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Application for Postsecondary Approval and Registration

For Out-of-State Degree-Granting Institutions to Operate in Iowa



Maryville University of Saint Louis
Application for Postsecondary Approval and Registration for Out-of-State Degree-Granting Institutions to Operate in Iowa

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MARYVILLE UNIVERSITY
ST. LOUIS
Memorandum

TO: Carolyn Small, Postsecondary Registration Administrator, Iowa College Student Aid Commission
FROM: Sormarie Colón-Lefranc, State Authorization Coordinator, Maryville University
CC: Dan Viele, Dean of the School of Adult and Online Education, Maryville University
DATE: December 12, 2013
RE: Application for Postsecondary Approval and Registration for Out-of-State Degree-Granting Institutions to Operate in Iowa

As previously notified to the Iowa College Student Aid Commission (ICSAC) and pursuant to Iowa law, please find Maryville University's application for approval and registration to offer distance/online education to Iowa residents in this packet. Along with the actual application you will find all the supporting documentation required by law including:

- Complete list of Maryville University Board of Trustees members
- Accreditation letters
- Evaluation forms used for the review of courses and faculty and student progress in clinical courses
- Copy of grievance process as well as our drug and alcohol policy as outlined in our Student Handbook
- Auditor report and financial statements
- Teach-out plan signed by the President
- Certificates of good standing in Missouri as well as evidence of our submission for the Iowa Certificate of Authority
- Other documents outlined in the table of contents

Currently, Maryville University has 30 Iowa students enrolled in our graduate online nursing programs. However, Maryville has not been enrolling Iowa students since we were informed of the state authorization requirements that we plan to comply with by submitting this application. We are committed to the education and success of our students and look forward to continue to working with the ICSAC.

Please let us know if this information suffices. Should you require further information please do not hesitate to contact me at scolon@maryville.edu or at 314.529.9623.

Application for Initial Approval

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

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

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. 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 two 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: Maryville University

Suite: N/A

Street: 650 Maryville University Drive

City: St. Louis State: MO Zip: 63141

Country: United States

Telephone Number (including country or area code): 314.529.9300

Type of school:

For-profit

Non-profit

Public

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

Suite	Street	City	State	Zip	Country	Telephone
1650	404 W. Martin St. Bldg., Scott Air Force Base,	Belleville	Illinois	62225	U.S.	888.264.0836

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

Maryville University intends to deliver its graduate nursing programs entirely online to

Iowa students, and establishing a physical presence (location) in the state of Iowa is not within the strategic plans of our institution.

Suite	Street	City	State	Zip	Country	Telephone
N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

For details about Maryville tuition fees and other charges, please visit the following web sites:

- BSN Completion:
<http://www.maryville.edu/admissions/weekend-evening/wec-tuition-and-fees/>
- Graduate Programs:
<http://www.maryville.edu/admissions/graduate/graduate-tuition-and-fees/>

Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Total
Bachelor of Science in Nursing Degree Completion Program	Full-time rate (13-18 credits) is \$11,906 per semester. The part-time (1-12 credits) per credit rate is \$568 per semester.	The technology fees are \$325 per semester for full-time students and \$162.50 for part-time students. Other fees may be assessed for clinical or laboratory courses.	Books and supplies vary by semester and the courses the student enrolls in.	N/A	The approximate total cost for full-time students is \$24,462 without books. Cost for part-time students will depend on the number of
Master of Science in Nursing	The full-time rate (13-18 credits) is \$11,906 per semester. The part-time (1-12 credits) per credit rate is \$728 per semester.	The technology fees are \$325 per semester for full-time students and \$162.50 for part-time students. Other fees may be assessed for clinical or laboratory courses.	Books and supplies vary by semester and the courses the student enrolls in.	N/A	The approximate total cost for full-time students is \$24,462 without books. Cost for part-time students will depend on the number of

Doctorate of Nursing Practice	The full-time rate (13-18 credits) is \$11,906 per semester. The part-time (1-12 credits) per credit rate is \$819 per semester.	The technology fees are \$325 per semester for full-time students and \$162.50 for part-time students.	Books and supplies vary by semester and the courses the student enrolls in.	N/A	The approximate total cost for full-time students is \$24,462 without books. Cost for part-time students will depend on the number of
Master of Business Administration	The full-time rate (13-18 credits) is \$11,906. The part-time (1-12 credits) per credit rate is \$728.	The technology fees are \$325 per semester for full-time students and \$162.50 for part-time students.	Books and supplies vary by semester and the courses the student enrolls in.	N/A	The approximate total cost for full-time students is \$24,462 without books. Cost for part-time students will depend on the number of

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.

Maryville's refund policy is available in our online catalog at: http://catalog.maryville.edu/content.php?catoid=9&navoid=557#Withdrawal_and_Refund_Policies. For your convenience we have copy our policy below, but feel free to visit our online catalog for details.

Maryville University's Financial Aid Withdrawal Process:

Students with University approved financial aid, withdrawing from classes before those classes begin, forfeit all aid. If books and supplies have been charged to the student's account, it is his/her responsibility to return these items following Bookstore procedures. Any hours already worked for a college work-study assignment will be paid through the payroll process and deducted from any charges generated on the student's account. If no charges exist, a refund check will be mailed to the student at the permanent address on file.

The date the Registrar's Office determines as the "date of withdrawal" is used to determine any potential adjustment to financial aid. This date is either:

1. the verifiable date the student began the withdrawal process, or
 2. the date the student provided official notification of the intent to withdraw,
- or
3. for the student who does not begin the school's withdrawal policy or notify the school of the intent to withdraw, the midpoint of the enrollment period for which

aid was disbursed (unless a later date can be documented).

The amount of funding earned (maintained) by the student is calculated by determining the percentage of the enrollment period completed as of the official date of withdrawal. The complement of this percentage is the unearned portion of the financial aid that will be refunded to the respective assistance program. If the student withdraws after the 60% point in the semester, the assistance earned is 100%. Unearned funds will be refunded by the school to the appropriate financial aid program.

The amount the school must return is the lesser of:

1. the unearned amount of assistance, or
2. the institutional charges incurred for the enrollment period multiplied by the unearned percentage.

The amount the student must return is the unearned assistance minus the amount the school returns: The order of program funding return is as follows:

1. Unsubsidized federal direct loans
2. Subsidized federal direct loans
3. Federal Perkins loan
4. Federal Direct PLUS Loans
5. Federal Pell grant
6. Federal SEOG
7. other Title IV funds

Aid yet to be disbursed for which the student is eligible is included in the calculation of earned and unearned assistance. When students (or parents in the case of a PLUS loan) are required to return a portion or the entire loan proceeds, the calculated amount is to be repaid according to the terms of the loan program.

Tuition Prorated Charge Schedule:

Tuition adjustments will be made once the formal withdrawal process is complete according to the schedule listed below. The percentage represents the percentage of tuition a student will be charged.

Fall & Spring Semesters:

Day, Evening and Graduate (consecutive format)

15-week courses

0% During the first week of class
25% After first week
50% After second week
100% Thereafter

8 class sessions

0% Before first class session
25% Before second class session
50% Before third class session
100% Thereafter

The Weekend and Evening College (all formats: Sections M, S, C, 33 only)

8 class sessions

0% Before first class session

4 class sessions

0% Before first class session

5% Before second class session
50% Before third class session
100% Thereafter

5% Before second class session
100% Thereafter

Graduate

8 class sessions
0% Before first class session
25% Before second class session
50% Before third class session
100% Thereafter

4 class sessions
0% Before first class session
50% Before second class session
100% Thereafter

Programs funded in their entirety by the University will be pro-rated at the same percentage used by the Student Accounting Office in pro-rating tuition charges:

First Week of Classes
Second Week of Classes
Third Week of Classes
Fourth Week and Beyond

All Institutional Aid Cancelled
75% of Institutional Aid Cancelled
50% of Institutional Aid Cancelled
No Institutional Aid Cancelled

Non-attendance of classes once registration is complete does not constitute official withdrawal. To insure the appropriate financial aid adjustment is made, be certain to follow the withdrawal procedures outlined in the University Catalog or call one of the registration centers to determine the student's responsibility in the process.

To insure the appropriate financial aid adjustment is made, students must follow the withdrawal procedures outlined in the University Catalog or call one of the registration centers to determine the student's responsibility in the process.

Degrees granted by the school [(261B.4(5))] Offered in Iowa [(261B.4(11))]

Maryville University intends to deliver four (4) academic programs to Iowa residents through our distance learning (online) programs:

- Bachelor of Science in Nursing Degree Completion Program
- Master of Science in Nursing (two tracks):
 - Family Nurse Practitioner
 - Adult/Geriatric Nurse Practitioner
- Doctorate of Nursing Practice
- Masters of Business Administration

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

Name: Dr. Mark Lombardi, President

Street: 650 Maryville University Drive

City: St. Louis **State:** MO **Zip:** 63141

Country: United States

Telephone Number (including country or area code): 314.529.9330

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:

Maryville University provides students with all the disclosures required by 261B.9 in our online catalog. In addition, information about the following can also be found in our online catalog: admission requirements to academic programs, academic policies, institutional governance, financial aid, tuition information, refund and withdrawal information, degree requirements, course descriptions, accreditations and memberships of the University among others. Our catalog is available online at <http://catalog.maryville.edu/>.

Name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]. If the school is applying for distance education and has registered with the Iowa Secretary of State as a for-profit or non-profit corporation transacting business in Iowa, please list the corporation's Iowa registered agent.

Name: CT Corporation System

Suite: 200

Street: 500 East Court Avenue

City: Des Moines **State:** IA **Zip:** 50309

Country: United States

Telephone Number (including country or area code): 515.245.4469

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

Maryville University is a not-for-profit institution. The University is governed by a Board of Trustees which selects the President, who is responsible for the implementation of general policies as set by the Board. The President is responsible for the proper conduct of the University in every detail, and also serves as an ex officio member of the Board. Please

see Appendix A for a complete list of our Board of Trustees members.

Officer Number 1:

Name: N/A
Suite: N/A
Street: N/A
City: N/A State: N/A Zip: N/A
Country: N/A
Telephone No. (including country or area code): N/A

For officers 2 or more, add pages as needed: Owner Number 2
Names and addresses of persons owning more than 10% of the school: [(261B.4(6))]

Please see above.

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

For owners 2 or more, add pages as needed

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

Accrediting agency 1:

Name: Higher Learning Commission (HLC)
Suite: Suite 7-500
Street: 230 South LaSalle Street
City: Chicago State: IL Zip: 60604-1411
Country: United States
Telephone Number (including country or area code): 800.621.7440 / 312.263.0456
Contact Person: N/A

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

Maryville University has been regionally accredited by the Higher Learning Commission (HLC) since 1941 and is a member of the North Central Association of Colleges and Schools. The HLC has also approved Maryville for distance education courses and programs. Copies of the HLC letters of accreditation can be found under Appendix B.

In Missouri, our home state, higher education institutions are regulated by the Missouri Department of Higher Education (MDHE). However, Maryville University is exempt from

licensure for being a private independent institution. A copy of the MDHE letter addressing this matter can be found under Appendix B.

Furthermore, Maryville University's Catherine McAuley School of Nursing holds accreditations from the following accrediting organizations: Missouri State Board of Nursing and the Commission on Collegiate Nursing Education. Copies of the certificate and/or letter of accreditation can be found under Appendix B. Contact information about these two agencies can be found under accrediting agency two and three respectively, below.

Likewise, our John E. Simon School of Business is accredited by the Association of Collegiate Business Schools and Programs. Letters of accreditation from this accrediting body can also be found under Appendix B.

In addition to holding HLC approval for delivery of online programs, Maryville University also holds individual programs accreditation by the following agencies or accrediting bodies:

- **American Bar Association Standing Committee on Paralegals,**
321 North Clark Street
Chicago, IL 60654-7598
Phone 312-988-5000
- **Accreditation Council for Occupational Therapy Education (ACOTE)**
4720 Montgomery Lane
Bethesda, MD 20814-3425
Phone 301-652-2682
- **Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association**
1111 N. Fairfax Street
Alexandria, VA 22314
Phone 703-706-3245
- **Council for Interior Design Accreditation (formerly known as FIDER)**
146 Monroe Center, NW, #1318
Grand Rapids, MI 49503-2822
Phone 616-458-0400
- **Council on Rehabilitation Education, Inc.**
1699 Woodfield Road, Suite 300
Schaumburg, IL 60173
Phone: 847-944-1345
- **Department of Elementary and Secondary Education of Missouri**
P.O. Box 480
Jefferson City, MO 65102-0480
Phone 573-751-2569
- **National Association of Schools of Art and Design**
11250 Roger Bacon Drive, Suite 21
Reston, VA 20190
Phone 703-437-0700
- **National Association of Schools of Music**
11250 Roger Bacon Drive, Suite 21

Reston, VA 20190
Phone 703-437-0700

- **National Council for Accreditation of Teacher Education**
2010 Massachusetts Avenue NW, Suite 500
Washington, DC 20036-1023
Phone 202-466-7496

Accrediting Agency 2:

Name: Missouri State Board of Nursing

Suite: N/A

Street: 3605 Missouri Boulevard, P.O. Box 656

City: Jefferson City **State:** MO **Zip:** 65102-0656 **Country:** United States

Telephone Number (including country or area code): 573.751.0080

Contact Person: N/A

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

Accrediting Agency 3:

Name: Commission on Collegiate Nursing Education (CCNE)

Suite: Suite 530

Street: One Dupont Circle NW

City: Washington **State:** DC **Zip:** 20036-1120

Country: United States

Telephone No. (including country or area code): 202.887.6791

Contact Person: N/A

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

Accrediting Agency 4:

Name: Accreditation Council for Business Schools and Programs (ACBSP)

Suite: Suite 420

Street: 7007 College Blvd.

City: Overland Park **State:** KS **Zip:** 66211

Country: United States

Telephone No. (including country or area code): 913.339.9356

Contact Person: N/A

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

The ACSBP is no longer recognized by the U.S. Department of Education. Please visit the following link for details: <http://www.acbsp.org/?page=history>.

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

Students' official records are maintained in the Registrar's office at the University in perpetuity. However, we use two other data management systems, Image Now and Typhon. Image Now houses and maintains application materials accessible only by certain administrators and support staff members during the admission process. Typhon on the other hand, is used to manage clinical requirement information for the MSN program. Both of these systems are password-protected, and only limited staff has access to these records

in pursuant to FERPA requirements and regulations.

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

Official transcripts printed on security paper and bearing the Maryville University seal are available from the Student Service Center at a cost of \$5.00 per copy. Transcripts may be requested in person, by mail or by fax upon completion of the transcript request form that can be access in the following link: http://www.maryville.edu/ssc/files/2012/04/tran_request.pdf. In compliance with federal privacy laws, a student's signature is required to release transcript information; therefore, transcript requests cannot be accepted by telephone or email.

Name: Student Services Center
Suite: N/A
Street: 650 Maryville University Drive
City: St. Louis **State:** MO **Zip:** 63141 **Country:** United States
Telephone Number (including country or area code): 314.529.9360

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

Currently, Maryville University has on-ground campus/site program locations: Missouri (home state) and Illinois. Online Nursing programs are 100% distance learning except for the clinical experience with students enrolled in the following states: AL, AR, AZ, CA, DE, FL, GA, IA, ID, IL, IN, KS, KY, MD, MI, MN, MS, MT, ND, NE, NH, NJ, NM, NV, OH, OK, PA, RI, SC, SD, TN, TX, UT, VA, WA, WI, WV, WY.

State	Agency Name	Address	Contact Person	Telephone Number
Missouri	Missouri Department of Higher Education	205 Jefferson Street P.O. Box 1469 Jefferson City, MO 65102-1469	Leroy Wade	573.751.2361
Illinois	Illinois Board of Higher Education	431 East Adams Street, 2 nd Floor, Springfield, IL 62701-1404	G.W. Reid	217.782.2551

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))]

Maryville University has invested in the technology infrastructure, information systems and integrations, and human resources necessary to manage and deliver fully

asynchronous, quality online courses and learning experiences to support online students.

Learning Management System:

Maryville University's online course delivery platform is hosted through services contracted with our learning management system provider, Desire2Learn (D2L). Services contracted with D2L include a production and test system. All systems are housed within one of D2L's fully-redundant data center and are physically secured with access control systems and 24 hour surveillance. D2L provides 24x7x365 support staffing to monitor and respond to any technical issues. Additional services include archiving of course content, course work, and user tracking for academic recording purposes.

Planning, Budgeting and Communications:

In addition, we have well established budget procedures for growth, replacements, and upgrades for all technologies. Our online program related components are always "protected" in budget planning and/or in any mid-year adjustments. Any major upgrades that may require significantly more resources are planned far enough in advance in order to comprehend them as we build a new fiscal year budget.

Communicating the impact of technology or systems changes/enhancements is shared jointly by our Information Technology Department (which includes our Help Desk) and by the Online Learning and Learning Design and Technologies teams, working with the key faculty and staff in the various Colleges and Schools. Those communication strategies include updates on the website and targeted messaging via email and/or the university portal.

The Help Desk is also fully involved in any/all changes before they are implemented so that they are prepared to answer questions as faculty or students contact them. For more extensive changes, IT, the Online Learning and Learning Design and Technologies teams, and school staff and faculty work together again, to provide more in-depth, specialized training sessions if required.

Instructional Design and Course Development:

Once an online course is approved for development through the appropriate academic review process, the academic dean or program director approves and assigns a qualified instructor to develop the course. That faculty member has primary responsibility for the development of the online course. The online faculty use School/College approved learning outcome guidelines and their own experience as teachers and content matter experts to collaborate with the online learning team on the instructional organization of the online course.

The online learning team assigns an instructional designer to team up with the assigned faculty member, and support them in the development process. The development process is monitored to ensure the course follows program and school guidelines for course objectives and academic standards.

Throughout the course development process, and also while teaching the course, faculty work with an experienced professional in instructional design, as well as written course design guidelines. The instructional designer guides the faculty through the course development process, give suggestions for organizing the content and activities to best fit the online environment, upload content to the learning management system, and format the

learning management system tools to meet the course requirements. Because the faculty and instructional designer work as a team, pedagogical and technical considerations are addressed at the same time.

To meet the unique challenges of online instruction and delivery, the online learning team has developed an instructional design process that guides the faculty through a step-by-step design process to build their course. This instructional design model is built upon industry published Best Practices as well as by well-established ID models. The model involves specific steps, and instructors are generally encouraged to go through them in sequence. However, the strategy is open for instructors to design the course using their own personal teaching style and experience. At the start of each new step, the instructional designer offers detailed guidelines and examples to the instructor and then maintains weekly (sometimes more often) communication with them to offer assistance and encouragement. In addition to documents for each step, the instructional designer also provides written guidelines for developing content files, managing an asynchronous discussion, and more. Each course receives full consideration of a wide range of possible pedagogical approaches and each particular learning objective that an instructor wants to accomplish in the online class is examined. We determine appropriate tools for accomplishing the course objectives. Online courses are designed to be primarily asynchronous in order to allow students to log in anytime, anywhere to complete weekly assignments and participate in online discussions. Once the course is complete, faculty are asked for feedback on their experience developing the course and on the course development process.

Online Learning Team Organization:

Online Learning at Maryville University is led by Dan Viele, Dean of the School of Adult & Online Learning, and serves to support all online programming initiatives brought forward by the academic program directors of each College or School within the university. The online learning staff is organized around a team structure and this model of collaboration lends itself well to the work with the academic colleges/schools and faculty in designing, developing, and delivering programs online.

Evaluation and Assessment:

Maryville employs two strategies to provide feedback to faculty regarding their performance in courses:

1. There is a three-week feedback form that encourages students to provide formative feedback to faculty members while they are in the course and there is time to adjust teaching strategies to more closely match the learning needs of the students in that course.
2. Maryville also utilizes an on-line course evaluation system in which every course is evaluated at the end of the term by students. In situations where these end-of-term course evaluations suggest that a faculty member may need support or coaching to improve his/her teaching, there is a conversation that takes place with the program director to develop a strategy for improvement.

The Finch Center for Teaching and Learning (<http://www.maryville.edu/ctl/>) provides significant support to faculty at all levels to improve the way they teach and to align teaching with student learning.

Please find copies of these forms and evaluation forms under Appendix C.

Student Evaluation:

The online nursing program at Maryville University uses a series of methods for proctoring examinations depending on the type of course including but not limited to:

- Online examinations in the form of multiple choice. These examinations are hosted by our D2L program. Each exam is timed and open for a specific window of time that disables access after the time expires.
- Research papers.
- Individual and group research projects.
- Video recordings in which each student records his/herself performing an assessment and the instructor can review their performance.
- Discussion boards.
- Clinical evaluations from both preceptor sites and the instructors. A copy of the clinical evaluation can be found on Appendix D.

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.

Maryville University's online nursing staff reached out to the Iowa Board of Nursing on December 2012 to determine if an approval process was needed. On January 2013, Ms. Kathy Weinberg replied to our request informing us that no formal approval is necessary for our MSN and DNP programs in the state of Iowa. Please refer to the email communication confirming this information under Appendix E.

Agency Name	Contact Person	Telephone Number	Approval Status
Iowa Board of Nursing	Kathy Weinberg	515.281.4828	As of January 3, 2013, we are exempt from the Iowa Board of Nursing formal approval process.
Iowa Secretary of State	N/A	N/A	Form was completed and sent on December 9, 2013 to our Iowa resident agent, CT Corp, for the appropriate filing with the Secretary of State.

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.

N/A. Currently, Maryville University is in good standing with the U.S. Department of Education and no suspension, termination has been issued.

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

N/A See above.

Do you:

Enroll students in Iowa? Yes No

Employ Iowa faculty? Yes No

Do you intend to:

Enroll students in Iowa? Yes No

Employ Iowa faculty? Yes No

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

Student Enrollment Plans: Maryville University does not directly target Iowa students for its recruitment efforts. The leads are self-generated by students searching for our online programs in web-based search engines and contacting the University directly. As of July 2013, when we reached out to the Iowa College Student Aid Commission and were notified of discontinue enrollment efforts, we had 30 students enrolled. Five (5) of those students, are currently completing clinical experiences as part of their academic program. Please note, given that our MSN and DNP programs have only been in existence for a year, currently, we are unable to provide enrollment projections. Enrollment projections can be provided after several recruitment cycles have elapsed upon request.

Faculty Hiring Plans: Currently, Maryville University does not employ any Iowa faculty or staff. However, the University is constantly reviewing and considering qualified candidates for Adjunct or staff positions in our online programs. Therefore, we may consider and/or hire Iowa faculty/staff in the future.

Name, address, telephone number and resume of employees in Iowa. Please identify which employees are full time.

Name: N/A please see above.

Title: N/A

Suite: N/A

Street: N/A

City: N/A State: N/A Zip: N/A

Country: N/A

Telephone Number (including country or area code): N/A

* Resumes may be provided as attachments

Will your school comply with Iowa Code section 261B.7, which requires the school to disclose that it is registered by the Commission, including Commission contact information?

(See the Iowa Code for details) Yes No

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

(See the Iowa Code for details.) Yes No

Please provide policies that comply with these requirements as attachments.

(e) Alcohol and Drug Policy:

Maryville University's alcohol and controlled substances policy can be found at the following web address: <http://www.maryville.edu/policies/general/alcohol-and-controlled-substances/>.

(f) Sexual Assault Policy:

Maryville University's Title IX Sexual Harassment/Misconduct Policy and Protocol can be found at the following web address: <http://www.maryville.edu/policies/general/title-ix-sexual-harassment-misconduct/>.

(g) Withdrawal and Refund Policy for Active Military and its Dependents:

Currently, Maryville University does not have an exclusive withdraw and/or refund policy for active military students and/or their dependents. However, all the options outlined by Iowa Code §261.9(1)(g) are outline in our online catalog as options for students facing extraordinary circumstances, including but not limited to deployment in the case of active military.

Incomplete/Delayed Grade Policy: Incomplete or delayed grades may be issued for coursework not completed by the end of the semester due to extraordinary circumstances. Incomplete (I) grades applies to undergraduate courses only and delayed grades (DG) apply to graduate courses only. Instructor permission is required, along with an agreement with the student and the submission of a form to the Registrar outlining the outstanding work. Remaining course work must be completed within six months from the date the "I" grade was issued or within one year from the date the delayed grade "DG" was issued. An "I" or "DG" grade in a prerequisite course may jeopardize sequential progression in coursework and professional programs. A form for this permission must include the student's and instructor's signature and be submitted to the Student Service Center no later than the grading deadline posted in the academic calendar. For more information please visit: <http://catalog.maryville.edu/content.php?catoid=9&navoid=542>.

Withdraw/Refund Policy: The Withdraw and Refund policy is outlined in page 6 of this application. Details about the policy can also be found in the following website: <http://catalog.maryville.edu/content.php?catoid=9&navoid=557#Withdrawal and Refund Policies>.

(h) Minors on Campus:

Maryville University has adopted the following policy regarding the presence of minors on campus and reporting protocol if there is a suspected abuse or neglect. This policy is outlined in section 4.2.36 of our Faculty and Staff Policy Manual.

Presence of Minors on Campus: Minors come to Maryville University (the University)'s campus for a variety of reasons. They may visit as prospective students once they graduate from high school, come as participants on field trips or community service projects, or come to attend camps or athletic events. Whatever the reason for their presence, Maryville University personnel are to be particularly vigilant regarding their safety and security. This duty increases as the University's role in their care, custody or control while on campus increases.

Reporting Suspected Abuse or Neglect:

A. Consistent with Missouri law, it is the University's policy that anyone who has reasonable cause to suspect that a minor child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances that would reasonably result in abuse or neglect shall immediately report that suspicion to the Campus Public Safety Office at 314-529-9500. That office will ensure that a report is made to the Children's Division Child Abuse and Neglect Hotline Unit (1-800-392-3738). This, however, is not meant to preclude the person having the suspicion from making that report on his or her own as well. Similarly, nothing herein precludes making a report to a law enforcement agency or juvenile office, but any such report does not take the place of reporting or causing a report to be made to the Children's Division hotline.

1. For purposes of reporting suspected abuse or neglect under this policy, a minor child is any person under the age of eighteen years old.

B. If there is reason to believe that the victim of the abuse or neglect is a resident of another state or was injured as a result of an act that occurred in another state, the report may be made to the child protection agency of that other state having authority to receive such reports pursuant to that state's laws in lieu of reporting it on the Missouri Children's Division Child Abuse and Neglect Hotline. If that other state's agency accepts the report, no report is required to be made, but nevertheless may be made, to the Missouri hotline.

C. "Reasonable cause" does not require that the individual making the observation conduct an investigation prior to making the report of his or her suspicion that a child has been abused or neglected or is at risk of it.

D. Missouri law grants any person making a good faith report of suspected child abuse or neglect immunity from any liability, civil or criminal, that might otherwise result by reason of such action.

Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities? Yes No

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

Please refer to Appendix F for a copy of our most recent auditor's report and financial statements.

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

Library:

The University Library, a 47,167-square foot facility, houses the library collection and services. While the online students rarely use the physical location, access to the library databases is available 24 hours a day, seven days a week. Usage of the electronic library resources has increased exponentially given the increased enrollment in the online nursing programs. Because of this inordinate expansion of usage, a full-time online medical

librarian has been hired to support the faculty and online nursing students.

The library offers 109 online databases that provide access to 85,441 full-text online journals. The library also has more than 41,384 electronic books, which can be accessed through the library's catalog. Literature for nursing and medicine can be found in 22 health and health-related databases, such as Medline, CINAHL Plus with Full-Text (EBSCO), UpToDate (Full-Text), ProQuest Health and Medical Complete (Full-Text), Nursing Education in Video, SmartImage (Image database), PsycArticles (Full-Text, EBSCO) and Cochrane Systematic Reviews (Full-Text). The Library has approximately 6,470 health-related online full-text journals with 498 online journals related specifically to nursing. Students and faculty can access all of these resources either on-campus or off-campus through the Internet.

The nursing and business faculty collaborate with the library to provide the best library resources for their students in accordance with the library allocation for nursing, health, and business. Liaisons from the nursing and business faculty work directly with the library to order resources relating to the curriculum. The liaisons consult with other nursing and/or business faculty to review periodical holdings on a regular basis.

The following chart details the annual growth of our collection for the past five years.

LIBRARY COLLECTION	(2008-09) 1 st year	(2009-10) 2 nd year	(2010-11) 3 rd year	(2011-12) 4 th year	(2012-13) 5 th year
Number of volumes (print + e-books)	196,392	200,014	200,949	145,156	128,952
Number added during year	3,622	935	-55,793	-16,204	-20,219
Annual Total	200,014	200,949	145,156	128,952	108,733
Number of reels of microfilm & units of	525,061	525,716	492,540	492,829	491,724
Number added during year	655	-33,176	289	-1,105	-48,127
Annual Total	525,716	492,540	492,829	491,724	443,597
Number of slides	2,414	2,414	20	25	8
Number added during year	0	-2394	5	-17	-8
Annual Total	2,414	20	25	8	0
Number of recordings	10,779	11,104	4,437	4,131	3,273
Number added during year	325	-6,667	-306	-858	989
Annual Total	11,104	4,437	4,131	3,273	4,262
Number of maps	540	540	20	19	16
Number added during year	0	-520	-1	-3	0
Annual Total	540	20	19	16	16
Number of periodicals	15,950	42,582	42,500	63,374	84,817
Number added during year	26,632	-82	20,874	21,443	857
Annual Total	42,582	42,500	63,374	84,817	85,674
Number of other nonperiodical titles	275	278	354	417	395
Number added during year	3	76	63	-22	55
Annual Total	278	354	417	395	450

Please note, Maryville University's library has been shifting the focus of its collection from physical to electronic in order to provide 24 hours a day, seven days a week access from on and off campus to all students and to better support students in online courses. As

a result, the bound volumes, microform and some of the audiovisual counts have decreased while the periodicals and databases counts have increased. The Library has, even in years with negative overall "growth" still been adding new materials.

Other Student Services Provisions:

At Maryville University we are committed to the academic development and success of our students. Therefore, we have established the following provisions in order to assure our students have all the support they need while completing their academic program.

Counseling:

Our counseling center provides assistance with mental health issues with a hotline available for remote students and referral information for outside therapists (not located on campus).

Advising:

Advising is an important core value at Maryville University. All full-time faculty have an advising load of undergraduate students, graduate students or a combination of both. Online faculty and Adjunct Instructors are responsible for providing feedback to the students in their courses, and some may also provide mentoring, although this is not a formal expectation.

However, given that the MSN and DPN programs are structured in such a way that students take courses in a specific order, curriculum advising is not as prevalent as with other academic programs we offer. Nevertheless, Dr. Elizabeth Buck, the Online Nursing Program Director, provides academic advising to our students in the MSN and DPN programs. Furthermore, in our commitment to provide the same quality of education that our on-ground students experience in our campuses in Missouri and Illinois, Maryville University has partnered with Pearson-Embanet, a leading provider of online learning services in order to deliver student support and advising to our MSN and DNP students.

Financial Aid Services:

Our financial aid office and staff assist students and their families in considering different financing options for their Maryville education. Students can contact our financial aid office with questions about how to apply for financial aid including filing the FAFSA, applying for merit based aid, work-study, as well as federal and private loans among others. Appendix G, contains detailed information about how to apply for financial aid at Maryville University along with a frequently ask questions page about our financial aid process and a key list of contacts.

Maryville University's financial aid office is conveniently located within the Student Services Center, which also houses our offices of the registrar and student accounts.

Other Resources:

- **Bookstore:** Our online bookstore is able to fulfill book, apparel, academic materials, and electronic orders made by students remotely. For details about our bookstore, please visit their website: <http://bookstore.maryville.edu/>.
- **Career Services:** Maryville University's Career Education Office, assists current students as well as alumni in exploring and pursuing meaningful career opportunities that can extend through their professional lifetime. They provide

assistance with:

- Major & Career Exploration
 - Resume & Cover Letter Reviews
 - Mock Interviews
 - Job Search Assistance
 - Graduate School Preparation
 - Professional Development Workshops & Events
 - Student Employment (Work Study) Program
-
- Technical/IT Assistance: Maryville University provides technical assistance to students using campus-based hardware, software, and services including student email and access to our student portal. For assistance with our learning management system provider, D2L, students are asked to contact their technical support center at 1.855.577.2039 Option# 1.
 - Writing Studio: Maryville's Writing Studio provides remote support with writing assignments for student's whose writing skills require improvement and assistance.

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

At Maryville University when an educational goal has been established, it becomes the responsibility primarily of the faculty to determine appropriate curriculum and procedures of student instruction.

The University has established a Faculty Curriculum Committee that reviews and approves proposed new or substantive content modifications to existing academic programs. This committee also reviews and approves proposals for changes to existing university-wide core curriculum requirements and any general education or core curriculum courses required of all students.

Furthermore, all proposals are reviewed and acted upon within 30 business days of receipt. The committee will be convened by the Vice President for Academic Affairs upon receipt of its first proposal of an academic year. The committee will then elect a chair from among its members who will assume leadership responsibility for the remainder of the academic year. The Vice President for Academic Affairs will have no additional formal role in the work of the committee.

Once academic decisions about curriculum development and course offerings have been determined by the Faculty Curriculum Committee; Deans for the corresponding units are responsible for implementing the changes and appointing the new faculty and staff.

Following the development of the course and the appointment of the faculty or instructor, he or she is responsible for developing their own syllabus by selecting the material to be used, the order in which material is covered, class activities to be completed, and the tests or examinations to be completed. However, the course syllabi must incorporate the goals of the curriculum outlined by the academic department to which the course belongs to. In addition, the syllabus must include specific university requirements that must be covered in each course such as academic support policies.

If applicable, please 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.

Maryville University intends to deliver its academic programs entirely online to Iowa students, and establishing a physical presence (location) in the state of Iowa is not within the strategic plans of our institution. Therefore, certificates of compliance for a proposed facility do not apply to Maryville University.

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.

Please find this teach-out statement under Appendix H.

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.

As previously stated, Maryville University intends to deliver its graduate nursing programs entirely online to Iowa students, and establishing a physical presence (location) in the state of Iowa is not within the strategic plans of our institution. Currently, Maryville has on-ground campuses in the states of Missouri and Illinois and is delivering our online programs to the following states: AL, AR, AZ, CA, DE, FL, GA, IA, ID, IL, IN, KS, KY, MI, MN, MO, MS, MT, ND, NE, NH, NJ, NM, NV, OH, OK, PA, RI, SC, SD, TN, TX, UT, VA, WA, WI, WV, WY. All of our internet-based operations stem from our main campus.

The location and contact information for our campuses in Missouri and Illinois is as follows:

- **Missouri:**
 - **Main Campus:**
650 Maryville University Drive
St. Louis, MO 63141
Phone: 314.529.9300 or 800.627.9855
 - **Maryville University-Lake Saint Louis:**
3401 Technology Drive,
Lake St. Louis, MO 63367
Phone: 636.978.4277
 - **Maryville University-Sunset Hills:**
12250 Weber Hill Road, Suite 105,
Sunset Hills, MO 63127
Phone: 314.529.9884

- **Illinois:**
 - **Maryville University-Scott Air Force Base**
404 W. Martin St. Bldg. 1650,
Scott AFB, IL 62225
Phone: 888.264.0836

For more information about our campuses and on-ground locations please visit: <http://www.maryville.edu/adults/locations/>.

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.

Please refer to Appendix I for a copy of the grievance process as outlined in our Student Handbook.

If applicable, provide a copy of a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.

Please refer to Appendix J for a copy of Missouri's Certificate of Good Standing as issued by the Missouri Secretary of State. Likewise, you will find a copy of Maryville's application for Iowa's Certificate of Authority as submitted to our Iowa resident agent (CT Corporation) for the appropriate filing on December 9, 2013.

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.

Maryville University's last official cohort default rate is 5.6%.

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

For the academic year 2012-2013 the average debt upon graduation for undergraduate students was \$21,985. Likewise, for the same period, the average debt upon graduation for graduate students was \$33,509.

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.

Please refer to Appendix K for a copy of Maryville's IPEDS graduation rate survey summary containing six year graduate and transfer-out data as reported to the U.S. Department of Education National Center for Education Statistics.

SIGNATURE

Applicant School Chief Executive Officer

Dr. Mark Lombardi

President

Name

Title

Signature

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.

A registration fee of \$2,000 is due and payable to the State of Iowa upon registration approval.

SIGNATURE

Applicant School Chief Executive Officer

Dr. Mark Lombardi

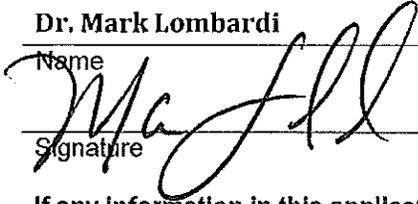
President

Name

Title

Signature

Date



12/11/13

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.

A registration fee of \$2,000 is due and payable to the State of Iowa upon registration approval.

Appendices

Appendix A: List of Board of Trustees Members

FORM A (1)

MEMBERS OF THE GOVERNING BOARD, DIRECTORS
OWNERS, CENTRAL ADMINISTRATORS, and TRUSTEES OF THE INSTITUTION

Name	Address	Employer	Occupation	Date Appointed to Board
Barbara Albrecht	650 Maryville University Dr. St. Louis, Mo 63141		Author	2012
Keith Alper	650 Maryville University Dr. St. Louis, Mo 63141	Creative Producers Group	CEO	2011
Gloria Bahn	650 Maryville University Dr. St. Louis, Mo 63141	Bahn Quarterhorses	Owner	2007
Jean M. Bartunek, RSCJ	650 Maryville University Dr. St. Louis, Mo 63141	Boston College	Professor	2003
Thomas M. Boudreau	650 Maryville University Dr. St. Louis, Mo 63141	Express Scripts	Executive Vice President, law & Strategy, Retired	2000
Christopher M Chadwick	650 Maryville University Dr. St. Louis, Mo 63141	Boeing Defense, Space & Security	President Boeing Military Aircraft	2012
Lewis C. Chartock, PhD	650 Maryville University Dr. St. Louis, Mo 63141	MERS/Missouri Goodwill Industries	President & CEO	2011
Arthur C.P. Chou	650 Maryville University Dr. St. Louis, Mo 63141	Jarden Team Sports/Rawlings Sporting Goods	Senior Vice President, Product	2012
Timothy L. Conlon	650 Maryville University Dr. St. Louis, Mo 63141	Viasystems Group, Inc.	President and COO	2006
William A. Donius	650 Maryville University Dr. St. Louis, Mo 63141		Author	2004
Norman L. Eaker	650 Maryville University Dr. St. Louis, Mo 63141	Edward Jones	Chief Administrative Officer	2009
Richard C. Goldman	650 Maryville University Dr. St. Louis, Mo 63141	GE Finance Holding Corporation	Managing Director, Retired	2010
Paula S. Gruner, RSCJ	650 Maryville University Dr. St. Louis, Mo 63141		Religious Order	2003
Tamara Hill	650 Maryville University Dr. St. Louis, Mo 63141		Civic Leader	2011
Mark Lombardi, PhD	650 Maryville University Dr. St. Louis, Mo 63141	Maryville University	President	2007

Ann Marr	650 Maryville University Dr. St. Louis, Mo 63141	World Wide Technology, Inc.	Vice President, Human Resources and Corporate Development	2013
Ramsey Maune	650 Maryville University Dr. St. Louis, Mo 63141	The Maune Company	President	2001
Patricia L. McCaskill	650 Maryville University Dr. St. Louis, Mo 63141	Suddenlink Communications	Chief Programming Officer	2002
Lucie Nordmann, RSCJ	650 Maryville University Dr. St. Louis, Mo 63141	Schools of the Sacred Heart	Director of Institutional Advancement	2006
Gary R. Olson	650 Maryville University Dr. St. Louis, Mo 63141	St. Luke's Hospital	President & CEO	2009
Edward F. Ryan	650 Maryville University Dr. St. Louis, Mo 63141	Entrepreneurial Financial Resources	Chairman	2009
Carlotta S. Sansone, PhD	650 Maryville University Dr. St. Louis, Mo 63141	Joseph C. Sansone Company	Chief Operating Officer	2009
Richard Sems	650 Maryville University Dr. St. Louis, Mo 63141	Reliance Bank	President & Chief Executive	2010
Thad Simons, Jr.	650 Maryville University Dr. St. Louis, Mo 63141	Novus International, Inc.	President & CEO	2013
John W. Sisel, III, EdD	650 Maryville University Dr. St. Louis, Mo 63141	JWS Services, LLC	President	2011
C. Sheridan Smith, RSCJ	650 Maryville University Dr. St. Louis, Mo 63141		Religious Order	2009
James M. Stolze	650 Maryville University Dr. St. Louis, Mo 63141	Stereotaxis, Inc.	Vice President & CFO, Retired	2010
Margaret E. Strom, RSCJ	650 Maryville University Dr. St. Louis, Mo 63141	Freelance Communications/Audio/Visual	Communications	2000
James D. Switzer	650 Maryville University Dr. St. Louis, Mo 63141	Emerson Electric Company	Senior Vice President, Retired	2002
Mary E. Walker	650 Maryville University Dr. St. Louis, Mo 63141	Texas Healthcare Trustees & Foundation	Past President	2011

Appendix B: Letters of Accreditation



June 21, 2012

President Mark Lombardi
Maryville University of Saint Louis
650 Maryville University Drive
St. Louis, MO 63141-7299

Dear President Lombardi:

This letter is formal notification of the action taken concerning Maryville University of Saint Louis by the Higher Learning Commission. At its meeting on June 18, 2012, the Institutional Actions Council (IAC) voted on the items below. This letter serves as the official record of this action, and the date of this action constitutes the effective date of your new status with the Commission.

Action. The IAC voted to approve the initiation and expansion of distance education up to 5% of total degree programs.

If the current Commission action includes changes to your institution's *Statement of Affiliation Status (SAS)* or *Organizational Profile (OP)*, the changes will appear in these documents on the Commission's Web site by July 6, 2012. The *SAS* is a summary of your institution's ongoing relationship with the Commission. The *OP* is generated from data you provided in your most recent Institutional Update.

If you have questions about these documents after viewing them, please contact Eric V. Martin, your staff liaison. 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 institutional changes that require Commission action before their initiation. You will find the Commission's change policy at ncahlc.org/information-for-institutions/institutional-change.html. If you have questions about how planned institutional changes might affect your relationship with the Commission, please write or call Eric V. Martin.

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

Sincerely,

A handwritten signature in cursive script that reads "Sylvia Manning".

Sylvia Manning
President



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

HLC is moving!

As of July 9, 2010:
NCA Higher Learning Commission
230 S. LaSalle St., Suite 7-500
Chicago, IL 60604-1413

Serving the common good by assuring and

September 20, 2010

President Mark O. Lombardi
Maryville University of Saint Louis
650 Maryville University Drive
St. Louis, MO 63141-7299

RECEIVED

OCT 20 2010

PRESIDENT
MARYVILLE UNIVERSITY

Dear President Lombardi:

This letter is formal notification of the action taken concerning Maryville University of Saint Louis by The Higher Learning Commission. At its meeting on September 20, 2010, the Institutional Actions Council (IAC) voted to approve the teach-out plan for your O'Fallon, Missouri location. The SAS is a summary of your organization's ongoing relationship with the Commission.

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

The attached Statement of Affiliation Status and Organizational Profile will be posted to the Commission Web site on Monday, October 4. Before this public disclosure, however, I ask that you verify the information in both documents and inform Mary B. Breslin B.V.M., your staff liaison, before Friday, October 1, 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 at ncahlc.org/information-for-institutions/institutional-change.html. If you have questions about how planned institutional changes might affect your relationship with the Commission, please write or call Mary B. Breslin B.V.M.

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: Board Chair



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

MARYVILLE UNIVERSITY OF SAINT LOUIS
650 Maryville University Drive
St. Louis, MO 63141-7299

Affiliation Status: Candidate: Not Applicable
Accreditation: (1941-)

PEAQ PARTICIPANT

Nature of Organization

Legal Status: Private NFP
Degrees Awarded: B, M, D

Conditions of Affiliation:

Stipulations on Affiliation Status: Approval at the doctoral level is limited to the Doctor of Education in Leadership (Ed.D.) degree, the Doctor of Physical Therapy (DPT) degree, and the Doctor of Nursing Practice (DNP) degree.

Approval of New Additional Locations: The Commission's Streamlined Review Process is only available for offering existing degree programs at a new site within the area.

Approval of Distance and Correspondence Courses and Programs: New Commission policy on institutional change became effective July 1, 2010. Some aspects of the change processes affecting distance delivered courses and programs are still being finalized. This entry will be updated in early 2011 to reflect current policy. In the meantime, see the Commission's Web site for information on seeking approval of distance education courses and programs.

Reports Required: None.

Other Visits Scheduled: None.

Summary of Commission Review

Year of Last Comprehensive Evaluation: 2004 - 2005
Year for Next Comprehensive Evaluation: 2014 - 2015
Date of Last Action: 09/20/2010

Name Change:

Maryville College of the Sacred Heart to Maryville College-St. Louis to Maryville University of St. Louis (6/1/91)



ORGANIZATIONAL PROFILE

MARYVILLE UNIVERSITY OF SAINT LOUIS

650 Maryville University Drive

St. Louis, MO 63141-7299

Enrollment Demographics (by headcount) (HLC Posted: 04/21/2010)

	<u>Full-Time</u>	<u>Part-Time</u>
Undergraduate:	1669	1265
Graduate:	134	466

Educational Programs (HLC Posted: 04/21/2010)	<u>Program Distribution</u>	<u>Total Awarded</u>
Leading to Undergraduate degrees:	Associate	0
	Bachelors	48
Leading to Graduate degrees:	Masters	9
	Specialist	0
	Doctoral	3
Certificate Programs:	0	0

Dual Enrollment (HLC Posted: 04/21/2010)

Headcount in all dual enrollment (high school) 108

Off-Campus Activities (HLC Posted: 09/27/2010)

In-State: Campuses: None
 Additional Locations: Fenton (Weekend & Evening College-Southwest County Center) ; Lake St. Louis (St. Charles #1)

Course Locations: None

Out-of-State: Campuses: None
 Additional Locations: Scott AFB, IL (Weekend & Evening College - Scott AFB)

Course Locations: None

Out-of-U.S.: Campuses: None

Additional Locations: None

Course Locations: None

Distance Education Programs (HLC Posted: 04/21/2010)

None

Correspondence Education Programs (HLC Posted: 04/21/2010)

None



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

August 28, 2009

President Mark O. Lombardi
Maryville University of Saint Louis
650 Maryville University Drive
St. Louis, MO 63141-7299

RECEIVED

SEP - 1 2009

PRESIDENT
MARYVILLE UNIVERSITY

Dear President Lombardi:

This letter is formal notification of the action taken concerning Maryville University of Saint Louis by The Higher Learning Commission. At its meeting on August 17, 2009, the Institutional Actions Council voted to extend your accreditation to include the Doctor of Nursing Practice (D.N.P) degree. The Commission Board of Trustees validated that action through its validation process concluded on August 28, 2009. The date on this letter constitutes the effective date of this 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 Report. If the current Commission action included changes to the demographic, site, or distance education information you reported in your Annual Report, we have made the change on the *Organizational Profile*. No other organizational information was changed.

The attached *Statement of Affiliation Status* and *Organizational Profile* will be posted to the Commission website on Monday, September 14. Before this public disclosure however, I ask that you verify the information in both documents, and inform Mary B. Breslin, your staff liaison, before Friday, September 11, 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 Mary B. Breslin.

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

Sincerely,

Sylvia Manning
President

Enclosure: 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

MARYVILLE UNIVERSITY OF SAINT LOUIS
650 Maryville University Drive
St. Louis, MO 63141-7299

Affiliation Status: Candidate: Not Applicable
Accreditation: (1941- .)

PEAQ PARTICIPANT

Nature of Organization

Legal Status:

Private NFP

Degrees Awarded:

B, M, D

Conditions of Affiliation:

Stipulations on Affiliation Status:

Approval at the doctoral level is limited to the Doctor of Education in Leadership (Ed.D.) degree, the Doctor of Physical Therapy (DPT) degree, and the Doctor of Nursing Practice (DNP) degree.

Approval of New Degree Sites:

The Commission's Streamlined Review Process is only available for offering existing degree programs at a new site within the area.

Approval of Distance Education Degrees:

Prior Commission approval required.

Reports Required:

None.

Other Visits Scheduled:

None.

Summary of Commission Review

Year of Last Comprehensive Evaluation:

2004 - 2005

Year for Next Comprehensive Evaluation:

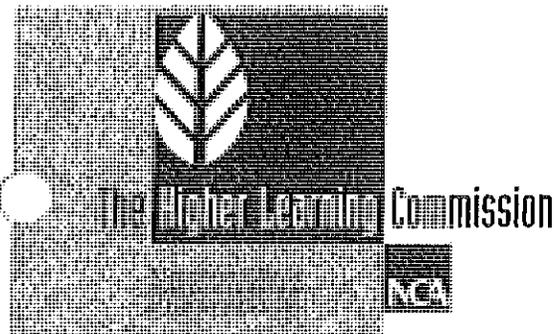
2014 - 2015

Date of Last Action:

08/28/2009

Name Change:

Maryville College of the Sacred Heart to Maryville College-St. Louis to Maryville University of St. Louis (6/1/91)



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

RECEIVED

MAY 5 / 2005

PRESIDENT
MARYVILLE UNIVERSITY

April 27, 2005

President Keith Lovin
Maryville University of Saint Louis
13550 Conway Rd.
St. Louis, MO 63141-7299

Dear President Lovin:

This letter is formal notification of the action taken concerning Maryville University of Saint Louis by The Higher Learning Commission. At its meeting on April 18, 2005 the Institutional Actions Council (IAC) voted to continue the accreditation of Maryville University of Saint Louis, and to adopt any new items entered on the attached Statement of Affiliation Status (SAS). The Commission Board of Trustees validated the IAC action through its validation process that concluded on April 27, 2005. The date on this letter constitutes the effective date of your new status with the Commission.

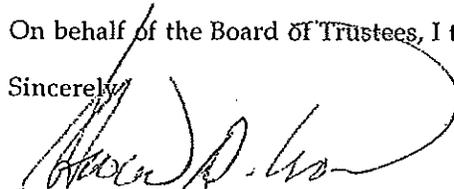
I have enclosed your institution's *Statement of Affiliation Status (SAS)* and *Organizational Profile (OP)*. These documents replace the previous two-part Record of Status and Scope. The *SAS* is a summary of your organization's ongoing relationship with the Commission. The *OP* is generated from data you provided in your most recent, (fall 2003) Annual Report. If the current Commission action included changes to the demographic, site, or distance education information you reported in your Annual Report, I have made the change on the *Organizational Profile*. No other organizational information was changed.

The attached *Statement of Affiliation Status* and *Organizational Profile* will be posted to the Commission website on Monday, May 23, 2005. Before this public disclosure however, I ask that you verify the information in both documents, and inform me before Friday, May 20, 2005 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 highly 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, you write or call Mary B. Breslin, BVM, your staff liaison.

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

Sincerely,


Steven D. Crow
Executive Director

Enclosures: Statement of Affiliation Status
Organizational Profile

cc: Evaluation Team Members
Chair of the Board



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Affiliation Status: Candidate: Not Applicable
Accreditation: (1941- .)

PEAQ PARTICIPANT

Nature of Organization

Legal Status: Private NFP
Degrees Awarded: B, M, D

Conditions of Affiliation:

Stipulations on Affiliation Status: Accreditation at the doctoral level is limited to the Doctor of Education (Ed.D.) in Leadership and the Doctor of Physical Therapy (D.P.T.).

Approval of New Degree Sites: No prior Commission approval required for offering existing degree programs at a new site within the area.

Approval of Distance Education Degrees: Prior Commission approval required.

Reports Required: None.

Other Visits Scheduled: None.

Summary of Commission Review

Year of Last Comprehensive Evaluation: 2004 - 2005
Year for Next Comprehensive Evaluation: 2014 - 2015
Date of Last Action: 04/27/2005



ORGANIZATIONAL PROFILE

MARYVILLE UNIVERSITY OF SAINT LOUIS
13550 Conway Rd.
St. Louis, MO 63141-7299

Enrollment Demographics (by headcount) (HLC Posted: 08/20/2004)

	<u>Full-Time</u>	<u>Part-Time</u>
Undergraduate:	1518	1187
Graduate:	193	403
Post-baccalaureate First Professional:	0	0
Non-Credit headcount:	150	

Educational Programs (HLC Posted: 04/27/2005)

		<u>Program Distribution</u>	<u>Degrees Awarded</u>
Programs leading to Undergraduate	Associate	0	0
	Bachelors	38	558
Programs leading to Graduate	Masters	8	150
	Specialist	0	0
	First Professional	0	0
	Doctoral	2	0
Certificate Programs:	Pre-Associate	0	0
	Other Undergraduate	1	0
	Post Baccalaureate	2	0

Dual Enrollment (HLC Posted: 08/20/2004)

Headcount in all dual enrollment (high school) 77

Off-Campus Activities (HLC Posted: 04/27/2005)

In-State: Campuses: None
 Sites: Fenton (Weekend & Evening College-Southwest) ; O'Fallon (Weekend & Evening College-St. Charles) ; St. Louis (Field-Based Site: Graduate Education) ; University City (Field-Based Site: Graduate Education)
 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: 08/24/2004)



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

April 27, 2005

President Keith Lovin
Maryville University of Saint Louis
13550 Conway Rd.
St. Louis, MO 63141-7299

OP based on
2003 Annual Report

Dear President Lovin:

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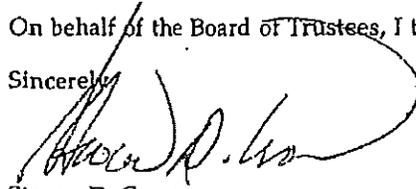
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On behalf of the Board of Trustees, I thank you and your associates for your cooperation.

Sincerely,


Steven D. Crow
Executive Director

Enclosures: Statement of Affiliation Status
Organizational Profile

cc: Evaluation Team Members
Chair of the Board



The Higher Learning Commission

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13550 Conway Rd.
St. Louis, MO 63141-7299

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Accreditation: (1941-)

Facts = OK

PEAQ PARTICIPANT

Nature of Organization

Legal Status:

Private NFP

Degrees Awarded:

B, M, D

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Stipulations on Affiliation Status:

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No prior Commission approval required for offering existing degree programs at a new site within the area.

Approval of Distance Education Degrees:

Prior Commission approval required.

Reports Required:

None.

Other Visits Scheduled:

None.

Summary of Commission Review

Year of Last Comprehensive Evaluation:

2004 - 2005

Year for Next Comprehensive Evaluation:

2014 - 2015

Date of Last Action:

04/27/2005



From 2003 Annual Report
all OK as stated except Doctoral Degree was not posted on 2003 Annual Report

ORGANIZATIONAL PROFILE

MARYVILLE UNIVERSITY OF SAINT LOUIS
 13550 Conway Rd.
 St. Louis, MO 63141-7299

Enrollment Demographics (by headcount) (HLC Posted: 08/20/2004)

	<u>Full-Time</u>	<u>Part-Time</u>
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	First Professional	0	0
	Doctoral	2	0
	Pre-Associate	0	0
	Other Undergraduate	1	0
Certi	Post Baccalaureate	2	0

Posted 4/21/05 →

Dual Enrollment (HLC Posted: 08/20/2004)

Headcount in all dual enrollment (high school) 77

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In-State: Campuses: None
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 Sites: None
 Course Locations: None

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

Distance Education Certificate and Degree (HLC Posted: 08/24/2004)



September 13, 2013

Dr. Mark Lombardi
President
Maryville University
650 Maryville University Drive
St. Louis, MO 63141

Dear Dr. Lombardi:

At the request of university staff, I am pleased to confirm the Missouri Department of Higher Education's (MDHE) statutory responsibilities pertaining to the operations of independent institutions in the state of Missouri.

For Maryville University, designated in Missouri as an independent institution, the MDHE reviews and comments on new degree programs, coordinates the collection of the Integrated Postsecondary Education Data System (IPEDS) survey data for the U.S. Department of Education/National Center for Education Statistics (USDE/NCES) and approves institutional participation in state-administered student financial assistance programs. The MDHE does not license or authorize such institutions to operate in the state of Missouri as they are statutorily exempt from that process.

Please contact me if you need additional information.

Sincerely,

A handwritten signature in black ink that reads "Leroy Wade". The signature is written in a cursive style with a large initial "L".

Leroy Wade
Deputy Commissioner

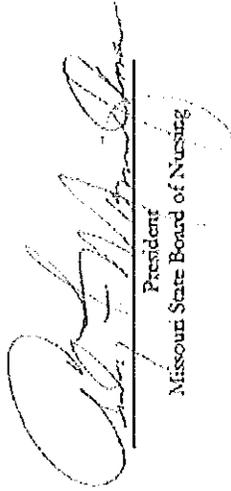
LW:lw

MISSOURI STATE BOARD OF NURSING

This Certifies That

MARYVILLE UNIVERSITY
PROFESSIONAL NURSING PROGRAM

Has met the State of Missouri Minimum Standards for Approved Programs of
Professional Nursing for 2010 – 2015


President
Missouri State Board of Nursing




Executive Director
Missouri State Board of Nursing



Commission on
Collegiate Nursing
Education

Serving the
Public Interest
Through Quality
Accreditation

One Dupont Circle, NW
Suite 530
Washington, DC
20036-1120
202-887-6791
fax 202-887-8476
www.aacn.nche.edu

October 21, 2005

Mary P. Curtis, RN, PhD
Interim Director
Department of Nursing
Maryville University of Saint Louis
13550 Conway Road
Saint Louis, MO 63141

Dear Dr. Curtis:

On behalf of the Commission on Collegiate Nursing Education (CCNE), I am pleased to advise you that the CCNE Board of Commissioners acted at its meeting on September 29, 2005, to grant accreditation of the baccalaureate degree program in nursing at Maryville University of Saint Louis for a term of five years, extending to December 31, 2010. The Board also acted to grant accreditation of the master's degree program in nursing for a term of 10 years, extending to December 31, 2015.

You should plan for the next on-site evaluation of the baccalaureate program to take place in the spring of 2010. You should plan for the next on-site evaluation of the master's program to take place in the spring of 2015.

At its meeting, the Board determined that both programs met all four accreditation standards. The Board additionally determined that there are no compliance concerns with respect to the key elements.

As is required for all accredited programs, the Board requested that each program submit a continuous improvement progress report at the mid-point of the accreditation term. Each report should address the respective program's continued compliance with all accreditation standards.

The deadline for submitting the baccalaureate program's progress report to CCNE is December 31, 2008. The Report Review Committee, and then the Board of Commissioners, will review the progress report for the baccalaureate program in the spring of 2009.

The deadline for submitting the master's program's progress report to CCNE is December 31, 2010. The Report Review Committee, and then the Board of Commissioners, will review the progress report for the master's program in the spring of 2011. For more information about the continuous improvement progress report, please refer to the CCNE procedures.

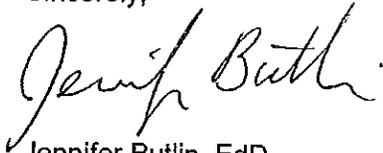
A copy of the accreditation report that was sent to you earlier, along with your response to it, is being transmitted to the institution's chief executive officer as the Commission's official report to Maryville University of Saint Louis. We hope that both the results of your self-study process and the accreditation

report will be useful to the continued growth and development of the nursing programs. Certificates of accreditation are enclosed.

As a reminder, programs are expected to continue to comply with the CCNE standards and procedures throughout the period of accreditation. This includes advising CCNE in the event of any substantive change in your nursing programs or of any major organizational changes that may affect the programs' administration, scope or quality. These reporting requirements are discussed further in the CCNE procedures.

We appreciate the many courtesies and the helpfulness extended to the CCNE evaluation team in the spring of 2005. The Commissioners join me in expressing our best wishes as you proceed with tasks important to the future of your nursing programs.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Butlin".

Jennifer Butlin, EdD
Director

cc: President John E. Neal
CCNE Board of Commissioners
CCNE Accreditation Review Committee
CCNE Evaluation Team



ACCREDITATION COUNCIL FOR BUSINESS SCHOOLS AND PROGRAMS

Bringing Together Those Dedicated To Teaching Excellence

May 10, 2012

Dr. Mark Lombardi
President
Maryville University
650 Maryville University Drive
St. Louis, Missouri 63141

Dear President Lombardi:

Congratulations! The Board of Commissioners of the Baccalaureate/Graduate Degree Commission met on April 26-28, 2012, and granted reaffirmation of accreditation to Maryville University's business programs with four conditions and two notes; and granted initial accreditation of the accounting programs with one condition.

Conditions and notes indicate that either the Standard or Criteria is not fully met, and should be viewed as an opportunity to move your program to a higher level of excellence. Opportunities for improvement indicate that the Standard has been met, and is a suggestion to help move your processes from good to great. It would be extremely rare that a school receive accreditation without these conditions or notes given ACBSP's Core Value of Continuous Improvement and Organizational Learning, that "Business schools and programs should pursue regular cycles of planning, execution, and evaluation of every process and system. Ongoing improvement of these processes and systems leads to ever higher quality and student/stakeholder satisfaction." The conditions and notes placed on your programs are:

Business Program Reaffirmation:

Note on Standard 2: The strategic planning process should include strategic objectives and action plan measures stated in quantitative terms so that progress toward meeting strategic goals can be tracked and provide a method for trend analysis. Action time tables should be presented beyond spring 2012.

Condition on Standard 3: Although processes are in place to collect student and stakeholder satisfaction data; results, trends, and analysis of measures are not presented. Also student data is not segmented by groups described in the self-study. A fully deployed systematic process should help to determine requirements and expectations of current and future students and stakeholders.

Condition on Standard 4, Criterion 4.1: Student learning outcomes need to be articulated for each program. A program is defined as a plan of study that requires a minimum of 12 hours of course work beyond the CPC and/or is recorded on the student's transcript. A fully deployed process for all programs should foster continuous improvement of learning for all students.

Maryville University
May 10, 2012
Page Two

Condition on Standard 4, Criterion 4.2: Assessment results need to be presented for three to five successive times. A minimum of three successions is necessary to determine a trend but five will provide a more accurate trend.

Condition on Standard 4, Criterion 4.3: Comparing assessment results with similar programs and best practices should help to foster continuous improvement of learning.

Note on Standard 6, Criterion 6.1.6: Processes must be instituted to evaluate graduate level CPC competency and establish a program to meet CPC competency. With a 36 credit MBA program and a requirement that a minimum of 30 credit hours must exist beyond the CPC for graduate programs, it appears that this minimum is not being met. The CPC (excluding the comprehensive or integrating experience) for graduate students may be determined through a competency based evaluation or by completing undergraduate or graduate courses.

Accounting Program Accreditation:

Condition on Standard 3: Although processes are in place to collect student and stakeholder satisfaction data, results of measures are not presented, trended, and analyzed. Also, data is not segmented by groups described in the self-study. A systematic process should help the accounting program determine requirements and expectations of current and future students and stakeholders.

The conditions must be removed by 2/15/2016 and progress on notes must be reported in future Quality Assurance Reports. You are encouraged to work with Commissioner, Dr. Charles Fazzi on the removal of the notes and conditions. Dr. Fazzi may be contacted by phone at: 724-805-2194 or through his e-mail address at: Charles.fazzi@email.stvincent.edu. Your Quality Assurance Report will be due on 2/15/2014, and every two years after that. Your ten-year reaffirmation will be due in 2022.

ACBSP will inform the public of decisions on accreditation status made by the Boards of Commissioners by posting the accreditation decisions on the ACBSP Gateway. The decisions on accreditation status can be accessed from the following link: [Accreditation Decisions](#) and will appear as the following:

Maryville University

Reaffirmation of Accreditation with improvement opportunities in the following standards:
Standard #2 Strategic Planning
Standard #3 Student and Stakeholder Focus
Standard #4 Measurement and Analysis of Student Learning and Performance
Standard #6 Educational and Business Process Management

ACBSP encourages you to publicly announce that your business programs are accredited. Next week, we will be sending you, via e-mail, a sample ACBSP Press Release and ACBSP Logo files for publicizing your accreditation. As you prepare these materials, the following is your official ACBSP statement:

Maryville University
May 10, 2012
Page Three

The following business programs at Maryville University accredited by the Accreditation Council for Business Schools and Programs:

**Business Administration (BS)
Information Systems (BS)
International Business (BS)
International Marketing (BS)
Management (BS)
Marketing (BS)
Sport Business Management (BS)
Master of Business Administration (MBA)**

In addition to the reaffirmation of accreditation for the business programs, Maryville University has achieved separate Specialized Accounting accreditation for the following programs:

**Accounting (BS)
Accounting Information Systems (BS)**

Please take this opportunity to review the institution name as it will appear on your Certificate of Accreditation. If this is not correct, please notify Diana Hallerud via email at dianahallerud@acbsp.org and provide the correction by May 16, 2012.

**Name of institution as it will appear on the certificate:
Maryville University
St. Louis, Missouri**

Please mark your calendar to join us in Baltimore, Maryland, where we will honor you and all other schools receiving initial or reaffirmation of accreditation during the 2011-2012 membership year. You are encouraged to attend along with your Chief Academic Officer and Dean or Head of the Business School or Program. Many institutions invite many of the faculty to this prestigious celebration. Your institution will also be announced during the Baccalaureate/Graduate Degree Institution meeting held on Saturday, June 16, 2012 at 3:45 pm. There is a breakfast on Sunday morning June 17, 2012, at 7:45 a.m. for those institutions that are receiving accreditation. The purpose of the breakfast is to more personally congratulate the institutional representatives and to outline the procedures that will be followed at the accreditation banquet. At least one institutional representative should attend the breakfast.

In addition to the breakfast, a professional photographer will be available on Sunday, June 17, 2012 to photograph all institutional representatives along with the ACBSP Director of Accreditation, Executive Liaison to the Board of Commissioners, and the Chair of the Baccalaureate/Graduate Degree Board of Commissioners. **Baccalaureate/Graduate Degree Institutions beginning M – Z will be photographed from 6:10 to 6:30 p.m.** Appropriate dress for the photo session and banquet is business professional. The accreditation reception and banquet will immediately follow the photo session. The reception begins at 6:30pm and the banquet begins at 7:00pm.

Maryville University

May 10, 2012

Page Four

The 2012 conference will be June 15-18 in Baltimore and our host hotel will be at the JW Marriott. Updated information is always available by going to ACBSP Gateway, www.acbsp.org. The 2012 conference theme will be, "Sustaining Excellence Through Quality Business Education." Two Pre-Conference Workshops will be offered on June 14th and 15th. On Thursday and Friday, Dr. Gregory O'Brien and Dr. Annette Craven will present, **Setting the Table for Success**, an ABCSP Leadership Institute for new and prospective deans and program chairs. On Friday, June 15, from 8-11:30 a.m., there will be a Pre-Conference Workshop by Janice Stoudemire focusing on **Completing the Student Learning Process**.

Online registration will is available at: <http://www.acbsp.org/p/cm/ld/fid=188>.

Congratulations on maintaining such a high quality business program.

Sincerely,



Steve Parscale
Director of Accreditation

Enclosures

c: Dr. Mary Ellen Finch, Vice President of Academic Affairs
Dr. Pam Horwitz, Dean



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Maryville University
May 10, 2012
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Maryville University
St. Louis, Missouri**

Please mark your calendar to join us in Baltimore, Maryland, where we will honor you and all other schools receiving initial or reaffirmation of accreditation during the 2011-2012 membership year. You are encouraged to attend along with your Chief Academic Officer and Dean or Head of the Business School or Program. Many institutions invite many of the faculty to this prestigious celebration. Your institution will also be announced during the Baccalaureate/Graduate Degree Institution meeting held on Saturday, June 16, 2012 at 3:45 pm. There is a breakfast on Sunday morning June 17, 2012, at 7:45 a.m. for those institutions that are receiving accreditation. The purpose of the breakfast is to more personally congratulate the institutional representatives and to outline the procedures that will be followed at the accreditation banquet. At least one institutional representative should attend the breakfast.

In addition to the breakfast, a professional photographer will be available on Sunday, June 17, 2012 to photograph all institutional representatives along with the ACBSP Director of Accreditation, Executive Liaison to the Board of Commissioners, and the Chair of the Baccalaureate/Graduate Degree Board of Commissioners. **Baccalaureate/Graduate Degree Institutions beginning M - Z will be photographed from 6:10 to 6:30 p.m.** Appropriate dress for the photo session and banquet is business professional. The accreditation reception and banquet will immediately follow the photo session. The reception begins at 6:30pm and the banquet begins at 7:00pm.

Maryville University
May 10, 2012
Page Four

The 2012 conference will be June 15-18 in Baltimore and our host hotel will be at the JW Marriott. Updated information is always available by going to ACBSP Gateway, www.acbsp.org. The 2012 conference theme will be, "Sustaining Excellence Through Quality Business Education." Two Pre-Conference Workshops will be offered on June 14th and 15th. On Thursday and Friday, Dr. Gregory O'Brien and Dr. Annette Craven will present, **Setting the Table for Success**, an ABCSP Leadership Institute for new and prospective deans and program chairs. On Friday, June 15, from 8-11:30 a.m., there will be a Pre-Conference Workshop by Janice Stoudemire focusing on **Completing the Student Learning Process**.

Online registration will is available at: <http://www.acbsp.org/p/cm/ld/fid=188>.

Congratulations on maintaining such a high quality business program.

Sincerely,



Steve Parscale
Director of Accreditation

Enclosures

c: Dr. Mary Ellen Finch, Vice President of Academic Affairs
Dr. Pam Horwitz, Dean

ACBSP

Association of Collegiate Business Schools and Programs

Bringing Together Those Dedicated To Teaching Excellence

May 3, 2002

Dr. Keith Lovin
President
Maryville University
13550 Conway Road
St. Louis, Missouri 63141

Dear President Lovin:

The Board of Commissioners of the Baccalaureate/Graduate Degree Commission met on April 19-20 to review requests for accreditation, and it is with great pleasure that I welcome Maryville University as an accredited member of ACBSP.

I am pleased to notify you that the Commissioners have granted your business program "Conditional Accreditation." Some strengthening still needs to take place in the following areas:

Condition Standard 4.1: While much assessment is being accomplished, an outcomes assessment plan should be designed and implemented that explicitly connects the outcomes measures to the goals and objectives of the School of Business strategic plan. In addition, learning outcomes should be externally validated on a systematic basis.

Condition Standard 5.2.b: At least 70% of the graduate credit hours in the business unit must be taught by doctorally qualified faculty members.

Condition Standard 5.4.b: Faculty members in the business unit must not teach more than the equivalent of 24 semester hours (36 quarter hours) per academic year and those who teach graduate level courses should have an appropriate reduction in other professional responsibilities.

When the conditions have been corrected, you should submit a letter to ACBSP Headquarters documenting the changes that have been made and requesting that a Commissioner be assigned to verify the changes. If you would like a mentor to help you correct these conditions, ACBSP would be happy to arrange one. Your accreditation is through June 2012 provided the above conditions have been eliminated prior to May 2005.

RECEIVED

MAY 08 2002

PRESIDENT
MARYVILLE UNIVERSITY

CHEA recognized since 2001

May 3, 2002
Maryville University
Page 2

Please remember that you are required to file a Periodic Report with ACBSP in August of each year (beginning in 2003) describing how you are maintaining the high standards of ACBSP. Specific reference must be included concerning corrective actions being taken to correct the conditions mentioned in this letter. Once the conditions have been satisfied, only a three-year Periodic Report will be required with the year of accreditation, 2002, being the beginning point.

ACBSP encourages you to make a formal public announcement that your business programs are now accredited. I'm enclosing an ACBSP "Press Kit" which has examples and suggestions on publicizing your accreditation. As you prepare these materials, the following is your official ACBSP statement:

Maryville University, through its School of Business, is nationally accredited by the Association of Collegiate Business Schools and Programs to offer the following business degrees:

- * Bachelor of Science with majors in Accounting, Accounting Information Systems, Business Administration, E-Marketing, Information Systems, Management and Marketing
- * Masters of Business Administration

It is hoped that you will make plans to attend the accreditation ceremonies and receive your Certificate of Accreditation on Monday evening, June 24 at our Accreditation Banquet. This year the Annual Conference is being held in Houston, Texas at the JW Marriott Hotel. We encourage you to attend along with your Chief Academic Officer and the Head of your Business Unit. Some institutions even include many of the faculty of the Business Unit.

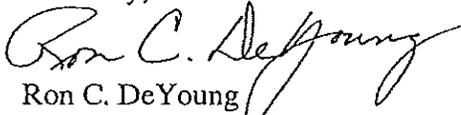
There is also a breakfast on Monday morning, June 24, at 7:30 a.m. for those institutions that are receiving initial accreditation. The purpose of the breakfast is to more personally congratulate the institutional representatives and to outline the procedures that will be followed for the accreditation ceremonies at the banquet. At least one institutional representative should plan to attend the breakfast.

I am enclosing a Conference brochure for your information. Also enclosed is a Special Accreditation Function form which we use to make plans for the number of seats at the head table. The head table includes up to three institutional representatives from institutions that are receiving their accreditation certificate. The three representatives are usually the President, Academic Vice President and the Business Unit Head. We would appreciate your completing this form and faxing or mailing it to us as soon as possible.

May 3, 2002
Maryville University
Page 3

Congratulations on your business unit's academic accomplishment. We hope to see you on Monday, June 24 at our Fourteenth Annual Conference in Houston, Texas.

Sincerely,



Ron C. DeYoung
Chair, Baccalaureate/Graduate Degree
Board of Commissioners

Enclosures

cc: Dr. Lorraine Rodrigues-Fisher, Vice President, Academic/Student Affairs
Dr. Pamela Horwitz, Dean, John E. Simon School of Business

Appendix C: Faculty Evaluation Forms



Course: Department: Faculty:

Course Questions

Personal Evaluation

1) I asked questions in class and/or contributed to class discussions

Strongly Disagree Strongly Agree

2) I completed readings and assignments before coming to class

Strongly Disagree Strongly Agree

3) I used out-of-class support (study groups, tutors, etc) to help learn the material for the course

Strongly Disagree Strongly Agree

4) I used library resources to help me with assignments/projects/coursework

Strongly Disagree Strongly Agree

5) I challenged myself academically in this course

Strongly Disagree Strongly Agree

6) I accessed computer technology to assist my learning in this course

Strongly Disagree Strongly Agree

7) Internet access facilitated learning in this course

Strongly Disagree Strongly Agree

8) What percentage of the classes did you attend?

- 0-25%
- 26-50%
- 51-75%
- 76-90%
- 91-100%

9) Was this course required or elective?

- Required
- Elective

Save survey progress

Instructor Questions

Facilitating Student Learning

10) The instructor demonstrates respectful interest in students and their learning

- Strongly Disagree Strongly Agree

11) The instructor provides opportunities for student-faculty interaction outside class (office hours, e-mail correspondence, etc.)

- Strongly Disagree Strongly Agree

12) The instructor teaches students how to seek sources of information that will help them answer their own questions.

- Strongly Disagree Strongly Agree

Save survey progress

Instruction

13) The instructor involves students in "hands-on" learning experiences (research, case studies, simulations, role playing, or problem solving) and uses a variety of resources

Strongly Disagree Strongly Agree

14) The instructor encourages students to share ideas and experiences with others

Strongly Disagree Strongly Agree

15) The instructor suggests resources for students to explore concepts and ideas independently

Strongly Disagree Strongly Agree

16) The instructor demonstrates a depth of knowledge in the content area

Strongly Disagree Strongly Agree

17) The instructor uses appropriate strategies to stimulate original or creative thinking

Strongly Disagree Strongly Agree

18) The instructor reinforces instruction by using technology, questioning, or other appropriate teaching strategies

Strongly Disagree Strongly Agree

19) The textbook and/or other materials used for this course were clearly written and contributed to my learning

Strongly Disagree Strongly Agree

[Save survey progress](#)

Establishing expectations

20) The instructor clearly establishes objectives, explaining what students are expected to learn in the class

Strongly Disagree Strongly Agree

21) The instructor clearly explains how students will be evaluated in the class both on the syllabus and with each assignment

Strongly Disagree Strongly Agree

22) The assignments, tests, etc. provide opportunities for students to demonstrate mastery of course objectives and application of knowledge

Strongly Disagree Strongly Agree

23) The course helped me improve my critical thinking skills

Strongly Disagree Strongly Agree

Save survey progress

Communication

24) The instructor clearly and concisely explains course requirements

Strongly Disagree Strongly Agree

25) The instructor relates course materials to real life/clinical situations as appropriate

Strongly Disagree Strongly Agree

26) The instructor clearly indicated how objectives would be met

Strongly Disagree Strongly Agree

27) The instructor speaks well and lectures clearly

Strongly Disagree Strongly Agree

28) The instructor provides timely feedback on tests, reports, and projects to focus student learning and makes suggestions for improvement

Strongly Disagree Strongly Agree

29) Comments:

13SU Course Evaluation Survey (1)

You may enter up to characters into this field.

Close Preview



Course: Department: Faculty:

Your feedback is very important to help us improve our courses, program content, and facilitation. This web-based questionnaire provides you with an opportunity to evaluate a course and the course instructor. We will use the data collected to provide a basis for program improvement and overall assessment of the effectiveness of this course. This evaluation is anonymous; your answers are confidential and will be recorded electronically with no connection to your identity. Directions: Please complete each section of this evaluation to assist in continuing to improve our online instruction.

Faculty

Instructor Questions

1) The course instructor demonstrates knowledge of this course's subject matter.

- Strongly Agree Agree Disagree Strongly Disagree

2) The course instructor is skilled at using technology (i.e., D2L, VoiceThread, Adobe Connect) for online instruction.

- Strongly Agree Agree Disagree Strongly Disagree

3) The course instructor uses explanations that are clear and understandable.

- Strongly Agree Agree Disagree Strongly Disagree

4) The course instructor responds to student's questions/comments within 24-36 hours.

- Strongly Agree Agree Disagree Strongly Disagree

5) The course instructor is considerate toward students in the course.

- Strongly Agree Agree Disagree Strongly Disagree

6) The course instructor encourages students to ask questions or participate in class activities.

- Strongly Agree Agree Disagree Strongly Disagree

7) The course instructor allows sufficient time for assignments to be completed.

- Strongly Agree Agree Disagree Strongly Disagree

8) The course instructor returns tests and assignment grades/evaluations within 5 days of the assignment due date.

- Strongly Agree Agree Disagree Strongly Disagree

9) Please add comments related to faculty here:

You may enter up to characters into this field.

[Save survey progress](#)

Content

Course Questions

10) The course content was well organized, clearly presented, and effectively delivered in an online format.

Strongly Agree Agree Disagree Strongly Disagree

11) Assignments are applicable or relevant to the course learning objectives.

Strongly Agree Agree Disagree Strongly Disagree

12) The course content was designed to meet course objectives.

Strongly Agree Agree Disagree Strongly Disagree

13) Syllabus content was easily understood.

Strongly Agree Agree Disagree Strongly Disagree

14) Course materials, including textbook(s), were appropriate for the course.

Strongly Agree Agree Disagree Strongly Disagree

15) Audio, video, and other media supplemented and enriched my understanding of course objectives and materials.

Strongly Agree Agree Disagree Strongly Disagree

16) Please add comments related to content here:

You may enter up to characters into this field.

[Save survey progress](#)

Overall Course Experience

Course Experience Questions

17) I learned what I expected from this course.

- Strongly Agree Agree Disagree Strongly Disagree

18) I would recommend this course to other students.

- Strongly Agree Agree Disagree Strongly Disagree

19) I would recommend this instructor to other students.

- Strongly Agree Agree Disagree Strongly Disagree

20) Please add comments related to your overall course experience here:

You may enter up to characters into this field.

Close Preview

Course _____ Instructor _____

Instructions: It is important to us to determine how well we are meeting your needs. Accordingly, we are asking you to fill out this survey, anonymously, at the end of the third-week of classes. Your instructor will designate a student volunteer who will collect the forms and take them to the office of the appropriate dean or the Weekend College site director. Your responses will be reviewed and turned over to your instructor as soon as possible. Please consider making written comments. We want to make all our courses as interesting and rewarding as they possibly can be, but that requires your feedback.

KEY • 5 = Strongly Agree 4 = Agree 3 = Not Sure 2 = Disagree 1 = Strongly Disagree N/A = Not Applicable

	5	4	3	2	1	N/A
1. The course objectives are clear. Comments:	<input type="radio"/>					
2. The ideas and concepts are being communicated clearly and effectively. Comments:	<input type="radio"/>					
3. The material is being presented at an appropriate pace. Comments:	<input type="radio"/>					
4. I understand the course requirements. Comments:	<input type="radio"/>					
5. The grading is fair and appropriate. Comments:	<input type="radio"/>					
6. I feel free to ask questions and to participate in class discussion. Comments:	<input type="radio"/>					
7. The instructor makes the material interesting and uses class time effectively. Comments:	<input type="radio"/>					

8. What I like best about this class so far:

9. What I like least about this class so far:

10. Other comments or questions for the instructor:

Appendix D: Clinical Evaluations Forms

MSN Nurse Practitioner Clinical Evaluation Tool

Student: _____ Preceptor's signature: _____
 Clinical Site: _____ Date: _____

1 = Below Expected Skill Level: requires substantial assistance/supervision to perform tasks
 2 = Basic Skill Level: performs tasks with moderate supervision
 3 = Intermediate : performs tasks with skill and minimal supervision
 4 = High Skill level: proficient in skills, uses good judgment and supervision/consultation as needed
 5 = Consistently exceeds expectations
 NO = Not observed

Domain 1. Management of Patient Health/Illness Status		1	2	3	4	5	NO
1.	Provides health promotion services/disease prevention/ health protection interventions.	1	2	3	4	5	NO
2.	Provides counseling and anticipating guidance.	1	2	3	4	5	NO
3.	Promotes healthy environments.	1	2	3	4	5	NO
4.	Incorporates community needs, strengths, and resources into practice.	1	2	3	4	5	NO
5.	Applies principles of epidemiology and demography in clinical practice.	1	2	3	4	5	NO
6.	Demonstrates critical thinking and diagnostic reasoning skills in clinical decision making.	1	2	3	4	5	NO
7.	Obtains a health history from the patient.	1	2	3	4	5	NO
8.	Performs a physical examination.	1	2	3	4	5	NO
9.	Differentiates between normal, variation of normal and abnormal findings.	1	2	3	4	5	NO
10.	Employs screening and diagnostic strategies.	1	2	3	4	5	NO
11.	Analyzes data to determine health status.	1	2	3	4	5	NO
12.	Develops and formulates a differential diagnosis.	1	2	3	4	5	NO

13. Prioritizes health needs/problems.	1	2	3	4	5	NO
14. Formulates an evidence-based action plan and initiates therapeutic interventions.	1	2	3	4	5	NO
15. Manages the health/illness status over time.	1	2	3	4	5	NO
16. Prescribes medications within legal authorization.	1	2	3	4	5	NO
17. Counsels the patient on the use of complementary/alternative therapies.	1	2	3	4	5	NO
18. Evaluates outcomes of care and provides for continuity of care.	1	2	3	4	5	NO
19. Communicates effectively using professional terminology, format, and technology.	1	2	3	4	5	NO
Domain 2. The Nurse Practitioner – Patient Relationship						
20. Attends to the patient's responses to changes in health status and care.	1	2	3	4	5	NO
21. Creates a climate of mutual trust.	1	2	3	4	5	NO
22. Provides comfort and emotional support.	1	2	3	4	5	NO
23. Applies principles for behavioral change.	1	2	3	4	5	NO
24. Preserves the patient's control over decision making.	1	2	3	4	5	NO
25. Negotiates a mutually acceptable plan of care.	1	2	3	4	5	NO
26. Maintains confidentiality and privacy.	1	2	3	4	5	NO
27. Respects the patient's inherent worth and dignity.	1	2	3	4	5	NO

28. Uses self-reflection to further a therapeutic relationship and maintains professional boundaries.	1	2	3	4	5	NO
Domain 3. The Teaching-Coaching Function						
29. Assesses the patient's educational needs.	1	2	3	4	5	NO
30. Creates an effective learning environment.	1	2	3	4	5	NO
31. Designs a personalized plan for learning.	1	2	3	4	5	NO
32. Provides health education and coaches the patient for behavioral changes.	1	2	3	4	5	NO
33. Evaluates the outcomes of patient education.	1	2	3	4	5	NO
Domain 4. Professional Role						
34. Demonstrates evidence-based approaches to care.	1	2	3	4	5	NO
35. Delivers safe care and acts ethically.	1	2	3	4	5	NO
36. Functions in a variety of roles.	1	2	3	4	5	NO
37. Communicates personal strengths and professional limits.	1	2	3	4	5	NO
38. Participates as a member of health care teams.	1	2	3	4	5	NO
39. Collaborates and consults with other health care providers.	1	2	3	4	5	NO
40. Advocates for the patient.	1	2	3	4	5	NO
41. Incorporates current technology.	1	2	3	4	5	NO
42. Evaluates implications of health policy.	1	2	3	4	5	NO
43. Accepts personal responsibility for professional development.	1	2	3	4	5	NO

Domain 5. Managing and Negotiating Health Care Delivery Systems									
44. Incorporates access, cost, efficacy and quality when making care decisions.	1	2	3	4	5				NO
45. Demonstrates current knowledge of health care system financing as it affects delivery of care.	1	2	3	4	5				NO
46. Practices within an authorized scope of practice.	1	2	3	4	5				NO
47. Evaluates the impact of the health care delivery system on care.	1	2	3	4	5				NO
48. Participates in all aspects of community health programs.	1	2	3	4	5				NO
Domain 6. Monitoring and Ensuring the Quality of Health Care Practice									
49. Monitors quality of care.	1	2	3	4	5				NO
50. Assumes accountability for practice.	1	2	3	4	5				NO
51. Engages in continuous quality improvement.	1	2	3	4	5				NO
Domain 7. Culturally-Sensitive Care									
52. Prevents personal biases from interfering with the delivery of quality care.	1	2	3	4	5				NO
53. Provides culturally sensitive care and assists patients of diverse cultures to access quality care.	1	2	3	4	5				NO
54. Incorporates cultural preferences, values, health beliefs and behaviors into the management plan.	1	2	3	4	5				NO
55. Incorporates patient's spiritual beliefs in care and assists patients and families to meet their spiritual needs.	1	2	3	4	5				NO

Comments:

Appendix E: Exemption from Iowa Board of Nursing

Shepherd, LaTonya

From: Bufe, Gina M.
Sent: Thursday, January 03, 2013 10:55 AM
To: Shepherd, LaTonya; Buck, Elizabeth
Subject: FW: Request for State Board Approval for Online
Attachments: Criteria for Out of State Nursing Programs.doc

Liz and LaTonya,

- Good Morning. Attached is the criteria for the out of state Nursing Programs in Iowa. Please note that they are a compact state. There is a requirement in the attached letter to contact the Iowa College Student Aid Commission and register with them as noted from the criteria attachment. "The university or college (institution) shall contact the Iowa College Student Aid Commission to determine whether it must apply for registration of the institution under Iowa Code chapter 261B and be granted approval to operate in Iowa."

Best,

Gina M. Bufe, RN, PhD, PMHCNS-BC
Assistant Director Nursing Program
School of Health Professions
Assistant Professor
Maryville University
650 Maryville University Dr.
St. Louis, MO 63141
Phone: 314-529-9450
gbufe@maryville.edu
<http://www.maryville.edu>

From: Weinberg, Kathy [BON] [<mailto:Kathy.Weinberg@iowa.gov>]
Sent: Thursday, January 03, 2013 10:47 AM
To: Bufe, Gina M.
Cc: Small, Carolyn [ICSAC]
Subject: RE: Request for State Board Approval for Online

The Iowa Board of Nursing does not require out-of-state nursing programs to go through the formal approval process. The board has approved criteria for out-of-state programs to be aware of and follow as applicable. Programs must contact the Iowa College Student Aid Commission. The criteria is attached. Thank you

Kathleen R. Weinberg, RN, MSN
Associate Director Practice/Education
Office: 515-281-4828
Fax: 515-281-4825
Kathy.Weinberg@iowa.gov
Iowa Board of Nursing
400 SW 8th St., Suite B
Des Moines, IA 50309
Website: nursing.iowa.gov

The mission of the board is to protect the public health, safety and welfare by ensuring that nursing is practiced by at least minimally competent licensed individuals who practice within their authorized scope of practice.

This e-mail and any files transmitted with it are confidential and are intended solely for the use of the individual(s) to whom it is addressed by the sender. If you are NOT the intended recipient, or the person responsible for delivering the e-mail to the intended recipient, be advised that you have received this e-mail in error, and that any use, dissemination, forwarding, printing, or copying of the contents of this e-mail is strictly prohibited.

From: Bufe, Gina M. [mailto:gbufe@maryville.edu]
Sent: Thursday, December 20, 2012 10:05 AM
To: Weinberg, Kathy [BON]
Subject: Request for State Board Approval for Online

Kathy Weinberg, RN, MSN:

Please see the attached letter from Elizabeth A. Buck, PhD, RN, Assistant Dean for Nursing & Director, Online Nursing Programs with information regarding Maryville University's plan to provide 100% online programs. Please let us know if there is any further information that is needed at this time.

Best,

Gina M. Bufe, RN, PhD, PMHCNS-BC
Assistant Director Nursing Program
School of Health Professions
Assistant Professor
Maryville University
650 Maryville University Dr.
St. Louis, MO 63141
Phone: 314-529-9450
gbufe@maryville.edu
<http://www.maryville.edu>

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STATE OF IOWA

Governor Terry E. Branstad
Lt. Governor Kim Reynolds

BOARD OF NURSING
Lorinda K. Inman, R.N., M.S.N.
Executive Director



Criteria for Out of State Nursing Programs:

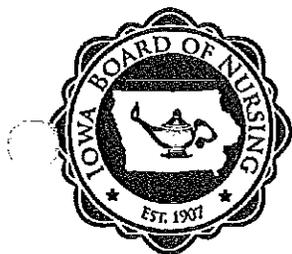
Out of state nursing programs approved by other state regulatory agencies shall be allowed to provide their nursing students clinical experiences in Iowa under the following guidelines:

- The university or college (institution) shall contact the Iowa College Student Aid Commission to determine whether it must apply for registration of the institution under Iowa Code chapter 261B and be granted approval to operate in Iowa.
- The post-licensure nursing student shall practice within the parameters of Iowa Code section 152 and 655 Iowa Administrative Code.
- The post-licensure nursing student enrolled in nursing courses with a clinical component shall have an active Iowa nursing license or is recognized for licensure in Iowa pursuant to the nurse licensure compact contained in Iowa Code chapter 152E.
- The Institution's nursing faculty instructing or practicing in Iowa shall have an active Iowa nursing license or is recognized for licensure in Iowa pursuant to the nurse licensure compact contained in Iowa Code chapter 152E.
- The educational program should be aware of criteria for nursing educational programs operating in Iowa, as set forth in 655 Iowa Administrative Code chapter 2.
- The controlling institution, the nursing program or the head of the program shall submit data, information or materials per the request of the Iowa Board of Nursing.

At this time, it is not necessary to send any of the above information to the Iowa Board of Nursing, unless requested.

June/2012

STATE OF IOWA



Governor Terry E. Branstad
Lt. Governor Kim Reynolds

BOARD OF NURSING
Lorinda K. Inman, R.N., M.S.N.
Executive Director

See new documents from June 2017

Criteria for Out of State Nursing Programs:

Out of state nursing programs approved by other state regulatory agencies shall be allowed to provide their nursing students clinical experiences in Iowa under the following guidelines:

- The university or college (institution) shall contact the Iowa College Student Aid Commission to apply for registration of the institution and be granted approval to operate in Iowa.
- The nursing student shall practice within Iowa code 152 and Iowa Administrative Code 655.
- The Institution's nursing faculty shall have a current Iowa nursing license or is recognized for licensure in Iowa pursuant to the nurse licensure compact contained in Iowa Code chapter 152E, if they will be instructing or practicing nursing in Iowa.
- The institution and clinical agency shall have a contractual agreement which includes:
 - Identification of responsibilities of both parties related to patient or client services.
 - Faculty control, selection and guidance of student learning experiences.
 - Provision for termination of the agreement.
 - Provision for annual review
- The controlling institution, the nursing program or the head of the program shall submit any requested data, information or materials to the Iowa Board of Nursing.

At this time, it is not necessary to send any of the above information to the Iowa Board of Nursing, unless requested.

Appendix F: 2013 Auditor Report and Financial Statement

Maryville University

Auditor's Report and Financial Statements

May 31, 2013 and 2012

Maryville University
May 31, 2013 and 2012

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Independent Auditor's Report on Financial Statements and Other Information

Board of Trustees
Maryville University
St. Louis, Missouri

We have audited the accompanying financial statements of Maryville University, which comprise the statements of financial position as of May 31, 2013 and 2012, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the University's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the University's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Maryville University as of May 31, 2013 and 2012, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Board of Trustees
Maryville University
Page 2

Other Information

Our 2013 audit was performed for the purpose of forming an opinion on the basic financial statements as a whole. The Schedule of Insurance Coverage - 2013 and the Schedule of Bonds Payable - 2013 listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we express no opinion or provide any assurance on it.

BKD, LLP

St. Louis, Missouri
September 12, 2013

Maryville University
Statements of Financial Position
May 31, 2013 and 2012

Assets

	2013	2012
Cash and cash equivalents	\$ 7,542,140	\$ 2,733,411
Accounts receivable, net of allowance; 2013 - \$1,138,955, 2012 - \$858,872	2,574,800	2,455,589
Student loans receivable, net of allowance; 2013 - \$156,760, 2012 - \$140,260	748,108	831,690
Grant reimbursements and other receivables	414,413	503,678
Prepaid expenses and inventories	938,188	807,492
Investments	53,537,331	45,171,577
Contributions receivable	5,136,019	3,756,008
Beneficial interest in trust	248,434	332,302
Deposits held by trustees	2,930,221	2,932,362
Property and equipment, net	65,841,672	66,786,926
Deferred bond issuance costs, net	910,061	960,846
	\$ 140,821,387	\$ 127,271,881
Total assets	\$ 140,821,387	\$ 127,271,881

Liabilities and Net Assets

Liabilities

Accounts payable	\$ 1,875,993	\$ 1,596,309
Accrued expenses	5,608,293	5,531,506
Accrued interest payable	478,376	490,571
Deposits and deferred revenue	8,901,157	5,413,931
Refundable long-term advances - federal loan programs	934,960	956,333
Annuities payable	189,539	142,110
Bonds payable	35,767,195	37,031,484
	53,755,513	51,162,244
Total liabilities	53,755,513	51,162,244

Net Assets

Unrestricted		
Undesignated	35,368,420	30,844,424
Designated for Health Sciences Building	1,108,414	1,107,837
Board designated - quasi-endowment	30,564,916	27,295,291
	67,041,750	59,247,552
Temporarily restricted	12,454,614	9,719,509
Permanently restricted	7,569,510	7,142,576
	87,065,874	76,109,637
Total net assets	87,065,874	76,109,637
Total liabilities and net assets	\$ 140,821,387	\$ 127,271,881

Maryville University

Statements of Activities

Years Ended May 31, 2013 and 2012

	Year Ended May 31, 2013			Year Ended May 31, 2012				
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Operating Revenue, Gains and Other Support								
Tuition and fees, net of scholarship allowances:								
2013 - \$17,876,471	\$ 48,045,108	\$ -	\$ -	\$ 48,045,108	\$ 45,997,669	\$ -	\$ -	\$ 45,997,669
2012 - \$15,842,977								
Auxiliary enterprises, net of scholarship allowances:								
2013 - \$367,912	8,784,293	-	-	8,784,293	8,377,999	-	-	8,377,999
2012 - \$346,788	719,808	150,553	-	870,361	757,664	130,353	-	888,017
Interest and dividend income	740,633	3,892,925	-	4,633,558	556,266	1,800,664	-	2,356,930
Private gifts and grants	2,359,149	-	-	2,359,149	2,504,185	-	-	2,504,185
Federal grants and contracts								
Net assets released from restrictions	1,706,684	(1,706,684)	-	-	1,616,062	(1,616,062)	-	-
Total operating revenue, gains and other support	62,355,675	2,336,794	-	64,692,469	59,809,845	314,955	-	60,124,800
Operating Expenses								
Instruction	20,917,169	-	-	20,917,169	19,769,862	-	-	19,769,862
Academic support	5,284,079	-	-	5,284,079	4,102,770	-	-	4,102,770
Student services	8,355,748	-	-	8,355,748	8,001,617	-	-	8,001,617
Auxiliary enterprises	6,201,675	-	-	6,201,675	6,600,771	-	-	6,600,771
General administration	3,816,613	-	-	3,816,613	3,581,438	-	-	3,581,438
General institutional	4,956,440	-	-	4,956,440	4,509,368	-	-	4,509,368
Plant operations and maintenance	4,328,317	-	-	4,328,317	4,086,587	-	-	4,086,587
Depreciation	4,271,124	-	-	4,271,124	4,061,591	-	-	4,061,591
Interest	1,495,434	-	-	1,495,434	1,563,716	-	-	1,563,716
Total operating expenses	59,626,599	-	-	59,626,599	56,277,720	-	-	56,277,720
Change in Net Assets From Operating Activities	2,729,076	2,336,794	-	5,065,870	3,532,125	314,955	-	3,847,080

(Continued)

Maryville University
Statements of Activities (Continued)
Years Ended May 31, 2013 and 2012

	Year Ended May 31, 2013			Year Ended May 31, 2012				
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Non-Operating Activities								
Unrealized gain (loss) on investments	\$ 3,600,661	\$ 740,105	\$ -	\$ 4,340,766	\$ (1,382,269)	\$ (315,458)	\$ -	\$ (1,697,727)
Realized gain on investments	701,775	173,001	-	874,776	14,103	3,218	-	17,321
Unrealized gain (loss) on 2010 Bonds Interest Rate Swap	247,891	-	-	247,891	(411,300)	-	-	(411,300)
Permanently restricted private gifts and grants	-	-	426,934	426,934	-	-	404,450	404,450
Net assets released from restrictions	514,795	(514,795)	-	-	942,939	(942,939)	-	-
Change in Net Assets From Non-Operating Activities	<u>5,065,122</u>	<u>398,311</u>	<u>426,934</u>	<u>5,890,367</u>	<u>(836,527)</u>	<u>(1,255,179)</u>	<u>404,450</u>	<u>(1,687,256)</u>
Change in Net Assets	7,794,198	2,735,105	426,934	10,956,237	2,695,598	(940,224)	404,450	2,159,824
Net Assets, Beginning of Year	<u>59,247,552</u>	<u>9,719,509</u>	<u>7,142,576</u>	<u>76,109,637</u>	<u>56,551,954</u>	<u>10,659,733</u>	<u>6,738,126</u>	<u>73,949,813</u>
Net Assets, End of Year	<u>\$ 67,041,750</u>	<u>\$ 12,454,614</u>	<u>\$ 7,569,510</u>	<u>\$ 87,065,874</u>	<u>\$ 59,247,552</u>	<u>\$ 9,719,509</u>	<u>\$ 7,142,576</u>	<u>\$ 76,109,637</u>

Maryville University
Statements of Cash Flows
Years Ended May 31, 2013 and 2012

	<u>2013</u>	<u>2012</u>
Operating Activities		
Change in net assets	\$ 10,956,237	\$ 2,159,824
Items not requiring (providing) operating activities cash flows		
Depreciation	4,271,124	4,061,591
Amortization	41,496	42,496
Change in interest rate swap	(247,891)	411,300
Net realized and unrealized (gains) losses on investments	(5,215,542)	1,680,406
Contributions restricted for long-term investments and long-lived assets	(538,232)	(408,720)
Change in value of split-interest agreements	131,297	(65,243)
Changes in		
Receivables	53,636	(68,536)
Contributions receivable	(1,380,011)	587,497
Prepaid expenses and inventories	(130,696)	349,910
Accounts payable	279,684	(1,107,662)
Accrued expenses	312,483	(286,159)
Deposits and deferred revenue	3,487,226	971,848
Refundable long-term advances - federal loan programs	(21,373)	186,714
	<u>11,999,438</u>	<u>8,515,266</u>
Net cash provided by operating activities		
Investing Activities		
Purchase of property and equipment	(3,325,870)	(6,742,195)
Proceeds from disposition of investments	6,800,008	3,100,826
Purchase of investments	(9,950,220)	(3,221,480)
Decrease (increase) in deposits held by trustees	2,141	(2,462)
	<u>(6,473,941)</u>	<u>(6,865,311)</u>
Net cash used in investing activities		
Financing Activities		
Proceeds from contributions restricted for acquisition of long-lived assets and investment in endowment	538,232	408,720
Principal payments on revenue bonds	(1,255,000)	(730,000)
	<u>(716,768)</u>	<u>(321,280)</u>
Net cash used in financing activities		

(Continued)

Maryville University
Statements of Cash Flows (Continued)
Years Ended May 31, 2013 and 2012

	2013	2012
Increase in Cash and Cash Equivalents	\$ 4,808,729	\$ 1,328,675
Cash and Cash Equivalents, Beginning of Year	2,733,411	1,404,736
Cash and Cash Equivalents, End of Year	\$ 7,542,140	\$ 2,733,411
 Additional Cash Payment Information		
Interest paid, net of capitalized interest	\$ 1,452,056	\$ 1,530,298

Maryville University
Notes to Financial Statements
May 31, 2013 and 2012

Note 1: Nature of Operations and Summary of Significant Accounting Policies

Nature of Operations

Maryville University (the "University") is a not-for-profit, private university located in the western suburbs of St. Louis, Missouri. The University offers several programs of undergraduate and graduate study, including traditional liberal arts, business, education and health professions. The University offers traditional full-time study at the main campus, as well as weekend programs at the main campus and at satellite locations located in suburban St. Louis, Missouri as well as selected online programming at the graduate level in 46 states.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses, gains, losses and other changes in net assets during the reporting period. Actual results could differ from those estimates.

Estimates that are particularly susceptible to significant change are the valuation of investments, receivables and deferred revenue.

Cash Equivalents

The University considers all liquid investments used for operating purposes with original maturities of three months or less at the date of purchase to be cash equivalents. At May 31, 2013 and 2012, cash equivalents consisted primarily of money market funds.

At May 31, 2013, the University's cash accounts exceeded federally insured limits by approximately \$8,056,000.

Investments and Investment Return

Investments are generally carried at fair value. Investment return includes dividend, interest and other investment income; realized and unrealized gains and losses on investments carried at fair value; and realized gains and losses on other investments. The University designates interest and dividend income to support current operations; the remaining investment return is retained to support operations of future years and to offset potential market declines.

Investment return is reflected in the statements of activities as unrestricted, temporarily restricted or permanently restricted based upon the existence and nature of any donor or legally imposed restrictions.

Maryville University
Notes to Financial Statements
May 31, 2013 and 2012

Accounts Receivable

Accounts receivable are stated at the amount billed to students. The University provides an allowance for doubtful accounts, which is based upon a review of outstanding receivables, historical collection information and existing economic conditions. Accounts receivable are ordinarily due on payment due dates set by the University for each semester after issuance of the statement of account unless the student elects a payment plan for which a fee is charged. Accounts that are unpaid after the due date are charged a late fee. For those students who have not made other payment arrangements, accounts past due at semester end are considered delinquent. Delinquent receivables are written-off according to the University's policy with consideration given to specific student circumstances.

Student Loans Receivable

Student loans receivable are primarily funds advanced to students by the U.S. government under the Federal Perkins Loan Program and Nursing Loan Program. Under the terms of the programs, these loans are subject to forgiveness or assignment back to the federal government under certain circumstances. The amount to be forgiven or assigned is based on the occurrence of certain future events which cannot be anticipated.

Beneficial Interest in Trust

As of May 31, 2013, the University was the beneficiary of one trust administered by a bank. The contributions receivable related to the trust was \$248,434 and \$332,302 for years ended May 31, 2013 and 2012, respectively.

Deposits Held by Trustees

Deposits held by trustees represent the fair value of the University's cash and investments in trust accounts, required under the terms of the indentures.

Property and Equipment

Property and equipment are stated at cost as of the date of acquisition or at fair value as of the date of donation. Property and equipment are depreciated on a straight-line basis over the following range of estimated useful lives: building 40 years; building improvements 20 years; improvements 10 years; equipment 5 years.

Refundable Long-term Advances – Federal Loan Program

Refundable long-term advances represent a portion of federal loan program proceeds that are refundable to the federal government. Provisions for repayment by the University include dissolution of the University as an accredited university or a decision by the federal government to discontinue the existing campus-based loan programs. Both scenarios are considered remote. Should such an event occur, repayment of loan balances would likely take place as the remaining student balances are repaid to the University, which normally would occur within a 10 year repayment period.

Maryville University
Notes to Financial Statements
May 31, 2013 and 2012

Net Assets

Unrestricted net assets represent those net assets whose use is not restricted by donor-imposed stipulations. Included in unrestricted net assets are net assets designated by the governing board, rather than a donor, to be held as investments (quasi-endowment), used for debt service or used for future capital and maintenance projects.

Temporarily restricted net assets represent those net assets whose use has been limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the University pursuant to those stipulations.

Permanently restricted net assets represent those net assets whose use has been limited by donor-imposed stipulations that they must be maintained by the University in perpetuity, with the income earned as available for current use.

Contributions

Gifts of cash and other assets received without donor stipulations are reported as unrestricted revenue and net assets. Gifts received with a donor stipulation that limits their use are reported as temporarily or permanently restricted revenue and net assets. Temporarily restricted net assets are comprised of gifts, including pledges. Such restrictions include purpose restrictions wherein donors have specified the purpose for which the net assets are to be spent or time restrictions imposed by donors are implied by the nature of the gift, *i.e.*, pledges/contributions to be paid in the future and capital projects. The University's time restrictions are restrictions that are imposed due to liquid resources not being available for use until received in future periods. When a donor stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Gifts and investment income that are originally restricted by the donor and for which the restriction is met in the same time period are recorded as temporarily restricted and then released from restriction.

Gifts of land, buildings, equipment and other long-lived assets are reported as unrestricted revenue and net assets unless explicit donor stipulations specify how such assets must be used, in which case the gifts are reported as temporarily or permanently restricted revenue and net assets. Absent explicit donor stipulations for the time long-lived assets must be held, expirations of restrictions resulting in reclassification of temporarily restricted net assets as unrestricted net assets are reported when the long-lived assets are placed in service.

Unconditional gifts expected to be collected within one year are reported at their net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of estimated cash flows discounted using an interest rate commensurate with the risks related to the promise in the year it is received. Amortization of the discount is included in private gifts and grant revenue.

Inventory Pricing

Inventories consist of new and used textbooks, trade books and general merchandise. Inventories are recorded at the lower of cost or market using the first-in, first-out (FIFO) method.

Maryville University
Notes to Financial Statements
May 31, 2013 and 2012

Deposits and Deferred Revenue

Revenue from tuition, room and board and other fees that are billed in advance are deferred and recognized over the periods to which the fees relate.

Revenue and Expense Recognition

Revenue and expenses are recognized on the accrual basis of accounting. Unrestricted contributions, pledges and grants are recognized as revenue in the statements of activities upon receipt. Other unrestricted revenues are recognized as earned either upon receipt or upon accrual. Expenditures of unrestricted funds are recognized as expenses when expended or upon incurrence of the related liability.

Government Grants

Support funded by grants is recognized as the University performs the contracted services or incurs outlays eligible for reimbursement under the grant agreements. Grant activities and outlays are subject to audit and acceptance by the granting agency and, as a result of such an audit, adjustments could be required.

Tuition Discounts and Scholarships

Student tuition and fee revenues, and certain other revenues from students, are reported net of tuition discounts and scholarships in the statements of activities. Tuition discounts and scholarships are the difference between the stated charge for goods and services provided by the University and the amount that is paid by students and/or third parties making payments on the students' behalf. Certain governmental grants, such as SEOG grants, and other federal, state or nongovernmental programs, are recorded as operating revenues in the University's financial statements. To the extent revenues from such programs are used to satisfy tuition and fees and other student charges, the University has recorded a tuition discount and scholarship. Tuition discounts and scholarships for the years ended May 31, 2013 and 2012, were \$17,876,471 and \$15,842,977, respectively.

Fundraising

The University participates in various fundraising activities such as direct mail campaigns, special events and a telethon. The expenses related to these fundraising activities are recorded in general administration and general institutional expenses and amounted to \$1,571,477 and \$1,269,996 in 2013 and 2012, respectively.

Income Taxes

The University is exempt from income taxes under Section 501 of the Internal Revenue Code and a similar provision of state law. However, the University is subject to federal income tax on any unrelated business taxable income. The University files income tax returns in the U.S. federal jurisdiction and the state of Missouri. With a few exceptions, the University is no longer subject to U.S. federal and state income tax examinations by tax authorities for years before 2010.

Maryville University
Notes to Financial Statements
May 31, 2013 and 2012

Transfers Between Fair Value Hierarchy Levels

Transfers in and out of Level 1 (quoted market prices), Level 2 (other significant observable inputs) and Level 3 (significant unobservable inputs) are recognized on the period ending date.

Reclassifications

Certain reclassifications have been made to the 2012 financial statements to conform to the 2013 financial statement presentation. These reclassifications had no effect on the change in net assets.

Note 2: Investments and Investment Return

Investments at May 31, consisted of the following:

	<u>2013</u>	<u>2012</u>
Domestic equity securities and mutual funds	\$ 15,276,132	\$ 14,998,348
International equity securities and mutual funds	7,516,078	6,032,939
Fixed income securities and mutual funds	22,689,025	16,665,028
Alternative strategies	6,285,273	5,757,004
Real estate	<u>1,770,823</u>	<u>1,718,258</u>
Total investments	<u>\$ 53,537,331</u>	<u>\$ 45,171,577</u>

Total investment return is comprised of the following:

	<u>2013</u>	<u>2012</u>
Interest and dividend income	\$ 870,361	\$ 888,017
Unrealized gains (losses)	4,340,766	(1,697,727)
Realized gains	<u>874,776</u>	<u>17,321</u>
	<u>\$ 6,085,903</u>	<u>\$ (792,389)</u>

Total investment return is reflected in the statements of activities as follows:

	<u>2013</u>	<u>2012</u>
Operating income	\$ 870,361	\$ 888,017
Nonoperating gains (losses)	<u>5,215,542</u>	<u>(1,680,406)</u>
	<u>\$ 6,085,903</u>	<u>\$ (792,389)</u>

The University invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect the investment amounts reported in the statements of financial position.

Maryville University
Notes to Financial Statements
May 31, 2013 and 2012

Alternative Strategies

The fair value of alternative investments has been estimated using the net asset value per share of the investments. Alternative investments held at May 31 consist of the following:

	2013			
	Fair Value	Unfunded Commitments	Redemption Frequency	Redemption Notice Period
Private equity funds (A)	\$ 1,435,443	\$ 570,616	Illiquid	No redemption rights
Real estate partnership (B)	1,429,586	-	Redemption suspended	60 days
Hedge funds (C)	2,991,516	-	Semi-annual	Anniversary withdrawals: 95/100 days prior written notice
Commodities (D)	428,728	-	Monthly	5 days
	<u>\$ 6,285,273</u>	<u>\$ 570,616</u>		
	2012			
	Fair Value	Unfunded Commitments	Redemption Frequency	Redemption Notice Period
Private equity funds (A)	\$ 1,329,568	\$ 683,651	Illiquid	No redemption rights
Real estate partnership (B)	1,315,807	-	Redemption suspended	60 days
Hedge funds (C)	2,687,033	-	Semi-annual	Anniversary withdrawals: 95/100 days prior written notice
Commodities (D)	424,596	-	Monthly	5 days
	<u>\$ 5,757,004</u>	<u>\$ 683,651</u>		

(A) This category includes a limited partnership that pursues long-term returns through investments in a diversified portfolio of private equity partnership investments. The partnership is to last until December 31, 2018, or until one-year after all of the investments in the portfolio have been liquidated. Currently, there is no stated redemption feature for this fund and the only opportunity for liquidity is distributions paid to partners as the underlying investments are monetized. For valuation purposes, the private equity investments are estimated using net asset valuations.

(B) This category includes one open-end, actively managed, commingled fund that seeks to generate returns and maintain liquidity commensurate with typical core real estate funds. The investment seeks to generate a combination of current income while providing the opportunity for long-term capital appreciation through direct investments in real estate properties. Under normal circumstances, investors may request redemptions (full or partial) on a quarterly basis, with 60 days prior notice. Redemptions are subject to approval by the board of directors. For

Maryville University
Notes to Financial Statements
May 31, 2013 and 2012

valuation purposes, the fund's real estate investments are stated at estimated fair value based upon periodic valuations performed internally as well as appraisal reports prepared by independent real estate appraisers.

- (C) This category includes "non-traditional" or "alternative" investment strategies seeking to achieve consistent, non-correlated returns with reduced volatility. The composition of any specific strategy can vary and may be implemented using a fund of funds structure, with the underlying investments including primarily equity and fixed income instruments. Managers typically seek investment opportunities that are not correlated with the returns of traditional benchmarks such as the S&P 500 and the Barclay's Capital Aggregate Indexes. The ability to redeem capital will often depend on the redemption characteristics of the underlying investments. This strategy would not be suitable as a short-medium term source of liquidity due to lockup periods that can be six months or longer with redemptions typically permitted quarterly. For valuation purposes, the hedge fund investments are estimated using net asset valuations.
- (D) This category includes one investment strategy that pursues long-term returns, as well as the potential for inflation hedges through investments in a diversified portfolio of commodity related investments. Investors in the fund generally have the right, with five business days prior written notice, to redeem all or any portion of their shares effective as of the last day of the calendar month, subject to the fund's discretion. For valuation purposes, the commodity fund investments are estimated using net asset valuations.

Note 3: Contributions Receivable

Contributions receivable consisted of the following unconditional promises to give as of May 31:

	2013	2012
Gross unconditional promises to give	\$ 8,012,868	\$ 4,398,390
Less - unamortized discount	2,876,849	642,382
Net unconditional promises to give	\$ 5,136,019	\$ 3,756,008
	2013	2012
Amounts due in		
Less than one year	\$ 2,924,090	\$ 654,145
One to five years	1,201,778	2,636,344
More than five years	3,887,000	1,107,901
Total	\$ 8,012,868	\$ 4,398,390

Discount rates are calculated at 4 percent for 2013 and 2012, respectively.

Maryville University
Notes to Financial Statements
May 31, 2013 and 2012

Note 4: Deposits Held by Trustees

Deposits held by trustees at May 31, consist primarily of money market funds and debt securities and are required as follows:

	2013	2012
Debt service reserve for bonds payable	\$ 1,693,939	\$ 1,713,310
Principal and interest reserve for bonds payable	1,236,282	1,219,052
	\$ 2,930,221	\$ 2,932,362

Note 5: Property and Equipment

Property and equipment at May 31, consists of:

	2013	2012
Land and improvements	\$ 4,742,982	\$ 4,688,427
Buildings and improvements	84,172,242	82,987,611
Equipment	33,134,802	31,685,839
Construction in progress	3,305,761	2,668,039
	125,355,787	122,029,916
Less accumulated depreciation	59,514,115	55,242,990
	\$ 65,841,672	\$ 66,786,926

The University capitalizes interest costs as a component of construction in progress, based on the weighted-average rates paid for long-term borrowings. Interest expense of \$122,927 and \$85,687 were capitalized for the years ended May 31, 2013 and 2012, respectively.

Note 6: Annuities Payable

The University has been the recipient of several gift annuities which require future payments to the donor or their named beneficiaries. The assets received from the donor are recorded at fair value. The University has recorded a liability at May 31, 2013 and 2012, of \$189,539 and \$142,110, respectively, which represents the present value of the future annuity obligations. The liability has been determined using a discount rate of 6 percent.

Maryville University
Notes to Financial Statements
May 31, 2013 and 2012

Note 7: Revenue Bonds Payable

	2013	2012
Series 2006 Educational Facilities Refunding Revenue		
Bonds; maturing in varying amounts through 2030; interest rates vary from 3.7% to 5.0%	\$ 20,800,000	\$ 21,555,000
Premium on 2006 bonds	167,195	176,484
Series 2010 Variable Rate Educational Facilities Revenue		
Bonds; maturing in varying amounts from 2013 through 2031	14,800,000	15,300,000
	\$ 35,767,195	\$ 37,031,484

In December 2006, the Health and Educational Facilities Authority of the State of Missouri (the "Authority") sold \$24,600,000 Series 2006 Educational Facilities Refunding Revenue Bonds ("Series 2006 Revenue Bonds"). Under the terms of the loan agreement, the Authority lent the proceeds of the bonds to the University for purposes of repaying the outstanding Series 1997 and 2000 Educational Facilities Revenue Bonds and the 2002 Campus Housing Facilities Subordinate Revenue Bonds. In return, the University issued a \$24,600,000 promissory note to the Authority which requires payments to be made at the time and in the amounts to be paid as principal and interest on the Series 2006 Revenue Bonds.

The Series 2006 bond indentures require monthly deposits into a debt service fund in the amount of one-sixth of the amount of interest to become due on the next interest payment date. The indenture also requires monthly deposits into a debt service fund in the amount of one-twelfth of the next installment of principal due. Payment of principal and interest on the Series 2006 Revenue Bonds is insured by a financial guaranty insurance policy. Under the terms of the loan agreement, the University has pledged all unrestricted receivables.

In March 2010, the Health and Educational Facilities Authority of the State of Missouri (the "Authority") sold \$15,300,000 Series 2010 Variable Rate Educational Facilities Revenue Bonds ("Series 2010 Revenue Bonds"). Under the terms of the loan agreement, the Authority lent the proceeds of the bonds to the University for purposes of financing the costs of acquisition, renovation, improvement, equipping and furnishing of additional land and the improvements thereon. In return, the University issued a \$15,300,000 promissory note to the Authority which requires payments to be made at the time and in the amounts to be paid as principal and interest on the Series 2010 Revenue Bonds. The University has entered into a supplemental deed of trust, mortgage, security agreement and fixture filing which they have pledged certain land as collateral for the bonds.

All of the bond indentures contain covenants, including the requirement to maintain a minimum liquidity and debt service coverage ratio. As of May 31, 2013, the University was in compliance with the financial covenants.

Maryville University
Notes to Financial Statements
May 31, 2013 and 2012

Scheduled principal payments of bonds payable at May 31, 2013, are:

2014	\$ 1,305,000
2015	1,350,000
2016	1,410,000
2017	1,470,000
2018	1,540,000
Thereafter	<u>28,525,000</u>
	<u>\$ 35,600,000</u>

Variable-to-fixed Interest Rate Swap

As a strategy to maintain acceptable levels of exposure to the risk of changes in future cash flows due to interest rate fluctuations, the University entered into an interest rate swap agreement (the "Agreement") on its Series 2010 Revenue Bonds. The Agreement provides for the University to receive interest from the counterparty at 65 percent of one-month LIBOR and to pay interest to the counterparty at a fixed rate of 4.202 percent on the notional amount of \$14,800,000 and \$15,300,000 as of May 31, 2013 and 2012, respectively. Under the Agreement, the University pays or receives the net interest amount monthly, with the monthly settlement included in interest expense. The agreement is recorded at fair value.

The table below presents certain information regarding the University's interest rate swap agreement.

	<u>2013</u>	<u>2012</u>
Fair value of interest swap agreement liability	\$ 987,600	\$ 1,235,491
Statement of financial position location of fair value amount	Accrued Expenses	Accrued Expenses
Gain (loss) recognized in change in assets	\$ 247,891	\$ (411,300)
Location of gain (loss) recognized in statement of activities	Non-Operating Activities	Non-Operating Activities

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Note 8: Net Assets

Temporarily Restricted Net Assets

Temporarily restricted net assets at May 31, are available for the following purposes:

	<u>2013</u>	<u>2012</u>
Student scholarships and educational expenses	\$ 2,866,078	\$ 990,454
Building improvements and maintenance	94,272	44,083
Future periods' operations	<u>9,494,264</u>	<u>8,684,972</u>
	<u>\$ 12,454,614</u>	<u>\$ 9,719,509</u>

Permanently Restricted Net Assets

Permanently restricted net assets at May 31, are restricted to:

	<u>2013</u>	<u>2012</u>
Investment in perpetuity, the income of which is expendable to support		
Student scholarships	\$ 5,060,310	\$ 4,551,805
Educational activity expenses	2,145,232	2,226,803
Campus ministry expenses	217,734	217,734
Building improvements and maintenance	<u>146,234</u>	<u>146,234</u>
	<u>\$ 7,569,510</u>	<u>\$ 7,142,576</u>

Net Assets Released From Restrictions

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes or by occurrence of other events specified by donors.

	<u>2013</u>	<u>2012</u>
Operating		
Student scholarships	\$ 251,902	\$ 177,039
Instruction program activities	918,535	875,997
Academic support program activities	44,654	57,015
Instructional support program activities	<u>491,593</u>	<u>506,011</u>
	<u>\$ 1,706,684</u>	<u>\$ 1,616,062</u>

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	2013	2012
Non-operating		
Fulfillment of capital expenditures	\$ 514,795	\$ 942,939

Note 9: Operating Leases

The University leases space at various locations in suburban St. Louis. Rent expense under operating leases was \$616,990 and \$588,548 in 2013 and 2012, respectively.

Future minimum lease payments at May 31, 2013, were:

2014	\$ 638,493
2015	580,284
2016	435,064
2017	377,034
2018	390,786
Later Years	498,510
	\$ 2,920,171

Note 10: Insurance Coverage

The University participates in the College and University Risk Management Association of Missouri ("CURMA"), which provides the property and liability insurance. The University also participates in the College and University Trust Association ("CUTA"), which provide workers' compensation coverage. Both CURMA and CUTA are self-insured risk pools in which approximately 16 Missouri institutions of higher education participate. Should actual insurance losses exceed CURMA's and CUTA's estimates, the University could be required to contribute additional funds. Management believes the risk of additional loss is minimal and any additional contributions that may be required would not materially impact the overall financial position or operations of the University.

Note 11: Retirement Plans

The University has a voluntary contributory defined contribution retirement plan covering substantially all full-time employees. Under terms of the plan, eligible employees contribute up to 8 percent of their annual compensation and the University contributes up to an additional 8 percent. The University's contributions for the years ended May 31, 2013 and 2012, were \$1,328,719 and

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Notes to Financial Statements
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\$1,243,524, respectively. Amounts contributed by employees in excess of 8 percent are maintained in an additional Section 403(b) plan. In addition, the president, vice presidents and deans may contribute to a Section 457(b) plan up to the same limit allowed for the Section 403(b) plan.

Note 12: Functional Expenses

Certain operating expenses as reported in the statements of activities are allocated to these functional expenses for the years ended May 31, are as follows:

	<u>2013</u>	<u>2012</u>
Instruction	\$ 25,362,963	\$ 24,080,674
Academic support	6,201,473	4,298,838
Student services	10,358,694	10,501,078
Auxiliary enterprises	7,407,284	7,890,579
General administration	4,479,234	4,208,125
General institutional	<u>5,816,951</u>	<u>5,298,426</u>
Total operating expenses	<u>\$ 59,626,599</u>	<u>\$ 56,277,720</u>

Note 13: Disclosures About Fair Value of Financial Instruments

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value measurements must maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. There is a hierarchy of three levels of inputs that may be used to measure fair value:

- Level 1** Quoted prices in active markets for identical assets or liabilities
- Level 2** Observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities
- Level 3** Unobservable inputs supported by little or no market activity and are significant to the fair value of the assets or liabilities

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Recurring Measurements

The following tables present the fair value measurements of assets and liabilities recognized in the accompanying statements of financial position measured at fair value on a recurring basis and the level within the fair value hierarchy in which the fair value measurements fall at May 31, 2013 and 2012:

	2013				
	Fair Value Measurements Using				
	Fair Value	Quoted Prices in Active Markets for Identical Assets (Level 1)		Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Investments					
Money market fund	\$ 15,169	\$ 15,169	\$ -	\$ -	
Mutual funds					
Equities					
Large Cap	\$ 9,365,886	\$ 9,365,886	\$ -	\$ -	
Small/Mid Cap	\$ 6,010,898	\$ 6,010,898	\$ -	\$ -	
Income Funds	\$ 4,918,291	\$ 4,918,291	\$ -	\$ -	
International	\$ 7,415,427	\$ 7,415,427	\$ -	\$ -	
Corporate bonds	\$ 7,840,425	\$ 7,840,425	\$ -	\$ -	
Government agency bonds	\$ 8,563,415	\$ 8,563,415	\$ -	\$ -	
Commonfund accounts	\$ 1,351,726	\$ -	\$ 1,351,726	\$ -	
Alternative strategies					
Private equity funds	\$ 1,435,443	\$ -	\$ -	\$ 1,435,443	
Real estate partnership	\$ 1,429,586	\$ -	\$ -	\$ 1,429,586	
Hedge funds	\$ 2,991,516	\$ -	\$ 2,991,516	\$ -	
Commodities	\$ 428,728	\$ -	\$ 428,728	\$ -	
Deposits held by trustees					
Money market funds	\$ 884,457	\$ 884,457	\$ -	\$ -	
Fixed income securities (GIC)	\$ 1,068,901	\$ 1,068,901	\$ -	\$ -	
Corporate bonds	\$ 146,285	\$ -	\$ 146,285	\$ -	
Government agency bonds	\$ 830,578	\$ -	\$ 830,578	\$ -	
Beneficial interest in trusts	\$ 248,434	\$ -	\$ 248,434	\$ -	
Interest rate swap agreement	\$ (987,600)	\$ -	\$ (987,600)	\$ -	

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	2012			
	Fair Value Measurements Using			
	Fair Value	Quoted Prices in Active Markets	Significant Other Observable Inputs	Significant Unobservable Inputs
		(Level 1)	(Level 2)	(Level 3)
Investments				
Money market fund	\$ 36,906	\$ 36,906	\$ -	\$ -
Mutual funds				
Equities				
Large Cap	\$ 9,109,403	\$ 9,109,403	\$ -	\$ -
Small/Mid Cap	\$ 5,967,924	\$ 5,967,924	\$ -	\$ -
Income Funds	\$ 5,744,579	\$ 5,744,579	\$ -	\$ -
International	\$ 5,953,960	\$ 5,953,960	\$ -	\$ -
Corporate bonds	\$ 2,345,194	\$ 2,345,194	\$ -	\$ -
Commonfund accounts	\$ 8,538,349	\$ -	\$ 8,538,349	\$ -
Alternative strategies				
Private equity funds	\$ 1,329,568	\$ -	\$ -	\$ 1,329,568
Real estate partnership	\$ 1,315,807	\$ -	\$ -	\$ 1,315,807
Hedge funds	\$ 2,687,033	\$ -	\$ 2,687,033	\$ -
Commodities	\$ 424,596	\$ -	\$ 424,596	\$ -
Deposits held by trustees				
Money market funds	\$ 867,688	\$ 867,688	\$ -	\$ -
Fixed income securities (GIC)	\$ 1,055,229	\$ 1,055,229	\$ -	\$ -
Corporate bonds	\$ 143,933	\$ -	\$ 143,933	\$ -
Government agency bonds	\$ 865,512	\$ -	\$ 865,512	\$ -
Beneficial interest in trusts	\$ 322,302	\$ -	\$ 322,302	\$ -
Interest rate swap agreement	\$ (1,235,491)	\$ -	\$ (1,235,491)	\$ -

Following is a description of the valuation methodologies and inputs used for assets and liabilities measured at fair value on a recurring basis and recognized in the accompanying statements of financial position, as well as the general classification of such assets and liabilities pursuant to the valuation hierarchy. There have been no significant changes in the valuation techniques during the year ended May 31, 2013. For assets classified within Level 3 of the fair value hierarchy, the process used to develop the reported fair value is described in Note 2 of the audited financial statements and below.

Investments and Deposits Held by Trustees

Where quoted market prices are available in an active market, investments are classified within Level 1 of the valuation hierarchy. If quoted market prices are not available, then fair values are estimated by using quoted prices of securities with similar characteristics or independent asset pricing services and pricing models, the inputs of which are market-based or independently sourced market parameters, including, but not limited to, yield curves, interest rates, volatilities,

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Notes to Financial Statements
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prepayments, defaults, cumulative loss projections and cash flows. Such investments are classified in Level 2 of the valuation hierarchy. In certain cases where Level 1 or Level 2 inputs are not available, investments are classified within Level 3 of the hierarchy. See the table below for inputs and valuation techniques used for Level 3 investments.

The value of certain investments, classified as alternative investments, is determined using net asset value (or its equivalent) as a practical expedient. Investments for which the University expects to have the ability to redeem its investments with the investee within 12 months after the reporting date are categorized as Level 2. Investments for which the University does not expect to be able to redeem its investments with the investee within 12 months after the reporting date are categorized as Level 3.

Fair value determinations for Level 3 measurements of investments are the responsibility of the University's finance department, which contracts with a pricing specialist to generate fair value estimates on a quarterly basis. The finance department challenges the reasonableness of the assumptions used and reviews the methodology to ensure the estimated fair value complies with accounting standards generally accepted in the United States.

Beneficial Interest in Trusts

Fair value is estimated at the present value of the future distributions expected to be received over the term of the agreement. Due to the nature of the valuation inputs, the interest is classified within Level 2 of the hierarchy.

Interest Rate Swap Agreement

The fair value is estimated using forward-looking interest rate curves and discounted cash flows that are observable or can be corroborated by observable market data and, therefore, are classified within Level 2 of the valuation hierarchy.

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May 31, 2013 and 2012

Level 3 Reconciliation

The following is a reconciliation of the beginning and ending balances of recurring fair value measurements recognized in the accompanying statements of financial position using significant unobservable (Level 3) inputs:

	Alternative Strategies	
	Private Equity Funds	Real Estate Partnership
Balance, June 1, 2011	\$ 1,039,950	\$ 1,151,537
Total realized and unrealized gains included in change in net assets	116,504	164,270
Purchases	173,114	-
Balance, May 31, 2012	1,329,568	1,315,807
Total realized and unrealized gains included in change in net assets	142,313	113,779
Sales	(36,438)	-
Balance, May 31, 2013	<u>\$ 1,435,443</u>	<u>\$ 1,429,586</u>

Unobservable (Level 3) Inputs

The following table presents quantitative information about unobservable inputs used in recurring Level 3 fair value measurements:

	Fair Value at May 31, 2013	Valuation Technique	Unobservable Inputs
Private equity funds	\$ 1,435,443	Net Asset Value	Net Asset Valuation
Real estate partnership	\$ 1,429,586	Net Asset Value	Net Asset Valuation

The following methods were used to estimate the fair value of all other financial instruments.

**Cash and Cash Equivalents and Accounts, Contributions and Student Loans
Receivables**

The carrying amount is a reasonable estimate of fair value.

Bonds Payable

Fair value is estimated based on the borrowing rates currently available to the University for bank loans with similar terms and maturities.

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Annuities Payable

Fair values of the annuity obligations are based on the actuarial evaluation of the estimated annuity or other payments under such obligations.

The following table presents estimated fair values of the University's financial instruments at May 31, 2013 and 2012.

	2013		2012	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
Financial assets				
Cash and cash equivalents	\$ 7,542,140	\$ 7,542,140	\$ 2,733,411	\$ 2,733,411
Investments	\$ 53,537,331	\$ 53,537,331	\$ 45,171,577	\$ 45,171,577
Receivables	\$ 7,710,819	\$ 7,710,819	\$ 6,211,597	\$ 6,211,597
Student loans receivable	\$ 748,108	\$ 748,108	\$ 831,690	\$ 831,690
Deposits held by trustees	\$ 2,930,221	\$ 2,930,221	\$ 2,932,362	\$ 2,932,362
Beneficial interest in trusts	\$ 248,434	\$ 248,434	\$ 332,302	\$ 332,302
Financial liabilities				
Bonds payable	\$ 35,767,195	\$ 35,687,350	\$ 37,031,484	\$ 37,017,793
Annuities payable	\$ 189,539	\$ 189,539	\$ 142,110	\$ 142,110
Interest rate swap agreement	\$ 987,600	\$ 987,600	\$ 1,235,491	\$ 1,235,491

Note 14: Endowment

The University's endowment consists of individual funds established for a variety of purposes. The endowment includes both donor-restricted endowment funds and funds designated by the governing body to function as endowments (quasi-endowment). In accordance with accounting principles generally accepted in the United States of America, net assets associated with endowment funds, including quasi-endowment funds, are classified and reported based on the existence or absence of donor-imposed restrictions.

The University's governing body has interpreted the State of Missouri Prudent Management of Institutional Funds Act (SPMIFA) as requiring preservation of the historical value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the University classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund.

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The composition of net assets by type of endowment fund at May 31, 2013 and 2012, was:

	2013			
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Donor-restricted	\$ -	\$ 1,261,090	\$ 7,569,510	\$ 8,830,600
Board-designated quasi-endowment	30,564,916	-	-	30,564,916
Total endowment fund	\$ 30,564,916	\$ 1,261,090	\$ 7,569,510	\$ 39,395,516
	2012			
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Donor-restricted	\$ -	\$ 206,901	\$ 7,142,576	\$ 7,349,477
Board-designated quasi-endowment	27,295,291	-	-	27,295,291
Total endowment fund	\$ 27,295,291	\$ 206,901	\$ 7,142,576	\$ 34,644,768

Changes in endowment net assets for the years ended May 31, 2013 and 2012, were:

	2013			
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Endowment Net Assets, Beginning of Year	\$ 27,295,291	\$ 206,901	\$ 7,142,576	\$ 34,644,768
Investment return				
Investment income	610,717	150,553	-	761,270
Net appreciation	4,249,871	1,047,672	-	5,297,543
Total investment return	4,860,588	1,198,225	-	6,058,813
Contributions	9,037	100,000	426,934	535,971
Appropriation of endowment assets for expenditure	(1,600,000)	(244,036)	-	(1,844,036)
Endowment Net Assets, End of Year	\$ 30,564,916	\$ 1,261,090	\$ 7,569,510	\$ 39,395,516

Maryville University
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	2012			Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
Endowment Net Assets, Beginning of Year	\$ 29,440,268	\$ 540,054	\$ 6,738,126	\$ 36,718,448
Investment return				
Investment income	571,178	130,353	-	701,531
Net depreciation	(1,368,167)	(312,239)	-	(1,680,406)
Total investment return	(796,989)	(181,886)	-	(978,875)
Contributions	48,121	-	404,450	452,571
Appropriation of endowment assets for expenditure	(1,396,109)	(151,267)	-	(1,547,376)
Endowment Net Assets, End of Year	\$ 27,295,291	\$ 206,901	\$ 7,142,576	\$ 34,644,768

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level the University is required to retain as a fund of perpetual duration pursuant to donor stipulation or SPMIFA. In accordance with GAAP, deficiencies of this nature are reported in unrestricted net assets. There was no deficiency at May 31, 2013 and 2012, respectively.

The University has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs and other items supported by its endowment while seeking to maintain the purchasing power of the endowment. Endowment assets include those assets of donor-restricted endowment funds the University must hold in perpetuity or for donor-specified periods, as well as those of board-designated endowment funds. Under the University's policies, endowment assets are invested in a manner that is intended to produce results that exceed 5 percent while assuming a moderate level of investment risk. The University expects its endowment funds to provide an average rate of return of approximately 8.5 percent annually over time. Actual returns in any given year may vary from this amount.

To satisfy its long-term rate of return objectives, the University relies on a total return strategy in which investment returns are achieved through both current yield (investment income such as dividends and interest) and capital appreciation (both realized and unrealized). The University targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term return objectives within prudent risk constraints.

The University has a policy (the spending policy) of appropriating for expenditure each year 5 percent of its endowment fund's average fair value over the prior 12 quarters through the year-end proceeding the year in which expenditure is planned. In establishing this policy, the University considered the long-term expected return on its endowment. Accordingly, over the long term, the University expects the current spending policy to allow its endowment to grow at an average of 1 percent annually. This is consistent with the University's objective to maintain the purchasing power of endowment assets held in perpetuity or for a specified term, as well as to provide additional real growth through new gifts and investment return.

Maryville University
Notes to Financial Statements
May 31, 2013 and 2012

Note 15: Subsequent Events

In June 2013, the Health and Educational Facilities Authority of the State of Missouri (the "Authority") sold \$5,000,000 Series 2013A Variable Rate Educational Facilities Revenue Bonds ("Series 2013A Revenue Bonds") and \$9,995,000 Series 2013B Educational Facilities Revenue Bonds ("Series 2013B Revenue Bonds," combined with the Series 2013A Revenue Bonds the "Series 2013 Revenue Bonds"). Under the terms of the loan agreement, the Authority lent the proceeds of the bonds to the University for purposes of financing the costs of demolition of a residence hall on the Institution's campus, construction, equipping and furnishing of a new health professions facility ("Myrtle E. and Earl E. Walker Hall") and additional miscellaneous improvements. In return, the University issued a \$14,995,000 promissory note to the Authority which requires payments to be made at the time and in the amounts to be paid as principal and interest on the Series 2013 Revenue Bonds. The University has entered into a supplemental deed of trust, mortgage, security agreement and fixture filing which they have pledged certain land as collateral for the bonds.

Subsequent events have been evaluated through the date of the Independent Auditor's Report, which is that date the financial statements were issued.

Other Information

Maryville University
Schedule of Insurance Coverage – “Unaudited”
2013

Maryville University is a member of the College and University Risk Management Association (CURMA) and the College and University Trust Association (CUTA) insurance pools, whereby the risk of loss and insurance coverage is shared by combining all members’ insurable property into a pool of assets. These arrangements enable each member to obtain broader coverage at a lower premium rate than can be obtained separately. The following table details Maryville University’s coverage limits for the fiscal 2013 policy year.

	Coverage Limits
CURMA and CUTA Pooled Insurance Program	
Property and business interruption	\$ 216,449,000
Earthquake	\$ 10,000,000
Boiler and machinery	\$ 216,449,000
General liability	\$ 1,000,000
Excess liability	\$ 25,000,000
Automobile liability	\$ 1,000,000
Employee dishonesty	\$ 5,000,000
Workers’ compensation	Statutory Limits
Other Insurance Not Carried Under Pooled Insurance Programs	
Trustee liability	\$ 35,000,000
NCAA intercollegiate sports and accident coverage (per occurrence)	\$ 75,000
NCAA intercollegiate sports catastrophic injury coverage	\$ 20,000,000
Student malpractice per occurrence/in the aggregate	\$1,000,000/\$3,000,000

Maryville University
Schedule of Bonds Payable – “Unaudited”
May 31, 2013

Maturing in Fiscal Year	2006 Bond		2010 Bond	
	Principal	Interest	Principal	Interest
2014	\$ 785,000	\$ 904,827	\$ 520,000	\$ 618,736
2015	810,000	875,118	540,000	596,122
2016	845,000	843,030	565,000	574,016
2017	880,000	804,130	590,000	547,895
2018	925,000	763,630	615,000	522,211
2019	960,000	721,130	640,000	495,408
2020	1,005,000	676,527	665,000	468,752
2021	1,050,000	629,675	695,000	438,572
2022	1,100,000	578,675	725,000	408,167
2023	1,150,000	528,050	755,000	376,695
2024	1,205,000	475,062	785,000	344,656
2025	1,260,000	419,600	820,000	309,565
2026	1,315,000	361,662	860,000	273,710
2027	1,375,000	301,137	895,000	236,292
2028	1,435,000	237,913	930,000	197,796
2029	1,500,000	172,813	970,000	156,737
2030	1,565,000	105,766	1,015,000	114,456
2031	1,635,000	35,766	2,215,000	8,015
Totals	<u>\$ 20,800,000</u>	<u>\$ 9,434,511</u>	<u>\$ 14,800,000</u>	<u>\$ 6,687,801</u>

Appendix G: Financial Aid Information

Financial Aid at Maryville University

How to Start Applying for Financial Aid:

1. Complete the FAFSA (<http://www.fafsa.gov/>).
2. It is recommended that students apply for aid as early as possible (dates for application are on the Maryville Financial Aid website). Reapplication for each academic year is required.
3. Request a Federal PIN at <http://www.pin.ed.gov> This acts as an security access number and the electronic signature. The Maryville Federal School Code is: 002482.
4. Verify the information. Applicants will receive a Student Aid Report (SAR) within 24 hours after FAFSA is processed. If any corrections are necessary at any time, go to <http://www.fafsa.gov/> to make corrections.
5. Follow Up. Check the status of the application and award on-line.
6. Review and Respond to the award. Students will receive an email notice when the award letter is available for review. Students will accept or decline aid by visiting the Financial Aid Award letter in student's portal at <http://my.maryville.edu>.
7. Once you have accepted the award, the University will set up an account with the Federal Direct Loan servicer. You will receive an email telling you when it is time as a first time borrower at Maryville to go to the Federal website. A master promissory note (MPN) and entrance counseling are required for students borrowing for the first time at Maryville University. These steps can be completed online at <http://www.studentloans.gov>.

Financial Aid FAQ:

1. *I get tuition benefits from my employer, but it doesn't cover all of my tuition charges. Can I apply for financial aid to cover the rest?*
Yes, you may apply for other forms of financial aid (usually in the form of student loans) as long as the total amount of your financial aid resources doesn't exceed your annual cost of attendance.
2. *I plan on using military or veteran's benefits for my education expenses. Who should I notify?*
Please visit our web site: <http://maryville.edu/Veterans-Military-Information-Benefits.htm> for information on resources for military personnel. It is the student's responsibility to provide the school documentation of eligibility. If you have questions about veteran's benefits, please contact Maryville University's veteran's benefits specialist Susan Jones at 314-529-9360 or sjones@maryville.edu.
3. *Can I apply for scholarships?*
There are no scholarships available for online MSN/DNP students at this time.
4. *I filed my FAFSA weeks ago. Why haven't I heard about my financial aid eligibility?*
You do need to be formally admitted before the Maryville University Student Service Center will prepare your financial aid package. If you are admitted and still haven't heard in that length of time, check you're SAR (Student Aid Report) to be sure you released the FAFSA data to Maryville University school code.

5. How much in federal student loans can I borrow?

Graduate Students can borrow a maximum \$20,500/year in Unsubsidized Direct Loan. There is a supplemental federal loan program called the Grad PLUS that is an option in addition to the unsubsidized direct loan. Once your FAFSA is processed, the Maryville University Student Service Center will advise you on your specific eligibility. More information about the annual borrowing limits and terms of federal student loans can be found on our web site: <http://maryville.edu/admissions-finaid-fafsa.htm>.

6. I was told I'm eligible for student loans? What do I do next? Do I have other paperwork to complete?

The three basic things needed to secure a federal loan that has been offered to you are:

- a. Signed Award Letter
- b. Master Promissory Note (<http://studentloans.gov>)
- c. Entrance Counseling Form

There may be other documents needed. The Maryville University Student Service Center will advise you if so.

7. How can I check the status of my financial aid?

You will find valuable information of the self-service financial aid portal at <https://my.maryville.edu/>.

8. Do I have to do any additional paperwork if I would like to borrow a graduate PLUS loan?

Unlike the unsubsidized direct loans, the graduate PLUS requires credit approval. This is completed by the University in the origination of the loan. There is also a separate and distinct Entrance Interview and MPN for the PLUS than for the Subsidized/Unsubsidized Direct loans, but both can be accessed from the same web site links. <http://studentloans.gov>.

9. Do I have to re-apply for financial aid at any point?

The financial aid year begins with fall term. It is best to file your FAFSA after the Federal tax return has been submitted.

10. I have been in repayment on previously borrowed student loans. Can I go into deferment?

To manage prior federal loans, you may go to the federal loan servicer web site: <http://www.direct.ed.gov/> where they have helpful tools to manage your loans no matter where you are in the borrowing process. If you need to provide enrollment verification, you may do that on the Maryville University Registrar's self-service web page: Generally, students carrying a half-time semester student making satisfactory academic progress can defer payment on previous loans.

If you have any further questions, please contact the Student Service Center at 314-529-9360.

Appendix H: Teach-Out Letter

MARYVILLE  UNIVERSITY
ST. LOUIS

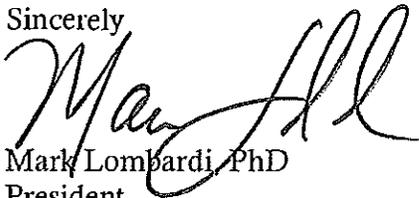
December 3, 2013

Iowa College Student Aid Commission
Attn: Carolyn Small
Postsecondary Registration Administrator
430 East Grand Avenue, 3rd floor
Des Moines, IA 50309-1920

To whom it may concern:

Maryville University participates in an ongoing assessment process. Currently, our institution is committed to delivering our online nursing programs to Iowa residents. However, if for any reason we made the decision to terminate our offerings, we would be proactive and time this decision so we could discontinue enrolling new students and complete an individual graduation plan for every current student. In addition, we would work with our students to transition to other programs for their choice if they would prefer that option. This could include monetary support to other programs to accept the student.

Sincerely,



Mark Lombardi, PhD
President

OFFICE OF THE PRESIDENT

650 Maryville University Drive • St. Louis, Missouri 63141
o. 314.529.9330 • f. 314.529.9900 • www.maryville.edu

Appendix I: Grievance Process and Policy

8.22 Policies and Procedures – Grievances by and against Students

8.22.1 Introduction

This section prescribes the policies and procedures relating to the resolution of the following categories of student grievances:

- Alleged violations of the Student Code of Conduct
- Academic integrity
- Academic issues other than integrity

The policies and procedures herein do not apply to the following categories of student grievances:

- **Allegations of sexual discrimination and sexual harassment, including allegations of sexual violence.** These fall under the purview of Title IX of the Higher Education Act, as amended, and are to be referred for resolution under the University's Sexual Harassment Policy (Includes Sexual Violence). These grievances should be referred to the University's Title IX Coordinator, (Jackie Plunkett, Director of Human Resources/Affirmative Action Officer, Room 137 Gander, Tel: (314) 529-9399, jplunkett@maryville.edu) or the University's deputy Title IX Coordinator (Kathy Quinn, Associate Dean of Students, Room 102 Donius University Center, (314) 529-9476, kquinn@maryville.edu) . A full explanation of that policy and its applicable procedures can be found at <http://www.maryville.edu/policies/general/title-ix-sexual-harassment-misconduct/>.
- **Allegations of discrimination on the basis of disability.** These fall under the University's Disability Accommodation, Documentation and Procedures policy. These grievances should be referred to the University's Disability Coordinator (Anna Kisting, Center for Academic Success and First-Year Experience, University Library First, 314.529.9374, akisting@maryville.edu). A full explanation of that policy and its applicable procedures can be found at https://my.maryville.edu/services/Policies/Shared%20Documents/Disability_Accommodations_Documentation_and_Procedures.pdf
- **Allegations of other forms of discrimination or harassment.** These are to be resolved under the University's generic anti-discrimination and anti-harassment policy and procedures. A full explanation of that policy and its applicable procedures can be found in the Policy Manual (Section 4.1.8): https://my.maryville.edu/services/human_resources/Shared%20Documents/Faculty%20and%20Staff%20Policy%20Manual.pdf

8.22.2 Grievances Relating to Alleged Violations of the Student Code of Conduct

8.22.2.1 Introduction

As an educational institution, Maryville University's conduct procedures and responses to student behavior are designed as much for guidance and correction of behavior as for invoking fair and appropriate sanctions. The following procedures represent the steps that may be employed to reach a resolution in cases of alleged misconduct by students or student organizations. Please note that each case is handled individually and that some of the procedures outlined below may not be necessary in every case. Hereafter, any references to "student" or "students" can also be understood to mean "student organization" or "student organizations," when applicable. Questions concerning these procedures should be addressed to the Office of the Dean of Students. Proceedings conducted pursuant to this code shall be informal, fair, and expeditious. In these proceedings, formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures invalidate a proceeding or decision, unless significant prejudice to an accused student or to the University may result. In any hearing, the person bringing the complaint (University or accusing party) shall bear the burden of establishing the occurrence of a violation of the Code of Conduct by a preponderance-of-the-evidence standard.

8.22.2.2 Confidentiality

All conduct proceedings are closed and confidential. Final conduct decisions are communicated to the charged student and relevant school officials. If the charged student signs a release, the final conduct decisions are also communicated to the charging party, except that in cases alleging crimes of violence, the Family Educational Rights and Privacy Act ("FERPA") permits the final results to be disclosed to the victim of the crime without such a release. A copy of the written description of the sanction is placed in the Dean's disciplinary file in the Office of Student Life.

8.22.2.3 Reporting a Violation

Cases involving alleged misconduct of students shall be referred to the Office of the Dean of Students or the Director of Residential Life through an incident report. Any member of the University community or off-campus individuals may submit an incident report to Public Safety or the Office of the Dean of Students detailing a potential student violation of the Student Code of Conduct. (Cases of academic misconduct should be reported to the appropriate Academic Dean.) The report should contain the date, time and location, names of individuals involved and details of the incident. An incident report must contain the name, phone number and ID number of the complainant (the party making a complaint). [Generally, the timeline for case review can range from one to three weeks upon receipt of an incident report.] **The submission of an incident report does not automatically initiate conduct proceedings.**

8.22.2.4 Consideration and Investigation

Upon receipt of an incident report a student file is generated. The Dean of Students or his/her designee will consider information provided by the complainant and may determine additional information is needed through further investigation in order to determine if there is reason to believe that a violation may have occurred.

In cases where the Dean of Students or his/her designee determines that there is no reason to believe that a violation may have occurred, he/she may decide not to pursue the case. If there is credible information suggesting that a violation may have occurred, the Dean of Students or his/her designee will then determine which policies the student will be charged with allegedly violating and whether the student has had prior conduct violations. The Dean

of Students or his/her designee will then determine which course of action will be taken to address the violation. The options are:

- Mediation
- Administrative hearing
- Hearing by a Conduct Board

Cases are addressed by incident. Therefore, when more than one student is accused, the matter may be handled as a single case. Similarly, when any combination of students and student organizations are involved, the matter may be handled as a single case. All parties involved will be heard either individually or as a group utilizing the hearing procedures appropriate for the highest level of Code of Conduct violation charged.

8.22.2.4.1 Student Rights

Students (complainant and respondent) have the following rights in the conduct process:

- To have prior knowledge of the charges and have the charges in writing explained fully at every level of the conduct process.
- To be present throughout the hearing.
- To hear testimony and/or see all written statements concerning the charges.
- To refute oral and/or written statements made by witnesses.
- To not attend the hearing or to remain silent without a negative inference being drawn by the Conduct Officer or Hearing Board, understanding that if the student is a no show or if silence is maintained, the case will be determined on the information presented.
- To be advised of the appropriate appeal process.
- To bring a support person to hearing.

Students who receive University accommodations under the Americans with Disabilities Act should notify the conduct officer that the appropriate accommodations should be accorded them as part of the conduct process.

8.22.2.4.2 Proceedings

Mediation

This procedure is implemented by the Dean of Students and/or the Director of Residential Life or their designee and is generally reserved for first offenders and less serious violations. It may be used when an alleged violation arises out of a dispute between a charged student and another party or parties. The goal is to design a mechanism to resolve the dispute and to prevent it from recurring. A follow-up letter will be sent outlining the agreed upon resolution. If the participants involved fail to live up to the agreed upon resolution, an administrative hearing will be scheduled and further conduct action may be taken.

Administrative Hearing

In this proceeding, conduct cases are assigned by the Dean of Students or designee or Director of Residential Life or designee to a Conduct Officer who completes a notification letter that highlights the possible Code of Conduct violation(s) with hearing date, time and location outlined in letter. The Conduct Officer then holds the hearing. If the Conduct Officer concludes that there is insufficient evidence to sustain a finding of responsibility, he or she may dismiss the case. A Decision Letter will be sent to the student detailing the decision. If

the student admits to responsibility or if the Conduct Officer concludes that a preponderance of the evidence shows that the student is responsible for the alleged violation(s), the Conduct Officer may impose a sanction(s) and will issue a Decision Letter to the student providing notification of the decision and any sanctions imposed. In either case, the Decision Letter may be e-mailed to the student's University e-mail address) and typically will be sent within ten business days. In certain cases as determined by the Dean of Students, more than one administrative member may be assigned to hear the case.

Conduct Board Hearing

The Conduct Board consists of a pool of faculty representatives from each college and school as well as staff from across campus. The Conduct Board for each hearing is composed of three to five members chosen from the pool. The Conduct Board selects one of its members to serve as the presiding officer.

A minimum of three members of the Board must be present in order to hold a hearing. The purpose of the Conduct Board is to hear charges of student violations of University rules and regulations in cases that might involve suspension or expulsion, to decide whether the charged student is responsible for the alleged violation(s), and if responsible to recommend sanctions. The Dean of Students will assign a Conduct Officer to advise the Board.

General Conduct Board Hearing Procedures

The Conduct Hearing Board will generally follow the procedures set forth below:

- Introduction of all present parties (including witnesses)
- Explanation of all the hearing format and questioning process
- Witnesses are excused
- Explanation of the alleged violations
- The complainant presents their statement(s)
- Board members may question the complainant(s) and/or witnesses
- Questions of the accused student will be asked of the complainant by the board chair
- The accused student(s) will present their statement(s)
- Board members may question the accused student(s) and/or witnesses
- Questions of the complainant will be asked of the accused student by the board chair
- The complainant(s) presents a summary of the case
- The accused student(s) presents a summary of the case
- Board members may ask any additional questions of any party involved
- Victim Notification procedures, when applicable, are explained
- Everyone except the board members is dismissed.
- Board deliberates and communicates its findings to the conduct officer advising the hearing. If appropriate for case, impact statement(s) are shared with board prior to determination of sanctions.
- The advising conduct officer sends written notification of the decision to the accused student(s) and, if appropriate, informs the complainant.

The Decision Letter detailing the outcome of the hearing and any related sanctions is generally sent to the respondent within five (5) business days of the hearing. In cases alleging crimes of violence, the complainant will also be notified of the hearing outcome and any sanctions imposed on the respondent that directly relate to the complainant.

Support Person

Complainants and respondents are invited to bring a support person with them to any conduct meeting. Each is permitted to have one support person accompany him/her to the Conduct Board Hearing. The support person must be a member of the University campus community, have no other role in the hearing and is not permitted to speak or otherwise represent the person they are supporting. The Conduct Officer will need to be notified at least 24 hours in advance of the hearing if a support person will be attending the hearing along with the name of the support person.

Witnesses

A witness is an individual who can give a *firsthand account* of something seen, heard or experienced. Character witnesses are considered irrelevant and will not be permitted to speak. A person who serves as a witness may not serve in any other capacity during the hearing. The complainant/respondent is required to submit a written list of witnesses to the Conduct Officer at least 48 hours in advance of the hearing. The list should include each witness' name and a summary of the witness' expected statements. It is the complainant's/respondent's responsibility to bring his/her witnesses to the hearing at the scheduled date and time. If any witnesses fail to show, the hearing will continue without them.

8.22.2.5 Notification to Parents

The Dean of Students or his/her designee has the authority under FERPA to notify parents or guardians when students under the age of 21 are found to have violated any federal, state, or local law or University policy related to the possession, use, or distribution of alcohol or controlled substance. Nothing in these guidelines shall prevent University officials from notifying parents or guardians of health or safety emergencies, regardless of the conduct status of the student. Nothing in these guidelines shall prevent the University from notifying parents or guardians when students under the age of twenty-one are involved in a group activity off campus, in which the students' organization is found to have violated University policy with respect to the use and/or consumption of alcohol or drugs. Whenever possible, students will be informed that parental notification is planned in advance of their parents' receiving the notice. The notification of parents is simply an act of notice and is not subject to Conduct Appeal.

8.23.3 Academic Integrity Process

8.23.3.1 Initial Steps

An initial complaint of a student or faculty member regarding academic integrity should be addressed at a fact-finding meeting between the two parties at which the perceived problem should be presented by the student or faculty member to the alleged offender. If this conversation results in a case of academic dishonesty being documented, faculty members will forward a "Confidential Report of Academic Dishonesty" to the student's academic advisor, the student's Academic Dean and/or Program Director, the Registrar, the Academic Dean for the course, and the Dean of Student Life. This report will be kept in the student's advising file, permanent academic file, and permanent student life file.

Consequences imposed by the faculty member may include, but are not limited to, one or more of the following:

- A failing grade on the particular assignment, paper or test
- A lower grade in the course
- A failing grade in the course
- Removal of the student from the course in progress
- Disciplinary probation requiring the development of a behavioral contract monitored by the Center for Academic Success and First Year Experience.

Further disciplinary action may be taken by the Academic Unit or by the University, including but not limited to:

- Dismissal from an academic program
- Suspension or expulsion from the University.

For repeated instances of academic dishonesty, the student's advisor, in consultation with the student's Academic Dean will determine the appropriate consequences.

After the student's Dean receives the "Confidential Report of Academic Dishonesty," the Academic Dean for the course will send a letter to the student, notifying the student of the consequences of this particular case of academic dishonesty and reminding the student that any future cases of academic dishonesty may result in more serious consequences. The Dean will also remind the student about the Informal Grievance Process should the student wish to pursue the matter further.

8.23.3.2 Informal Grievance Process

If the allegation of academic dishonesty is not resolved in the initial meetings with the faculty member and/or academic administrator as defined by the school/college, the student against whom the allegation of dishonesty has been made or the faculty member concerned should request, in writing, a meeting with the Academic Dean of the course to review the decision. With this request, the student or faculty member should provide documentation to support the request. The Academic Dean will

schedule a meeting within ten (10) business days with the student and/or the faculty member, as appropriate. The Academic Dean will then summarize the outcome of this meeting in a letter to the student and faculty member as soon as is practical noting the Formal Grievance Process as the next step, if necessary.

8.23.3.3 Formal Grievance Process

If the grievance of a student or faculty member has not been resolved by the informal process, the affected party within ten (10) days of the meeting with the Academic Dean (noted above) should submit a written request for action, containing all pertinent documents and other information regarding the complaint, to the Vice President of Academic Affairs for referral to the Student/Faculty Hearing Board. A hearing, to be held within ten (10) business days of receipt of the written request and receipt of all pertinent documentation, shall review the grievance together with any witnesses and documents the student, faculty member or Student/Faculty Hearing Board requests to be reviewed. All documents presented at the hearing will be filed in the office of the Vice President of Academic Affairs. The decision of the Student/Faculty Hearing Board shall be final.

Appendix J: Certificate of Good Standing and Certificate of Authority

STATE OF MISSOURI



Jason Kander
Secretary of State

CORPORATION DIVISION
CERTIFICATE OF GOOD STANDING

I, JASON KANDER, Secretary of the State of Missouri, do hereby certify that the records in my office and in my care and custody reveal that

MARYVILLE UNIVERSITY OF SAINT LOUIS
N00011968

was created under the laws of this State on the 25th day of September, 1957, and is in good standing, having fully complied with all requirements of this office.

IN TESTIMONY WHEREOF, I have set my hand and imprinted the GREAT SEAL of the State of Missouri, on this, the 4th day of November, 2013

A handwritten signature in cursive script, reading "Jason Kander".

Secretary of State





MATT SCHULTZ
Secretary of State
State of Iowa

**APPLICATION FOR
CERTIFICATE OF AUTHORITY
(NONPROFIT)**

TO THE SECRETARY OF STATE OF THE STATE OF IOWA:

Pursuant to the Revised Iowa Nonprofit Corporation Act, the undersigned corporation applies for a certificate of authority to transact business in Iowa, and states:

1. The name of the corporation is: Maryville University of Saint Louis

1A. [See Note 6] The name the corporation will use in Iowa, if different than the legal name of the corporation is:

2. The corporation is incorporated under the laws of the state [or foreign country] of: Missouri

3. The date of incorporation of the corporation was: September 25, 1957

4. The duration of the corporation is: Perpetual

5. The street address of its principal office is:

Address 650 Maryville University Drive

City, State, Zip St. Louis, MO 63141

6. The street address of its registered office in Iowa and the name of its registered agent at that office

Name C T Corporation System

Address 500 East Court Avenue

City, State, Zip Des Moines, IA 50309

7. Check one: The corporation has members. The corporation has no members.

8. The names and usual business or home addresses of its current directors and officers:

Name Dr. Mark Lombardi, President

Address 650 Maryville University Drive

City, State, Zip St. Louis, MO 63141

Name Larry Hays, Vice President for Administration and Finance

Address 650 Maryville University Drive

City, State, Zip St. Louis, MO 63141

Name Dr. Mary Ellen Finch, Vice President for Academic Affairs

Address 650 Maryville University Drive

City, State, Zip St. Louis, MO 63141

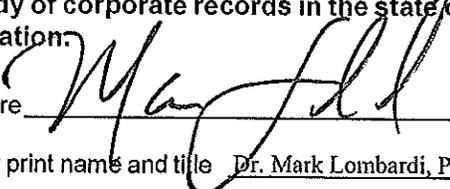
Name Please see attached.

Address _____

City, State, Zip _____

(Please attach additional pages as necessary)

9. A certificate of existence, or a document of similar import, duly authenticated within 90 days prior to the date of this application, by the secretary of state or other official having custody of corporate records in the state or country of incorporation, accompanies this application.

10. Signature  _____

Type or print name and title Dr. Mark Lombardi, President

NOTES:

1. The filing fee is \$25.00. Make checks payable to SECRETARY OF STATE.
2. A certificate of existence, or a document of similar import, duly authenticated within 90 days prior to the date of this application, by the secretary of state or other official having custody of corporate records in the state or country of incorporation, must accompany this application.
3. The document is to be signed by the chairperson of the board, the president, or other officer of the corporation. If directors have not been selected, the document is to be signed by an incorporator. If the corporation is in the hands of a court appointed fiduciary, the document is to be signed by the fiduciary. A copy of a signature is acceptable for filing. Verification is not required.
4. One copy of the document is to be delivered to the Secretary of State for filing.
5. The effective time and date of the document is the later of the following:
 - a. the time of filing on the date it is filed;
 - b. the time specified in the document on the date it is filed;
 - c. the time and date specified in the document, not later than 90 days after the date it is filed.
6. If the name of the corporation does not satisfy the requirements of section 1506 of the Revised Iowa Nonprofit Corporation Act, the corporation may use a fictitious name to transact business in Iowa if the corporation's real name is unavailable and the corporation delivers to the secretary of state for filing a copy of the resolution of its board of directors, certified by its secretary, adopting the fictitious name.
7. The information you provide will be open to public inspection under *Iowa Code* chapter 22.11.

SECRETARY OF STATE
Business Services Division
Lucas Building, 1st Floor
Des Moines, IA 50319

Phone: (515) 281-5204
Fax: (515) 242-5953
Website: sos.iowa.gov

Appendix K: IPEDs Graduation Rate Survey

IPEDS Graduation Rate Survey Summary • University-Wide

IPEDS GRS Data Year	Cohort Year (Freshman to Sophomore Retention Rate)	N ¹	4 yr. Completions	4 yr. %	5 yr. Completions	5 yr. %	6 yr. Completions	6 yr. %	Reported on IPEDS on GRS	6 yr. with Transfer-Out Completions at 4 yr. Institutions ²
2001	Fall 1995 (75%)	167	77	46.1%	98	58.6%	100	59.9%	60%	(100 + 8 = 108) 65%
2002	Fall 1996 (78%)	186	100	53.7%	117	62.9%	121	65.1%	65%	(121 + 8 = 129) 69%
2003	Fall 1997 (79%)	223	114	51.1%	141	63.2%	148	66.4%	66%	(148 + 4 = 148) 68%
2004	Fall 1998 (73%)	225	100	44.4%	125	55.5%	127	56.4%	56%	(127 + 37 = 164) 73%
2005	Fall 1999 (74%)	198	101	51.0%	120	60.6%	124	62.6%	63%	(124 + 20 = 144) 73%
2006	Fall 2000 (80%)	231	122	52.8%	147	63.6%	152	65.8%	66%	(152 + 21 = 173) 75%
2007	Fall 2001 (79%)	247	141	57.1%	153	61.9%	157	63.6%	64%	(157 + 17 = 174) 70%
2008	Fall 2002* (74%)	279	132	47.3%	155	55.6%	156	55.9%	56%	(156 + 33 = 189) 68%
2009	Fall 2003 (78%)	318	163	51.3%	188	59.1%	194	61.0%	61%	(194 + 35 = 239) 75%
2010	Fall 2004 (77%)	313	160	51.1%	194	62.0%	195	62.3%	62%	(195 + 33 = 238) 76%
2011	Fall 2005 (81%)	322	182	56.5%	215	66.8%	220	68.3%	68%	(220 + 30 = 254) 79%
2012	Fall 2006 (82%)	290	153	52.8%	200	69.0%	203	70.0%	70%	(202 + 25 = 227) 78%
2013	Fall 2007 (80%)	294	149	50.7%	190	64.6%	197	67.0%	67%	(197 + =) %

¹Freshman cohort adjusted (when necessary) per IPEDS Graduation Rate Survey guidelines:

*One student was removed from cohort 2002 (deceased).

²Transfer-out Completions information was sought via mailed survey to 95/FA and 96/FA cohort non-completers; few responses received. Limited feedback received from National Student Clearinghouse for 97/FA cohort. Enrollment Verify and Degree Verify services from NSC for 98/FA cohort and subsequent FR cohorts yielded significant feedback about non-Maryville completers of these cohorts.