

STATE OF NEBRASKA COORDINATING COMMISSION FOR POSTSECONDARY
EDUCATION

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**APPLICATION FOR A RECURRENT AUTHORIZATION TO OPERATE A
POSTSECONDARY INSTITUTION IN NEBRASKA**

For Institutions Applying to Offer One or More Courses or Programs

Procedures for Submitting the Application

1. Send the application form and all supporting materials to:

Executive Director
Coordinating Commission for Postsecondary Education
P.O. Box 95005
Lincoln, NE 68509-5005

OR

Submit the application via email to Kathleen Fimple at:
Kathleen.fimple@nebraska.gov with the fee sent by U.S. mail.

2. A non-refundable [application fee](#) for the Commission's administrative costs shall be submitted with each application. Make checks payable to "Coordinating Commission for Postsecondary Education."
3. All sections shall be clearly marked for easy location by the reviewer.
4. The Commission may request additional information deemed necessary for an appropriate determination of compliance with the evaluation criteria.

Life Chiropractic College West - State of Nebraska Recurrent Authorization Application

STATE OF NEBRASKA
COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

**APPLICATION FOR A RECURRENT AUTHORIZATION TO OPERATE A
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For Institutions Applying to Offer One or More Courses or Programs

Date: January 27, 2023

Name of Institution: Life Chiropractic College West

Street Address: 25001 Industrial Blvd.

City/State/Zip Code: Hayward, California

Name of Owner of Institution: Non-Profit

N/A

**Owner's Mailing Address (if
different from above):**

Name of Contact person: Ron Oberstein, DC

Title: College President

Telephone Number: (510) 780-4500

Fax Number: (510) 780-4515

E-mail Address: roberstein@lifewest.edu

Website for Institution: www.lifewest.edu

Proposed location in Nebraska: Bellevue, Nebraska

**Will this be a new campus
(owned by the institution or
under long-term lease)** yes under long-term lease

Proposed offerings: Course/s only (list courses below) Program/s
(please provide a copy of the
institutional catalog) [Course Catalog Link](#)
[Institutional Catalog Link](#)

Course/s:
(if not offering a program)

**Programs to be offered and
Awards to be conferred:** Doctor of Chiropractic

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Legal Status of the Institution

- a. Nonprofit (please provide documents of incorporation, and if available §501(c)(3) status documentation, that provide business name and address; names, titles, and business addresses of all principals in the business)

See Attachment for:

- 0.1 [Business License](#)
- 0.2 [501c3 Letter](#)
- 0.3 [Articles of Incorporation](#)
- 0.4 [Articles Sec of State Approval](#)

- b. For-profit (please provide documents of incorporation or other legal documents that provide business name and address; names, titles, and business addresses of all principals in the business)

Is ownership: proprietorship, partnership, corporation?

Has the business, a principal officer in the business, or a shareholder with 25% or more ownership interest in the business filed for bankruptcy during the preceding five years? yes no

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Please provide the following information in a narrative format. Include copies of pertinent documents where appropriate.

Each numbered, italicized item is a standard identified in state statute. Statutes charge the institution to “demonstrate that it can be maintained and operated in accordance with such standards.” (Neb. Rev. Stat. §85-2406) Each bulleted item should be addressed. Additional information under each numbered item may be included as appropriate to the application.

Institutions applying to offer courses only (not a complete degree program) need only respond to starred (*) items.

1. *The financial soundness of the institution and its capability to fulfill its proposed commitments and sustain its operations*

- The most recent audited financial statements and a copy of the management letter

See attachment for recent audited financial statements.

1.1 [LCCW -06-21 Final FS Issued 12-09-21](#)

- Tuition and fees for the most recent academic year or term

The Budgeted Tuition and Fees for FY2023: \$21,539,347

- Proposed annual budget identifying all sources of income and all categories of educational and general expenditures for the programs in Nebraska

Bellevue University (BU) Projection (Accrual Basis) Fall 2023 to Spring 2027.

1.3 [Annual Budget Bellevue University](#)- Additional Education Site 2-01-23

- Explanation of how the interests of students will be protected if the institution were to discontinue its offerings in Nebraska

Life Chiropractic College West LCCCW at Bellevue University is an Additional Educational Site (AES). LCCW's main campus, currently located in Hayward Ca, is over 40 years old and has the capacity to accommodate the BU site students should this campus discontinue its offerings. Also, LCCW can assist in the transfer to another Chiropractic College within the US, should the student not desire to continue with LCCW.

- Student loan default rate and financial responsibility composite score from the U.S. Department of Education (US DOE) (if applicable)

See attachment for Student Loan Default rates

1.5 [Official Cohort Default Rate](#)

The US DOE composite score from 6/30/21 was 2.3.

Reference page 23 of the 6/30/21 audited financial statements

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2. The quality and adequacy of teaching faculty, library services, and support services

- Number of faculty teaching in the program/s (course/s)

See attachment

2.1 [Faculty & Teaching Dollars Per Quarter](#)

# of quarters	14	Fall 2023/ Start Date
# of Faculty	3.5 (per quarter)	50 Faculty/14 Q's
Faculty Cost (Est)	\$63.00 (per credit hour) \$19,785 (per quarter) \$277,011 (Total 14 quarters)	314 ACH average/14 Q's

- Qualifications of each faculty member (vitae, resume, or other biographical information)

Terminal Degree required (DC,(Doctor of Chiropractic), PhD, MD) or other doctoral degree) Faculty teaching in Clinical Sciences, Technique, and Philosophy must have a DC degree and be currently licensed to practice. To start, we will have a DC relocating from California that currently works in our Health Center and understands our program and how to use all of our measurements regarding the quality of care and assessments to meet the The Council on Chiropractic Education (CCE) standards. This person will be licensed in Nebraska. As we move forward in year two and Nebraska students move into the clinical part of the program, we will add additional DCs to the clinic. We will utilize Bellevue University Adjuncts with (PhDs)to teach basic science classes as well as hire some additional DCs and others from the area to teach our curriculum.

See attachment for

2.2 [JD outline qualifications](#) Full Time Faculty and Adjuncts

- Library and learning resources

Students have access to online libraries and learning materials through Life Chiropractic College West's Learning Commons. With Bellevue University shared services, students will also have access to the world-class library service.

- Agreements with online libraries or data sources

LCCW students may have access to the world-class library services at Bellevue University for a fee of \$40.00 per student, annually.

- Support services for students such as academic or career advising

The Additional Education Site at Bellevue University will share the same Student Support model as the California location. The Academic Success Center provides the following services:

Student Advising Transfer Student Advising and Scheduling

- Respond to inquiries from students and regular individual meetings with students.
- Assist students in skills such as time management and study habits.

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- Refer students to academic counselors regarding personal concerns and for information about ADA and accommodations.
- Share other campus resources such as tutoring and Student Life.
- Provide short workshops and additional support to Alternate Admissions Track Program students.
- Provide support to students regarding personal matters as they relate to academic success.
- Provide support to the international student population, track degree progress, and inform students of policies, procedures, degree completion, etc.

Academic Counseling

- **Accessibility Services** – to address learning barriers such as known or suspected disabilities and to facilitate the provision of accommodations upon receipt of documentation substantiating a disability
- **Study Skills Training** – to determine learning styles, establish optimal study patterns, identify available resources, adopt relaxation techniques, evaluate test-taking strategies, address impediments to the learning process and more
- Learning stress management, relaxation
- Developing organizational skills
- Overcoming test anxiety
- Enhancing your awareness and sensitivity to others
- Adjusting to new surroundings/circumstances, or a new culture
- Managing the course load while maintaining a successful and satisfying educational experience
- Identifying test-taking strategies
- Developing better study skills

Tutoring

- Provide to students for courses with the highest fail rates.
- Recommend tutoring services to students.
- Communicate with tutoring program personnel to match students with tutor for individual/small group tutoring services.
- Inform students of regular weekly group tutoring sessions.
- Verify tutee attendance and participation with tutoring program personnel.
- Gather feedback about a tutoring program.

Canvas Support

- Work with faculty and students to support all Canvas activity.
- Provide direct Canvas assistance and training to faculty and students.
- Work in coordination with faculty and Academic Success Center staff to provide supplemental academic support to students using both Canvas and other digital and traditional methodologies and tools.
- Ensure all Canvas academic FAQs are up to date.
- Coordinate Canvas Team Help Desk activities.
- Ensure all online and Canvas supported materials meet ADA and other Federal regulations.

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3. *The quality of the programs offered, including courses, programs of instruction, degrees, any necessary clinical placements, and the institution's ability to generate and sustain enrollment*

- Curriculum description/s including a list of required and optional courses.

There will be no curriculum changes at the additional educational site. The curriculum will remain consistent with the mission, goals, and objectives of the Doctor of Chiropractic Program. The DCP curriculum contains a minimum of 4,416 instructional hours for the doctor of chiropractic degree, thus ensuring the program is commensurate with professional doctoral level education in a health science discipline. The didactic and clinical education components of the curriculum, wherever offered and however delivered, are structured and integrated in a manner that enables the graduate to demonstrate attainment of all required meta-competencies necessary to function as a Doctor of Chiropractic/Chiropractic physician. A portion of the instructional hours will be accomplished in a patient care setting and will involve the direct delivery of patient care. As in most health science institutions, the curriculum is taught with the basic science courses preceding those in diagnosis and case management. Diagnosis and case management courses precede or are taught concurrent with the clinical experience. The program is offered across fourteen (14) quarters.

- Course descriptions

See attachment for

3.2 [LCCW Program Courses by Quarters.](#)

The clinic should be up and running during the first term when the students are first on campus. The students prepare for clinical training all through their curriculum by first shadowing other students. In the initial phase the clinic will be staffed by one full-time doctor and four to five interns that were trained in California. These interns will be serving as preceptors in this environment.

The clinical portion of the DC degree is very important. This is where we measure the outcomes in our chiropractic students according to CCE standards. We have several CCE approved measures in place that the students will be trained in and measured in during their internship. The purpose of the clinical experience is to prepare students for clinical practice. This starts in quarter 8 and culminates in a preceptor experience during the last two quarters of the program.

- Any licensure or certification requirements for the field/s and the way in which the institution will meet them-

Yes. All jurisdictions in the US including here in Nebraska, require students to achieve licensure by completing the National Board examinations and then a state board jurisprudence examination. LCCW will prepare our students to take and successfully pass the NBCE examinations as they progress through the curriculum. LCCW is required by CCE to post our NBCE pass rates to our website annually (link to CCE Outcomes, **3.3 [Policy 56](#)**).

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- Instructional equipment, especially that required for specific programs

See attachment for : [3.4 Equipment Needs](#)

In the first year, we will have a clinical space that will be run by a clinical director and four or five California trained interns serving in preceptorships. This will give us the opportunity to train our Nebraska students the same way we do in California, with observations and training in the clinic itself. It will also provide a space for the care of our students and others from the campus who need care. There will also be a space dedicated to the Chiropractic techniques taught, the technology used specifically to train chiropractic students on how to identify subluxation and to adjust, and a space for anatomy labs that will be outfitted with anatomy tables. These tables are high quality screens approximately 6'x3' with computer generated cadavers and do not require the kind of special ventilation etc. that normal cadaver labs require.

Other space that is being leased from BU includes classroom/lab space to increase over time as the program grows.

- Assurance that the institution will be able to secure clinical placements for students in programs that require them

All chiropractic colleges are required, as part of the curriculum, to provide a clinical capstone experience as part of the program. Therefore, a clinical space is included in this plan. This space starts as a preceptor space but will grow in the end of the second year to a fully functioning clinical space. During this time, students are required by the CCE, to be evaluated using specific metrics to assess their competence. LCCW has these metrics/rubrics in place and will employ them in Nebraska as well.

So the clinical experience is a combination of that which takes place in the campus based clinic and in preceptor offices around the state and country. As to these preceptor offices, LCCW has approximately 170 current preceptor offices in place and a need for approximately 80 to 100 per quarter. Of course we will be seeking to set up these same kinds of relationships with offices in Nebraska as well.

See attachments for: [3.5A Clinical Opportunities](#) and

[3.5B Chiropractic Offices](#) within a 20 mile radius of Bellevue campus. The Chiropractic Offices would be used for Student Preceptorship in quarters 13 and 14.

- Estimated enrollments and the basis for the estimate

The estimated enrollment is seventy (70) students per year beginning Fall 2023. The basis for the enrollment is thirty-five (35) students for two cohorts per year.

Surveys are being conducted and pending results by February 15, 2023. In addition, Maximum Estimated enrollment is based on allocation of space.

- Comparison of the program (or course/s) with that offered on the main campus or other campuses of the institution (if applicable)

Same program as is offered at the main campus in California.

- Relationship between the hours of instruction and the credits awarded

[3.8 Credit Hour Definition](#) from the LCCW Student Handbook/Catalog, P. 96

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4. *The specific locations where programs will be offered or planned locations and a demonstration that facilities are adequate at the locations for the programs to be offered*

The Life Chiropractic College West Additional Education Site (AES) will be located at:

Bellevue University, 1000 Galvin Road South, Bellevue University 68005.

Bellevue University was founded in 1966, Bellevue University is a non-profit university with more than 60,000 graduates worldwide. The University is a recognized national leader in preparing students for lifelong success with career-relevant knowledge and skills, while making college affordable. Routinely ranked among the nation's top military and accessible institutions, the University serves residential students at its main campus in Bellevue, Nebraska, and everywhere online with more than 80 degree programs uniquely designed for working adults. The University is accredited by The Higher Learning Commission (hlcommission.org).

- Description of the facility (include a floor plan if this is a new campus)

See attachments for **4.1 A** [Clinical Space#](#) 4107

4.1 B [X-Ray Room & Office space#](#) 4107C,4106 & 4105

4.1 C [Anatomy Labs](#) # 556 & 555

4.1 D [Classrooms#](#) 203, 208, 209, 210 & 211

4.1 E [Additional Classrooms#](#) 4154 & 4155

- Copies of leases or facility use agreements

See attachment for

4.2 Signed [MOU](#)

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5. *Assurances regarding transfer of credits earned in the program to the main campus of such institution [if applicable] and clear and accurate representations about the transferability of credits to other institutions located in Nebraska and elsewhere*

- Any articulation agreements with Nebraska postsecondary institutions

After some research Bellevue University may be able to offer the undergraduate preparation component of the DCP degree for Life Chiropractic College West.

Bellevue University holds articulation agreements with over 150 U.S. Colleges and select institutions abroad. These agreements allow all graduating students with transfer courses or degrees in technical, career, or liberal arts fields to transfer into one of our bachelor's degree programs. Bellevue University may accept academic courses/programs as transfer credits either in part or in whole based upon a signed agreement between Bellevue University and other academic institutions when the courses/programs meet standards established by Bellevue University. Such programs are not limited to but could include full acceptance of associate degree programs to meet CORE requirements.

- Any other affiliations with Nebraska postsecondary institutions regarding the transfer of credits, joint use of faculty or facilities, or other supportive relationships

None at this time.

No additional supporting materials for this question

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6. *Whether such institutions and, when appropriate, the programs, are fully accredited, or seeking accreditation, by an accrediting body recognized by the U.S. Department of Education*

- Name of the body that accredits the institution

Life Chiropractic College West is accredited by The Western Association of Schools and Colleges Senior College and University Commission (WASCUC)

- Status of institutional accreditation, including the date of the most recent accreditation and any required reports or actions

See attached

6.2 [Affirmation letter from WASCUC](#)

LCCW achieved initial accreditation with WASCUC March 9, 2017 for six years. At the writing of this report we have completed a reaffirmation visit and are waiting for the recommendation of the commission. The visit went very well. A substantive change is required for this program but the state approval must come first and then there is no question that it will be approved.

- List of all programmatic accreditations related to the proposed program or courses

The Council on Chiropractic Education (CCE) is the programmatic accredited for our main program-Doctor of Chiropractic.

- Status of all programmatic accreditations, including the date of the most recent accreditation and any required reports or actions

See attached

6.4 [CCE Accreditation letter](#)

LCCW was awarded Initial Accreditation Status in July 1987 and has continuous accreditation with the CCE ever since. Our last reaffirmation cycle was awarded in January 2019 and the college just completed a mid-cycle review with the CCE with no findings. We hold accreditation for another four years until we will be subject to our next reaffirmation for 2027. CCE will also require a substantive change for the Nebraska site, but there is no question as to whether it will be approved.

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7. *The institution's policies and procedures related to students, including, but not limited to, recruiting and admissions practices*

- Admission requirements for the institution and programs (if different)

Life Chiropractic College West follows the guidelines for enrollment established by the CCE (Council on Chiropractic Education). The CCE accredits all DC (Doctor of Chiropractic) programs in the US and is recognized by the US Secretary of Education.

To qualify for admissions to a chiropractic doctoral degree program, entering students must have earned a minimum of 90 transferable semester units (135 quarter units) from a nationally or regionally accredited institution. While the 90-unit threshold is nationally dictated by the CCE, it also ensures that students have the foundation necessary to succeed in a post-graduate level environment.

Science Prerequisites for a Chiropractic Degree:

24 of the 90 semester unit requirement (36 quarter units) must have come from Life or Physical Science courses. At least half of those science courses must have had a substantive lab component.

General Studies Prerequisites:

While there are no specific requirements when it comes to general studies credits, Life Chiropractic College West strongly recommends a well-rounded course of study and we require transferable credits to be 100-level courses or above.

- Anticipated methods of recruiting students in Nebraska

WellnessPro Digital-Referrals Recruitment (Digital and Paid Marketing)

Referrals

College Presentations

Articulation Agreement

- Loan procedures

See attached document for

[7.3 Loan Process](#)

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8. *The tuition refund policy for an institution that does not participate in federal financial aid programs described in Title IV of the federal Higher Education Act of 1965 as such act existed on January 1, 2011.*
 - Copy of the Title IV Program Participation Agreement with the US Department of Education (for institutions participating in federal financial aid programs) or a copy of the tuition refund policy if not participating in Title IV

See attached for signed

8.1 [Program Participation Agreement](#)