

# AGENDA

Board for Proprietary Education

## *BOARD MEETING*

101 West Ohio St.  
7<sup>th</sup> Floor Conference Room  
Indianapolis, IN 46204

**Monday, July 7, 2014**

<b>I. CALL TO ORDER –10:00 a.m.</b>	
<b>II. ROLL CALL OF MEMBERS AND DETERMINATION OF A QUORUM</b>	
<b>III. CONSIDERATION OF THE MINUTES OF THE MARCH BOARD MEETING</b>	1
<b>IV. EXECUTIVE DIRECTOR’S REPORT</b>	
<b>V. DECISION ITEMS</b>	
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**VI. OLD BUSINESS**

None.

**VII. NEW BUSINESS**

None.

**VIII. ADJOURNMENT --12:30 p.m.**

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**STATE OF INDIANA  
Board for Proprietary Education**

**Minutes of Meeting**

**Tuesday, March 11, 2014**

**I. CALL TO ORDER**

The Board for Proprietary Education met in regular session starting at 10:13 a.m. at 101 West Ohio Street, 7<sup>th</sup> Floor Conference Room, with Chairman Dr. Ken Sauer presiding.

**II. ROLL CALL OF MEMBERS AND DETERMINATION OF A QUORUM**

*Members Present:*

Bruce Blomberg, Joe Pearson, Kimberly Perkins, and Ken Sauer

*Members Present by Conference Call:*

Ken Konesco and Linda Woloshansky

*Members Absent:*

Eric Ogle

*Guests Present:*

Krystal Belton, Mark Chyba, Greg Schiffli, Ashly Stage, Vicki Thomas, Todd Herseth, Michael Trump and Glenna Shelby

It was determined that there was a quorum for the March 11, 2014 Board meeting.

**III. CONSIDERATION OF THE MINUTES OF THE MARCH BOARD MEETING**

The Board for Proprietary Education approved the Minutes of the December 10, 2013 meeting.

Mr. Joe Pearson moved for acceptance. Ms. Kim Perkins seconded the motion. The motion was unanimously approved.

**IV. EXECUTIVE DIRECTOR'S REPORT**

Dr. Ken Sauer reported on the Academic Program Inventory (API) Request Change Form. The form has been approved and will be available electronically and posted on our website. Effective immediately this form will be used to submit any changes to your institutional programs. The API Change Request Form has been distributed through email to all institutions by Ross Miller. It is critical that all institutions assist BPE with submitting all changes on this form for accuracy of degree programs and reporting purposes.

Dr. Ken Sauer gave a brief overview of the Supplementary Information on Licensure, Certification, and Accreditation. This form was added to the application for new degree program request. The BPE Planning Committee held a meeting on February 25, 2014 to discuss the entire form. There were a number of changes, suggestions, and recommendations made. The revised form will be finalized soon.

## V. DISCUSSION ITEM

Institutional Membership in the Recently Approved State Authorization Reciprocity Agreement (SARA) –

On February 21, 2014 Indiana was approved by Midwestern Higher Education Compact (MHEC) to join the National Council for State Authorization Reciprocity Agreements (NC-SARA), Indiana is the first state in the nation to do so. Indiana is the first state in the country to join an interstate initiative designed to ensure academic quality and increase affordability for Indiana students who complete online courses offered by colleges in other states.

Now that Indiana has joined, colleges and universities within the state are also eligible to become part of NC-SARA. In the coming weeks, the Commission for Higher Education/Board of Proprietary Education will distribute an application form that institutions can use to apply for membership.

Ken Konesco complimented Dr. Ken Sauer and Commissioner Lubbers for their efforts in finalizing this great accomplishment. Also, Mr. Konesco expressed appreciation and congratulations to the success of SARA.

## VI. TIME – SENSITIVE ACTION ITEMS

### A. Academic Degree Programs

#### 1. Harrison College: New Degree Requests

Representing Harrison College was: Greg Schiffli, Vicki Thomas, Krystal Belton Mark Chyba, and Ashly Stage.

Mr. Ross Miller presented the staff report recommending that Harrison College be granted approval to offer one Associate of Applied Science Degree Program at seven locations, one Associate of Applied Science at eight locations, one Associate of Applied Science Degree Program at two locations, one Baccalaureate Degree Program at four locations, one Baccalaureate Degree Program at eight locations, and one Baccalaureate Degree Program at two locations.

- *A.A.S. in Accounting*
- *A.A.S. in Business*
- *A.A.S. in Health Information Technology*
- *B.S. in Accounting*
- *B.S. in Business Management*
- *B.S. in Health Information Administration*

Ms. Kimberly Perkins made the motion to approve the staff recommendation to grant approval to Harrison College to award the above mentioned programs. Mr. Joe Pearson seconded the motion. The motion was approved by Ken Sauer, Bruce Blomberg, Joe Pearson, Kimberly Perkins, Linda Woloshansky and Ken Konesco abstained.

#### 2. National American University:

## **New Degree Requests**

Representing National American University was: Michael Trump and Todd Herseth.

Mr. Ross Miller presented the staff report recommending that National American University be granted approval to offer six Associate of Applied Science Degree Programs and six Bachelor of Science Degree Programs at one location.

- *A.A. S. in Business Logistics*
- *A.A.S. in Computer Security*
- *A.A.S. in Health & Beauty Management*
- *A.A.S. in Information Technology*
- *A.A.S. in Management*
- *A.A.S. in Medical Staff Services Management*
- *B.S. in Business Administration Emphasis in Entrepreneurship*
- *B.S. in Business Administration Emphasis in Supply Chain Management*
- *B.S. in Information Technology Emphasis in Database Administration*
- *B.S. in Information Technology Emphasis in Internet Systems Development*
- *B.S. in Information Technology Emphasis in Network Administrator/Microsoft*
- *B.S. in Information Technology Emphasis in Network Management/Microsoft*

Mr. Ken Konesco made the motion to approve the staff recommendation to grant approval to National American University to award the following above mentioned programs:

- *A.A.S. in Health & Beauty Management*
- *A.A.S. in Management*

The following programs will be subject to review due to concerns of staffing credentials, evidence that these programs are delivered at other campuses, and all requested information resubmitted to Ross Miller prior to the start date.

- *A.A. S. in Business Logistics*
- *A.A.S. in Computer Security*
- *A.A.S. in Information Technology*
- *A.A.S. in Medical Staff Services Management*
- *B.S. in Business Administration Emphasis in Entrepreneurship*
- *B.S. in Business Administration Emphasis in Supply Chain Management*
- *B.S. in Information Technology Emphasis in Database Administration*
- *B.S. in Information Technology Emphasis in Internet Systems Development*
- *B.S. in Information Technology Emphasis in Network Administrator/Microsoft*
- *B.S. in Information Technology Emphasis in Network Management/Microsoft*

The motion was seconded by Mr. Bruce Blomberg. The motion was approved by Ken Konesco, Bruce Blomberg, Joe Pearson, Linda Woloshansky, Ken Sauer and Kimberly Perkins abstained.

## **VII. OLD BUSINESS**

None.

**VIII. NEW BUSINESS**

None.

**IX. ADJOURNMENT - approximately 11:48 p.m.**

The next meeting of the Board will be on Tuesday, June 10, 2014.

\_\_\_\_\_  
Dr. Ken Sauer, Chairman

\_\_\_\_\_  
Date

## **BOARD FOR PROPRIETARY EDUCATION**

Monday, July 7, 2014

### **DECISION ITEM A-1:**

#### **Harrison College:**

#### **One Associate of Applied Science Degree Program at Two Locations, and One Baccalaureate Degree Program at One Location**

### **Staff Recommendation**

That the Board for Proprietary Education approve the A.A.S. degree program in Criminal Justice, and B.S. degree program in Criminal Justice in accordance with the background discussion in this agenda item and the Applications for Degree Approval.

The A.A.S. degree program in Criminal Justice at Columbus and Lafayette is recommended for approval with the stipulation that Instructor Qualification Records and documentation be submitted to the Board staff prior to the start date of the program.

### **Background**

#### **Institution Profile**

Harrison College is nationally accredited by the Accrediting Commission for Independent Colleges and Schools (ACICS). The institution has 10 campuses in Indiana: Anderson, Columbus, Elkhart, Evansville, Fort Wayne, Indianapolis, Indianapolis East, Lafayette, Northwest, and Terre Haute. The National Center for Education Statistics (NCES) lists a total enrollment of 4,547 students in the fall of 2012 at the Indianapolis campus. NCES lists student enrollment data as 0 for the 9 other Harrison College campuses in Indiana.

## **Degree Program Profiles**

### *Associate of Applied Science (A.A.S) in Criminal Justice at Columbus, and Lafayette*

This program consists of 96 quarter credit hours, with 79% of the courses in the specialty. The partial list of Columbus campus program faculty consists of six individuals, of whom three are full-time and the remaining three are part-time. Of the six individuals, each has a Master's degree. The partial list of Lafayette campus program faculty consists of three individuals, of whom one is full-time and the remaining two are part-time. Of the three individuals, each has a Master's degree.

### *Bachelor of Science (B.S.) in Criminal Justice at Lafayette*

This program consists of 180 quarter credit hours, with 69% of the courses in the specialty. The Lafayette campus program faculty consists of three individuals, of whom one is full-time, and two are part-time. Of the three individuals, each has a Master's degree.

## **Supporting Documents**

Degree Applications

Indiana Commission for Higher Education  
Indiana Board for Proprietary Education

Out-of-State Institutions and  
In-State Proprietary Institutions Offering Instruction in Indiana  
with a Physical Presence in the State

**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 Harrison College—Columbus and Lafayette

Name of Program Criminal Justice

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Krystal Belton

Telephone Number 317-447-6063 Application Type

Date the Form was Prepared May 23, 2014 Initial  
(Revise date after any revision)

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

This program provides students with a broad spectrum of coursework in various aspects of the criminal justice system. The program is designed to prepare students for a variety of careers in the criminal justice field in both the public and private sectors. Upon successful completion of the program, graduates can pursue entry-level positions with local or state law-enforcement agencies and correctional organizations. This also includes private sector and court service positions.

Program Objectives:

1. Demonstrate a working knowledge of the criminal justice system and the roles and responsibilities of various positions in the field.
2. Recognize and apply ethical decision making to situations within the criminal justice system.
3. Assess and apply problem solving skills in situations encountered in a criminal justice workplace.

**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: \_\_\_\_\_ Criminal Justice AAS

Total Course Hours: 96 Check one: Quarter Hours X  
 Semester Hours \_\_\_\_\_  
 Clock Hours \_\_\_\_\_

Tuition : \$36,000 Length of Program: 21 Months

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CJ1050	Criminal Justice Math	4
CJ1150	Introduction to Corrections	4
CJ1250	Introduction to Courts	4
CJ1350	Introduction to Private Security	4
CJ1450	Introduction to Law Enforcement	4
CJ2200	Criminology	4
CJ2210	Juvenile Justice	4
CJ2220	Criminal Investigations	4
CJ2230	Procedural Criminal Law	4
CJ2240	Substantive Criminal Law	4
CJ2250	Criminal Justice Ethics	4
CJ2900	Criminal Justice Capstone	4



**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

Number of Credit/Clock Hrs. in Specialty Courses:      76 / 96      Percentage:      79

Number of Credit/Clock Hrs. in General Courses:      20 / 96      Percentage:      21

If applicable:  
Number of Credit/Clock Hrs. in Liberal Arts:      \_\_\_\_\_ / \_\_\_\_\_      Percentage:      \_\_\_\_\_

**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:**

**COLUMBUS**

The library is located in the main campus building at 2222 Poshard Drive, Columbus, Indiana. All Harrison students can retrieve library resources and utilize library services from the library website, which is accessible at all times from any web-connected computer on or off campus. The Library Website features links to a materials catalog and online resources and can be found at [www.harrison.edu/library](http://www.harrison.edu/library).

The library is fully staffed Monday through Thursday from 8:00am to 6:00pm and Friday from 8:00am to 2:00pm. In addition, live online librarian-staffed chat reference is available during normal business hours and on Saturday mornings from 9:00am to 1:00pm and Sunday evenings from 5:00pm to 9:00pm.

There is one full-time professional librarian, one full-time administrative assistant, and one college work study to assist students with library needs. Additionally, students are served by 15 full-time professional librarians around the state and region who participate cooperatively in live online chat reference, email reference, and text reference.

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

The physical collection represents just over 400 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In

addition, the library offers direct access to over 45,000

**3. Number of professional periodicals subscribed to:**

The library provides 12 print journals and magazines at the campus location and access to over 30,000 electronic journals online. The electronic journals can be accessed either on or off campus from any web-connected computer or comparable device.

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

The University Library of Columbus, located in the Columbus Learning Center, is 0.2 miles from the Harrison College campus. This state-supported college library, serving IUPUC, Ivy Tech, and the Purdue College of Technology, is also designated as a public library and has resources available to all residents of Indiana. The Interlibrary Loan department at Harrison College, Columbus has an agreement with the Interlibrary Loan department at University Library to exchange print materials when students from either campus make requests.

The Bartholomew Public library is located approximately 4.3 miles from the Columbus campus and provides access to all county residents as well as access to a number of other county residents via a reciprocal agreement.

**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:**

**LAFAYETTE**

The location of the library is in the Lafayette Harrison College campus building, at 4705 Meijer Court Lafayette IN 47905.

The library is open to the students Monday-Thursday 8:00 am – 8:00 pm and Friday 8:00 am – 4:00 pm.

At the Lafayette Campus library, there is one full time staffed librarian who holds a MLS degree. Two part time work studies work in the library as well, each work 25 hours per week.

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

As of March 2014, the Harrison College Lafayette Campus does not have nor actively collects Criminal Justice materials; however, if approved, dedicated funds would be devoted to purchasing criminal justice materials during summer 2014.

While there is not a physical collection of criminal justice materials on the Lafayette Campus, 217 books are available to all students across the different Harrison College locations. Of these titles, 39 eBooks are available for immediate electronic access to the students. These materials are easily accessible to students through a courier service which connects 10 Harrison campus

locations – one additional campus does not participate in the courier service, yet shares resources with our location via mail.

**3. Number of professional periodicals subscribed to:**

There are 21 electronic journals available to students.

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

Purdue University Libraries are 6 miles from the Harrison College Lafayette Campus. There are 13 libraries available to students on the Purdue Campus including Hicks Undergraduate and Humanities, Social Sciences, and Education Library.

Tippecanoe County Public Library has multiple branches available to the students including a downtown branch and a campus branch; both of these locations are within 5 miles from the Harrison College Lafayette Campus.

West Lafayette Public Library is 5.5 miles from the Harrison College Lafayette Campus.



**LAFAYETTE**

**IV. FACULTY:** Attach completed Instructor’s Qualification Record for each instructor.

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	<b>4</b>	<b>Full-time:</b>	<b>1</b>	<b>Part-time:</b>	<b>3</b>
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**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Burkett, Heidi	MA Exec Dev Public Ser; BA Law & Society	<u>3</u>	<u>1</u>	<u>0</u>	_____	<u>x</u>
McConnell, Ann	MA – Communication; BA English	<u>22</u>	<u>5</u>	<u>0</u>	<u>x</u>	_____
Welch-Martin, Kathy	MS Education; BS Math Ed	<u>34</u>	<u>1</u>	<u>34</u>	_____	<u>x</u>
<u>Additional Faculty will be hired as needed, prior to the start of the program.</u>	_____	_____	_____	_____	_____	_____

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: Harrison College  
Degree Program: Criminal Justice AAS  
Locations: Columbus and Lafayette

**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?

*Graduates of this program do not need to be licensed by the State to practice their profession in Indiana.*

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

+++++

**Professional Certification**

What are the professional certifications that exist for graduates of similar program(s)?

*There are no certifications for programs that are similar. Certifications are available to students as provided by their employers with respect to state law (e.g. state law enforcement academies).*

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?

*Graduates of this program do not need national professional certification in order to obtain employment in the field. A graduate of this program, however, will be better prepared to seek and obtain certifications as provided by their employers (e.g. state law enforcement and correctional academies).*

If so, please identify  
Each specific professional certification:  
The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

Please identify the single course or a sequence of courses that lead to each professional certification?

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**Professional Industry Standards/Best Practices**

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

*The program incorporates the guiding principles of programmatic certification of the Academy of Criminal Justice Sciences (ACJS). This includes curricular concentration areas and integrity and ethical standards.*

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

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

*The Academy of Criminal Justice Sciences (ACJS). [http://www.acjs.org/pubs/167\\_667\\_3517.cfm](http://www.acjs.org/pubs/167_667_3517.cfm)*

+++++

**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, there is no specialized accreditation for this program.*

If so, please identify the specialized accrediting agency:

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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?

*The A.A.S. degree in Criminal Justice has 100% transferability to our B.S. degree in Criminal Justice.*

If so, please list the baccalaureate degree(s):

*B.S. in Criminal Justice*

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**Job Titles**

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

*Law Enforcement: police officer, criminal investigator*

*Corrections: correctional officer, program officer, custody officer*

*Court Services: clerk, legal secretary*

*Private Sector: loss prevention officer, private investigator, low/mid management*

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Indiana Commission for Higher Education  
Indiana Board for Proprietary Education

**Out-of-State Institutions and  
In-State Proprietary Institutions Offering Instruction in Indiana  
with a Physical Presence in the State**

**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	<u>Harrison College—Lafayette</u>
Name of Program	<u>Criminal Justice</u>
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)	<u>BS</u>
Name of Person Preparing this Form	<u>Krystal Belton</u>
Telephone Number	<u>317-447-6063</u> <u>Application Type</u>
Date the Form was Prepared (Revise date after any revision)	<u>May 28, 2014</u> Initial

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

The mission of this program is to provide students with a systems perspective of the criminal justice system, including law enforcement, courts, corrections, the private sector, and a relationship to academia. The program is designed to produce graduates who are able to utilize their systems perspective and analytic skills to create appropriate professional decision making at all levels within the criminal justice system. Upon successful completion of the program, graduates can pursue entry-level positions with local, state, or federal law-enforcement agencies and correctional organizations. Graduates also have open avenues for advancement into casework and counselor positions and beyond. The major competencies of the criminal justice bachelor degree graduate include knowledge of the criminal justice system and the law, the theoretical causes of criminality, the methods of criminal justice policy research, as well as aspects of professionalism and ethics for criminal justice practitioners.

**Program Objectives**

Upon graduation a student will:

1. Demonstrate a working knowledge of the criminal justice system and the roles and responsibilities of various positions in the field.
2. Apply ethical decision making to situations within the criminal justice system.
3. Utilize an in-depth knowledge of the criminal justice system to identify and resolve challenges encountered in a criminal justice career.
4. Analyze, evaluate, develop, and support opinions on the ongoing and changing impact and role of the criminal justice system in relation to the community, the police, corrections, and the court systems.
5. Identify, assess, and apply practices to address the impact of major social issues related to crime, criminals, victims, prevention, and control.



**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CJ2230	Procedural Criminal Law	4
CJ2240	Substantive Criminal Law	4
CJ2250	Criminal Justice Ethics	4
CJ2995	Criminal Justice Capstone	4
CJ3050	Criminal Justice Research Methods	4
CJ3150	Evidence Based Practices	4
CJ3250	The Law of Evidence	4
CJ3350	Victimology	4
CJ3450	Management of Criminal Justice Agencies	4
CJ4050	Criminal Behavior and Theory	4
CJ4150	Courts and Social Policy	4
CJ4995	Criminal Justice Capstone	4
MGT2200	Leadership	4
	Professional Electives	24
CD2600	Career Development	2
CPU1000	Computers and Office Automation	4
INF1100	Information Literacy	2
PSY1050	Strategies for Success	4

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1050	Composition I	4
MAT1500	Introductory Algebra	4
PSY2000	Critical Thinking and Problem Solving	4
SPC1010	Presentation Skills	4

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	Behavioral and Social Science Electives	12
	Humanities Elective	4
	Mathematics Elective	4
	Science Elective	8
	Writing Elective	4
	Unspecified General Education Electives	8

Number of Credit/Clock Hrs. in Specialty Courses: 124 / 180 Percentage: 69

Number of Credit/Clock Hrs. in General Courses: 56 / 180 Percentage: 31

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: \_\_\_\_\_ / \_\_\_\_\_ Percentage: \_\_\_\_\_

**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 location of the library is in the Lafayette Harrison College campus building, at 4705 Meijer Court Lafayette IN 47905.

The library is open to the students Monday-Thursday 8:00 am – 8:00 pm and Friday 8:00 am – 4:00 pm.

At the Lafayette Campus library, there is one full time staffed librarian who holds a MLS degree. Two part time work studies work in the library as well, each work 25 hours per week.

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

As of March 2014, the Harrison College Lafayette Campus does not have nor actively collects Criminal Justice materials; however, if approved, dedicated funds would be devoted to purchasing criminal justice materials during summer 2014.

While there is not a physical collection of criminal justice materials on the Lafayette Campus, 217 books are available to all students across the different Harrison College locations. Of these titles, 39 eBooks are available for immediate electronic access to the students. These materials are easily accessible to students through a courier service which connects 10 Harrison campus locations – one additional campus does not participate in the courier service, yet shares resources with our location via mail.

**3. Number of professional periodicals subscribed to:**

There are 21 electronic journals available to students.

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

Purdue University Libraries are 6 miles from the Harrison College Lafayette Campus. There are 13 libraries available to students on the Purdue Campus including Hicks Undergraduate and Humanities, Social Sciences, and Education Library.

Tippecanoe County Public Library has multiple branches available to the students including a downtown branch and a campus branch; both of these locations are within 5 miles from the Harrison College Lafayette Campus.

West Lafayette Public Library is 5.5 miles from the Harrison College Lafayette Campus.

**IV. FACULTY:** Attach completed Instructor's Qualification Record for each instructor.  
**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	<b>4</b>	<b>Full-time:</b>	1	<b>Part-time:</b>	3
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**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names <small>(Alphabetical Order)</small>	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
<u>Burkett, Heidi</u>	<u>MA Exec Dev Public Ser; BA Law &amp; Society</u>	<u>3</u>	<u>1</u>	<u>0</u>	_____	<u>x</u>
<u>McConnell, Ann</u>	<u>MA – Communication; BA English</u>	<u>22</u>	<u>5</u>	<u>0</u>	<u>x</u>	_____
<u>Welch-Martin, Kathy</u>	<u>MS Education; BS Math Ed</u>	<u>34</u>	<u>1</u>	<u>34</u>	_____	<u>x</u>
<u>Additional Faculty will be hired as needed, prior</u>						
<u>Additional Faculty will be hired as needed, prior</u>						
<u>to the start of</u>						

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: Harrison College  
Degree Program: Criminal Justice BS  
Locations: Lafayette

**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?

*Graduates of this program do not need to be licensed by the State to practice their profession in Indiana.*

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

**Professional Certification**

What are the professional certifications that exist for graduates of similar program(s)?

*There are no certifications for programs that are similar. Certifications are available to students as provided by their employers with respect to state law (e.g. state law enforcement academies).*

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?

*Graduates of this program do not need national professional certification in order to obtain employment in the field. A graduate of this program, however, will be better prepared to seek and obtain certifications as provided by their employers (e.g. state law enforcement and correctional academies).*

If so, please identify

Each specific professional certification:

The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

Please identify the single course or a sequence of courses that lead to each professional certification?

+++++

**Professional Industry Standards/Best Practices**

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

*The program incorporates the guiding principles of programmatic certification of the Academy*

*of Criminal Justice Sciences (ACJS). This includes curricular concentration areas and integrity and ethical standards.*

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

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

*The Academy of Criminal Justice Sciences (ACJS). [http://www.acjs.org/pubs/167\\_667\\_3517.cfm](http://www.acjs.org/pubs/167_667_3517.cfm)*

+++++

**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, there is no specialized accreditation for this program.*

If so, please identify the specialized accrediting agency:

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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?

N/A

If so, please list the baccalaureate degree(s):

N/A

+++++

**Job Titles**

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

*Law Enforcement: police officer, criminal investigator*

*Corrections: correctional officer, program officer, custody officer*

*Court Services: clerk, legal secretary*

*Private Sector: loss prevention officer, private investigator, low/mid management*

## BOARD FOR PROPRIETARY EDUCATION

Monday, July 7, 2014

### DECISION ITEM A-2:

#### Kaplan University: Two Master of Science Degree Programs Offered at One Location

### Staff Recommendation

That the Board for Proprietary Education approve the M.S. in Finance, and M.S. in Health Education, in accordance with the background discussion in this agenda item and the Application for Degree Approval.

### Background

#### Institution Profile

Kaplan University is regionally accredited by the Higher Learning Commission (HLC) of the North Central Association. The institution has one campus in Indiana at Indianapolis. HLC accredits Kaplan University in five states including Indiana. HLC considers Kaplan University at Indianapolis a “course location.” The National Center for Education Statistics (NCES) does not presently list enrollment data for Kaplan University at Indianapolis.

#### Degree Program Profiles

##### *Master of Science (M.S.) in Finance at Indianapolis*

This program consists of 64 quarter credit hours, with 29% of the courses in the specialty. Students may choose from a Financial Analysis or Financial Planning specialization. The faculty consists of 20 individuals, of whom 17 are full-time, and 3 are part-time. Of the 20 individuals, each has a Juris Doctorate Degree, and one also holds a Ph.D.

##### *Master of Science (M.S.) in Health Education at Indianapolis*

This program consists of 64 quarter credit hours, with 100% of the courses in the specialty. The faculty consists seven individuals, of whom 1 is part-time, and the remaining 6 are part-time. Of the 7 individuals, each has a Doctoral Degree.

### Supporting Documents

Degree Applications

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Indiana Commission for Higher Education/  
Indiana Board for Proprietary Education

**Out-of-State Institutions and  
In-State Proprietary Institutions Offering Instruction in Indiana  
with a Physical Presence\* in the State:  
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 Kaplan University - Indianapolis

Name of Program Master of Science in Finance

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) MS

Name of Person Preparing this Form Benjamin Lyon

Telephone Number 312-385-1385 **Application Type**

Date the Form was Prepared 4/28/2014  New  Renewal

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

The Master of Science in Finance program focuses on helping students gain advanced technical knowledge and skills in a range of financial areas. Courses help increase the students' understanding of the factors that influence high-level decision making and provide students with opportunities to develop and implement critical thinking skills to solve complex financial problems.

The program is designed to prepare students to make quality decisions based on the analysis of financial information. The curriculum encourages students to be lifelong learners and addresses the evolving professional skills of master's degree students.

The general program is designed to help students develop specific skills in the areas of financial planning, corporate finance, banking, financial markets, and investment management. Completion of this program may be especially beneficial for students who wish to pursue a variety of opportunities in the financial service sector.

**Specializations**

Students are required to select a specialization in financial analysis or financial planning.

**Certified Financial Planner Board of Standards Certification Information**

The Master of Science in Finance with a specialization in financial planning is a CFP Board-Registered Program in financial planning education. The Master of Science in Finance with a specialization in financial planning meets the specific criteria for educating individuals who wish to fulfill the education component for obtaining CFP(R) certification. Individuals who meet CFP Board's education requirement are eligible to sit for the CFP(R) Certification Examination. Successful completion of the education and examination components completes two of the core prerequisites to obtain CFP(R) certification.

The Master of Science in Finance program consists of a minimum of 56 quarter credit hours. Upon successful completion of the program, students will be awarded a Master of Science degree.

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

NAME OF PROGRAM: Master of Science in Finance

TOTAL COURSE HOURS: 56 Check one: Quarter Hours   
 Semester Hours   
 Clock Hours

LENGTH OF PROGRAM: 2 Years TUITION: \$24,696

**SPECIALTY COURSES:**

Course Number	Course Title	Course Hours
<b><u>CORE REQUIREMENTS</u></b>		
GB 512	BUSINESS COMMUNICATIONS	4
GF 500	FINANCIAL INSTITUTIONS AND MARKETS	4
GF 510	RISK ANALYSIS AND MANAGEMENT	4
GF 520	CORPORATE FINANCE	4
GF 530	FINANCIAL STATEMENT ANALYSIS	4
GF 540	INVESTMENT AND SECURITIES ANALYSIS	4
GF 550	RETIREMENT PLANNING AND EMPLOYEE BENEFITS	4
GF 560	FIXED-INCOME AND FUTURES INVESTING	4
GF 570	PORTFOLIO MANAGEMENT	4
GF 599	GRADUATE CAPSTONE IN FINANCE	4
<b><u>OPEN ELECTIVES*</u></b>		<b>16</b>
<b><u>SPECIALIZATION REQMNTS.</u></b>		
<b><u>(Financial Analysis)</u></b>		
GB 540	ECONOMICS FOR GLOBAL DECISION MAKERS	4
GF 580	ETHICS FOR FINANCIAL PROFESSIONALS	4

GF 581	FINANCIAL STRATEGIES FOR A GLOBAL ENVIRONMENT	4
GF 582	STATISTICAL METHODS FOR DECISION MAKING	4
<b><u>SPECIALIZATION REOMNTS.</u></b>		
<b>(Financial Planning)</b>		
GF 590	PERSONAL FINANCIAL PLANNING	4
GF 591	INDIVIDUAL INSURANCE PLANNING	4
GF 592	INCOME TAX PLANNING AND STRATEGIES	4
GF 593	ESTATE PLANNING	4
<b>*Specialization courses are completed within the open electives requirement of the degree plan</b>		

Number of Credit/Clock Hrs. in Specialty: 16 / 56 Percentage: 29

Number of Credit/Clock Hrs. in General Courses: 40 / 56 Percentage: 71

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: \_\_\_\_\_ / \_\_\_\_\_ Percentage: \_\_\_\_\_

**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:**

Through Kaplan University's online library, students receive basic reference and circulation services. The library site, [www.library.kaplan.edu/content.php?pid=150035](http://www.library.kaplan.edu/content.php?pid=150035), also provides quick links where students can obtain an introduction to the library, guides for research and for students studying certain academic areas, tutorials for using the library, answers to frequently asked questions, and assistance with writing and citations. In addition, the website provides students Course Reserves, materials that are not part of the library's collection but are required materials for specific programs.

Kaplan University's online library is available to students 24/7, and students may obtain assistance from library staff during specific hours posted on the library website.

The Online Library staff is available to answer reference questions by e-mail, instant message, and telephone. The library guarantees response times to student emails within one business day, and chat services are available at set times posted on the library website, Monday - Friday. Reference services are well used, with thousands of questions coming to Library staff annually. During the 2012-2013 Academic Year, 96.4% of students who chatted with the Library staff reported satisfaction with the interaction in after-chat surveys. Students also receive guidance on the use of our research tools from resource guides, video demonstrations, and other instructional aids like a searchable F.A.Q. knowledgebase. Starting in 2013, the Library has worked with curriculum to embed subject-specific library materials directly into the classroom, and by early 2014 there will be an active Library link leading to relevant materials and services in each course.

Kaplan University's Director of Library Services is a professionally trained librarian, having obtained a Master of Library Science degree from the School of Library and Information Science at Indiana University.

Kaplan University's online library staff includes a reference librarian who has an MLIS degree from San Jose State University and extensive experience in public, academic, special, and medical libraries; a library assistant who has a bachelor's degree in English and experience working in two other academic libraries before Kaplan University; and a Library Services Coordinator, who has extensive experience working in online university libraries.

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

Links to the Library are available from within the Kaplan University Campus student portal, or students and faculty may go directly to Kaplan University's website. At the beginning of 2013, Kaplan invested in improving the library's user experience by adding EBSCO Discovery Service, bringing the Library a modern web-scale search engine that allows users to search the library's materials through a single point. Students can now search and open the full text of thousands of articles from over 18,000 subscribed serial publications that cover a wide variety of subjects relevant to our degree programs. Students also can search and read the full text of over 148,000 e-book titles, and hundreds more open access journals and e-books published on the web.

**3. Number of professional periodicals subscribed to:**

Because Kaplan University's library is completely online, it does not classify and organize materials by nationally approved conventions. Rather, as discussed above, students access the library through their student portal or the Kaplan University website, and search for appropriate materials using EBSCO Discovery Service, a modern web-scale search engine that allows users to search the library's materials through a single point.

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

Wayne Library – 198 South Girls Road  
Decatur Library – 5301 Kentucky Avenue  
Haughville Library – 2121 W. Michigan  
Speedway Public Library – 5633 W. 25th Street  
Indiana University, University Library – 755 West Michigan Street  
Special Services Div-In Street Library – 140 N. Senate Ave.  
Indiana State Library – 140 N. Senate Ave.  
Marion County Law Library – 200 E. Washington  
Indianapolis Central Library – 202 N. Alabama  
Shelby Library – 2502 Shelby Street

**5. List any post graduation certifications or licensure requirements/name of organization.**

Students who complete the financial analysis specialization may be eligible to take the Certified Financial Analyst (CFA) certification exam.

Students who complete the financial planning specialization may be eligible to take the Certified Financial Planner™ (CFP ) Certification Examination.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

**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: 20 Full-time: 17 Part-time: 3

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

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Full-time	Part-time
Bracci, Steven	JD	15	15	22	X	
Brandes, Greg	JD	15	15		X	
Burnett, Stephen	JD, MSLS	is now Vice-President of Kaplan Legal Education, 9 years with Kaplan				
Currier, Barry	JD	has retired and is Dean Emeritus				
DeGarmo, Alana	JD	13	13	5	X	
Dodge, James	JD	13	13	0	X	
Goetz, Jack	JD, MBA	has retired and is Dean Emeritus				
Holden, Douglas	JD	15	15	0	X	
Hull, Robert	JD	16	16	2		X
Jamison, Shaun	JD, Phd	13	13	0	X	
Johnson, Scott	JD	13	13	6	X	
Kaufman, Mark	JD	14	14	10	X	
Monsour, Edward	JD, MBA, CPA	13	13	3	X	
Muller, Meredith	JD	13	13	0	X	
Peterson, Carole	JD	4	4		X	
Pleasant, Timothy	JD, MSSSI	9	9	3	X	
Racki, Melissa	JD	9	9	0	X	
Reagan, Kathleen	JD	12	12	1	X	
Sharp, Stacey	JD	12	12	0		X
Tallmer, Andrew	JD	14	14	0	X	
Tatsui, Kiyoko	JD	12	12	0	X	
Vidt, Victoria	JD	10	10	0		X
Wise, Jane	JD	7	7	18	X	

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: Kaplan University  
Degree Program: Master of Science in Finance  
Locations: 9000 Keystone Crossing #800 Indianapolis, IN 46240

**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?

*Graduate does not need to be licensed but licensure can be obtained to be a Certified Financial Planner which is recognized by the Indiana Securities Division.*

If so, please identify

The specific license(s) needed: *Certified Financial Planner*

The State agency issuing the license(s): *Indiana Securities Division*

+++++

**Professional Certification**

What are the professional certifications that exist for graduates of similar program(s)? *Certified Financial Planner*

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? *Yes.*

If so, please identify

Each specific professional certification: *Certified Financial Planner*

The national organization issuing each certification: *CFP Board*

Please explain the rationale for choosing each professional certification: *CFP certification will help enhance career options of graduates.*

Please identify the single course or a sequence of courses that lead to each professional certification? *Completion of the program will allow graduates to sit for the CFP Board Certification Examination. Successful completion of the education and examination components completes two of the core prerequisites to obtain Certified Financial Planner certification.*

+++++

**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): *CFP Board Education Partner*

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate: *CFP Board which fosters professional standards in personal financial planning through its setting and enforcement of the education, examination, experience, ethics and other requirements for CFP certification.*

**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 but school is a partner with CFP Board.*

If so, please identify the specialized accrediting agency: *CFP Board*

+++++

**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?

If so, please list the baccalaureate degree(s): *N/A*

+++++

**Job Titles**

List specific job titles and broad job categories that would be appropriate for a graduate of this program: *A variety of opportunities in the financial services section including: financial planning, corporate finance, banking, financial markets and investment management.*

Indiana Commission for Higher Education/  
Indiana Board for Proprietary Education

**Out-of-State Institutions and  
In-State Proprietary Institutions Offering Instruction in Indiana  
with a Physical Presence\* in the State:  
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 Kaplan University - Indianapolis

Name of Program Master of Science in Health Education

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) MS

Name of Person Preparing this Form Benjamin Lyon

Telephone Number 312-385-1385 **Application Type**

Date the Form was Prepared 4/28/2014  New  Renewal

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

The Master of Science in Health Education program helps prepare students to pursue a variety of career opportunities within the health education and promotion industry. The curriculum is designed to provide students with content knowledge and skills in the broad areas of health education. Additionally, students will study concepts, values, research methods, and applications that could help them prepare for leadership positions in health education organizations at the local, state, regional, and national levels.

The curriculum is centered on industry-standard competencies published by the National Commission for Health Education Credentialing (NCHEC) for Certified Health Education Specialists (CHES) and Master Certified Health Education Specialists (MCHES).

These courses teach students to apply principles of health education in order to develop ethical and appropriate individual, group, or community education interventions for a wide range of health issues. If a student already works in the health education field, he or she may use this degree to refine, apply, and improve the analysis, design, implementation, and evaluation of his or her interventions.

The Master of Science in Health Education program consists of a minimum of 52 quarter credit hours. Upon successful completion of the program, students will be awarded a master of science degree.

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

NAME OF PROGRAM: Master of Science in Health Education

TOTAL COURSE HOURS: 52 Check one: Quarter Hours            
 Semester Hours            
 Clock Hours          

LENGTH OF PROGRAM: 2 Years TUITION: \$20,020

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ET 503	USING TECHNOLOGY— APPLICATIONS IN THE CONTENT AREAS	4
HA 515	LEADERSHIP IN HEALTH CARE	4
HA 560	COMMUNITY HEALTH ASSESSMENT	4
HD 505	INTRODUCTION TO HEALTH EDUCATION	4
HD 510	CURRENT HEALTH ISSUES FOR HEALTH EDUCATORS	4
HD 530	HEALTH, ENVIRONMENT, AND SUSTAINABILITY FOR HEALTH PROFESSIONALS	4
HD 540	CURRENT TRENDS IN EXERCISE AND FITNESS FOR THE HEALTH EDUCATOR	4
HD 625	HEALTH EDUCATION DESIGN, IMPLEMENTATION, AND ADMINISTRATION	4
NS 600	ADVANCED NUTRITIONAL ASSESSMENT AND EDUCATION FOR HEALTH EDUCATORS	4
PU 515	PRINCIPLES OF BIOSTATISTICS	4
PU 520	PRINCIPLES OF EPIDEMIOLOGY	4
PU 630	HEALTH EDUCATION AND COMMUNICATION	4
HD 599	MASTER’S CAPSTONE IN HEALTH EDUCATION	4

**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:**

Through Kaplan University's online library, students receive basic reference and circulation services. The library site, [www.library.kaplan.edu/content.php?pid=150035](http://www.library.kaplan.edu/content.php?pid=150035), also provides quick links where students can obtain an introduction to the library, guides for research and for students studying certain academic areas, tutorials for using the library, answers to frequently asked questions, and assistance with writing and citations. In addition, the website provides students Course Reserves, materials that are not part of the library's collection but are required materials for specific programs.

Kaplan University's online library is available to students 24/7, and students may obtain assistance from library staff during specific hours posted on the library website.

The Online Library staff is available to answer reference questions by e-mail, instant message, and telephone. The library guarantees response times to student emails within one business day, and chat services are available at set times posted on the library website, Monday - Friday. Reference services are well used, with thousands of questions coming to Library staff annually. During the 2012-2013 Academic Year, 96.4% of students who chatted with the Library staff reported satisfaction with the interaction in after-chat surveys. Students also receive guidance on the use of our research tools from resource guides, video demonstrations, and other instructional aids like a searchable F.A.Q. knowledgebase. Starting in 2013, the Library has worked with curriculum to embed subject-specific library materials directly into the classroom, and by early 2014 there will be an active Library link leading to relevant materials and services in each course.

Kaplan University's Director of Library Services is a professionally trained librarian, having obtained a Master of Library Science degree from the School of Library and Information Science at Indiana University.

Kaplan University's online library staff includes a reference librarian who has an MLIS degree from San Jose State University and extensive experience in public, academic, special, and medical libraries; a library assistant who has a bachelor's degree in English and experience working in two other academic libraries before Kaplan University; and a Library Services Coordinator, who has extensive experience working in online university libraries.

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

Links to the Library are available from within the Kaplan University Campus student portal, or students and faculty may go directly to Kaplan University's website. At the beginning of 2013, Kaplan invested in improving the library's user experience by adding EBSCO Discovery Service, bringing the Library a modern web-scale search engine that allows users to search the library's materials through a single point. Students can now search and open the full text of thousands of articles from over 18,000 subscribed serial publications that cover a wide variety of subjects relevant to our degree programs. Students also can search and read the full text of over 148,000 e-book titles, and hundreds more open access journals and e-books published on the web.

**3. Number of professional periodicals subscribed to:**

Because Kaplan University's library is completely online, it does not classify and organize materials by nationally approved conventions. Rather, as discussed above, students access the library through their student portal or the Kaplan University website, and search for appropriate materials using EBSCO Discovery Service, a modern web-scale search engine that allows users to search the library's materials through a single point.

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

Wayne Library – 198 South Girls Road  
Decatur Library – 5301 Kentucky Avenue  
Haughville Library – 2121 W. Michigan  
Speedway Public Library – 5633 W. 25th Street  
Indiana University, University Library – 755 West Michigan Street  
Special Services Div-In Street Library – 140 N. Senate Ave.  
Indiana State Library – 140 N. Senate Ave.  
Marion County Law Library – 200 E. Washington  
Indianapolis Central Library – 202 N. Alabama  
Shelby Library – 2502 Shelby Street

**5. List any post graduation certifications or licensure requirements/name of organization.**

There are no post-graduation licensure requirements for this program.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

**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: 7 Full-time: 1 Part-time: 6

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

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Full-time	Part-time
Kindann Barahona	Doctoral Degree in Behavioral Health Science	2	1	8		x
Matthew Caines	Doctor of Health Education	7	4	7	x	
Sherry Grover	Doctoral Degree of Health Sciences	14	5	7		x
Nicole Hare-Everline	Doctor of Health Science	13	1	6		x
Jeff Housman	Doctoral Degree in Health Education	12	1	12		x
Marilyn Moering-Watkins	Doctoral Degree in Public Health Science	20	1	15		x
Bruce Ragon	Doctoral Degree in Public Health	23	2	20		x

Institution: Kaplan University  
Degree Program: Master of Science in Health Education  
Locations: 9000 Keystone Crossing #800 Indianapolis, IN 46240

**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:  
The State agency issuing the license(s):

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**Professional Certification**

What are the professional certifications that exist for graduates of similar program(s)? *None*

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? *N/A*

If so, please identify  
Each specific professional certification:  
The national organization issuing each certification:

Please explain the rationale for choosing each professional certification: *N/A*

Please identify the single course or a sequence of courses that lead to each professional certification? *N/A*

+++++

**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): *Curriculum is centered on industry-standard competencies published by the National Commission for Health Education Credentialing for Certified Health Education Specialists and Master Certified Health Education Specialists.*  
The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate: *National Commission for Health Education Credentialing for Certified Health Education Specialists and Master Certified Health Education Specialists*

Indiana Commission for Higher Education  
Indiana Board for Proprietary Education  
**Supplementary Information on  
Licensure, Certification, and Accreditation**

**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:

+++++

**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?

If so, please list the baccalaureate degree(s): *N/A*

+++++

**Job Titles**

List specific job titles and broad job categories that would be appropriate for a graduate of this program: *Prepares graduates for a variety of career opportunities within the health education and promotion industry as well as for leadership positions in health education organizations at the local, state, regional and national levels.*

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## **BOARD FOR PROPRIETARY EDUCATION**

Monday, July 7, 2014

### **DECISION ITEM A-3:**

#### **National College:** **One Master's Degree Program at One Location**

#### **Staff Recommendation**

That the Board for Proprietary Education approve the Master of Business Administration (MBA) degree program in accordance with the background discussion in this agenda item and the Applications for Degree Approval.

#### **Background**

#### **Institution Profile**

National College is nationally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). The institution has three campuses in Indiana. ACICS accredits National College in six states including Indiana. The National Center for Education Statistics (NCES) does not presently list enrollment data for National College at Fort Wayne, Indianapolis, or South Bend, Indiana.

#### **Degree Program Profile**

#### *Master of Business Administration (MBA) at Indianapolis*

This program consists of 56 quarter credit hours, with 100% of the courses in the specialty. The list of Indianapolis campus program faculty consists of four individuals, of whom one is full-time and the remaining three are part-time. Of the four individuals, each holds an MBA.

#### **Supporting Documents**

Degree Application

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INDIANA BOARD FOR  
PROPRIETARY EDUCATION

**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 National College, 6060 Castleway West Dr., Indianapolis, IN 46250

Name of Program Master of Business Administration

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) MBA

Name of Person Preparing this Form David Yeaman

Telephone Number 540-769-8280 Application Type

Date the Form was Prepared April 8, 2014 New Renewal

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

The Master of Business Administration (MBA) degree program offers students the ability to continue their postgraduate education in the field of business. Through the program, business professionals increase their breadth of knowledge and ability to analyze business alternatives and put learning into practice through projects with companies and other local organizations.

The MBA program takes a broad, cross-functional approach that helps students become familiar with the complexities of the modern workplace while preparing them for the challenges of upper-level leadership positions. The program curriculum prepares students to apply a theoretical understanding of business principles to real-world scenarios, which helps sharpen the analytical skills they will need on the job.

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

NAME OF PROGRAM: Master of Business Administration

TOTAL COURSE HOURS: 560 Check one: Quarter Hours   
56 credits Semester Hours   
 Clock Hours

LENGTH OF PROGRAM: 17 months TUITION: \$22,512

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC513	Financial Management	4
BUS517	Dynamics of Organizational Behavior	4
BUS523	Legal Environment of Business	4
BUS528	Marketing Management	4
BUS554	Business Research	4
BUS570	Business Information Systems	4
BUS621	Managerial Economics	4
BUS630	Operations Management	4
BUS695	Business Policy and Strategy	4
<b>Select 5</b>		
ACC522	Management Control	4
ACC610	Financial Reporting	4
ACC640	Business Tax Strategies	4
BUS505	Business and Society	4
BUS511	Management Communications	4
BUS524	Leadership	4
BUS625	International Management	4

**GENERAL EDUCATION / LIBERAL ARTS COURSES: (56 Credits) At least one from each discipline required. A minimum of 5 must be 300-400 level courses.**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

Number of Credit/Clock Hrs. in Specialty: 56 / 56 Percentage: 100%  
 Number of Credit/Clock Hrs. in General Courses:            /            Percentage:             
 Total

If applicable:  
 Number of Credit/Clock Hrs. in Liberal Arts/General Education:            /            Percentage:

**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:**

Virtual Library access at National College is one of the most reliable and technologically advanced sources in the community for current information. This comprehensive resource consists of 20 databases from which students can search thousands of periodicals, newspapers, reference books, and academic journals.

National's Virtual Library features databases relating to the specific fields of study offered by the College: business, computers, health care, prescription drugs, and general academic information, most of which is not available on the World Wide Web. It allows students to search a subject from one or more databases simultaneously. Students have 24 hours a day, 7 days per week access to the virtual library.

The Campuses at National College have an on-site comprehensive library which has library staff on hand during the hours of operation. Students are able to get assistance with program specific research or help with general browsing.

The library hours of operation are as follows:  
Indianapolis Campus – 8:00a – 10:00p

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

The Campus library has approximately 287 business-related items available and access to over 900 full text business-related periodicals via access of the Virtual Library, as well as hard copy subscriptions to the Wall Street Journal and the local Business Weekly.

**3. Number of professional periodicals subscribed to:**

National College has over 16,000 periodicals, publications, magazines, and journals available to students in various program offerings through the Virtual Library. The College's virtual library boasts access to 20 databases including three dedicated solely to business topics with over 900 full text business-related periodicals. Database holdings are further broken down into magazines, academic journals, books, profiles and news to allow students a wide breadth of sources to conduct academic research. Students have around the clock access to all periodicals and publications as well as having the ability to "ask the librarian" to assist with Online research or general browsing if needed.

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

The Indianapolis campus has the Glendale Library in close proximity. Twelve minutes/6.38 miles away from campus, students have the ability to visit this location for access for additional business-related periodicals, publications, and books.

**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.  
 \*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	<b>4</b>	<b>Full-time:</b>	<b>1</b>	<b>Part-time:</b>	<b>3</b>
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**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
<b>Hicks, Ronald</b>	MS Management BBA Business Management AA General Business	20+	3	6		X
<b>Hosea, Marilynn</b>	MBA Marketing/ Human Resources BA Communication and Theater Certificate Business Studies	15+	8	0		X
<b>Jordan, Michael</b>	MBA Business Administration MA Computer Resources/ Information Management BS Computer & Electrical Engineering	20+	4	1+		X
<b>Stewart, Demelece</b>	MBA Accounting BS Accounting AAS Accounting	7+	4	4	X	

*Indiana Commission for Higher Education  
Indiana Board for Proprietary Education*  
**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: **National College**  
Degree Program: **Master of Business Administration**  
Locations: **Indianapolis, IN**

**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?

**There are no post-graduate certifications of licensure requirements for this program.**

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)?

**There is not currently a professional certification for graduates of similar programs.**

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?

**There is not currently a national professional certification(s) for this program rendering this question not applicable.**

If so, please identify  
Each specific professional certification: **N/A**  
The national organization issuing each certification: **N/A**

Please explain the rational for choosing each professional certification:

**There is not a professional certification applicable to this program**

Please identify the single course or a sequence of courses that lead to each professional certification?

**N/A**

+++++

**Professional Industry Standards/Best Practices**

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

**The MBA program offered by National College incorporates industry standards and best practices.**

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

- **Calculating time value of money**
- **Financial Analysis**
- **Financial Forecasting**
- **Total Quality Management**
- **Diversity in organizational culture**
- **Conflict and negotiation management**
- **Data collection, assessment, and evaluation**
- **Generally Accepted Accounting Principles**

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

**The best practices enumerated above are integral parts of any Masters of Business Administration. These widely accepted concepts emanate from a number of organizations and industries as each has their own nuanced approach to implementing and accomplishing these best practices.**

**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?

**There is no specialized accreditation for this program, therefore this question is not applicable.**

If so, please identify the specialized accrediting agency:

N/A

+++++

**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:

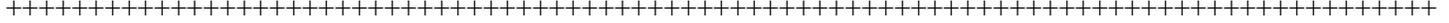
Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

**This is Masters level program, therefore this question is not-applicable.**

If so, please list the baccalaureate degree(s):

N/A

*Indiana Commission for Higher Education*  
*Indiana Board for Proprietary Education*  
**Supplementary Information on  
Licensure, Certification, and Accreditation**



**Job Titles**

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

- **Financial Manager**
- **Management Analyst**
- **Operations Research Analyst**
- **Product Manager**
- **Consultant**
- **Business Strategy Manager**
- **Project Manager**
- **Brand Manager**
- **Business Development Director**
- **Data Strategist**

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## BOARD FOR PROPRIETARY EDUCATION

Monday, July 7, 2014

### DECISION ITEM A-4:

#### **Radiological Technologies University VT: Five Baccalaureate Degree Programs and Master's Degree Program at One Location**

### Staff Recommendation

That the Board for Proprietary Education approve the B.S. degree programs in Health Physics, Medical Imaging with Specialization in Computed Tomography, Medical Imaging with Specialization in Magnetic Resonance Imaging, Medical Imaging with Specialization in Nuclear Medicine/Positron Emission Tomography, Medical Imaging with Specialization in Ultrasound, and M.S. in Health Physics, in accordance with the background discussion in this agenda item and the Applications for Degree Approval.

### Background

#### **Institution Profile**

Radiological Technologies University VT obtained national accreditation with the Accrediting Commission for Independent College and Schools (ACICS) at the council meeting on April 12, 2013.

The National Center for Education Statistics (NCES) does not presently list enrollment data for Radiological Technologies University VT at South Bend.

#### **Degree Program Profiles**

*Bachelor of Science (B.S.) in  
Health Physics  
at South Bend*

This program consists of 60 semester credit hours, with 47% of the courses in the specialty. The program faculty consists of nine individuals, of whom one is full-time and eight are part-time. Of the nine individuals, four have a Ph.D., four have a Master's degree, and the remaining individual has a Bachelor's degree.

*Bachelor of Science (B.S.) in  
Medical Imaging with Specialization in Computed Tomography  
at South Bend*

This program consists of 60 semester credit hours, with 53% of the courses in the specialty. The program faculty consists of seven individuals, of whom one is full-time and six are part-time. Of the seven individuals, three have a Ph.D., three have a Master's degree, and the remaining individual has a Bachelor's degree.

*Bachelor of Science (B.S.) in  
Medical Imaging with Specialization in  
Magnetic Resonance Imaging  
at South Bend*

This program consists of 60 semester credit hours, with 53% of the courses in the specialty. The program faculty consists of seven individuals, of whom one is full-time and six are part-time. Of the seven individuals, three have a Ph.D., three have a Master's degree, and the remaining individual has a Bachelor's degree.

*Bachelor of Science (B.S.) in  
Medical Imaging with Specialization in Nuclear Medicine/  
Positron Emission Tomography  
at South Bend*

This program consists of 60 semester credit hours, with 53% of the courses in the specialty. The program faculty consists of seven individuals, of whom one is full-time and six are part-time. Of the seven individuals, three have a Ph.D., three have a Master's degree, and the remaining individual has a Bachelor's degree.

*Bachelor of Science (B.S.) in  
Medical Imaging with Specialization in Ultrasound  
at South Bend*

This program consists of 60 semester credit hours, with 53% of the courses in the specialty. The program faculty consists of seven individuals, of whom one is full-time and six are part-time. Of the seven individuals, three have a Ph.D., three have a Master's degree, and the remaining individual has a Bachelor's degree.

*Master of Science (M.S.) in  
Health Physics  
at South Bend*

This program consists of 49 semester credit hours, with 100% of the courses in the specialty. The program faculty consists of eight individuals, of whom one is full-time and seven are part-time. Of the eight individuals, five have a Ph.D., and three have a Master's degree.

**Supporting Documents**

Degree Applications

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**INDIANA BOARD FOR  
PROPRIETARY EDUCATION**

**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     **Radiological Technologies University**    

Name of Program                                     **AS to BS in Health Physics**                                    

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)                                     **BS**                                    

Name of Person Preparing this Form                                     **Betsy Datema**                                    

Telephone Number                     **574-232-2000**                                         **Application Type**                    

Date the Form was Prepared                     **04/05/2014**                        X New    Renewal

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

The BS in Health Physics prepares students to practice competently and effectively as medical physics professionals in diverse healthcare environments. The academic and clinical foundation in the curriculum develops graduates with professional flexibility and adaptability to assume prominent roles and responsibilities after graduation in both career and scholarly pursuits.

The fulfillment of our mission and goals through an integrated curriculum insures students attain the following learning outcomes:

1. broad, fundamental technical knowledge
2. written and verbal communication skills
3. professional judgment and capability to think critically
4. practical experience in solving applied health-physics problems
5. the ability to work independently
6. a professional ethic of magnitude sufficient for them to productively and successfully work in a variety of health physics settings.

Students progress through the curriculum and meet course learning objectives that culminate in the accomplishment of the above learning outcomes. Additionally, the program provides graduates with knowledge and skills to advance in the science and practice of medical physics. It also provides a foundation for graduate education in masters and doctoral programs.

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

NAME OF PROGRAM: AS to BS in Health Physics

TOTAL COURSE HOURS: 60 Check one: Quarter Hours   
 Semester Hours   
 Clock Hours

LENGTH OF PROGRAM: 2 years TUITION: \$25,000

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MHP606	Environmental Health Physics	3
HP514	Radiation Emergencies	2
MHP602	Reactor Health Physics	3
HP513	Hazardous Waste Handling	2
MHP605	Regulations and Licensing	2
HP316	Industrial Hygiene	2
MHP603	Non-Ionizing Radiation Safety	2
HP398	Clinical Internship I	6
HP399	Clinical Internship II	6

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MD301	Radiation Dosimetry	3
BIOL301	Human Anatomy & Physiology	4
MP508	Radiological Instrumentation	2
MHP510	Health Physics/Radiation Safety	3
NE301	Introduction to Nuclear Engineering	3

<b>MP502</b>	Radiation Biology	3
<b>MD303</b>	Introduction to Imaging	3
<b>MP504</b>	Nuclear Medicine	3
<b>MATH401</b>	Mathematical Methods	3
<b>MP599</b>	Seminar I	1
<b>MP599</b>	Seminar II	1
<b>MP599</b>	Seminar III	1
<b>MP599</b>	Seminar IV	1
<b>MP590</b>	Medical and Professional Ethics	1

Number of Credit/Clock Hrs. in Specialty: 28 / 60 Percentage: 47%  
Number of Credit/Clock Hrs. in General Courses: 32 / 60 Percentage: 53%  
Total 60

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: \_\_\_\_\_ / \_\_\_\_\_ Percentage: \_\_\_\_\_

**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:**

In order to serve our student population that are located in remote areas our Library services are offered on-line. Students have access to Elsevier science direct publications. Students are given access to Radiation Oncology journals through this route. We also have an agreement with Jones e-Global library services. Access to the system can happen via the internet from any location. We do have a small on site library that houses a small collection of items. Jones e-global provides our students with 24/7 access to librarian staff for their research needs. We have on staff a librarian that is present during our bootcamp weeks to assist students with any needs to the system.

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

Thousands based on On-Line Resources/access.

2055 health-related journals such as the British Journal of Medicine and Medical Research, Journal of Medical Physics and the International Journal of Nanomedicine.

163 allied health ebooks from MyiLibrary.

Books24x7

Over 1300 videos in the 50 Lessons and Leadership Development Channel; this resource includes interviews with the worlds most respected and recognized business leaders sharing their personal experiences in relation to today's most pressing business issues.

Over 1300 eBooks available in the Well-Being Essentials collection; this collection includes information to address work-life and health concerns.

Over 8,000 Business eBooks Inspiring professional development with the most comprehensive corporate business resource.

Over 10,000 IT eBooks providing anytime, anywhere access to the broadest and deepest information repository possible. It offers the complete, unabridged contents of thousands of books, documents and other reference materials that span the spectrum of technology topics.

Over 2300 videos in the Leadership Channel covering a variety of topics including change management, communications and leadership.

Over 1400 Finance eBooks for students in need of immediate access to financial and accounting information.

Over 60 reference resources including dictionaries, encyclopedias and thesauri. Subject specific resources including journals, journal articles, association resources, and government resources; research and writing guides, resources, and tutorials.

**3. Number of professional periodicals subscribed to:**

Thousands based on On-Line Resources/access

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

Students are Given On-line library access

**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.  
 \*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	<b>9</b>	<b>Full-time:</b>	<b>1</b>	<b>Part-time:</b>	<b>8</b>
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**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Arreola, Manuel	PhD	21	1.9	16		x
Braescu, Liliana	PhD	23	1.7	23		x
Dube, Scott	MS	34	4.3	0		x
Fellman, Alan	PhD	31	0	15		x
Goetsch, Steven	PhD	37	2	30		x
Lowden, John	MS	11	4.3	11		x
Mitchell, Gregory	MS	18	2	16		x
Murphy, Brent	MS	25	4.5	22	x	
Shoup, Nichole	BS	0	1.6	0		x

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: Radiological Technologies University  
Degree Program: AS to BS Health Physics  
Locations: South Bend, IN

**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?

**Graduates do not need to be licensed by the State to practice their profession.**

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

+++++

**Professional Certification**

What are the professional certifications that exist for graduates of similar program(s)?

**Graduates can become certified Health Physicists (CHP) by the American Board of Health Physics (ABHP). This is not a license to practice and does not confer any legal qualification to practice health physics.**

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?

**Yes.**

If so, please identify  
Each specific professional certification: **CHP**  
The national organization issuing each certification: **American Board of Health Physicists**

Please explain the rationale for choosing each professional certification:

**Although the professional certification is not a license to practice and does not confer any legal qualification to practice health physics, the certification is well respected and indicates a high level of achievement by those who obtain it.**

Please identify the single course or a sequence of courses that lead to each professional certification?

**An individual must hold at least a BS degree from an accredited college or university in physical science or engineering or in a biological science with a minimum of 20 semester hours in physical science.**

+++++

**Professional Industry Standards/Best Practices**

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

**Yes.**

**Supplementary Information on  
Licensure, Certification, and Accreditation**

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

**The professional industry standards have been developed to support the standards and recommended qualifications as outlined by the Health Physics Society and the American Academy of Health Physics. These standards include:**

- ✓ **Knowledge of the regulations governing licenses and registrations for radioactive material and radiation-producing devices**
- ✓ **Knowledge of non-ionizing radiation sources**
- ✓ **Knowledge of protocols required for sealed and unsealed radioactive materials**
- ✓ **Knowledgeable regarding the use of radioactive materials and radiation-producing devices for uses other than radiology, nuclear medicine, or radiation oncology**

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

**The professional Industry standards and best practices are provided by the Health Physics Society (HPS) and the American Academy of Health Physics (AAHP). The HPS and AAHP have references the following References for the development of these standards: Nuclear Regulatory Commission Documents and the National Council on Radiation Protection and Measurements Documents.**

**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?

**The program does not need specialized accreditation for graduates to be eligible for certification through the American Board of Health Physics (ABHP).**

**General Requirements for certification can be found on the ABHP website at [www.hps1.org/aahp/boardweb/prospectus/html](http://www.hps1.org/aahp/boardweb/prospectus/html)**

**General Certification Requirements include four areas: Academic, Experience, References, and a Written Report. The Academic section states that candidates “must submit evidence of earning a bachelor’s or graduate degree from an accredited college or university in physical science or engineering or in a biological science with a minimum of 20 semester hours in physical science”.**

If so, please identify the specialized accrediting agency:

**The American Board of Health Physics**

+++++

**Supplementary Information on  
Licensure, Certification, and Accreditation**

**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?

**Radiological Technologies University does not award associate degrees and requires a minimum of an associate's degree to gain acceptance into a baccalaureate degree program.**

If so, please list the baccalaureate degree(s):

+++++

**Job Titles**

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

**Titles**

Junior Health Physicist  
Health Physicist

**Job Categories**

Regulatory Compliance  
Radiation Safety  
Nuclear Power  
Environmental  
Industrial  
Medicine  
Government  
Military

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**INDIANA BOARD FOR  
PROPRIETARY EDUCATION**

**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 **Radiological Technologies University**

Name of Program **AS to BS in Medical Imaging-Specialization in Computed Tomography**

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) **BS**

Name of Person Preparing this Form **Betsy Datema**

Telephone Number **574-232-2000** **Application Type**

Date the Form was Prepared **04/01/14** X New    Renewal

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

The BS in Medical Imaging prepares students to practice competently and effectively as medical imaging professionals in diverse healthcare environments. The academic and clinical foundation in the curriculum develops graduates with professional flexibility and adaptability to assume prominent roles and responsibilities after graduation in both career and scholarly pursuits.

The fulfillment of our mission and goals through an integrated curriculum insures students attain the following learning outcomes:

1. Obtain a level of clinical competence appropriate for an entry-level medical imaging professional.
2. Possess critical thinking skills to adapt to changing clinical environments and patient needs.
3. Exhibit professionalism through consistent ethical behavior.
4. Demonstrate communication skills for effective communication with patients, families, and other healthcare providers.

Students progress through the curriculum and meet course learning objectives that culminate in the accomplishment of the above learning outcomes. Additionally, the program provides graduates with knowledge and skills to advance in the science and practice of medical imaging. It also provides a foundation for graduate education in masters and doctoral programs.

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

NAME OF PROGRAM: AS to BS in Medical Imaging-Specialization in Computed Tomography

TOTAL COURSE HOURS: 60 Check one: Quarter Hours   
 \_\_\_\_\_ Semester Hours   
 \_\_\_\_\_ Clock Hours

LENGTH OF PROGRAM: 2 years TUITION: \$25,000

**GENERAL EDUCATION/LIBERAL ARTS:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MI301	Introduction to Nuclear Medicine/PET	3
ME303	Introduction to CT/MRI	3
MI307	Introduction to Ultrasound	3
MHP308	Health Physics and Radiation Safety	3
MI309	Clinical Management	3
MI310	Pathology and Disease	3
MI330	Leadership and Communication	3
MD301	Radiation Dosimetry	3
MD351	Introduction to Medical Physics	3
MD390	Medical and Professional Ethics	1

**SPECIALTY COURSES – COMPUTED TOMOGRAPHY:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CT390	Clinical I – CT	6
CT391	Clinical II – CT	6
CT490	Clinical III – CT	6
CT491	Clinical IV – CT	6
CT401	Advanced Techniques I – CT	3
CT403	Advanced Techniques II – CT	3
CT410	Capstone Course – CT	2

Number of Credit/Clock Hrs. in Specialty:	<u>32</u>	/	<u>60</u>	Percentage:	<u>53%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>28</u>	/	<u>60</u>	Percentage:	<u>47%</u>
Total	<u>60</u>				

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>          </u>	/	<u>          </u>	Percentage:	<u>          </u>
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**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:**

In order to serve our student population that are located in remote areas our Library services are offered on-line. Students have access to Elsevier science direct publications. Students are given access to Radiation Oncology journals through this route. We also have an agreement with Jones e-Global library services. Access to the system can happen via the internet from any location. We do have a small on site library that houses a small collection of items. Jones e-global provides our students with 24/7 access to librarian staff for their research needs. We have on staff a librarian that is present during our bootcamp weeks to assist students with any needs to the system.

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

Thousands based on On-Line Resources/access.

2055 health-related journals such as the British Journal of Medicine and Medical Research, Journal of Medical Physics and the International Journal of Nanomedicine.

163 allied health ebooks from MyiLibrary

Books24x7

Over 1300 videos in the 50 Lessons and Leadership Development Channel; this resource includes interviews with the worlds most respected and recognized business leaders sharing their personal experiences in relation to today's most pressing business issues.

Over 1300 eBooks available in the Well-Being Essentials collection; this collection includes information to address work-life and health concerns.

Over 8,000 Business eBooks Inspiring professional development with the most comprehensive corporate business resource.

Over 10,000 IT eBooks providing anytime, anywhere access to the broadest and deepest information repository possible. It offers the complete, unabridged contents of thousands of books, documents and other reference materials that span the spectrum of technology topics.

Over 2300 videos in the Leadership Channel covering a variety of topics including change management, communications and leadership.

Over 1400 Finance eBooks for students in need of immediate access to financial and accounting information.

Over 60 reference resources including dictionaries, encyclopedias and thesauri. Subject specific resources including journals, journal articles, association resources, and government resources; research and writing guides, resources, and tutorials.

**3. Number of professional periodicals subscribed to:**

Thousands based on On-Line Resources/access.

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

Students are Given On-line library access.

**IV. FACULTY:** Attach completed Instructor's Qualification Record for each instructor.  
**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	<b>7</b>	<b>Full-time:</b>	<b>1</b>	<b>Part-time:</b>	<b>6</b>
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Arreola, Manuel	PhD	21	1.9	16		X
Brown, Mellonie	MS	21	0	3		X
Dube, Scott	MS	34	4.3	0		X
Goetsch, Steven	PhD	37	2	30		X
LaFleur, Donald	BS	10	0	5		X
Murphy, Brent	MS	25	4.5	22	X	
Trump, David	PhD	19	0.9	0		X

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: Radiological Technologies University  
Degree Program: AS to BS in Medical Imaging-Specialization in Computed Tomography  
Locations: South Bend, IN

**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?

**A state license is not required for graduates to practice in their profession. Professional certification is available through the American Registry of Radiologic Technologists (ARRT).**

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

**Please refer to the Professional Certification information provided.**

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**Professional Certification**

What are the professional certifications that exist for graduates of similar program(s)?

**Certification is not required for graduates to work in CT. Certification is available.**

**RT(R) or RT(T) or RT(N) or RT(S) or RDMS or MMTC through the American Registry of Radiologic Technologists (ARRT). Advanced qualification credentials are available and may be required by employers. Currently, depending on the clinical major completed, graduates may be eligible for one or more of the following credentials in addition to the RT(R): from the ARRT, cardiovascular-interventional (CV), computed tomography (CT), mammography (M), magnetic resonance imaging (MRI), and ultrasound (U); from the ARDMS, medical sonography (RDMS) and vascular technology (RVT).**

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?

**Graduates will be prepared to obtain professional certification upon program completion. Graduates are eligible to seek certification once the program or issuing institution is recognized by ARRT. RTU is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) and ACICS is seeking recognition by ARRT.**

If so, please identify  
Each specific professional certification: **RT(R) or RT(T) or RT(N) or RT(S) or RDMS or MMTC, advanced qualifications in addition to RT(R) may include (CV), (CT), (MRI), (U), (RVT)**  
The national organization issuing each certification: **American Registry of Radiologic Technologists (ARRT)**

Please explain the rational for choosing each professional certification:

**Although certification is not required, seeking certification helps to promote high standards of patient care through the recognition of qualifications as well as the professional continuing education benefits associated with being registered by the ARRT.**

*Indiana Commission for Higher Education  
Indiana Board for Proprietary Education*  
**Supplementary Information on  
Licensure, Certification, and Accreditation**

Please identify the single course or a sequence of courses that lead to each professional certification?

The ARRT outlines competency requirements for primary certification located at <https://www.arrt.org/practice-analysis/competency-requirements>.

The site states that “Candidates for certification in radiography, nuclear medicine technology, radiation therapy, or in magnetic resonance imaging or sonography via the primary pathway – which requires completion of an ARRT-recognized education program – must demonstrate competence in didactic coursework and an ARRT-specified list of clinical procedures.”

For CT specifically, the applicant must complete post-primary clinical experience requirements identified by the ARRT.

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**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):

The professional industry standards for CT education programs are available at [http://www.asrt.org/docs/educators/ed\\_curr\\_2013ctadptd\\_010913.pdf](http://www.asrt.org/docs/educators/ed_curr_2013ctadptd_010913.pdf) and sponsored by the ASRT.

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

American Society of Radiologic Technologists (ASRT)

**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?

The program or issuing institution needs to be recognized by ARRT before graduates are eligible for licensure.

Graduates will be eligible to take the ARRT post-primary examination in CT when the Accrediting Council for Independent Colleges and Schools (ACICS) is recognized by ARRT. According to ARRT officials, the time line for this to occur is 2015.

Graduates are not yet eligible because RTU’s accrediting organization is ACICS. ACICS officials are currently working with ARRT to submit an application for recognition by ARRT. The target date for submission is July 2014 for ARRT board consideration in January 2015. Since the projected graduation of the initial group of students is fall 2015 or spring 2016, RTU expects graduates to be eligible for certification examination at that time.

*Indiana Commission for Higher Education  
Indiana Board for Proprietary Education*  
**Supplementary Information on  
Licensure, Certification, and Accreditation**

If so, please identify the specialized accrediting agency: **The American Registry of Radiologic Technologists (ARRT)**

+++++

**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?

**Radiological Technologies University does not award associate degrees and requires a minimum of an associate's degree to gain acceptance into a baccalaureate degree program.**

If so, please list the baccalaureate degree(s):

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**Job Titles**

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

**Titles**

- CT Technologist
- Radiologic Technologist

**Job Categories**

- Radiologic Technology
- Medical Imaging
- Radiography

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**INDIANA BOARD FOR  
PROPRIETARY EDUCATION**

**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 **Radiological Technologies University**

Name of Program **AS to BS in Medical Imaging-Specialization in Magnetic Resonance Imaging**

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) **BS**

Name of Person Preparing this Form **Betsy Datema**

Telephone Number **574-232-2000** **Application Type**

Date the Form was Prepared **04/01/14** X New    Renewal

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

The BS in Medical Imaging prepares students to practice competently and effectively as medical imaging professionals in diverse healthcare environments. The academic and clinical foundation in the curriculum develops graduates with professional flexibility and adaptability to assume prominent roles and responsibilities after graduation in both career and scholarly pursuits.

The fulfillment of our mission and goals through an integrated curriculum insures students attain the following learning outcomes:

1. Obtain a level of clinical competence appropriate for an entry-level medical imaging professional.
2. Possess critical thinking skills to adapt to changing clinical environments and patient needs.
3. Exhibit professionalism through consistent ethical behavior.
4. Demonstrate communication skills for effective communication with patients, families, and other healthcare providers.

Students progress through the curriculum and meet course learning objectives that culminate in the accomplishment of the above learning outcomes. Additionally, the program provides graduates with knowledge and skills to advance in the science and practice of medical imaging. It also provides a foundation for graduate education in masters and doctoral programs.

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

NAME OF PROGRAM: AS to BS in Medical Imaging-Specialization in Magnetic Resonance Imaging

TOTAL COURSE HOURS: 60 Check one: Quarter Hours   
 \_\_\_\_\_ Semester Hours   
 \_\_\_\_\_ Clock Hours

LENGTH OF PROGRAM: 2 years TUITION: \$25,000

**GENERAL EDUCATION/LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MI301	Introduction to Nuclear Medicine/PET	3
ME303	Introduction to CT/MRI	3
MI307	Introduction to Ultrasound	3
MHP308	Health Physics and Radiation Safety	3
MI309	Clinical Management	3
MI310	Pathology and Disease	3
MI330	Leadership and Communication	3
MD301	Radiation Dosimetry	3
MD351	Introduction to Medical Physics	3
MD390	Medical and Professional Ethics	1

**SPECIALTY COURSES – MAGNETIC RESONANCE IMAGING:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MR390	Clinical I – MRI	6
MR391	Clinical II – MRI	6
MR490	Clinical III – MRI	6
MR491	Clinical IV – MRI	6
MR401	Advanced Techniques I – MRI	3
MR403	Advanced Techniques II – MRI	3
MR410	Capstone Course – MRI	2

Number of Credit/Clock Hrs. in Specialty:	<u>32</u>	/	<u>60</u>	Percentage:	<u>53%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>28</u>	/	<u>60</u>	Percentage:	<u>47%</u>
Total	<u>60</u>				
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	_____	/	_____	Percentage:	_____

**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:**

In order to serve our student population that are located in remote areas our Library services are offered on-line. Students have access to Elsevier science direct publications. Students are given access to Radiation Oncology journals through this route. We also have an agreement with Jones e-Global library services. Access to the system can happen via the internet from any location. We do have a small on site library that houses a small collection of items. Jones e-global provides our students with 24/7 access to librarian staff for their research needs. We have on staff a librarian that is present during our bootcamp weeks to assist students with any needs to the system.

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

Thousands based on On-Line Resources/access.

2055 health-related journals such as the British Journal of Medicine and Medical Research, Journal of Medical Physics and the International Journal of Nanomedicine.

163 allied health ebooks from MyiLibrary

Books24x7

Over 1300 videos in the 50 Lessons and Leadership Development Channel; this resource includes interviews with the worlds most respected and recognized business leaders sharing

their personal experiences in relation to today's most pressing business issues.

Over 1300 eBooks available in the Well-Being Essentials collection; this collection includes information to address work-life and health concerns.

Over 8,000 Business eBooks Inspiring professional development with the most comprehensive corporate business resource.

Over 10,000 IT eBooks providing anytime, anywhere access to the broadest and deepest information repository possible. It offers the complete, unabridged contents of thousands of books, documents and other reference materials that span the spectrum of technology topics.

Over 2300 videos in the Leadership Channel covering a variety of topics including change management, communications and leadership.

Over 1400 Finance eBooks for students in need of immediate access to financial and accounting information.

Over 60 reference resources including dictionaries, encyclopedias and thesauri. Subject specific resources including journals, journal articles, association resources, and government resources; research and writing guides, resources, and tutorials.

**3. Number of professional periodicals subscribed to:**

Thousands based on On-Line Resources/access.

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

Students are Given On-line library access.

**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.  
 \*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	<b>7</b>	<b>Full-time:</b>	<b>1</b>	<b>Part-time:</b>	<b>6</b>
<b>Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)</b>					

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Arreola, Manuel	PhD	21	1.9	16		X
Brown, Mellonie	MS	21	0	3		X
Dube, Scott	MS	34	4.3	0		X
Goetsch, Steven	PhD	37	2	30		X
LaFleur, Donald	BS	10	0	5		X
Murphy, Brent	MS	25	4.5	22	X	
Trump, David	PhD	19	0.9	0		X

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: Radiological Technologies University  
Degree Program: AS to BS in Medical Imaging-Specialization in Magnetic Resonance Imaging  
Locations: South Bend, IN

**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?

**A state license is not required for graduates to practice in their profession. Professional certification is available through the American Registry of Radiologic Technologists (ARRT).**

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

**Please refer to the Professional Certification information provided.**

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**Professional Certification**

What are the professional certifications that exist for graduates of similar program(s)?

**Certification is not required for graduates to work in MRI. Certification is available.**

**RT(R) or RT(T) or RT(N) or RT(S) or RDMS or MMTTC through the American Registry of Radiologic Technologists (ARRT). Advanced qualification credentials are available and may be required by employers. Currently, depending on the clinical major completed, graduates may be eligible for one or more of the following credentials in addition to the RT(R): from the ARRT, cardiovascular-interventional (CV), computed tomography (CT), mammography (M), magnetic resonance imaging (MRI), and ultrasound (U); from the ARDMS, medical sonography (RDMS) and vascular technology (RVT).**

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?

**Graduates will be prepared to obtain professional certification upon program completion. Graduates are eligible to seek certification once the program or issuing institution is recognized by ARRT. RTU is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) and ACICS is seeking recognition by ARRT.**

If so, please identify  
Each specific professional certification: **RT(R) or RT(T) or RT(N) or RT(S) or RDMS or MMTTC, advanced qualifications in addition to RT(R) may include (CV), (CT), (MRI), (U), (RVT)**  
The national organization issuing each certification: **American Registry of Radiologic Technologists (ARRT)**

Please explain the rational for choosing each professional certification:

**Although certification is not required, seeking certification helps to promote high standards of patient care through the recognition of qualifications as well as the professional continuing education benefits associated with being registered by the ARRT.**

*Indiana Commission for Higher Education  
Indiana Board for Proprietary Education*  
**Supplementary Information on  
Licensure, Certification, and Accreditation**

Please identify the single course or a sequence of courses that lead to each professional certification?

The ARRT outlines competency requirements for primary certification located at <https://www.arrt.org/practice-analysis/competency-requirements>.

The site states that “Candidates for certification in radiography, nuclear medicine technology, radiation therapy, or in magnetic resonance imaging or sonography via the primary pathway – which requires completion of an ARRT-recognized education program – must demonstrate competence in didactic coursework and an ARRT-specified list of clinical procedures.”

For MRI specifically, the applicant must complete post-primary clinical experience requirements identified by the ARRT.

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**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):

The suggested curriculum to meet industry standards is located at [http://www.asrt.org/docs/default-source/educators/ed\\_curr\\_mrrvsndrft\\_031614.pdf?sfvrsn=2](http://www.asrt.org/docs/default-source/educators/ed_curr_mrrvsndrft_031614.pdf?sfvrsn=2). The curriculum is developed and supported by ASRT, AEIRS, and SMRT of ISMRM

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

- American Society of Radiologic Technologists (ASRT)
- Association of Educators in Imaging and Radiologic Sciences (AEIRS)
- The International Society for Magnetic Resonance in Medicine (ISMRM)
- Section for Magnetic Resonance Technologists (SMRT)

**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?

The program or issuing institution needs to be recognized by ARRT before graduates are eligible for licensure.

Graduates will be eligible to take the ARRT post-primary examination in CT when the Accrediting Council for Independent Colleges and Schools (ACICS) is recognized by ARRT. According to ARRT officials, the time line for this to occur is 2015.

**Supplementary Information on  
Licensure, Certification, and Accreditation**

**Graduates are not yet eligible because RTU’s accrediting organization is ACICS. ACICS officials are currently working with ARRT to submit an application for recognition by ARRT. The target date for submission is July 2014 for ARRT board consideration in January 2015. Since the projected graduation of the initial group of students is fall 2015 or spring 2016, RTU expects graduates to be eligible for certification examination at that time.**

If so, please identify the specialized accrediting agency: **The American Registry of Radiologic Technologists (ARRT)**

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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?

**Radiological Technologies University does not award associate degrees and requires a minimum of an associate’s degree to gain acceptance into a baccalaureate degree program.**

If so, please list the baccalaureate degree(s):

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**Job Titles**

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

**Titles**

- MRI Technologist
- Radiologic Technologist

**Job Categories**

- Radiologic Technology
- Medical Imaging
- Radiography

**INDIANA BOARD FOR  
PROPRIETARY EDUCATION**

**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	<u><b>Radiological Technologies University</b></u>		
Name of Program	<u><b>AS to BS in Medical Imaging-Specialization in Nuclear Medicine/PET</b></u>		
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)		<u><b>BS</b></u>	
Name of Person Preparing this Form	<u><b>Betsy Datema</b></u>		
Telephone Number	<u><b>574-232-2000</b></u>	<u><b>Application Type</b></u>	
Date the Form was Prepared	<u><b>04/01/14</b></u>	X New	Renewal

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

The BS in Medical Imaging prepares students to practice competently and effectively as medical imaging professionals in diverse healthcare environments. The academic and clinical foundation in the curriculum develops graduates with professional flexibility and adaptability to assume prominent roles and responsibilities after graduation in both career and scholarly pursuits.

The fulfillment of our mission and goals through an integrated curriculum insures students attain the following learning outcomes:

1. Obtain a level of clinical competence appropriate for an entry-level medical imaging professional.
2. Possess critical thinking skills to adapt to changing clinical environments and patient needs.
3. Exhibit professionalism through consistent ethical behavior.
4. Demonstrate communication skills for effective communication with patients, families, and other healthcare providers.

Students progress through the curriculum and meet course learning objectives that culminate in the accomplishment of the above learning outcomes. Additionally, the program provides graduates with knowledge and skills to advance in the science and practice of medical imaging. It also provides a foundation for graduate education in masters and doctoral programs.

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

NAME OF PROGRAM: AS to BS in Medical Imaging-Specialization in Nuclear Medicine/PET

TOTAL COURSE HOURS: 60 Check one: Quarter Hours   
 Semester Hours   
 Clock Hours

LENGTH OF PROGRAM: 2 years TUITION: \$25,000

**GENERAL EDUCATION/LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MI301	Introduction to Nuclear Medicine/PET	3
ME303	Introduction to CT/MRI	3
MI307	Introduction to Ultrasound	3
MHP308	Health Physics and Radiation Safety	3
MI309	Clinical Management	3
MI310	Pathology and Disease	3
MI330	Leadership and Communication	3
MD301	Radiation Dosimetry	3
MD351	Introduction to Medical Physics	3
MD390	Medical and Professional Ethics	1

**SPECIALTY COURSES – NUCLEAR MEDICINE/PET:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
NM390	Clinical I – NM	6
NM391	Clinical II – NM	6
NM490	Clinical III – NM	6
NM491	Clinical IV – NM	6
NM401	Advanced Techniques I – NM	3
NM403	Advanced Techniques II – NM	3
NM410	Capstone Course – NM	2

Number of Credit/Clock Hrs. in Specialty:	<u>32</u>	/	<u>60</u>	Percentage:	<u>53%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>28</u>	/	<u>60</u>	Percentage:	<u>47%</u>
Total	<u>60</u>				
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>          </u>	/	<u>          </u>	Percentage:	<u>          </u>

**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:**

In order to serve our student population that are located in remote areas our Library services are offered on-line. Students have access to Elsevier science direct publications. Students are given access to Radiation Oncology journals through this route. We also have an agreement with Jones e-Global library services. Access to the system can happen via the internet from any location. We do have a small on site library that houses a small collection of items. Jones e-global provides our students with 24/7 access to librarian staff for their research needs. We have on staff a librarian that is present during our bootcamp weeks to assist students with any needs to the system.

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

Thousands based on On-Line Resources/access.

2055 health-related journals such as the British Journal of Medicine and Medical Research, Journal of Medical Physics and the International Journal of Nanomedicine.

163 allied health ebooks from MyiLibrary

Books24x7

Over 1300 videos in the 50 Lessons and Leadership Development Channel; this resource includes interviews with the worlds most respected and recognized business leaders sharing their personal experiences in relation to today's most pressing business issues.

Over 1300 eBooks available in the Well-Being Essentials collection; this collection includes information to address work-life and health concerns.

Over 8,000 Business eBooks Inspiring professional development with the most comprehensive corporate business resource.

Over 10,000 IT eBooks providing anytime, anywhere access to the broadest and deepest information repository possible. It offers the complete, unabridged contents of thousands of books, documents and other reference materials that span the spectrum of technology topics.

Over 2300 videos in the Leadership Channel covering a variety of topics including change management, communications and leadership.

Over 1400 Finance eBooks for students in need of immediate access to financial and accounting information.

Over 60 reference resources including dictionaries, encyclopedias and thesauri. Subject specific resources including journals, journal articles, association resources, and government resources; research and writing guides, resources, and tutorials.

**3. Number of professional periodicals subscribed to:**

Thousands based on On-Line Resources/access.

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

Students are Given On-line library access.

**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.  
 \*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	<b>7</b>	<b>Full-time:</b>	<b>1</b>	<b>Part-time:</b>	<b>6</b>
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**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Arreola, Manuel	PhD	21	1.9	16		X
Brown, Mellonie	MS	21	0	3		X
Dube, Scott	MS	34	4.3	0		X
Goetsch, Steven	PhD	37	2	30		X
LaFleur, Donald	BS	10	0	5		X
Murphy, Brent	MS	25	4.5	22	X	
Trump, David	PhD	19	0.9	0		X

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: Radiological Technologies University  
Degree Program: AS to BS in Medical Imaging-Specialization in Nuclear Medicine/PET  
Locations: South Bend, IN

**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?

**A state license is not required for graduates to practice in their profession. Professional certification is available through the American Registry of Radiologic Technologists (ARRT) and the Nuclear Medicine Technology Certification Board (NMTCB)**

**Some states offer a state examination in addition to accepting ARRT and/or NMTCB examination.**

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

**Please refer to the Professional Certification information provided.**

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**Professional Certification**

What are the professional certifications that exist for graduates of similar program(s)?

**Certification specifically in Nuclear Medicine is not required to work in the field if the graduate is ARRT licensed in general radiography, which is RTU's student population.**

**RT(R) or RT(T) or RT(N) or RT(S) or RDMS or MMTC through the American Registry of Radiologic Technologists (ARRT). Advanced qualification credentials are available and may be required by employers. Currently, depending on the clinical major completed, graduates may be eligible for one or more of the following credentials in addition to the RT(R): from the ARRT, cardiovascular-interventional (CV), computed tomography (CT), mammography (M), magnetic resonance imaging (MRI), and ultrasound (U); from the ARDMS, medical sonography (RDMS) and vascular technology (RVT).**

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?

**Graduates will be prepared to obtain professional certification upon program completion. Graduates are eligible to seek certification once the program or issuing institution is recognized by ARRT. RTU is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) and ACICS is seeking recognition by ARRT.**

If so, please identify  
Each specific professional certification: **RT(R) or RT(T) or RT(N) or RT(S) or RDMS or MMTC, advanced qualifications in addition to RT(R) may include (CV), (CT), (MRI), (U), (RVT)**  
The national organization issuing each certification: **American Registry of Radiologic Technologists (ARRT) and the Nuclear Medicine Technology Certification Board (NMTCB)**

*Indiana Commission for Higher Education  
Indiana Board for Proprietary Education*  
**Supplementary Information on  
Licensure, Certification, and Accreditation**

Please explain the rationale for choosing each professional certification:

**Although certification is not required, seeking certification helps to promote high standards of patient care through the recognition of qualifications as well as the professional continuing education benefits associated with being registered by the ARRT.**

Please identify the single course or a sequence of courses that lead to each professional certification?

**The ARRT outlines competency requirements for primary certification located at <https://www.rrt.org/practice-analysis/competency-requirements>.**

**The site states that “Candidates for certification in radiography, nuclear medicine technology, radiation therapy, or in magnetic resonance imaging or sonography via the primary pathway – which requires completion of an ARRT-recognized education program – must demonstrate competence in didactic coursework and an ARRT-specified list of clinical procedures.”**

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**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):

**Specific standards for Nuclear Medicine/PET programs have been developed by the Society of Nuclear Medicine and endorsed by the ASRT and are located here: <http://www.asrt.org/docs/default-source/educators/snmtcurriculumguide4thed.pdf?sfvrsn=0>**

**A separate curriculum guide sponsored by the ASRT is available for PET/CT curricula standards: <http://www.asrt.org/docs/default-source/educators/petctcurriculumaccepted021704.pdf?sfvrsn=2>**

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

**Society of Nuclear Medicine and Molecular Imaging (SNMMI)  
American Society of Radiologic Technologists (ASRT)**

**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?

**Supplementary Information on  
Licensure, Certification, and Accreditation**

The program or issuing institution needs to be recognized by ARRT before graduates are eligible for licensure.

Graduates will be eligible to take the ARRT post-primary examination in CT when the Accrediting Council for Independent Colleges and Schools (ACICS) is recognized by ARRT. According to ARRT officials, the time line for this to occur is 2015.

Graduates are not yet eligible because RTU's accrediting organization is ACICS. ACICS officials are currently working with ARRT to submit an application for recognition by ARRT. The target date for submission is July 2014 for ARRT board consideration in January 2015. Since the projected graduation of the initial group of students is fall 2015 or spring 2016, RTU expects graduates to be eligible for certification examination at that time.

If so, please identify the specialized accrediting agency: **The American Registry of Radiologic Technologists (ARRT)**

+++++

**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?

**Radiological Technologies University does not award associate degrees and requires a minimum of an associate's degree to gain acceptance into a baccalaureate degree program.**

If so, please list the baccalaureate degree(s):

+++++

**Job Titles**

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

**Titles**

- Nuclear Medicine Technologist
- Radiologic Technologist

**Job Categories**

- Radiologic Technology
- Medical Imaging
- Radiography

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**INDIANA BOARD FOR  
PROPRIETARY EDUCATION**

**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 **Radiological Technologies University**

Name of Program **AS to BS in Medical Imaging-Specialization in Ultrasound**

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) **BS**

Name of Person Preparing this Form **Betsy Datema**

Telephone Number **574-232-2000** **Application Type**

Date the Form was Prepared **04/01/14** X New    Renewal

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

The BS in Medical Imaging prepares students to practice competently and effectively as medical imaging professionals in diverse healthcare environments. The academic and clinical foundation in the curriculum develops graduates with professional flexibility and adaptability to assume prominent roles and responsibilities after graduation in both career and scholarly pursuits.

The fulfillment of our mission and goals through an integrated curriculum insures students attain the following learning outcomes:

1. Obtain a level of clinical competence appropriate for an entry-level medical imaging professional.
2. Possess critical thinking skills to adapt to changing clinical environments and patient needs.
3. Exhibit professionalism through consistent ethical behavior.
4. Demonstrate communication skills for effective communication with patients, families, and other healthcare providers.

Students progress through the curriculum and meet course learning objectives that culminate in the accomplishment of the above learning outcomes. Additionally, the program provides graduates with knowledge and skills to advance in the science and practice of medical imaging. It also provides a foundation for graduate education in masters and doctoral programs.

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

NAME OF PROGRAM: AS to BS in Medical Imaging-Specialization in Ultrasound

TOTAL COURSE HOURS: 60 Check one: Quarter Hours   
 \_\_\_\_\_ Semester Hours   
 \_\_\_\_\_ Clock Hours

LENGTH OF PROGRAM: 2 years TUITION: \$25,000

**GENERAL EDUCATION/LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MI301	Introduction to Nuclear Medicine/PET	3
ME303	Introduction to CT/MRI	3
MI307	Introduction to Ultrasound	3
MHP308	Health Physics and Radiation Safety	3
MI309	Clinical Management	3
MI310	Pathology and Disease	3
MI330	Leadership and Communication	3
MD301	Radiation Dosimetry	3
MD351	Introduction to Medical Physics	3
MD390	Medical and Professional Ethics	1

**SPECIALTY COURSES – ULTRASOUND:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
US390	Clinical I – US	6
US391	Clinical II – US	6
US490	Clinical III – US	6
US491	Clinical IV – US	6
US401	Advanced Techniques I – US	3
US403	Advanced Techniques II – US	3
US410	Capstone Course – US	2

Number of Credit/Clock Hrs. in Specialty:	<u>32</u>	/	<u>60</u>	Percentage:	<u>53%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>28</u>	/	<u>60</u>	Percentage:	<u>47%</u>
Total	<u>60</u>				
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>          </u>	/	<u>          </u>	Percentage:	<u>          </u>

**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:**

In order to serve our student population that are located in remote areas our Library services are offered on-line. Students have access to Elsevier science direct publications. Students are given access to Radiation Oncology journals through this route. We also have an agreement with Jones e-Global library services. Access to the system can happen via the internet from any location. We do have a small on site library that houses a small collection of items. Jones e-global provides our students with 24/7 access to librarian staff for their research needs. We have on staff a librarian that is present during our bootcamp weeks to assist students with any needs to the system.

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

Thousands based on On-Line Resources/access.

2055 health-related journals such as the British Journal of Medicine and Medical Research, Journal of Medical Physics and the International Journal of Nanomedicine.

163 allied health ebooks from MyiLibrary

Books24x7

Over 1300 videos in the 50 Lessons and Leadership Development Channel; this resource includes interviews with the worlds most respected and recognized business leaders sharing their personal experiences in relation to today's most pressing business issues.

Over 1300 eBooks available in the Well-Being Essentials collection; this collection includes information to address work-life and health concerns.

Over 8,000 Business eBooks Inspiring professional development with the most comprehensive corporate business resource.

Over 10,000 IT eBooks providing anytime, anywhere access to the broadest and deepest information repository possible. It offers the complete, unabridged contents of thousands of books, documents and other reference materials that span the spectrum of technology topics.

Over 2300 videos in the Leadership Channel covering a variety of topics including change management, communications and leadership.

Over 1400 Finance eBooks for students in need of immediate access to financial and accounting information.

Over 60 reference resources including dictionaries, encyclopedias and thesauri. Subject specific resources including journals, journal articles, association resources, and government resources; research and writing guides, resources, and tutorials.

**3. Number of professional periodicals subscribed to:**

Thousands based on On-Line Resources/access.

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

Students are Given On-line library access.

**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.  
 \*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	<b>7</b>	<b>Full-time:</b>	<b>1</b>	<b>Part-time:</b>	<b>6</b>
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**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Arreola, Manuel	PhD	21	1.9	16		X
Brown, Mellonie	MS	21	0	3		X
Dube, Scott	MS	34	4.3	0		X
Goetsch, Steven	PhD	37	2	30		X
LaFleur, Donald	BS	10	0	5		X
Murphy, Brent	MS	25	4.5	22	X	
Trump, David	PhD	19	0.9	0		X

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: Radiological Technologies University  
Degree Program: AS to BS in Medical Imaging-Specialization in Ultrasound  
Locations: South Bend, IN

**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?

**A state license is not required for graduates to practice in their profession. Professional certification is available through the American Registry of Radiologic Technologists (ARRT) and the American Registry for Diagnostic Medical Sonographers (ARDMS)**

**There are four states that have proposed or passed licensure laws that require certification to obtain the license – Oregon, New Mexico, West Virginia, and New Jersey.**

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

**Please refer to the Professional Certification information provided.**

+++++

**Professional Certification**

What are the professional certifications that exist for graduates of similar program(s)?

**Certification is not required for graduates to work in the field, but there are four states that have proposed or passed licensure laws that require certification to obtain the license: Oregon, New Mexico, West Virginia, and New Jersey.**

**RT(R) or RT(T) or RT(N) or RT(S) or RDMS or MMTTC through the American Registry of Radiologic Technologists (ARRT). Advanced qualification credentials are available and may be required by employers. Currently, depending on the clinical major completed, graduates may be eligible for one or more of the following credentials in addition to the RT(R): from the ARRT, cardiovascular-interventional (CV), computed tomography (CT), mammography (M), magnetic resonance imaging (MRI), and ultrasound (U); from the ARDMS, medical sonography (RDMS) and vascular technology (RVT).**

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?

**Graduates will be prepared to obtain professional certification upon program completion. Graduates are eligible to seek certification once the program or issuing institution is recognized by ARRT. RTU is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) and ACICS is seeking recognition by ARRT.**

If so, please identify  
Each specific professional certification: **RT(R) or RT(T) or RT(N) or RT(S) or RDMS or MMTTC, advanced qualifications in addition to RT(R) may include (CV), (CT), (MRI), (U), (RVT)**

**Supplementary Information on  
Licensure, Certification, and Accreditation**

The national organization issuing each certification: **American Registry of Radiologic Technologists (ARRT) and the American Registry for Diagnostic Medical Sonographers (ARDMS).**

Please explain the rationale for choosing each professional certification:

**Although certification is not required, seeking certification helps to promote high standards of patient care through the recognition of qualifications as well as the professional continuing education benefits associated with being registered by the ARRT.**

Please identify the single course or a sequence of courses that lead to each professional certification?

**The ARRT outlines competency requirements for primary certification located at <https://www.arrt.org/practice-analysis/competency-requirements>.**

**The site states that “Candidates for certification in radiography, nuclear medicine technology, radiation therapy, or in magnetic resonance imaging or sonography via the primary pathway – which requires completion of an ARRT-recognized education program – must demonstrate competence in didactic coursework and an ARRT-specified list of clinical procedures.”**

**For Sonography specifically, the applicant must complete post-primary clinical experience requirements identified by the ARRT.**

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**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):

**“The National Education Curriculum for Sonography (NEC) is the work product of a national consensus involving eighteen sonography-related professional organizations.” [www.jrcdms.org/nec/index.htm](http://www.jrcdms.org/nec/index.htm)**

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

- American College of Cardiology Foundation (ACCF)
- American College of Obstetricians and Gynecologists (ACOG)
- American College of Radiology (ACR)\*
- American Institute of Ultrasound in Medicine (AIUM)\*
- American Registry of Diagnostic Medical Sonography (ARDMS)
- American Registry of Radiologic Technologists (ARRT)
- American Society of Echocardiography (ASE)
- American Society of Radiologic Technologists (ASRT)
- Canadian Association of Registered Diagnostic Ultrasound Professionals (CARDUP)
- Canadian Society of Diagnostic Medical Sonography (CSDMS)
- Cardiovascular Credentialing International (CCI)
- Joint Review Committee on Education in Cardiovascular Technology (JRCCVT)

**Supplementary Information on  
Licensure, Certification, and Accreditation**

- **Joint Review Committee on Education in Diagnostic Medical Sonography (JRCDMS)**
- **SDMS Educational Foundation**
- **Society of Diagnostic Medical Sonography (SDMS)**
- **Society of Radiologists in Ultrasound (SRU)**
- **Society for Vascular Surgery (SVS)**
- **Society for Vascular Ultrasound (SVU)\***

**\*Supports the dissemination of the NEC as a comprehensive educational foundation for diagnostic medical sonographers.**

**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?

**The program or issuing institution needs to be recognized by ARRT before graduates are eligible for licensure.**

**Graduates will be eligible to take the ARRT post-primary examination in CT when the Accrediting Council for Independent Colleges and Schools (ACICS) is recognized by ARRT. According to ARRT officials, the time line for this to occur is 2015.**

**Graduates are not yet eligible because RTU’s accrediting organization is ACICS. ACICS officials are currently working with ARRT to submit an application for recognition by ARRT. The target date for submission is July 2014 for ARRT board consideration in January 2015. Since the projected graduation of the initial group of students is fall 2015 or spring 2016, RTU expects graduates to be eligible for certification examination at that time.**

If so, please identify the specialized accrediting agency: **The American Registry of Radiologic Technologists (ARRT)**

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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?

**Radiological Technologies University does not award associate degrees and requires a minimum of an associate’s degree to gain acceptance into a baccalaureate degree program.**

If so, please list the baccalaureate degree(s):

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*Indiana Commission for Higher Education*  
*Indiana Board for Proprietary Education*  
**Supplementary Information on  
Licensure, Certification, and Accreditation**

**Job Titles**

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

**Titles**

Sonographer

Radiologic Technologist

**Job Categories**

Radiologic Technology

Medical Imaging

Radiography

Medical Sonography



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

NAME OF PROGRAM: MS in Health Physics

TOTAL COURSE HOURS: 49 Check one: Quarter Hours   
 Semester Hours   
 Clock Hours

LENGTH OF PROGRAM: 2 years TUITION: \$50,000

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HP501	Advanced Radiation Dosimetry	2
MP502	Radiation Biology	3
HP509	Advanced Radiological Instrumentation	3
MHP510	Health Physics/Radiation Safety	3
MHP602	Reactor Health Physics	3
HP611	Advanced Reactor Health Physics	1
MHP606	Environmental Health Physics	3
HP612	Advanced Environmental Health Physics	2
HP514	Radiation Emergencies	2
HP513	Hazardous Waste Handling	2
MHP605	Regulations and Licensing	2
MHP603	Non-Ionizing Radiation Safety	2
HP517	Accelerator Health Physics	1
HP518	Environmental Epidemiology	1
HP519	Public Law and Policy	1
MATH402	Advanced Mathematical Methods	2
MP504	Nuclear Medicine	3
MP503	Diagnostic Radiology	3



**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:**

In order to serve our student population that are located in remote areas, our Library services are offered on-line. Students have access to Elsevier science direct publications. Students are given access to Radiation Oncology journals through this route. We also have an agreement with Jones e-Global library services. Access to the system can happen via the internet from any location. We have a small on site library that houses a small collection of items. Jones e-global provides our students with 24/7 access to librarian staff for their research needs. We have a librarian on staff that is present during our bootcamp weeks as well as through email throughout the week to assist students with any needs to the system.

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

Thousands based on On-Line Resources/access.

2055 health-related journals such as the British Journal of Medicine and Medical Research, Journal of Medical Physics and the International Journal of Nanomedicine.

163 allied health ebooks from MyiLibrary.

Books24x7

Over 1300 videos in the 50 Lessons and Leadership Development Channel; this resource includes interviews with the worlds most respected and recognized business leaders sharing their personal experiences in relation to today's most pressing business issues.

Over 1300 eBooks available in the Well-Being Essentials collection; this collection includes information to address work-life and health concerns.

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Over 10,000 IT eBooks providing anytime, anywhere access to the broadest and deepest information repository possible. It offers the complete, unabridged contents of thousands of books, documents and other reference materials that span the spectrum of technology topics.

Over 2300 videos in the Leadership Channel covering a variety of topics including change management, communications and leadership.

Over 1400 Finance eBooks for students in need of immediate access to financial and accounting information.

Over 60 reference resources including dictionaries, encyclopedias and thesauri. Subject specific resources including journals, journal articles, association resources, and government resources; research and writing guides, resources, and tutorials.

**3. Number of professional periodicals subscribed to:**

Thousands based on On-Line Resources/access

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

Students are Given On-line library access

**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.  
 \*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	<b>8</b>	<b>Full-time:</b>	<b>1</b>	<b>Part-time:</b>	<b>7</b>
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**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Arreola, Manuel	PhD	21	1.9	16		x
Braescu, Liliana	PhD	23	1.7	23		x
Dube, Scott	MS	34	4.3	0		x
Fellman, Alan	PhD	31	0	15		x
Goetsch, Steven	PhD	37	2	30		x
Lowden, John	MS	11	4.3	11		x
Murphy, Brent	MS	25	4.5	22	x	
Trump, David	PhD	19	0.9	0		x

**Supplementary Information on  
Licensure, Certification, and Accreditation**

Institution: Radiological Technologies University  
Degree Program: MS Health Physics  
Locations: South Bend, IN

**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?

**Graduates do not need to be licensed by the State to practice their profession.**

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

**Professional Certification**

What are the professional certifications that exist for graduates of similar program(s)?

**Graduates can become certified Health Physicists (CHP) by the American Board of Health Physics (ABHP). This is not a license to practice and does not confer any legal qualification to practice health physics.**

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?

**Yes.**

If so, please identify

Each specific professional certification: **CHP**

The national organization issuing each certification: **American Board of Health Physicists**

Please explain the rationale for choosing each professional certification:

**Although the professional certification is not a license to practice and does not confer any legal qualification to practice health physics, the certification is well respected and indicates a high level of achievement by those who obtain it.**

Please identify the single course or a sequence of courses that lead to each professional certification?

**An individual must hold at least a BS degree from an accredited college or university in physical science or engineering or in a biological science with a minimum of 20 semester hours in physical science.**

+++++

**Professional Industry Standards/Best Practices**

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

**Yes.**

**Supplementary Information on  
Licensure, Certification, and Accreditation**

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

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

**The professional industry standards have been developed to support the standards and recommended qualifications as outlined by the Health Physics Society and the American Academy of Health Physics. These standards include:**

- ✓ **Knowledge of the regulations governing licenses and registrations for radioactive material and radiation-producing devices**
- ✓ **Knowledge of non-ionizing radiation sources**
- ✓ **Knowledge of protocols required for sealed and unsealed radioactive materials**
- ✓ **Knowledgeable regarding the use of radioactive materials and radiation-producing devices for uses other than radiology, nuclear medicine, or radiation oncology**

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

**The professional Industry standards and best practices are provided by the Health Physics Society (HPS) and the American Academy of Health Physics (AAHP). The HPS and AAHP have references the following References for the development of these standards: Nuclear Regulatory Commission Documents and the National Council on Radiation Protection and Measurements Documents.**

**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?

**The program does not need specialized accreditation for graduates to be eligible for certification through the American Board of Health Physics (ABHP).**

General Requirements for certification can be found on the ABHP website at [www.hps1.org/aahp/boardweb/prospectus/html](http://www.hps1.org/aahp/boardweb/prospectus/html)

**General Certification Requirements include four areas: Academic, Experience, References, and a Written Report. The Academic section states that candidates “must submit evidence of earning a bachelor’s or graduate degree from an accredited college or university in physical science or engineering or in a biological science with a minimum of 20 semester hours in physical science”.**

If so, please identify the specialized accrediting agency:

**The American Board of Health Physics**

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**Supplementary Information on  
Licensure, Certification, and Accreditation**

**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?

**Radiological Technologies University does not award associate degrees and requires a minimum of an associate's degree to gain acceptance into a baccalaureate degree program.**

If so, please list the baccalaureate degree(s):

+++++

**Job Titles**

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

**Titles**

Junior Health Physicist  
Health Physicist

**Job Categories**

Regulatory Compliance  
Radiation Safety  
Nuclear Power  
Environmental  
Industrial  
Medicine  
Government  
Military

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## **BOARD FOR PROPRIETARY EDUCATION**

Monday, July 7, 2014

### **DECISION ITEM B:**

#### **Findings of Fact and Conclusions of Law:** **Rachel Douglas, Petitioner vs.** **Kaplan University at Indianapolis, Respondent**

### **Staff Recommendation**

That the Board for Proprietary Education approve the decision of the Findings of Fact and Conclusions of Law made by Donna Sembroski, Administrative Law Judge.

### **Background**

The former Indiana Commission on Proprietary Education received a complaint on June 7, 2012 from said Petitioner, Rachel Douglas against said Respondent, Kaplan University at Indianapolis. Ms. Douglas alleged that on August 12, 2009 Kaplan University provided an “Online Programs Enrollment Agreement – Indiana Undergraduate,” stating fallaciously that her program was 90 quarter credit hours. At that time, Indiana rules in place required the program be 96 quarter credit hours, as was stated in the Kaplan University Catalog. In 2010 Ms. Douglas changed Associate degree programs. At that time she alleges that she was again provided misleading information. Ms. Douglas completed nearly all of the credit hours required to complete her second chosen degree program. Citing the false information contained within the Kaplan University Enrollment Agreement, Ms. Douglas sought a full tuition refund for the entire program. Kaplan University having since acknowledged the printed inaccuracy, corrected the credit hour information. On July 23, 2012 the Board staff determined that Ms. Douglas should be allowed to complete the degree at no additional cost, however she was not entitled to a full refund. Kaplan University offered Ms. Douglas the opportunity to complete the remaining courses in the degree program at no additional cost to her. Secondly, the institution would refund the tuition amount for one course that allowed Ms. Douglas to be in half-time status for financial aid purposes in a previous interim time period. Ms. Douglas rejected this settlement offer on the grounds that she did not wish to complete the degree program citing dissatisfaction with student advising, administration, and her program overall. In July 2012 Ms. Douglas requested an administrative review of the Commission’s decision. On January 25, 2013 the ALJ rejected Kaplan University’s Motion for Summary Judgment that had been filed on October 9, 2012. A hearing was held before the ALJ on December 5, 2013 with both parties present. On March

4, 2014 the ALJ ruled that while Kaplan University provided false information in violation of IC 21-18.5-6-16, a full tuition refund was not warranted. Further, Ms. Douglas could complete the remaining credit hours at no addition cost. Hence, completing the degree program at the cost she originally had agreed upon.

**Supporting Documents**

1. Recommended Findings of Fact, Conclusions of Law and Recommended Order (Personal Information Redacted for Privacy Reasons)

BEFORE THE INDIANA BOARD FOR  
PROPRIETARY EDUCATION

MAR 04 2014

SPECIAL SERVICES  
ALJ

In the Matter of	)	
	)	
RACHEL DOUGLAS,	)	
Petitioner,	)	
	)	No. 2012-BPE-002
KAPLAN UNIVERSITY,	)	
Respondent	)	

**RECOMMENDED FINDINGS OF FACT, CONCLUSIONS OF LAW  
AND RECOMMENDED ORDER**

This matter comes before the Indiana Board for Proprietary Education (“Board”) on Petitioner’s Request for Hearing filed in this cause. Donna Stolz Sembroski was appointed as the Administrative Law Judge (“ALJ”) in this matter. An evidentiary hearing was held before the ALJ on December 5, 2013. Petitioner Rachel Douglas appeared in person. Respondent Kaplan University was represented by Ben Lyon and John Carreon. The ALJ, having fully considered the filings, testimony, and evidence presented at the hearing, now makes the following recommended findings of facts, conclusions of law, and recommended order.

Should you object to the Recommendation and oppose adoption of the Recommended Order, you must submit a written objection pursuant to Ind. Code § 4-21.5-3-29 within eighteen days of the date of this notice to the Board for Proprietary Education at the following address:

Ross Miller  
Director of Accreditation and Regulatory Compliance  
Board for Proprietary Education  
Commission for Higher Education  
101 West Ohio Street Suite 670  
Indianapolis, IN 46204-1984

Objections must be in writing and must identify the basis of the objection.

This Administrative Law Judge’s Order is not the final order of the Board in this proceeding. However, in the absence of any objection, the Board will either affirm the

Administrative Law Judge's order as its final order or will serve notice of its intent to review any issue related to the Administrative Law Judge's Order.

### **Findings of Fact**

#### ***Statutory and Regulatory Scheme***

1. This proceeding is governed by the Administrative Orders and Procedures Act ("AOPA"), Ind. Code §§ 4-21.5 *et. seq.*
2. The Board is charged with the duty and responsibility of regulating postsecondary credit bearing proprietary educational institutions. Ind. Code §§ 21-18.5 *et. seq.*
3. The Board is charged with enforcing standards set out in Ind. Code chapter 21-18.5-6, and resolving disputes between the institutions and students who claim they were damaged by noncompliance with those standards. If claims are not resolved informally, the Board may conduct a hearing pursuant to AOPA.
4. The Board is empowered to appoint an ALJ to conduct hearings on its behalf. Ind. Code § 4-21.5-3-9.

#### ***Procedural Background***

5. On or about June 7, 2012, Rachel Douglas (formerly Rachel Gallant) filed a complaint with the Commission on Proprietary Education ("Commission"), the predecessor of the Board, alleging that Kaplan University ("Kaplan") had provided misleading information regarding the number of hours needed to complete her degree program.
6. On July 23, 2012, the Commission issued its determination that Ms. Douglas was not entitled to a full refund of tuition, and that Kaplan must provide her with the opportunity to complete her degree at no additional charge.

7. On or about July 26, 2012, Ms. Douglas requested an administrative review of the Commission's decision.
8. On October 9, 2012, Kaplan University filed a Motion for Summary Judgment, which was denied by the ALJ on January 25, 2013.
9. The parties appeared at a hearing on December 5, 2013. Ms. Douglas testified on her own behalf. Tricia Berry testified for Kaplan.

***Factual Background***

10. Ms. Douglas enrolled in the Applied Science for [redacted] program in August 12, 2009.
11. The enrollment agreement signed by Ms. Douglas, titled "Online Programs Enrollment Agreement – Indiana Undergraduate," shows that her degree program would be 90 quarter hours. However, Indiana rules in effect at the time required that an associate's degree program consist of a minimum of 96 quarter hours.
12. Kaplan's website also stated that the [redacted] program required 90 quarter hours.
13. The 96 hour requirement was reflected in the Kaplan University Catalog. The enrollment agreement included an acknowledgment that Ms. Douglas received a copy of the Catalog.
14. In 2010, Ms. Douglas switched to the [redacted] program. The new enrollment agreement stated that the degree required 90 hours rather than the 96 required by Indiana regulations.
15. Ms. Douglas has completed [redacted] hours toward her degree program. She still needs to complete her [redacted] class and one other class. If she completes those, she will have [redacted] credit hours, three more than is needed for a degree.

16. On the advice of Kaplan staff, Ms. Douglas enrolled in an elective course, [REDACTED], that was not required for her degree. She was advised to take the course in order to be enrolled half-time for financial aid purposes.
17. In 2011, Ms. Douglas took a “clinical leave” to prepare for her clinical externship class.
18. While she was on clinical leave, Ms. Douglas developed [REDACTED] and requested a [REDACTED]. However, Kaplan staff informed her that she could not be in [REDACTED] status while on clinical leave, because she was not actually enrolled in school while on [REDACTED].
19. While on [REDACTED], Ms. Douglas inquired about the courses she would need to graduate, and was told that she would need a total of 96 hours to earn a degree in Indiana.
20. Kaplan acknowledges that Ms. Douglas initially received inaccurate information regarding degree requirements, and that she may complete the remaining required courses at no additional cost. Kaplan has also agreed to refund the tuition for [REDACTED].
21. Ms. Douglas does not want to complete her degree at Kaplan, because she is dissatisfied with Kaplan’s advising, administration, and with her program.
22. Ms. Douglas contacted Ivy Tech to determine if the courses she completed at Kaplan could be applied toward a program at Ivy Tech. She was told that they could not. However, she did not submit a formal request for transfer credit to Ivy Tech.
23. Ms. Douglas testified that she does not know if she would have enrolled in the degree program if she had known that it required 96 quarter hours rather than 90.
24. Kaplan has now corrected the information it provides to Indiana students to reflect the 96 quarter hour requirement.

### Conclusions of Law

1. This proceeding is properly before the ALJ, pursuant to Ind. Code § 4-21.5 *et. seq.*, and she has the authority and jurisdiction to hear and decide this case.
2. Petitioner Rachel Douglas has the burden of proof in this matter and is required to prove her case by a preponderance of the evidence presented at the hearing.
3. In order to prove her case, Petitioner was required to show that Kaplan University violated the statutes and rules governing it, and that she is entitled to the relief requested.
4. IC 21-18.5-6-16 states in pertinent part “A person may not do the following: (1) Make, or cause to be made, a statement or representation, oral, written, or visual, in connection with the offering or publicizing of a course, if the person knows or should reasonably know the statement or representation is false, deceptive, substantially inaccurate, or misleading.”
5. The information provided to Ms. Douglas when she enrolled, and during most of her program, erroneously stated that she needed to complete 90 quarter hours to receive her degree. This information was misleading, because the degree required 96 quarter hours.,
6. Although the misinformation may have technically violated IC 21-18.5-6-16, the violation does not warrant a full refund of tuition. Ms. Douglas has completed all but  hours of her degree program, and she may complete it at no additional cost. Therefore, she will be able to receive the degree for which she enrolled for the cost originally agreed upon.
7. The Board’s decision that Ms. Douglas is entitled to complete her remaining coursework at no charge, and that she is not entitled to a full refund of tuition, should be upheld.

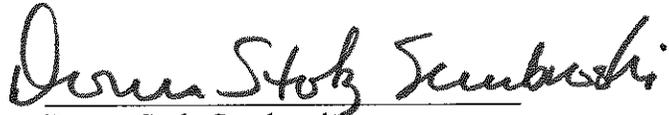
8. All Findings of Fact which can be deemed Conclusions of Law will be considered Conclusions of Law, and all Conclusions of Law which can be deemed Findings of Fact will be considered Findings of Fact.

**RECOMMENDED ORDER**

Based upon the foregoing Findings of Fact and Conclusions of Law, the Administrative Law Judge issues the following Recommended Order:

The Board's decision in this matter is upheld. Ms. Douglas is entitled to complete her remaining coursework at no charge, and she is not entitled to a full refund of tuition

Entered this 4<sup>th</sup> day of March, 2014.



Donna Stolz Sembroski  
Administrative Law Judge

**BOARD ACTION**

Approved and Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
for the Indiana Board for Proprietary Education

**Certificate of Service**

I certify that on March 4<sup>th</sup>, 2014, I have served the foregoing Recommended Findings of Fact, Conclusions of Law, and Recommended Order by first class mail or electronic mail on the following persons at the addresses shown below:



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