

Initial Visit Procedures Manual

WASC Initial Visit Procedures for:

- **Postsecondary Title IV Institutions**



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Important Notice

The following condition must be met before an institution can host a Visiting Committee for preaccreditation or accreditation:

- For institutions seeking preaccreditation or accreditation, in order to provide the public an opportunity to comment on the institution's qualifications for preaccreditation or accreditation, the institution being considered must give notice in the appropriate newspaper(s) and/or other media services. This notice for comments must be made prior to hosting a Visiting Committee for preaccreditation or accreditation. The notice must state that the institution is applying for accreditation with the Accrediting Commission for Schools of the Western Association of Schools and Colleges. In addition, it must state that persons wishing to make comments should write to:

Executive Director
Accrediting Commission for Schools, WASC
533 Airport Blvd., Suite 200
Burlingame, CA 94010

Persons making comments must provide their names and mailing addresses.

For additional information on this requirement, please refer to Commission's Policy Manual, Part II, Section I, #106.

Preface

The Western Association of Schools and Colleges (WASC) is one of six regional accrediting associations in the United States. The Commission provides assistance to educational institutions located in California, Hawaii, Guam, the Commonwealth of the Northern Marianas, American Samoa, the Federated States of Micronesia, the Republic of the Marshall Islands, and East Asia. This association is composed of three commissions:

1. Accrediting Commission for Senior Colleges and Universities
2. Accrediting Commission for Community and Junior Colleges
3. Accrediting Commission for Schools

The Accrediting Commission for Schools (ACS WASC) extends its services to public, independent, church-related, and proprietary schools of the following levels and types: elementary schools; junior high/middle/intermediate schools, comprehensive/college preparatory high schools, continuation high schools, alternative high schools, occupational/vocational high schools, regional occupational programs/centers, adult schools, and vocational skill centers. Postsecondary programs, schools, and institutions accredited by ACS are non-degree granting.

This accreditation manual is designed for use by non-profit postsecondary, non-degree granting, vocational and trade institutions that are seeking to qualify for Title IV funding, primarily Pell Grants. ACS does not accredit distance education postsecondary institutions that are seeking Title IV accreditation.

Philosophy

The Accrediting Commission believes that the goal of any institution should be to provide for successful student learning. Programs encompassing both the cognitive and affective components of learning should foster sufficient growth and development to enable students to become responsible, productive members of the community and of society. Each institution should develop a statement that reflects its purpose. For ongoing program improvement, each institution should engage in objective and subjective internal and external evaluations to assess progress in achieving its purpose.

The Commission grants accreditation to postsecondary Title IV institutions based upon the institution's compliance with the ten (10) WASC standards.

Affiliation Categories

After an institution completes the necessary documentation in their application for affiliation with WASC and an on-site visit is conducted, one of three possible recommendations will be made to the Accrediting Commission regarding the status of the institution:

1. **Candidacy** is a status of affiliation indicating that an institution has achieved initial recognition and is progressing toward, but does not yet assume, accreditation. The candidate for accreditation classification is designed for institutions that are not yet ready for the full accreditation based on the ten (10) WASC standards. The institution must provide evidence of sound planning with sufficient resources to implement these plans, and must appear to have the potential for attaining its goals within a reasonable time. Candidate institutions are required to submit a written report to the Commission during the spring of the academic year following the initial visit, indicating progress being made in meeting the recommendations of the initial visiting committee. Institutions are normally expected to apply for full accreditation by the third year of candidacy.
2. **Initial** accreditation is for institutions that meet the ten (10) WASC standards for full accreditation and have a history and support system indicating a high-quality program that can be sustained into the foreseeable future.
3. **Denial** of accreditation may result if it is determined that the institution does not fully meet WASC criteria for affiliation with the Accrediting Commission for Schools. An institution may wish to re-apply after deficiencies have been remedied

Both candidacy and initial accreditation carry a maximum three-year term, at the end of which the institution must conduct a self-study and undertake a full accreditation visit.

Standards for Affiliation

In the back of this booklet is a list of the standards and the criteria within each standard to which each institution must comply for WASC accreditation, and subsequently qualify for Title IV funds. Representative sample exhibits are also included.

Application Guidelines

Both public and private postsecondary institutions must meet the legal requirements of the jurisdiction in which they are located in order for their application for WASC affiliation to be considered.

Conditions of Eligibility

To be considered for WASC affiliation, the applicant institution must be an institution meeting the following conditions:

1. Be in operation, with students, teachers and administration in place.
2. Have developed and published a clear statement of purposes together with plans for a curriculum to carry out those purposes.
3. Have a properly functioning governing board.
4. Have employed a chief administrative officer who is qualified for the position.
5. Have an organization, facilities, course offerings, and staffing acceptable for the institution's stage of development.
6. Have an institutional plan including objectives for student achievement and assessment plans to measure progress toward those objectives.
7. Have an admissions policy compatible with the institution's stated objectives.
8. Offer instruction in all subject areas required to meet the institution's stated purpose.
9. Have a written sequential curriculum appropriate to the institution's purpose.
10. Have a qualified instructional staff.
11. Have developed an adequate financial base to give reasonable assurance of continuing financial stability.

Procedures for Seeking Affiliation

- Interested institutions must complete the Request for WASC Affiliation form and return the completed form to the WASC office.
- A \$150.00 application fee is required and should accompany the completed form(s). Completed Request for WASC Affiliation forms must be received by January 31 in order to qualify for an Initial Visit during the current academic year. If you have any questions regarding the accreditation process, please feel free to contact the WASC office.

Application Fee Policy:

- A \$150.00 application fee is required and should be submitted with the completed Request for WASC Affiliation form.
- If the institution or program withdraws from the application process, the \$150.00 fee is nonrefundable.
- If the institution or program reapplies or postpones the visit to another academic year, an additional \$150.00 fee is required.
- If WASC determines that the institution or program is not eligible for affiliation with WASC, the \$150.00 fee will be refunded.

If it is determined that an institution or program may be eligible for affiliation with WASC, an Initial Visit Application/Description form will be sent for completion that correlates with Postsecondary Title IV Accreditation Manual.

- On receipt of the forms, the executive director will arrange for a two-member, one-day visit to the institution. Following the visit, the committee will prepare a report to present to the WASC Accrediting Commission for Schools for action. This will include recommendations regarding the institutions compliance with the WASC standards. The institution will be notified by the executive director of the Commission's action.
- If the Commission's action is unfavorable and the institution is not granted affiliation, the institution may re-apply when, in its judgment, it meets the "Conditions of Eligibility."
- If the Commission's action is favorable, the institution will be granted either candidacy or initial accreditation for a term not to exceed three years. It is expected that the institution will apply for full accreditation during the third year.
- Institutions that are granted candidacy status are to submit a first-year progress report to the executive director noting any substantial changes in the organization or operation of the institution.
- To obtain a current listing of fees, please contact either the northern or southern WASC offices.

Institutions that have been approved for initial accreditation may use the following phrase in advertising and/or on student transcripts.

Accredited by the Western Association of Schools and Colleges.

Institutions that are approved as candidates for accreditation may use the following phrase in advertising and/or on student transcripts.

Approved Candidate for Accreditation, Western Association of Schools and Colleges.

WASC Standards for Affiliation

On the pages that follow are the standards that postsecondary Title IV institutions are required to meet for affiliation with WASC. The standards are organized into ten (10) categories:

Standard 1 – Institutional Mission, Objectives, and Purpose

Standard 2 – Organizational Structure

Standard 3 – Human Resources

Standard 4 – Evaluation and Planning

Standard 5 – Educational Programs

Standard 6 – Program, Student, and Institutional Outcomes

Standard 7 – Student Services and Activities

Standard 8 – Learning Resources

Standard 9 – Financial Resources

Standard 10 – Physical Resources

Within each of the standards are specific criteria that must be met by the institution. After each standard is a suggested list of documents or materials that must be available for the visiting committee to review. These documents and materials should be assembled in a convenient location at the institution on the day of the visit.

STANDARD 1 — INSTITUTIONAL MISSION, OBJECTIVES, AND PURPOSE

Objectives of Accreditation Related to Institutional Mission, Objectives, and Purpose

1. To assure that the institution's primary mission is workforce and career development.
2. To assure that the current mission, objectives, and purpose are clearly stated and are publicly available.
3. To assure that the mission, objectives, and purpose are formulated with broad-based participation by the institution's stakeholders and promoted by a program of public information and community relations.
4. To assure that the mission, objectives, and purpose are subject to systematic and periodic review and evaluation by the institution's stakeholders.

Standard 1 — Institutional Mission, Objectives, and Purpose

All Exhibit(s) Referenced for this Standard:

Criteria

1. **The primary mission of the institution is to instruct students to such competency levels that they are qualified for initial employment and/or career advancement. (Objective 1-1)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. **The institution's mission is clearly and concisely stated in written form and represents the official statement of the institution. (Objective 1-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. **The institution has an appropriated publication that accurately presents its mission statement and the education programs offered to achieve its mission. (Objective 1-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 4. The current mission statement is publicly available and is used consistently in publications.**

(Objective 1-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 5. An organized and functional institutional advisory committee composed primarily of external personnel is used to provide community involvement in maintaining a relevant mission for the institution.**

(Objective 1-3)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 6. A program of public information and community relations is maintained to promote the institution's mission in its community.**

(Objective 1-3)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

7. **An annual evaluation of the mission statement by the faculty, administration, and institutional advisory committee is made and documented to assure that the institution is meeting its educational commitments.**

(Objective 1-4)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Representative Sample of Exhibit(s) for Standard 1 — Institutional Mission, Objectives, and Purpose

Documentation that supports each criterion must be provided for the Visiting Committee to review. The following list is provided as a sample of Exhibits used by institutions to document compliance with the standards and criteria. The materials used as Exhibits should be displayed as “Exhibits” in the room at the institution to be used as the “Visiting Committee Work Room.” One display method is to file Exhibits by standard in file boxes. Another method is to use three-ring binders.

1. List of institutional advisory committee members by name, title, professional/business affiliation, and address
2. Minutes of institutional advisory committees, faculty meetings, administrative councils, student committees, etc. since the last accreditation committee visit or since becoming a candidate for accreditation
3. Institution’s Catalog
4. Student Handbook
5. Institution’s Web Site and E-Mail address
6. Plan for public information and community relations
7. Procedures for documenting the types and amounts of the public information and community relations activities of the institution
8. Descriptive community information
9. Chamber of Commerce publications
10. Map of service area
11. Map of city

STANDARD 2 — ORGANIZATIONAL STRUCTURE

Objectives of Accreditation Related to Organizational Structure

1. To assure that the institution has a properly constituted governing body with legal authority and responsibility for the institution's operations.
2. To assure that the governing body designates a chief administrative officer to whom is delegated the responsibility for the institution's operations.
3. To assure that the institution is organized to promote effective and efficient operation of the educational and training programs and non-instructional services to students.

Standard 2 — Organizational Structure

All Exhibit(s) Referenced for this Standard:

Criteria

1. The institution has a properly constituted governing body or board that has the legal authority and responsibility for the institution's operation and control.

(Objective 2-1)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. If applicable, the non-public institution has in custody the currently valid original document(s), typically a license, required to operate as an occupational education institution within the state where it is located.

(Objective 2-1)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. The authority for implementation of the governing body's policies is delegated to a chief administrative officer, who is responsible for the institution's operation.

(Objective 2-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. **The chief administrative officer is the official of record for all purposes of the WASC office, has his/her office on the main campus, and is the WASC office's point of contact with the institution, including branches, if any.**

(Objective 2-2)

- Yes**
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

5. **An organizational chart is available that shows the functional relationships among the personnel of the institution.**

(Objective 3-3)

- Yes**
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

6. **The organizational structure is designed to promote the effective operation of educational programs and institutional services for the students.**

(Objective 3-3)

- Yes**
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Representative Sample of Exhibits for Standard 2 Organizational Structure

1. Charter, order, or legislative authorization, if applicable
2. Information concerning the location of all original current licenses for each campus when required
3. List of institution's governing board members by name, title, professional/business affiliations, and address
4. Policies of the governing board
5. Organizational charts
6. Copy of any contract between the institution and any agency, corporation, institution, or individual that involves processing financial aid, instruction, administration, recruiting, placement services, etc.

STANDARD 3 — HUMAN RESOURCES

Objectives of Accreditation Related to Human Resources

A – General

1. To verify that accurate and current job descriptions are available for all employee positions.
2. To verify that appropriate and published complaint/grievance procedures for employees are maintained and followed equitably.
3. To verify that appropriate and published procedures for evaluating the effectiveness of employees are maintained and followed equitably.
4. To verify that appropriate orientation procedures for all employees are maintained and followed equitably and that all employees are provided access to current copies of institutional policies.

B – Faculty

1. To assure that the number of faculty is sufficient to fulfill the mission and operate the programs of the institution.
2. To verify that the faculty, including adjuncts, are and remain well prepared by virtue of education, training, and experience to perform the duties assigned to them.
3. To verify that, in addition to teaching, faculty are appropriately involved in curriculum development, student advisement, work with business and industry, and planned programs of professional development in order to remain current in their teaching fields.

C – Administrative and Supervisory Personnel

1. To assure that the number of administrative and supervisory personnel is sufficient to fulfill the mission and operate the programs of the institution.
2. To verify that administrative and supervisory personnel are and remain well prepared by virtue of education, training, and experience to perform the duties assigned to them.

D – Instructional Support Staff

1. To assure that the number of instructional support staff is sufficient to fulfill the mission and operate the programs of the institution.
2. To verify that instructional support staff are and remain well prepared by virtue of education, training, and experience to perform the duties assigned to them.

E – Non-Instructional Support Staff/Services

1. To verify that there are adequate non-instructional support staff/services provided by qualified personnel (or contracted services) to support the institution's mission.

Standard 3 — Human Resources

All Exhibit(s) Referenced for this Standard:

Criteria

A - General

1. Duties and responsibilities of each position are specified in written job descriptions made available to staff members.

(Objective 3-A-1)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. The institution has provided and implemented appropriated and published procedures for handling complaint/grievances for faculty and staff, consistent with the policies of the institution's governing board.

(Objective 3-A-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. **Appropriate procedures have been developed for the continuous evaluation of the performance and effectiveness of all institutional employees, with at least an annual written formal review and evaluation.**

(Objective 3-A-3)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. **Appropriate orientation procedures for all employees are maintained and followed equitably.**

(Objective 3-A-4)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

B – Faculty

1. **The institution has a sufficient number of faculty members to fulfill its mission and operate its programs.**

(Objective 3-B-1)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. Each faculty member has at least a high school diploma (or its equivalent) and demonstrated competency in the technical area of instruction.

(Objective 3-B-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. Additional requirements established for faculty members by the institution's governing board and/or state regulatory agencies are met.

(Objective 3-B-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. The institution plans, provides, supports, and annually documents professional growth opportunities for participation by all faculty members.

(Objective 3-B-2, 3)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

5. **Documentation is available to demonstrate that each faculty member in a technical field maintains liaison with employers in the technical field through periodic visitations and personal contact.**

(Objective 3-B-3)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

C – Administrative and Supervisory Personnel

1. **The institution has a sufficient number of faculty members to fulfill its mission and operate its programs.**

(Objective 3-B-1)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. **All administrative and supervisory personnel possess the necessary education and/or experience and demonstrated competencies appropriate to their areas of responsibility.**

(Objective 3-C-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

D – Instructional Support Staff

- 1. The institution has a sufficient number of instructional support staff members to fulfill its mission and operate its programs.**

(Objective 3-D-1)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 2. Clerical personnel are employed to maintain student records and financial records; to assist in producing instructional materials; and to prepare correspondence, reports, and other records as needed.**

(Objective 3-D-1)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 3. All instructional support staff possess the necessary education and/or experience and demonstrated competencies appropriate to their areas of responsibility.**

(Objective 3-D-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

E – Non-Instructional Support Services

- 1. Custodial services are available to provide routine care and maintenance of facilities and grounds for the institution.**

(Objective 3-E)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 2. Preventative maintenance services are provided to ensure continued operation of the facilities.**

(Objective 3-E)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Representative Sample of Exhibits for Standard 3 — Human Resources

1. Faculty handbook
2. Plan for faculty selecting and development
3. Faculty orientation program
4. Job descriptions
5. Resumé of each instructional and administrative staff member
6. Copies of annual written formal evaluations for each staff member
7. Plan for staff evaluation
8. Salary schedules
9. Plan for professional growth of faculty
10. Documentation of faculty participation in professional growth activities

STANDARD 4 — EVALUATION AND PLANNING

Objectives of Accreditation Related to Evaluation and Planning

1. To assure that the programs being offered are consistent with the mission, objectives, and purpose of the institution.
2. To ensure that the institution uses a systematic program of evaluation and planning to determine its effectiveness in accomplishing its mission.
3. To assure that planning involves all relevant constituencies.
4. To ensure that planning and evaluation lead to the establishment of priorities and to appropriate action.
5. To ensure that a system is used for gathering and utilizing objective data for institutional planning and to facilitate the institution's process of continuous improvement.

Standard 4 — Evaluation and Planning

All Exhibit(s) Referenced for this Standard:

Criteria

1. Evidence that programs are consistent with the institution's mission.
(Objective 4-1, 5)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. Involvement of staff, faculty, advisory committees, and appropriate national, state, and local agencies in formulation and implementation of the plan.
(Objective 4-2, 5)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. Occupational surveys and other related studies.
(Objectives 4-2, 3, 5)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. Provision for all proposed expansions and modifications to facilities.

(Objective 4-4, 5)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

5. Financial resources for continuing programs.

(Objective 9-1, 2, 5)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

6. In the case of each new program, assessment of the availability of qualified instructors and development of (a) priorities, (b) curriculum, (c) cost estimates, (d) potential enrollment figures (including disadvantaged and handicapped), and (e) facility and equipment needs.

(Objective 4-4, 5 and Objective 3-3-B)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Representative Sample of Exhibits for Standard 4 — Evaluation and Planning

1. Institution's strategic plan
2. State plan (public institutions only)
3. Master campus plan with identified priorities
4. Studies of enrollment trends and/or statistics
5. Appropriate state, regional, county, or city studies

STANDARD 5 — EDUCATIONAL PROGRAMS

Objectives of Accreditation Related to Educational Programs

A – Admissions/Recruiting

1. To verify that admissions policies are clearly stated, published, and administered uniformly.
2. To assure that the admissions policies are relevant to the student's ability to complete the educational programs offered.
3. To assure that all recruiting/admissions activities and materials are ethical and accurate.

B – Programs

1. To verify that the educational programs offered by the institution are congruent with the mission and objectives of the institution.
2. To ensure that each program incorporates current job market requirements in its instruction through involvement of the constituencies served.
3. To assure that courses required for each program are offered with sufficient frequency for the student to complete the program within publicized time frames.
4. To assure that opportunities are provided for students to obtain exposure to and appreciation of the dynamics of the industry/occupational environment for which they are being prepared.
5. To assure that all programs offered by the institution, regardless of location or mode of delivery, are qualitatively consistent with those offered on the main campus.
6. To assure that the clock hour to credit hour ratio meets the minimum acceptable requirements as defined in the criteria.
7. To assure that all programs provide for timely and meaningful interaction among faculty and students.

C – Instruction

1. To assure the integration of academic and occupational education in instructional programs.
2. To assure that instruction is competency-based, including current knowledge, skills, and work ethics relevant to the occupations for which the programs prepare students.
3. To assure that competencies are taught with equipment and in settings reflecting current work-place requirements.
4. To require documentation that instruction for each program is organized to achieve its objectives.
5. To require that methods of evaluating individual student achievement are used to document student progress and that the results are made part of the student's permanent record.
6. To require that work-based activities have objectives appropriate for the respective programs and are properly planned and supervised.

Standard 5 – Educational Programs

All Exhibit(s) Referenced for this Standard:

Criteria

A – Admissions/Recruiting

1. The institution’s admissions policies are clearly stated, published, and made available to students prior to enrollments.

(Objective 5-A-1)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. The institution clearly defines and publishes a policy on the transfer of students between programs within the institution and the transfer of students from other institutions.

(Objective 5-A-1)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. **Admission requirements offer reasonable expectations for successful completion of the occupational programs offered by the institution regardless of the delivery mode.**

(Objective 5-A-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. **For all students admitted on an “ability to benefit” basis, the institution has written admissions procedures, applies these uniformly, provides documented evidence on how they are used, maintains records on student progress, and regularly evaluates the effectiveness of the of the procedures used in admitting these students.**

(Objective 5-A-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

5. **The institution ensures that recruiting activities are ethical and that all materials used in recruiting accurately describe the mission, instructional outcomes, student performance expectations, and completion requirements of each program.**

(Objective 5-A-3)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

6. **Prior admission, students are informed of the costs of the program and any equipment and services required.**

(Objective 5-A-3)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

B – Programs

1. **Occupational education programs offered by the institution are congruent with the mission of the institution and with the occupational needs of the people served by the institution.**

(Objective 5-A-2 and 5-B-1)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. **The objectives for each educational program are evaluated annually.**

(Objective 5-B-1)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. **The occupational education program has clearly stated objectives, defined content relevant to these objectives and the current needs of business and industry, and student evaluation based on the program objectives and content.**

(Objective 5-B-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. **A systematic process has been implemented to document that the objectives and content of programs are current.**

(Objective 5-B-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

5. At least every two years, there bona fide potential employers review each educational program and recommend admission requirements, program content, program length, program objectives, competency test, instructional materials, equipment, method of evaluation, and level of skills and/or proficiency required for completion, and appropriateness of the delivery mode for the program.

(Objective 5-B-2 and 5-B-4)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

6. The institution considers the length and the tuition of each program in relation to the documented entry level earning of completers.

(Objective 5-B-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

7. Courses required for each program are offered with sufficient frequency for the student to complete the program within the publicized time frame.

(Objective 5-B-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

8. All programs, regardless of location or time or mode of delivery, are qualitatively consistent with those offered on the main campus, and must:

a. Be approved and administered under established institutional policies and procedures and supervised by an administrator who is part of the institutional organization.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

b. Have an appropriate involvement of on-campus administrators and faculty in planning approval, and on-going evaluation.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

c. Have individual student records, including period of enrollment, financial, and educational program records, permanently maintained by the institution at the main campus.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

d. Be described in appropriate catalogs, brochures, and/or other promotional materials and include tuition/fee charges, refund policies, and admission and academic requirements, and information technology requirements.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

**e. Provide for timely and meaningful interaction among faculty and students.
(Objectives 5-B-5 and 5-B-7)**

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

9. A credit hour is equivalent to a minimum of each of the following: one semester credit for 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of work-based activities; or one quarter credit for 10 clock hours of lecture, 20 hours of laboratory, or 30 clock hours of work-based activities.

(Objective 5-B-6)

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

C – Instruction

- 1. Academic competencies and occupational skills are integrated into the instructional program for each occupational area.**

(Objective 5-C-1)

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 2. The instructional programs provide training in the competencies essential to success in the occupation, including job knowledge, job skills, work habits, and attitudes.**

(Objective 5-C-2)

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. **Occupational advisory committees are used to ensure that desirable, relevant, and current practices of the occupations are being taught. Each committee (a) is composed of at least three members external to the institution, (b) meets at least twice annually, and (c) keeps minutes of each meeting to document their activities and recommendations. In any case where an institution elects to use only one advisory committee to serve as both the institutional advisory committee and the occupational advisory committee, the committee must conform to the requirements set forth in the definition for an occupational advisory committee.**

(Objectives 5-b-2 and 5-c-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. **Job-related health, safety, and fire-prevention are an integral part of instruction.**

(Objectives 5-c-2 and 5-c-3)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

5. **To develop skill proficiency, sufficient practice is provided with equipment and materials similar to those currently used the occupation.**

(Objective 5-c-3)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

6. **Instruction in classrooms, shops, and laboratories is effectively organized as evidenced by course outlines, lesson plans, competency tests, and other instructional materials.**

(Objective 5-c-4)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

7. **The institution uses a systematic, objective, and equitable method of evaluation student achievement based on required competencies.**

(Objective 5-c-5)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

8. **Each work-based activity has a written training plan for students specifying the particular objectives, experiences, competencies, and evaluations that are required.**

(Objective 5-c-6)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 9. The training plan designates the on-site employer representative responsible for guiding and overseeing the students' learning experiences and participating in the students' written evaluations.**

(Objective 5-c-6)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 10. All work-based activities conducted by the institution are supervised by a designated employee possessing appropriate qualifications.**

(Objective 5-c-6)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Representative Sample of Exhibits for Standard 5 — Educational Programs

1. Institution's Catalog
2. Student Handbook
3. Brochures and other recruiting materials
4. Plans for recruitment
5. Schedules for classes
6. Program syllabi and/or comprehensive outlines
7. Program examinations
8. Written procedures for admission of students on "ability to benefit" basis and documented evidence on use of the procedures
9. Copies of evaluations of the effectiveness of procedures used in identifying students who are capable of benefiting from the education offered
10. Written procedures for adding or dropping programs
11. Work-based activities instructional plan
12. Documentation that three bona fide potential employers have review and recommended requirements for admission, program content, program length, program objectives, competency tests, instructional materials, equipment, method of evaluation, and level of skills and/or proficiency required for each existing program, each new program, and each substantively revised program
13. Documentation that program outcomes are assessed continuously
14. Documentation that each program's mission has been evaluated annually
15. List of occupational advisory committee members by program giving name, title, professional/business affiliation and address, if applicable
16. Copies of the minutes of meetings of the occupational advisory committees, if applicable, since the last accreditation Visiting Committee visit or since becoming a candidate for accreditation

STANDARD 6 — PROGRAM, STUDENT, AND INSTITUTIONAL OUTCOMES

Objectives of Accreditation Related to Program, Student, and Institutional Outcomes

1. To assure that the institution has developed and utilizes effective means of evaluating the appropriate competencies (knowledge and skill levels) of students in each occupational program.
2. To verify that the institution evaluates program outcomes through a systematic plan for assessing program effectiveness, efficiency, and relevance by achieving specified quantitative requirements with respect to: (a) program completion, (b) job placement, and (c) licensure examinations.
3. To assure that program completers and employers are satisfied with the education and/or training that was received.

Standard 6 — Program, Student, and Institutional Outcomes

All Exhibit(s) Referenced for this Standard:

Criteria

1. Individual student progress data, including (a) appropriate evaluations of knowledge and skills required for occupation(s) studied and (b) notations of completion(s) of and/or withdrawal from programs, are maintained and made part of his/her record. (Objective 6-1)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. The institution submits program completion data each year to the WASC office, as a part of the annual report, for comparisons with similar WASC accredited institutions and takes any actions required by WASC due to the overall placement rate being unacceptably lower than the placement rates for peer institutions. (Objective 6-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. For each educational program requiring a licensure examination, the institution submits licensure performance data each year, as a part of the annual report, to the WASC office for comparison with similar WASC accredited institutions and takes any actions required by WASC due to the overall licensure examination pass rate being unacceptably lower than the licensure examination pass rates for peer institutions. (Objective 6-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. The institution has a written plan to ensure that follow-up is systematic and continuous, and includes the following elements:

a. Identification of responsibility for coordination of all follow-up activities.

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

b. Collection of information from completers and employers of completers.

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

c. Information collected from completers and employers of completers focused on program effectiveness for various modes of delivery and relevance to job requirements.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

d. Placement and follow-up information used to evaluate and improve the quality of program outcomes.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

e. All instructional personnel and administrative staff. (Objective 6-3)

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Representative Sample of Exhibits for Standard 6 — Program, Student, and Institutional Outcomes

1. Written plan for placement of students
2. Written plan for follow-up of students
3. Placement and follow-up data and studies
4. Documentation showing percentage of completers for each program
5. Documentation showing pass rate for each program requiring a licensure exam
6. Copy of forms used in placement and follow-up
7. File of employers and employment opportunities
8. File on other appropriate educational institutions

STANDARD 7 — STUDENT SERVICES AND ACTIVITIES

Objectives of Accreditation Related to Student Services and Activities

1. To assure that adequate and appropriate student services are available to support the mission and programs of the institution. These services include:
 - a. Counseling; b. Orientation; c. Records; d. Grievances; e. Academic Advisement; f. Financial Assistance; g. Health and Safety; h. Others as appropriate to the institution.
2. To assure that the institution provides placement services for all program completers and conducts follow-up studies of completers and employers of completers.

Standard 7 — Student Services and Activities

All Exhibit(s) Referenced for this Standard:

Criteria

1. Tests and other means of assessing the achievement and aptitudes of students for various occupations are appropriate and are used to provide personalized counseling and program placement services to students. (Objective 7-1-a)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. There is a student orientation program to acquaint new students with policies, functions, and personnel of the institution. (Objective 7-1-b)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. **A designated staff member is responsible for maintaining official files and records of students. (Objective 7-1-c)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. **Written procedures for access to student records are established to protect their confidentiality, limiting access to authorized personnel only. (Objective 7-1-c)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

5. **The institution, upon request by students, provides transcripts containing as a minimum the following information: program of study, courses or units of study completed with corresponding grades, and period of enrollment. (Objective 7-1-c)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

6. All period of enrollment, financial, academic, and current educational progress records are available at the institution.

(Objective 7-1-c)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

7. Preserving and protecting student records is provided either by the use of fireproof storage devices, duplicate physical or computer records, security files, or other measures that ensure both the preservation and security of the records.

(Objective 7-1-c)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

8. The institution provides and has implemented appropriate grievance policies for handling complaints from students, as described in the institution's catalog and/or the student handbook. WASC's mailing address and telephone number are included to provide for cases where the grievance is not resolved at the institutional level.

(Objective 7-1-d)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 9. The institution provides academic advisement services to assist student in planning and completing the occupational education programs that they pursue.**

(Objective 7-1-e)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 10. If the institution has processed Title IV loans or is currently processing Title IV loans, it has a default management plan that meets the requirements of WASC for as long as required by the U.S. Department of Education to maintain a plan.**

(Objective 7-1-f)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 11. The institution has adopted and implemented a written plan for the health and safety of students in cases of sickness, accidents, or emergency health care needs on campus; and the plan is evaluated regularly. (Objective 7-1-g)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 12. A system is in effect for reporting and investigating all incidents affecting health and safety. (Objective 7-1-g)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 13. The institution is responsible for any reasonable accommodation of students who are identified to have special needs. (Objective 7-1-h)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 14. The institution has a written plan for determining the effectiveness of student personnel services, for documenting an annual evaluation of these services, and for disseminating the results to the staff so that pertinent information can be used to improve the student personnel services. (Objective 7-1-a through h)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

15. The institution provides placement services for all program completers.

(Objective 10-2)

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

16. The institution demonstrates that it is following a written plan for placement services, including the following elements:

a. Identification of responsibility for coordination of services.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

b. Communications network between the placement coordinator, the staff, the faculty, and various businesses and industries of the service area.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

c. File/listing of employers and employment opportunities.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

d. Counseling of students.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

e. Maintenance of placement records for completers as a means of measuring the success of the institution in achieving its mission. (Objective 10-2)

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Representative Sample of Exhibits for Standard 7 — Student Services and Activities

1. Written procedures for furnishing students, completers, employers, and others with transcripts
2. Written procedures for access to student records
3. Student personnel records, including admission and scholastic records
4. List of student advisors
5. Placement and follow-up data and studies
6. Student-generated publications (if any); list of student complaints filed in accordance with the institution's student grievance policy since the most recent accreditation Visiting Committee visit (format to include name of complainant, date filed, nature of complaint, and resolution of the complaint)
7. Plan for emergency medical care
8. Copy of system and forms used in reporting accidents
9. Written plan and evaluation on the effectiveness of student personnel services

STANDARD 8 — LEARNING RESOURCES

Objectives of Accreditation Related to Learning Resources

1. To verify the presence and adequate maintenance of learning resources appropriate and essential for the achievement of the objectives for each program offered.
2. To verify that the learning resources are readily available and used by students and faculty.
3. To verify that all learning resources meet applicable safety standards.

Criteria of Accreditation Related to Standard 8 — Learning Resources

All Exhibit(s) Referenced for this Standard:

Criteria

A – Media Services

1. The institution has a written plan for its media services which is appropriate for the institution and includes the following:

a. The scope and availability of the services.

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

b. A variety of current and relevant educational materials, such as reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual materials and equipment; internet access; and other materials to help fulfill the institution's purpose and support its educational programs.

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

c. The staff person (administrative, supervisory, or instructional) responsible for the implementation and coordination of the media services.

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

d. Roles and responsibilities of designated staff member(s)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

e. Orientation for user groups (i.e., instructors, students, and others).

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

f. Facilities essential for using media materials.

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

g. Annual budgetary support for the services.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

h. Evaluation of the effectiveness of media services and utilization of the results to modify and improve media services. (Objectives 8-1 and 8-2)

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. A current inventory of media resources is maintained. (Objective 5-1)

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. Provisions are made for necessary repair, maintenance, and/or replacement of media equipment and supplies. (Objective 8-1)

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. **Services for creating instructional media (both print and non-print) are adequate and appropriate to support all students and faculty in meeting objectives of the education program(s). (Objective 8-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

5. **Media services, facilities, and materials are accessible and available for use by students and instructors. (Objective 8-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

B – Instructional Equipment

1. **The institution has a system of instructional equipment inventory. (Objective 8-1)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 2. Funds are budgeted to provide instructional equipment at a level that assures quality occupational education. (Objective 8-1)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 3. The institution has a system for emergency acquisition and/or repair of equipment within a reasonable period of time to support continuous instruction. (Objective 8-1)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- 4. Relevant and up-to-date equipment is available to support the instructional programs offered by the institution. (Objectives 8-1 and 8-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

5. **The institution has a written plan for maintaining equipment and for replacing or disposing of obsolete equipment. (Objectives 8-1 and 8-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

6. **All instructional equipment meets appropriate and required safety standards. (Objective 8-3)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

C – Instructional Supplies

1. **Instructional supplies are available to support the instructional programs offered by the institution. (Objective 8-1)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. **The institution has a system for purchasing and storing instructional supplies. (Objective 8-1)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. **Funds are budgeted to provide supplies at a level that assures quality of occupational education. (Objective 5-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. **The institution has a system for emergency purchases of instructional supplies within a reasonable period of time to support continuous instruction. (Objective 8-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

5. **First aid supplies are readily available. (Objective 8-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

6. All instructional supplies meet appropriate and required safety standards.

(Objective 8-3)

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Representative Sample of Exhibits for Standard 8 — Learning Resources

1. Plan for media services
2. Plan for evaluating media services
3. Copy of media resources inventory
4. Budget for media services

STANDARD 9 — FINANCIAL RESOURCES

Objectives of Accreditation Related to Financial Resources

1. To verify that the institution has the necessary financial resources to achieve the objectives of its programs and services.
2. To verify that the institution has the financial stability to enable it to continue to meet financial obligations and achieve its objectives.
3. To verify that all revenues and expenditures are capably managed and accurately documented.
4. To verify that the institution complies with applicable refund policies for tuition, fees, and other institutional charges.

Criteria of Accreditation Related to Standard 9 — Financial Resources

All Exhibit(s) Referenced for this Standard:

Criteria

1. A qualified financial officer or department oversees the financial and business operations of the institution. (Objectives 9-1 and 9-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. Financial records are maintained so that the institution's fiscal position may be analyzed in a timely manner. (Objectives 9-1 and 9-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. The institution demonstrates responsible financial management with funds sufficient to maintain quality educational programs and to complete the training of all students enrolled. (Objectives 9-1 and 9-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. **The institution considers its financial resources as a basis for short-range and long-range planning. (Objectives 9-1 and 9-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

5. **The institution uses adequate auditing and budgetary controls and procedures in keeping with local, state, and federal requirements. (Objectives 9-1 and 9-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

6. **The institution exercises proper management, financial controls, and business practices. (Objectives 9-1, 9-2, and 9-3)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

7. **All persons in private institutions handling institutional funds or revenues from any source are bonded. (Objective 9-2)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

8. **All persons in public institutions handling institutional funds from any source are in compliance with applicable state laws as they pertain to the protection of public funds.**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

9. **Financial aid programs utilizing public and/or private funds are capably administered and accurately documented. (Objective 9-3)**

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

10. Qualified personnel are responsible for proper record keeping, reporting, and auditing. (Objective 9-4)

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Special Requirement for Public Institutions (Item 11)

11. The institution clearly identifies sources of funds and revenues and shows evidence of fiscal stability. (Objectives 9-1 and 9-2)

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Special Requirement for Non-Public Institutions (Items 11 and 12)

12. To document financial stability, the institution submits to WASC, as a part of the annual report, the annual audited financial statements prepared by an independent certified public accountant. Financial statements adhere to Generally Accepted Accounting Principles (GAAP) and are prepared in accordance with Generally Accepted Government Auditing Standards (GAGAS). A separate income statement must be provided for the main campus and each branch campus. For initial accreditation, non-public institutions must submit audited financial statements for the two most recent fiscal years.

(Objectives 9-1 and 9-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

13. As a minimum, the institution documents its financial stability by demonstrating that the following conditions exist:

a. A minimum ratio of current assets to current liabilities of 1 to 1.

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

b. A minimum ratio of total assets to total liabilities of 1 to 1.

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

c. A two-year history of net income or the absence of a net loss within the last two years.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

d. No contingent liabilities or on-going litigation that could potentially affect the institution's ability to continue operation. (Objective 9-2)

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Refund Policy

14. The institution has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged. All the following are elements of a fair and equitable plan:

a. The institution's refund policy is published in the catalog and uniformly administered.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

b. Refunds, when due, are made without requiring a request from the student.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

c. Refunds, when due, are made within 30 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

d. Retention of tuition and fees collected in advance for a student who does not commence class does not exceed \$100.

- Yes
- No
- N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

- e. **The institution complies with WASC refund policies for tuition, fees, and other institutional charges. (Objective 7-4)**

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Representative Sample of Exhibits for Standard 9 — Financial Resources

1. Copy of the institution's past, current, and projected budgets
2. Financial management policies and procedures
3. Normal purchasing policies and procedures
4. Emergency purchasing procedures and policies
5. Student financial aid records and procedures
6. Copy of financial statements, including notes, audited by an independent certified public accountant for the two most recent fiscal years

STANDARD 10 — PHYSICAL RESOURCES

Objectives of Accreditation Related to Physical Resources

1. To verify the presence and adequate maintenance of physical resources appropriate and essential for the achievement of the objectives for each program offered.
2. To assure that the physical resources provide for the protection of health and safety of students, faculty, administrative staff, and visitors.

Criteria of Accreditation Related to Standard 10 — Physical Resources

All Exhibit(s) Referenced for this Standard:

Criteria

1. A long-range plan for facility and campus improvement has been developed and is maintained. (Objectives 10-1 and 10-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

2. An appropriate plan for the operation, maintenance, and improvement of the physical plant (including elements addressing personnel, equipment, supplies, relevant state law, and applicable federal codes and procedures) has been developed, is in use, is available to employees and students, and is regularly evaluated/revised. (Objectives 10-1 and 10-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

3. Existing physical plant at all locations provides adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, restrooms, lounges, meeting rooms, etc. (Objective 10-2)

- Yes
 No
 N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

4. **An appropriate plan for assuring the health and safety of the institution's employees, students, and guests has been developed; includes a system for reporting and investigating accidents; is in use; has been distributed to employees; is available to students; and is regularly evaluated/revised with appropriate input from employees and students. (Objective 10-2)**

Yes

No

N/A

Summarize what is currently in place. List key issues (if any) to be addressed:

Reference the following Exhibit(s) for this criterion:

Representative Sample of Exhibits for Standard 10 — Physical Resources

1. Plan for facility maintenance
2. Evaluation of the effectiveness of the maintenance program
3. Plan for facility custodial care
4. Reports of safety inspections
5. Insurance policies for facilities
6. Copy of facilities lease agreements
7. Copy of safety and security plan for real, threatened, or impending danger
8. Evaluations of the safety and security plan
9. Copy of current equipment inventory
10. Copy of current supply inventory
11. Copy of equipment lease agreements
12. Insurance policies for equipment
13. Insurance policies for equipment
14. Equipment lease agreements
15. Written plan for maintaining equipment and for replacing or disposing of obsolete equipment
16. Written records to document continued maintenance of equipment

**Accrediting Commission for Schools
Western Association of Schools and Colleges (WASC)**

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