

Iowa College Student Aid Commission

Postsecondary Registration Administrator
200 10th Street, Fourth Floor
Des Moines, IA 50309
(515) 725-3470

Postsecondary Registration Iowa Code Chapter 261B

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

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

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

GENERAL INFORMATION

Q. *Who must register?*

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

“School” is defined as an entity which:

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

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

Q. *What is required to register?*

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

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

Q. *When must registration and renewal occur?*

A. Registration must occur **prior** to the school commencing instruction which would bring the school under the registration requirement.

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

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

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

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

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

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

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

Q. What is the fee for registration or renewal?

A. The complete application fee structure is as follows:

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

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

Iowa College Student Aid Commission

Postsecondary Approval and Registration Administrator
200 10th Street, Fourth Floor
Des Moines, IA 50309
(515) 725-3470

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

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

Submit a paper document and a complete duplicate in pdf format on a CD.

Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the Iowa College Student Aid Commission.

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

Applications fees are to be sent to:

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

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

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

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

Name of School: *Indiana Wesleyan University*
Street: *4201 South Washington Street*
City: *Marion* State: *Indiana* Zip: *46953*
Telephone Number (including country or area code): *765.674.6901*

Type of corporation:

[] For-profit
[x] Non-profit

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

See [Attachment 1](#): *Indiana Wesleyan University Regional Education Centers*

Address of all locations in Iowa where instruction is to be provided: *Online only (See Attachment 2: Online Learning at IWU for a description of our online delivery). In addition, IWU will conduct a three-hour course in private Iowa high schools. Information about this activity is included in Attachment 3. Conversations with Commission staff have indicated that this activity is not regulated but that IWU should notify the Commission of the activity.*

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

From page 266 and 267 of IWU Catalog, included as [Attachment 4](#).

Fee Structure - Degree Programs

Students are advised of financial obligations for their degree seeking (core) program during the registration process. A schedule of payments and analysis of fee structures, along with due dates, is outlined. Students are expected to meet these obligations according to the schedule. Any questions regarding payments or problems associated with making those payments should be directed to the Accounting Office.

Students who have applied for financial aid are responsible for all tuition and fees in the event it is determined they are ineligible for financial aid, decline the financial aid, or withdraw from the program prior to completing the academic award period. Students receiving military or corporate assistance who have received prior approval from the university for direct billing are required to pay their share of tuition and fees and submit appropriate assistance documents by the assigned due date. The deferral program in no way relieves the student of the financial obligation to the university and the student retains full responsibility for ensuring that all tuition and fees are paid in full and in a timely manner.

Indiana Wesleyan University reserves the right to suspend students from class attendance for failure to meet financial obligations.

Indiana Wesleyan University reserves the right to change the tuition and fee schedule at any time. Students who remain registered in their initial core group making satisfactory academic progress shall have their tuition and fees guaranteed. A \$50 late fee is charged each time a payment is received after the due date. There will be a fee charged for any check returned due to non-sufficient funds. If collection of tuition, book charges, and/or fees becomes necessary, all costs of collection, court costs, and attorney fees are the responsibility of the student. A \$100 withdrawal fee will be charged for each temporary withdrawal or transfer.

See [Attachment 5](#): Tuition & Fees Schedule for student cost information.

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.

Refunds and Repayments

In the event that the student withdraws or drops from the course of study, a refund/repayment calculation will be performed by the Financial Aid Department to determine if a required federal refund/repayment is due. Indiana Wesleyan University is required to refund to the student's federal source in order to reduce the amount of student liability. In the event that a currently attending student has overpaid, the refund will be made to the student. The refund processing time is approximately two to three weeks from the time the University becomes aware of the student's withdrawal. Please notify us of your withdrawal by contacting Student Services at 765-621-8667.

Refund Policy – Elective Courses

If a student withdraws two weeks before the course begins, all payments may be refunded. If a student withdraws less than two weeks before the course begins, a \$50 processing fee will be assessed. All outstanding balances must be cleared before future registrations will be approved. Students who withdraw after the first class session will be assessed a \$50 processing fee, 10 percent of the course tuition, and the book fee. Students who withdraw after the second class session (or after the seventh day of an online course) will not be eligible for a refund. Withdrawal from an elective course may affect a student's financial aid. Call the Financial Aid Office for information

Refund Policy – Degree Programs

1. Any student withdrawing after attending only the first class session of the program or orientation will be assessed a \$100 fee. All other tuition and fees will be refunded.

2. After a student has attended two class sessions of the program, tuition, application fees, and educational resource fees are not refundable.
3. Tuition is refunded according to the following policy for all subsequent courses:
 - Notification of withdrawal prior to the first class session of a course - full tuition refund.
 - Notification of withdrawal prior to the second class session of a course - 90 percent tuition refund.
 - Withdrawal after second class session or after the seventh day of an online class - no refund.
4. In compliance with federal regulations for the student who has received financial aid, the refund will be returned to the appropriate aid sources.
5. Book fees are not refundable once the student has attended one class session or if the books have been marred in any way prior to that time.
6. Students who are unable to complete a course or who receive an unsatisfactory grade for their specific program will be allowed to repeat that course with another group of students if arrangements are made with the Registration Change Counselor. Tuition and fees will be charged for repeating the course.
7. Decisions regarding refunds are made by the appropriate Accounting Office, and in isolated cases, by the Financial Appeals Committee.
8. Indiana Wesleyan University will comply with any state mandated refund policies that govern refunds for students matriculating within the state in question. For a detailed listing of state-specific refund policies, please visit <http://www.indwes.edu/About/Student-Consumer-Information/State-Specific-Refund-Policies>

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

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

See [Attachment 6: IWU Program Offerings](#)

Offered outside of Iowa

Refer to [Attachment 6: IWU Program Offerings](#)

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

Name: *Henry L. Smith, PhD*

Street: *4201 South Washington Street*

City: *Marion*

State: *Indiana*

Zip: *46953*

Country: *USA*

Telephone Number (including country or area code): *765.677.2100*

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.

See [Attachment 7: Disclosure to Students](#) for an example of the disclosure document Iowa applicants will receive. Prior to enrollment and payment of any tuition, all residents of Iowa applying to an online program will receive a disclosure specific to their program of interest during the admissions process. Iowa student files will not be considered complete for an admissions decision without evidence of the disclosure being provided.

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

Name: *Mr. Shawn Matter*
 Street: *4201 S Washington St* City: *Marion* State: *Indiana* Zip: *46953*
 Telephone Number (including country or area code): *765.677.2869*

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

Officer's Name: *President – Dr. Henry L. Smith, PhD*
 Street: *4201 South Washington Street* City: *Marion* State: *Indiana* Zip: *46953*
 Telephone Number (including country or area code): *765.677.2100*

Officer's Name: *Provost – Dr. David Wright, PhD*
 Street: *4201 South Washington Street* City: *Marion* State: *Indiana* Zip: *46953*
 Telephone Number (including country or area code): *765.677.3061*

Name, address and telephone number of owner:

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

Name: *The Wesleyan Church*
 Street: *13300 Olio Road* City: *Fishers* State: *IN* Zip: *46037*
 Mailing Address: *P. O. Box 50434* City: *Indianapolis* State: *IN* Zip: *46250*
 Telephone Number (including country or area code): *317.774.7900*
 WEB site: *http://wesleyan.org*

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.

| Name | Street | City | State | Zip | Telephone Number | Contact Person | Recognized by US DOE |
|--|---|--------------------------|--------------|--------------|--------------------------|--|-----------------------------|
| <i>Higher Learning Commission of The North Central Association of Colleges and Schools</i> | <i>230 S LaSalle St, Suite 7-500</i> | <i>Chicago</i> | <i>IL</i> | <i>60604</i> | <i>800.621.744 0x127</i> | <i>Dr. Karen Solomon</i> | <i>Y</i> |
| <i>Commission on Accreditation of Athletic Training Education</i> | <i>2201 Double Creek Dr, Suite 5006</i> | <i>Round Rock</i> | <i>TX</i> | <i>78664</i> | <i>512.733.9700</i> | <i>Sheila Caruthers, Administrator</i> | <i>Y</i> |
| <i>Council for Accreditation of Counseling & Related Educational Programs</i> | <i>1001 N Fairfax St, Suite 510</i> | <i>Alexandria</i> | <i>VA</i> | <i>22314</i> | <i>800.621.7440</i> | <i>Carol Bobby, CEO</i> | <i>Y</i> |
| <i>Commission On Collegiate Nursing Education</i> | <i>1 DuPont Circle NW</i> | <i>Washington, D. C.</i> | | <i>20036</i> | <i>202.463.6930</i> | <i>Jennifer Butlin, EdD - Director</i> | <i>Y</i> |

| | | | | | | | |
|--|---|------------------------------|-----------|------------------------|--------------------------|--|----------|
| <i>Council on Social Work Education</i> | <i>1701 Duke St, Suite 200</i> | <i>Alexandria</i> | <i>VA</i> | <i>22314 -3457</i> | <i>703.519.204 7</i> | <i>Dr. Judith Bremner</i> | <i>Y</i> |
| <i>National Association of Schools of Music</i> | <i>11250 Roger Bacon Dr, Suite 21</i> | <i>Reston</i> | <i>VA</i> | <i>20190</i> | <i>703.437.070 0</i> | <i>Samuel Hope, Executive Director</i> | <i>Y</i> |
| <i>National Council for Accreditation of Teacher Education</i> | <i>2010 Massachusetts Ave NW, Suite 500</i> | <i>Washington, D. C.</i> | | <i>20036</i> | <i>202.466.749 6</i> | <i>Dr. Yi Huang</i> | <i>Y</i> |

See [Attachment 8](#) for IWU's current Statement of Affiliation Status with The Higher Learning Commission, listing location approvals.

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

IWU follows the guidelines as outlined in the AACRAO Retention of Records Guide. Student records are retained in both the student information system, Datatel Colleague, and in a document imaging system.

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

Name: *Office of the Registrar*
 Street: *4201 South Washington Street* City: *Marion* State: *IN* Zip: *46953*
 Telephone Number (including country or area code): *765.677.2131* phone, *765.677.2662* fax, or
registrar@indwes.edu

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 |
|-------------------------|--|---|----------------|------------------------|
| Indiana | (does not regulate private, not-for-profit institutions) | | | |
| Kentucky | Council on Postsecondary Education | 1024 Capital Center Drive, Suite 320 Frankfort, KY 40601 | Sarah Levy | 502.573.1555, ext. 350 |
| Ohio | Ohio Board of Regents | 30 E. Broad Street, 36 th Fl Columbus, OH 43215 | Shane Degarmo | 614.387.1215 |
| Wisconsin (online only) | Wisconsin Educational Approval Board | 30 W Mifflin St # 900 Madison, WI 53703 | Pat Sweeney | 608.266.1354 |

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

Indiana Wesleyan University utilizes a non-traditional-calendar, cohort-model in which students take one course at a time continuously throughout the completion of their program. Indiana Wesleyan University currently uses a hosted Blackboard environment in which students access course materials (documents, resource links, audio, and/or video), collaborate and discuss course topics, submit and review assignments, and communicate with peers and the faculty. Email can be generated from within the course and students can access a university-provided email account. Students might also communicate with one another and/or faculty through third-party email systems, various web-based communication methods (i.e. Skype), instant messaging, and/or telephone communication. See Attachment 2: Online Learning at IWU for more information.

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

| Agency Name | Contact Person | Telephone Number | Approval Status |
|-------------------------|----------------|------------------|---|
| Iowa Secretary of State | | 515.281.5204 | Certificate of Authority effective May 31, 2011 |

See Attachment 9: Certificate of Authority from Iowa Secretary of State

Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

[] Yes [X] 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.

Mark Holland
Federal Student Aid
500 West Madison, Suite 1576
Chicago, Illinois 60661
(312) 730-1523
(312) 730-1520 (Fax)

Do you:

Enroll students in Iowa? Yes No

IWU ceased enrolling new students from Iowa in January 2011 and will not permit further enrollment until Commission approval is obtained.

Employ Iowa faculty? Yes No –Adjunct faculty for online instruction

Do you intend to:

Enroll students in Iowa? Yes No

Employ Iowa faculty? Yes No

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

Indiana Wesleyan University will enroll online students who reside in the state of Iowa and we will also hire online faculty who reside in Iowa.

See [Attachment 10](#): Iowa Employees of IWU

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

Yes No

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

Yes No

See [Attachment 11](#) for IWU's Annual Safety Report, including policies on substance abuse, counseling, and sexual abuse, which demonstrates IWU's compliance with Iowa Code Section 261.9(1)(e) and (f). IWU's compliance with Iowa Code Section 261.9(1)(g) related to military leave is demonstrated in [Attachment 7](#), and is included in the disclosure provided to Iowa residents in the admission process.

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

Yes No

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.

See [Attachment 12](#): Audited Financial Statements. The auditor's unqualified opinion can be found on page 3.

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

IWU provides a wide range of databases that service all the majors and minors available at the university. For a complete listing of those databases, please see <http://www.indwes.edu/library/databases.html>. The databases are available remotely through a proxy server housed in Jackson Library in Marion. Students and faculty are issued a library access number upon enrollment that allows them access from any internet capable location. In addition, Off Campus Library Services provides mediated document delivery services, interlibrary loan services, and live/email reference assistance for any student faculty from any location. Response time is documented at two business days or less. Full interlibrary loan services are provided for all students not matter their location.

IWU is quickly moving to mobile technology access by providing an add on (AirPac) to our Innovative interfaces Millennium™ library catalog that will provide seamless mobile access for any handheld device. IWU is already providing mobile access for the EBSCOHostline of databases.

A recent initiation of a subscription for LibGuides™ will allow IWU to provide more focused, class specific library instruction and access to library resources.

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

Onsite & online curriculum development is a faculty-led process. A course is assigned to a faculty content-area expert for development or revision. The draft course is reviewed by other faculty and administrators who collaborate with the content-area expert on edits in content and coursework. After the curriculum is approved, the program leader collaborates with an instructional designer for online implementation.

Provide evidence that the school has adequate physical facilities appropriate for the program(s) to be offered and are located in the state. Include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease. Please include a photograph of the location.

Indiana Wesleyan University will not conduct traditional classes in a physical structure. IWU will limit their program in the state of Iowa to online classes only.

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

See [Attachment 13](#): President's Commitment to Iowa Programs

Provide an organizational plan that shows the location and physical address, telephone number, fax number and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization.

See [Attachment 1](#) for a listing of Regional Education Centers of IWU.

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

From page 381 and 382 of the IWU Catalog

Grievance and Appeal Policy (Non-academic)

A student may seek recourse from any university nonacademic program or employment-related dispute, alleged discrimination on the basis of race, national origin, color, sex, disability, or age, including alleged violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments Acts of 1972, Section 504 of the Rehabilitation Act of 1973, or other state or federal legislation through the following procedures:

A. Informal Procedure

- 1. The student should seek informal resolution with the individual department concerned before initiating a written complaint.*
- 2. If the complaint is not satisfactorily resolved, the student may request a hearing with the dean for mentoring and accountability, the assistant vice president for Student Development or the associate dean of Adult and Professional Studies.*
- 3. If the complaint is not satisfactorily resolved at this level, the student may request a hearing with the vice president for Student Development or the vice president for Adult and Professional Studies.*
- 4. If the complaint is not satisfactorily resolved at this level, the student may submit a written grievance form.*

B. Formal Procedure

- 1. The informal resolution may be ended at any time and the complainant may begin the formal procedure by submitting a written grievance within 30 days of the event or action. Grievances must include the demographic information regarding the complainant, the clear facts of the case, the disposition or resolution achieved thus far and the requested resolution by the complainant. Additional information or clarification may be requested before a hearing is scheduled. NOTE: Appeals that are based solely on the severity of a sanction that upon investigation are within the parameters of the available sanctions for an event or action are not considered grounds for appeal.*
- 2. A hearing will be held with the dean for mentoring and accountability, the assistant vice president for Student Development or the associate dean of Adult and Professional Studies, ordinarily within 15 working days from the filing of the written grievance.*
- 3. If the complaint is not satisfactorily resolved with the respective assistant vice president, the student may then request, within 15 working days, a hearing with the vice president for Student Development or the vice president for Adult and Professional Studies. This hearing will ordinarily be held within 15 working days following the request.*
- 4. If the complaint is not satisfactorily resolved with the respective vice president, the student may then request, within 15 working days, a hearing with the Student Development Council, which will make recommendations back to the vice president within 15 working days.*
- 5. If the complaint is not satisfactorily resolved with the Student Development Council and the vice president, the student may then request, within 15 working days, a hearing with the president of the university. This final hearing with the president will ordinarily take place within 15 working days. This is the final appeal.*

Each stated time frame will be the ordinary process. More time may be necessary in the event of a lengthy investigation, hearing, illness, or other unforeseen circumstances.

The complainant will be notified of results at each step of the grievance process. All grievances, with all papers, recommendations, and decisions related to federal or state regulations, will be reported to the vice president for Academic Affairs in whose office all files will be kept.

Because grievance and appeal processes are private university administrative hearings, legal counsel or representation is inappropriate.

Grievance and Appeal Policy (Academic)

A student who has a grievance related to a course grade or an academic policy decision, including those believed to be discriminatory based on race, national origin, color, sex, disability, or age, should follow these procedures for resolution.

Students must begin with the awareness that the university follows generally accepted college and university practice in the development of academic policies, the operation of classrooms, and use of grading techniques. These differ widely from professor to professor and from college to college. Indiana Wesleyan University allows its instructors independence in following generally accepted practices.

Protest of Grade

If the student feels that an instructor has not followed fair practice nor followed his or her own published grading policy, the following procedures should be followed:

A. Protest of a Grade - Informal Procedure

- 1. The student should contact the professor for a full explanation of the grade given and the basis for making the grade.*

2. If there is no resolution of the problem, the student may request a review with the division chairperson (or the dean of the college if the complaint involves the chairperson).
3. The chairperson or the dean will notify the faculty member of the grievance and its nature and seek to mediate the dispute through the following steps:
 - Informal discussion of the facts of the case seeking resolution within 15 working days.
 - If the faculty member's stated policy for calculating the grade has not been followed, the chairperson or dean will insist that it be followed.
 - If the dispute is about a grade on a specific paper or an examination, the chairperson or dean will request that the professor reevaluate the paper or the examination to examine the grade given.
 - If the student is not satisfied with this informal process, the formal procedure may be initiated.

B. Protest of Grade - Formal Procedure

1. The informal resolution may be ended at any time and the complainant may begin the formal procedure by submitting a written grievance form within 30 days of receiving the grade. Grievance forms are available in the office of the dean of the college.
2. The chairperson or the dean within 15 working days will request a second reading of the specific paper or examination by two faculty members with knowledge in the academic discipline. They will submit their evaluations to the chairperson or dean within 15 working days. That person will make a judgment, within 15 working days, as to whether the grade has been definitely mis-evaluated by more than one full grade. If so, the grade may then be changed by the academic administration. The decision of the academic dean will be final in all grade disputes.

The complainant will be notified of results at each step of the grievance process. All grievances, with all papers, recommendations, and decisions related to federal or state regulations, will be reported to the vice president for Academic Affairs in whose office all files will be kept.

Protest of Policy

If a student believes that the university has not followed published policies regarding academic decisions or has been discriminated against based on race, national origin, color, sex, disability, or age, including Title VI, Title IX, and Section 504, the student may follow the following procedures:

A. Informal Procedure

1. The student should contact the person who has made the decision for a full explanation of the university policy, or the federal or state policy, and how the policy was followed. If the university policy has been followed, that should resolve the complaint.
2. If the complaint is not satisfactorily resolved, the student may request a hearing with the division chairperson.
3. If the complaint is not satisfactorily resolved with the division chairperson or dean, the student may request a hearing with the vice president for Academic Affairs or the vice president for Adult and Professional Studies.
4. If the complaint is not satisfactorily resolved with the vice president informally, the formal procedure may be initiated.

B. Formal Procedure

1. The informal resolution may be ended at any time and the complainant may begin the formal procedure by submitting a written grievance form within 30 days of the policy decision. Grievance forms are available in the office of the vice president for Academic Affairs.
2. The student may then make a request within 15 working days for a hearing with the vice president for Academic Affairs or the vice president for Adult and Professional Studies to review the formal grievance.
3. If the complaint is not satisfactorily resolved with the vice president, the student may then request within 15 working days a hearing with the Academic Affairs Council of the university.

The decision of the Academic Affairs Council will be made within 15 working days of such a request and will be final in all academic policy disputes.

The complainant will be notified of results at each step of the grievance process. All grievances, with all papers, recommendations, and decisions related to federal or state regulations, will be reported to the vice president for Academic Affairs in whose office all files will be kept.

Because grievance and appeal processes are private university administrative hearings, legal counsel or representation is inappropriate.

Internal Contact List for Grievance Resolution

College of Adult and Professional Studies (CAPS)

Academic Issues - Dr. Bridget Aitchison, VP & Dean, CAPS, bridget.aitchison@indwes.edu

Student Services - Audrey Hahn, Associate Vice President, audrey.hahn@indwes.edu

School of Nursing (SON) - Academic Issues (related to Nursing courses only)

Post-licensure ONLINE – Ruth Eby, Assistant Division Chair, ruth.eby@indwes.edu

Graduate Studies – Dr. Susan Draine, Division Chair, susan.draine@indwes.edu

Wesley Seminary - -Academic Issues (related to Seminary courses only) –

Dr. Wayne Schmidt, Vice President, wayne.schmidt@indwes.edu

The Graduate School - Academic Issues (related to Graduate courses only) –

Dr. Jim Fuller – Dean, jim.fuller@indwes.edu

Registrar/Records

Kim Nicholson, Registrar, kim.nicholson@indwes.edu or registrar@indwes.edu

External Contact List for Grievance Resolution

Accreditation

Higher Learning Commission - <http://www.ncahlc.org/information-for-the-public/complaints.html>

Title IV

U. S. Department of Education - <http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html>

State of Iowa

Iowa College Student Aid Commission

603 E. 12th Street, FL 5th

Des Moines, IA 50319

515.725.3400

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

See [Attachment 14](#): Certificate of Authority from Indiana Secretary of State and [Attachment 9](#): Certificate of Authority from 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.

These rates are for our university as a whole. No breakdown is made between IWU site locations. The official default rates for IWU over the past four years are:

- FY2009 Default Rate 4.1%
- FY2008 Default Rate 3.0%
- FY2007 Default Rate 2.9%
- FY2006 Default Rate 1.5%

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

See [Attachment 15](#): Average Student Indebtedness

Provide the U. S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U. S. Department of Education National Center for Education Statistics.

See Attachment 16: Graduation Rates from The National Center for Education Statistics Report

SIGNATURE

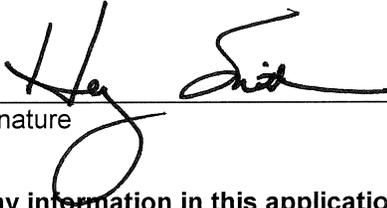
Applicant School Chief Executive Officer

Henry L. Smith, PhD.

Name

President

Title



Signature

02/15/2012

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.