



July 24, 2013

Paul Marion, President
Tiffin University
155 Miami Street
Tiffin, OH 44883

Dear President Marion:

I am writing in follow-up to a conversation you had last week with Bob Appleson.

At your request, the Commission staff agreed to remove from the agenda of the June Board of Trustees (“the Board”) meeting the institution’s application related to the Change of Control, Structure or Organization policy. This review involved consideration of the joint venture and limited liability corporation initiated by Tiffin University (“Tiffin”) and Altius Education (“AE”) and known as Altius University (“AU”), also called Ivy Bridge College (“IBC”). As a result the Board has not approved the joint venture or the related limited liability corporation to be included in the accreditation of Tiffin. Because this structure has not formally been included in Tiffin’s accreditation by action of the Commission, Tiffin must now agree to terminate its involvement and ownership in the joint venture and related limited liability corporation no later than September 30, 2013. The agreement or contract must outline complete provisions for the termination including provisions for AU employees and intellectual property after the termination. If the Commission does not receive a termination letter to or agreement with AE within thirty days or no later than August 25, I will place the application under the Change of Control, Structure or Organization policy and evaluation thereof on the Board’s agenda for its October 2013 meeting.

Tiffin must also agree to cease admitting new students into any of the degree programs offered by AU or IBC and cease its marketing and recruiting efforts related to these entities by July 28, 2013. Should AE determine subsequent to the termination of Tiffin’s participation and ownership in the joint venture or limited liability corporation that AE will continue to offer educational programs under the AU or IBC label, Tiffin must ensure that AE indicates in all recruiting, marketing or admissions materials that AU or IBC has no relationship with Tiffin and is not included in its accreditation. Tiffin should also discontinue any use of the IBC name for at least the next twelve months. If Tiffin wishes to use that name in the future and has the legal right to do so, prior to Tiffin using the name for any purpose Tiffin must establish to the satisfaction of the Commission that the name is being used solely with regard to Tiffin activities and has no relationship with any other corporation.

Tiffin must also develop a teach-out plan for all students enrolled as of July 28, 2013 in AU or IBC. Tiffin may offer admission to Tiffin's on-ground or on-line Bachelor's programs to those students whom Tiffin determines meet its previously established admissions requirements for its Bachelor's programs. For those students who are not eligible, the teach-out plan must identify other accredited institutions with similar academic programs offered in an on-line format that have agreed to teach-out the AU/IBC students and grant them an Associate's degree following the program requirements of AU/IBC and using a similar tuition structure. The plan must include formal letters of agreement or contracts with the teach-out institutions agreeing to these terms. There must also be included a copy of a direct communication to AU/IBC students informing them of the teach-out and indicating that, beyond October 20, 2013, enrollment in AU/IBC will not be covered by Tiffin's accreditation and will not be eligible for Title IV financial aid. The teach-out plan is to go into effect after the first fall 2013 AU/IBC term so that Tiffin has no students enrolled in AU/IBC subsequent to that term. The plan must also include an accounting of the AU/IBC students as to their proximity to graduation and to which institutions they are eligible to transfer as part of the teach-out plan. The plan will be due to the Commission by August 31, 2013.

The Commission will develop a Public Disclosure Notice for its Institutional Directory related to the teach-out arrangements once they are approved to ensure that students understand the Commission's role in approving the teach-out.

Please contact your liaison, Dr. Robert Appleson, if you have questions about these expectations. Thank you for your cooperation in this matter.

Sincerely,



Sylvia Manning
President

cc: Charles Christensen, Vice President for Academic Affairs, Tiffin University
Robert Appleson, Vice President for Accreditation Relations, Higher Learning
Commission
Anthea Sweeney, Vice President for Accreditation Relations, Higher Learning
Commission
Karen Solinski, Vice President for Legal and Governmental Affairs, Higher Learning
Commission