maintained or reduced and the continuing accreditation process expedited.

If the accreditation award is maintained, the next site visit is tentatively scheduled for the Second Quarter of 2017.

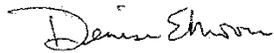
The program is advised that consistent with JRCERT Policy 11.600, the JRCERT reserves the right to conduct unannounced site visits of accredited programs. The sponsoring institution would be responsible for the expenses of any on-site evaluation.

Louis W. Burgher, Ph.D., M.D.  
September 10, 2009  
Page 2

The attachment to the program director's copy of this letter identifies the clinical total capacity, as provided by the program, for the institutions recognized as clinical education settings. It is the responsibility of the program to provide a copy of this letter to appropriate personnel at the clinical education settings.

The Joint Review Committee on Education in Radiologic Technology Directors and staff congratulate you and the program faculty for achieving the maximum award of accreditation from the JRCERT and wish you continuing success in your efforts to provide a quality educational program. If we can be of further assistance, do not hesitate to contact us.

Sincerely,



Denise E. Moore, M.S., R.T.(R)  
Chair

DEM/JH/am

copy: Program Director: Ellen L. Collins, M.S., R.T.(R)(M)  
Vice President: Jody Woodworth, M.A.  
Site Visitors: Judith A. Campbell, B.A., R.T.(R)  
Rita L. Warren, M.Ed., M.P.A., R.T.(R)(N)  
Accreditation Services Coordinator

# CAHIIM

The Commission on Accreditation for Health Informatics and Information Management Education recognizes that the

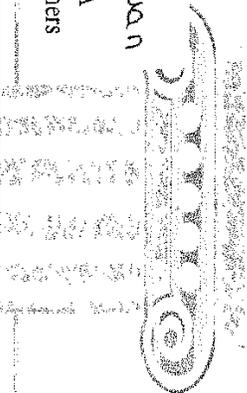
*Baccalaureate Degree Program*  
*Clarkson College*  
*Omaha, NE*

met the Educational Standards for a Health Information Management Program and is awarded accreditation effective

*November 9, 2007*

*Elizabeth D. Bowman*

Elizabeth D. Bowman, MPA, RHIA  
Chair, CAHIIM Board of Commissioners



*Claire Dixon-Lee, PhD, RHIA*

Claire Dixon-Lee, PhD, RHIA  
CAHIIM Executive Director

# CAHIIM

The Commission on Accreditation for Health Informatics and Information Management Education certifies that the

*Associate Degree Program*  
*Clarkson College*  
*Omaha, NE*

is accredited and met the Educational Standards for a  
Health Information Management Program effective March 1, 2005.

*Barbara W. Mosley, PhD, RHIA*

Barbara W. Mosley, PhD, RHIA  
Chair, CAHIIM Board of Commissioners



*Claire Dixon-Jee, PhD, RHIA*

Claire Dixon-Jee, PhD, RHIA  
CAHIIM Executive Director



Commission on Accreditation for  
Health Informatics and Information  
Management Education

233 N. Michigan Ave. • Suite 2150 • Chicago, IL 60601-5800  
phone: (312) 233-1100  
fax: (312) 233-1090  
www.cahiim.org

December 17, 2007

Louis Burgher, MD, PhD  
Interim President  
Clarkson College  
101 South 42<sup>nd</sup> Street  
Omaha, NE 68131

Dear President Burgher:

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) is pleased to inform you of its vote to award **Initial Accreditation** to the Health Information Management Baccalaureate Degree Program at **Clarkson College in Omaha, Nebraska**.

The recent peer review conducted by the Panel of Accreditation Reviewers and the Board of Commissioners recognizes the program's substantial compliance with the nationally established Accreditation Standards. The program will participate annually and submit outcomes information using the CAHIIM Annual Program Assessment Report (APAR) process.

The following Partially Met Standard citations merit your institution's attention and resolution in order to strengthen the program's compliance with the Standards.

**Standard II.A.4.**

**Communities of Interest. Demonstrate monitoring and responsiveness to the substantiated needs of the various communities of interest including healthcare providers and employers.**

**Rationale:**

No formal substantiated needs assessment or analysis of community of interest has been done.

**Guideline for Compliance:**

*The program must assess annually, through at least one measurable target outcome and results, where evidence of advisory committee, employer and alumni feedback is used in program planning and evaluation.*

**Standard II.A.4.a.**

**An advisory committee, which is representative of these communities of interest, must be designated and charged with the responsibility of meeting at least annually, to assist program faculty and sponsoring educational institution personnel in formulating and periodically revising appropriate goals and curriculum, monitoring needs and expectations, and ensuring program responsiveness to change.**

**Rationale:** Although the advisory board is representative of the informally described community of interest, it did not meet in 2006. The advisory board did meet in May 2007. The current Board Bylaws state that it will meet quarterly.

*Guideline for Compliance:* Continue to meet at least once a year. Consider revising Bylaws to reflect what is Possible. Investigate possible technologies for conducting "virtual" meetings.

**Standard II.B.2.** At a minimum, this assessment must include graduate performance measures, employer and graduate satisfaction, job placement, yearly attrition, national certification scores, and program completion rates.

**Rationale:** The Program Evaluation plan does not currently include employer and graduate satisfaction, job placement, or yearly attrition outcome targets.

*Guideline for Compliance:* Although these data have not yet been generated because no students are currently at this stage, the plan does need to have these outcome targets established.

**Standard III.A.2.c.** Professional Development. Faculty must demonstrate continuing professional development related to the curriculum content to which they are assigned.

**Rationale:** CVs for several faculty and/or instructors teaching in the HIM program required BU courses do not document any professional development activities in the last two to three years.

*Guideline for Compliance:* All affiliate faculty teaching HIM required courses must be asked to update their CVs.

**Standard III.A.3.a.** The sponsoring educational institution must provide staff to adequately support achievement of the program's goals and outcomes.

**Rationale:** Review of organizational chart indicates one administrative assistant may not be an adequate level of program clerical support for the HIM program in conjunction with the other supported programs in the division.

*Guideline for Compliance:* As part of the current reorganization of Clarkson College, an analysis must be of the clerical workflow, processes, and reporting relationships in the Division that houses the HIM programs.

---

**Standard V.B.**                    **Instruction must be delivered in an appropriate sequence of didactic, laboratory, and professional practice activities.**

Rationale:                            The placement of BU 414 in the Sophomore year and Health Care Delivery Systems late in the curriculum sequence does not appear to be appropriate sequencing.

*Guideline for Compliance:*        *Re-evaluate the 4-yr HIM program's curriculum for educationally appropriate sequencing.*

**Standard V.C.**                    **Instruction must be based on clearly written course syllabi describing entry-level competencies, course objectives, and evaluation methods.**

Rationale:                            Course syllabi have course objectives and evaluation methods but do not include entry-level competencies.

*Guideline for Compliance:*        *Include relevant DSTs in syllabi for all HIM required courses within 30 days.*

**Standard VI.A.**                    **All published program information must accurately reflect the program offered.**

Rationale:                            Not all program literature accurately reflects the accreditation status of the baccalaureate degree program.

*Guideline for Compliance:*        *Update and make necessary changes to all literature describing the HIM baccalaureate degree program.*

The CAHIIM requests that a report be sent, **in duplicate, by July 1, 2008**, indicating the manner in which these deficiencies have been resolved and include evidence of implementation.

Failure to respond satisfactorily to these citations may result in a change of Accreditation Status.

The Accreditation Standards are established by the CAHIIM.

---

President Burgher  
Page 4

The Commission recognizes you and your colleagues for your commitment to continuous quality improvement in education, as demonstrated by your participation in program accreditation.

Sincerely,

*Elizabeth D. Bowman*

Elizabeth D. Bowman, MPA, RHIA  
Chair, Board of Commissioners

Cc: Jody Woodworth, MA, Dean of Allied Health  
Mary Miller, MS, RHIA, HIM Program Director  
George J. Payan, CAHIIM Accreditation Manager

---



Commission on Accreditation for  
Health Informatics and Information  
Management Education

233 N. Michigan Ave. • Suite 2150 • Chicago, IL 60601-5800  
phone: (312) 233-1100  
fax: (312) 233-1090  
www.cahim.org

August 23, 2005

Mary Miller, RHIA  
HIM Program Director  
Clarkson College  
101 South 42nd Street  
Omaha, NE 68131

Dear Ms. Miller:

The Commission of Accreditation for Health Informatics and Information Management Education, reviewed the Progress Report for the Health Information Management Associate Degree Program. The Progress Report is satisfactory and has been accepted. A paper review of the report is enclosed which indicates how the program has met each cited Standard deficiency. *Compliance in this report does not predetermine subsequent compliance in the next full review of the program.*

The program will participate in the Annual Program Assessment Report process in 2005. The program will be required to be assessed under the Accreditation outcome Standards and associated processes.

The Board of Commissioners commends the program for its continuing efforts towards compliance and program improvement.

Please contact me should you have any questions.

Sincerely,

George J. Payan  
Accreditation Manager

Enclosure: Progress Report Review

## PROGRESS REPORT

<p><b>PROGRAM:</b> Clarkson College</p>	<p><b>PROGRAM TYPE:</b> HIT</p>
<p><b>PREVIOUS REVIEW:</b> September 2004</p>	<p><b>DATE:</b> July 2005</p>
<p><b>SUMMARY OF CITATIONS and COMMENTS</b></p> <p><b>1.b.3.b. PM:</b> Appropriate and sufficient equipment, supplies, and storage space shall be provided for student use and for teaching the practice components of the curriculum. Instructional aids, such as computer hardware and software, documents and related materials, reference materials, other equipment, and demonstration aids, must be provided when required by the types of learning experiences delineated for either the didactic or supervised professional practice education components of the curriculum.</p> <p><b>Comment:</b> Software is extremely limited as only the Microsoft Products and the 3M Encoding System is available. The 3M system was fairly recently acquired and although the students have had some exposure, the actual time spent with this system has still been somewhat limited. There is not evidence for exposure to HIM applications such as chart location, abstracting, release of information, etc. therefore, there are also no student learning activities in this area.</p> <p><i>Guidelines for Compliance: Provide documentation that substantiates the acquisition and implementation of needed software as well as some student learning activities utilized with the newly acquired software.</i></p>	<p><b>ANALYSIS OF CORRECTIVE ACTIONS TAKEN:</b></p> <p><b>1.b.3.b. PM:</b> The response stated that the college has purchased the 3M Healthcare Data Management system software and the coder reference package that accompanies the encoder software. Didactic and practice instruction in chart location, abstracting, ROI and deficiency tracking is covered in Healthcare Concepts and the Healthcare Data Systems courses.</p> <p><b>Action: Upgrade to Met.</b></p> <p><b>Rationale:</b> Students are exposed to HIM applications such as chart location, abstracting, release of information and deficiency tracking prior to the PPE.</p>
<p><b>1.B.3.c.(2). PM:</b> Computer hardware and software, records and related reference materials, and audio/visual resources shall be available in sufficient number and quality to meet the goals and standards of the program.</p> <p><b>Comment:</b> Software is extremely limited as only the Microsoft Products and the 3M Encoding System is available. The 3M system was fairly recently acquired and although the students have had some exposure, the actual time spent with this system has still been somewhat limited. There is not evidence for exposure to HIM applications such as chart location, abstracting, release of information, etc. therefore, there are also no student learning activities in this area.</p> <p><i>Guidelines for Compliance: Provide documentation that substantiates the acquisition and implementation of needed software as well as some student learning activities utilized with the newly acquired software.</i></p>	<p><b>1.B.3.c.(2). PM:</b> The response stated that the college has purchased the 3M Healthcare Data Management system software and the coder reference package that accompanies the encoder software. Didactic and practice instruction in chart location, abstracting, ROI and deficiency tracking is covered in Healthcare Concepts and the Healthcare Data Systems courses.</p> <p><b>Action: Upgrade to Met.</b></p> <p><b>Rationale:</b> Students are exposed to HIM applications such as chart location, abstracting, release of information and deficiency tracking prior to the PPE.</p>

<p><b>I.C.2. PM:</b> Criteria for successful completion of each segment of the curriculum and for graduation shall be given in advance to each student. Evaluation methods (systems) shall include content related to the objectives and competencies described in the curriculum for both didactic and supervised professional practice education components. They shall be employed frequently enough to provide students and program officials with timely indications of the students' progress and academic standing and to serve as a reliable indicator of the effectiveness of course design and instruction.</p> <p><b>Comment:</b> The evaluation instrument for the PPE course as presented in the "Clinical Practice Experience Handbook" rates the student according to certain personal attributes and does not rate their actual work performance on the job. The questions that the student must answer for each PPE assignment related to descriptive information about the site or simply provide factual or recall data and do not require that the students actually demonstrate any real knowledge of the job performed/observed.</p> <p><i>Guidelines for Compliance: Proved a PPE evaluation document that adequately demonstrates the knowledge obtained by the student and their actual work performance.</i></p>	<p><b>I.C.2. PM:</b> The revised PPE I Evaluation form documents the student's accuracy at filing, retrieving, assembly and analysis of records as well as the quality of a record delinquency tracking report. The accuracy of a transcription quality check is also assessed. The revised PPE II Evaluation form documents the accuracy of ROI requests processed, coding and auditing and utilization review activities.</p> <p><b>Action: Upgrade to Met.</b></p> <p><b>Rationale:</b> The revised PPE evaluation forms reflect student work performance on HIM activities.</p>
<p><b>II.B.1.PM:</b> Appropriate learning experiences and curriculum sequencing to develop the competencies necessary for graduation, including appropriate instructional materials, classroom presentations, discussions, demonstrations and professional practice experiences.</p> <p><b>Comment:</b> Documentation of the few assignments, lab activities, etc. to substantiate the variety of learning experiences being provided in the classroom were difficult to evaluate because they were out of context and not related to any specific course or learning objective.</p> <p><i>Guidelines for Compliance: Provide documentation that substantiates the variety of learning activities performed in each course (relate them to course, syllabus, and learning objectives) as well as in the PPE course.</i></p>	<p><b>II.B.1.PM:</b> The learning activities provided in Coding, Health Care Concepts, Health Care Data Systems, Compliance, Principles of Management, Health Law and in PPE I and II were documented in the syllabi.</p> <p><b>Action: Upgrade to Met.</b></p> <p><b>Rationale:</b> The learning activities performed in each course are documented in the syllabi.</p>
<p><b>II.B.5.PM:</b> The goals and standards must include, but need not be limited to, providing assurance that graduates demonstrate at least the entry-level competencies, as defined by the American Health Information Management Association, which are the defined, nationally accepted standards of practitioner roles and functions.</p> <p><b>Comment:</b> The goals as written by the program are not always measurable or quantifiable.</p> <p><i>Guidelines for Compliance: The goals and standards should be written in such a manner that assures they are both measurable and quantifiable.</i></p>	<p><b>II.B.5.PM:</b> The HIM Program Goals were submitted as well as a HIM Program "Assessment of Academic Achievement Report" for the 2003-2004 academic year. The direct and indirect measurements for each of the 7 goals appears to be measurable and quantifiable.</p> <p><b>Action: Upgrade to Met.</b></p> <p><b>Rationale:</b> The direct and indirect measurements for each of the 7 goals appears to be measurable and quantifiable.</p>

<p><b>II.B.6.a.(2)(b). PM:</b> The curriculum must include professional course content, at the appropriate level to support the entry-level competencies for Information Technology.</p> <p><b>Comment:</b> Documentation was not provided for classroom lab learning activities involving the use or exposure to HIM information technology or the simulations of these activities.</p> <p><i>Guidelines for Compliance: Provide documentation that substantiates the learning experiences covered in this content area.</i></p>	<p><b>II.B.6.a.(2)(b). PM:</b> Exposure to HIM technology and simulation activities in the classroom lab appears to be appropriate.</p> <p><b>Action:</b> Upgrade to Met.</p> <p><b>Rationale:</b> Students have hands on practice to HIM information technology through lab learning activities.</p>
<p><b>II.B.6.a.(2)(e). PM:</b> The curriculum must include professional course content, at the appropriate level to support the entry-level competencies for Organization and Supervision.</p> <p><b>Comment:</b> There was no documentation (lecture notes, assignments, lab activities, clinical practice projects, etc). To substantiate the variety of learning experiences that cover all the areas of ergonomics and equipment selection; marketing HIM services; performance and quality improvement; QI tools and techniques; monitoring staffing levels, turnaround time, productivity and workflow for supervisory personnel; develop department procedures; provide consultation and education and training to users of HIM services; prioritize department functions and services along with appropriate learning experiences.</p> <p><i>Guidelines for Compliance: Provide documentation (course syllabi and lecture materials) that substantiates all topics and /or learning experiences covered in this content area.</i></p>	<p><b>II.B.6.a.(2)(e). PM:</b> Although the response referred to the course syllabi to substantiate the topics and learning experiences covered for Organization and Supervision, it does not appear that all topics in this content area are covered in this or other syllabi.</p> <p><b>Action:</b> Remain at Partial Met.</p> <p><b>Rationale:</b> Course syllabi did cover QI techniques and performance improvement, marketing HIM services, develop departmental procedures, provide consultation and education training to users of HIM services, prioritize departmental functions and services. There did not appear to be any evidence of content for in the curriculum on: ergonomics and health information equipment selection. Appears a need to update HM350 – Healthcare Data Systems to cover healthcare information systems.</p>
<p><b>II.B.6.1.(2)(g). PM:</b> The curriculum must include professional course content, at the appropriate level to support the entry-level competencies for Clinical Quality Assessment and Performance Improvement.</p> <p><b>Comment:</b> Very little documentation (lecture notes, assignments, lab activities, clinical practice projects, etc.) was provided to substantiate the variety of learning experiences that cover the areas of clinical critical pathways and participation in facility-wide quality management program.</p> <p><i>Guidelines for Compliance: Provide documentation (course syllabi and lecture materials) that substantiates the topics and/or learning experiences covered in this course.</i></p>	<p><b>II.B.6.a.(2)(g). PM:</b> Although the response referred to the course syllabi for documentation that substantiates coverage of clinical critical pathways it does not appear in the submitted syllabi.</p> <p><b>Action:</b> Update to Met.</p> <p><b>Rationale:</b> Covered in HM 350 and BU 355.</p>
<p><b>II.B.6.a.(2)(h). PM:</b> The curriculum must include professional course content, at the appropriate level to support the entry-level competencies for Clinical Classification Systems.</p> <p><b>Comment:</b> Only a syllabus for a "Compliance Issues" a powerpoint presentation on UR and an unidentified test was provided.</p> <p><i>Guidelines for Compliance: Provide documentation (course syllabi and lecture</i></p>	<p><b>II.B.6.a.(2)(h). PM:</b> Syllabi for four coding courses were submitted and appear appropriate.</p> <p><b>Action:</b> Upgrade to Met.</p> <p><b>Rationale:</b> The topics and learning experiences in Clinical Classification Systems appear to be adequately covered in the curriculum.</p>

<p><i>materials) that substantiates the topics and/or learning experiences covered in this content area.</i></p>	
<p><b>II.b.6.a.(2).(i).PM:</b> The curriculum must include professional course content, at the appropriate level to support the entry-level competencies for Legal and Ethical Issues.</p> <p><b>Comment:</b> Very little documentation (lecture notes, assignments, lab activities, clinical practice projects, etc.) was provided to substantiate the variety of learning experiences that cover the area of release and request of information (including subpoenas and consents).</p> <p><i>Guidelines for Compliance: Provide documentation (course syllabi and lecture materials) that substantiates the topics and/or learning experiences covered in this course.</i></p>	<p><b>II.b.6.a.(2).(i).PM:</b> The syllabus for "Business and Health Law", BU211.90 appears to adequately cover the areas of request and release of information, including consents and subpoenas.</p> <p><b>Action: Upgrade to Met.</b></p> <p><b>Rationale:</b> The topics and learning experiences in Legal and Ethical Issues appear to be adequately covered in the curriculum.</p>
<p><b>II.B.8.c.(PM):</b> Supervised professional practice assignments for <b>Health Information Technology</b> students shall be structured to gain experiences in applying knowledge to technical procedures in health information systems and in developing professional attitudes for interacting with other professionals and consumers in the healthcare field. Professional practice experiences may be included in the curriculum as separate courses, incorporated within courses, and/or developed as simulated professional practice modules. Off-campus assignments shall be in facilities, organizations, or agencies related to healthcare.</p> <p><b>Comment:</b> The revised PPE Student Handbook does not provide assignments activities that will demonstrate the student's real knowledge or actual work performance on the job. No documentation was provided as to the instructions of guidance given to onsite supervisors as to what is expected of students.</p> <p><i>Guidelines for Compliance: Provide documentation that confirms actual job performance and knowledge as reflected in the PPE assignments/projects and the supervisor's evaluation.</i></p>	<p><b>II.B.8.c.(PM):</b> The revised PPE I Evaluation form documents the student's accuracy at filing, retrieving, assembly and analysis of records as well as the quality of a record delinquency tracking report. The accuracy of a transcription quality check is also assessed. The revised PPE II Evaluation form documents the accuracy of ROI requests processed, coding and auditing and utilization review activities.</p> <p><b>Action: Upgrade to Met.</b></p> <p><b>Rationale:</b> The revised PPE evaluation forms reflect student work performance on HIM activities.</p>
<p><b>History of last accreditation:</b> Initial accreditation September 2004 with progress report due in six months.</p>	<p><b>Award: Continuing Accreditation.</b> The program shall participate in the Annual Program Assessment Report process beginning in 2005.</p>



**Commission on  
Accreditation**

OF ALLIED HEALTH EDUCATION PROGRAMS

35 East Wacker Drive, Suite 1970  
Chicago, Illinois 60601-2208  
312.553.9355 / Fax 312.553.9616  
E-mail: [caahep@caahep.org](mailto:caahep@caahep.org)  
<http://www.caahep.org>

YdOS

COPY

September 13, 2004

J.W. Upright, EdD  
President  
Clarkson College  
101 South 42<sup>nd</sup> Street  
Omaha, NE 68131

Dear President Upright:

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is pleased to inform you of its vote on September 10, 2004 to award **initial accreditation** to the Health Information Technology Program at Clarkson College.

The recent peer review conducted by the Council on Accreditation (COA) and the Commission's Board of Directors recognizes the program's substantial compliance with the nationally established accreditation standards. The initial accreditation status will expire on September 30, 2007.

The following citations merit your institution's attention and resolution in order to strengthen the program's compliance with the Standards (for a complete copy of the Standards, check the CAAHEP website at [www.caahep.org](http://www.caahep.org), or call the office at 312-553-9355):

"PM" indicates a Standard that has been cited as "Partially Met":

**Standard I.B.3.b.**

**PM** **Appropriate and sufficient equipment, supplies, and Storage space must be provided for student use and for teaching the practice components of the curriculum. Instructional aids, such as computer hardware and software, documents and related materials, reference materials, other equipment, and demonstration aids, must be provided when required by the types of learning experiences delineated for either the didactic and supervised professional practice education components of the curriculum.**

*Comment:*

*Software is extremely limited as only the Microsoft Products and the 3M Encoding System is available. The 3M system was fairly recently acquired and although the students have had some exposure, the actual time spend with this system has still been somewhat limited. There is no evidence for exposure of HIM applications*

*such as chart location, abstracting, release of information, etc. therefore, there are also no student learning activities in this area.*

Guideline for Compliance:

Provide documentation that substantiates the acquisition and implementation of needed software as well as some student learning activities utilized with the newly acquired software.

Standard I.B.3.c.(2).

**PM Computer hardware and software, records and related reference materials, and audio/visual resources must be available in sufficient number and quality to meet the goals and standards of the program.**

*Comment:*

*See Standard I.B.3.b.*

Guideline for Compliance:

See Standard I.B.3.b.

Standard I.C.2.

**PM Criteria for successful completion of each segment of the curriculum and for graduation must be given in advance to each student. Evaluation methods (systems) must include content related to the objectives and competencies described in the curriculum for both didactic and supervised professional practice education components. They must be employed frequently enough to provide students and program officials with timely indications of the students' progress and academic standing and to serve as a reliable indicator of the effectiveness of course design and instruction.**

*Comment:*

*The evaluation instrument for the PPE course as presented in the "Clinical Practice Experience Handbook" rates the student according to certain personal attributes and does rate their actual work performance on the job. The questions that the student must answer for each PPE assignment related to descriptive information about the site or simply provide factual or recall data and do not require that the students actually demonstrate any real knowledge of the job performed/observed.*

Guideline for Compliance:

Provide a PPE evaluation document that adequately demonstrates the knowledge obtained by the student and their actual work performance.

Standard II.B.1.

**PM Appropriate learning experiences and curriculum sequencing to develop the competencies necessary for graduation, including appropriate instructional materials, classroom presentations, discussions, demonstrations and professional practice experiences.**

*Comment:* Documentation of the few assignments, lab activities, etc. to substantiate the variety of learning experiences being provided in the classroom were difficult to evaluate because they were out of context and not related to any specific course or learning objectives.

**Guideline for Compliance:** Provide documentation that substantiates the variety of learning activities performed in each course (relate them to course, syllabus, and learning objectives) as well as in the PPE course.

**Standard II.B.5.** PM **The goals and standards must include, but need not be limited to, providing assurance graduates demonstrate at least the entry-level competencies, as defined by the American Health Information Management Association, which are the defined, nationally accepted standards of practitioner roles and functions.**

*Comment:* The goals as written by the program are not always measurable or quantifiable.

**Guideline for Compliance:** The goals and standards should be written in such a manner that assures they are both measurable and quantifiable.

**Standard II.B.6.a.(2).(b).** PM **The curriculum must include professional course content, at the appropriate level to support the entry-level competencies for Information Technology.**

*Comment:* Documentation was not provided for classroom lab learning activities involving the use or exposure to HIM information technology or the simulations of these activities.

**Guideline for Compliance:** Provide documentation that substantiates the learning experiences covered in this content area.

**Standard II.B.6.a.(2).(e).** PM **The curriculum must include professional course content, at the appropriate level to support the entry-level competencies for Organization and Supervision.**

*Comment:* There was no documentation (lecture notes, assignments, lab activities, clinical practice projects, etc.) to substantiate the variety of learning experiences that cover all the areas of ergonomics and equipment selection; marketing HIM services; performance and quality improvement; QI tools and techniques; monitoring staffing levels, turnaround time, productivity and workflow for supervisory personnel; develop department procedures; provide consultation and education and training to users of HIM services; prioritize department functions and services along with appropriate learning experiences.

---

Guideline for Compliance:	Provide documentation (course syllabi and lecture materials) that substantiates all topics and/or learning experiences covered in this content area.
<b>Standard II.B.6.a.(2).(g).</b>	<b>PM    The curriculum must include professional course content, at the appropriate level to support the entry-level competencies for Clinical Quality Assessment and Performance Improvement.</b>
<i>Comment:</i>	<i>Very little documentation (lecture notes; assignments, lab activities, clinical practice projects, etc.) was provided to substantiate the variety of learning experiences that cover the areas of clinical critical pathways and participation in facility-wide quality management program.</i>
Guideline for Compliance:	Provide documentation (course syllabi and lecture materials) that substantiates the topics and/or learning experiences covered in this course.
<b>Standard II.B.6.a.(2).(h).</b>	<b>PM    The curriculum must include professional course content, at the appropriate level to support the entry-level competencies for Clinical Classification Systems.</b>
<i>Comment:</i>	<i>Only a syllabus for a course "Compliance Issues" a powerpoint presentation on UR and an unidentified test was provided.</i>
Guideline for Compliance:	Provide documentation (course syllabi and lecture materials) that substantiates the topics and/or learning experiences covered in this content area.
<b>Standard II.B.6.a.(2).(j).</b>	<b>PM    The curriculum must include professional course content, at the appropriate level to support the entry-level competencies for Legal and Ethical Issues:</b>
<i>Comment:</i>	<i>Very little documentation (lecture notes, assignments, lab activities, clinical practice projects, etc.) was provided to substantiate the variety of learning experiences that cover the area of release and request of information (including subpoenas and consents.)</i>
Guideline for Compliance:	Provide documentation (course syllabi and lecture materials) that substantiates the topics and/or learning experiences covered in this course.
<b>Standard II.B.8.c.</b>	<b>PM    Supervised professional practice assignments for Health Information Technology students must be structured to gain experiences in applying knowledge to technical procedures in health information systems and in developing professional attitudes for interacting with other professionals and</b>

---

President Upright  
Page 5

consumers in the healthcare field. Professional practice experiences may be included in the curriculum as separate courses, incorporated within courses and/or developed as simulated professional practice modules. Off-campus assignments must be in facilities, organizations, or agencies related to healthcare.

*Comment:*

*The revised PPE Student Handbook" does not provide assignments activities that will demonstrate the student's real knowledge or actual work performance on the job. No documentation was provided as to the instructions or guidance given to onsite supervisors as to what is expected of students.*

Guideline for Compliance:

Provide documentation that confirms actual job performance and knowledge as reflected in the PPE assignments/projects and the supervisor's evaluation.

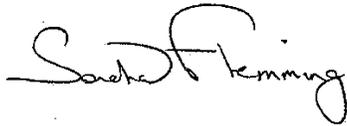
CAAHEP requests that a report be sent to the COA at **AHIMA, 233 N. Michigan Avenue, Suite 2150, Chicago, IL 60601-5519** by **March 1, 2005** indicating the manner in which these citations have been resolved.

Failure to respond satisfactorily to the citations above may result in a withdrawal of accreditation.

The accreditation standards are established by the CAAHEP and the American Health Information Management Association.

The commission recognizes you and your colleagues for your commitment to continuous quality improvement in education, as demonstrated by your participation in program accreditation.

Sincerely,



Sondra Flemming  
President

Cc: Lynda McNaulty, PhD, Vice President  
Mary Miller, RHIA, HIT Program Director  
Kathy LaTour, MA, RHIA, FAHIMA, COA Chair  
George Payan, Accreditation Specialist, AHIMA

## Exhibit D

The Clarkson College Affiliation Agreement is located at the beginning of **Appendix A**. In addition there are Addendums for some of the programs to accommodate specialty accrediting body requirements. This agreement is the same for “on-campus” clinical sites.

In addition, **Appendix B** provides examples of the evaluations of the clinical sites and preceptors by the programs.

Below you will find the information regarding clinical experiences by program

### Experiential Student Learning

#### Bachelor of Science in Nursing Students – On Campus

**Clinical Courses** throughout the BSN program choose only major medical centers in Omaha/Council Bluffs metro area that have established contracts with Clarkson College. Clinical spots are given to students as they register; a ratio of 8-1 students to instructor is maintained. Clarkson College provides and on-site clinical instructor and does not use a preceptor at the site Please see Clinical Contract in Appendix A.

**Clinical Instructor** The students in the NS331 Professional Nurse Caring: Mental Health and NS351 Professional Nurse Caring Adults II courses are at Iowa hospitals for the Baccalaureate Nursing student’s clinical experience. During these courses they are expected to synthesize concepts learned in previous theoretical and clinical course work. They are also expected to sharpen critical thinking skills in the provision of direct care to their clients.

These students are under the direct supervision of Clarkson College nursing faculty. In this clinical the student has the opportunity to look, feel, act and think like a professional nurse. The student gains confidence and competence as the semester progresses. Students are expected to complete 180 hours of clinical work per course under faculty supervision. They will work in accordance with the scheduled hours of the assigned course.

The college faculty member will directly supervise and teach in this portion of the clinical course, and will follow-up with question from the students and/or hospital staff by phone or pager.

Faculty are assigned on the basis of their expertise and the ability to demonstrate the following roles and in accordance with the Nebraska State Board of Nursing regulations:

- ❖ Competence as a clinician in specified areas.
- ❖ Ability to communicate and relate effectively with staff, patients, families, students and other healthcare team members.
- ❖ Self-confidence and realistic perception of one’s own nursing performance
- ❖ Interest and ability in facilitating the learning of students.

**Clarkson College adheres to the applicable state Health and Human Services Regulation and Licensure**

## **Student Role and Guidelines**

In these courses students are expected to seek out learning opportunities and analyze their learning experiences in a variety of methods including reflective summaries. Students are assigned patients and supervised during their clinical experiences. Students will develop minimum skills at all entry level nursing functions. The nursing lab at Clarkson College is available for practice and the student is to seek experiences that strengthen their abilities prior to their clinical or for remediation of their skills.

## **Faculty Role and Guidelines**

It is the faculty's responsibility to provide a structure and framework for learning and give guidance and direction in learning experiences in the clinical area. Using direct supervision, guiding and mentoring strategies, the faculty will help the student meet the objectives of the course; however, learning is the responsibility of the student, so active participation is expected.

The faculty member will maintain contact with the student and hospital staff during the clinical time. The faculty will utilize both written and verbal feedback to assist the student in personal development. The faculty member is responsible for assigning grades for the student's clinical performance.

## **LEGAL AND ETHICAL ISSUES**

Health care today presents significant potential legal and ethical risks for the patient, family, student and all other health related practitioners. For this reason, significant effort is placed on adhering to policies at the clinical site that give greater security for all involved.

1. All incidents, no matter how small, will be reported according to facility and Clarkson College policies.
2. Patient focus will guide all questions of ethics. Discussions will be made with appropriate hospital staff to facilitate quality patient care and student learning as needed.
3. Patient confidentiality will be maintained at all times per facility policy.
4. Students are not to be counted in staffing, either formally or informally.

\*\*\*\*\*

# Appendix A: Affiliation Agreements

## CLINICAL AFFILIATION AGREEMENT Between CLARKSON COLLEGE and \_\_\_\_\_

This clinical affiliation is entered into by Clarkson College, located at 101 South 42<sup>nd</sup> Street, Omaha, Nebraska 68131 (hereinafter COLLEGE) and \_\_\_\_\_, located at \_\_\_\_\_ (hereinafter AGENCY).

### RECITALS

The COLLEGE is engaged in the operation of an approved institution of higher education and desires to have its enrolled students perform components of their clinical course or practicum experience at AGENCY.

AGENCY serves the general health and well-being of a broad community by providing comprehensive health care and/or allied health services.

AGENCY is willing to make facilities available to students enrolled at the COLLEGE.

This clinical affiliation agreement applies to the following education programs at Clarkson College including but not limited to: Health Care Business, Medical Imaging, Nursing, Physical Therapist Assistant, and Radiologic Technology Programs. *Additional program specific requirements are found in attached addendum(s).*

### AGREEMENTS

#### GENERAL OBLIGATIONS OF COLLEGE:

1. COLLEGE shall provide AGENCY with requested clinical areas, dates, times, and numbers of students prior to the beginning of each academic term.
2. Requested clinical experiences may include both "regular clinical" and "practicum" experiences.
3. Designate a faculty member such as the Academic Coordinator, who will coordinate the clinical experience/practicum program with the Clinical Coordinator/Liaison designated by AGENCY.
4. Provide classroom theory and practical instruction to students prior to or in conjunction with their clinical assignments at AGENCY
5. During the term of this agreement, COLLEGE shall keep in full force professional liability insurance in the amount of \$1,000,000 per occurrence and \$3,000,000 in the aggregate, which shall extend to the activities contemplated under this agreement and undertaken on AGENCY premises, covering both faculty and students, and shall provide AGENCY proof of said coverage upon request.
6. COLLEGE agrees to hold faculty and students responsible to abide by AGENCY's policies and procedures while within AGENCY.
7. COLLEGE agrees to provide students with the following training.
  - a. Health Insurance Portability and Accountability Act (HIPAA) Training

- i. COLLEGE will document training and provide copies of such training to AGENCY upon request. Students of COLLEGE will sign Confidentiality Agreements (Exhibit A). Copies of signed Confidentiality Agreements will be provided to AGENCY upon request.
  - b. Bloodborne Pathogen and Infection Control Training
    - i. COLLEGE will document training and provide copies of such training documentation to AGENCY upon request.
8. COLLEGE agrees to obtain prior written consent of AGENCY for publication of any articles relating to the clinical and/or practicum experiences occurring at AGENCY.
  9. COLLEGE will provide licensed clinical faculty for supervision and education of students as required per program.

### **GENERAL OBLIGATIONS OF AGENCY:**

1. AGENCY agrees to provide a learning environment that reflects current best practices and nationally established patient health and safety goals<sup>1</sup>.
2. AGENCY has the right to terminate a faculty or student's clinical experience within AGENCY and use of AGENCY's facilities, equipment, or supplies, when flagrant or repeated violations of AGENCY's rules, regulations, policies, or procedures occur. Such action will not normally be taken until the charges against the student or faculty have been discussed with the appropriate representative of the COLLEGE.
  - a. AGENCY does reserve the right to take immediate action when necessary to preserve the quality of patient services and to maintain operation of its facilities free from interruption.
  - b. COLLEGE will not reassign the student or faculty to AGENCY without specific approval of AGENCY, which will not be unreasonably withheld.
3. AGENCY agrees to permit students and faculty access to its Medical Library if available.
4. AGENCY agrees to permit students and faculty access to patient records, only as needed for the completion of student clinical or practicum experiences.
5. AGENCY agrees to designate a Clinical Coordinator/Liaison with appropriate academic credentials and clinical experience to be responsible for coordination of the clinical/ practicum program and notify COLLEGE of any change in Clinical Coordinator/Liaison.
6. In the event a student or faculty member suffers an illness requiring emergency care while on the premises of the AGENCY, AGENCY will provide such emergency medical care and/or will arrange transportation to receive emergency care. Costs of such care are the responsibility of the individual students or faculty member. AGENCY will notify the COLLEGE of the incident.
7. AGENCY will provide needed orientation for students and faculty to the clinical areas of AGENCY.
8. AGENCY agrees that if blood or bodily fluid exposure occurs to a student or faculty while on AGENCY premises during a clinical or practicum experience, AGENCY is responsible for the follow-up procedures for the source as defined by state and OSHA regulations.

### **OBLIGATIONS OF BOTH COLLEGE AND AGENCY:**

1. COLLEGE is responsible for the academic aspects of the learning experiences of its students in all areas of curriculum. The AGENCY retains all responsibility for patient care.
2. Clinical Liaison of AGENCY shall have direct input in to the clinical performance of student(s) both verbally and/or in written form through the utilization of student clinical evaluation forms provided by COLLEGE. AGENCY will provide recommendations regarding clinical competence of student(s); however, COLLEGE will retain the responsibility of assigning a final grade to the student(s) for the appropriate clinical experience.
3. A conference between representatives of both the COLLEGE and the AGENCY shall be held at appropriate intervals for the purpose of evaluating the clinical/practicum program, to review the agreement and to plan for future clinical/practicum experiences.
4. Neither AGENCY nor COLLEGE shall discriminate against any employee, applicant or student for employment or registration in its course of study because of race, color, gender, age, sexual orientation, national origin, handicap, special disabled veteran's status or Vietnam-era veteran's status.
5. Both the AGENCY and COLLEGE agree to comply with the Family Educational Rights and Privacy Act of 1974, as amended, governing the privacy of student records.
6. This agreement does not contemplate the payment of a fee or remuneration by either party to the other, but is intended to jointly benefit both parties by improving education, professional preparation of the students through COLLEGE's clinical or practicum experience.
7. Neither party shall be liable under any contracts or obligations of the other, except as otherwise provided pursuant to this Agreement or for any act or omission of the other party or its officers, employees or agents, and both parties agree to indemnify and hold the other harmless from any and all losses, damages, costs and expenses (including reasonable attorney's fees) that are caused or arise out of their own omission, fault, negligence or other misconduct by their employees, independent contractors, students or volunteers in connection with this Agreement.

#### **MISCELLANEOUS:**

1. Both AGENCY and COLLEGE shall maintain and safeguard the privacy, security and confidentiality of all individually identifiable health information transmitted or received in connection with this Agreement, in accordance with the applicable provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended, and in accordance with all applicable federal, state and local statutes, regulations and policies regarding the confidentiality of patient health information. Both parties agree that students, residents and trainees and all faculty supervising such individuals shall be governed as members of Hospital's workforce for HIPAA purposes only. Students, residents, trainees and supervising faculty shall access, use and disclose protected health information of AGENCY only as permitted under AGENCY'S HIPAA Compliance Plan and shall be subject to sanction, including exclusion from AGENCY's facilities, upon violation.
2. This agreement constitutes the entire agreement of the parties and may not be amended or revoked except by written agreement signed by each party referring specifically to this agreement.
3. This agreement is exclusively between the two named parties, and may not be assigned by any party without prior written consent to the other party.

4. The parties agree that this agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

**TERM AND TERMINATION:**

The term of this agreement is five (5) years beginning \_\_\_\_\_ and ending \_\_\_\_\_, provided however that either party may terminate this agreement upon ninety (90) days written notice to the other party.

In the event that AGENCY exercises its option to terminate this Agreement, AGENCY hereby agrees that no students participating in an ongoing clinical experience will be denied the opportunity to complete the experience, even when the effective date of termination occurs prior to the completion date of the clinical experience. In such event, all applicable provisions of this Agreement shall remain in force during the extension period from the effective date of termination, until the end of the clinical experience in which the student is enrolled.

**IN WITNESS WHEREOF**, the parties have executed this Agreement the day and year first written above.

**AGENCY NAME**

By: \_\_\_\_\_  
Administrator

\_\_\_\_\_  
Print Name

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CLARKSON COLLEGE**

By: \_\_\_\_\_  
Jody Woodworth, M.A., Ph.D.  
Vice President of Academic Affairs

Date: \_\_\_\_\_

\_\_\_\_\_  
Dean or Director of Program

Date: \_\_\_\_\_

## EXHIBIT "A"

### STUDENT CONFIDENTIALITY AGREEMENT

The student, signing this confidentiality form below, acknowledges and agrees to the following.

Student agrees to maintain confidentiality of all patient information and all confidential clinical site (e.g. hospital, clinic) information. The undersigned, agrees not to reveal to any person or persons, except authorized clinical staff and associated personnel, any specific patient information, and further agrees not to reveal to any third party any confidential information of the clinical site except as required by law or as authorized by Agency.

Student will adhere to all HIPAA guidelines and regulations. Student further agrees that if computer network account is made available for student purposes, that such information contained within the computer network is confidential information. The student agrees not to make the account available to any other person. The student agrees not to access any user account for which he/she does not have authorization to use.

Student acknowledges that any violation of this confidentiality agreement is cause for disciplinary action, including administrative removal from the College, and may also result in legal action by AGENCY, patients, government, or other individuals.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Program Participant Signature: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

# Addendums for the Nursing Programs

Clarkson College  
**Nursing Programs**  
Program Addendum

## GENERAL OBLIGATIONS OF THE COLLEGE

**Term and Termination:** This addendum will follow the expiration stated in the clinical affiliation agreement.

1. During regular clinical nursing experiences, COLLEGE will provide clinical faculty, meeting the requirements for such as outlined by the Nebraska Regulations Governing the Operations of Nursing Programs, for the purpose of direct supervision of the students during the clinical experiences.
2. During practicum clinical nursing experiences, COLLEGE will provide nursing faculty, meeting the requirements for such as outlined by the Nebraska Regulations Governing the Operations of Nursing Programs, who will coordinate the education of students within the practicum course, but will not directly supervise the students during the practicum course.
3. COLLEGE shall not enroll a student for a clinical course when the COLLEGE has reason to believe the student has contracted a communicable disease and student is still in the communicable period.
4. COLLEGE will maintain documentation that students have current CPR certification at the health provider level. Documentation of such records will be available to AGENCY upon request.
5. All non-licensed nursing students will be required to maintain all immunizations required by the AGENCY. Such documentation will be collected by COLLEGE and verification of current immunization status will be provided to AGENCY upon request.
6. Students who are licensed health care professionals are responsible to comply with all AGENCY required immunizations. Proof of such immunization status to the AGENCY is the responsibility of the individual student and information about the licensed student' health and immunization is not maintained by COLLEGE.
7. The student will participate in appropriate patient care services and educational experiences in accordance with the Rules and Regulations governing Nursing Practice specific to the facility's State location, as well as in accordance with current Medicare regulations.
8. The students of the COLLEGE will have completed a criminal background check prior to any clinical practicum course. A verification letter confirming the check was performed is available from the college upon request; however, details of the background check can not be released to AGENCY without the express written consent of the student.

## GENERAL OBLIGATIONS OF THE AGENCY

1. AGENCY's responsibilities for direct student supervision of clinical learning experiences are as follows:
  - a. During regular clinical nursing experiences, AGENCY will have regular staff co-assigned to all patients for the purpose of retaining responsibility for patient care. COLLEGE will assign student nurse to provide portions of patient care under the direct supervision of COLLEGE faculty.

- b. During practicum clinical nursing experiences, AGENCY will provide direct supervision of students as qualified clinicians (hereinafter "Preceptor"), meeting the requirements for such as outlined by the Nebraska Regulations Governing the Operations of Nursing Programs. All patient care records written by a student will be signed by both student and AGENCY Preceptor. AGENCY Preceptor will cooperate with the clinical evaluation of student to include a written evaluation.

**(TYPE AGENCY NAME)**

**CLARKSON COLLEGE**

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Aubray Orduna, EdD, RN  
Dean of Nursing

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jody Woodworth, PhD  
Vice President of Academic Affairs

\_\_\_\_\_  
Date

# Appendix B: Evaluation Samples

CLARKSON COLLEGE  
Baccalaureate Nursing Program  
Clinical Evaluation Tool  
NSXXX  
Course Title

## COURSE DESCRIPTION:

Student:

Contact Number:

Days Late:

Instructor:

Days Absent:

Contact Number:

## CLINICAL EVALUATION:

The student will be evaluated according to the level competencies which are derived from the conceptual framework and the philosophy of the Clarkson College Baccalaureate Nursing Program. Level competencies are further evaluated based on course competencies and knowledge, skills, and attitudes (KSAs) within each of these concepts. Learning experiences provided will give the student the opportunity to demonstrate satisfactory performance of the level competencies and professional behaviors. The student is encouraged to review the clinical evaluation form throughout the course.

## FORMATIVE EVALUATION:

**Formative evaluation** is an **ongoing process** which provides data that can be used to develop a more complete evaluation of the student's performance in the course. Formative evaluation (ongoing) is done at intervals specified by the instructor. Anecdotal notes will be utilized to supplement the evaluation form when necessary.

Students will sign and date after each anecdotal note, documenting they have read the evaluation and understand their present level of achievement.

**o Unexcused Absence \*\*\*Student Did Not Follow Course Policy\*\*\***

**Ex Excused Absence**

**NA Not Applicable**

**U Unsatisfactory**

- a. unsafe, unskilled, inefficient, continuous verbal and physical cues needed
- b. lacks confidence, unable to demonstrate caring behavior and therapeutic communication
- c. assignment inconsistently completed after Clinical Instructor counseling, unable to incorporate instructor comments or no changes made based on instructor comments/counseling regarding repetitive error

**IP In Progress**

- a. safe care, requires frequent verbal and physical cues

- b. affect and behavior appropriate most of the time, desired outcome most of the time
- c. demonstrates improvement in completed assignments

**S Satisfactory**

- a. safe, accurate, able to complete tasks on time, occasional supportive cues.
- b. affect and behavior appropriate every time, desired outcome every time
- c. assignments received, completed with minimal corrections

**E Exemplary**

- a. safe, accurate, proficient, coordinated, confident
- b. affect and behavior, exceeds expectations for level of course, seeks out learning opportunities
- c. assignments completed without corrections needed

A student who achieves two in progress (IP) evaluations consecutively must demonstrate satisfactory performance the following week. Failure to achieve a satisfactory (S) rating after the third week will result in an unsatisfactory (U) rating. The student must meet with the clinical instructor and program director to complete a student/instructor conference form. Once the student has achieved satisfactory performance in the area, the student must consistently demonstrate satisfactory performance in this area or the student will receive an unsatisfactory evaluation.

Note: A student may not receive more than one unsatisfactory evaluation under the concept of safety at the fourth level of the program.

### **SUMMATIVE EVALUATION:**

**Summative evaluation** (final) is the composite of the clinical behaviors for the course. Achievement of **ALL** of the course competencies is mandatory to successfully complete the course. This includes satisfactory completion of the critical clinical experiences for NSXXX and demonstration of professional behaviors. Summative evaluation is scheduled when the clinical experience is completed.

The instructor will use the following criteria to indicate the student has progressively and consistently achieved the required behaviors at the final evaluation:

- P = Pass
- NP = No Pass

IP = In Progress may be used at the midterm evaluation, as necessary. In Progress at midterm indicates the student has received satisfactory performance in seven of the eight concepts. If fewer than seven concepts have satisfactory ratings, the student will receive a “no pass” evaluation at midterm.

## **ABSENCES:**

Absences are excused or unexcused. Absences are excused at the discretion of the faculty. Excused absences may be made up at the discretion of the faculty and if time allows.

Excused absences are those due to illness, personal crisis, or special events (i.e., NSSNA, workshops, college functions) with notification of instructor prior to clinical.

Unexcused absence is any absence in which the student has not made contact, prior arrangement, or has not been approved by the course coordinator/clinical faculty.

**CLARKSON COLLEGE**  
**Baccalaureate Nursing Program**

**Student Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CARING**

**Level X Program Competency:**

**Course Competency:**

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Mid-Term	Final

**KSAs**

**CLIENT-CENTERED CARE**

**Level X Program Competency:**

**Course Competency:**

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Mid-Term	Final

**KSAs**

## TEAMWORK AND COLLABORATION

**Level X Program Competency:**

**Course Competency:**

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Mid-Term	Final

**KSAs**

## EVIDENCE-BASED PRACTICE

**Level X Program Competency:**

**Course Competency:**

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Mid-Term	Final

**KSAs**

## QUALITY IMPROVEMENT

**Level X Program Competency:**

**Course Competency:**

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Mid-Term	Final

**KSAs**

# SAFETY

**Level X Program Competency:**

**Course Competency:**

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Mid-Term	Final

KSAs

# INFORMATICS

**Level X Program Competency:**

**Course Competency:**

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Mid-Term	Final

**KSAs**

## PROFESSIONALISM

### Level X Program Competency:

### Course Competency:

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Mid-Term	Final

### KSAs

1. Interact professionally with clients, peers, staff, faculty and other health care team members (skill).
  - Demonstrate professional dress at all times according to dress code policy
  - Attend all clinical experiences on time
  - Notify Faculty of absence according to course requirements
  - Adhere to clinical agency policies
  - Practice within the legal limits of a BSN student
  - Accept responsibility for own learning
  - Assume accountability for errors
  - Take action to make needed corrections
  - Exhibit honesty and truthfulness in interactions with client, staff, peers, and faculty
  - Complete own work
  - Turn in assignments when due
  - Exhibit physical and mental preparedness to give safe care
2. Act with integrity, consistency, and respect for differing views (skill)
3. Maintain client and family confidentiality (knowledge and skill)
4. Use approved terminology and spelling in written work which is completed according to clinical agency and instructor/course directives (skill)
5. Participate actively in all aspects of the clinical day, including post-conference activities (skill and attitude)
6. Act upon constructive criticisms (skill and attitude)

**Instructors may customize additional KSAs under professionalism.**

## FACULTY ANECDOTAL NOTES

## MID-TERM EVALUATION

**Student Self Evaluation:**

**Caring:**

**Teamwork and Collaboration:**

**Evidence-Based Practice:**

**Quality Improvement:**

**Safety:**

**Informatics:**

**Professionalism:**

**Faculty Evaluation:**

Instructor \_\_\_\_\_

Date: \_\_\_\_\_

Mid-term Clinical Grade: \_\_\_\_\_

Student Acknowledgement: \_\_\_\_\_

Date: \_\_\_\_\_

## FINAL EVALUATION

**Student Self Evaluation:**  
**Caring:**

**Teamwork and Collaboration:**

**Evidence-Based Practice:**

**Quality Improvement:**

**Safety:**

**Informatics:**

**Professionalism:**

**Faculty Evaluation:**

Instructor \_\_\_\_\_ Date: \_\_\_\_\_

Final Clinical Grade: \_\_\_\_\_

Student Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_

# Exhibit E



P.O. Box 95005, Lincoln, NE 68509-5005 • 140 N. 8th St., Suite 300, Lincoln, NE 68508  
Telephone: 402/471-2847 • Fax: 402/471-2886 • [www.ccpe.state.ne.us](http://www.ccpe.state.ne.us)  
Marshall A. Hill, Ph.D., Executive Director

*Promoting high quality, ready access, and efficient use of resources  
in Nebraska higher education.*

October 18, 2010

Dr. Louis Burgher  
Clarkson College  
101 S. 42<sup>nd</sup> Street  
Omaha, NE 68131

Dear Dr. Burgher:

This letter confirms that Clarkson College is authorized to operate in the state of Nebraska. State statutes requiring higher education institutions that wish to initiate operations in the state to seek approval from the Coordinating Commission for Postsecondary Education have been applied only to institutions that petition to operate after 1967 (Neb. Rev. Stat. Section 85-1105 (2008)). Since Clarkson College has been in existence for over 100 years and in continuous operation since 1960, it is not required to seek authorization.

If you have additional questions, please feel free to contact me at 402-471-0030 or [kathleen.fimple@nebraska.gov](mailto:kathleen.fimple@nebraska.gov).

Sincerely,

Kathleen L. Fimple, Ph.D.  
Academic Programs Officer

---

Commissioners

Dr. Joyce D. Simmons, Chair  
Valentine

Dr. Ron Hunter, Vice Chair  
Hay Springs

Colleen A. Adam  
Hastings

Clark Anderson  
Ogallala

Riko Bishop  
Lincoln

Dr. Dick C.E. Davis  
Omaha

Mary Lauritzen  
West Point

Eric Seacrest  
North Platte

W. Scott Wilson  
Papillion

John Winkleblack  
Tilden

Carol Zink  
Lincoln