

ENGAGING in FEDERAL STUDENT ASSISTANCE TITLE IV PROGRAMS

Report

# INSTRUCTIONS for SUBMISSION

**General Instructions:** After the proposed substantive change is received by DEAC, the institution undergoes an on-site visit within six to 12 months of implementation. The institution shall submit the following Engaging in Federal Student Assistance Title IV Programs Report at least five weeks prior to the scheduled on-site evaluation.

**SECTION 1:** Provide requested institution information.

**SECTION 2:** Provide requested responses regarding the institution’s engagement in federal student assistance Title IV programs for the standards listed below relevant to the substantive change.

**SECTION 3:** Provide requested enrollment information.

**SECTION 4:** Provide the identified supporting documentation following DEAC’s *Guidelines for Electronic Submission*.

**SECTION 5:** The president/CEO certifies that all information and documentation provided is true and accurate.

Distance Education Accrediting Commission

1101 17th Street NW, Suite 808

Washington, D.C. 20036

**Tel:** 202.234.5100

**Fax:** 202.332.1386

**Email:** nan.ridgeway@deac.org

# ENGAGING IN FEDERAL STUDENT ASSISTANCE TITLE IV PROGRAMS – Report

# SECTION 1: INSTITUTION INFORMATION

**Institution Name:** Insert Institution Name

**Former Names:** Insert Former Name(s)

**Website(s):** Insert Website Link(s)

**Main Telephone Number:** Main Telephone Number

**Institutional Mission Statement:** Insert Mission Statement

**Primary Contact:** Name of President/CEO

**Title:** Title

**Email:** Email

**Telephone:** Telephone Number

**Compliance Officer Contact:** Name of compliance officer

**Title:** Title

**Email:** Email

**Telephone:** Telephone Number

Note: This individual must have already completed the *Preparing for DEAC Accreditation* tutorial.

# SECTION 2: Accreditation Standards

## Standard III: Program Outcomes, Curricula, and Materials

1. **Appropriate Program Outcomes:** The program outcomes are measurable and reasonably attainable through distance education. Appropriate program outcomes clearly communicate the knowledge, skills, and abilities students will obtain upon completion of the educational offering. Program outcomes reflect the level of student achievement expected that promotes critical thinking, ethical reasoning, social responsibility, global citizenship, civic engagement, or lifelong learning as applicable to the educational offerings.
2. Describe how the institution verifies that program outcomes are measurable and reasonably attainable through distance education.
3. Describe how the program outcomes communicate the expected knowledge, skills, or abilities students will gain upon completion of the educational offerings.
4. Describe how program outcomes are appropriate to the type and level of credential being awarded (e.g., non-degree, undergraduate degree, graduate degree, and/or doctoral degree).
5. Describe how the program outcomes promote the development of critical thinking, ethical reasoning, social responsibility, global citizenship, civic engagement, or lifelong learning as applicable to the educational offerings.
6. Describe how program outcomes are comparable to the program outcomes of similar programs offered at other appropriately accredited institutions.
7. **Academic Units of Measurement:** The institution documents policies and procedures used to define the chosen academic unit of measurement. Academic units are measured by either clock hours or credit hours.
   1. Clock Hours

The institution documents its implementation and application of policies and procedures for determining clock hours awarded for its courses and programs. A clock hour is one instructional hour. One instructional hour is defined as 50 minutes of instruction in a 60-minute period.

* 1. Credit Hours

The institution documents its implementation and application of policies and procedures for determining credit hours awarded for its courses and programs. The assignment of credit hours must conform to commonly accepted practices in higher education. A credit hour is defined as an amount of work represented by intended learning outcomes and verified through evidence of student achievement in academic activities.

* 1. Credit Hour Definition

Semester and quarter hours are equivalent to the commonly accepted and traditionally defined units of academic measurement. Academic degree or academic credit-bearing distance education courses are measured by the learning outcomes normally achieved through 45 hours of student work for one semester credit1 or 30 hours of student work for one quarter credit.2

1*One credit/semester hour is 15 hours of academic engagement and 30 hours of preparation.*

*2One quarter hour credit is 10 hours of academic engagement and 20 hours of preparation.*

1. Describe the institution’s policy for determining and assigning academic units of measurement.

* 1. Documenting Credit Hours

The institution demonstrates that each course and program requires the appropriate amount of work needed for students to achieve the level of competency defined by institutionally established course/program outcomes. The institution measures and documents the amount of time it takes the average student to achieve learning outcomes and specifies the academic engagement and preparation time.

All student work is documented in the curricula materials and syllabi, including a reasonable approximation of time required for students to complete the assignments. Evaluation of student work is identified as a grading criterion and weighted appropriately in the determination of a final course grade.

1. Describe the process the institution uses to measure and document the amount of time it takes the average student to achieve learning outcomes (as a means for assigning academic units of measurement).
2. Describe how the institution verifies and documents that appropriate academic units of measurement are assigned based on the level of educational offering.
3. **Examinations and Other Assessments:** Examinations and other assessment techniques provide adequate evidence of the achievement of stated learning outcomes. The institution establishes and enforces grading criteria that it uses to evaluate and document student attainment of learning outcomes.
4. Describe the types of examinations and assessments used throughout the curricula and the frequency of the examination and assessment activities.
5. Describe how examinations and assessments are used to measure student achievement of stated program outcomes.   
   1. Undergraduate Degrees

The institution assesses student achievement through multiple means of evaluation (e.g., student presentations, group projects, essays, research papers, participation in threaded discussions, supervised practica, or externships).

* 1. Describe how the institution assesses and evaluates student achievement.
  2. Describe how examinations and assessments are designed to measure student mastery of identified knowledge, skills, and abilities applicable to the undergraduate degrees offered.
  3. Describe the institution’s procedures for verifying that degree candidates have met all graduation requirements.
  4. Master’s Degrees

The institution assesses student achievement through multiple means of evaluation, including a culminating experience required for program completion (e.g., capstone experience, comprehensive examination, research project, or master’s thesis).

1. Describe how the institution assesses and evaluates student achievement.
2. Describe the culminating experience required for successful completion of the master’s program(s).
3. Describe how examinations and assessments are designed to measure student mastery of advanced scholarship, theoretical concepts, and the skills and abilities applicable to the master’s degrees offered.
4. Describe the institution’s procedures for verifying that degree candidates have met all graduation requirements.   
     
   1. First Professional and Doctoral Degrees

The institution assesses student achievement through multiple means of evaluation that includes a doctoral dissertation or final research project as well as other forms of assessments such as qualifying examinations, comprehensive examinations, or other assessments that demonstrate student mastery of the stated program learning outcomes. The institution requires students to successfully complete all coursework and a doctoral dissertation or final research project to graduate from the program.

1. Describe the means of evaluation used to evaluate students’ mastery of advanced scholarly knowledge, key theoretical concepts, or specialized content areas specific to the discipline.
2. If applicable, describe the process that students follow for successfully completing qualifying examinations.
3. If applicable, describe the process students follow for successfully completing comprehensive examinations.
4. Describe the process students follow for completing a dissertation or final research project.
5. Describe the institution’s procedures for verifying that degree candidates have met all graduation requirements.
6. **Student Integrity and Academic Honesty:** The institution publishes clear, specific policies related to student integrity and academic honesty. The institution affirms that the student who takes an assessment is the same person who enrolled in the program and that the examination results will reflect the student’s own knowledge and competence in accordance with stated learning outcomes.
7. Describe how the institution applies its student integrity and academic honesty policies.

For this exhibit: Insert Links to Policies

1. Describe how the institution enforces these policies. Provide examples.

1. Describe the process followed by the institution for verifying student identity.  
     
   1. Non-Degree Programs

Institutions meet this requirement by using a secure login and passcode, administering proctored assessments, or by other means of secure technology.

1. Describe how the institution affirms that the student who takes the assessment is the same person who enrolled in the program and that the examination results will reflect the student’s own knowledge and competence in accordance with stated learning outcomes.   
   1. Degree Programs

In addition to the requirements for non-degree programs above, degree-granting institutions meet this requirement by administering proctored assessments at intervals throughout the program of study and provide a clear rationale for placement of the proctored assessments within the program. Proctors use valid government-issued photo identification or other means to confirm student identity.

1. Describe the process followed by the institution to administer proctored assessments to students enrolled in degree programs.
2. Describe how the institution determines the placement of proctored assessments at appropriate intervals within the program of study.
3. Describe how proctors confirm students’ identity.

## Standard IV: Educational and Student Support Services

1. **Appropriate Technology:** The institution uses appropriate and readily accessible technology to optimize interaction between the institution and the student that effectively supports instructional and educational services. Students, faculty, and involved practitioners receive training and support for the technology used to deliver the educational offerings.
2. Describe how students are informed of the institution’s minimum technology requirements prior to admission.

For this exhibit: Insert Link to Requirements

1. Describe how the institution uses technology or other appropriate means (e.g., correspondence) to optimize interaction between the institution and students.
2. Describe how the institution’s use of technology effectively enhances and supports instructional and educational services.
3. Describe how the institution provides appropriate training and support for students and faculty in the use of the technology used to deliver its educational offerings.
4. Describe the institution’s plans for maintaining current technology and adopting new technology.
5. **Satisfactory Academic Progress:** The institution implements and consistently applies a satisfactory academic progress policy and discloses this policy to students. Standards for measuring satisfactory academic progress include qualitative and quantitative standards used for evaluation of student progress. The institution takes appropriate action if students fail to meet the institution’s minimum standards of progress. Students are informed of their academic progress and standing in the program at regular intervals throughout their enrollment.

The institution implements and consistently applies a satisfactory academic progress policy that complies with all Federal Student Assistance Title IV program requirements as stated in current Federal regulations.

1. Describe the institution’s satisfactory academic progress policy.

For this exhibit: Insert Link to Policy

1. Describe the qualitative and quantitative standards used for measuring student progress.

1. Describe how the institution’s satisfactory academic progress policy complies with all Federal student assistance requirements as stated in current federal regulations including quantitative and qualitative requirements.
2. Describe how the institution monitors students’ satisfactory academic progress, including how often students are verified and how often they are informed of their academic progress and standing in the program.
3. If the institution allows for Leaves of Absence, describe how the institution’s Leave of Absence policy complies with Federal student assistance requirements as stated in current federal regulations, including how the institution complies with related timeframe limitations and National Student Loan Data System (NSLDS) reporting requirements.
4. Describe the actions taken by the institution and notification provided to the student if a student is unable to meet minimum standards of progress including whether the institution allows for Financial Aid Warning and Financial Aid Probation periods.

1. **Regular and Substantive Interaction:** The institution implements policies and procedures that ensure that regular and substantive interaction occurs between students and faculty. The institution maintains records that document appropriate interactions occur throughout the student’s enrollment.
2. Describe how the institution implements policies and procedures that ensures that regular and substantive interaction occurs between students and faculty at least once every seven days.
3. Explain how regular interactions between students and faculty are substantive and academic in nature.
4. Describe how regular and substantive interaction is documented.
5. Describe the records maintained by the institution that document that appropriate interactions occur throughout the student’s enrollment.

1. **Career and Financial Aid Advising:** The institution makes available to students, upon request, career advising related to their program of study. The institution makes available financial aid advising to all students in need of financial assistance, students that are applying for financial assistance, and other persons seeking additional information regarding the process for applying for and receiving Federal Student Assistance. Such advising may take place via a variety of media sources and communication methods. Upon request of the student, the institution provides personal assistance on questions related to the application and delivery of financial aid.
2. Describe how the institution provides career advising, upon request, to students related to their program of study.
3. Describe how the institution provides financial aid advising to all students who need financial assistance, apply for financial assistance, and seek additional information regarding the process for applying and receiving Federal Student Assistance.
4. Describe the various media sources and communication methods used by the institution to provide career and financial aid advising.
5. Describe how the institution provides personal assistance to students on questions related to the application and delivery of financial aid.
6. **Entrance and Exit Loan Advising:** The institution conducts entrance and exit loan advising that encourages loan repayment. The institution, through the financial aid office and the use of available media, encourages repayment of any Federal Student Assistance student loan funds that were obtained for payment of tuition and other costs associated with the student’s attendance and enrollment in the institution’s educational offerings.
7. Describe how the institution conducts entrance and exit loan advising with students that encourages Federal Student Assistance loan repayment.
8. Describe the media the institution uses to encourage repayment of any Federal Student Assistance student loan funds that were obtained for payment of the tuition and other costs associated with the student’s attendance and enrollment in the educational offerings.

## Standard V: Student Achievement and Satisfaction

1. **Student Achievement:** The institution evaluates student achievement using indicators that it determines are appropriate relative to its mission and educational offerings. The institution evaluates student achievement by collecting data from outcomes assessment activities using direct and indirect measures. The institution maintains systematic and ongoing processes for assessing student learning and achievement, analyzes data, and documents that the results meet both internal and external benchmarks, including those comparable to courses or programs offered at peer DEAC-accredited institutions. The institution demonstrates and documents how the evaluation of student achievement drives quality improvement of educational offerings and support services.
2. Provide the institution’s Outcomes Assessment Plan.
3. Describe how the institution collects data as a part of its Outcomes Assessment Plan.
4. Describe the direct measures (e.g., assignment, examination, or assessment) used by the institution to measure student achievement of program and course outcomes.
5. Describe the benchmarks or standards the institution uses to measure whether students are achieving the stated program and course outcomes.
6. Describe how the institution uses the data results of direct measures to improve and enhance its educational offerings and support services.
7. Provide evidence that the institution meets DEAC’s benchmarked standards.
8. Describe how the institution monitors student persistence and retention rates.
9. Describe how the institution monitors student graduation rates.
10. For programs that indicate a specific career or other benefit as an outcome or prepares students for state licensure/certification examination required for entering a profession, describe the process for collecting data on student achievement and/or licensure examination results. If stated program outcomes explicitly indicate job placement, include evidence of employer acceptance of graduates from these programs.
11. For programs that indicate a specific career or other benefit as an outcome, describe how the institution gathers and utilizes information from employers about future employment prospects for graduates of these programs.
12. Describe how the institution provides information to the public on the achievement of its students.
13. **Student Satisfaction:** The institution systematically seeks student and alumni opinions as one basis for evaluating and improving curricula, instructional materials, method of delivery, and student services. The institution regularly collects evidence that students are satisfied with the administrative, educational, and support services provided.
14. Describe how the institution systematically seeks student and alumni opinions as one basis for evaluating and improving curricula, instructional materials, method of delivery, and student services.
15. Describe other indirect measures the institution uses to measure student satisfaction.
16. Describe the benchmarks or standards the institution uses to measure student satisfaction.
17. Describe how the institution uses the data results of indirect measures to improve and enhance its educational offerings and support services.
18. **Performance Disclosures:** The institution routinely discloses on its website reliable, current, and accurate information on its performance, including student achievement, as determined by the institution.
19. Describe outcomes assessment performance measures the institution discloses on its website.

For this exhibit: Insert Link to location of the information on the institution’s website

1. Describe how the institution routinely discloses on its website reliable, current, and accurate data on its student achievement.

## Standard VII: Advertising, Promotional Literature, and Recruitment Personnel

1. **Advertising and Promotion Disclosures:** Any statements the institution makes in any advertising or promotional materials are complete and accurate regarding the following:
   1. Its eligibility for or participation in FSA Title IV programs,
   2. Its efforts to become certified to participate in such programs, and/or
   3. The availability of FSA Title IV benefits to students who enroll at the institution.

The institution will not use the availability of FSA Title IV funds to students as the primary inducement or rationale for students to enroll in a program.

All promotional materials, catalogs, websites, or other materials that describe the financial assistance available to students, including any FSA Title IV funds that might be available, must state that the assistance is available only to those students who qualify and must include the federal and institutional requirements students must meet in order to qualify for and maintain eligibility for such assistance.

The institution discloses accurate course material information, including ISBN and retail prices. The institution’s textbook pricing policy for new or used textbooks is fair to students.

1. Provide links to the institution’s promotional materials, catalogs, websites, or other materials that describe its participation in Federal Student Assistance Title IV programs.
2. Describe the processes followed by the institution to verify that advertising and promotional materials provide complete and accurate information to students on its participation in Federal Student Assistance Title IV programs.
3. Describe how the institution verifies that the availability of FSA Title IV funds is not used as a primary inducement or rationale for enrolling students in a program.
4. Provide the language the institution publishes that states Federal Student Assistance Title IV funds are available only to those students who qualify.
5. Describe how the institution discloses to students the federal and institutional requirements they need to meet in order to qualify for and maintain eligibility for Federal Student Assistance.
6. **Student Recruitment:** Individuals authorized by the institution to participate in the enrollment process with prospective students do not have final decision-making authority in the approval or awarding of FSA Title IV funds. An institution that participates in FSA Title IV programs is aware of, and complies with, all U.S. Department of Education regulations and restrictions on methods of compensation that pertain directly or indirectly to success in student recruiting or admission activities or in making financial aid decisions.
7. Describe the policies and procedures in place that prevent individuals authorized by the institution to participate in the enrollment process with prospective students from possessing final decision-making authority in the approval or awarding of FSA Title IV funds.
8. Describe how the policies and procedures for compensation of individuals involved in recruitment or admission activities and those involved with making financial aid decisions comply with all Federal student assistance requirements as stated in current federal regulations, including restrictions on student referrals made by institution personnel.

## Standard VIII: Admission Practices and Enrollment Agreements

1. **Admissions Disclosures:** Admissions policies and procedures are designed to assure that the institution enrolls only those students who are reasonably capable of successfully completing and benefiting from the educational offerings.
2. Describe the institution’s admissions policy.

For this exhibit: Insert Links to Policy and Criteria

1. Describe how the institution determined its admissions criteria.
2. Describe how the institution’s admissions policy verifies that only students who are reasonably capable of completing and benefiting from the educational offerings are enrolled.  
     
   1. The institution informs each applicant, prior to admission, of the admissions criteria, the nature of the education provided, and the demands of the educational offerings. Prior to completing the enrollment process, the institution requires students to affirm access to the catalog and other institutional documents disclosing the rights, responsibilities, and obligations of both the student and the institution.
3. Describe how the institution informs each prospective student of the admissions criteria, the nature of the education offered, and the demands of the educational offerings.
4. Describe how the institution requires students to affirm receipt of the catalog and other institutional documents that disclose the rights, responsibilities, and obligations of both the student and institution prior to completing the enrollment process.
5. If the institution offers programs that prepare students for state licensing/certification examinations required for entering a profession, how does the institution inform each prospective student of licensing examination/certification requirements?
6. If the institution offers programs that prepare students for state licensing/certification examinations required for entering a profession, how does the institution inform each prospective student whether they meet state or federal examination eligibility requirements?  
     
   1. The institution admits students regardless of race, color, national origin, disability, sex, or age. Institutions reasonably accommodate applicants and students with disabilities to the extent required by applicable laws.
7. Describe the institution’s plan for providing reasonable accommodations to students who provide appropriate disability documentation.
8. Provide examples of accommodations made for students who provided appropriate disability documentation.
9. Official transcripts, if required for admission, are received within one enrollment period, not to exceed 12 semester credit hours, or the student is withdrawn from the program.
10. Describe the process followed to verify that official transcripts are received within one enrollment period, not to exceed 12 semester credit hours.
11. Describe the process followed when student official transcripts are not received within one enrollment period.
12. **Admissions Criteria:** The institution’s admissions criteria aligns with its mission and student population served. The institution establishes qualifications that an applicant possesses prior to enrollment in order to successfully complete the stated educational offerings. The institution consistently and fairly applies its admission requirements. If an institution enrolls a student who does not meet the admissions criteria, the institution documents the reason(s) for the exception to the admissions criteria.
13. Describe how the institution’s admissions criteria align with its mission and target student population served.
14. Describe the process followed to develop admissions criteria that verify and document that prospective students possess identified qualifications in order to complete the stated educational offerings.
15. Describe how the institution consistently and fairly applies its admission requirements.
16. Describe how the institution documents that students meet established admissions criteria.
17. If the institution enrolls students who do not meet its established admissions criteria, describe the institution’s policies and procedures for determining the basis for admittance, describe how it documents that students otherwise meet established admissions criteria, and describe how such admissions are made only under limited and exceptional circumstances.

1. Describe the institution’s reasonable measures for determining if prospective students’ physical limitations will prevent successful completion of the educational offerings.

## Standard IX: Financial Disclosures, Cancellations, and Refund Policies

1. **Financial Disclosures:** All costs relative to the education provided by the institution are disclosed to the prospective student [in an enrollment agreement or similar contractual document] before enrollment. Costs must include tuition, educational services, textbooks, and instructional materials; any specific fees associated with enrollment, such as application and registration fees; and fees for required services such as student authentication, proctoring, technology access, and library services.
2. Describe how the institution discloses to prospective students prior to enrollment all costs associated with the education provided.
3. Demonstrate that all costs associated with the education provided include tuition, educational services, textbooks, instructional materials, and application, registration, authentication, proctoring, technology access, and library services fees.
4. **Refund Policy:** The institution must have and implement a fair and equitable refund policy in compliance with state requirements or, in the absence of such requirements, in accordance with DEAC’s refund policy standards under Standard IX.C. The institution discloses the date from which refunds are calculated (e.g., the date of determination of withdrawal or termination). The institution complies first with the Return of Title IV requirements when a student who is a FSA Title IV recipient withdraws from the institution.
5. Describe how the institution’s refund policy complies first with the Return of Title IV requirements when a student who is a FSA Title IV recipient withdraws from the institution.

## Standard X: Institutional Governance

1. **Reputation of Institution, Owners, Governing Board Members, Officials, and Administrators:** The institution and its owners, governing board members, officials, and administrators possess sound reputations a record of integrity and ethical conduct in their professional activities, business operations, and relations. The institution must promptly notify DEAC of any investigative, enforcement, legal or prosecutorial actions which may be initiated or which are current against the institution, its owners, governing board members, officials and administrators. Such notification shall include an explanation of the circumstances giving rise to such actions and the institution’s response to the same as well as its explanation of why such actions should not be deemed a concern with respect to the integrity of the named persons or institutions.
2. Describe how the owner(s), governing board members, chief executive officer, and top institution administrators possess sound reputations and records of integrity.
3. Describe how the owner(s), governing board members, chief executive officer, and top institution administrators practice ethical conduct in their professional activities, business operations, and business relations.
4. State whether or not any owner(s), governing board members, chief executive officer, or top institution administrators have been debarred by federal or state authorities from participating in any funding programs.
5. Certify that the institution will promptly notify DEAC of any investigative, enforcement, legal or prosecutorial actions which may be initiated against the institution, its owners, governing board members, officials and administrators and that such notification shall include an explanation of the circumstances giving rise to such actions and the institution’s response to the same as well as its explanation of why such actions should not be deemed a concern with respect to the integrity of the named persons or institutions.

## Standard XI: Financial Responsibility

1. **Federal Student Assistance Administrator:** The institution employs a capable individual(s) responsible for administering all FSA Title IV programs in which it participates and for coordinating those programs with the institution’s other financial assistance programs. The institution employs other individuals, as needed, to assist in the administration of FSA Title IV programs.
2. Identify and describe the qualifications of the capable individual(s) responsible for administering all FSA Title IV programs in which it participates.
3. Describe how this individual coordinates those programs with the institution’s other financial assistance programs.
4. Describe the institution’s procedures for hiring and employing other individuals, as needed, to assist in the administration of FSA Title IV programs.
5. Provide the name of the individual from the institution who attended the DEAC-sponsored Federal Student Assistance Title IV Administration workshop and state whether the individual was certified by DEAC prior to the institution’s participation in any Federal Student Assistance program.
6. **Default Management Plan:** The institution’s default management plan addresses student loan information (borrower’s rights and responsibilities, information regarding repayment and consolidation of student loan debt, communications with lenders and loan servicing agents, and the consequences of default), advising and monitoring, cooperation with lenders, and collection information to facilitate location of borrowers. The institution documents implementation of the default management programs and regularly conducts an evaluation of the effectiveness of its efforts as part of its self-study program.

The published cohort rate for the institution for any cohort year—where 30 or more borrowers enter repayment—cannot exceed the allowable rates as prescribed by the U.S. Department of Education. Institutions that receive a published rated greater than 25 percent are required to implement and adhere to a default reduction plan that specifically outlines the means by which the institution will provide services and contracts to the borrowers in an attempt to reduce the cohort default rate.

1. Provide the institution’s most recent three-year Cohort Default Rate.
2. Describe how the institution’s default management plan addresses student loan information, advising and monitoring, cooperation with lenders, and collection information to facilitate location of borrowers.
3. Describe how the institution documents implementation of the default management programs and regularly conducts an evaluation of the effectiveness of its efforts as part of its self-study program.
4. **Financial Responsibility:** The institution meets the financial responsibility and administrative capability rules for Federal financial aid participation that includes the annual submission of audited comparative financial statements for the two most recent fiscal years, auditor opinion and management letters, and composite score calculation.
5. Describe how the institution meets the financial responsibility and administrative capability rules for Federal Student Assistance participation that includes the annual submission of audited comparative financial statements for the two most recent fiscal years, auditor opinion and management letters, and composite score calculation.
6. Provide the institution’s composite score. If the institution’s score is below 1.5 describe guidance received by the Federal Student Aid department and how the institution is complying with applicable Federal requirements and department guidance.

1. **Limitations on Title IV Revenue and Enrollment Growth:** 
   1. Revenue from all FSA Title IV programs by eligible institutions may not account for more than 50 percent of an institution’s total revenue during its first 12 months of eligibility for FSA Title IV program participation, and not more than 75 percent of its revenue for all subsequent years of participation until such time that the institution (a) receives renewal of accreditation while participating in Title IV programs, and (b) demonstrates that its three-year cohort default rate and financial statement composite score fall within acceptable ranges as prescribed by the U.S. Department of Education. Once the institution successfully meets the aforementioned requirements, the Commission will approve the institution to draw the maximum revenue from FSA Title IV Programs allowed under applicable Title IV regulations. “Revenue” is defined as total receipts from all of the institution’s distance education students for tuition, books, fees, and all institutional charges, excluding refunds made, regardless of whether they received FSA Title IV programs funds.

Students who enrolled in an institution’s programs prior to the date in which FSA Title IV program eligibility is granted and who subsequently elect to receive FSA Title IV funds will not be included in the institution’s FSA Title IV program revenues.

1. For institutions already eligible for FSA Title IV program participation, provide the percentage of the institution’s revenue from Title IV programs for its most recent fiscal year and describe how it complies with DEAC’s Title IV revenue limitation requirements.
2. For institutions seeking initial eligibility for participation in FSA Title IV programs, certify that the institution understands its obligation to comply with DEAC’s Title IV revenue limitation requirements.
   1. An institution that, due to its participation in FSA Title IV programs, experiences annual growth of more than a 50 percent increase in student enrollments and/or has more than a 50 percent increase in annual tuition receipts in any calendar year may be directed to undergo an on-site evaluation, at the discretion of the DEAC.
3. Certify that the institution understands, if it has annual growth of more than a 50 percent increase in student enrollments and/or more than a 50 percent increase in annual tuition receipts in any calendar year, it may be directed to undergo an on-site evaluation at the discretion of the DEAC.

1. **Program Reviews:** The institution notifies DEAC in writing within 10 days of having undergone any program reviews, inspections, or other reviews of its participation in Federal Student Assistance Title IV programs by the U.S. Department of Education. The institution also provides complete copies of any reports (both preliminary and final) of these reviews and provides any available compliance audits within 10 days of its receipt of these documents.
2. State whether or not the institution has received a program review by the U.S. Department of Education in the past five years. If yes, explain the status of the program review.
3. Certify that the institution understands its obligation to notify DEAC in writing within 10 days of having undergone any program reviews, inspections, or other reviews of its participation in Federal Student Assistance Title IV programs by the U.S Department of Education and will provide complete copies of any reports (both preliminary and final) of these reviews including available compliance audits within 10 days of the receipt of these documents.
4. **Bankruptcy:** An institution that files for federal bankruptcy protection, simultaneously and immediately forfeits its DEAC accredited status and Federal Student Assistance Title IV program eligibility.
5. Certify that the institution understands that it immediately forfeits its DEAC accredited status and Federal Student Assistance Title IV program eligibility once it files for federal bankruptcy protection.

## Standard XII: Facilities, Equipment, Supplies, Record Protection and Retention

1. **Record Protection:** The institution’s financial, administrative, and student educational records are maintained in a reasonably accessible place and are adequately protected in accordance with applicable federal and state laws.
2. Describe the institution’s procedures for maintaining financial, administrative, and student records.
3. Describe how the institution takes proactive steps to protect financial, administrative, and student information from unauthorized access or threats.
4. Describe how record maintenance and protection procedures comply with applicable federal and state laws.
5. Describe how physical records are secured on site.
6. Describe how digital records are secured and backed up to minimize data loss.   
     
     
   1. If maintaining documents electronically, the institution provides audit records to verify that the images were properly created and validated.
7. Describe the institution’s process for properly creating and validating digital records.   
     
     
   1. If an institution accepts digitally signed transcripts or electronically transferred verified data from an outside source, the institution documents the outside source using a system that provides registration and verification of participants, protocols for securely sending and receiving files, logging of file transmissions, and electronic notification. The outside source complies with all applicable laws and regulations governing the activities and services provided, including FERPA and other laws concerning the privacy and confidentiality of information and records.
8. Describe the institution’s process for accepting digital signatures on electronically processed documents (e.g., official transcripts, enrollment agreements).
9. Describe how the institution ensures students that all transmitted information is adequately protected and in compliance with FERPA and other laws concerning privacy and confidentiality of student data.
10. **Record Retention:** The institution’s financial, administrative, and student educational records are retained in accordance with applicable federal and state laws. The institution implements a comprehensive document retention policy.
11. Describe the institution’s process for retaining financial, administrative, and student records in accordance with applicable federal and state laws.
12. State how long financial records are maintained.
13. State how long administrative records are maintained.
14. State how long student records are maintained.
15. Describe the institution’s comprehensive document retention policy.
16. Identify the individual responsible for ensuring the proper retention of financial, administrative, and student records.
17. Describe how often records are internally audited for compliance with all applicable federal and state laws.

# SECTION 3: ENROLLMENT INFORMATION

1. Provide the number of new enrollments in the last calendar year.

Insert Response

1. Provide the total number of students as of the date of this report.

Insert Response

# SECTION 4: DOCUMENTATION

* Non-refundable Engaging in Federal Student Assistance Title IV Programs Report Fee (see *DEAC Accreditation Fees* document). Provide evidence of payment (scanned copy of check or similar). Insert Date Fee was Mailed
* *DEAC State Authorization Form*
* Documentation of state authorization/licensure for institution’s state of domicile (where the institution maintains its primary facility, as listed in this report).
* Documentation of state authorization/licensure in any other states.
* Program Outcomes
* Credit Hour Policy Insert Link
* Credit Hour Evaluation Chart
* Grading Policies Insert Link
* Proctored Exam Policy Insert Link
* Technology Requirement Insert Link
* Satisfactory Academic Progress Policy Insert Link
* Outcomes Assessment Plan
* DEAC Annual Report Letter
* Sample Surveys
* Student Achievement Disclosure for the Public Form
* DEAC Website Disclosures Checklist
* DEAC Catalog Disclosures Checklist
* Catalog
* DEAC Enrollment Agreement Disclosures Checklist
* Enrollment Agreements
* Audited comparative or reviewed comparative financial statements covering the two most recent fiscal years

**Note:** Financial statements are audited or reviewed and prepared in compliance with generally accepted accounting principles in the United States of America (GAAP) or International Financial Reporting Standards. The institution’s budgeting processes demonstrate that current and future budgeted operating results are sufficient to allow the institution to accomplish its mission and goals.

# SECTION 5: CERTIFICATION

I certify that all of the information contained on this report and in the submitted documentation is true and correct, and I understand that, by electronically typing my name in this document, it is considered to have the same legally binding effect as signing my signature using pen and paper.

**Compliance Officer:** Compliance Officer Name

**Compliance Officer Signature:** Compliance Officer Signature

**Date:** Insert Date