

Iowa College Student Aid Commission

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

Postsecondary Registration Iowa Code Chapter 261B

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

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

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

GENERAL INFORMATION

Q. *Who must register?*

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

“School” is defined as an entity which:

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

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

Q. *What is required to register?*

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

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

Q. *When must registration and renewal occur?*

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

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

accreditation.

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

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

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

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

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

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

Q. What is the fee for registration or renewal?

A. The complete application fee structure is as follows:

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

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

Iowa College Student Aid Commission

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

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

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

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

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

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

Applications fees are to be sent to:

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

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

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

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

Name of School: Presentation College
Suite: _____
Street: 1500 North Main
City: Aberdeen,
State: South Dakota
Zip: 57401
Country: USA
Telephone Number (including country or area code): 605-225-1634

Type of corporation:

For-profit

Non-profit

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

Site	Street	City	State	Zip	Country	Telephone
Lakota Campus	East Prairie Road	Eagle Butte	SD	57625	USA	605-964-4071
Fairmont Campus	115 S. Park Street, Suite 117	Fairmont	MN	56031	USA	507-235-4658
Kilian Community College	300 E. 6 th Street	Sioux Falls	SD	57103	USA	605-221-3139
ND CLINICAL SITES ONLY	AUTHORIZATION TO OPERATE APPROVED 7-13-10					

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

Site	Street	City	State	Zip	Country	Telephone
Avera Holy Family Health	826 North 8 th Street	Estherville	Iowa	51334	USA	712-362-2631
Emmetsburg Community School	205 King Street	Emmetsburg	Iowa	50536	USA	712-852-3201
Cherokee Mental Health Institution	1251 West Cedar Loop	Cherokee	Iowa	51012	USA	712-225-6917
Myrtue Medical Center	1213 Garfield Avenue	Harlan	Iowa	51537	USA	712-755-4366
Avera Holy Family Home Health	826 North 8 th Street	Estherville	Iowa	51334	USA	712-362-2631

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

Below is a copy of Presentation College's Board of Trustees approved Tuition and Fees schedule for 2010/2011 which outlines full-time and part-time tuition, room plans for on-campus living, program fees, and other applicable fees. Also included is a table of all individual course fees.

Presentation College
2010-2011 Tuition and Fees

	FINAL 2010-2011	
	Total	Per semester
Block Tuition-Aberdeen, Eagle Butte, Fairmont (12-18 credits)	14,960.00	7,480.00
Room	4,100.00	2,050.00
Meal Plan	1,400.00	700.00
Room plan monthly, summer	550.00	n/a
Part time Tuition -Aberdeen, Eagle Butte, Fairmont per credit (1 - 5 credits & over)	470.00	
Part time Tuition-Aberdeen, Eagle Butte, Fairmont per credit (6 - 11 credits)	550.00	
Nursing Program Fee, per credit	100.00	
Med Trans/Med Office/Surg Tech Cert, Lifestyle Coach (per credit)	195.00	
Medical Assisting	275.00	
Early Childhood	195.00	
Kilian	275.00	
Huron	275.00	
Summer tuition (per credit)	300.00	
RT Clinicals, hospital based (per credit)	150.00	
Unclassified (per credit)	160.00	
Senior, Audit (per credit)	50.00	
High School (per credit)	70.00	
FM High School - set by state of MN, TBD		
Continuing Education (per credit)	75.00	
Graduation Fee (late fee of \$25)	130.00	
Transcript Fee, Diploma Replacement	10.00	
Portfolio Fee	155.00	
Challenge/Portfolio Transcription Fee (per credit)	45.00	
Challenge Exam Fee	40.00	
Rising Scholar	115.00	
Aberdeen and Huron City	150.00	
TLC	150.00	
New Student (orientation) fee	175.00	
Application fee	25.00	

**Presentation College Course Fees
Proposed Fees 2010-2011**

Arts & science	Nursing	Social Work
Business	Education	Allied Health

Course #	FINAL	
A300H	-	
A300	-	
AR112	-	
AR123	-	
AR232	-	
AR252	-	
BI453	-	
BL151	75.00	
BL161	75.00	
BL171	75.00	
BL181	75.00	
BL263	75.00	
BUJ253	-	
BUJ494	-	
BUJ485	-	
BUJ3033	-	
CL121	75.00	
CL131	75.00	
CL151	75.00	
CL161	75.00	
CL303	75.00	
CL313	75.00	
CL321	75.00	
CS121	-	
CS141	-	
CS181	-	
CS190	-	
CS203	-	
CS3033	-	
CT253	-	
CT353	-	
CT475	-	
H373-IN	international	
HW112	-	
HW333	75.00	
HW496	-	
ME132	75.00	
ME143	100.00	
ME274	100.00	
ME283	50.00	
ME290	15.00	
ML142	100.00	
NA111	-	
NL106	-	
NL128	-	
NL207	-	
NL213	-	
NL213	-	
EB	NL223	-

Course #	CL	FINAL
NL227	CL	-
NL235	CL	-
NL243	-	-
NL253	CL	552.00
NL333	-	-
NL335	CL	-
NL338	CL	-
NL338	CL	-
NL344 FM	CL	-
NL344 ND	CL	-
NL344	CL	-
NL368	CL	-
NL368	CL	-
NL375	CL	-
NL436R	CL	-
NL436T	CL	-
NL436-LPN	CL	-
NL454R	CL	552.00
NL454 T	CL	552.00
NL454 T	CL	552.00
NL454-LPN	CL	552.00
NL455	CL	-
NL455	CL	-
NL455-LPN	CL	-
PB102	CL	-
PL104	-	75.00
PL114	-	75.00
REC112	-	-
REC496	-	-
RT263	CL	210.00
RT275	CL	210.00
RT283	CL	210.00
RT305	CL	210.00
RT315	CL	210.00
RT325	CL	210.00
RT343	CL	210.00
RT360	CL	210.00
RT403	CL	210.00
RT425	CL	210.00
RT433	CL	210.00
RT443	-	210.00
RT455	CL	210.00
ST136	-	232.00
ST143	-	520.00
ST222	-	322.00
SW233	-	-
SW415	-	-
SW425	-	-
SW452	-	-
SW454	-	50.00
SEED211	-	170.00
SEED312	-	150.00
SEED410	-	550.00

Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Total
Nursing	Block (12-18 hrs) = \$14,960	Program = \$1,800 Clinical = \$500	\$4,000	On-Campus Living = \$5,500	\$26,760

Refund policy of the school for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))] If the refund policy is attached, please summarize the policy below.

The following is an excerpt from our college catalog addressing the various refund amounts a student receives, based on the time of withdrawal. For example, a student withdrawing by the publicized add/drop period receives a 100% refund of tuition and fees. Withdrawal in the first 60% of the semester results in a pro-rated refund of tuition only and withdrawal after the first 60% of the semester results in no refund to the student.

Institutional Refund Policy

Withdrawing from a course (within the publicized add/drop refund period)

Students who wish to withdraw from a registered course and receive a tuition/fees adjustment must initiate the necessary process with their academic advisor prior to the publicized add/drop period. In some cases, financial aid received on the students' behalf may need to be adjusted as well.

Withdrawing from a course (after the publicized deadline for a refund)

Students who wish to withdraw from a scheduled course after the publicized add/drop period must complete the necessary process with their academic advisor. No adjustments will be made to students' accounts or financial aid awards.

Withdrawal From College

Students who wish to withdraw from the College must contact their academic advisor or the Registrar's Office and complete the official withdrawal process. Presentation College performs a prorated calculation of tuition earned for those federal financial aid, state aid, personal aid, and institutional aid recipients who withdraw from all classes during the first 60% of each semester. Students withdrawing from all courses prior to the completion of 60% of the semester may receive a prorated credit of their tuition only. The prorated refund calculation does not apply to course/clinical fees, other institutional fees, laptop costs or book expenses. Students who withdraw within this timeframe have earned a percentage of Title IV funds based on the period of time they remained enrolled. The amount of unearned aid is required to be returned as mandated by Law 668.22 (effective July 1, 2000) in the order specified below:

1. Unsubsidized Stafford Loan 6. FSEOG
2. Subsidized Stafford Loan 7. Other Title IV aid programs (ACG and SMART Grants)
3. Perkins Loan 8. Other federal sources of aid
4. PLUS Loan 9. Other state, private, institutional aid
5. Pell Grant 10. Student

For students who fail to complete the official withdrawal process, once Presentation College becomes aware that a student is no longer attending classes, a date of withdrawal will be determined. If an amount owed is generated as a result of the calculation, the payment must be received or repayment arrangements must be made within 30 days of notification. All funds must be repaid before any additional federal, state, or institutional aid is awarded for subsequent semesters.

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

Below are listed the degrees and certificates offered by Presentation College. They are categorized by Bachelor of Science degrees, Associate of Science degrees, Associate of Arts degrees and Certificates as well as on-line offerings:

Bachelor of Science:

Biology
Business
*Sports Administration
Health, Human Performance and Recreation
* Exercise Science
*Recreation
Nursing
Psychology
Radiologic Technology
Secondary Education
*Biology
*Business
*History
*Language Arts (English)
*Psychology
Social Work

Associate of Science

Biology
Business
Chemistry
Communication
Life Style Coach
* Direct Support
* Gerontology
* Personal Trainer
Medical Assisting
Medical Office Administration (online only)
Nursing
Radiologic Technology
Surgical Technology (completion degree for graduates of
Presentation College's Surgical
Technology certificate program)

Associate of Arts

English
General Studies
Religious Studies

Certificate

Medical Coding (online only)
Medical Transcription (online only)
Surgical Technology

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

Below are listed the proposed degrees and certificates to be offered by Presentation College in Iowa. They are categorized by Bachelor of Science degrees, Associate of Science degrees, Associate of Arts, and Certificates as well on on-line offerings:

Bachelor of Science:

Biology
Business
*Sports Administration
Health, Human Performance and Recreation
* Exercise Science

Associate of Science

Biology
Business
Chemistry
Communication
Life Style Coach

- * Recreation
- Nursing
- Psychology
- Radiologic Technology
- Secondary Education
- *Biology
- *Business
- *History
- *Language Arts (English)
- *Psychology
- Social Work

- * Direct Support
- * Gerontology
- * Personal Trainer
- Medical Assisting
- Medical Office Administration (online only)
- Nursing
- Radiologic Technology
- Surgical Technology (completion degree for graduates of Presentation College's Surgical Technology certificate program)

Associate of Arts

- English
- General Studies
- Religious Studies

Certificate

- Medical Coding (online only)
- Medical Transcription (online only)
- Surgical Technology

Offered outside of Iowa

Below are listed the degrees and certificates offered by Presentation College in Minnesota. They are categorized by Bachelor of Science degrees, Associate of Science degrees, and Certificates as well as on-line offerings:

Bachelor of Science:

- Biology
- Business
- Nursing
- Psychology
- Radiologic Technology

Associate of Science

- Biology
- Business
- Chemistry
- Medical Assisting
- Radiologic Technology
- Surgical Technology (completion degree for graduates of Presentation College's Surgical Technology certificate program)

Certificate

- Surgical Technology

On-Line Offerings

- Medical Office Administration
- Medical Coding
- Medical Transcription

Below are listed the degrees and certificates offered by Presentation College in North Dakota. They are categorized by Bachelor of Science degrees, Associate of Science degrees, and Certificates as well as on-line offerings:

Bachelor of Science

- Nursing

Certificate

- Surgical Technology

On-Line Offerings

- Medical Office Administration (associate degree)
- Medical Coding (certificate)
- Medical Coding (certificate)
- Medical Transcription (certificate)
- Surgical Technology (completion degree for graduates of Presentation College's Surgical Technology certificate program)

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

Name: Dr. Lorraine Hale
 Suite: _____
 Street: 1500 North Main
 City: Aberdeen

State: South Dakota
Zip: 57401
Country: USA
Telephone Number (including country or area code): 605-229-8405

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.**

There are two ways students receive their schedule and billing information:

1. They may access these through their student portal. The address to their portal is sent to them within two weeks of acceptance into the College.
2. For students who register on-campus, the schedule is printed out and handed to them. Those who register via mail or over the phone with an advisor are sent a copy of the schedule via U.S. mail upon their request. However, because Presentation College is part of a “going green” initiative, electronic dissemination of this information is the preferred method. (See Appendix B)
 - a. The schedule includes the department, course number, and title of the course. Students may access a course description through a link “Course Offerings” on the student portal.
 - b. The billing information contains tuition, fees, room and board (if applicable) and any other charges the students may incur. It also shows the credits on their accounts such as financial aid, student payments, and any remaining balance.
 - c. The student refund policy is contained in the College Catalog and explained during new student orientation, for which attendance is required of all new students. Online students must access orientation electronically and is verified a number of ways through the PC Virtual department and Registrar’s Office.

All students requesting information are sent an information fact sheet which includes the programs and degrees offered at Presentation College, important deadlines, admission requirements and current tuition and fees. Due to the timing of distribution, it is duly noted that tuition and fees are subject to change. All publications do include the URL to the Presentation College website: www.presentation.edu The Admissions Office does a direct mailing to high school guidance counselors in the database, directing them to a specific area of the website developed specifically for these counseling professionals.

In addition, checklists for all degree programs are given to students upon request and upon enrollment. All new students receive a degree checklist and, if a transfer student, a free credit evaluation. An explanation sheet is sent with the credit evaluation in order to further explain which credits transfer and how they are accepted for degree completion.

All certificate, associate, and baccalaureate degree programs are Title IV approved. Certificate and associate programs articulate to the next degree level. Upon completion of a course, the student's letter grade is transcribed on their official record in addition to their degree checklist, which shows completion of general education and programmatic requirements.

The Presentation College catalog, accessible on the Registrar's website, meets the requirements of disclosure to students by providing course numbers, titles, and descriptions; institutional refund policy; academic requirements for award of degrees and/or certificates; and institutional accreditation. Tuition and fee charges may be found on the Financial Aid website under *Tuition and Costs*.

Presentation College also discloses accreditation through its website at <http://www.presentation.edu/aboutus/accreditation.html>

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

Name: CT Coporation
Suite: _____
Street: 500 East Court Avenue
City: Des Moines
State: IA
Zip: 50309
Country: _____
Telephone Number (including country or area code): 612-852-1288

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

Officer Number 1

Name: Ms. Stacey Levsen, Board Chair
Suite: _____
Street: 1500 N. Main St.
City: Aberdeen
State: SD
Zip: 57401
Country: USA
Telephone No. (including country or area code): 605-229-8405

For officers 2 or more, add pages as needed:

Owner Number 2

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

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

For owners 2 or more, add pages as needed

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

Commission. Provide documentation that every location of applicant school is approved by the accrediting agency and in good standing, for all locations throughout the world

Accrediting agency 1

Name: The Higher Learning Commission/The North Central Association of Colleges and Schools
Suite: Suite 2400
Street: 30 North LaSalle Street
City: Chicago
State: Illinois
Zip: 60602
Country: USA
Telephone Number (including country or area code): 1-800-621-7440
Contact Person: Dr. Karen Solomon

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



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

PRESENTATION COLLEGE
1500 N. Main St.
Aberdeen, SD 57401-1280

Affiliation Status: Candidate: 1966
Accreditation: (1971-)

PEAQ PARTICIPANT

Nature of Organization

Legal Status: Private NFP
Degrees Awarded: A, B

Conditions of Affiliation:

Stipulations on Affiliation Status: Prior commission approval for bachelor degrees required other than those in the current areas of Business, Education, Health, and Sciences, including Social Science.

Approval of New Additional Locations: The Commission's Streamlined Review Process is only available for sites in Minnesota, North Dakota, and South Dakota.

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: 2005 - 2006
Year for Next Comprehensive Evaluation: 2015 - 2016
Date of Last Action: 11/15/2010

Name Change:
Presentation Junior College to Presentation College

Academy Participation:
Participating in the Academy for Assessment of Student Learning. Successful participation in the Academy for Assessment of Student Learning replaces a report on assessment of General Education 08/01/08.



ORGANIZATIONAL PROFILE

PRESENTATION COLLEGE

1500 N. Main St.

Aberdeen, SD 57401-1280

Enrollment Demographics (by headcount) (HLC Posted: 04/22/2010)

	<u>Full-Time</u>	<u>Part-Time</u>
Undergraduate:	442	237
Graduate:	0	0

Educational Programs (HLC Posted 06/18/2010)

		<u>Program Distribution</u>	<u>Total Awarded</u>
Leading to Undergraduate degrees:	Associate	14	29
	Bachelors	8	106
Leading to Graduate degrees:	Masters	0	0
	Specialist	0	0
	Doctoral	0	0
Certificate Programs:		3	7

Dual Enrollment (HLC Posted: 04/22/2010)

Headcount in all dual enrollment (high school) programs 41

Off-Campus Activities (HLC Posted: 04/22/2010)

In-State:	Campuses:	Eagle Butte (PC Lakota)
	Additional Locations:	Huron (Huron) ; Sioux Falls (Kilian)
	Course Locations:	None
Out-of-State:	Campuses:	Fairmont, MN (PC Fairmont)
	Additional Locations:	None
	Course Locations:	None
Out-of-U.S.:	Campuses:	None
	Additional Locations:	None
	Course Locations:	None

Distance Education Programs

(HLC Posted: 10/15/2010)

Associate - 09.0100 Communication, General (AS in Communication) (Broadband lines)
 Associate - 13.1210 Early Childhood Education and Teaching (AS) (Broadband lines)
 Associate - 23.9999 English Language and Literature/Letters, Other (AA) (Broadband lines)
 Associate - 24.0102 General Studies (AS) (Broadband lines)
 Associate - 26.0101 Biology/Biological Sciences, General (AS) (Broadband lines)
 Associate - 38.0201 Religion/Religious Studies (AA) (Broadband lines)
 Associate - 40.0501 Chemistry, General (AS) (Broadband lines)
 Associate - 51.0001 Health and Wellness, General (AS in Lifestyle Coaching) (Broadband lines)
 Associate - 51.0705 Medical Office Management/Administration (AS) (Internet)
 Associate - 51.0801 Medical/Clinical Assistant (AS in Medical Assisting) (Broadband lines)
 Associate - 51.0909 Surgical Technology/Technologist (AS in Surgical Technology Completion) (Internet)
 Associate - 51.0911 Radiologic Technology/Science - Radiographer (AS in Radiologic Technology) (Broadband lines)

HLC Fosted: 11/15/2010

Printed: 11/17/2010



ORGANIZATIONAL PROFILE

PRESENTATION COLLEGE

1500 N. Main St.

Aberdeen, SD 57401-1280

Associate - 51.3801 Registered Nursing/Registered Nurse (AS) (Broadband lines)
Associate - 52.9999 Business, Management, Marketing, and Related Support Services, Other (AS in Business) (Internet)
Bachelor - 13.1205 Secondary Education and Teaching (BS) (Broadband lines)
Bachelor - 26.0101 Biology/Biological Sciences, General (BS) (Broadband lines)
Bachelor - 42.0101 Psychology, General (BS) (Broadband lines)
Bachelor - 44.0701 Social Work (BS) (Broadband lines)
Bachelor - 51.0911 Radiologic Technology/Science - Radiographer (BS in Radiologic Technology Completion) (Internet)
Bachelor - 51.0911 Radiologic Technology/Science - Radiographer (BS in Radiologic Technology) (Broadband lines)
Bachelor - 51.3801 Registered Nursing/Registered Nurse (LPN-BSN Completion) (Internet)
Bachelor - 51.3801 Registered Nursing/Registered Nurse (RN-BSN Completion) (Internet)
Bachelor - 52.9999 Business, Management, Marketing, and Related Support Services, Other (BS in Business Completion) (Internet)
Bachelor - 52.9999 Business, Management, Marketing, and Related Support Services, Other (BS in Business) (Broadband lines)
Certificate - 51.0708 Medical Transcription/Transcriptionist (Internet)
Certificate - 51.0713 Medical Insurance Coding Specialist/Coder (Internet)
Certificate - 51.0909 Surgical Technology/Technologist (Broadband lines)

Correspondence Education Programs (HLC Posted: 10/15/2010)

None

HLC Posted: 11/15/2010

Printed: 11/17/2010

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

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

Accrediting Agency 3

Name: _____
 Suite: _____
 Street: _____
 City: _____
 State: _____
 Zip: _____
 Country: _____
 Telephone No. (including country or area code): _____
 Contact Person: _____

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

Accrediting Agency 4+

Respond on a separate page:

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

All official student records are maintained in the Registrar’s Office at the main campus in Aberdeen, South Dakota. Beginning January 2010, new student records, as well as current student records, were/are scanned and maintained in a secure paperless system. Academic records for prior students who have graduated or are no longer attending are maintained in a secure closed file room in fireproof filing cabinets. The Registrar’s Office is currently scanning these files, as well, into the paperless system.

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

Name: Presentation College/Office of the Registrar
 Suite: _____
 Street: 1500 North Main
 City: Aberdeen
 State: South Dakota
 Zip: 57401
 Country: USA
 Telephone Number. (including country or area code): 605-229-8424

Students may also access transcript request information by accessing the Registrar’s website at <http://www.presentation.edu/registrar/academicforms.html>

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

State	Agency Name	Address	Contact Person	Telephone Number
South Dakota	South Dakota Department of Education	700 Governor’s Drive Pierre, South Dakota 57501		605-773-3134

Minnesota	Minnesota Office of Higher Education	1450 Energy Park Drive, Suite 350 St. Paul, Minnesota 55108-5227	Mr. George Roedler	651-642-0533
North Dakota	North Dakota Department of Career and Technical Education	State Capitol 15 th Floor, 600 East Blvd. Avenue, Dept. 270 Bismarck, North Dakota 58505-0610	Ms. Debra Huber	701-328-3180

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))]

Presentation College uses a combination of the following academic and instructional methodologies, such as demonstrations, direct instructions, lectures, lecture-discussions, case studies, cooperative learning, discussion/discussion boards, discovery learning, learning centers, scaffolding, problem-based learning & inquiry learning, simulations, guest lectures, among many others. Presentation College uses both asynchronous and synchronous instruction, such as internet-based, class room instruction, hybrid or blended instruction, interactive video-conferencing, and internet-based instruction that incorporates real-time interaction between students and instructor.

The Presentation College Nursing Program utilizes primarily hospitals and community health agencies for clinical experiences in Iowa. The agencies that host the clinical experiences have clinical contracts with Presentation College and the clinical faculty are licensed in Iowa or a compact state to practice nursing. The clinical experiences include, but are not limited to, direct care, care planning, preceptorship experiences with registered nurse staff, and observation experiences. All direct care experiences are under the direction of an onsite clinical instructor.

Presentation College Virtual (PCV) currently has one nursing student who resides in Iowa. She travels to the Fairmont Campus in Fairmont, Minnesota for class and clinical. Future PCV students who enroll in nursing courses, may take the didactic instruction via the internet. Students may submit a portfolio of experience to be considered for course credit but this is done on a very limited basis. The clinical experience would be delivered as noted above.

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

Agency Name	Contact Person	Telephone Number	Approval Status
Iowa Secretary of State			Pending

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

Yes No
If yes, explain below.

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

N/A

Do you:
Enroll students in Iowa? Yes No

Employ Iowa faculty? Yes No

Pamela Braddock, full-time nursing faculty, resides in Swea City, IA and works from the Fairmont, MN Presentation College Campus

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.

Currently, Presentation College employs clinical faculty only for observation and training of nursing faculty in the State of Iowa. As programs including clinicals, externships or practicum experiences expand, appropriate faculty will be added at that time.

Advertising practices at Presentation College has not, nor will not change as it relates to Iowa residents. The paragraphs below outline some of our current recruiting and admitting practices as it directly relates to Iowa:

In the past, Presentation College has participated in the Iowa Catholic College Week Fairs, the first week of September. The decision whether or not to participate is made in the summer prior to the fairs. Additional fairs in Iowa maybe considered, if there is interest from prospective students. Names are also purchased from commercial databases, such as National Research Center for College and University Admission (NRCCUA) and American College Testing (ACT). The Admissions Office has one person assigned to the Iowa territory, and one person assisting out-of-state transfers. Each of these person's responsibilities include travel, maintaining regular contact with prospective students, assisting them through the admissions process, informing them of financial aid and scholarship opportunities and scheduling campus visits. Applications are completed on-line or, if requested by the student, on a paper copy. Students are accepted for admission within 24 hours of all required documentation being submitted. Following acceptance, contact is maintained with the Admission Office until final registration and orientation.

The only print advertising done in Iowa was through the Sioux City diocesan paper, during the previously mentioned fair. Iowa students may see Presentation College television ads, hear radio ads or see billboards, if they are located near the South Dakota or Minnesota borders, as those are the College's prime recruiting territories. A few advertising examples can be found in Appendix E of this document.

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

Name: Ms. Pamela Braddock
Suite: _____
Street: 107 5th Street North
City: Swea City
State: Iowa
Zip: 50590
Country: USA
Telephone Number (including country or area code): 515-272-1569

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

Yes No

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

(See the *Iowa Code* for details.) Yes No

Section 261.9(1)"e"

...[Adopt] a policy that prohibits unlawful possession, use, or distribution of controlled substances by students and employees on property owned or leased by the institution or in conjunction with activities sponsored by the institution. Each institution shall provide information about the policy to all students and employees. The policy

shall include a clear statement of sanctions for violation of the policy and information about available drug or alcohol counseling and rehabilitation programs. In carrying out this policy, an institution shall provide substance abuse prevention programs for students and employees.

The College's mission statement reads as follows: "Welcoming people of all faiths, Presentation College challenges learners toward academic excellence and, in the Catholic tradition, the development of the whole person." In conjunction with that mission, Presentation College provides its students with a "Code of Student Conduct" (See page 6 of the 2010 – 2011 Presentation College Student Handbook; <http://www.presentation.edu/studentlife/StudentHandbook2010-2011.pdf>. This code encourages Presentation College students to live lives that "reflect standards of conduct that are in harmony with the Christian principles upon which the College was founded."

Alcohol Rules/Regulations

The Student Handbook also provides students with a wealth of knowledge regarding the rules and resources relating to alcohol and drug use. The paragraph entitled "Alcoholic Beverages," found on page 6 of the Student Handbook," reads as follows:

The following are prohibited on College-owned property or in College-owned buildings: possession of alcoholic beverages or alcoholic beverage containers; sale or consumption of alcoholic beverages. Being present in an area on campus where alcoholic beverages are being consumed or alcoholic beverage containers are present is prohibited. Violations of the alcohol policy will accumulate during a student's academic career at Presentation College.

The Student Handbook also cites South Dakota and Minnesota codified law (location of main and satellite campuses) and the Campus Security Act as Amended (see page 13). This clause defines underage drinking and delineates the consequences of being found guilty of underage drinking.

In addition, the Student Handbook puts forth Presentation College's sanctions for alcohol infractions (see page 10). These sanctions are mandatory and are cumulative throughout the student's academic career at Presentation College.

Resident students are also made aware of the College's alcohol policies in the "Residential Suites Living" appendix to the Student Handbook. Residents may read on page 31 that ". . . The residence facilities support and enforce the College's policies and regulations regarding alcohol and other drugs."

Lastly, the Student Handbook, in Appendix B page 37, warns students of the hazards of alcohol poisoning. This portion of the Appendix details symptoms of alcohol poisoning and actions to be taken if alcohol poisoning is suspected.

Drug Rules/Regulations

Presentation College has a zero tolerance policy relating to drugs. The "Code of Student Conduct" on page 7 of the Student Handbook states: "Use, possession, sale, or distribution of any narcotic, drug, medicine prescribed to another, chemical compound or other controlled substance or paraphernalia except as expressly permitted by law is prohibited on College premises." The Handbook, on pages 10 – 11, goes on to say: "Since the College has a zero tolerance policy regarding narcotics or drugs, any infraction of this policy will result in disciplinary sanctions and referral to law enforcement authorities. Such referral will not suspend disciplinary proceedings nor delay imposition of institutional discipline."

The text of the Campus Security Act as Amended is included in the Student Handbook. Portions of that act, found on pages 13 – 14 of the Handbook explain the College's policy relating to the possession, use and sale of illegal drugs.

Finally, resident students are referred to Appendix A of the Student Handbook. On page 31, students are reminded of the importance of staying drug free and of the College's stand on drugs.

Alcohol/Drug Prevention and Rehabilitation

Being a specialty health science baccalaureate institution, many of our academic majors emphasize living a healthy lifestyle. In addition, courses teach students about the consequences of alcohol and drugs.

A student group on the Aberdeen (SD) campus promotes making wise choices. SC² (Smart Choice Crew) provides educational pamphlets and items promoting a non-use message to all Presentation College students.

Counseling services are available through a variety of sources, both on the main campus and at distant sites. Page 17 of the Student Handbook contains the paragraph "Counseling Services." This portion of the Handbook points students toward counseling resources. As mentioned in the Handbook, the College will pay for up to three (3) counseling sessions per academic year per student.

Alcohol/Drug Information Dissemination

During orientation held each semester, students are introduced to the Student Handbook by Student Services Staff. At that time, students sign a “Student Handbook Acknowledgement” form (<http://www.presentation.edu/studentlife/StudentInformationForm.pdf>). By signing this form, students acknowledge that they are aware of the Student Handbook and that they either have read or will read it. The students further acknowledge on this form which format they will utilize to review the Student Handbook: online through PC’s website, through their PC email, in the Dean of Students (now Vice President for Student Services) office, or on a CD to be provided by Student Services staff.

Students are again introduced to the Student Handbook in their “College Experience” class during the first semester of their academic career at Presentation College. Resident students also get further details from the Student Handbook at a mandatory meeting in the fall of each year.

Section 261.9(1)“f”

...[Develop and implement] a written policy, which is disseminated during student registration or orientation, addressing the following four areas relating to sexual abuse:

- (1) Counseling.**
- (2) Campus security.**
- (3) Education, including prevention, protection, and the rights and duties of students and employees of the institution.**
- (4) Facilitating the accurate and prompt reporting of sexual abuse to the duly constituted law enforcement authorities.**

Presentation College takes all issues related to sexual abuse seriously. A portion of the “Code of Student Conduct,” found on page 6 of the 2010 – 2011 Presentation College Student Handbook <http://www.presentation.edu/studentlife/StudentHandbook2010-2011.pdf> “stresses the significance of each person’s self-worth and dignity, bigotry will not be tolerated, and students are responsible for their own lives and thus the decisions that they make.”

- 1) Counseling. As mentioned previously, Presentation College offers free counseling to all of its students, whether through the main campus counselor or through Student Assistance Programs with various counseling providers. Students are encouraged to contact the counselor on the Aberdeen (SD) to secure either further information or to secure help in arranging an appointment in their locale. Students are first made aware of this service when they visit campus prior to enrolling. They are given information about the benefit again during orientation and in their “College Experience” classes during their first semester at the College. Students are referred to the Student Handbook, page 17, for specifics.
- 2) Campus security. “Of utmost important to Presentation College is the safety and security of its students and employees.” (Student Handbook page 11). This statement, taken from the College’s “Policy Against Violence,” sums up Presentation College’s philosophy on the importance of the safety of its students. In addition to the “Policy Against Violence,” the following documents are also published in the Student Handbook: the Campus Security Act (pages 11 – 12), the Campus Security Act as Amended by the Sexual Assault Victims Bill of Rights (pages 12 – 14) and the Nondiscrimination and Harassment Policy (pages 14 – 15). These documents, in addition to the “Code of Student Conduct” and “Mandatory Sanctions” (page 10), define the various forms of aggression and violence. They also detail the reporting process and the disciplinary procedures followed by the College when reports are made. Telephone numbers to appropriate reporting and help agencies can be found in the Student Handbook on pages 2 – 3. In addition, the telephone number for Campus Security is posted in a number of locations on all campuses and is printed on all student and employee IDs. A link to the annual reporting for the “Student Right-to-Know and Security Act” is found on the Presentation College website: <http://www.presentation.edu/studentlife/SecurityReport.pdf>. This information is presented to students during orientation and in their “College Experience” classes.
- 3) Education, including prevention, protection, and the rights and duties of students and employees of the institution. The education of students regarding prevention, protection and rights and duties relating to sexual abuse happens in many venues. Again, the Student Handbook (pages cited earlier) educates students on the College’s viewpoints, regulations and procedures. Classes in the various academic disciplines discuss the issue as well. Speakers and presentations are brought on campus from time to time to further educate the College community. “Sex Signals,” an NCAA recognized program, has presented its production on the Aberdeen (SD) campus. This improv program relating to dating is followed up with a question-and-answer period. Area attorneys have also talked during orientation and with classes on the topic of sexual abuse.
- 4) Facilitating the accurate and prompt reporting of sexual abuse to the duly constituted law enforcement authorities. As mentioned in item 2 above, the Presentation College Student Handbook contains a number of policies, regulations and laws

relating to the topic of sexual abuse. Please refer to those portions of the Student Handbook mentioned above for further information regarding prompt and accurate reporting to law enforcement.

Section 261.9(1)"g"

...[Adopt] a policy to offer not less than the following options to a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and who is ordered to state military service or federal service or duty:

- i. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.**
- ii. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.**
- iii. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.**

Active Duty

A student who is a member, or the spouse of a member if the member has a dependent child, of the national guard or reserve forces of the United States and who is ordered to state military service or federal service of duty has the following options:

- 1. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
- 2. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
- 3. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

If Title IV eligible students withdraw due to being called to active duty with the Armed Forces of the United States or have been otherwise impacted by military mobilization, the College performs the Return of Title IV Funds calculations that are required by Federal statute and regulations (34CFR668.22).

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

Yes No

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

The recent audit report is available in the attached binder Appendix H in paper format, but is also available on the CD in pdf format.

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

Learning resources and support services are available to students in a variety of ways. Support areas of the College, such as financial aid, business office and registrar personnel are available to assist students in their respective areas on campus as well as via online and telephone support for distant students. The following section outlines support and resources from the areas of student services, library, technology, and advising.

Student Services and Support

The Career and Learning Institute assists students providing a well-balanced variety of direct services, educational programs, and resource materials. All students are provided tutoring, regardless of their location. The Presentation College Learning Center makes arrangements with area tutors to provide assistance to students and these tutors are reimbursed through Presentation College (PC). Once tutors are assigned, the Learning Center director gets weekly progress reports on the student and tutor plans. In addition, individualized academic improvement plans are monitored through the learning center to ensure student success.

Library Resources

The library at Presentation College strives to provide high quality collections and services in support of all programs offered by the College. Service to students is a primary focus of the library and every opportunity is taken to make interactions with the library resources and staff a pleasant, productive and successful experience. To that end, most resource collections are available in an online format to allow ease of access, searching, retrieval and use by students and faculty both on and off campus; a robust document delivery program exists for those materials not locally available; and staff are available in as many ways as possible to meet students, faculty and staff at the point of need. The library is open 65.25 hours per week and offers reference assistance in-person, as well as via telephone, email and instant messaging services. Digital collections are available at all hours every day of the year.

Significant change has occurred in the library world in the 10 years with more and more scholarly resources now available online, and some available only in digital format. An overwhelming majority of the library's holdings are available 24 hours per day, seven days per week. This provides significantly expanded access for all students. Current library holdings include more than 3,900 print and electronic journals (full text) in the field of medicine and allied health.

In all, nearly 17,000 journals are available full text in the more than 40 electronic databases to which the library subscribes. These subscription journal packages also index well over 45,000 titles on medicine, allied health, nursing, and a variety of other topics; articles from which can then be order via interlibrary loan.

Over 55,000 books and monographs are available electronically across a wide range of subjects such as health, medicine, nursing, allied health, science, sociology, psychology, education, business, law, communications, and more. Additionally, a collection of nearly 400 reference titles, including medical dictionaries, encyclopedias, and handbooks, is available electronically from Gale Virtual Reference and Credo Reference. These electronic books allow for quick access by local and distance students, as well as access at hours beyond those the library is open.

Research instruction sessions are available for courses each semester; and one-on-one instruction with individual students is available any time. Additional educational sessions on varying topics are offered to students, faculty and staff several times per year to each distance campus. Select medical and allied health subscription databases (indexes and full text journals) and electronic book packages available to Presentation students, faculty and staff members. Other ancillary databases are also available.

Technology Support

Technology is part of everyday life. Immediate accessibility to information is essential for success in the classroom and in today's workforce. Today's learners need portability, reliability and accessibility to technology and information. Walk-in technical support is available from 7:30 AM to 6:00 PM weekdays. Faculty, staff and students can call or email the Presentation College Help Desk for networking and software questions and for assistance with laptops, video conferencing equipment, hardware, etc. The PC Help Desk is located in E202 of the main building at the Aberdeen Campus. Basic level technical support is available on-site at the distant campuses as well as, technical staff making routine visits to each distance campus to diagnose, repair, update technology and train campus staff and faculty. In addition to 3 full time computer technicians, Presentation College also utilizes students to staff the PC Help Desk to assist technicians with repairs, troubleshooting and regular work order requests.

In response to today's rapidly increasing technological needs, Presentation College is continuing to expand its use of mobile technology by web streaming courses, utilizing Blackboard for online course delivery, expanding its Digital Campus, and much more. The objective of this mobile technology is to provide a dynamic learning environment, giving PC students access to a flexible and comprehensive learning community. Below are a sampling of the various instructional technologies utilized at Presentation College:

Blackboard. The Blackboard Learning System is a Web-based server software platform. Features include course management, a customizable open architecture, and a scalable design that allows for integration with student information

systems and authentication protocols. Its main purposes are to add online elements to courses traditionally delivered face-to-face and to develop completely online courses with few or no face-to-face meetings.

Adobe Captivate. Adobe Captivate is an electronic learning tool for Microsoft Windows which can be used to author software demonstrations, software simulations, branched scenarios, and randomized quizzes in .swfformat. It can also convert Adobe Captivate generated .swf to .avi which can be uploaded to video hosting websites. For software simulations, Captivate can use left mouse clicks, key presses and rollover images.

Adobe Connect. Adobe Acrobat Connect Pro is software used to create information and general presentations, online training materials, web conferencing, learning modules, and user desktop sharing. The product is entirely Adobe Flash based. All meeting workspaces are organized into 'pods'; with each pod performing a specific role (i.e. chat, whiteboard, note, etc.).

E-Instruction InterwriteMobi. The INTERWRITEMOBI® and INTERWRITEMOBI® System is the industry's first multi-user interface designed specifically to support student-centered, collaborative learning. The teacher and student can concurrently interact with and contribute to the same digital content - ideal for team activities, learning simulations, student exploration, and more

DyKnow Software. DyKnow is an interactive teaching tool, with anytime-anywhere access, that is used for collaborative note taking, transmitting an instructor's content to student computers, allowing students to share an interactive whiteboard, streaming audio and chat over a distance, and allowing instructors to monitor and control student computers.

Student Response Systems. Student Response Systems are a technological way to assess students, more commonly known as Audience Response Systems. The instructor is able to ask objective and subjective questions to each student. The questions come from a computer, and are displayed for each student to view. Each student can answer their test questions at their own pace and respond with a remote control device ("clicker").

Video Conference Equipment. Presentation College maintains 11 video conferencing classrooms for faculty and staff using IP Video for video conferencing and distance education applications. IP (Internet Protocol) Video uses equipment based on the H.323 protocol to digitize the video and audio signals from a session and make them available to similar equipment via the Internet. The advantages include lower cost for equipment, no special phone lines, and minimal setup. Most video conference classrooms are equipped with VCR/DVD, multiple LCD television screens, document camera, multiple presenter/audience cameras, internet and wireless connections.

Academic Advising

Advisors are responsible for modeling the College's mission and philosophy to students. Academic advising is an essential part of the educational mission, and the process by which that mission is accomplished. It is intended to assist students in solving their academic problems and making intelligent, attainable educational plans. The essence of the process of education relates the student as person, and her/his goals and aspirations, with faculty and available resources. Academic advising is an aspect of teaching, one in which the advisor assists students in cultivating the purpose and meaning of their educational experience. The Presentation College community declares that it takes a personal interest in each student, and all faculty are expected to be available to serve as academic advisors. In addition, other staff may be appointed to serve as academic advisors at the discretion of the Vice President for Academics.

Advisors are expected to know and understand the academic requirements for students as documented in the catalog and must be prepared to effectively guide the students who are assigned to them. Although there are other offices that provide specialized counseling to students, the advisor has a special mentor role that may take many forms including:

1. Advising students with regard to work in classes.
2. Assisting students in setting academic goals, understanding college and departmental requirements, and planning electives that coincide with the personal and career objectives.
3. Recognizing student needs for professional assistance with problems of a personal nature or resulting from academic skill deficiencies and directing students to the appropriate office or person from whom such assistance is available.

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

Presentation College Faculty, within an appropriate discipline, are involved in the development, approval, and evaluation process for new and current curriculum as outlined in the Presentation College Faculty Handbook (2010).

3.4.1 New Program Development and Approval Procedures

3.4.1.1 New Program Development Procedures

A. Idea: Any member of the College community (the developer) may submit a new program for consideration.

1. The proposal resides within an existing department: it is submitted to that department via its chair.
2. Proposal development requires supervision by the Department Chair and Program Development Officer. In the absence of a related department, the program would be supervised by the Vice President for Academics.

B. Development Process

1. Department: The Department/Department Chair recommends the proposal. The Program Development Officer, along with the program area supervisor/Faculty, prepares the necessary documents and obtains program level approval to proceed through internal approval levels. It is forwarded to the Department and Curriculum Committee for further critique, suggestions, and input. If the Department/Department Chair recommends that the idea does not warrant development, it is returned to the developer with recommendations for revision or abandonment. The idea may be modified and resubmitted.

C. Formal Proposal

1. A formal proposal is submitted to Curriculum Committee after completion of the feasibility study if applicable. If the proposal is accepted, it is passed on to the Faculty Assembly for consideration. If the proposal is not accepted, it is returned to Department/Department Chairs with a request for further development and/or additional information or recommendation for abandonment. It may be modified or resubmitted.

3.4.1.2 Approval Procedures

Using the College's guidelines and process for academic changes, the following review process is required:
Appropriate Department Chair and Program Development Officer supervise proposal development

Department and Academic Council are briefed during proposal development

Curriculum Committee reviews/oversees proposal development

This committee shall consist of 1 voting Assembly member (Faculty with a minimum of 50% teaching load per academic year and/or department chair status) from each Department, Lakota Campus, and Fairmont Campus.

FORMAL PROPOSAL PROCESSED THROUGH:

Department
Curriculum Committee
Faculty Assembly
Vice President for Academics
President
Academic Affairs Committee of the Board of Trustees
Board of Trustees

Curricular changes, including adding a course or program or deleting a course or program requires the review of the Department, Curriculum Committee, and Faculty Assembly. Minor changes within a program/department are subject to the approval of the Vice President for Academics and President.

3.4.1.3 External Approval Process

1. The Department Chair, in coordination with the Program Development Officer, then begins the process of obtaining any external approvals needed and/or specific notifications required, i.e. program accreditation, state approval (i.e. Minnesota Office of Higher Education, South Dakota Department of Education, various state Board of Nursing approvals, etc.), and/or The Higher Learning Commission, The North Central Association of Colleges and Schools (HLC-NCA).

2. If HLC-NCA approval is required, the Program Development Officer and applicable Department will prepare the necessary documents as required by HLC-NCA.

3. The proposal is submitted to the Vice President for Academics for final approval and submission to the sponsoring agency. Formal correspondence will originate from the Vice President for Academics Office.

4. After approvals are received, the Director of Financial Aid will be notified to authorize the program with the Department of Education for Title IV funding, if applicable. The Director of Financial Aid will confirm authorization with the Vice President for Academics.

3.4.2 Existing Program Evaluation

3.4.2.1 Evaluation Procedure

- A. Each program is scheduled for evaluation on a published rotation per Institutional Assessment Plan.
- B. Program evaluation is the responsibility of the individual program director or department chair working in conjunction with the Vice President for Academics.
- C. Results of program evaluation are distributed to and reviewed by program Faculty, and program, department, and College administration.
- D. Results of program evaluation are used by the academic department and Vice President for Academics to improve the program.
- E. Documentation of program improvements as a result of this process is kept on file in the Offices of the appropriate department and the Offices of Academic Services.

3.4.2.2 Evaluation Criteria

- A. The program's goals, philosophy, and mission are consistent with those of the College.
- B. The program has sufficient enrollment and retention.
- C. The program has sufficient human resources to meet program goals.
 - 1. Administrative personnel
 - 2. Faculty
 - a. number
 - b. qualifications
 - 3. Clerical/support staff
- D. The program has sufficient physical resources to meet program goals.
 - 1. Library
 - 2. Classroom/Lab space
 - 3. Equipment and supplies
 - 4. Teaching/Learning technology
 - a. Computers
 - b. Audio-visual resources
- E. The program's admission criteria are appropriate.
 - 1. Student success in program completion
 - 2. External assessment of graduates
(Board/certification/registry results, if applicable)
- F. The program's curriculum supports program outcomes.
 - 1. Logical
 - a. organized into courses
 - b. sequenced according to level and depth
 - c. appropriate credit
 - 2. Internally consistent
 - a. teaching and evaluation methods are congruent with each other
 - b. expectations/outcomes are consistent between courses and course sections
 - 3. Reflects standards of the discipline
- G. The program graduate has the knowledge and skills necessary to practice in his/her discipline.
 - 1. External assessment (Board/certification /registry results, if applicable)
 - 2. Employment (e.g., graduate surveys)
 - 3. Employer satisfaction (e.g., employer survey)

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.

Presentation College does not have a physical facility in the State of Iowa. The State of Iowa is currently only used for students placed in clinical and/or externship experiences. The current clinical/affiliate contracts can be found in Appendix A and also in pdf format on the enclosed CD.

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.

Letter from Dr. Lorraine Hale, President, can be found in Appendix D of this document and also available on the enclosed CD.

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.

Currently, Presentation College only utilizes clinical locations in the State of Iowa. There is no physical location in the State of Iowa for any Presentation College student. For names and address of these hospitals and/or clinics, see the applicable section presented earlier in this document. Presentation College currently has physical locations located in Aberdeen, SD, Fairmont, MN and Eagle Butte, SD. The Department Chair for Nursing is located at the main campus in Aberdeen, SD, who is responsible for the program, including curriculum, student issues, and all clinical experience contracts and affiliate agreements. Telephone and addresses were reported earlier in this document.

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.

Below is the Presentation College Student Appeal/Grievance Process as outlined on pages 39, 40 and 41 of the 2010/2011 College Catalog. If a resolution is not reached with applicable instructor, advisor or department chair, student complaints are reported to Presentation College, Office of the Vice President for Academics, 1500 North Main Street, Aberdeen, SD 57401. The telephone number is 605-229-8379.

Student Appeal/Grievance Process

Purpose

The appeal/grievance process is designed to afford all students a means to redress any form of unjust, oppressive, discriminatory, or fundamentally unfair practice affecting student academic performance or progress. Such identified practice may be either academic or non-academic in nature.

Academic/Non-Academic Appeal/Grievance Defined

For the purpose of the policy and procedures that follow, academic/non-academic appeals/grievances refer to a substantial complaint of a serious nature. It is students' claim of injury or wrong resulting from a decision, practice, or act by a member or members of faculty, administration, or staff, which is arbitrary and capricious, unjust, oppressive, discriminatory, fundamentally unfair, or exceeds the limits of academic freedom. For any matter to give rise to such an appeal/grievance subject to these procedures there must be clear and convincing evidence, which demonstrates either arbitrary or capricious action on the part of the individual faculty, administration, or staff member or action which is oppressive, discriminatory, fundamentally unfair, or which exceeds the limits of academic freedom.

The evidence must also establish that such action was injurious. In all such appeals or grievances, the burden of proof and persuasion is upon a student.

Academic/Non-Academic Appeal/Grievance Process

Students who wish to appeal or grieve academic or non-academic actions/decisions are to follow appropriate channels of communication in seeking resolution of differences. **Note:** Ordinarily a final grade may not be appealed. In order for students to pursue an appeal of a final grade, they must have specific concrete evidence that the grade was either erroneously or unfairly awarded. A challenge to a grade received in a course, comprehensive examination or other graduation requirement will be considered only when the students allege that the grade received reflects other than appropriate academic criteria, that is, achievement and proficiency in the subject matter as stated in the course syllabus. When students appeal a final grade, they will provide the faculty member with a copy of all petitions.

Informal Phase:

When students believe that they have a grievance or complaint related to their enrollment and successful progress at the College, within 10 business days of the action for which the grievance is being filed, students must approach the instructor/staff/administrator directly and attempt to reach an understanding at that level. In those rare instances where students believe that a direct approach might prejudice their standing, they may bring the problem directly to the attention of the instructor/staff person's supervisor or Department Chair. The Informal Phase shall last no longer than two weeks from the date the grievance was initiated.

Formal Phase:

Level 1. In those instances in which a satisfactory resolution is not secured in the Informal Phase, and in those Instances where the grievance involved more than a single event/course or College employee:

- a. Students should discuss their complaint first with the appropriate Department Chair and/or area supervisor Within two weeks after the completion of the Informal Phase.
- b. The Department Chair/Supervisor may discuss the matter with the students and any involved faculty/staff separately or together.
 - i. If the situation warrants, the Department Chair/Supervisor may solicit the views and opinions of other faculty members, staff, and/or students on the matter at issue and may use any departmental appeal or grievance mechanism that has been established.
 - ii. A written decision must be given to all parties involved within 10 business days from the date Level I was initiated.

Level 2. In those cases where a satisfactory resolution has not been secured at Level 1:

- a. Students may request a conference with the appropriate College administrator (Vice President for Academics, Vice President for Finance, Vice President for Enrollment, or Vice President for Student Services).
- b. In attempting to reach a clarification and resolution of the grievance, the administrator should meet with the concerned parties within five business days after the written decision has been rendered in Level 1.
 - i. Prior to this meeting the administrator should have memos or letters from all involved persons stating the issues and describing the decisions reached in previous meetings.
- c. At the meeting with the administrator, each person concerned should review all letters and memos.
 - i. New evidence relevant to the case may be brought forth at this time.
- d. After studying the facts, the administrator shall make a decision. This decision must be given to all parties involved within 10 business days from the date Level 2 was initiated.

Level 3. In the event that students or the faculty/staff member cannot accept the decision reached by the administrator, Within five business days after the written decision has been rendered in Level 2:

- a. They may apply for a hearing before the Committee on Student Grievances (CSG), whose composition of Five members is as follows:
 - i. Academic Grievance
 - a. The Presentation College Student Senate President shall appoint two students from Student Senate, who are not from the department in which the grievance originated, to serve as student representatives.
 - b. The President of Presentation College Faculty Assembly shall appoint two faculty members, who are not from the department of the grieved faculty, to serve as faculty representatives.
 - c. The Vice President for Academics shall appoint an academic Department Chair, who is not from the department of the grieved faculty, to serve as the CSG Chairperson of the committee chosen to hear the grievance.
 - ii. Non-Academic Grievance
 - a. The Presentation College Student Senate President shall appoint two students from Student Senate, who are not from the department in which the grievance originated, to serve as student representatives.
 - b. The Vice President for Student Services shall appoint two College staff members, who are not from the department of the grieved staff person, to serve as College staff representatives.
 - c. The Vice President for Student Services shall appoint an Area Staff Supervisor, who is not from the department of the grieved staff person, to serve as the CSG Chairperson of the committee chosen to hear the grievance.
- b. The five members will be notified by the appropriate administrator that they have been chosen to hear a grievance with the notice to state the time, date, and place of the hearing.
- c. During the hearing, all individuals directly involved in the grievance must be present.
 - i. All letters, memos, documents and other tangible evidence introduced in previous hearings must be available to all parties at the hearing.
 - ii. All parties to the grievance have the right to obtain witnesses. The College will cooperate with

- the grievant in securing witnesses and in making available specifically identified and relevant documentary and other evidence requested by the grievant, to the extent not limited by law.
- iii. There must be a tape recording of this hearing.
- d. After careful consideration of all the evidence relevant to the grievance as presented at the hearing, the CSG, by a majority vote, shall make a recommendation to the President of Presentation College regarding the disposition of the grievance within 30 days after the close of the hearing. Minority reports regarding the final disposition of the grievance shall be included with the recommendation.

- Level 4. The President renders the final institutional decision based upon a review of the record and the recommendations, findings, and conclusions of the CSG and may:
- a. Affirm the decision of the CSG;
 - b. Remand to the CSG with specific instructions for further findings or conclusions;
 - c. Conduct such further investigation or hearing as the President deems necessary; or
 - d. Reverse or modify the recommended disposition of the CSG.
 - i. If the President determines to reverse or modify the recommended disposition, the President shall state in detail the disagreement with the recommended disposition of the CSG.
 - ii. If the President disagrees with the findings or conclusions of the CSG, the President shall make available the findings and conclusions that are supported by a preponderance of the evidence in the record.

The President shall notify the parties involved by written decision rendered within 15 days after the issuance of the recommended decision of the CSG.

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

Below is a copy of the South Dakota Department of Education and Cultural Affairs letter dated April 11, 1994, which grants Presentation College exempt status (according to South Dakota Codified Law 13-48-3(4)) because of its accreditation by the North Central Association of Colleges and Schools.



Department of Education and Cultural Affairs

April 11, 1994

Alexander Popovics
Presentation College
1500 North Main St.
Aberdeen, SD 57401

Dear Dr. Popovics:

Thank you for submitting the required material to request licensing in South Dakota for Presentation College.

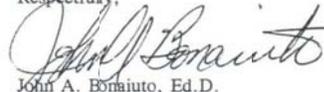
Exempt status is granted according to South Dakota Codified Law 13-48-3(4) which states that courses and institutions are exempt from further licensing regulations if:

... Offered by a postsecondary institution located in South Dakota which is accredited by a nationally recognized accrediting agency or association listed by the commissioner of the United States office of education...

Because Presentation College is accredited by the North Central Association of Colleges and Schools, exempt status is granted.

Contact me if you have any questions.

Respectfully,



John A. Bonaiuto, Ed.D.
Secretary

JAB:rrt

Office of the Secretary, 700 Governors Drive, Pierre, SD 57501-2291
Office - (605) 773-3134 FAX Number - (605) 773-6139

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.

Presentation College Stafford loan default rates compared to the national average is shown below. Historically, the default rates have been below the national average. The default rate for the Perkins loans for the cohort entering repayment during 2008-2009 is 2.33%. Presentation College requires all students to complete entrance counseling prior to issue of any Stafford or Perkins loans. Also, exit counseling is provided to all students who are no longer attending Presentation College. These counseling efforts are an important aspect in keeping our past students' informed about their rights and responsibilities loan repayment thus keeping default rates low.

Stafford Loan:

2008: 3.5
2007: 3.6
2006: 4.1

Perkins Loan:

2.33% for borrowers who entered repayment during the 2008-2009 fiscal year.

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

The average federal debt (Perkins and Stafford loans) for the 121 graduates between September 1, 2009 and August 31, 2010 graduates is \$23,250. The highest average loan debt is from the Lakota Campus at \$29,458. The online graduates' average \$26,898; Fairmont Campus average \$25,293; Main Campus average \$21,900; and the Kilian students average \$21,897.

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.

The 2003 cohort graduation rate, as reported on the IPEDS 2009-2010 Graduation Rates Survey, was 38%. Of the 2003 cohort, 34% earned a Baccalaureate degree, 3% earned an Associate degree and 1% earned a Certificate. Although Presentation College does not report graduation rates by branch campus, the graduation rates for first-time, full-time freshmen by campus were as follows:

Aberdeen baccalaureate	55%
Aberdeen associate	23%
Eagle Butte baccalaureate	0%
Eagle Butte associate	0%
Fairmont baccalaureate	17%
Fairmont associate	0%
PC Virtual certificate	17%

SIGNATURE

Applicant School Chief Executive Officer

Dr. Lorraine Hale _____
Name

President _____
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.