DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution: **American College of Education**

Program name and Suggested CIP Code: **Bachelor of Science in Applied Management and Leadership, CIP Code 52.0213**

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ed.S., Ph.D.): **05 Bachelor’s Degree**

Name of Person Preparing this Form: **Crystal Neumann**

Telephone Number: **844-542-4130**

Date the Form was Prepared: **10/29/2019**

Application Type: Initial or Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

*Program Structure & Overview*

The Bachelor of Science (B.S.) in Applied Management and Leadership program is a degree completion program designed for individuals with an associate degree or some college credits but no degree. The primary goal of the program is to help those individuals advance their careers by earning a degree that can be applied to almost any field or discipline. The program objectives, description, and courses are purposefully broad to allow for an interdisciplinary approach.

The B.S. in Applied Management and Leadership program is comprised of 36 credits taken at American College of Education (ACE) (see course list in Section II), 60 credits required for admission, and 24 elective credits taken outside of ACE or at ACE. Additionally, students are required to complete 30 general education credits as outlined by the Indiana Statewide Transfer General Education Core (ISTGEC) requirements. The chart below outlines the credits required and how they are earned in this program:

<table>
<thead>
<tr>
<th>Type of Credits</th>
<th># of Credits</th>
<th>Institution</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission</td>
<td>60</td>
<td>Earned outside of ACE</td>
<td>Of these 84 credits, 30 are required to be general education credits (aligned with ISTGEC)</td>
</tr>
<tr>
<td>Elective Credits</td>
<td>24</td>
<td>Earned outside of ACE or at ACE</td>
<td></td>
</tr>
<tr>
<td>Core Program Credits</td>
<td>36</td>
<td>Earned at ACE (all required)</td>
<td>Courses listed below</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>120</strong></td>
<td></td>
<td><strong>120 credits are documented by ACE prior to degree conferral.</strong></td>
</tr>
</tbody>
</table>

It is important to note that this program follows the same format as two other ACE programs: the B.S. in Healthcare Administration program and RN to MSN program. Thus, the procedures to assess general education credits and competencies already exist. Additionally, the college presently has created 17 general education and elective courses to support students who need additional credits in either of these areas (for a total of 51 available credits). ACE also has articulation agreements in place with numerous community colleges, including Ivy Tech Community College, and is a member of credit transfer networks, such as the American Council on Education
Credit for Prior Learning Network. The processes, additional courses, articulation agreements, and memberships ACE has in place presently will serve as a strong foundation for this program and its future students.

Last, this program has been structured with student matriculation beyond the bachelor’s degree in mind. Specifically, the last course students take prior to the capstone is ORG5003, Organizational Behavior and Change (see course list Section II). This course is a master’s level course and is part of the ACE’s proposed Master of Business Administration in Social Impact program. Additionally, students will have the choice to elect to take another course at the master’s level. Students, as seen in the course list in Section II, will have the option to take LEAD5653, Leadership Theories, Frameworks and Philosophies instead of the bachelor’s level course, HRM4003: Fundamentals of Human Resource Management. This means that students who want to matriculate to a master’s program could earn six credits that would apply during this program.

Program Goals
The B.S. in Applied Management and Leadership program has definitive goals informed by the College’s academic outcomes and by two potential specialized programmatic accrediting agencies: Accreditation Council for Business Schools and Programs (ACBSP) and International Accreditation Council for Business Education (IACBE). These standards were used to create the program’s description, mission, and outcomes. The program design is guided by the standards of the Accreditation Council for Business Schools and Programs (ACBSP) (2019), which evaluates “aspects of leadership, strategic planning, relationships with stakeholders, quality of academic programs, faculty credentials, and educational support” for the purposes of ensuring rigor and continuous quality improvement. ACBSP standards are based on the Education Criteria for Performance Excellence, Baldrige National Quality Program. The program was also designed with the standards of the International Accreditation Council for Business Education (IACBE) in mind, which is mission-driven and outcomes-based. The IACBE (2019) determines effectiveness based on the educational processes related to teaching and learning in the institution, and by an assessment of the outcomes of the teaching-learning process.

Program Description
The Bachelor of Science in Applied Management and Leadership program is built to provide students with the knowledge and skills to become and advance as managers and leaders with their respective fields. Graduates of the program will be able to decipher financial statements and make decisions about future business performance. They will develop, prepare, and manage marketing strategies taking consumer data into discussion. Those who earn the degree will also determine ways to organize and lead many aspects of a variety of projects.

Program Mission
The mission of the Bachelor of Science in Applied Management and Leadership program is to prepare students to analyze business information, problem solve, and make decisions involving future business performance. The program also prepares students to effectively collaborate, communicate, manage, and lead.

Program Outcomes (PO)
1. Identify skill sets and business knowledge that will enhance the ability to meet the challenges of an increasingly demanding and rapidly changing field.
2. Prepare for business employment with opportunities for advancement in the business field.
3. Explore theories to develop individual management and leadership styles.
4. Communicate effectively, advocate for a team, and detail ways to lead a communicative environment for empowerment.
5. Indicate ways to collaborate with various stakeholders to set and reach goals as a foundation for decision making team development and coaching.
6. Describe various motivational models to improve performance, identifying the organizational dynamics and challenges facing group decision making.
7. Describe strategies to inspire and restore trust and build coalitions in culturally diverse workplaces.
8. Summarize common problem-solving tools or metrics to address ethical situations, maintain the direction of a business, identify gaps, and outline strategic changes.
**Market Demand/Information**

According to the U.S. Census Bureau (2019), over 21.1 million Americans 25 years old and older have some college and no degree and another 15.1 million have an associate degree. Furthermore, the U.S. Census Bureau, in their most recently published community survey, estimates only 22.7% of Indiana residents aged 25 years or older have a bachelor’s degree. Thus, there is a need to help those adults who have less than a bachelor’s degree obtain this degree to aid in career opportunities and advancement.

This need has been vocalized by the state of Indiana on numerous occasions and in many strategic initiatives. This program was also formed with Indiana Commission for Higher Education’s (ICHE) 2012 “Reaching Higher, Achieving More” success agenda in mind. Specifically, this initiative lists doubling degree production, from 60,000 to 120,000, by 2025 as a primary goal (ICHE, 2012). Another goal listed is to increase the education attainment of Hoosiers to 60% of the population by 2025 (ICHE, 2012). The addition of a low-cost, high-quality, and entirely online program in Indiana, such as this one, will aid Indiana in accomplishing these goals. And, more importantly, help Hoosiers increase their employability, career advancement opportunities, and earning potential. In other words, this program aligns with the demand and desire to have more educated Hoosiers by the year 2025 (and in the years after).

As seen in the statements above, there is a need for degree completion programs within the state of Indiana. Because of this, several Indiana colleges and universities offer bachelor's completion programs in leadership or business. American College of Education's B.S. in Applied Management and Leadership program will differentiate itself from these current programs in three ways: accelerated course format and completion, matriculation pathways, and cost. First, the courses in the program will be delivered in a five-week format. This means students can complete this program within 18 months. Second, as described in Section I, this program is designed so that students can earn credits that would apply to a master's degree while completing their bachelor's degree. This intentional design allows students to advance easier and pay less tuition to continue their education if they desire. Last, this program’s tuition is $215 per credit which is less than other program’s tuition costs. Specifically, Indiana State University charges $327 per credit, Indiana Wesleyan University $449 per credit, and Indiana University-East charges $224.22 for Indiana residents (the cost is approximately $100 more a credit for students who reside outside of Indiana).

**References:**

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: **B.S. in Applied Management and Leadership**

Total Course Hours: **36 credits**

Check one:

- [ ] Quarter Hours
- [x] Semester Hours
- [ ] Clock Hours

Tuition: $7,740

Length of Program: **18 months**

*Please see chart in Section I for program credit explanation/breakdown (the course list includes those required to be taken at ACE)*

### SPECIALTY COURSES:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEAD4003</td>
<td>Collaborative Business Communication</td>
<td>3</td>
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<tr>
<td>MRKT4003</td>
<td>Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>LEAD4013</td>
<td>Strategic Servant Leadership</td>
<td>3</td>
</tr>
<tr>
<td>FIN4003</td>
<td>Finance and Sustainability in Business</td>
<td>3</td>
</tr>
<tr>
<td>LEAD4023</td>
<td>International Business Leadership</td>
<td>3</td>
</tr>
<tr>
<td>LEAD4033</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>LEAD4043</td>
<td>Social Entrepreneurship in Business</td>
<td>3</td>
</tr>
<tr>
<td>LEAD4053</td>
<td>Ethical and Legal Management Issues in Leadership</td>
<td>3</td>
</tr>
<tr>
<td>LEAD4063</td>
<td>Strategic Planning and Implementation</td>
<td>3</td>
</tr>
<tr>
<td>LEAD5653</td>
<td>Leadership Theories, Frameworks, and Philosophies (Optional Master's Level course, students can elect to take this course OR take HRM4003)</td>
<td>3</td>
</tr>
<tr>
<td>HRM4003</td>
<td>Fundamentals of Human Resource Management (Bachelor’s course which can be replaced with LEAD5653 should students want to take an additional Master’s Level Course)</td>
<td>3</td>
</tr>
<tr>
<td>ORG5003</td>
<td>Organizational Behavior and Change (Designated Final Course prior to Capstone; Master’s Level Course)</td>
<td>3</td>
</tr>
<tr>
<td>LEAD4093</td>
<td>Capstone in Management and Leadership</td>
<td>3</td>
</tr>
</tbody>
</table>

### GENERAL EDUCATION / LIBERAL ARTS COURSES:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
</tr>
</thead>
</table>

Number of Credit/Clock Hrs. in Specialty Courses: **36**

Percentage: **100%**

Number of Credit/Clock Hrs. in General Courses: **0**

Percentage: **0%**

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: **0**

Percentage: **0%**

*Note: Please see the chart in Section I for credits taken outside of ACE that are required for completion.*
III. **LIBRARY**: Please provide information pertaining to the library located in your institution.

1. **Location of library; Hours of student access; Part-time, full-time librarian/staff:**

   The ACE library is online with no single location. Students have access to the library 24 hours a day, 7 days a week. The library is staffed by one professional librarian holding both a Ph.D. in Information Science and a Master of Library and Information Science.

2. **Number of volumes of professional material:**

   **EBSCO Discovery Service**
   The EBSCO Discovery Service provides users with an easy, yet powerful means of accessing all of an institution's information resources through a single search. This is achieved by harvesting metadata from both internal (library) and external (database vendors) sources and creating a pre-indexed service of unprecedented size and speed.

   **E-journals and E-Books**

   **Academic Search Complete**
   Academic Search Complete is the leading source of peer-reviewed, full-text for STM research, as well as for the Social Sciences and Humanities. This scholarly collection offers unmatched coverage of information spanning a broad range of important areas of academic study, including anthropology, engineering, law, sciences and more. Coverage includes over 6,400 indexed journals and 363 eBooks. In addition, over 74,000 videos from the Associated Press are included.
   - Producer: EBSCO
   - Vendor: EBSCO
   - Full text: Over 5,700 peer-reviewed journals

   **Business Source Complete**
   Business Source Complete includes indexing and abstracts for the most important scholarly business journals as far back as 1886. It includes over 3,500 peer-reviewed electronic journals and 915 eBooks, as well as industry profiles, 3,625 SWOT analyses, and 900 case studies.
   - Produced by: EBSCO
   - Vendor: EBSCO
   - Full text: Over 1,200 peer-reviewed journals

   **CINAHL Complete**
   CINAHL Complete covers over 50 nursing specialties, speech and language pathology, nutrition, and general health. This database indexes more than 5,400 journals and includes the full-text for more than 1,300 journals. It also includes continuing education modules, evidence-based care sheets, quick lessons providing overviews of disease and conditions, and 13 eBooks. Full-text dates begin in 1937.
   - Produced by: CINAHL Information Systems
   - Vendor: EBSCO
   - Full-text: Over 1,300 journals
CultureGrams Online Database
CultureGrams provides reports on over 200 countries, every U.S. state and each of the Canadian provinces and territories. Cultural reports cover topics such as land, climate, housing, economy, education, history, marriage, and greetings.

- Produced in conjunction with the David M. Kennedy Center for International Studies at Brigham Young University.
- Vendor: ProQuest
- Full-text: Yes

eBook Central
The eBook Central platform provides access to eBooks that the library has purchased from ProQuest. ACE has three eBooks on this platform for nursing and health administration.

- Produced by: ProQuest
- Vendor: ProQuest
- Full-text: Three eBooks

eBooks (EBSCOhost)
eBooks is a collection of 3,536 full-text eBooks, which includes a collection of 92 purchased Education related eBooks, two Healthcare related eBooks, and the remainder are open-access.

- Producer: EBSCO
- Vendor: EBSCO
- Full-text: Yes

Education Abstracts
Education Abstracts indexes and abstracts articles from education journals published since 1983, education yearbooks published since 1994, and books in education published since 1995. Subjects covered include adult education, continuing education, library science, literacy standards, multicultural/ethnic education, teaching methods, and more.

- Produced by: H. W. Wilson Co
- Vendor: EBSCO
- Coverage: 770+ journals

Education Source
Education Source is an authoritative online resource for Education research. According to EBSCO, this massive file offers the world’s largest and most complete collection of full-text education journals. It is a bibliographic and full-text database covering scholarly research and information relating to all areas of education. Topics covered include all levels of education from early childhood to higher education, and all educational specialties, such as leadership, curriculum, instruction, multilingual education, health education, testing, administration, policy, funding, and related social issues. Coverage for over 2,330 journals, 530+ eBooks, conference papers, and proceedings.

- Produced by: EBSCO
- Vendor: EBSCO
- Full-text: Yes, 1,800+ journals

Education Week
- Produced by: Editorial Projects in Education
- Vendor: EBSCO
- Full-Text: Yes, for this title
Educational Administration Quarterly
- Produced by: SAGE
- Vendor: EBSCO
- Full-text: yes, for this title

Google Scholar
Google Scholar is a keyword search engine of journal articles harvested daily from the Web, as well as U. S. patents and legal opinions.
- Produced by: Google
- Vendor: www.google scholar.com
- Full-text: Yes, articles which are copyright-free; free full-text patents and federal legal opinions

JSTOR Current Education Collection
JSTOR includes five selected Education related journals.
- Produced by: Editorial Projects in Education
- Vendor: EBSCO
- Full-text: yes, for the five selected titles

Library, Information Science & Technology Abstracts (LISTA) with Full-Text
LISTA covers subjects such as technology, information literacy, metadata, and bibliometrics. It includes conference proceedings, theses, and pamphlets. This database indexes over 730 journals and provides full text for over 320 journals. It also provides access to over 29 eBooks, numerous conference papers and pamphlets.
- Produced by: EBSCO
- Vendor: EBSCO
- Full-text: 320+ journals

MEDLINE Complete
MEDLINE Complete covers subjects such as biomedicine, bioengineering, life sciences, and pre-clinical sciences. This coverage of this index dates back to 1916, over 5,200 journals are indexed, and the full text is provided for over 2,200 journals.
- Produced by: EBSCO and the National Library of Medicine
- Vendor: EBSCO
- Full-text: 2,200+ journals

OVID Nursing Full Text Plus journals
OVID Nursing Full Text Plus journals cover numerous nursing specialties. Journal coverage dates back to 1995. Journals from Lippincott Williams & Wilkins are included, as is the OVID database with over 374,000 bibliographic records. A total of 51 full-text journals are included in this collection.
- Producer: Wolters Kluwer
- Vendor: OVID
- Full-text: 51 journals

ProQuest Health Management Database
journals from pertinent health publishers in the field of health administration. Also included are over 6,000 dissertations and theses from that field, as well as over 1,100 reports from Business Monitor International related to the health care industry. Topics covered include including hospitals, insurance, law, statistics, business management, ethics, and public health administration.
- Produced by: ProQuest
- Vendor: ProQuest
- Full-text: Yes
SAGE Research Methods
SAGE Research Methods is a web-based research methods tool that covers quantitative, qualitative and mixed methods. Researchers can explore methods and concepts to help design research projects, understand a method or identify a new method, and write up research. Sage Research Methods focuses on methodology rather than disciplines and is of potential use to researchers from the social sciences, health sciences, and other research areas. It includes over 600 books, dictionaries, encyclopedias, and the “Little Green Book” and “Little Blue Book” series.

- Producer: SAGE
- Vendor: SAGE
- Full-text: Yes

Science Direct
Two individual journal titles from Science Direct, *Nurse Leader* and *Journal of Nurse Practitioners*, are included in our subscription.

- Produced by: Elsevier
- Vendor: Elsevier
- Full-text: yes

University of Chicago Press Journals
Four individual journal titles are included in our subscription: *American Journal of Education, Elementary School Journal, Schools: Studies in Education*, and *The Library Quarterly*.

- Produced by: University of Chicago Press
- Vendor: EBSCO
- Full-text: yes

ERIC Documents and Educational Tests

ERIC
The ERIC (Educational Resources Information Center) database is created and distributed free by the U.S. Dept. of Education. ERIC indexes and abstracts education journals, as well as published and unpublished books, monographs, curriculum guides, conference papers, proceedings, position papers, teaching guides, and other educational materials. Coverage includes 1,160+ journals and 500,000+ other publications. 1.3+ million citations

- Produced by: U. S. Dept. of Education, 1966-
- Vendors: http://www.eric.ed.gov, EBSCO, and ProQuest
- Full-text: Yes - 244 journals (EJ) and 330,000+ ERIC documents (ED). Some publications have copyright restrictions placed by the author or publisher.

Mental Measurements Yearbook including Tests in Print
Mental Measurements Yearbook (MMY) is a comprehensive guide to 2,000+ contemporary testing instruments. The MMY series contains reviews and information essential for a complete evaluation of testing products in psychology, education, business, and leadership. First published by Oscar K. Buros, the MMY series allows users to make knowledgeable judgments and informed selection decisions about the increasingly complex world of testing. MMY database includes the MMY archive of all yearbooks from the first edition in 1938 through the 18th yearbook released in 2010.

Tests in Print (TIP)
This is a comprehensive bibliography of all known commercially available tests that are currently in print in the English language. TIP provides vital information to users.
including test purpose, test publisher, in-print status, price, test acronym, intended test population, administration times, publication date(s), and test author(s).

- Producer: Buros Institute of Mental Measurements at the University of Nebraska – Lincoln
- Vendor: EBSCO
- Coverage: 7,000+ reviews
- Full-text: Yes – reviews only

Other

ATLAS videos
ATLAS is a library of over 1300 authentic video cases showing National Board-Certified Teachers at work in the classroom.

Child Development & Adolescent Studies
Child Development & Adolescent Studies is an index of book reviews, articles, technical reports, theses, and dissertations related to the growth and development of children through the age of 21. This database covers 238 journals.

- Vendor: EBSCO
- Full-text: No

Education Abstracts
Education Abstracts indexes and abstracts articles from over 770 education journals published since 1983, education yearbooks published since 1994, and books in education published since 1995. Subjects covered include adult education, continuing education, library science, literacy standards, multicultural/ethnic education, teaching methods, and more.

- Produced by: H. W. Wilson Co
- Vendor: EBSCO
- Full text: No

Educational Administration Abstracts
- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 199,000+ records dating back to 1966
- Full-Text: No

Joanna Briggs Institute (JBI) Evidence-Based Practice
JBI access provides the best tools for evidence-based practice. JBI includes evidence summaries, evidence-based recommended practices, best practice information sheets, systematic reviews, consumer information sheets, systematic review protocols, and technical reports.

- Producer: Joanna Briggs Institute
- Vendor: Ovid
- Full-text: Yes
ProQuest Dissertations & Theses Global
Each year over 130,000 new dissertations and theses are added to the database. Coverage in the database begins in 1637, and full-text coverage begins in 1997.

- Producer: ProQuest and UMI
- Vendor: ProQuest
- Full-text: Yes

ProQuest Health Management Database
Health Management is a specialized database that includes the full text from over 800 journals from pertinent health publishers in the field of health administration. Also included are over 6,000 dissertations and theses from that field, as well as over 1,100 reports from Business Monitor International related to the health care industry. Topics covered include including hospitals, insurance, law, statistics, business management, ethics, and public health administration.

- Produced by: ProQuest
- Vendor: ProQuest
- Full-text: Yes

3. Number of professional periodicals subscribed to:

ACE subscribes to specialized fee-based databases and other resources that provide students and faculty access to full-text books and journal articles. From the links in our learning management system (LMS), students and faculty can access indices of 48,000 journals, full-text articles from 10,000 journals, 500,000 education documents, 300,000 full-text documents, approximately 3,600+ ebooks, reports or monographs, and the Educational Resources Information Center (ERIC) documents. Students and faculty also benefit from a direct subscription to several full-text education journals.

4. Other library facilities in close geographical proximity for student access:

While most of the information resources required of students are contained in the full-text, online professional journals and e-books subscribed to by the Library, all ACE students are encouraged to obtain local library access or borrowing privileges at libraries near to them.
### IV. FACULTY:
Attach completed Instructor’s Qualification Record for each instructor.
**Include all required documentation pertaining to the qualifications of each instructor.**

| Total # of Faculty in the Program: | 14 | Full-time: | 7 | Part-time: | 7 |

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL ORDER.**) |  |

<table>
<thead>
<tr>
<th>List Faculty Names (Alphabetical Order)</th>
<th>Degree or Diploma Earned</th>
<th># Years of Working Experience in Specialty</th>
<th># Years Teaching at Your School</th>
<th># Years Teaching at Other</th>
<th>Check one:</th>
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<tbody>
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<td>Full time</td>
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<tr>
<td>Aguilar, Erick</td>
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<td></td>
<td>M.A. Business Administration</td>
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<td>Aguilera, Marc</td>
<td>Ed.D. Educational Leadership/Higher Education</td>
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<td>N/A (recent hire for business)</td>
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<td>M.B.A.</td>
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<td>Boucheys, Bettyjo</td>
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<td>M.B.A. Management</td>
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<td>M.S. Human Resource Management</td>
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<td>Bridgeforth, Brian</td>
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<td>M.B.A. E-</td>
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<tr>
<td>Name</td>
<td>Degree(s)</td>
<td>Year</td>
<td>Semester</td>
<td>Total Credits</td>
<td>Notes</td>
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<tr>
<td>Carver, Raymond</td>
<td>Ed.D. Leadership, M.B.A.</td>
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<td>Caudill, Jason</td>
<td>D.M. (Doctorate of Management), M.B.A. Operations Management</td>
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<td>Courts, Bari</td>
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<td>1</td>
<td>14</td>
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<td>Maloney, Laura</td>
<td>Ed.D. Leadership, M.S. Human Resource Management</td>
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<td>2</td>
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<tr>
<td>Neumann, Crystal</td>
<td>D.B.A, M.B.A. Management</td>
<td>13</td>
<td>5</td>
<td>9</td>
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<tr>
<td>Rainwater, Christine</td>
<td>Ph.D. Organizational Management, M.B.A., M.A. International Affairs</td>
<td>35</td>
<td>1</td>
<td>12</td>
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</tbody>
</table>
Institution: **American College of Education**  
Degree Program: **B.S. in Applied Management and Leadership**  
Locations: **Indianapolis, IN**

**Federal Financial Responsibility Composite Score**  
Provide the institution’s most recent Federal Financial Responsibility Composite Score, whether published online, provided in written form by the U.S. Department of Education, or calculated by an independent auditor using the methodology prescribed by the U.S. Department of Education: **2.26**

**State Licensure**  
Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No**

If so, please identify  
The specific license(s) needed: **N/A**  
The State agency issuing the license(s): **N/A**

**Professional Certification**  
What are the professional certifications that exist for graduates of similar program(s)? **Not Applicable**

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **Not Applicable**

If so, please identify  
Each specific professional certification: **Not Applicable**  
The national organization issuing each certification: **Not Applicable**

Please explain the rational for choosing each professional certification: **Not Applicable**

Please identify the single course or a sequence of courses that lead to each professional certification? **Not Applicable**

**Professional Industry Standards/Best Practices**  
Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)? **Yes**

If so, please identify  
The specific professional industry standard(s) and/or best practice(s):  

**Standards for Accreditation Council for Business Schools and Programs (ACBSP)**

1. **Leadership** – The business unit must have systematic leadership processes that promote performance excellence and continuous improvement. Values and expectations must be integrated into the business unit’s leadership process to enable the business unit to address its societal responsibilities and community involvement.

2. **Strategic Planning** - The business unit must have a systematic process for developing a strategic plan that leads to continuous improvement. The strategic plan must include implementation goals and progress measures.

3. **Student and Stakeholder Focus** – The business unit must have a systematic process to determine the
requirements and expectations of current and future students and other key stakeholders. The process must measure stakeholder participation and satisfaction and use the results for continuous improvement.

4. Student Learning Assessment – The business unit must have a systematic student learning outcomes assessment process and plan that leads to continuous improvement. Student learning outcomes must be developed and implemented for each accredited program, and the results must be communicated to stakeholders.

5. Faculty Focus – The business unit must have a systematic process to ensure current and qualified faculty members by fostering teaching excellence, aligning faculty credentials and skillsets with current and future program objectives, evaluating faculty members based on defined criteria and objectives, and ensuring faculty development including scholarly and professional activity.

6. Curriculum – The business unit must have a systematic process to ensure continuous improvement of curriculum and program delivery. The curriculum must be comprised of appropriate business and professional content to prepare graduates for success.

7. Business Unit Performance – The business unit must have a systematic process to identify and track key student performance measures for the purpose of continuous improvement. The business unit must ensure adequate resources and services to support its programs.

**Principles for International Accreditation Council for Business Education (IACBE)**

1. Commitment to integrity, responsibility, and ethical behavior
2. Quality assessment and advancement
3. Strategic planning
4. Business curricula and learning opportunities
5. Business faculty characteristics, activities, and processes
6. Student policies, procedures, and processes
7. Resources supporting business programs
8. External relationships
9. Innovation in business education

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

**Accreditation Council for Business Schools and Programs (ACBSP)**
**International Accreditation Council for Business Education (IACBE)**

++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++

**Program Accreditation**

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **No**

If so, please identify the specialized accrediting agency: **Not applicable**

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**Transferability of Associate of Science Degrees**

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution? **Not Applicable**

If so, please list the baccalaureate degree(s): **Not Applicable**

+++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
Job Titles
List specific job titles and broad job categories that would be appropriate for a graduate of this program:

As this program is specifically broad, the titles below can be interpreted to apply in multiple disciplines and fields.

Manager
Leader
Director
Supervisor
Team Lead

1. What is the digital format of student transcripts? **Student transcripts are stored in CampusNexus, which is the student information system (SIS). Unofficial transcripts can be downloaded in PDF format from the student portal. Official transcripts can be ordered to be sent electronically or in paper format through Transcripts on Demand.**

2. Is the institution using proprietary software, if so what is the name? N/A
3. Submit a sample student transcript. **See Attachment**

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**Student Records**

**Institutions that have Previously Operated**

1. Are all student transcripts in a digital format? **YES**
   - If not what is the percentage of student transcripts in a digital format? N/A
   - What is the beginning year of digitized student transcripts? **2005**
   - Are student transcripts stored separately from the overall student records? **Students' transcripts are stored separately from overall student records within the student information file.**

2. How are the digital student records stored? **Within the student information system (SIS), CampusNexus**
   - Where is the computer server located? **The main server is located at ACE’s main office in Indianapolis, Indiana. The backup server is located offsite in Carmel, Indiana.**
   - What is the name of the system that stores digital records? **CampusNexus**

3. Where are the paper student records located? **ACE does not maintain paper records. Student records are stored electronically. If the school receives paper records from a student, they are uploaded into the SIS and held for a period of 30 days. After 30 days they are destroyed pursuant to College policy.**

4. What is the beginning year of the institutional student record series? **2005**

5. What is the estimated number of digital student records held by the institution? **32,000**

6. What is the estimated number of paper student records held by the institution? **N/A**
7. Aside from digital and paper, does the institution maintain student records in other formats such as microfiche? **No**
   - If so, what is the most significant format? **Not Applicable**
   - If so, what is the estimated number of student records maintained in that format? **Not Applicable**

8. Does the institution maintain a staff position that has overall responsibility and authority over student records? **Yes**
   - If so, what is the name, title, and contact information for that individual?
     **Lindsay May, Registrar, Lindsay.May@ace.edu**

9. Has the institution contracted with a third party vendor such as Parchment to have student records digitized, maintained, and serviced? **The College has contracted with Transcripts Plus Credentials Solutions to have student records digitized, maintained, and serviced.**

10. Approximately what is the average number of requests for student records or verification of attendance does the institution receive in a day and week? **150**
    
    **All Institutions**

11. Is there anything that the Commission should consider with regard to the institutional student records? **No**
Program Description

Projected Headcount and FTE Enrollments and Degrees Conferred

- Report headcount and FTE enrollment and degrees conferred data in a manner consistent with the Commission’s Student Information System
- Report a table for each campus or off-campus location at which the program will be offered
- If the program is offered at more than one campus or off-campus location, a summary table, which reports the total headcount and FTE enrollments and degrees conferred across all locations, should be provided.
- Round the FTE enrollments to the nearest whole number
- If the program will take more than five years to be fully implemented and to reach steady state, report additional years of projections.
- Submit one table for each campus in which the program will be offered.
<table>
<thead>
<tr>
<th>Institution/Location: American College of Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program: B.S, in Applied Management and Leadership</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>FY2020</th>
<th>FY2021</th>
<th>FY2022</th>
<th>FY2023</th>
<th>FY2024</th>
</tr>
</thead>
</table>

Enrollment Projections (Headcount)

<table>
<thead>
<tr>
<th>Year</th>
<th>FY2020</th>
<th>FY2021</th>
<th>FY2022</th>
<th>FY2023</th>
<th>FY2024</th>
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<tbody>
<tr>
<td>Full-Time</td>
<td>10</td>
<td>30</td>
<td>50</td>
<td>80</td>
<td>120</td>
</tr>
<tr>
<td>Total</td>
<td>10</td>
<td>30</td>
<td>50</td>
<td>80</td>
<td>120</td>
</tr>
</tbody>
</table>

Enrollment Projections (FTE*)

<table>
<thead>
<tr>
<th>Year</th>
<th>FY2020</th>
<th>FY2021</th>
<th>FY2022</th>
<th>FY2023</th>
<th>FY2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>10</td>
<td>30</td>
<td>50</td>
<td>80</td>
<td>120</td>
</tr>
<tr>
<td>Total</td>
<td>10</td>
<td>30</td>
<td>50</td>
<td>80</td>
<td>120</td>
</tr>
</tbody>
</table>

Degrees Conferred Projections

<table>
<thead>
<tr>
<th>Degree Level: 05 Bachelor’s Degree</th>
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</thead>
<tbody>
<tr>
<td>CIP Code: 52.013</td>
</tr>
</tbody>
</table>

FTE Definitions:

- Undergraduate Level: 30 Semester Hrs. = 1 FTE
- Undergraduate Level: 24 Semester Hrs. = 1 FTE
Official Academic Transcript from
American College of Education

Statement of Authenticity
This official academic transcript has been delivered to you through eSCRIP-SAFE, the Global Electronic Transcript Delivery Network, provided by SCRIP-SAFE International, 136 Commerce Blvd, Loveland, OH 45140, 1-877-204-6176. SCRIP-SAFE has been appointed and serves as the designated delivery agent for this sending school, and verifies this sender is recognized by the accreditation source identified below:

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Sending School Information
American College of Education
Registrar’s Office
101 West Ohio Street
Suite 1200
Indianapolis, IN  46204
Telephone:  800-280-0307
School Web Page:      www.ace.edu
Accreditation: North Central Association of Colleges and Schools, The Higher Learning Commission (NCA-HLC)

Student Information
Student Name:  Bursartesting t Bursartesting
Numeric Identifier:  1101023617
Birth Date:  7/10/1990
Student Email:  Not Provided By the Sending School

Receiver Information
Registrar Registrar
registrar@ace.edu

Document Information
Transmitted On:  Thu, 12 September 2013
Transcript ID:  TRAN000004920039

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If you are not the identified receiver please notify the sending school immediately.

Transcripts marked 'Issued to Student' are intended for student use only.
Recipients should only accept academic transcripts directly from the sending school.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Credits Attempted</th>
<th>Credits Earned</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL572</td>
<td>Resource Management: Securing and Allocating Resources for Learning</td>
<td>2.67</td>
<td>2.67</td>
<td>A</td>
<td>10.68</td>
</tr>
</tbody>
</table>

**Term GPA**: 4.00  
**Cum GPA**: 4.00

---

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<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Credits Attempted</th>
<th>Credits Earned</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED5013</td>
<td>Assessment Strategies for Improving Learner Outcomes; testing comment section 12345 testing</td>
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**Term GPA**: 4.00  
**Cum GPA**: 4.00

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**Program**: Applied Management and Leadership  
**Enrollment #:** BU11119215  
**Start Date:** 4/23/2019  
**Status:** Administrative Withdrawal  
**LDA:** 6/1/2019 Withdrawal Date: 6/1/2019

**Original Start Date:** 4/23/19  
**Student ID:** 1101023617  
**DOB:** 7/10/1990  
**Student GPA:** 4.00

---

**Date:** 9/12/2019

**American College of Education**

101 West Ohio Street Suite 1200
Indianapolis, IN 46204

**www.ace.edu**

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**Authorized Signature**

Lyndia A. Wagner, Registrar

Not official unless signed by registrar.

# Indicates Pass/Fail Course  
♦ Indicates Associated Course

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**End of Transcript**
ACADEMIC CALENDAR / CREDITS
American College of Education operates on 5 week terms, 8 terms per year for Master level degree/certificate programs and 10 week terms, 4 terms per year for Doctorate and Advanced Studies level programs/certificates.

Until January 01, 2013, the College operated under the quarter credit system. As of January, 2013 the College began offering semester credit programs and courses to all new incoming students, all re-entering students and all students changing their program. Semester credits for all other students began June 03, 2013. Beginning June 2013, all quarter credits were converted to semester credits. All cumulative totals for students who have attended under both types of credit are expressed in semester credits. All credits on this transcript have been converted to semester credits using this formula: quarter credits were converted to semester credits by dividing the number of quarter credits by 1.5 (for example, 36 quarter credits ÷ 1.5 = 24 semester credits.)

ACCREDITATION
American College of Education is accredited by the Higher Learning Commission of the North Central Association of College and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604, telephone: (800) 621-7440. For specific program information, please refer to the Catalog (available at www.ace.edu).

RELEASE OF INFORMATION
This educational record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. It is furnished for official use only and MAY NOT be released to, or accessed by, outside agencies or third parties without the written consent of the student concerned.

COURSE NUMBERING SYSTEM
500–599 Graduate Level Courses
5000–5999 Graduate Level Courses
6000–6999 Doctorate or Advanced Studies Courses

GRADING SYSTEM

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Point Value</th>
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<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
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<tr>
<td>W</td>
<td>Withdrawn</td>
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<tr>
<td>P</td>
<td>Pass</td>
<td>N/A</td>
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<tr>
<td>NP</td>
<td>Non-Pass</td>
<td>N/A</td>
</tr>
<tr>
<td>TR</td>
<td>Transfer Credit</td>
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<tr>
<td>I</td>
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<tr>
<td>CR</td>
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<tr>
<td>RV</td>
<td>Review</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* Grade is not included in grade point average computation
** “I” (Incomplete) grades that are not resolved according to the Incomplete Grade policy in the Catalog (available at www.ace.edu) are changed to “F” (Failure) grades. “I” grades are not included in the grade point average computation.

TRANSFER CREDIT
American College of Education awards transfer credit in accordance with the Transfer Credit policy in the Catalog. Transfer credits are notated on the transcript with a grade of “TR” and the name of the institution where the coursework was completed. Transferred credits are counted toward the total program completion credits required for graduation, but are not calculated into the cumulative grade point average.

ACADEMIC STANDING
Students who do not meet the standards for Satisfactory Academic Progress as outlined in the Catalog will fall out of good standing. A cumulative grade point average of 3.0 (“B”) or higher and academic progress within the established incremental maximum timeframe indicate that a student is in good academic standing at American College of Education. See the Satisfactory Academic Progress policy in the Catalog for more information (available at www.ace.edu).

DEGREE REQUIREMENTS
To earn a degree at American College of Education, students must be in good standing, earn a minimum of a 3.0 cumulative grade point average, and complete the program within a maximum timeframe of completion. Program-specific graduation requirements are listed in the Catalog (available at www.ace.edu)

AUTHENTICATION OF THE RECORD
American College of Education’s official transcripts are printed on security paper and do not require a raised seal. The face of this document has a blue background and the institution’s logo watermarked in blue. The registrar’s official signature appears pre-printed in white. If the transcript was issued to the student, the watermark stating “Issued to Student” will appear on the transcript.

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