

# *Iowa College Student Aid Commission*

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

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

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

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

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

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

Applications fees are to be sent to:  
Postsecondary Approval and Registration Administrator  
603 East 12th Street, FL 5th  
Des Moines, IA 50319

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

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

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

Name of School: **Kansas State University**  
Suite:  
Street: **Anderson Hall**  
City: **Manhattan**  
State: **KS**  
Zip: **66506**  
Country: **USA**  
Telephone Number (including country or area code): **785-532-6011**  
Website: <http://www.k-state.edu/>

Type of corporation:  
 For-profit  
 Non-profit, **Public**

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

Street	City	State	Zip	Country	Telephone
9706 Mockingbird Dr.	Omaha	NE	68127	USA	402-614-9000

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

**No instruction is taught at a physical location in Iowa, all instruction is taught through distance education methods.**

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

**See Attachment A**

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.

**Kansas State University's refund policy may be accessed at: <http://www.k-state.edu/registrar/enroll/>. A print version is also enclosed for your records as Attachment B. For full-term courses, students may receive 100% refund through 21<sup>st</sup> calendar day, and 50% refund 22<sup>nd</sup> through 28<sup>th</sup> calendar day. No refunds are provided after 28<sup>th</sup> calendar day of the semester. Refunds for courses of less than a full term will be pro-rated based on the number of days in the course.**

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

**A full list of all degree programs may be accessed at: <http://www.k-state.edu/acic/majorin/> or in K-State's undergraduate and graduate catalogs at: <http://courses.k-state.edu/catalog/>. Print versions of all undergraduate and graduate programs are also enclosed as Attachment C.**

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

**See Attachment D for a complete list of distance programs offered by Kansas State University.**

Offered outside of Iowa:

**Not applicable**

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

Name: **Dr. Kirk H. Schulz, President**

Suite:

Street: **110 Anderson Hall**

City: **Manhattan**

State: **KS**

Zip: **66506**

Country: **USA**

Telephone Number (including country or area code): **785-532-6221**

Provide a copy or description of the means by which the school intends to comply with 261B.9 [(261B.4(8))]. Code section 261B.9 is as follows:

**261B.9 DISCLOSURE TO STUDENTS.**

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. The refund policy of the school for the return of the refundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.
6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school.

Response: The student receives the following email for each distance course s/he enrolls in:

Dear \_\_\_\_\_,

Thank you for enrolling in a class offered by the Division of Continuing Education (DCE) at Kansas State University. Please read this e-mail for important policy information. This will confirm your enrollment for the following class:

Term:

Class #:

Course #:

Course Title:

Course Dates:

Below is general information and policies that will be important to you as you progress in the class.

**TUITION AND FEE PAYMENT**

The K-State Cashiers and Student Accounts Office will provide an electronic bill (eBill) on or around the 15th of each month. Your eBill notification will be sent to your K-State e-mail address, and will be available in the iSIS system (isis.k-state.edu) under the Finances section. You will be able to make payments online. eBilling begins for each term as follows: Fall—July 15th, Spring—December 15th, Summer—May 15th.

You may pay your tuition in several ways. See [www.k-state.edu/finsvcs/cashiers/](http://www.k-state.edu/finsvcs/cashiers/) and click on "Payment Options" for information and instructions.

### FINANCIAL AID

If you have applied for financial aid, the eBill will list your estimated award. If financial aid is less than the balance due, you must pay the difference. If financial aid is greater than the balance due, you will receive a refund check. If you are expecting financial aid and the eBill does not have an award listed, please contact the Student Financial Assistance Office at 785-532-6420, toll free at 877-817-2287, or [finaid@ksu.edu](mailto:finaid@ksu.edu). Remember that nondegree students are not eligible for financial aid.

### SPONSORED STUDENTS

Students with a third party paying all or part of tuition and fees need to provide a tuition assistance form, purchase order, Sponsorship Authorization form ([www.k-state.edu/finsvcs/cashiers/Sponsorship%20Authorization.pdf](http://www.k-state.edu/finsvcs/cashiers/Sponsorship%20Authorization.pdf)), or other authorization of payment to: K-State Cashiers and Student Accounts Office, 211 Anderson Hall, Manhattan, KS 66506, 785- 532-6317 or [sponsorship@ksu.edu](mailto:sponsorship@ksu.edu). Please note: company reimbursement policies are between you and your employer.

Please keep in mind that payment of tuition and fees are the responsibility of the student. In the event the sponsor does not make the full payment, all charges and late fees will be returned to the student and become the responsibility of the student.

### LATE ENROLLMENT

There is a nonrefundable \$50 special handling fee if the initial enrollment takes place

- 1) on or after the first day of the term, or
- 2) on or after the first day of a class that is less than a full term in length.

### DROPS

Students dropping a class must do so through iSIS ([isis.k-state.edu](http://isis.k-state.edu)). Deadlines for dropping a class can be found at [www.dce.k-state.edu/courses/drop](http://www.dce.k-state.edu/courses/drop).

Failure to drop a class may result in a failing grade.

### REFUNDS

Tuition refunds are calculated based on the number of calendar days in the class. Be sure to check refund policies and deadline dates at [www.dce.k-state.edu/courses/drop](http://www.dce.k-state.edu/courses/drop).

### WITHDRAWALS

Dropping all of your classes requires you to complete a Notice of Withdrawal form; contact your Dean's Office ([www.k-state.edu/directories/academic.html](http://www.k-state.edu/directories/academic.html)). Graduate students should contact the Graduate School ([grad@ksu.edu](mailto:grad@ksu.edu)).

### CLASS AND GRADING OPTION CHANGES

[www.dce.k-state.edu/courses/drop](http://www.dce.k-state.edu/courses/drop)

## COURSE INFORMATION AND TEXTBOOKS

Please take a moment to familiarize yourself with the Essential Course Tools site below and bookmark for future reference. This site contains tools and resources that are crucial to your success as you navigate through the semester.

[www.dce.k-state.edu/students/services/courses](http://www.dce.k-state.edu/students/services/courses)

Check to see if textbooks are required for your course. Books sometimes take a few weeks for shipping, so it is important to order soon. Find textbook information for your course in iSIS. See our site for specific instructions:

[www.dce.k-state.edu/students/services/textbooks](http://www.dce.k-state.edu/students/services/textbooks)

## GRADES

Grades are available to students online at [isis.k-state.edu](http://isis.k-state.edu) approximately 5–10 days after the class ending date.

## GRADE OF INCOMPLETE

[www.dce.k-state.edu/courses/registration/policies-incompletes](http://www.dce.k-state.edu/courses/registration/policies-incompletes)

## TRANSCRIPT REQUIREMENT FOR GRADUATE CREDIT STUDENTS

If you have enrolled for graduate credit as a nondegree-seeking student for the first time, you must send a copy of your transcript to the Graduate School, 103 Fairchild Hall, Manhattan, KS 66506-1103. Or contact them toll free at 800-651-1816 or [grad@ksu.edu](mailto:grad@ksu.edu).

## TRANSCRIPT REQUEST

[www.ksu.edu/registrar/t\\_v/](http://www.ksu.edu/registrar/t_v/)

## TAX INFORMATION

[www.k-state.edu/finsvcs/cashiers/](http://www.k-state.edu/finsvcs/cashiers/), click on "Tax Info."

## ADMISSIONS INFORMATION

[www.dce.k-state.edu/courses/registration/policies-admit](http://www.dce.k-state.edu/courses/registration/policies-admit)

## STATE AUTHORIZATION

Your state of residence may have unique disclosure requirements related to authorization to offer distance education courses and programs within your state. Disclosures can be viewed on the Disclosures page in the undergraduate and graduate catalogs accessed from [courses.k-state.edu/catalog/](http://courses.k-state.edu/catalog/). These statements do not apply to students enrolled at one of K-State's physical campuses (Manhattan, Salina, Olathe).

## ACCREDITATION

"Kansas State University is fully accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 1-800-621-7440).

Kansas State University also maintains accreditation from multiple specialized accreditation agencies. Information regarding K-State's and program accreditation may be found at:

[www.k-state.edu/assessment/accreditation/](http://www.k-state.edu/assessment/accreditation/)."

## QUESTIONS

If you have any questions or concerns, you may access the DCE website at [www.dce.k-state.edu](http://www.dce.k-state.edu), e-mail us at [informationdce@ksu.edu](mailto:informationdce@ksu.edu) or call our office at 785-532-5575 or toll free at 800-622-2578.

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

**Not Applicable.**

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

Name: **Kansas Board of Regents; Andy Tompkins, President/CEO**

Suite:

Street: **1000 SW Jackson Street, Suite 520**

City: **Topeka**

State: **KS**

Zip: **66612-1368**

Country: **USA**

Telephone Number (including country or area code): **785-2963421**

Website: [http://www.kansasregents.org/the\\_board\\_of\\_regents](http://www.kansasregents.org/the_board_of_regents)

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.**

**In addition to the list below, a table of all accredited, licensed, and registered programs at Kansas State University may be viewed at: <http://www.k-state.edu/assessment/accreditation/ksu.html>. All accreditation documents and state of Kansas Operating Documents are attached in Appendix E.**

Accrediting agency 1 (**REGIONAL**)

Name: **The Higher Learning Commission**

Suite: **7-500**

Street: **230 South LaSalle Street**

City: **Chicago**

State: **IL**

Zip: **60604**

Country: **USA**

Telephone Number (including country or area code): **1-800-621-7440**

Website: [http://www.ncahlc.org/component/com\\_directory/Action,ShowBasic/Itemid,/instid,1289/](http://www.ncahlc.org/component/com_directory/Action,ShowBasic/Itemid,/instid,1289/)

Contact Person: **Jeffrey Rosen, HLC Staff Liaison**

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

Accrediting agency 2 (**Specialized**)

Name: **Institute of Food Technologists**

Suite: **1000**

Street: **525 W. Van Buren**

City: **Chicago**

State: **IL**

Zip: **60607**

Country: **USA**

Telephone Number (including country or area code): **1-312-782-8424**

Website: <http://www.ift.org/>

Contact Person: **Dr. Curtis Kastner, Director**

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

Accrediting agency 3 (**Specialized**)

Name: **National Association of Schools of Public Affairs and Administration (NASPAA)**

Suite: **1100**

Street: **1029 Vermont Avenue NW**

City: **Washington DC**

Zip: **20005**

Country: **USA**

Telephone Number (including country or area code): **202-628-8965**

Website: <http://www.naspaa.org/>

Contact Person: **Jeffrey Pickering**

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

Accrediting agency 4 (**Specialized**)

Name: **The Association to Advance Collegiate Schools of Business – The International Association for Management (AACSB)**

Suite: **750**

Street: **777 South Harbour Island Boulevard**

City: **Tampa**

State: **Florida**

Zip: **33602**

Country: **USA**

Telephone Number (including country or area code): **1-813-769-6500**

Website: <http://www.aacsb.edu/>

Contact Person: **Ali R. Malekzadeh, Dean**

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

Accrediting agency 5 (**Specialized**)

Name: **National Council for Accreditation of Teacher Education (NCATE)**

Suite: **500**

Street: **2010 Massachusetts Avenue NW**

City: **Washington, DC**

Zip: **20036**

Country: **USA**

Telephone: **202-466-7496**

Website: <http://www.ncate.org/Default.aspx>

Contact Person: **Debbie Mercer, Dean**

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

Accrediting agency 6 (**Specialized**)

Name: **Certified Financial Planner Board of Standards**

Suite: **500**

Street: **1425 K Street NW**

City: **Washington, DC**

Zip: **20005**

Country: **USA**

Telephone: **202-379-2200**

Website: <http://www.cfp.net/>

Contact Person: **Sonya Britt**

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

Accrediting agency 7 (**Specialized**)

Name: **Academy of Nutrition and Dietetics**

Suite: **480**

Street: **1120 Connecticut Ave. NW**

City: **Washington, DC**

Zip: **20036**

Country: **USA**

Website: <http://www.eatright.org/>

Contact Person: **Virginia Moxley, Dean**

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

Accrediting agency 8 (**Specialized**)

Name: **ABET**

Suite: **1050**

Street: **111 Market Place**

City: **Baltimore, MD**

Zip: **21202**

Country: **USA**

Website: <http://www.abet.org/>

Contact Person: **John English, Dean**

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

Describe the procedures followed by the school for permanent preservation of student records.

[(261B.4(12))]

**Kansas State University is in compliance with the Family Educational Rights and Privacy Act of 1974, as amended. Student records are retained as long as needed for normal department of office operations and then transferred to University archives.**

**Records retention and disposition schedule may be accessed in our Policies and Procedures Manual at: <http://www.k-state.edu/policies/ppm/3090120.html>. A print version is also enclosed as Attachment F.**

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

Name: **Office of the Registrar**

Suite:

Street: **118 Anderson Hall**

City: **Manhattan**

State: **KS**

Zip: **66506**

Country: **USA**

Telephone Number (including country or area code): **785-532-6254**

Website: **[http://www.k-state.edu/registrar/t\\_v/](http://www.k-state.edu/registrar/t_v/)**

Contact Person: **Dr. Monty E. Nielsen, University Registrar**

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

<b>State</b>	<b>Agency Name</b>	<b>Address</b>	<b>Contact Person</b>	<b>Telephone Number</b>
Missouri	Missouri Department of Higher Education (MDHE)	205 Jefferson Street, Jefferson City, MO 65102	Rusty Monhollon	573-751-2361
Nebraska	Coordinating Commission for Postsecondary Education (CCPE)	140 N. 8 <sup>th</sup> St., Suite 300, Lincoln, NE 68508	Kathleen Fimple	402-471-2847
Utah	Department of Commerce	160 East 300 South, Box 146704, Salt Lake City, UT 84114-6704	Marla Winegar	801-530-6601

**\*Table current as of January 1, 2013. Kansas State University has sought registration in the state of Maryland to offer distance education to residents of that state, and we have also submitted our application to the state of Minnesota to offer select distance education programs to residents of that state.**

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))]

**Kansas State University uses four methods of course delivery. By far, the majority of distance courses are delivered online.**

**Online courses are delivered using K-State's own LMS, K-State Online. This LMS has been used for nearly 15 years and has many of the same features as Blackboard and other LMS models frequently used by other universities. Each year, the system is reviewed by a large campus committee and new additions and features are added.**

**Face to face (F2F) activities are seldom used in distance course delivery but there are a few programs that have a F2F requirement that brings students to campus for a week or so in the summer. There may be some other F2F requirements for a few courses but they are fairly rare.**

**Video conferencing is sometimes used when instructors need to deliver instruction to students who cannot attend campus based courses or if an instructor is not based on campus when a course is taught. Mostly video conferencing is used for the courses jointly taught at Kansas State University campus in Manhattan, KS and at Ft. Leavenworth, KS. Increasingly, courses that primarily once used video are moving to online delivery using KSOL.**

**Guided Study courses are instructor-directed independent learning courses with set starting and ending dates that use technology to support regular interaction between student and instructor. Often these courses are used by graduate students working directly with an instructor on a special project, thesis, etc.**

**Kansas State University does not offer correspondence courses.**

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.

**NOT APPLICABLE**

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

Yes  No

If yes, explain below.

Provide the name and contact information for a U. S. Department of Education official who can verify the LST statement.

**Mr. Tom Beckerle, Kansas City Regional Office for the U.S. Department of Education. He may be reached at 816-268-0418 or [Tom.beckerle@ed.gov](mailto:Tom.beckerle@ed.gov)**

Do you:

Enroll students in Iowa?  Yes [ ] No

Employ Iowa faculty? [ ] Yes  No

Do you intend to:

Enroll students in Iowa?  Yes [ ]

Employ Iowa faculty?  Yes [ ] No

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

**Kansas State University currently has enrolled students in our distance education programs from the state of Iowa. We currently do not employ faculty residing in Iowa, but we do have faculty teaching in states outside of Kansas. K-State does have plans to appoint two part-time adjunct research professors that will reside in Iowa in either Fall 2013 or Spring 2014. This decision has yet to be finalized; we also may employ other faculty member(s) to teach in any of our distance programs from the state of Iowa in the future. We will update the Commission once this has been finalized. Upon authorization, we will also begin to market select distance programs to residents of Iowa.**

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

**NOT APPLICABLE**

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

**Kansas State University has made the following disclosure in our Student Catalogs:**

**Pursuant to the requirements of the Iowa College Student Aid Commission and the Iowa Code (Iowa Code Chapter 261B), Kansas State University has submitted a Postsecondary Registration to offer distance education programs to residents of the state of Iowa (status is pending). The Iowa College Student Aid Commission may be contacted at 515-725-3470 or through their [website](#). The disclosure may be found in both the undergraduate and graduate catalogs at: <http://courses.k-state.edu/catalog/>. Select either catalog, and then select "Disclosures" in the gray menu on the left-hand side of the screen. A copy of the disclosure is attached in Attachment G.**

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

**Kansas State University has made the following disclosure statements on our "Statements and Disclosures" website, the Policies and Procedures Manual (PPM), or through Enrollment Services. Print copies have been provided per availability in Attachment H.**

Section 261.9(1)"e"

**Refer to Health & Safety menu on Statements & Disclosures page:**

- **State of Kansas Substance Abuse Policy**
- **Alcoholic Beverage Policy**
- **Smoking Policy**
- **University Weapons Policy**
- **Drug and Alcohol Education Service**

Section 261.9(1)"f"

**Refer to Health & Safety menu on Statements & Disclosures page:**

- **Policy and Procedure for Discrimination, Harassment, and Sexual Violence Complaints**
- **Campus Security Reports**
- **Counseling Services** (<http://www.k-state.edu/counseling/>)

Section 261.9(1)"g"

**Refer to Enrollment Services webpage from the Office of the Registrar:**

- **Military Deployment Procedures**
- **Refund Policy**

Per our discussion, we will add a disclaimer in our "Tuition and Fees" page in the student catalogs (<http://catalog.k-state.edu/content.php?navoid=90&catoid=2>) that states: "Fee waivers and/or adjustments will be approved if external provisions of state authorization require." We will then add a link for distance students residing in Iowa to your stated policy.

Please note that our fee schedule has to be approved by our Board or Regents, and is not done so until the summer. We do not see our added disclaimer to be of any concern by the Board, so we would add the above stated language now and make note that it will not be approved by the Board until June/July 2013.

Section 261.9(1)"h"

**Refer to Policies and Procedures Manual (PPM) Chapter 3015:**

- **Threat Management Policy**

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

Yes [ ] No

**Kansas State University will comply with any and all requests the Commission may require for continuous authorization.**

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

**Kansas State University's most recent annual financial report may be accessed through the Division of Financial Services website at: <http://www.k-state.edu/finsvcs/fram/reports.html>. A print version is also enclosed as Attachment I**

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

**Kansas State University continually strives to bring the campus to the distance student. The Division of Continuing Education has a Student Service website that directs the students to campus resources. Continual communication with the K-State Libraries, Career and Employment Services, Enrollment Services, IT Help Desk and Disability Student Services, etc. allows updates to campus services to be shared with distance students. In addition, Continuing Education uses a survey for distance students at the end of each semester to judge their response to campus services. Facebook postings, an electronic newsletter called The Leading Edge, Virtual Graduation activities, and a Roadmap to Success website that guides a student completely through their academic career are all designed with the distance student in mind. In a checklist for faculty members to use as they develop courses, resources including the library services are highlighted so faculty will be able to direct students to needed services. The goal at Kansas State University is to bring the campus to distance students, providing the same services available to campus students for distance students.**

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

**Kansas State University, in most cases, uses the regular K-State University faculty to develop and deliver courses. If adjuncts are used the department selects and hires them. Most of the courses are the same as campus courses unless specifically designed as a part of a program such as the distance Masters in Agribusiness. Some courses are delivered through a consortium such as University Engineering Alliance and Great Plains Interactive for Distance Education Alliance. K-State faculty members are involved in evaluating all curriculums for distance courses and the distance curriculum is reviewed in the same way as campus based course curriculum.**

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

**NOT APPLICABLE**

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

**See Attachment J**

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.

**NOT APPLICABLE**

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.

**In accordance with the U.S. Department of Education Program Integrity Rule, 34 C.F.R. Part 600.9 (basis from the Higher Education Opportunity Act {HEOA} of 2008), Kansas State University is required to provide its students and prospective students with contact information for filing complaints with its accrediting agency and with the appropriate state agency.**

**Kansas State University requests that all complaints be handled internally before making a complaint with the Kansas Board of Regents or our accreditor, the Higher Learning Commission of the North Central Association. You may contact Heather Reed, Associate Dean/Director of Student Life, at hreed@k-state.edu or 785-532-6432 to address your grievance and help work toward a resolution. If, after exhausting all available institutional processes, you may make a complaint to the Kansas Board of Regents and/or the Higher Learning Commission of the North Central Association. Information regarding the process, and contact information for the Kansas Board of Regents and the Higher Learning Commission of the North Central Association may be found [here](#).**

**Students who are enrolled at Kansas State University and not residing within the state of Kansas, also have the option of filing a complaint with their respective state agency. A list of agencies by state which process student complaints may be accessed [here](#). K-State may be subject to investigation of complaints by some state regulatory agencies.**

**The Notification of Kansas State University's Student Complaint Process may be accessed through the statements and disclosures website or through the student handbook. A print copy has been provided in Attachment K.**

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

**NOT APPLICABLE**

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

**The official 2-year cohort default rate for FY 2010 for Kansas State University was 4.3%.**

