

Kaplan University's application submitted in accordance  
with COMAR 13B.02.01.08I 'Further requests by  
institution' that has received extended approval

## OOS RENEWAL

### MARYLAND HIGHER EDUCATION COMMISSION

Application for Renewal Approval for Out-of-State Degree-Granting  
Institutions to Operate in Maryland

**Please Note:** A separate application form must be completed and submitted with all supporting documentation for each proposed location in Maryland. If an additional, new location is being proposed, an Application for Renewal of Approval must be submitted for that location.

#### PREVIOUSLY APPROVED LOCATION IN MARYLAND.

Please provide the complete mailing address.

1390 Piccard Drive, Rockville, MD 20850-4367

#### PROPOSED START DATE OF CONTINUED OPERATION. April 1, 2016

Applications should be submitted at least 5 months prior to the proposed start date.

#### NAME AND ADDRESS OF INSTITUTION APPLYING FOR APPROVAL.

Name of Institution: Kaplan University Learning Center - Rockville (KULC-Rockville)

Web Address: [www.Rockville.KaplanUniversity.edu](http://www.Rockville.KaplanUniversity.edu)

OPEID Code: 00794600

U.S. Department of Education, Office of Postsecondary Education, ID Code – Title IV eligibility.

Chief Executives Officer: Betty Vandenberg, President

Mailing Address: 550 W. VanBuren Street, Chicago, IL 60607

Telephone: 312-777-6646

Email: [BVandenberg@kaplan.edu](mailto:BVandenberg@kaplan.edu)

**Institutional Liaison:** Name and title of the individual who will serve as liaison to the Maryland Higher Education Commission:

Name: W. Christopher Motz

Title: President, Maryland-Campuses

Mailing Address: 18618 Crestwood Drive, Hagerstown, MD 21742

Telephone: 301-766-3660

Email: [WMotz@kaplan.edu](mailto:WMotz@kaplan.edu)

\*\*\*\*\* CERTIFICATION \*\*\*\*\*

I hereby affirm that the answers given in this application and its attachments are accurate and complete and further agree to comply with the *Annotated Code of Maryland* and State regulations governing the operation of out-of-State degree-granting institutions (COMAR 13B.02.01).

Sep 2 / 2016  
Date

BV-L Goss  
Signature of Chief Executive Officer

Please Submit All Information To:

Maryland Higher Education Commission  
Division of Planning and Academic Affairs  
6 N. Liberty Street, 10<sup>th</sup> Floor  
Baltimore, MD 21201  
410-767-3268  
[acadprop@mhec.state.md.us](mailto:acadprop@mhec.state.md.us)

A copy of these regulations can be found at the Maryland Higher Education Commission's web site [www.mhec.state.md.us](http://www.mhec.state.md.us) (under Academic Approval Process) along with an on-line application form.

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**I. DURATION OF APPROVAL**

Approval to operate at a previously approved location in Maryland must be renewed annually. However, "during or after the fifth year of operation in Maryland and during any subsequent renewal cycle, an out-of-State institution may apply for approval to operate in Maryland for an extended period of time up to 5 years." COMAR 13B.02.01.08C(1)

If the location for which you are applying has been annually approved for at least five years, do you wish to seek approval to operate in the State for an extended period of time of up to 5 years?

☒ Yes, we wish to be approved for 3 years.

**II. SUPPORTING DOCUMENTATION**

Only a complete application can be acted upon. While separate application forms must be completed and submitted for each approved location, the following Supporting Documentation needs to be included only once for each entire package of applications. **CHECK EACH ITEM AS ATTACHED.**

☒ Catalogs and Other Institutional Publications. COMAR 13B.02.01.20A(1)

Have your catalogs, other institutional publications, or awards changed since they were last submitted? ☒ Yes ☐ No If yes, please submit new copies.

☒ Application Fee. (Must accompany all renewals) COMAR 13B.02.01.08B(2)

The institution shall submit a non-refundable application fee in the amount of (a) \$7,500 for up to two degree programs and (b) an additional \$850 for each degree program over two programs. The institution's check should be made payable to: Maryland Higher Education Commission. The application renewal fee will be waived for renewals of out-of-state institutions operating at Regional Maryland Higher Education Center.

- ☒ Accreditation. (Must accompany all renewals) COMAR 13B.02.01.08B(4)(g)

Provide a copy of the most recent letter of approval (notification) from an organization recognized as an accrediting agency by the U.S. Department of Education. Along with your most recent notification of institutional accreditation, please provide evidence that you are in compliance with that organization's policies and procedures related to off-campus educational activities. If any of your proposed programs require program accreditation provide evidence of that accreditation.

- ☒ Registration as an Out-of-State Corporation. (Must accompany all renewals)  
COMAR 13B.02.01.08B(4)(f)

To transact interstate business in Maryland, the institution must qualify with the State Department of Assessments and Taxation by making the certification required in the Corporations and Associations Article, §7-202, Annotated Code of Maryland. A public institution is not required to qualify as a foreign corporation. However, a business entity affiliated with a public institution or a private institution (profit or non-profit) must qualify as a foreign corporation. The Foreign Corporation Qualification Form may be obtained from the Maryland Department of Assessments and Taxation, Room 809, 301 West Preston Street, Baltimore, Maryland 21201 or on-line at: [www.dat.state.md.us](http://www.dat.state.md.us). Once qualified, the institution must provide a copy of the certificate of good standing issued by the State Department of Assessments and Taxation.

- ☒ Certificate of Compliance With Fire and Safety Codes (Must accompany all renewals)  
COMAR 13B.02.01.08B(4)(o)

Please provide a certificate for each approved location for indicating that the proposed facility has been inspected and is found in compliance with local and State ordinances pertaining to fire and safety.

- ☒ Board of Trustees Resolution of Financial Solvency (Must accompany all renewals)  
COMAR 13B.02.01.08B(4)(e)

Please provide a resolution from your Board of Trustees addressed to the Secretary of Higher Education stating that your institution is financially solvent.

- ☒ Advertisements COMAR 13B.02.01.07D(3)(p)

Are there new advertisements in print format related to your programs in Maryland?

☒ Yes ☐ No If yes, please provide copies of the new advertisements.

- ☒ Enrollment Data as Prescribed by the Secretary. (Must accompany all renewals)  
COMAR 13B.02.01.08B(4)(q)

Please provide the information requested on the Student Enrollment Data Form found at the end of this application.

- ☒ Teach-out Plan (Must accompany all renewals) COMAR 13B.02.01.08B(4)(j)(iv)

The institution must provide a copy of its teach-out plan allowing enrolled students to complete their programs if the institution decides to cease operation in Maryland.

## II. APPLICATION QUESTIONNAIRE

This questionnaire, properly completed with supporting documentation, shall serve as an application for approval to operate in Maryland under the *Code of Maryland Regulations* (COMAR) 13B.02.01. It must be completed for each proposed location.

### I. Programs.

#### ➤ CURRENTLY OFFERED PROGRAMS.

**INSTRUCTIONS.** Please enter the requested information on your **CURRENTLY OFFERED PROGRAMS** in the spaces provided below, or create an attachment (labeled "A-1: Current Programs") to this application with the required information.

(a) Provide a list of your currently offered programs at this location. For each program provide the following information: (1) the full title of the program; (2) the degree or certificate to be awarded; (3) the mode of instructional delivery; (4) the number of credit hours (semester or quarter); and (5) whether they are offered at the parent campus.

Program Title	Degree	Mode of Instruction	Total Credit Hours	Offered on Main Campus Yes / No
<i>Example: Organizational Management</i>	<i>M.S.</i>	<i>Classroom</i>	<i>36 sem</i>	<i>Yes</i>
<i>Example: Business Administration</i>	<i>B.S.B</i>	<i>Distance Ed.</i>	<i>120 sem</i>	<i>Yes</i>
CM 107 English Composition I	N/A	Blended Classroom & Online	5 QCH	Yes
CM 220 English Composition II	N/A	Blended Classroom & Online	5 QCH	Yes
*The 2 courses listed above are taught on site at KULC-Rockville				
**In addition, fully online programs offered by Kaplan University for which students at KULC-Rockville are enrolled are listed on the enclosed attachment				

#### ➤ NEW PROGRAMS

**INSTRUCTIONS.** Is the institution proposing any new programs at this location? ☐ Yes ☒ No  
If yes, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-1: New Programs") to this information with your responses to the following for each new program:

(a) Provide a list of the new programs at this location. For each new program provide the following information: (1) the full title of the program; (2) the degree or certificate to be awarded; (3) the

mode of instructional delivery; (4) the number of credit hours (semester or quarter); and (5) whether they are offered at the parent campus.

Program Title	Degree	Mode of Instruction	Total Credit Hours	Offered on Main Campus Yes / No
<i>Example: Organizational Management</i>	<i>M.S.</i>	<i>Classroom</i>	<i>36 sem</i>	<i>Yes</i>
<i>Example: Business Administration</i>	<i>B.S.B</i>	<i>Distance Ed.</i>	<i>120 sem</i>	<i>Yes</i>
IT 133 Microsoft Office Applications on Demand	N/A	Blended Classroom & Online	5 QCH	Yes
**NOTE: The above listed is a single course, not a full program. There are no full programs taught at KULC-Rockville, only single courses. All other coursework required for programs of study are completed online.				

- (b) If the information does not appear in the catalog or publication you submitted provide (1) a description of the curriculum; (2) the objectives of each course; and (3) a course schedule for the proposed location

N/A

- (c) Please provide a brief description of the student population to be served by the proposed new programs.

Part time, working, adult, non-traditional student seeking degree attainment for career advancement

**2. Educational Need.** Before the Commission may evaluate the readiness of an out-of-State institution to operate or award new degrees in the State, including the offering of an instructional program or a degree level not previously approved, the institution shall present evidence demonstrating the educational need to establish operations, offer programs, and award the degrees in question in the State. In addition, the out-of-State institution shall demonstrate that the proposed program, for which the institution is making application, meets a critical and compelling regional or Statewide need and is consistent with the Maryland Postsecondary Education. COMAR 13B.02.01.06A&C

**INSTRUCTIONS:** Please enter the requested information in the spaces provided below, or create an attachment (labeled "A-2: Educational Need") to this application and respond to the following questions for each new program:

- (a) What critical and compelling Regional or Statewide (Maryland) need and demand do your proposed programs meet? In responding to this question provide documentation as indicated below:

(1) If the programs serve occupational needs, present data projecting market demand and the availability of openings in the job market to be served by the new programs for which the institution is making application. This information may include workforce and employment projections prepared by the federal and State governments, the availability of graduates in the State or region, marketing studies done by the institution or others, and material from professional and trade associations.

N/A - There are no new programs for which the institution is seeking a Certificate of Approval. New fully online programs are identified in the attached list of online programs for registration.

(2) If the programs serve societal needs (include the traditional liberal arts education), provide a Description of how the proposed programs will enhance higher education in Maryland and contribute society

N/A - There are no new programs for which the institution is seeking a Certificate of Approval. New fully online programs are identified in the attached list of online programs for registration.

- (b) If similar programs exist in the State, what are the similarities or differences in your program in terms of the degrees to be awarded, the areas of specialization, and the specific academic content of the programs?

N/A - There are no new programs for which the institution is seeking a Certificate of Approval. New fully online programs are identified in the attached list of online programs for registration.

- (c) Is a Maryland employer sponsoring/supporting the application for the program(s) to be offered at this location?

☐ Yes ☒ No

**If yes**, please attach a letter of support from the employer addressed to the Assistant Secretary, Planning and Academic Affairs. The letter should outline the employer's reasons for selecting the institution and its programs and state the benefits to the employees who participate in the program

**3. Administrative Staff.** The out-of-State institution shall provide for an on-site administrative staff responsible for overall administrative operation of educational activities including counseling, advising, testing orientation, financial aid services, and maintenance of academic records. In addition to being responsible for the administration of the policies and procedures of the parent institution, the designated administrators are responsible for meeting the expectations set forth in this chapter [of the Regulatory Standards of the State of Maryland for Out-of-State Institutions]. The duties and size of the staff shall be adequate for the size of the educational activities offered. COMAR 13B.02.01.15

**INSTRUCTIONS:** Has any previously reported Administrative Staff information changed since your last approval at this location? ☒ Yes ☐ No

**If yes**, please enter the requested information in the spaces provided below, or create an attachment labeled (labeled "A-3: Administrative Staff Changes") to this application with any changes to the following questions:

- (a) How are you planning to meet the above standard on Administrative Staff?

KULC-Rockville provides an on-site administrative staff that is adequate for the size of the educational activities offered and satisfies the requirements of COMAR 13B.02.01.15. The following staff changes occurred during the renewal period: Cyndie Shadow was appointed as Executive Director reporting to W. Christopher Motz, President, Maryland Campuses. Michelle Day is no longer with the institution. Career services are now coordinated as a shared function overseen by Shannon Cianelli, the Director of Career Services based out of the Hagerstown campus with support provided in Rockville by academic advisor, Elizabeth Keily. Academic and Student Affairs as well as Finance continue to be shared support services leveraging administrators across the two Maryland locations. Stephanie Dodds has been promoted to Student Finance Manager over the Rockville Learning Center reporting to the Director of Finance based at the Hagerstown Campus.

(b) Who will be assigned to carry-out each of these duties? Please include a curriculum vitae/resume for each administrator.

With the exception of the changes noted in 3(a) above, there are no changes to KULC-Rockville's response to question (b). The resumes for each KULC-Rockville administrator are attached as Exhibit A-3(b).

#### 4. Faculty

**INSTRUCTIONS:** Has any previously reported Faculty information changed since your last approval at this location? ☒ Yes ☐ No

**If yes, please enter the requested information in the spaces provided below, or create an attachment labeled (labeled "A-4: Faculty Changes") with any changes to the following questions:**

(a) List all faculty that are to teach in the first year (or cycle) of the programs at this location. For each faculty member provide the following information: COMAR 13B.02.01.08(4)(m)

- (1) the course(s) the faculty might soon teach;
- (2) the degrees the individual holds
- (3) the degrees areas of specialization; and
- (4) whether or not the faculty member is full-time or part-time (adjunct) at your parent institution

A general education faculty member, Mark Burlingame has been hired at KULC-Rockville. Mr. Burlingame teaches English Composition in blended and online platforms and reports, along with



the rest of Kaplan University's faculty to the Academic Dean, Sonya Pryor who is based at the Hagerstown Campus. Mr. Burlingame's resume is included in the attached exhibits.

(b) Please include a curriculum vitae/resume for each potential faculty member. For those faculty who are yet to be hired include a job description and minimal qualifications.

**5. Library Resources.** Out-of-State Institutions offering programs or courses, or both, in Maryland, shall provide adequate and appropriate library resources within State boundaries and within reasonable distance of the instructional site. Usage statistics shall be kept to determine to what extent these resources are available and accessible. COMAR 13B.02.01.17A

**INSTRUCTIONS:** Has any previously reported library information changed since your last approval at this location? ☐ Yes ☒ No

**If yes, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-5: Library Changes") to this application with any changes to the following questions.**

(a) How are you planning to meet this standard on Library Resources? Briefly describe the types of materials and titles that you will make available to your students and how they will access them. Will there be provision for bibliographic instruction and/or library orientation?

There are no changes to KULC-Rockville's response to question (a).

**6. Student Services.** COMAR 13B.02.01.18 concerns student services and activities. These shall realistically reflect the stated objectives, purposes, and philosophy of the out-of-State institution. Further, an out-of-State institution shall ensure that all students have access to a well developed program of counseling, testing, advisement, orientation, financial aid, career development, and placement. The institution may determine the specific organization of services, as well as the resources and staffing provided, as long as provision for these services are made. Student activities that complement the instructional program are particularly encouraged. COMAR Section .18 also requires that the out-of-State institutions keep complete and accurate records of admission, enrollment, grades, scholarships, transfer of credits, transcripts, graduates, and other essentials in accordance with standard practice. This includes the physical security and confidentiality of such records. The Section requires as well, a published statement of student rights, privileges, and responsibilities and the school's adherence to its student grievance procedures.

**INSTRUCTIONS:** Has any previously reported Student Services information changed since your last approval at this location? ☐ Yes ☒ No

**If yes, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-6: Student Services") to this application with any changes to the following questions.**

(a) How do you plan to implement the requirements for Student Services cited above?

See Attachment A-6.

(b) Regarding student records describe the security measures the institution takes to ensure the confidentiality, physical, and electronic security of your record-keeping system.

See Attachment A-6.

(c) Does the institution have a published statement of rights, privileges, and responsibilities of students?

☒ Yes ☐ No How will it make this available to its students at the proposed instructional site? \_\_\_\_\_

If this statement is in the Catalog you submitted with the application, please indicate the page number: \_\_\_\_\_

If not in the Catalog you submitted, please provide us with a copy of the statement.

(d) Does the institution have a published student grievance procedure? ☒ Yes ☐ No If this procedure is in the Catalog you submitted with the application, please indicate the page number \_\_\_\_\_. If not in the Catalog you submitted, please provide us with a copy of the grievance procedure.

**7. Facilities.** (See COMAR 13B.02.01.19).

**INSTRUCTIONS:** Has any previously reported Student Services information changed since your last approval at this location? ☐ Yes ☒ No

**If yes to either question, please enter the requested information in the spaces provided below, or create an attachment (labeled "A-7: Facilities") to this application with any changes to the following questions.**

(a) Has a specific facility been inspected and approved for use as a classroom/laboratory space and been found in compliance with local and State ordinance pertaining to fire and safety? ☒ Yes ☐ No

(1) If yes, please provide a copy of the Certificate of Compliance.

(2) If no, the Certificate of Compliance must be submitted at least 30 days prior to the start of classes.

(b) Describe any special instructional facilities and equipment (computers, audio-visual equipment, etc.) that will be used and available to students in this location.

There are no changes to report concerning the facility.

(c) Describe what provisions are being made for periodic repair and maintenance of buildings and grounds. What measures are being taken for campus security and fire protection? If dangerous or toxic materials are being handled, what provisions are being made for safe storage, handling and disposal?

There are no changes to report concerning the facility.

(d) Describe the office (and conference) space available to full and part-time faculty and administrators.

There are no changes to report concerning the facility.

**8. Distance Education.** "Distance education" means course work for academic credit delivered by telecommunicated instruction to a physical space specifically reserved for the purpose of receiving the instruction, for example, a teleclassroom, and requires the payment of tuition or fees for the instruction. "Distance education" does not include telecommunicated instruction at the student's initiation via an individual personal computer. COMAR 13B.02.01.03(8). An institution operating in Maryland and delivering instruction in Maryland by distance education shall provide evidence to the Secretary of compliance with the standards of good practice found in COMAR 13B.02.01.21.

**INSTRUCTIONS.** Is the institution providing distance education as defined above? ☐ Yes ☒ No

If yes, please contact the staff at the Maryland Higher Education Commission for a copy of the Standards of Good Practice and provide evidence of compliance as an attachment (labeled "A-8: Distance Education") to this application

## Accreditation



## Statement of Accreditation Status

as of August 25, 2016

### Kaplan University

1801 E. Kimberly Rd., Suite 1

Davenport, IA 52807

(563) 355-3500

[kaplanuniversity.edu](http://kaplanuniversity.edu)

*\*Previous names: American Institute of Commerce to Quest College (2000) to Kaplan College (2000) to Kaplan University (2004)*

The information on this page describes the accreditation relationship between this institution and the Higher Learning Commission. General information about the Commission and the accreditation process is provided at the end of this document. In addition, links to definitions are provided for many of the terms used.

### Accreditation Information

Current status: Accredited

Accreditation granted: 08/08/1997

Most recent reaffirmation of accreditation: 2015 - 2016

Next reaffirmation of accreditation:

### Upcoming or In-Progress Reviews

No current / upcoming events found

### Most Recent History with the Commission

08/16/2016:	Comprehensive Evaluation	Continue Accreditation
06/30/2014:	Focused Visit	Accepted
08/15/2011:	Focused Evaluations	
06/20/2011:	Focused Evaluations	
02/26/2010:	Approved Change of Control	
05/14/2009:	Comprehensive Evaluations - Approved for Continued Accreditation	
09/10/2007:	Focused Evaluations - Institution's Request	new degree site, additional distance delivery programs

### General Institutional Information

This section provides brief, general information about the institution's organization and scope. The information is self-reported by the institution through the annual Institutional Update to the Commission. Additional information can be found at [nces.ed.gov/collegenavigator/](http://nces.ed.gov/collegenavigator/) or on the institution's web site noted above.

Control: Private FP

Degree programs (number in each category): Associates (22), Bachelors (28), Masters (25), Doctoral (7)

Certificate programs (number offered): 18

Off-Campus Activities (This listing was last updated: 05/22/2015; the information may not be current.) The institution's accreditation includes courses and programs at:

In-State:	Campuses:	Kaplan University - Cedar Falls - Cedar Falls, IA; Kaplan University - Cedar Rapids - Cedar Rapids, IA; Kaplan University - Des Moines - Des Moines, IA; Kaplan University - Mason City - Mason City, IA;
	Additional Locations:	None.
Out-of-State:	Campuses:	Kaplan University - Augusta - Augusta, ME; Kaplan University - Hagerstown - Hagerstown, MD; Kaplan University - Indianapolis - Indianapolis, IN; Kaplan University - Lewiston - Lewiston, ME; Kaplan University - Lincoln - Lincoln, NE; Concord Law School of Kaplan University - Los Angeles, CA; Kaplan University - Milwaukee - Milwaukee, WI; Kaplan University - Omaha - Omaha, NE; Kaplan University - South Portland - South Portland, ME; Kaplan University - St. Louis - St. Louis, MO;
	Additional Locations:	None.
Out-of-U.S.:	Campuses:	None.
	Additional Locations:	None.

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## About HLC and Accreditation

Institutions of higher education in the United States seek accreditation through two types of accreditation agencies, institutional and specialized. Institutional accreditation agencies are classified as regional and national.

National accreditation associations focus on certain types of colleges such as trade and technical institutions, or religious colleges such as seminaries and bible colleges.

Regional accreditation agencies are recognized by the U.S. Department of Education to accredit degree granting colleges and universities. There are six regions of the U.S. in which regional agencies operate. The regional accreditation agencies have similar standards for accrediting colleges and universities.

Regional accreditation validates the quality of an institution as a whole and evaluates multiple aspects of an institution ranging from its academic offerings, governance and administration, mission, finances, and resources.

The Higher Learning Commission is a regional accreditation agency that accredits degree granting institutions of higher education that are based in the 19-state North Central region of the United States. Institutions that HLC accredits are evaluated against [HLC's Criteria for Accreditation](#), a set of standards that institutions must meet to receive and/or maintain accredited status.

HLC's Criteria for Accreditation reflect a set of [guiding values](#). The accreditation process is based on a system of [peer review](#). Approximately 1,300 educators from institutions of higher education serve as peer reviewers conducting accreditation evaluations for other institutions. Peer reviewers also serve on committees that make up the decision-making bodies of the accreditation process.

### Evaluation Process

HLC accreditation assures quality by verifying that an institution (1) meets standards and (2) is engaged in continuous improvement. In addition, all institution's are required to complete an annual filing of the [Institutional Update](#), undergo annual monitoring of financial and [non-financial](#) indicators, and adhere to HLC policies and practices on [institutional change](#).

Peer reviewers trained in HLC's standards evaluate institution's demonstration of whether they meet the Criteria for Accreditation and make recommendations to HLC's decision-making bodies.

### Institutional Actions Council (Decision-Making Body)

The Board of Trustees appoints and authorizes members of the [Institutional Actions Council \(IAC\)](#) to conduct reviews and take actions on the majority of accreditation recommendations. IAC members consist of representatives of academic institutions accredited by HLC, as well as members of the public. Detailed information on IAC processes is found in HLC's [policies on decision-making](#).

### Public Information

In the interest of being transparent, HLC is committed to providing information to the public regarding accreditation decisions made regarding individual institutions.

Actions that are taken by HLC regarding an institution's accreditation status are disclosed to the public. Beginning July 2013, in all cases of issuing continued accreditation, placing an institution on or resolving a sanction, or withdrawing accreditation, the Action Letter issued to the institution is made available for viewing and the institution's status in HLC's [online directory](#) is updated. [Public Disclosure Notices](#) are also issued in cases of sanction to provide the public more detail of the issues leading to sanction.

### Complaints Against HLC Accredited Institutions

Each year, HLC receives a number of [complaints](#) about institutions from faculty, students, and other parties. HLC has established a clear distinction between individual grievances and complaints that appear to involve broad institutional practices. Where a complaint does raise issues regarding the institution's ongoing ability to meet the Criteria of Accreditation, HLC forwards the complaint to the institution and requests a formal response.

Complainants with specific claims related to the Americans with Disabilities Act or employment discrimination should seek prior review of such claims by the appropriate federal agencies. HLC may ask for the report or record of such review in determining whether it can proceed to consider the claim as a complaint related to compliance with the Criteria for Accreditation.

Course descriptions from the College's catalog

**Kaplan University Learning Center – Rockville**  
**Course Descriptions**

**General Education Requirements:**

**CM 107: COLLEGE COMPOSITION I**

Building on your existing writing strengths will help develop a foundation for a successful education and career. You will learn strategies to express yourself with confidence and communicate your ideas effectively in personal, academic, and professional situations.

Semester Credit Hours: 3 | Prerequisite: None

**CM 220: COLLEGE COMPOSITION II**

This course helps students apply research and critical thinking skills to develop effective arguments. Students will create professional writings, incorporating post-draft revision strategies and working constructively with colleagues.

Semester Credit Hours: 3 | Prerequisite: None

**MM 150: SURVEY OF MATHEMATICS**

Students will improve their background in mathematical concepts and skills utilizing real-world scenarios to solve math problems. Students will also enhance their own knowledge by demonstrating the ability to explain and interpret concepts, which is a valued skill in many fields. The topics may include sets, variables, measurement, and statistics.

Semester Credit Hours: 3 | Prerequisite: None



**Kaplan Learning Center-Rockville**

**(New) Course Description**

**ITT 133: MICROSOFT OFFICE APPLICATION ON DEMAND**

This course teaches students to use the current Microsoft Office suite of applications. Topics include an introduction to Word, Excel, PowerPoint, and cloud-based file management systems. Students will also learn how to analyze appropriate software applications to address solutions within a profession.

Semester credit hours: 3 | Prerequisite: None

## Recent Approval Letter



**MHEC**

Creating a state of achievement

Martin O'Malley  
Governor

Anthony G. Brown  
Lt. Governor

Anwer Hasan  
Chairperson

Danette G. Howard  
Secretary

March 21, 2014

Wade Dyke  
President  
Kaplan University  
550 West Van Buren Street  
Chicago, IL 60607

Dear President Dyke:

The Maryland Higher Education Commission has received a renewal application from Kaplan University to continue its offerings at the Kaplan University Learning Center in Rockville, Maryland. I am pleased to inform you that Kaplan University is authorized to offer the courses listed below until August 31, 2015 at the Kaplan University Learning Center.

Approved Courses:

- I. Academic Strategies,
- II. English Composition I
- III. English Composition II
- IV. Survey of Mathematics

An electronic renewal form and the regulations for out-of-state institutions are available on the Commission's website under "Academic Approval Process" at [www.mhec.state.md.us](http://www.mhec.state.md.us). In order to operate the approved online programs after the stated expiration date, the renewal application should be completed and submitted to this office no later than five months before the institution proposes to commence operation for the academic year 2015-2016. If applicable, the use of VA benefits for these programs should be coordinated through Ms. Trish Gordon-McCown, Veterans Affairs Coordinator. She may be reached at 410-767-3098.

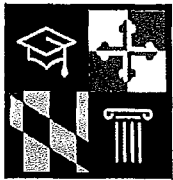
Please keep us informed of any changes contemplated in your offerings in Maryland. We look forward to continuing the cooperative relationship developed between your institution and the Maryland Higher Education Commission.

Sincerely,

Danette G. Howard, Ph.D.  
Secretary of Higher Education

DGH:SAB:nl

C: Ms. Diane C. Hampton, Director of Institutional Relations, MICUA  
Ms. Theresa Hollander, Associate Vice Chancellor for Academic Affairs, USM



**MHEC**

*Creating a state of achievement*

Martin O'Malley  
Governor

Anthony G. Brown  
Lt. Governor

Anwer Hasan  
Chairperson

Catherine M. Shultz  
Acting Secretary

October 7, 2014

Wade Dyke  
President  
Kaplan University  
550 West Van Buren Street  
Chicago, IL 60607

Dear President Dyke:

The Maryland Higher Education Commission has received a renewal application from Kaplan University to continue its offerings at the Hagerstown, MD location (18618 Crestwood Drive, Hagerstown, MD 21742). I am pleased to inform you that Kaplan University is authorized to offer the programs as listed below until August 31, 2019.

Approved programs:

- I. Associate of Applied Science (A.A.S.) in Accounting
- II. Associate of Applied Science (A.A.S.) in Business Administration
- III. Associate of Applied Science (A.A.S.) in Criminal Justice
- IV. Associate of Applied Science (A.A.S.) in Health Information Technology
- V. Associate of Applied Science (A.A.S.) in Human Services
- VI. Associate of Applied Science (A.A.S.) in Information Technology
- VII. Associate of Applied Science (A.A.S.) Medical Assisting
- VIII. Associate of Applied Science (A.A.S.) in Medical Office Management
- IX. Associate of Applied Science (A.A.S.) in Paralegal Studies
- X. Bachelor of Science (B.S.) in Business Administration
- XI. Bachelor of Science (B.S.) in Health Care Administration
- XII. Bachelor of Science (B.S.) in Human Services
- XIII. Bachelor of Science (B.S.) in Information Technology
- XIV. Lower Division Certificate (L.D.C.) in Medical Assistant
- XV. Lower Division Certificate (L.D.C.) in Medical Billing and Coding
- XVI. Lower Division Certificate (L.D.C.) in Phlebotomist

An electronic renewal form and the regulations for out-of-state institutions are available on the Commission's website under "Academic Approval Process" at [www.mhec.state.md.us](http://www.mhec.state.md.us). In order to operate at the approved locations after the stated expiration date, the renewal application should be completed and submitted to this office no later than five months before the institution proposes to commence operation for the academic year 2019-2020. If applicable, the use of VA benefits for these programs should be coordinated through Ms. Trish Gordon-McCown, Veterans Affairs Coordinator. She can be reached at 410-767-3098.

Please keep us informed of any changes contemplated in your offerings in Maryland.

MARYLAND HIGHER EDUCATION COMMISSION

6 N. Liberty Street • 10<sup>th</sup> Floor • Baltimore, MD 21201

T 410.767.3301 • 800.974.0203 • F 410.332.0270 • TTY for the Deaf 800.735.2258 [www.mhec.state.md.us](http://www.mhec.state.md.us)

We look forward to continuing the cooperative relationship developed between your institution and the Maryland Higher Education Commission.

Sincerely,

A handwritten signature in cursive script that reads "Catherine M. Shultz".

Catherine M. Shultz, J.D.  
Acting Secretary of Higher Education

CMS:SAB:nl

C: W. Christopher Motz, Campus President, Kaplan University-Hagerstown