**The institution’s admissions policies and processes are:**

1. Published;

2. Clearly stated;

3. Consistently communicated to student

4. Made available to students prior to enrollment; and,

5. Any changes to these publications are communicated in a timely manner.

**(Criteria 1 to 5: Catalog page 9 through 11)**

6. For all students admitted to Vocational English-As-A –Second Language program, the institution utilizes written admissions procedures that comply with the policies established by the Commission

N/A

7-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.

**(Catalog page 13)**

8. The institution clearly defines and publishes a policy on the transfer of credit that includes a statement of the criteria established by the institution regarding the transfer of credit earned at another institution.

**(Catalog page 13)**

9. Admissions requirements offer reasonable expectations for successful completion of the occupational programs offered by the institution regardless of the delivery mode.

**(Retention/graduation records) (DiamondD)**

10. For all students admitted into Associate Degree Programs have a high school diploma or its equivalent.

**N/A**

**An institution that admits students by exception to its standard admission policies must:**

11. Have written admission policies and procedures;

12. Apply them uniformly;

13. Provide documented evidence on how they are used;

14. Maintain records on student progress

15. Regularly evaluate the effectiveness of the procedures used in admitting students by exception.

**(Catalog page 9 through 10, record of ATB student progress form, PAC meeting)**

16. The institution ensures that recruiting activities are ethical and that all material used in recruiting accurately describe the mission, instructional outcomes, student performance expectations, and completion requirement of each program.

**(Screenshot containing samples of the material used, catalog, brochures)**

17. Prior to admission, students are informed of the costs, equipment, services, time and technical competencies. If any, required by the program, including if applicable, personal data, collection and processes, and charges associated with verification of student identity.

**(Admission Package, Liftoff process, budget sheet document)**

18. Orientation to technology is provided and technical support is available to students.

**(Onboarding process including: Online training handout, Elsevier help section, LRC plan )**

19. For all coursework delivered via distance education: the institution has processes in place to establish that the student who registers for a distance education course or program is the same student who participates in and completed the program and receives academic credit.

**(Orientation sign- in form, orientation slides show, MA online Lesson plan/ syllabi)**

**Programs**

**Occupational educational programs offered by the institution are congruent with:**

1. The governing organization;

2. The mission of the institution; and,

3. The occupational needs of the people served by the institution.

**(Criteria 1 to 3 : Syllabi, Placement data, PAC meeting)**

**Occupational education program policies are:**

4. Publicly accessible;

5. Non-discriminatory;

6. Consistently applied.

**(CD given to students, Web site address)**

**Differences, if any, in occupational education program policies are justified by:**

7. Student learning outcomes; and/or

8. Program outcomes.

9. The objectives for each education program are evaluated annually.

**(Criteria 7 to 9: Background check form, drug screen test form, PAC meeting, Faculty meeting minutes)**

**Each occupational education program has:**

10. Clearly stated objectives;

11. Defined content relevant to these objectives and the current needs of business and industry;

12. Assessment of student achievement based on the program objective and content.

**(Criteria 10 to 12: Syllabi/Lesson Plan, Test bank, Catalog page 57 through 64)**

**A systematic process has been implemented to document:**

13. That the objectives and content of programs are current; and,

14. That coursework is qualitatively and quantitatively relevant.

**(PAC meeting agenda and minutes)**

15. At least every two years, three bona-fide potential employers review each educational program and recommend:

16. Admission requirements; **(Enrollment package, catalog page 9 to 11)**

17. Program content that is consistent with desired student learning outcomes; **(Lesson Plan/Syllabi)**

18. Program length**; (Catalog pages 69 to 78)**

19. Program objectives; (**Programs breakdown by course)**

20. Competency tests; **(Test bank, SAP report, PAC meeting survey)**

21. Learning activities; **(Lesson plan/syllabi)**

22. Instructional materials; (**Inventory)**

23. Equipment**; (Inventory and Plan)**

24. Method of program evaluation; **(Students surveys, employer verification form, program evaluation package)**

25. Level of skills and or proficiency required for completion; and,

26. Appropriate delivery formats for the subject matter being taught**. (Lesson Plan)**

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

**EVFs**

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

**(Diamond D, breakdown by course)**

**Associate Degree programs offered must meet the following requirements:**

29. The appropriate applied degree title, such as Associate of Applied Technology, Associate of Applied Science, Associate of Occupational Studies, Associate of Science or Associate of Occupational Technology is used.

**N/A**

30. The program has minimum of 60 semester hours or 90 quarter hours.

**N/A**

31. The program includes a minimum of 15 semester hours or 23 quarter hours of general education courses, with a minimum of one course in the following areas: humanities, behavioral sciences, natural or applied science, and mathematics.

**N/A**

32. For all coursework delivered via distance education: The institution’s distance education courses and programs are identical to those on campus in terms of the quality, rigor, breadth of academic and technical standards, completion requirements, and the credential awarded.

**(MA online lesson Plan)**

**Each program offered by the institution:**

33. Is approved and administered under established institutional policies and procedures and supervised by an administrator who is part of the institutional organization;

**(SOP, catalog, Faculty/staff schedule)**

34-Has appropriate and continuous involvement of on-campus administrators and faculty in planning, approval;

**(Faculty meeting minutes, All campus meeting minutes, Quarterly planning meeting minutes and Campus Operation meeting minutes)**

35. Has varied evaluation methodologies that reflect established professional and practice competencies

**(Test bank, IT portfolio, Laboratory evaluation, End of Course Evaluation, Externship evaluation)**

36. Has measures of achievement of the student learning objectives;

**(SAP report)**

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

**(student files)**

38. Is described in appropriate catalog, brochures, and/or other promotional materials and include tuition/fee charges, refund policies, and admissions and academic requirements, and information technology requirements; and,

**(Samples of brochures and promotional material)**

39-Provides for timely and meaningful interaction among faculty and students

**(Lesson Plan: Lecture / Laboratory)**

40. A credit hour is equivalent to the 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 activity; or one quarter credit for each 10 hours of lecture, 20 clock hours of laboratory, or 30 clock hours of work-based activity.

**(Catalog page 13)**

41. For all coursework delivered via distance education: The institution ensures timeliness of its responses (synchronously or asynchronously) to students’ requests by placing a requirement on response time of no more than 24 hours within the institutions’ published operational schedule of the program/course.

**(MA online LP)**