

# *Iowa College Student Aid Commission*

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

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

**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))]**

<b>Name of School</b>	<b>Street Address</b>	<b>City, State</b>	<b>Zip</b>	<b>Country</b>	<b>Telephone</b>
University of St. Francis	500 Wilcox Street	Joliet, IL	60435	U.S.	815-740-3807

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

<b>Site</b>	<b>Street Address</b>	<b>City, State</b>	<b>Zip</b>	<b>Country</b>	<b>Telephone</b>
Children's Harbor Center Conference Rm	1601 4th Avenue South	Birmingham, AL	35235	U.S.	815-740-3807
Training Center, 3115 N. 3rd Ave., Suite 312, Classroom # 2	350 W. Thomas Road	Phoenix, AZ	85013	U.S.	815-740-3807
Fellowship Hall	7701 S.W. 98th Street	Miami, FL	33156-2694	U.S.	815-740-3807
Conference Rm 3 & 4	1414 Kuhl Avenue	Orlando, FL	32806	U.S.	815-740-3807
Park Plaza Auditorium	516 Delaware Street, SE	Minneapolis, MN	55454	U.S.	815-740-3807
USF New Mexico	4401 Silver S.E.	Albuquerque, NM	87108	U.S.	505-266-5565
Dining Room A&B	130 South Bryn Mawr Avenue	Bryn Mawr, PA	19010	U.S.	815-740-3807
Lippincott Conf. Rm	7701 Burholme Avenue	Philadelphia, PA	19111	U.S.	815-740-3807

Suite	Street Address	City, State	Zip	Country	Telephone
Classroom # 6	6900 Hamilton Blvd	Trexlerstown, PA	18087	U.S.	815-740-3807
Critical Care Classroom	975 East Third Street,	Chattanooga, TN	37403	U.S.	815-740-3807
Teleconference Room	4220 Harding Pike	Nashville, TN	37202	U.S.	815-740-3807
1 A/B	201 North Mayfair Rd	Wauwatosa, WI	53226	U.S.	815-740-3807

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

The University of St. Francis will enroll Iowa residents in online courses only. The University of St. Francis does not have plans to establish a physical address in Iowa.

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

<i>Tuition for Programs Offered in Iowa and Outside of Iowa</i>			
<b>Bachelor of Science</b>	<b>Tuition per credit hour</b>	<b>Fees per course</b>	<b>Books and Supplies per course</b>
Health Care Leadership	\$545	\$100-150	\$200
Organizational Leadership	\$545	\$100-150	\$200
Management	\$545	\$100-150	\$200
BSN - Fast Track	\$545	\$100-150	\$200

<b>Masters</b>	<b>Tuition per credit hour</b>	<b>Fees per course</b>	<b>Books and Supplies per course</b>
Teaching and Learning	\$656	\$100-150	\$300
Nursing	\$656	\$100-150	\$300
Training and Development	\$656	\$100-150	\$300
Management	\$656	\$100-150	\$300

**Tuition for Programs Offered in Iowa and Outside of Iowa**

<b>Masters</b>	<b>Tuition per credit hour</b>	<b>Fees per course</b>	<b>Books and Supplies per course</b>
Health Administration	\$656	\$100-150	\$300
Business Administration	\$698	\$100-150	\$300
Nursing Administration	710	\$100-150	\$300

<b>Doctorate</b>	<b>Tuition per credit hour</b>	<b>Fees per course</b>	<b>Books and Supplies per course</b>
Nursing Practice	\$710	\$100-150	\$450

**Refund policy of the school for the return of refundable portions tuition, fees, or other charges (261B.4(4)).**

**Institutional Refund Policy:** Full policy can be found at <http://www.stfrancis.edu/admissions/financial-aid/tuition-fees-room-and-board-refund-policy/>  
 Refunds for withdrawal from the University will be made only after proper withdrawal forms have been completed. The forms are available through the Registrar's Office. Failure to properly notify this office renders the student ineligible for refund. **Full tuition is charged unless the student makes a formal withdrawal.** <https://www.stfrancis.edu/academics/registrar-office/forms/>

<b>During the....</b>	<b>Refund</b>
<b>1st Week</b>	<b>100%</b>
<b>2nd Week</b>	<b>75%</b>
<b>3rd Week and after</b>	<b>0%</b>

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

**Programs Offered in Iowa and Outside of Iowa**

Bachelor of Science in Health Care Leadership	Master of Science in Management
Bachelor of Science in Organizational Leadership	Master of Science in Training and Development
Bachelor of Science in Management	Master of Science in Nursing
Bachelor of Science in Nursing	Master of Science in Nursing Administration
Master of Science in Health Administration	Master of Science in Teaching and Learning
Master of Business Administration	Doctorate in Nursing Practice

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

<b>Name</b>	<b>Street Address</b>	<b>City, State</b>	<b>Zip</b>	<b>Country</b>	<b>Telephone</b>
Michael J. Vinciguerra	500 Wilcox Street	Joliet, IL	60435	U.S.	815-740-3369

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:**

1. Students are given a program sheet which has the titles of each course required to complete the program of their choice. Once registered for a course(s), the student is emailed an Academic Degree Plan (ADP) to track their progress with all of their courses. Students are directed to visit the orientation website located at <http://www.stfrancis.edu/advising/orientation/> . The website will provide students with detailed information on how to order textbooks, read their academic degree plan, and pay tuition bill and tutorials on how to access their MyUSF account in the Portal and online classes.
2. Course descriptions can be found in the 2010-2012 University of St. Francis catalog on pages 178-326.
3. Students receive a detailed bill showing the tuition and fees for each course. Students can also view their tuition bill in the MyUSF portal.
4. The refund policy can be found on the University homepage at <https://www.stfrancis.edu/admissions/financial-aid/tuition-fees-room-and-board-refund-policy/> ,

the 2010-2012 University of St. Francis catalog on page 39, and in the semester course information packet which is located in the MyUSF portal.

5. All courses offered online as well as clinical in the state lead to a bachelors, masters or doctorate degree
6. The University of St. Francis is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools, Illinois Board of Higher Education, Commission on Collegiate Nursing Education, Accreditation Council for Business School and Programs, and National Council for Accreditation for Teacher Education.

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

Name	Street Address	City, State	Zip	Country	Telephone
Thomas Beck	911 NW Waterfront Drive	Ankeny, IA	50023	U.S.	515-964-8441

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

Name	Title	Street Address	City, State, Zip	Country	Telephone
J. D. Ross	Chairperson of the Board	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Kathleen J. McGowan	Vice - Chairperson of the Board	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Michael Vinciguerra	Secretary	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Robert Tenuta	Treasurer	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Robert J. Baron, J.D.	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Mark D. Bass	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Sr. Susan Bruno	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Frank G. Cavazos	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369

<b>Name</b>	<b>Title</b>	<b>Street Address</b>	<b>City, State, Zip</b>	<b>Country</b>	<b>Telephone</b>
Nancy Clodi	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Vincent F. Cornelius, J.D.	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Robert F. Filotto	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Chrystel L. Gavlin	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Marisue Grabavoy	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Margaret Eletta Guider, OSF, Ph.D	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Diane F. Habiger	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Rao Kilaru, M.D., FACEP	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Jean Lenz, OSF	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Rev. James B. Lewis, O.Carm.	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Mary Rose Lieb, OSF	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
John T. Manner	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Robert Rogina	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Joseph R. Shankland	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Paramjit Singh Sidhu	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369

<b>Name</b>	<b>Title</b>	<b>Street Address</b>	<b>City, State, Zip</b>	<b>Country</b>	<b>Telephone</b>
M. Therese Southgate, M.D.	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Michael G. Spinozzi	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Faith Szambelanczyk, OSF	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Frank Turk, Jr.	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Christopher J. Ward, Ed.D.	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
J. Bradley Webb, J.D.	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Patricia S. Wheeler	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Keith Winfrey	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Lawrence A. Wyllie, Ed.D.	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Robert W. Wysocki	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
Mary Jo Young, OSF, Ph.D.	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369
	Member	500 Wilcox Street	Joliet, IL 60435	U.S.	815-740-3369

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

Not applicable. We are a not-for-profit corporation

**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 accrediting agency and in good standing, for all location throughout the world.**

<b>Name</b>	<b>Suite</b>	<b>Street Address</b>	<b>Country</b>	<b>Telephone</b>	<b>Contact Person</b>	<b>Recognized by U.S Dept of Ed.</b>
The Higher Learning Commission of the North Central Association of Colleges and Schools	7-500	201 South LaSalle Street, Chicago, IL 60604-1411	U.S.	312-881-8106	Steve Spangehl	Yes
Illinois Board of Higher Education		431 East Adams, 2nd Floor Springfield, Illinois 62701-1404	U.S.	217-557-7384	Dr. Robert Blankenberger	Yes
Commission on Collegiate Nursing Education	530	One Dupont Circle, NW, Washington, D. C 20036	U.S.	202-887-6791	Carol Ledbetter	Yes
National Council for Accreditation for Teacher Education	500	2010 Massachusetts Ave. NW, Washington, D.C. 20036	U.S.	202-466-7496	Margaret D. Crutchfield, Ph.D.	Yes
Accreditation Council for Business School and Programs		11520 West 119 <sup>th</sup> St., Overland Park, KS 66213	U.S.	913-339-9356	Steve Parscale	Yes

**Describe the procedure followed by the school for permanent preservation of student records. [(261B.4(6))]**

The University of St. Francis student records are preserved electronically in the Office of the Registrar through a document management system. In the event that the University closed, our founding congregation: the Sisters of St. Francis of Mary Immaculate also located in Joliet, Illinois, would house the student records.

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

Name	Street Address	City, State	Zip	Country	Telephone
University of St. Francis – Office of the Registrar	500 Wilcox Street	Joliet, IL	60435	U.S.	800-736-6300; Fax 815-740-5084

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

State	Agency	Address	Contact Person	Telephone Number
Alabama	Alabama Commission on Higher Education	PO Box 302000, Montgomery, AL 36130-2000	Elizabeth French	334 242-2179
Arizona	Arizona State Board for Private Postsecondary Education	1400 West Washington, Room 260, Phoenix AZ 85007	Teri Stanfill	602-542-5709
Florida	Commission for Independent Education	325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400	Tammy Fish	1-888-224-6684
Minnesota	Minnesota Office of Higher Education	1450 Energy Park Dr, Suite 350, St. Paul, MN 55108-5227	George Roedler, Jr.	651-259-3975
Nevada	Commission on Postsecondary Education	3663 East Sunset Road Suite 202 Las Vegas, Nevada 89120	David Perlman	702-486-7330
New Mexico	New Mexico Higher Education Department	2048 Galisteo, Santa Fe, NM 87505-2100	Stephanie Ellis	505-476-8400
Pennsylvania	Commonwealth of Pennsylvania Department of Education	333 Market Street, Harrisburg, PA 17126-0333	Carol Gizzelquist	717-787-4448

State	Agency	Address	Contact Person	Telephone Number
Tennessee	Tennessee Higher Education Commission	Parkway Towers Suite 1900, 404 James Robertson Pkwy Nashville, TN 37243-0830	Stephanie Bellard Chase	615-532-7495
Wisconsin	Educational Approval Board	30 W. Mifflin, 9th Floor, Madison, WI 53703	Patrick Sweeney	608-266-1996

**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))]**

The University of Francis uses Blackboard as its course management system for delivery of all of its online courses. The instructors in the online courses use a variety of Blackboard tools to deliver and facilitate instruction:

- \* Asynchronous discussions are held to facilitate conversation between students and instructor
- \* Instructors provide links to course materials that they have created to support content and instruction;
- \* Instructors provide links to web resources to support instruction;
- \* Objective testing is facilitated with the Blackboard Assessment tool;
- \* Students upload completed documents that reflect their course work and learning, with the instructor providing feedback to the course work within Blackboard;
- \* Student and instructor regularly communicate via the course Mail feature;
- \* Students share thoughts and ideas with other students and the instructor via blogging and journaling tools.

In addition, Adobe Connect is used to interact with students synchronously, with instructors using live webinars to hold virtual office hours, as well as a means for students to perform presentations to the rest of the class. Instructors also use Adobe Presenter to add audio, video and interactivity to Power Point presentations that are delivered within the Blackboard learning management system.

The University also uses:

- Small and large group discussions
- Reading assignments
- Case studies
- Lab work
- Presentations
- Group projects
- Project development
- Clinicals (students in nursing programs)

**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.**

Kathy Weinberg was contacted at the Iowa State Board of Nursing. No approval is needed, but the University was given guidelines to follow. The University of St. Francis has applied with Iowa Secretary of State for a Certificate of Authority to do business in Iowa.

**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.**

Not Applicable

**Do you:**

Enroll students in Iowa?  Yes  No

Employ Iowa faculty?  Yes  No

**Do you intend to:**

Enroll students in Iowa?  Yes  No

No Employ Iowa faculty?  Yes  No

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

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

We do not have any employees in Iowa.

**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

**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.**

The most recent audited financial statements available for the University of St. Francis were prepared by McGladrey and Pullen, LLP for the year ended May 2010. The Independent Auditor's Report on page three of the report indicates the auditing firm is providing an unqualified opinion.

*Please see "Attachment A" for a copy for the most recent audit*

**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**

A USF student has numerous resources available to assist them. Research databases and electronic journals are accessible from any computer with internet access via the Library's home page: <http://stfrancis.edu/lib/libindex>. In addition to electronic resources, reference librarians are also available to assist students. Students are encouraged to utilize these services. Help is available even when the library isn't open. Online help guides and answers to common questions are available on the library web site. Just click on "Tutorials/How do I...?" from the library home page. Student can find information about how to look for books, journal articles and more. Also available are online tutorials that will guide them through using most of our online databases. These databases are a great source of helpful information, and are easily accessed. Students can call (800-726-6500) or email the reference desk ([rdesk@stfrancis.edu](mailto:rdesk@stfrancis.edu)) if they have questions not answered by the tutorials.

### **Writing Assistance Available**

Writing assistance is available to student who would like to improve their writing. "Smarthinking" provides students with online access to assistance and guidance with their writing 24 hours each day/7 days a week. Through this online service, students can connect with an "e-instructor" and interact with a live tutor when they have a question. They can also submit their writing for review to the Online Learning Lab and receive feedback from a tutor within 24 hours. Each student must create an account by going to the "Smarthinking" site at <https://learning.smarthinking.com> and enter the username **stfrancis 0405** and password **accesstutors**. Students will then complete a brief registration form and choose their own new username and password. In addition to "Smarthinking", students will continue to have access to tutors in the USF Academic Resource Center (ARC). ARC can be reached at 800-726-6500 or by emailing: [arc@stfrancis.edu](mailto:arc@stfrancis.edu)

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

Full-time faculty member in the appropriate academic department have designed all of the online degree programs. They have gone through Academic Approvals at the university level as well as the Board of Trustees level. These programs are identical to the on-campus curriculum. All departments are required to assess the curriculum on an annual basis as part of the USF Assessment Process.

**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.**

The University of St. Francis will enroll Iowa residents in our online programs. The university does not have plans on establishing a physical address in Iowa at this time.

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

**Statement may be in an attached document.**

*Please see "Attachment B" for Statement of Commitment*

**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.**

There are no physical locations in the state except when clinical sites are needed for the nursing programs. At that time, we will notify the commission of those 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.**

**Grievance Procedure: Grading or Other Course Matters**

When a student has a complaint about a given grade or other matter directly related to a course, the following procedure will be followed if the problem cannot be resolved in an informal discussion between the instructor and the student:

**Step I** – The student files a Documentation of Formal Grievance form secured from the Registrar's Office within 20 calendar days of the contested occurrence or receipt of grade report. The completed form is returned to the appropriate Dean of the college from which the course was offered. A copy is forwarded to the instructor by the Dean. The instructor must contact the student within 10 class days to discuss the grievance. The results of the discussion will be indicated on Step I of the form, signed by the instructor, and forwarded to the appropriate college Dean.

**Step II** – If the grievance is not resolved in Step I, the student can request that the appropriate program administrator to review the grievance. The administrator will request the student and faculty member to submit material within 14 calendar days after the Step I decision has been received. The Step II review may be conducted as a meeting or conference call and will include the appropriate administrator, faculty member, the student, and a representative selected by student (if any). Students can receive assistance or advice during these procedures from parents or other persons of their choosing, including an attorney. The administrator's decision will be provided in writing, to the student within 7 calendar days after the meeting. Results of the Step II meeting will be indicated on Step II of the form and the entire packet will be filed in the office of the Provost.

**Step III** – If the grievance is not resolved in Step II, the student can request that the appropriate college Dean review the grievance. The Dean will request the student and faculty member to submit material within 14 calendar days after the Step I decision has been received. The Step II review may be conducted as a meeting or conference call and will include the appropriate college Dean, faculty member, the student, and a representative selected by student (if any). Students can receive assistance or advice during these procedures from parents or other persons of their choosing, including an attorney. The Dean's written decision will be provided to the student within 7 calendar days after the meeting. The decision of the Dean is final. Results of the Step III meeting will be indicated on Step III of the form and the entire packet will be filed in the office of the Provost.

Note: All forms are available in the Registrar's Office. If the student fails to adhere to the stated timelines the grievance will be dropped. If University personnel fail to adhere to the stated timelines, the grievance will proceed to the next step. The timelines may be extended by mutual agreement of parties involved. Twenty (20) class days regarding GRADING is interpreted to mean the twentieth calendar day after the grades are e-mailed from the Registrar's Office.



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

*Please see "Attachment C" for the Illinois Certificate of Authority and Iowa Secretary of State form.*

**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.**

FY09 1.9%  
FY08 1.0%  
FY07 1.9%  
FY06 2.2%  
FY05 1.6%

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

The average debt numbers are \$29,986.

**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.**

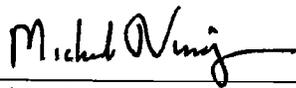
General retention is reported to the Department of Education through the IPEDS report. The current cohort default rate for 2004 cohort is 59%.

**SIGNATURE**

**Applicant School Chief Executive Officer**

Michael J. Vinciguerra  
Name

President, University of St. Francis  
Title

  
Signature

4/17/11  
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.**

**Janine Hicks - RE: Process for out of state online nursing programs**

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**From:** "Weinberg, Kathy [BON]" <Kathy.Weinberg@iowa.gov>  
**To:** Janine Hicks <JHicks@stfrancis.edu>  
**Date:** 3/21/2011 12:05 PM  
**Subject:** RE: Process for out of state online nursing programs

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Ms. Hicks:

**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 student s cilinical experiences in Iowa under the following guidelines:

1. 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.
2. The nursing student shall practice within Iowa Code 152 and Iowa Administrative Code 655.
3. 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.
- 4.The institution and clinical agency shall have a contractual agreement which includes:
  - Identification of responsibilities of both parties related to pateint or client services.
  - Faculty control, selection and guidance of student learning experiences.
  - Provision for termination of the agreement.
  - Provision for annual review.
5. The controlling institution, the nurisng 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.

Kathy Weinberg RN, MSN  
Assiciate Director Practice/Education  
Iowa Board of Nursing

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**From:** Janine Hicks [mailto:JHicks@stfrancis.edu]  
**Sent:** Monday, March 21, 2011 11:13 AM  
**To:** Weinberg, Kathy [BON]  
**Subject:** Process for out of state online nursing programs

Hi Kathy,  
The University of St. Francis in Joliet IL offers the following nursing degrees online:

Bachelor of Science in Nursing degree completion for RN's  
Master of Science in Nursing  
Master of Science in Nursing Administration (will begin fall 2011)  
Doctorate of Nursing Practice

I would appreciate any information you can share of what the Iowa State Board of Nursing Regulations are for online out of state degree programs.

Thank you for your help,  
Janine

Janine M. Hicks  
Director of the Office of Institutional Effectiveness  
University of St. Francis  
Joliet, IL 60435  
866-890-8353 or 815-740-3807  
jhicks@stfrancis.edu

Clinical Agreement Between  
University of St. Francis  
College of Nursing and Allied Health

And

«Company Name»  
(Clinical Agency)

«Students First Name» «Students Last Name», currently enrolled in the RN-BSN Fast Track Program University of St Francis College of Nursing and Allied Health, has expressed interest in obtaining clinical experience at «Company Name», as discussed with «First Name» «Last Name», «Credentials», the preceptor, for the purposes of fulfilling objectives for NURS «Course Number» «Course Title».

Authorized representatives of University of St. Francis College of Nursing and Allied Health and with «First Name» «Last Name», «Credentials» of «Company Name», understand the following points of agreement.

It is understood by the University that:

1. The student will interact with clients/families of Azzarelli Clinic for selected clinical experiences related to Baccalaureate nursing practice.
2. The University will be responsible for a program of study for Baccalaureate level nursing and will provide competent faculty to coordinate the student's plan of learning. The faculty member will:
  - a. evaluate the student's progress toward meeting objectives (see course attachment),
  - b. maintain a collegial relationship between the University and the facility, and
  - c. communicate student expectations at various levels of the program in terms of knowledge and skill.
3. The University will provide verification (upon request) that the student comply with the following requirements:
  - a. current licensure to practice nursing within their state of residency,
  - b. current professional liability insurance coverage,
  - c. verification of immunization/proof of immunization record,
  - d. current CPR certification, and
  - e. current HIPAA/OSHA compliance.

The facility agrees to:

1. Provide opportunities for student to participate in a Baccalaureate nursing role.
2. Allow student opportunities to practice interdependently and/or collaboratively in the Baccalaureate nursing role.
3. Allow student access to resources necessary to provide health care in the setting (e.g. diagnostic reports, client charts).

\*The facility maintains the right to cancel practicum of a student if the facility determines that the student does not reflect the facility's mission.

The preceptor shall:

1. Orient the student to the practice setting (see preceptor role attachment).
2. Serve as a resource person and facilitator for student's Baccalaureate nursing clinical experience.
3. Communicate with the faculty and student in evaluation of student's performance.
4. Assist in providing opportunities for the student to pursue learning objectives within the parameters of the facility.
5. Encourage the student to assume increasing responsibility/independence during the clinical experience.
6. Submit current vitae/credentials for area of practice and current RN licensure within their state of residency.

The assignment of the student to specific clients and/or experiences will be based on their potential to provide the student with learning opportunities to fulfill the stated objectives. Neither the University nor the student will receive compensation from McAuley Clinic for services given during clinical experience.

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Chief Nursing Officer/Date

---

Preceptor/Date

---

Dean, College of Nursing and  
Allied Health/Date

---

RN-BSN Fast Track Coordinator/Date

Clinical Agreement Between  
University of St. Francis  
College of Nursing

and

«Company Name»  
(Clinical Agency)

«SemesterYear»  
(Semester/Year)

«Students First Name» «Students Last Name», currently enrolled in the graduate program for Advanced Practice Nursing at the University of St. Francis College of Nursing, has expressed interest in obtaining clinical experience at «Company Name», as discussed with «First Name» «Last Name», «Credentials», the preceptor for the purposes of fulfilling objectives for NURS «Course Number» «Course Title».

The following points of agreement are understood by authorized representatives of the University of St. Francis College of Nursing and «First Name» «Last Name», «Credentials» of «Company Name».

It is understood by the University that:

1. The student will interact with clients/families of «Company Name» for selected clinical experiences related to advanced practice.
2. The University will be responsible for a program of study for graduate level advanced practice nursing and will provide competent faculty to coordinate the student's plan of learning. The faculty member will make on-site visits as needed to:
  - a. evaluate the student's progress toward meeting the objectives that have been provided to the preceptor,
  - b. maintain a collegial relationship between the University and the organization, and
  - c. communicate student expectations at various levels of the program in terms of knowledge and skill.
3. The University obtains verification that the student is in compliance with the following requirements:
  - a. current licensure to practice nursing within the state of Illinois
  - b. current professional liability insurance coverage
  - c. verification of immunization/proof of immunization record
  - d. current CPR certification
  - e. verification of HIPAA training
  - f. verification of OSHA blood borne pathogen training
  - g. criminal background check
  - h. drug screen

(continued)

The agency agrees to:

1. Provide opportunities for the student to perform in an advanced practice nurse role.
2. Allow students an opportunity to practice interdependently and/or collaboratively in the advance practice nurse role.
3. Allow students access to resources necessary to provide health care in the setting (e.g. client charts, diagnostic reports, etc.).

\*The agency maintains the right to cancel practicum of a student if the organization determines that the student's performance does not reflect the agency's mission.

The preceptor shall:

1. Orient the student to the practice setting.
2. Serve as a resource person and facilitator for the student's clinical experience.
3. Communicate with the faculty and student regarding the student's performance.
4. Assist in providing opportunities for the student to pursue learning objectives within the parameters of the organization.
5. Encourage the student to assume increasing responsibility/independence during the clinical experience.
6. Submit a current vitae/credentials including a copy of his or her professional license for area of practice prior to the beginning of the clinical rotation.

The assignment of the student to specific clients and/or experiences will be based on their potential to provide the student with learning opportunities to fulfill the stated objectives. Neither the University nor the student will receive compensation for services provided as a requirement for meeting objectives of a student's clinical experience.

USF Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

USF Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

Preceptor Signature \_\_\_\_\_ Date \_\_\_\_\_

Agency  
Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

(This line made available if so required by agency policy.)

# Certificates Of Status Attachment A



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UNIVERSITY OF  
ST. FRANCIS®

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**STATEMENT OF AFFILIATION STATUS**

UNIVERSITY OF ST. FRANCIS  
500 N. Wilcox St.  
Joliet, IL 60435

**Affiliation Status:** Candidate: Not Applicable  
Accreditation: (1938- .)

**AQIP 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 Nursing Practice (DNP).

**Approval of New Additional Locations:** The Commission's Streamlined Review Process is only available for offering existing degree programs at new sites within the state and within the United States. Notification of the Commission is required prior to offering new degree programs at off-campus sites in states not currently listed within the inventory of sites recognized by the Higher Learning Commission.

**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:** AQIP Quality Checkup: 2016 - 2017;

**Summary of Commission Review**

<b>Year of Admission to AQIP:</b>	09/26/2003
<b>Year of Last PEAQ Comprehensive Evaluation:</b>	1999 - 2000
<b>Year of Last Systems Appraisal:</b>	2006 - 2007
<b>Year of Next Systems Appraisal:</b>	2010 - 2011
<b>Year of Last Reaffirmation of Accreditation:</b>	2010 - 2011
<b>Year of Next Reaffirmation of Accreditation:</b>	2017 - 2018
<b>Date of Last Action:</b>	02/21/2011



**The Higher Learning Commission**



Chicago, Illinois 60602-2504 | 312-263-0456  
www.ncahigherlearningcommission.org

**STATEMENT OF AFFILIATION STATUS**

***Name Change:***

College of St. Francis to University of St. Francis (1/1/98)



## ORGANIZATIONAL PROFILE

UNIVERSITY OF ST. FRANCIS  
500 N. Wilcox St.  
Joliet, IL 60435

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

	Full-Time	Part-Time
Undergraduate:	1245	448
Graduate:	307	1352

Educational Programs (HLC Posted: 04/22/2010)	Program Distribution	Total Awarded
Leading to Undergraduate degrees:	Associate	0
	Bachelors	41
Leading to Graduate degrees:	Masters	17
	Specialist	0
	Doctoral	1
Certificate Programs:	8	7

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

Headcount in all dual enrollment (high school) 0

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

**In-State:** Campuses: None  
 Additional Locations: Barrington (Advocate Good Shepherd Hospital); Burbank (Kennedy School); Chicago (Shriners Hospital); Frankfort (Lincolnway North High School); Joliet (Thomas Jefferson School); Joliet (Twin Oaks); LaSalle (Core Administration Center; Lincoln Jr. High School); Naperville (Edward Hospital); Oak Lawn (Advocate Christ Hospital); Oswego (Thompson Junior High); Palos Hills (Moraine Valley Community College); Peoria (Illinois Central College); Plainfield (Ira Jones Middle School); Streator (Centennial School); Streator (Streator High School); Urbana (Carle Clinic); Yorkville (Yorkville School)

Course Locations: 1

**Out-of-State:** Campuses: Albuquerque, NM (University of St. Francis)  
 Additional Locations: Birmingham, AL (Birmingham Childrens Health System); Phoenix, AZ (St. Joseph Medical Center Peppertree Educational B); Miami, FL (Wayside Baptist Church); Orlando, FL (Orlando Regional Medical Center); Minneapolis, MN (Fairview-University Medical Center); Bryn Mawr, PA (Bryn Mawr Hospital); Philadelphia, PA (Fox Chase Cancer Center); Trexlertown, PA (Health Center at Trexlertown); Chattanooga, TN (Erlanger Medical Center); Gallatin, TN (Sumner Regional Medical Center); Nashville, TN (St. Thomas Hospital); Wauwatosa, WI (Wheaton Franciscan Wauwatosa)

Course Locations: None

**Out-of-U.S.:** Campuses: None  
 Additional Locations: None  
 Course Locations: None

### Distance Education Programs

(HLC Posted: 04/22/2010)

HLC Posted: 02/21/2011

Printed: 03/04/2011



## ORGANIZATIONAL PROFILE

UNIVERSITY OF ST. FRANCIS  
500 N. Wilcox St.  
Joliet, IL 60435

Bachelor - 51.0701 Health/Health Care Administration/Management (Bachelor of Science in Health Care Leadership) (Internet)  
Bachelor - 51.1601 Nursing/Registered Nurse (RN, ASN, BSN, MSN) (Bachelor of Science in Nursing) (Internet)  
Bachelor - 52.1001 Human Resources Management/Personnel Administration, General (Bachelor of Science in Management) (Internet)  
Bachelor - 52.1003 Organizational Behavior Studies (Bachelor of Science in Organizational Leadership) (Internet)  
Certificate - 13.0501 Educational/Instructional Media Design (Certificate in Learning Technology) (Internet)  
Certificate - 13.0501 Educational/Instructional Media Design (Certificate in Management of Training & Development) (Internet)  
Certificate - 13.0501 Educational/Instructional Media Design (Certificate in Training Specialist) (Internet)  
Certificate - 51.1601 Nursing/Registered Nurse (RN, ASN, BSN, MSN) (Certificate (Post Masters) in Adult Health Clinical Nurse Specialist) (Internet)  
Certificate - 51.1601 Nursing/Registered Nurse (RN, ASN, BSN, MSN) (Certificate in Teaching in Nursing ) (Internet)  
Certificate - 51.1605 Family Practice Nurse/Nurse Practitioner (Certificate (Post Masters) in Adult Nurse Practitioner) (Internet)  
Certificate - 51.1605 Family Practice Nurse/Nurse Practitioner (Certificate (Post Masters) in Family Nurse Practitioner) (Internet)  
Certificate - 52.0101 Business/Commerce, General (Certificate in Logistics) (Internet)  
Doctor - 51.1601 Nursing/Registered Nurse (RN, ASN, BSN, MSN) (Doctor of Nursing Practice) (Internet)  
Master - 13.0301 Curriculum and Instruction (Master of Science in Teaching and Learning) (Internet)  
Master - 51.0701 Health/Health Care Administration/Management (Master of Science in Health Administration) (Internet)  
Master - 51.1601 Nursing/Registered Nurse (RN, ASN, BSN, MSN) (Master of Science in Nursing) (Internet)  
Master - 52.0201 Business Administration and Management, General (Master of Business Administration) (Internet)  
Master - 52.1005 Human Resources Development (Master of Science in Training & Development) (Internet)  
Master - 52.1301 Management Science, General (Master of Science in Management) (Internet)

**Correspondence Education Programs**

(HLC Posted: 04/22/2010)

None