

# *Iowa College Student Aid Commission*

*Postsecondary Registration Administrator  
603 East 12th Street, 5<sup>th</sup> Floor  
Des Moines, IA 50319  
(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.**

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

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# *Iowa College Student Aid Commission*

*Postsecondary Approval and Registration Administrator*

*603 East 12th Street, 5th Floor*

*Des Moines, IA 50319*

*(515) 725-3470*

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

Submit a paper document and a complete duplicate in pdf format on a CD RU RWKHU HOHFWURQLF PHGLD. Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the Iowa College Student Aid Commission.

**All items must be completed** before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Other documents or materials may also be attached to support the application. Attachments must be tabbed and clearly marked on both the paper and pdf documents.

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

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

**Name:** Northeast Community College  
**Street:** 801 East Benjamin Ave., P.O. Box 469  
**City:** Norfolk  
**State:** NE  
**Zip:** 68702-0469  
**Country:** USA  
**Telephone Number:** 402-371-2020

### **Type of school:**

- For-profit
- Non-profit
- Public

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

Northeast Community College has one campus located in Norfolk, Nebraska. Northeast Community College does not have any physical address in other states or countries

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

Classes and degrees are offered totally online – no physical address  
Students residing in or living close to the Iowa border are sometimes allowed the opportunity to have Clinical & Practicum sites in Iowa. These students are enrolled at Northeast Community College and take the lecture and lab portion of their classes on site in Nebraska. Northeast does not rent or pay for these physical facilities.

Mercy Medical Center -- 801 5<sup>th</sup> St., Sioux City, IA 51102  
 Siouxland Paramedics – 205 4<sup>th</sup> St., Akron, IA 51001  
 Holy Spirit retirement Home – 1701 W. 25<sup>th</sup> St., Sioux City, IA 51103  
 Recover Health – 117 Pierce St., Sioux city, IA 51101  
 Family Health Care of Siouxland – 2600 Outer Drive, N., Sioux City, IA 51104  
 Family Health Care of Siouxland – 4545 Sergeant Road, Sioux City, IA 51106  
 Family Health Care of Siouxland – 4230 Hamilton Blvd., Sioux City, IA 51104  
 Burgess Health Center – 1600 Diamond St., Onawa, IA 51040  
 St. Luke’s Regional Medical Center -- 2720 Stone Park Blvd., Sioux City, IA 51104  
 Community Rehab -- 3111 Gordon Drive, Sioux City, IA 51105

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

These are the tuition and fees an Iowa student would pay for the 2013-14 school year based per credit hour.

Program	Tuition	Fees	Books & Supplies	Other	Total
Any class per credit hour	\$110/credit hr.	\$18.50/credit hr.	Approx. \$45/credit hr.		\$173.50/credit hr.

**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.**

*Tuition and fees will be refunded according to the refund schedule if a student withdraws. After the first week of the semester, students cannot withdraw on-line and must officially withdraw from the College by submitting a completed Withdrawal Form to the Registrar’s Office. The day the Form is received by the Registrar’s Office is the date used to calculate the refund. Course and materials fees are not refundable once a class begins, except when the College cancels a class. If a student has received financial aid, a tuition refund will be used to restore amounts to the aid programs involved.*

**REFUNDS** — Tuition and fees are refundable according to the following schedule:

**FULL TERM CLASSES**

**Weeks of Semester ..... Percent of Refund**

First and Second week..... 100%

Third and Fourth week..... 50%

After Fourth week .....NO REFUND

**LESS THAN FULL TERM CLASSES: Classes more than one (1) week in length:** Follow the same refund schedule as full term class, adjusted accordingly for the length of the class.

**Classes one (1) week or less in length:** If dropped prior to the day the class begins, 100% refund; if dropped the day the class begins or later, no refund.

**Summer Term Classes:** Follow the same refund schedule as full term classes, adjusted accordingly for the length of the class.

**Credit Courses:** Once a term begins, the student must officially withdraw from a class or classes they are not attending by completing a Drop/Add Form or Withdrawal Form and submitting the completed Form to the Registrar’s Office. Depending on the length of the course, the student may be able to

withdraw from courses online utilizing My Northeast The date the Form is received by the Registrar's Office, or the date the withdrawal is completed on My Northeast, is the date used to calculate the refund. Refund checks are generally issued within two or three weeks of the Form being received. The check will be mailed to the student at his/her permanent address, unless the student has provided a billing or local address to the College.

If a student has received financial aid, a tuition refund will be used to restore amounts to the aid programs involved. All educational costs incurred up to the time of withdrawal will be considered in determining any additional overpayment of aid. Financial aid repayment is established according to federal regulations pertaining to federal student aid.

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

Associate of Arts  
Associate of Science  
Associate of Applied Science  
Associate Degree Nursing

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

Associate of Arts  
Associate of Science  
Associate of Applied Science

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

**Name:** Dr. Michael Chipps  
**Street:** 801 East Benjamin Ave, P.O. Box 469  
**City:** Norfolk  
**State:** Nebraska  
**Zip:** 68702-0469  
**Country:** USA  
**Telephone Number:** 402-844-7054

**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:

The Northeast Community College website has this information. A Statement would be included in the "Welcoming e-mail" sent to online students by the Online Advisor informing Iowa students that compliance is being met.

1. The name or title of the course.

Northeast Community College website: [www.northeast.edu](http://www.northeast.edu) > Class Schedule > Credit

Classes > Choose a Term > Choose a Class

2. A brief description of the subject matter of the course.

Northeast Community College website: [www.northeast.edu](http://www.northeast.edu) > Class Schedule > Credit Classes > Choose a Term > Choose a Class > View Catalog Entry

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.

Northeast Community College website: [www.northeast.edu](http://www.northeast.edu) > Future Students > Financing Your Education OR [www.northeast.edu](http://www.northeast.edu) > Current Students > Payment Options > Tuition & Fees

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.

Northeast Community College website: [www.northeast.edu](http://www.northeast.edu) > Current Students > Refund Schedule

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.

Northeast Community College website: [www.northeast.edu](http://www.northeast.edu) > Degrees and Programs > “choose program you wish” > Courses and Program Options > “choose the option” > View the course

6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school.

Northeast Community College website: [www.northeast.edu](http://www.northeast.edu) > About Us > Accreditation

**Response:**

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

Not Applicable: As an online provider in Iowa, Northeast Community College does not have a contact person physically located in the State of Iowa. Northeast Community College is granted status as a two year community college by the Nebraska Coordinating Commission for Post-Secondary Education and is not an incorporated business.

**Name:**

**Street:**

**City:**

**State:**

**Zip:**

**Country:**

**Telephone Number:**

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

Northeast Community College is a public two year college, created by Statutes of the State of Nebraska. The College is governed by an eleven member Board of Governors, elected to represent districts. Current members of the Northeast Community College Board of Governors are:

Chairperson: Keith E. Harvey	District II
Vice-Chair: John W. Davies	At Large
Secretary: Gene L. Willers	District IV
Member: Arlen Kuehn	District III
Member: Steven M. Anderson	District III
Member: Shirley Petsche	District I
Member: Dr. Don Oelsigle	District I
Member: Larry W. Possnecker	District II
Member: Terry E. Nelson	District IV
Member: Dirk Petersen	District V
Member: Vacant position at this time	District V

These individuals can be contacted through:

Dr. Michael Chipps, President  
Northeast Community College  
P.O. Box 469  
Norfolk, NE. 68702  
(402) 844-7054  
[michaelc@northeast.edu](mailto:michaelc@northeast.edu)

**Officer Number 1**

**Name:**

**Street:**

**City:**

**State:**

**Zip:**

**Country:**

**Telephone Number:**

**For officers 2 or more, add pages as needed:**

**Owner**

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

Northeast Community College is a public two year college, created by Statutes of the State of Nebraska. The College is governed by an eleven member Board of Governors, elected to represent districts.

**Name: Not Applicable**

**Street:**

**City:**

**State:**

**Zip:**

**Country:**

**Telephone Number:**

**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.**

**Name:** The Higher Learning Commission

**Suite:** Suite 2400

**Street:** 30 North LaSalle Street

**City:** Chicago

**State:** Illinois

**Zip:** 60602-2504

**Country:** USA

**Telephone Number:** 800-621-7440

**Contact Person:** Dr. Sylvia Manning, President

**Is this agency recognized by the U. S. Department of Education? [XX] Yes [ ] No Appendix 7**

Several of Northeast Community College's programs are accredited by other national accrediting bodies, including the Nursing, Physical Therapist Assistant, Veterinary Assistant, and Paramedic programs. None of these programs are offered outside the State of Nebraska.

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

A Grade Report of a student's grades earned in each course is available to the student at the conclusion of

each term electronically. A permanent record of all the student's courses, credits and grades earned is kept in the Registrar's Office , 1222 College Welcome Center. This permanent record includes all courses taken while enrolled at any level while at Northeast Community College. The retention of records at Northeast Community College is based on Schedule 155 for Community Colleges. Item number 155-063 references Student registrations and transcripts and states the amount of time to keep those records is "permanent".

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

**Name:** Kathy Stover, Registrar  
**Street:** 801 East Benjamin Ave., P.O. Box 469  
**City:** Norfolk,  
**State:** Nebraska  
**Zip:** 68701-0469  
**Country:** USA  
**Telephone Number:** 402-844-7268

**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))]**

Northeast Community College will use online, internet based instruction for Iowa students. These classes are provided entirely online utilizing a Learning Management System (LMS) platform. Northeast offers eleven degree programs entirely online, which are identical to the degrees offered on campus. The College also offers a number of online courses that fulfill requirements for Northeast Community College degree programs, not considered as online degrees, and courses that may be transferable to other colleges and universities. Students residing in or near the border of Nebraska and Iowa and attending classes physically at Northeast Community College in Norfolk, Nebraska sometimes request that they be able to complete a clinical or practicum in the State of Iowa, nearer to their residence. The programs that might have this request are: Nursing, Physical Therapist Assistant, and Paramedic. None of these programs are offered totally on-line and students must be enrolled through the Norfolk campus location. Potential Iowa clinical and practicum sites have been listed elsewhere in this application.

**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.**

Northeast Community College offers 11 complete Associates degrees in an entirely online environment (without attending a portion of classes in Norfolk, Nebraska). These degree programs do not prepare graduates to directly enter the fields of Education, Nursing, Social Work, Counseling Psychology and have no requirements for additional certification by the State of 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:**

**Name:**  
**Suite:**  
**Street:**  
**City:**

State:

Zip:

Country:

Telephone Number:

Do you:

Enroll students in Iowa? [ X ] Yes [ ] No

Employ Iowa faculty? [ X ] Yes, [ ] No Adjunct faculty teaching remotely from their homes

Do you intend to:

Enroll students in Iowa? [ X ] Yes [ ] No

Employ Iowa faculty? [ X ] Yes, [ ] No

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

Northeast Community College shares a portion of its border with Western Iowa. Northeast Community College also has an education center location in South Sioux City, a part of the larger Siouxland area (encompassing Sioux City, Iowa, North Sioux City, South Dakota, and South Sioux City, Nebraska). Students have traveled from Iowa to Nebraska for several years to attend classes in physical locations in Norfolk and South Sioux City, Nebraska. With the advent of online classes, students continue to explore options including taking online classes to complete on campus degree programs and completing entire degree programs online. Advertising and marketing (other than public college fairs) are targeted to students in the Siouxland area (again the three state region) including Sioux City, Iowa. Because of close physical location, recruiters from both Iowa and Nebraska have a presence in area high schools.

The close physical proximity of Northeast Community College's education center location in South Sioux City has allowed Iowa residents to become faculty members (both full time and adjunct). The full time faculty members currently travel from their residence in Iowa to teach at the education center location in South Sioux City, Nebraska. When the College advertises for adjunct instructors applications are received from residents of Iowa. Currently Northeast Community College has only looked at the qualifications of the faculty member, not the state of residence, when hiring that individual. Four Iowa residents that teach as adjuncts at the education center location in Nebraska also teach an online course, presumably from their residence in the State of Iowa.

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

Name: These instructors teach online from their homes in Iowa, Resumes attached as Appendix 8-11

EMENHISER-HARRIS, KAREN .....	Art	M.A., State University of New York-Buffalo
LOFTON, LAURA .....	Art	M.E., National Louis University
PEIFFER, JEFF .....	History/Sociology	M.A.E., Wayne State College
WINQUIST, CARLA.....	Early Childhood Education	M.A.,University of South Dakota

These Iowa residents teach at the Northeast Community College Education Center in South Sioux City Nebraska.

- Gary Bathurst
- Larry Bieschke
- Michael Bowman
- Theodore Bryan
- Joseph Flannery
- Douglas Furlich

Maralyn Grimoskas  
Carole Heider  
Robert Henderson  
Carl Hesse  
Jennifer Holtgrew  
Lisa Hughes-Walz  
Kyle Irvine  
Connie Larson  
Harry Martyn  
Leslie McCall  
Patrick McCarville  
Lori McClaren  
Steve Packard  
Constance Popken  
Jim Scholton  
Kay Scott  
Fae Seil  
Stanley Simpson  
Amanda Thomason  
Kenneth Todd  
Steven Uhl  
Michael White

**Title:**

**Street:**

**City:**

**State:**

**Zip:**

**Country:**

**Telephone Number:**

Resumes may be provided as attachments

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

Yes,  No Not Applicable

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

Yes,  No

**Please provide policies that comply with these requirements as attachments.**

Attached Appendix 1

**ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES: Board of Governor’s Policy  
5051**

The unauthorized and/or unlawful manufacture, distribution, possession, or use of alcohol or a

controlled substance as defined by the federal Controlled Substances Act (21 U.S. C§801 et. seq) or Nebraska Uniform Controlled Substances Act (Neb. Rev. Stat. §28-401 to §28-456.01 and §28-458 to §28-462), as such laws may from time to time be amended, is strictly prohibited in all College facilities, on all property of the College including College vehicles, and at College sponsored activities held off-campus. This prohibition applies to any person on College grounds, whether he or she is a member of the College community or not.

Students and student employees are prohibited from reporting to any curricular or co-curricular class/activity, work, and/or from operating or using any College equipment, machinery, or vehicle while under the influence of alcohol as defined by Neb. Rev. Stat. §60-6, 196 or impaired by the use or ingestion of a controlled substance.

Students who violate this policy are subject to disciplinary action.

Attached Appendix 2

### **Sex Offenses/The Campus Sexual Assault Victim's Bill of Rights**

Any student who believes he or she has been the subject of a sexual offense is encouraged to:

- Inform the offender that such behavior is inappropriate and must stop.
- Keep a written record of dates, times, places, witnesses. and nature of the incident.
- Report the incident to local police and/or a designated College representative.

Victims of sex offenses may request a modification of their academic and/or living situation. Refer to the section on "Reporting a Crime" to report sex offenses.

Students are referred to the Student Code of Conduct for more information regarding appropriate conduct. disciplinary procedures, and sanctions. Students residing in College housing should also refer to the Residence Life Manual for policies specific to on-campus housing. Employees are referred to the Affirmative Action Plan section of the Policy and Procedure Manual for Personnel.

### **Registered Sex Offenders/Campus Sex Crimes Prevention Act/Sex Offender Status**

Students wanting more information on registered sex offenders in Nebraska may go online at <http://www.v.nsp.siale.nc.us/sor> or may inquire at the Student Services Office.

Attached Appendix 3

### **STUDENT MILITARY LEAVE: Board of Governor Policy 5080**

The spirit and intent of this procedure are to give military personnel the greatest degree of flexibility and support to complete their educational goal at Northeast Community College and serve the United States of America. Military leave for students will be granted in accordance with Student Military Call-up Procedure code 5080.a.

### **STUDENT MILITARY CALL-UP PROCEDURE**

Students who have their education at Northeast Community College (NECC) interrupted as the result of being called to active military duty will be served in the following manner:

1. The student must contact the Dean of Students, the Director of Financial Aid and the Veterans Certifying Official at Northeast prior to leaving for active duty. The student veteran/reservist must provide a copy of the orders activating them. A copy of the orders will be maintained in the Registrar's Office.
2. The student is also requested to communicate the anticipated military leave to each of his/her

instructors. The Dean of Students, within 48 hours of the student's anticipated leave date, will make a follow-up contact with the student's instructors.

3. Students being called to active duty for three weeks or less will be granted a leave of absence from NECC to fulfill their military obligations. Upon the student's return to Northeast, every effort will be made to grant the student a time line equivalent to double the amount of time he/she is absent for completion of work missed. The maximum six-week time period may be extended per individual instructor discretion.

4. If a student's absence extends beyond three weeks, the student will be administratively withdrawn and he/she will be given a full refund of tuition and fees. Return of any Title IV Aid received will be calculated as of the last date of attendance prior to the military leave.

5. Students living on campus will have the option of relinquishing their on-campus housing or being charged for the amount of time their belongings remain in housing. Meal plans will be adjusted accordingly.

6. Upon return from active duty, if the cumulative length of the most recent absence combined with all previous active military absence periods from NECC does not exceed five years, the following criterion will apply:

A. The student will be given priority re-entry to the program of study he/she was pursuing prior to his/her military leave (or a similar program, if the same program does not exist).

B. The eligible veteran will be admitted with the same enrollment and academic status.

C. If the veteran student is deemed underprepared, NECC will provide refresher courses at no extra charge to the student.

D. during the first academic year of readmission to NECC, the veteran will be assessed the same tuition and fee charges as were in effect during the academic year he/she left the program.

7. Northeast Community College is not required to readmit the veteran if NECC can demonstrate through the preponderance of the evidence that the student is not prepared to resume the program or will not be able to complete it.

**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.**

Attached Appendix 5

Page 46 – 49 is evidence that the auditor is proving an unqualified opinion

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

Northeast Community College online students can access library resources by several methods. Students can access over 70 online databases, "Films on Demand", a collection of over 7,000 full length videos, a comprehensive collection of distinguished classical recordings, approximately 96 periodicals online, and over 40,000 eBooks through the online catalog. Students at a distance can also use the regular interlibrary

loan of materials. Students may use "Serials Solutions" to help determine the best database to search for a subject or to see if the library has full text access to a particular electronic journal. Library staff provides support or assists students at a distance through the use of e-mail, video chat or phone calls.

Students at a distance also have access to student support functions. The application, registration, and dropping of courses may be completed electronically. An advisor is assigned to online students, online students also receive assistance through the Guidance, Progress, Success (GPS) Center as do face-to-face students. The Library Orientation, Learning Skills for Success, and Career Planning courses/training have been created within the LMS and are available to students at a distance. The College Store is purchasing new bookstore software that will allow students to order and pay for books online. Students from a distance work with the Financial Aid office either online or via phone to obtain Federal financial aid or scholarships. Online students also have access to tutors and writer's clinic via online, web conferencing tools, or phone.

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

Northeast Community College has written guidelines for faculty outlining the procedures to implement and revise courses. Faculty at Northeast have the responsibility to assist in the planning and development of courses and programs. The College faculty develops their syllabus using an adopted syllabi template. Proposals for the development of new or revised courses and/or programs should include information from industry advisory committees, objectives, state guidelines, justification of need, evidence of transferability or acceptance by other institutions or agencies, course syllabi in the approved format, and the resources needed for implementation and continuation. Requests for new or revised courses are approved by the Educational Services Standing Committee, which includes a cross section of faculty, and is also approved by the President's Council, which again has faculty representation. Programs offered by Northeast Community College are reviewed every seven years by the Nebraska Coordinating Commission for Post-Secondary Education (CCPE). After reviewing the programs the CCPE recommends for continuation, improvement, or dissolution. Northeast Community College conducts an internal program review midway between the annual CCPE reviews.

Northeast Community College faculty are responsible for the assessment of their courses and programs using a common reporting matrix that documents the competencies a student should have achieved at the conclusion of the program, the measures to document that achievement, the expected results, the actual results, the analysis of the results and recommendations for improvement. Faculty members are active participants in the Assessment Sub-Committee, which provides leadership and direction for the evolution and sustainment of assessment practices across the curriculum. Faculty are also an integral part of the General Education Sub-Committee which provides assistance and direction to accomplish the goals of general education courses and identify expected student learning outcomes.

The Higher Learning Commission (HLC) is the accrediting body for Northeast Community College. The involvement of faculty in the development and assessment of their courses and programs is a vital part of that review.

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

Not Applicable to Northeast Community College -- online only

**Include a statement, signed by the chief executive officer of the applicant school, on school letterhead,**

**demonstrating the school's commitment to the delivery of programs located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.**

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

Attached Appendix 6

**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**

Northeast Community College has a campus located at 801 East Benjamin Ave, Norfolk Nebraska and three extended campus locations (O'Neill, South Sioux City, and West Point) all located in the state of Nebraska. Northeast Community College has allowed/arranged for students to complete internships, clinical, or practicums in Iowa communities close to the Iowa – Nebraska border. A list identifying these sites is sited earlier in this application.

**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.**

Dr. Severson  
Vice President of Student Services  
Northeast Community College  
P.O. Box 469  
Norfolk, NE 68702  
(402) 844-7273  
karens@northeast.edu

**STUDENT GRIEVANCE POLICY: Board of Governor's Policy 5060**

The College complies with federal, state, and local laws which relate to student rights and due process

The College provides students with a process, in accordance with the Student Grievance Procedures for resolution of grievances that pertain to alleged discrimination, harassment, or misinterpretation of or noncompliance with College policy. Procedures regarding student grievances are governed by the Northeast Student Grievance Policy. The Northeast Student Grievance Policy is maintained in the office of the Vice President of Student Services, published in the Student Handbook and posted on the College website. See Attached Appendix 4 – Student Grievance Procedures.

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

Not Applicable – Public Institution

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

The FY 2010 two year cohort default rate is 10.5%  
The FY 2009 three year cohort default rate is 16.7%

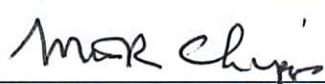
Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization,

The average debt for students who graduated in 2012 is \$5372.00.

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.

This information is based on the 2010-11 report. Northeast Community College's graduation rate is 46% based on 150% (three years) for completion.

**Applicant School Chief Executive Officer**

Dr. Michael Chipps		President
Name		Title
		6.3.13
Signature		Date

If any information in this application changes between the time of application Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information which is being amended. Amendments must be received before the Commission takes action.

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

## Appendix

Appendix 1 Statement on Substance Abuse

Appendix 2 Statement on Sexual Assault

Appendix 3 Statement on Military Leave

Appendix 4 Student Grievance Policy

Appendix 5 Financial Audit

Appendix 6 Letter of Assurance

Appendix 7 HLC Affiliation Status

Appendix 8-11 Faculty Resume