



Federal Compliance Filing by Institutions

Effective September 1, 2018 – August 31, 2019

This document outlines the information institutions should provide as part of their comprehensive evaluation. Institutions should answer the questions below and provide supporting documentation where necessary. A list of required and optional appendixes is provided at the end of the document. Please keep answers brief and succinct, and only provide information in the appendixes that is specifically requested.

The institution should refer to the [Federal Compliance Overview](#) in completing this form. The overview document identifies applicable HLC policies and provides an explanation of each requirement.

Note that some federal requirements are related to the Criteria for Accreditation or Assumed Practices. This document identifies those related Criteria and Assumed Practices so that the institution may cross reference any material it prepares to address them. The document also provides cross-references to the Code of Federal Regulations; while these cross-references will provide context for HLC's requirements, it is important that institutions write to HLC's requirements and not to the federal regulations cited.

Submission Instructions

This form and all appendixes should be uploaded as a single PDF file in the Forms section of the Assurance System no later than the institution's lock date, unless otherwise noted. The PDF file should include section headings and bookmarks, with titles, for navigation.

Institution name: **Wichita State University Campus of Applied Sciences and Technology**

Main contact in the financial aid office: **Lacey Ledwich**

Number of staff members in the financial aid office: **8**

Identify when the last U.S. Department of Education training for the staff of the financial aid office occurred: **11/27/2017**

Assignment of Credits, Program Length and Tuition

1. Complete the [Worksheet for Institutions on the Assignment of Credit Hours and Clock Hours](#). Submit the worksheet and the attachments listed in it as **Appendix A**.
2. What is the length in semester or quarter hours or other applicable units of each of the institution's degree programs? Institutions offering programs at a single degree level may be able to identify a specific number of semester or quarter hours to which all their programs conform; institutions with programs at different degree levels may need to expand their answer, and if so should include a list in Part A, Section 1 of the *Worksheet for Institutions on the Assignment of Credit Hours and Clock Hours* (Appendix A).

Wichita State University Campus of Applied Sciences and Technology (WSU Tech) is approved by the Kansas Board of Regents (KBOR) to offer associate of applied science (AAS) degrees, technical certificates, and certificates of completion. The college follows the guidelines set by KBOR on the length of these programs. The AAS degrees must be at least 60 credit hours, technical certificates range in length from 16 to 59 credit hours and certificates of completion are fewer than 16 credit hours.

The college's Aviation Maintenance Technology (AMT) program is accredited by the Federal Aviation Administration (FAA). The FAA provides oversight and guidance on the length of the AMT program and credit requirements, as well as the content and contact hour requirements for every course offered. The AMT program is longer than other AAS programs offered at WSU Tech. The AMT AAS degree is 109 credit hours having special permission from KBOR on program length.

3. Are there any differences in tuition for specific programs?

Yes

No

If so, please identify the programs and explain the rationale for the difference in tuition.

Tuition differs for each department or program based on varying costs of laboratory equipment, materials, and other instructional technologies. In some programs, higher tuition is necessary to create and maintain laboratory environments that replicate the workplace. Student fees are charged per credit hour and are the same for all departments; however, laboratory fees, online fees, student supplies, uniforms, tools, testing fees, and any other costs are passed along to students and vary by program.

Tuition per credit hour is consistent for all general education courses. Tuition for Kansas nonresidents and out-of-state students is an additional 20 percent above the in-state tuition rate, and tuition for international students is an additional 30 percent above the in-state tuition rate. WSU Tech sets tuition rates annually and may choose to increase or decrease tuition by program. The Wichita State University president has final approval on tuition costs. Program tuition costs are available on the WSU Tech Web site.

WSU Tech

Resident Tuition Rates - FY 2018 and 2019

	FY2018	FY2019
	Tuition Rate	Tuition Rate
<u>Aviation</u>		
Aviation Maintenance Technician - AMT	189.00	227.00
Avionics - AVT	158.00	158.00
Aerospace Quality Control - AER	150.00	150.00
Aviation Core Classes - AVC + FSI	117.00	117.00
Non Destructive Testing - NDT	181.00	181.00
Composites Fabrication/Repair Technology - CFT	154.00	154.00
<u>Manufacturing & Engineering Technologies</u>		
CATIA courses - CAT	231.00	231.00
Design Technology - MCD	154.00	154.00
Machining Technology - MMG	154.00	154.00
Industrial Automation - IND	149.00	149.00
Robotics - ROB	160.00	160.00
Welding - CWG	120.00	120.00
Aerospace Coating and Paint - ACP	156.00	156.00
Directed Individual Study - DIS	0.00	104.00
<u>Transportation and Specialized Trades</u>		
Information Technology - INF	78.00	90.00
Climate Control - ACR	115.00	115.00
Automotive Service Technology - TAS	104.00	104.00
Auto Collision Repair - TAC	113.00	113.00
Carpentry - CCP	116.00	116.00
Safety - SAF	118.00	118.00
<u>Health Sciences</u>		
Dental Assistant - DAS	111.00	111.00
Medical Assistant - MEA	120.00	120.00

Practical Nurse - PNR	127.00	135.00
Surgical Technology - SGT	154.00	154.00
Medical Coding - MEC	72.00	72.00
CNA and CNA Update - CNA,CNU	101.00	101.00
Certified Nurse Aid - GRA	98.00	98.00
CPR for Healthcare - CPR	69.00	72.00
Health and Human Services - HCT	69.00	72.00
Home Health Aide - HHA	98.00	98.00

Massage Therapy - MST	90.00	90.00
Veterinary Technology -VET	157.00	157.00
Patient Care Technician - PCT	108.00	108.00
Emergency Medical Services - EMS	94.00	94.00

Business

Economics - ECO	69.00	72.00
Accounting - ACC	69.00	72.00
Business - BUS	69.00	72.00
Operations Management - OPM	69.00	72.00
Lean - LEN	69.00	72.00
Management/Supervision - MGT	69.00	72.00
Six Sigma - PSS	69.00	72.00
Banking and Finance - BAF	69.00	72.00
Entrepreneurship - ENT	69.00	72.00

Computer Education

Computer Education - CED	69.00	72.00
Microsoft Office - MSO	69.00	72.00

Humanities

Philosophy/Ethics - PHL	69.00	72.00
Art - ART	69.00	72.00

Religion - REL	69.00	72.00
History - HIS	69.00	72.00
English - ENG	69.00	72.00
Speech - SPH	69.00	72.00
Foreign Language - FOL	69.00	72.00
Personal Development - PDV	69.00	72.00
Theater - THR	69.00	72.00
<u>Natural Sciences and Allied Health</u>		
Chemistry - CHM	69.00	72.00
Allied Health - ALH	69.00	72.00
Allied Health - PN	69.00	72.00
Physics/Physical Science - PHS	69.00	72.00
Biology - BIO	69.00	72.00
Physical Education - PED	69.00	72.00
Geography GEO	69.00	0.00
<u>Social Sciences</u>		
Political Science - POL	69.00	72.00
Psychology - PSY	69.00	72.00
Sociology - SOC	69.00	72.00
Math - MTH	69.00	72.00
Interior Design - INT	95.00	100.00
Police Science - CRJ	69.00	72.00
Private Security Training - PST	150.00	150.00
Professional Development - PRD	82.00	82.00

Education - EDU	69.00	72.00

For more information see Federal Requirements 34 CFR §602.16(a)(1)(viii), 34 CFR §602.24(f), 34 CFR §600.2, and 34 CFR §668.8(k) and (l).

Related HLC Requirements: Core Component 3.A. and Assumed Practice B. 1.

Institutional Records of Student Complaints

4. What is the institution's process for handling student complaints?

The college relies on a decentralized procedure that begins informally and escalates to a formal documented process if the complaint or appeal is still unresolved. Every attempt is made to resolve student appeals and complaints at the lowest administrative level. In most cases, complaints can be resolved in an informal manner by the individuals working closest to the situation. If the complaint is unable to be resolved informally, students can choose to formally submit their complaint or appeal to the appropriate director, dean, or vice president.

The Vice President of Student Services is available if necessary to provide guidance to students in navigating the specific complaint or grievance process that applies to the situation. The college provides a feedback form on the myWSU Tech portal for students to leave feedback and a WSU Tech phone number where students can leave messages. The Vice President of Student Services monitors the submissions and contacts students to provide assistance. Complaints received by the dean of students are referred to the appropriate contact.

5. Provide the institution's complaint policy and procedure and the web address where the public can find this information. Enter this information in the space below or attach as **Appendix B**.

Policy 3-31 Non Instructional Concerns - https://wsutech.edu/wp-content/uploads/Policies_Procedures/Chapter%203%20-%20Students/3-31%20Non-Instructional%20Concerns.pdf

Policy 5-01 Academic Code of Conduct - https://wsutech.edu/wp-content/uploads/Policies_Procedures/Chapter%205%20-%20Academic/5-01%20Academic%20Code%20of%20Conduct%20Revised.pdf

6. Provide an aggregated report of the number and type of complaints received since the last comprehensive evaluation by HLC and explain their resolutions. Attach as **Appendix C**.

7. How does the institution integrate what it has learned from the complaint process into improvements in services or in teaching and learning?

The Vice President of Student Services maintains a log of student complaints and concerns. As part of the assessment process for Student Services, biannually in January and June, the VPSS reviews the number of formal complaints and concerns to identify trends and areas for improvement. If warranted, the VPSS will

coordinate with the appropriate departments to research complaints and coordinate an institutional response to student concerns and complaints. Goals and strategies to improve the student experience can be added to department, division, or college wide action plans based on data from student complaints.

For more information see Federal Requirement 34 CFR §602.16(a)(1)(ix).

Related HLC Requirements: Core Component 2.A and Assumed Practice A.3, A.4.

Publication of Transfer Policies

8. Where are the institution's transfer policies published?

WSU Tech Website - <https://wsutech.edu/admissions/transferability/>

WSU Tech Website CPL - <http://wsutech.edu/wp-content/uploads/2012/08/5-27-Credit-for-Prior-LearningPolicy-rev-4-16-15.pdf>

Provide copies of the published transfer policies (such as those included in the institution's catalog, on the website or in other appropriate publications) as **Appendix D**.

9. How does the institution disclose articulation agreements, at both the institutional level and the program level, to current and prospective students? (Ensure that the disclosures clearly identify whether the institution 1) accepts credits from the other institution(s) through the articulation agreement; 2) sends credits to the other institution(s) through the articulation agreement; 3) both offers and accepts credits with the institution(s) in the articulation agreement; and 4) what specific credits articulate through the agreement [e.g., general education only; pre-professional nursing courses only; etc.]

Disclosure to students is made through various web pages at the state and institution level. The public Kansas higher education system through the Kansas Board of Regents has a system-wide transfer and articulation process (http://www.kansasregents.org/transfer_articulation). In addition, WSU Tech has articulation agreements with other institutions of higher learning. The articulation information for each of these is presented to students on WSU Tech's Web site. The agreements allow students to transfer credits earned at the college to four-year colleges or universities to apply to a bachelor's degree. WSU Tech accepts credit from the four-year colleges or universities for courses outlined in the articulation agreements.

Provide a list of articulation agreements as **Appendix E** and the web address where the public can access this list. Note that you do not need to provide the full articulation agreements, only the list of agreements that you make public.

10. What is the process implemented by the institution to align the disclosed transfer policies with the criteria and procedures used by the institution in making transfer decisions?

Transfer articulations are entered and processed through Banner using the Transfer Institution Catalog and the Transfer Course articulation form. This ensures that transfer decisions are consistently applied and tracked.

Transfer decisions and processing are restricted to highly trained employees within the college registrars' office to ensure the correct criteria are applied. Registrar staff collaborate with faculty and the Academic deans or subject matter experts as needed when making transfer and equivalency decisions. No credits are transferred without the receipt of official institutional transcripts.

Provide evidence (e.g., charts, data, etc.) that institutional decisions regarding transfer of academic credit align with the policy. Provide this information in the space below or attach as **Appendix F**.

For more information see Federal Requirement 34 CFR §668.43(a)(11).

Related HLC Requirements: Core Component 2.A and Assumed Practice A.5.D.

Practices for Verification of Student Identity

11. Does the institution have students enrolled in distance or correspondence courses, as defined in federal definitions?

Yes

No

12. How does the institution verify the identity of students enrolled in these courses?

The practice followed by the college to verify identity of students enrolled in distance courses is to issue usernames and passwords to access academic content, including assessments, through Blackboard, the college's learning management system. Some distance courses at WSU Tech require students to take proctored assessments. Students may travel to one of the college's testing centers at the National Center for Aviation Training (NCAT) or at WSU South. Students not in WSU Tech's geographical area may arrange to take their exam through ProctorU or an approved testing site. Regardless of testing location, students are required to show photo identification to take the assessment.

13. Are there any additional costs (e.g., fees associated with test proctoring) charged directly to the student because of this method?

Yes

No

14. What are these additional costs?

WSU Tech does not charge students additional fees in order to take proctored exams on campus. Students who choose to take proctored exams offsite or through ProctorU may incur a fee.

15. How are the additional costs disclosed to students prior to enrollment in a distance or correspondence course?

Students are made aware of this potential charge on the interactive schedule as well as in the course Syllabus.

Provide copies of the disclosures and the web address where the public can access such information as **Appendix G**.

16. How does the method of verification make reasonable efforts to protect student privacy?

The identity verification process protects student privacy through use of a secure gateway. A secure login is provided along with an encrypted password managed by the student once the student is registered appropriately for a specific term.

For more information see Federal Requirement 34 CFR §602.17(g).

Related HLC Requirement: Core Component 2.A.

Title IV Program Responsibilities

This requirement has several components the institution must address. The institution staff compiling this information should work with the financial aid office and the chief financial officer or comptroller. For more information see Federal Requirement 34 CFR §602.16(a)(1)(x).

17. General Program Responsibilities

- a. What is the current status of the institution's Title IV program (e.g., recertified on date x, provisionally certified on date x, etc.)?

WSU Tech received recertification on September 28, 2016. The recertification is valid until June 30, 2022.

- b. When was the institution's most recent Title IV program review?

The Department's site visit occurred the week of June 4, 2012. The Department's Program Review Report was sent to WSU Tech September 10, 2012 and had a close out date of April 25, 2014.

- c. Has the institution been audited or inspected by the Office of the Inspector General of the U.S. Department of Education since the last comprehensive evaluation by HLC?

Yes

No

d. Attach the most recent Title IV program review, or other inspection or audit reports since the last comprehensive evaluation by HLC, as **Appendix H**.

e. List any limitation, suspension or termination actions imposed on the institution by the U.S. Department of Education (hereafter referred to as "the Department") since the last comprehensive evaluation by HLC and the reason for such actions.

N/A

f. List any fines, letters of credit or heightened monitoring imposed on the institution by the Department since the last comprehensive evaluation by HLC and the reason for such actions.

N/A

g. What response and corrective actions has the institution taken in regard to these Department actions?

N/A

h. What are the consequences of these challenges for the institution's short- and long-term financial health?

N/A

i. What are the findings from the OMB Circular A-133 portion of the institution's three most recent audited financial statements, which identifies material weaknesses in the processing of financial aid?

Fiscal year 2015, WSU Tech was noted with a material weakness for program regulations that stipulates student status changes for students who have a reduction or increase in attendance level, graduate, withdraw, drop out, or enroll but never attend are required to be reported to NSLDS directly within 30 days or indirectly within 60 days of the change.

j. In which of the following Title IV federal financial aid programs does the institution participate? Select all that apply:

- Pell Grant
- Federal Family Education Loan
- Federal Direct Stafford Loan
- Direct PLUS Loan
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- Perkins Loans
- Academic Competitiveness Grant

Provide all correspondence with the Department and other documents that explain the above responses as **Appendix I**.

For more information see Federal Requirement 34 CFR §668.16.

18. Financial Responsibility Requirements

a. What were the outcomes of the three most recent Department reviews of the institution's composite ratios and financial audits?

The College received unmodified opinions from the auditors on its FY15, FY16 and FY17 financial statements. The College received a qualified opinion from the auditors on its FY15 A-133 audit for the Student Financial Assistance cluster and unmodified opinions on its FY16 and FY17 A-133 audit. The FY15 and FY16 reports each had a finding for reporting issues. The FY17 report had a carryover finding from FY16 and a finding related to over-awarding of a Direct Loan for one student. In each case, the College concurred with the finding and took appropriate steps to mitigate the potential of it occurring again.

b. Have there been any fines, penalties, letters of credit or other requirements imposed by the Department as a result of these reviews?

The College's institutional financial ratios have been well within acceptable levels. The FY14 CFI was 6.00 and both the FY15 and FY16 CFI's were 4.83. FY 17 is expected to be around 5.00.

Note: HLC also annually analyzes each institution's financial ratios to determine whether there might be financial concerns. The peer review team checks with the institution and the HLC staff to determine whether HLC or the Department has previously raised concerns about the institution's finances based on these ratios.

c. What actions has the institution taken or does it plan to take in response to any concerns raised by HLC or the Department? (*Related HLC Requirements: Core Components 5.A, 2.B; Assumed Practice D.1.*)

There have been no fines, penalties, letters of credit or other requirements imposed by the Department as a result of these reviews.

Provide all correspondence with the Department and other documents that explain the above actions as **Appendix J**.

For more information see Federal Requirements 34 CFR 668.15, 34 CFR 668.23, 34 CFR 668.171, 34 CFR 668.173, and 34 CFR 668.174.

Related HLC Requirements: Criterion 5, Core Components A (resources) and B (administrative capacity).

19. Default Rates. The institution should take steps to avoid excessive loan default rates. *Institutions and teams should use the three-year default rate to complete this section.*

a. What are the student loan default rates as provided by the Department for the three years leading up to the visit? (Institutions with evaluations after September must include the most recent cohort default rate in the Federal Compliance Filing or ensure that the most recent rate is provided to the team on-site if the rate was not available when the Federal Compliance Filing was submitted.)

Year 1: 21.2

Year 2: 21.5

Year 3: 18.4

b. If the institution's default rates are higher than those of its peer institutions, if the institution's rates are rising, or if the rates have exceeded Departmental thresholds or triggered a Department review, what actions has the institution taken in response?

In January 2014, WSU Tech entered into a contract with Nebraska Student Loan Program, Inceptia, for Default Prevention Services and Grace Counseling Outreach. The contract was extended January 2016 and ending January 2019. WSU Tech saw a significant reduction in our cohort default rate for fiscal year 2014 which will be reported September 2018.

Provide any correspondence with the Department related to default rates and any default rate management plan required by the Department as **Appendix K**.

c. Does the institution participate in private loan programs or any loan services that it provides to students directly or that a related corporation provides to its students?

Yes

No

If yes, provide a list of companies that provide loan services to the institution's students and explain the relationship of these companies to the institution.

N/A

Provide samples of the loan agreements and disclosure information as **Appendix L**.

For more information see Federal Requirements 34 CFR §668.201, §668.204, and §668.217.

Related HLC Requirements: HLC Criterion 2, Core Component A (integrity); Criterion 5, Core Components A (resources) and B (administrative capacity); Assumed Practices D. 1–5.

20. Campus Crime Information, Athletic Participation and Financial Aid, and Related Disclosures. Title IV responsibilities include the legal obligation to disclose information to students and to the public about campus crime, athletic participation and financial aid.

a. What administrator or office on campus is responsible for ensuring that these disclosures are regularly compiled and published and that the data are accurate?

The Vice President of Student Services is responsible for sending the annual notice for Campus and Crime Statistics.

b. Has the institution been the subject of any federal investigation related to any of the required disclosures listed in question 20?

- Yes
 No

c. Does the institution have any findings from the Department regarding these disclosures?

- Yes
 No

Explain any findings related to any of the required disclosures listed in question 20 and corrective action plans the institution may have put together to remedy the findings.

N/A

d. Provide copies of the information disclosed to students and provide the web address where this information is made available to the public as **Appendix M**.

For more information see Federal Requirements 34 CFR §668.40, 668.41, 668.42, 668.43, 668.44, 668.46, and 668.49.

21. Student Right to Know/Equity in Athletics. Title IV responsibilities require that institutions provide to students and the public graduation/completion rates for the student body by gender, ethnicity, receipt

of Pell grants and other data as well as information about the process for withdrawing as a student, cost of attendance, policies on refund and return of Title IV financial aid, current academic programs and faculty, names of applicable accrediting agencies, description of facilities for disabled students, and the institution's policy on enrollment in study abroad. In addition, certain institutions need to disclose their transfer-out rate. Also, institutions with athletic programs are required to disclose athletic participation rates and financial support data.

- a. What administrator or office on campus is responsible for ensuring that these disclosures are regularly compiled and published and that the data are accurate?

The Vice President of Student Services and Director of Financial Aid work together to ensure the application information is updated in a timely manner on the Consumer Information page on the external website. The information is sent out to All WSU Tech (faculty, staff and students) at a minimum once a year.

- b. Has the institution been the subject of any federal investigation related to any of the required disclosures listed in question 21?

- Yes
 No

- c. Does the institution have any findings from the Department regarding these disclosures?

- Yes
 No

- d. Explain any findings related to any of the required disclosures listed in question 21 and corrective action plans the institution may have put together to remedy the findings.

N/A

- e. Attach copies of the information disclosed to students and provide the web address where this information is made available to the public as **Appendix N**.

For more information see Federal Requirements 34 CFR §668.41, 668.45, 668.48, and 668.8.

Related HLC Requirement: Assumed Practice A.6.

22. Satisfactory Academic Progress and Attendance Policies. The institution is required to have a Satisfactory Academic Progress policy and an attendance policy as part of the Title IV program.

- a. Are these policies readily available to students?

- Yes
 No

b. Do they satisfy state or federal requirements?

Yes

No

c. Does the institution have any findings from the Department regarding these disclosures?

Yes

No

Explain any findings related to any of the required disclosures listed in question 22 and corrective actions that may have been required by the Department related to these findings.

d. Attach copies of the information disclosed to students and provide the web address where this information is made available to the public as **Appendix O**.

e. Are the policies being appropriately applied by the institution in individual student situations?

Note: HLC does not necessarily require that the institution take attendance unless required to do so by state or federal regulations but does anticipate that institutional attendance policies provide information to students about attendance at the institution.

Yes

No

For more information see Federal Requirement 34 CFR §668.34.

Related HLC Requirements: Criterion 3, Core Component A; Assumed Practice A.5.

23. Contractual Relationships. List any contracts related to academic programs with third-party entities not accredited by a federally recognized accrediting agency. Attach as **Appendix P**. Include the name of the provider, the name of the relevant academic program, what the provider does, the dates when the relationship starts and ends, and the date it was approved by HLC if required.

(The institution should have previously disclosed to HLC all existing contracts and received approval for those contracts as required by HLC policy. Institutions can see the list of HLC-approved contractual arrangements on its Institutional Status and Requirements (ISR) Report. HLC's substantive change policy requires that the institution notify HLC of any new contracts for up to 25 percent of an academic program, that the institution obtain prior HLC approval before initiating any contract for 25 to 50 percent of a program, and that HLC approve contracts for more than 50 percent of a program only in exceptional circumstances under strict scrutiny.)

For more information see Federal Requirements 34 CFR §668.5 and 602.22(a)(2)(vii).

Related HLC Requirements: Assumed Practices A.10–11.

24. Consortial Relationships. List any consortial relationships with other entities accredited by a federally recognized accrediting agency. Attach as **Appendix Q**. Include the name of the provider, the name of the relevant academic program, what the provider does, the dates when the relationship starts and ends, and the date it was approved by HLC if required.

(The institution should have previously disclosed to HLC all existing consortiums and received approval for those consortial arrangements as required by HLC policy. Institutions can see the list of HLC-approved consortial arrangements on its Institutional Status and Requirements (ISR) Report. HLC's substantive change policy requires that the institution notify HLC of any new consortiums for up to 25 percent of an academic program, that the institution obtain prior HLC approval before initiating any consortiums for 25 to 50 percent of a program, and that HLC approve consortiums for more than 50 percent of a program only in exceptional circumstances under strict scrutiny.)

For more information see Federal Requirement 34 CFR §668.5.

Related HLC Requirements: Assumed Practices A.10–11.

Required Information for Students and the Public

25. Provide course catalogs and student handbooks. Attach as **Appendix R**.

26. Which sections of the institution's website include required disclosure information? Provide the webpage name and link for each.

<https://wsutech.edu/about/consumer-information/>

27. What policies and processes does the institution have in place to ensure required information for current and prospective students about institutional programs, fees, policies and related required information is accurate, timely and appropriate? Attach copies of these policies and procedures as **Appendix S**.

For more information see Federal Requirement 34 CFR §602.16(a)(1)(vii).

Related HLC Requirements: Core Component 2.A, 2.B; Assumed Practice A.5.

Advertising and Recruitment Materials and Other Public Information

28. Do the institution's advertisements and recruiting materials provide accurate, timely and appropriately detailed information to current and prospective students, and is information about the institution's

accreditation status with HLC and other accrediting agencies clear and accurate? If the institution has been placed on a sanction or its programmatic accreditation has been withdrawn, do the disclosures accurately explain this information?

Yes

No

Provide copies of these advertising and recruiting materials as **Appendix T**.

29. Which sections of the institution's website include advertising and recruiting information? Provide the webpage name and link for each.

WSU Tech has a dedicated page regarding accreditation. This page also provides a link to the Higher Learning Commission verification page. <https://wsutech.edu/about/accreditation/>. A link to the accreditation page is listed on the home page of the WSU Tech website. www.wsutech.edu.

30. What policies and processes does the institution have in place to ensure advertising and recruiting information to current and prospective students about its programs, locations and policies is accurate, timely and appropriate? Provide copies of these policies and procedures as **Appendix U**.

31. What webpage displays the Mark of Affiliation on the institution's website? Provide a link.

<http://watc.edu/about/accreditation/>

For more information see Federal Requirements 34 CFR §602.16(a)(1)(vii) and 602.23(d).

Related HLC Requirements: Core Component 2.B; Assumed Practices A.5, A.7.

Review of Student Outcome Data

Institutions in their program review and institutional improvement processes are required to consider student outcome or performance data on the full range of their offerings where such data are available. Data can be at the institutional or the program level. Student achievement data typically include retention rates, graduation rates, licensure exam pass rates, employment rates, acceptance to further study or other similar information.

32. How does the institution gather or receive information about student outcomes from academic programs across the institution?

Institutional Research (IR) provides retention/completion reports at the institutional level, program level, and course level utilizing enrollment, award, and final grade data that are maintained in the student information system. Placement statistics, both institutional and program, are provided by IR from a survey of graduates conducted by Career Services/Workforce Education. The survey data are collected from graduates via webbased email surveys, phone surveys, and follow-up with faculty. Data on pass rates for licensure exams and third-party industry certifications are maintained by each of the academic units and reported in annually to IR for college-wide reporting. IR also publishes reports on the number of college-wide and program-level completions and completers for each academic year. IR annually surveys a large sample of students to measure their levels of satisfaction or engagement using industry-validated inventories.

33. List the types of student outcome data available to the institution. Provide this information in the space below or attach as **Appendix V**.

Course success rates (with breakdowns by course delivery method and student type)

Retention rates for degree/certificate-seeking first-time freshmen and transfer students

Completion rates for degree/certificate-seeking first-time freshmen and transfer students

Program-level retention rates for students who begin a program

Program-level completion rates for students who begin a program

Placement statistics by program

Licensure exam pass rates and third-party industry certifications obtained

Completions and completers by program

Student satisfaction inventory results (Noel-Levitz Student Satisfaction Inventory)

[See Appendix V]

34. Explain how information about student outcomes informs planning, academic program review, assessment of student learning, consideration of institutional effectiveness, and other topics.

Academic program review utilizes all of this data to help make informed decisions about programs moving forward. Comparisons of year-to-year changes and program-level differences within divisions and across the college are part of the program review process. The academic program review process directly affects planning with regard to new program offerings and continuation of existing programs. Course success data and exam pass rates/certifications obtained are part of the assessment of student learning at the college. Analysis of these data have helped to uncover areas which need increased attention and resources (e.g., online course success rates vs. traditional and hybrid) as part of academic planning. IPEDS data within the Completions survey, Fall Enrollment survey, and Graduation Rates survey allow us to benchmark our retention/completion against peer institutions. All of the previously mentioned measures make up a subset of the metrics tracked for our institutional strategic plan and are utilized in our evaluation of overall institutional effectiveness.

35. The federal government is increasingly concerned that institutions and accreditors are taking into account federal metrics in the review of student outcome data. These metrics are best found in the [College Scorecard](#). Explain how information from the Scorecard is incorporated in the institution's

review of its student outcome data. Please note the loan repayment rate identified on the Scorecard and explain how the institution uses this metric in its review of its own data.

The college looks at the graduation rate and first-year retention rate of its first-time, full-time, degree/certificate-seeking population as part of a more comprehensive review of retention/completion data. Collecting and analyzing data on the placement and earnings of graduates is also part of our follow up process. Currently, the state is providing data on the average annual earnings of our graduates by award type, with comparisons across institutions and sectors. We have used this data to look at how we rank with other two-year colleges in the state of Kansas in our graduates' earnings after leaving school.

Student loan debt is a concern to the administration at WSU Tech. In order to prevent over-borrowing or higher than normal loan debt, the college examines the cost of programs at the school on an individual basis. While also developing the annual budgets for Financial Aid for Title IV purposes, the Director of Financial Aid receives estimates for cost of living in Wichita and surrounding suburbs. The budgets are established to allow enough funds to help finance a student's education, but also to give them adequate funds for living expenses.

For more information see Federal Requirement 34 CFR 602.16(a)(1)(i).

Related HLC Requirements: Core Components 4.A–C; Assumed Practice C.6, C.7.

Publication of Student Outcome Data

Student outcome data should be made available to the public through the institution's website—for instance, linked to from the institution's home page, included within the top three levels of the website or easily found through a search of related terms on the website—and should be clearly labeled as such. Any technical terms in the data should be defined, and any necessary information on the method used to compile the data should be included. Data may be provided at the institutional or department level or both, but the institution must disclose student outcome data that address the broad variety of its programs.

36. Are student outcome data published on the institution's website following the specifications above?

Yes

No

37. How does the institution ensure that the publication of these data accurately reflects the range of programs at the institution?

Information is reviewed and updated annually.

38. Provide a link to the webpage(s) that contains the student outcome data.

<https://wsutech.edu/about/consumer-information/>

<https://nces.ed.gov/collegenavigator/?q=wichita+area+technical+college&s=all&id=156107>

<http://wsutech.edu/wp-content/uploads/2016/08/Retention-and-Graduation-Rates-.pdf>

Related HLC Requirement: Assumed Practice A.6.

Standing With State and Other Accrediting Agencies

39. List any relationships the institution has with a specialized, professional or institutional accreditor or with any governing or coordinating bodies in states in which the institution has a presence. Note whether the institution or any of its programs is on a sanction, is provisionally approved or has lost status with any state agency or accrediting body.

Program Name	Program Accreditation	Program Approval/Affiliation
Veterinary Technician	American Veterinary Medical Association	
Dental Assistant	Commission on Dental Accreditation (CODA)	
Automotive Technology	National Automotive Technicians Education Foundation (NATEF)	
Surgical Technology	The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on the recommendation of the Accreditation Review Committee on Education in Surgical Technology of the Association of the Surgical Technologists (AST):	
Aviation Maintenance Technology		Federal Aviation Administration
Emergency Medical Technician		Kansas Board of EMS
Practical Nurse		Kansas Board of Nursing

Provide the most recent comprehensive evaluation report and action letter from each institutional or specialized accrediting agency as well as any interim monitoring prepared for that agency. Attach as **Appendix W**.

40. Explain how the institution makes its standing with state agencies and accrediting bodies available to students. Provide samples of those disclosures as **Appendix X** and indicate the web address where students and the public can find these disclosures.

WSU Tech makes standing with State agencies and accrediting bodies available to students on the website.

For more information see Federal Requirements 34 CFR §602.28, 34 CFR 668.41, and 668.43.

Related HLC Requirements: Core Component 2.B; Assumed Practices A.7, C.4.

Public Notification of Opportunity to Comment

The institution is responsible for publishing a notice about the visit to its constituents no later than two months before the peer review team's on-site visit and instructing constituents that they can send comments to HLC. Local newspapers, institutional websites and alumni magazines are appropriate choices of media in which to solicit public comments. Notices of the opportunity to comment should reach all constituencies but should not unduly burden the institution. Notices of the visit should be published following the format prescribed in the [Procedure on Third-Party Comments](#).

Notices should include:

- The purpose and dates of the visit.
- The institution's accreditation status with HLC.
- An invitation to send written, signed comments directly to HLC. ♦ Contact information for HLC.

Notices should specify that comments must be sent to HLC no later than four weeks before the start of the visit. The comments are compiled by HLC staff members and sent to the evaluation team and the institution three weeks prior to the visit. As third-party comments are an important part of the comprehensive evaluation, HLC also reviews and forwards comments received after the deadline has passed and during the visit.

In cases where comments are of a sensitive nature, HLC ensures that the commenter is aware that comments are typically forwarded to the institution and the evaluation team with identifying information intact. In some cases, HLC may redact the identifying information of the commenter or summarize the comment.

41. Submit a list of constituencies that have received the notice of opportunity to comment. (These groups may include students, parents, alumni, taxpayers, donors, community groups and local businesses.)

The public was given the notice of opportunity to comment via the college's website, the Wichita Eagle, and the Wichita Business Journal.

All post-secondary students were provided an opportunity to submit the student opinion survey at this link https://hlcommission.co1.qualtrics.com/jfe/form/SV_8lcFjlQY4UQm68t

42. What media did the institution use to solicit comments?

The notice to submit comments was posted in the Wichita Eagle newspaper, the WSU Tech website (<https://wsutech.edu/news/wsutech-seeks-public-comments/>), and the Wichita Business Journal.

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The students were provided the link via their college issued email address.

43. Attach a copy of the notices as **Appendix Y**.

Competency-Based Programs, Including Direct Assessment Programs, and Faculty-Student Engagement

Note: The definition of competency-based and direct assessment programs (as taken from 34 CFR §668.10) can be found on [HLC's website](#).

44. Does the institution offer any direct assessment programs, as defined in 34 CFR §668.10?

Yes

No

Note: HLC policy and federal regulations require that direct assessment programs be reviewed and approved by the accrediting agency before they are initiated. Contact your HLC staff liaison if the institution offers direct assessment programs that have not been approved by HLC.

45. Does the institution offer any competency-based programs?

Yes

No

46. Provide a list of direct assessment or competency-based programs offered by the institution.

WSU Tech does not have any direct assessment or competency-based programs.

47. How does the institution ensure that faculty in these programs regularly engage with students?

Please respond to the following questions:

- a. Do the faculty members initiate communication on some regular basis with the students in the course(s)? If yes, provide examples of how and when this occurs in each program.

WSU Tech does not have any direct assessment or competency-based programs.

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- b. Do the students have a responsibility to initiate communication with the faculty members on some regular basis that is at least equivalent to contact in a traditional classroom? If yes, provide examples of how and when this occurs.

WSU Tech does not have any direct assessment or competency-based programs.

- c. Describe the manner in which faculty respond to questions from students about the academic content of the program. Describe the interaction between faculty and students about demonstrating competencies in the program material.

WSU Tech does not have any direct assessment or competency-based programs.

- d. Demonstrate that in the tasks mastered to assure competency, faculty and students interact about critical thinking, analytical skills, written and oral communication abilities, etc., in the context of the course(s) in question with appropriate guidance by faculty.

WSU Tech does not have any direct assessment or competency-based programs.

- e. Demonstrate that in the tasks mastered to assure competency, faculty and students interact about core ideas, important theories, current knowledge, etc., in the context of the course(s) in question with appropriate guidance by faculty.

WSU Tech does not have any direct assessment or competency-based programs.

List of Appendixes

Please read each section of this document carefully for instructions on the information and material to be included in these appendixes. Appendixes displayed in italics are optional; the institution may provide the required information either by entering it into this form or by attaching it as an appendix.

Assignment of Credits, Program Length and Tuition

Appendix A [Worksheet for Institutions on the Assignment of Credit Hours and Clock Hours](#)

Institutional Records of Student Complaints

Appendix B *Institutional complaint policy and procedure, and web address*

Appendix C Complaints received since last comprehensive evaluation and their resolutions

Publication of Transfer Policies

Appendix D Published transfer policies

Appendix E List of articulation agreements, and web address

Appendix F *Evidence that decisions regarding transfer align with disclosed policy*

Practices for Verification of Student Identity

Appendix G Disclosures of additional costs related to verification, and web address

Title IV Program Responsibilities

Appendix H Most recent program review or other inspection or audit reports since last comprehensive evaluation

- Appendix I Correspondence with the Department and other documents explaining the institution's general program responsibilities
- Appendix J Correspondence with the Department and other documents explaining the institution's actions in response to concerns regarding its financial responsibility requirements
- Appendix K Correspondence with the Department related to default rates and any required default rate management plan
- Appendix L Samples of loan agreements and disclosure information
- Appendix M Disclosures to students about campus crime information, athletic participation and financial aid, and web address

- Appendix N Disclosures to students required by student right to know/equity in athletics responsibilities, and web address
- Appendix O Disclosures to students about satisfactory academic progress and attendance policies, and web address
- Appendix P List of contractual relationships
- Appendix Q List of consortial relationships

Required Information for Students and the Public

- Appendix R Course catalogs and student handbooks
- Appendix S Policies and procedures to ensure required information is accurate, timely and appropriate

Advertising and Recruitment Materials and Other Public Information

- Appendix T Advertising and recruiting materials
- Appendix U Policies and procedures to ensure advertising and recruiting information is accurate, timely and appropriate

Review of Student Outcome Data

- Appendix V Types of student outcome data available to the institution*

Standing With State and Other Accrediting Agencies

- Appendix W Comprehensive evaluation reports and action letters from and interim monitoring prepared for institutional and specialized accrediting agencies
- Appendix X Sample disclosures of institution's standing with state agencies and accrediting bodies, and web address

Public Notification of Opportunity to Comment

- Appendix Y Notices of opportunity to comment