

Appendices to the *Rules of Practice and Procedure*

January 2017

Appendix #7A – Program Self-Study Format

Please review each standard statement and the corresponding Criteria. Determine whether the institution is in compliance, out of compliance, or if the criterion does not apply to the institution and check, circle, or underscore the appropriate response.

The institution shall provide exhibits as requested with each Standard. Exhibits should be placed behind the standard, labeled to correlate with the applicable criterion, and entered into the ISS. (See [Appendix #5B](#), page 151). For example, when providing a copy of the licenses of the instructors for the new program, please label the exhibit as Exhibit II. 1.

Inclusion of exhibits can be achieved in a variety of ways, as follows:

1. Documents may be copied, labeled and placed behind a tab after the applicable Standard, if submitting a hard copy of the ISS.
2. Documents may be “cut and pasted,” labeled, and placed after the Standard, if submitting via a CD ROM.
3. Documents may be labeled, saved into a pdf format, and placed after the Standard, if submitting via CD ROM.

I. EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION

The institution has a published mission statement identifying the institution as providing career preparation. The institution assesses its performance as related to its stated objectives, summarizes the results of the assessment, and uses the assessment to maintain or improve institution performance.

Yes No N/A D 1. A mission statement has been adopted by the institution and clearly identifies the institution as one preparing graduates for employment.

State the institution’s mission statement below or provide as an Exhibit at the end of this Standard. Describe how the mission statement was changed to accommodate the new program.

Yes No N/A D 2. The mission statement is published in the institution’s catalog.

List below the page number in the institution’s catalog where the mission statement can be found.

Yes No N/A D 6. The institution has an external advisory committee comprised of an employer or employers representing the field(s) of study offered by the institution. A committee member may represent multiple fields.

Provide the following information for the Advisory Committee member(s) that represents the new program:

1. Committee member’s full name
2. Name of the committee member’s business
3. Address of the committee member’s business
4. Specific field of employment committee member is representing

Yes No N/A D 11. Based on the feedback received, the institution implements improvements and changes, as applicable, to maintain compliance with NACCAS Standards and Policies.

Describe below how the institution will assess the effectiveness of the new program and implement changes or improvements as a result of the feedback.

STANDARD I: EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION EXHIBITS SECTION

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II. INSTRUCTIONAL STAFF

The institution employs an instructional staff that is fully qualified and of adequate size to fulfill the objectives of the educational courses and/or program(s) regardless of mode of delivery.

Yes No N/A D 1. Instructors (including substitutes) hold teaching credentials demonstrating compliance with applicable state requirements.

Insert copies of licenses for all regularly employed, current instructors responsible for teaching the new program as an Exhibit as the end of this Standard. In states where a teaching credential is not required, submit a copy of the applicable practitioner license(s) and a copy of the state regulation addressing qualifications for instructors for the new program as an Exhibit at the end of this Standard.

Yes No N/A O/A 2. The student/teacher ratio meets the state requirements, if applicable, and in the absence of state requirements, the student/teacher ratio must not exceed 30 students in attendance per instructor.

Indicate below the student/teacher ratio required by the state (if applicable):
Indicate below the student/teacher ratio utilized by the institution:

Yes No N/A A 3. Qualified substitute instructors are familiar with the institution's curriculum, policies and procedures.

Provide a list of the name of all substitute instructors for the new program and provide their license numbers below. Explain how the institution ensures that substitutes are familiar with the institution's curriculum, policies, and procedures.

**STANDARD II: INSTRUCTIONAL STAFF
EXHIBITS SECTION**

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III. ADMINISTRATIVE SERVICES

The institution has in place administrative policies and services appropriate to the educational courses and/or program(s). Such policies and services meet applicable federal, state, local, and NACCAS policies.

Yes No N/A A/O/D 3. The institution complies with applicable federal (including Title IV Federal Financial Aid), state and local statutes and regulations governing the operations of the institution including the NACCAS [Rules of Practice and Procedure](#) (see page 58).

Describe below how the institution ensures that it remains in compliance with all the local, state, and federal regulations that impact the institution. If the institution participates in federal loan programs, such description should include the institution's compliance with the U.S. Department of Education's regulations concerning participation in Title IV funding programs, including with respect to the institution's cohort default rates.

Provide evidence that the school is approved to teach the new program from applicable state and local regulatory agencies.

Yes No N/A D 7. The institution has current, signed participation agreement(s) (Title IV, Veteran's Administration, Work Force Development, etc.) and Eligibility Certification Approval Report (ECAR) listing approved courses and/or programs, if applicable;

List below the financial aid programs in which the institution participates. Provide a copy of the institution's current ECAR and all participation agreements the institution is currently engaged in as an Exhibit at the end of this Standard.

Indicate if the institution will be utilizing financial aid for the new program.

Yes No N/A D 8. Advertising conforms to the NACCAS [Policy on Advertising](#) (see page 22).

Provide a list below of types of advertising media (e.g., billboard, radio, television, newspaper, website, etc.) that will be used for the new program. Submit copies of at least one (1) example of each type of advertising that will be used for advertising the new program as an Exhibit at the end of this Standard.

Yes No N/A O 14. The institution utilizes technologies and practices that are effective in verifying the identity of a distance learning student who participates in class or coursework (such as secure login and pass code or proctored examinations) while protecting student privacy.

If the new program incorporates distance learning, describe below how the institution verifies the identity of the distance learner and insert any exhibits or forms used for documenting compliance.

Yes No N/A A/D 15. Any information provided to applicants, enrollees, or students that is relevant to their decision to enroll in the institution or to satisfactorily complete the course and/or program must be in the language in which the course will be taught.

Describe below the policies, procedures and documents (e.g. catalog, enrollment agreement, curriculum, advertising, course outline, pre-enrollment information, etc.) used by the institution that ensures compliance with this requirement. List below the new program and the language in which it will be taught.

STANDARD III: ADMINISTRATIVE SERVICES
EXHIBIT SECTION

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IV. ADMISSIONS POLICIES AND PROCEDURES

The institution has published student admissions policies that are appropriate for the educational courses and/or program(s), and the institution follows these policies.

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|-----|----|-----|------|--|
| Yes | No | N/A | D 1. | The institution's admission policies require that each student meet one of the following: |
| | | | a. | Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients), etc.; or |
| | | | b. | Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or |
| | | | c. | Have the ability to benefit from the training, according to the NACCAS Ability-To-Benefit Policy (see page 28). |
| | | | d. | Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. |
| | | | e. | If attending under a training agreement with a government agency, school district, and/or other entity, meets the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations. |

State below the page number in the catalog where the institution's admission policy can be found. Provide a copy of institution's admission policy as an Exhibit at the end of this Standard.

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|-----|----|-----|------|--|
| Yes | No | N/A | D 3. | The institution's written catalog complies with the NACCAS Catalog Requirements (see page 32). |
|-----|----|-----|------|--|

Submit a copy of the institution's cross-referenced catalog clearly indicating where changes were made to accommodate the new program as an Exhibit at the end of this Standard. Include, at a minimum, admission requirements, program listing, tuition and fees, refund policy, graduation requirements, etc.

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|-----|----|-----|------|--|
| Yes | No | N/A | D 4. | Before accepting an applicant for admission, the institution provides the applicant access to the institution's catalog. |
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Describe below the procedure followed to ensure that all applicants have access to a copy of the institution's catalog prior to signing an enrollment agreement. Provide a copy of an executed form used to document the applicant has received this information prior to enrollment as an Exhibit at the end of this Standard.

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|-----|----|-----|------|--|
| Yes | No | N/A | D 5. | Before enrollment, each applicant is provided access to written information that accurately reflects the most recent annual report statistics. |
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Describe below how the institution ensures that applicants have access to written information that accurately reflects the institution's most recent annual report year statistics. Provide a copy of the form used to document the applicant for the new program has received this information prior to enrollment as an Exhibit at the end of this Standard.

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|-----|----|-----|------|---|
| Yes | No | N/A | D 6. | Before enrollment each applicant is provided access to written information that accurately reports the certification or licensing requirements of the jurisdiction for which it is preparing graduates. |
|-----|----|-----|------|---|

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Describe below how the institution ensures that applicants have access to written information that accurately reflects the licensure requirements. Provide a copy of an executed form used to document the applicant has received this information prior to enrollment as an Exhibit at the end of this Standard.

Yes No N/A D 7. The institution uses an enrollment agreement that complies with the NACCAS [*Enrollment Agreement Requirements*](#) (see page 29).

Insert copy of the institution's enrollment agreement cross-referenced to NACCAS' Enrollment Agreement Requirements and Checklist that includes the new program as an Exhibit at the end of this Standard.

Yes No N/A D 17. The institution notifies distance learning students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity.

If the new program incorporated distance learning, describe below how the institution notifies distance learning students of any projected additional charges associated with the verification of student identity. Provide documentation of how a student is notified of these charges as an Exhibit at the end of this Standard.

Yes No N/A D 18. If the institution offers a program that is longer than the state requirements, before enrollment, each applicant is provided the rationale for completing the additional hours and the benefits to be derived from the additional training.

If the new program is being offered for more hours than the state requires, provide a copy below or as an Exhibit at the end of this Standard of the rationale given to applicants for the additional hours of training and include any documents or promotional material used for this purpose.

Yes No N/A D 19. Before enrollment, each applicant is provided non-verbal access to information that reflects generally known pre requisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided such as:

- licensure requirements;
- regulatory oversight restrictions;
- physical requirements of the industry;
- ability to meet requirements set forth by employers.

Describe below how the institution provides information on prerequisites and other factors relevant to obtaining employment in the field of the new program including all bullet point items listed. Provide a copy of the form documenting the applicant will receive this information prior to enrollment as an Exhibit at the end of this Standard.

**STANDARD IV: ADMISSIONS
EXHIBIT SECTION**

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V. STUDENT SUPPORT SERVICES

The institution has in place student support services that provide appropriate information and advice to students.

Yes	No	N/A	A 1.	The institution provides access to an orientation program on or before the first day of class. (If the institution intends to award hours or credits for orientation, the orientation must be part of the institution's curriculum, if permitted by state and federal law.)
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Yes	No	N/A	A 2.	The orientation program provides, at a minimum information about:
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Yes	No	N/A		a. the instructional course or program,
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Yes	No	N/A		b. the educational objectives of each program or course,
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Yes	No	N/A		c. administrative policies affecting students, and
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Yes	No	N/A		d. support services available to students.
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Describe below the institution's orientation process, the orientation content, and when the orientation occurs for the new program. Provide examples of all documentation used for this process as an Exhibit at the end of this Standard, if applicable.

Yes	No	N/A	A 3.	Students are provided with academic advising and additional assistance as necessary.
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Describe below the institution's policy and procedures regarding advising or counseling students.

Yes	No	N/A	A 4.	Contact information for professional assistance is made available to students.
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Describe below how the institution makes information for professional assistance available to students.

Yes	No	N/A	A 6.	Information and advice on available financial assistance is accessible to students.
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Describe below how the institution makes information and advice on applicable financial assistance programs accessible to students.

**STANDARD V: STUDENT SUPPORT SERVICES
EXHIBIT SECTION**

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VI. CURRICULUM

The institution offers educational courses and/or programs congruent with the mission of the institution and its educational objectives. Courses and/or programs incorporate job market requirements in instruction through involvement with its advisory committee. The institution ensures that all courses and/or programs offered by the institution, regardless of location or mode of delivery, are qualitatively consistent.

Yes No N/A A/O 1. Courses and/or programs are congruent with the mission of the institution and its educational objectives.

Describe below how the new program is related to the institution's mission and educational objectives.

Yes No N/A A/O 2. Courses and/or programs meet the state requirements where the student is seeking licensure and/or certification, if applicable.

Provide the following information for the new program:

Name of the Course Offered:

Number of Hours or Credits Required by the Institution:

Number of Hours or Credits Required by the State:

Yes No N/A D 3. Each student is provided with a written program and/or course outline, at the beginning of the program and/or course.

Describe below the institution's procedure to ensure that each student in the new program will have access to a copy of the program outline at the beginning of the course.

Yes No N/A D 4. The course and/or program outlines(s) must include each of the following elements:

Yes No N/A a. Name of the course or program;

Yes No N/A b. Course and/or program description;

Yes No N/A c. Course and/or program educational objectives;

Yes No N/A d. Contents of the units of instruction and, as applicable, hours, credits and/or competencies devoted to each unit;

Yes No N/A e. Instructional methods used to teach the program and/or course;

Yes No N/A f. Grading procedures.

Submit a copy of the course outline for the new program offered by the institution as an Exhibit at the end of this Standard. Provide a copy of any forms used to document the applicant has received this information at the beginning of the program as an Exhibit at the end of this Standard. If the program outline is found in the institution's catalog state the page number it/they can be found.

Yes No N/A A/O 5. In order to fulfill course and/or program requirements, the institution makes available to students the following:

Yes No N/A a. Textbooks and/or text materials,

Yes No N/A b. Supplementary instructional resources,

Yes No N/A c. Equipment, as applicable,

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Yes No N/A d. Products and supplies, as applicable.

Describe below how the institution ensures that it meets each of the requirements of this criterion for the new program.

Yes No N/A A/O 6. The institution provides students and teachers with access to current reference materials, to support the educational course and/or program(s) offered.

Describe below how the institution provides sufficient, current reference materials to support the new program.

Yes No N/A D 7. Courses and/or programs offered by the institution comply with the applicable regulatory agency curriculum requirements. In the absence of oversight agency regulations regarding curriculum, courses and/or programs are designed to meet industry standards using feedback from the institution's advisory committee and required elements of the state or national examination, if applicable, and/or requirements defined in the oversight agency's statutes or regulations for licensure.

Describe below how the institution's new program complies with applicable regulatory agency requirements or with industry standards. Provide a copy of the regulatory agency's requirements, as applicable, as an Exhibit at the end of this Standard. In absence of regulatory agency requirements provide an explanation of how industry standards are met for the new program.

Yes No N/A A. 8. Each course and/or program provides instruction on the regulations governing the scope of practice for which students are training.

Describe below how students will be advised or educated about the laws and regulations applicable to the new Program. Provide a copy of the unit of instruction used as an Exhibit at the end of this Standard.

Yes No N/A A 9. Each course or program provides supervised instruction in the applicable skills and competencies.

Describe below how the institution will ensure that students in the new program will have supervised instruction in the applicable skills and competencies.

Yes No N/A D 10. Academic and practical learning precede student salon or clinic activities, as applicable.

Describe below how the institution's curriculum for the new program is designed to ensure that students acquire knowledge and skills prior to entering the student salon and providing services to the public. Submit documentation for the new program, such as syllabi, that outlines what practical and academic learning must be completed prior to the student working on clinic/salon patrons as an Exhibit at the end of this Standard.

Yes No N/A A/O 11. Academic and practical learning methods (e.g. discussion, question and answer, demonstration, cooperative learning, distance learning, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities) are used during the program.

List below the academic and practical learning methods used for the new program.

Yes No N/A A 12. Effective training aids and audiovisual materials are used to supplement the instructional process.

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Provide a list below or as an Exhibit at the end of this Standard of training aids and audiovisual materials used by the institution to support the instructional process for the new program.

Yes	No	N/A	D 13. Instruction in classrooms, labs, student salons, and/or via distance learning, if applicable, is effectively organized as evidenced by:
Yes	No	N/A	a. Program and/or course outlines
Yes	No	N/A	b. Lesson objectives
Yes	No	N/A	c. Evaluations
Yes	No	N/A	d. Other applicable instructional materials

Submit the following for the new program as an Exhibit at the end of this Standard:

- Course and/or program objectives as stated in the course/program outline.
- One example of lesson objectives.
- One example of a written evaluation.
- One example of a practical evaluation
- Any other applicable instructional materials the institution utilizes.

Yes	No	N/A	D 14. To offer a course and/or program that exceeds the required minimum course length by more than 50%, the institution must justify the course or program length. In accordance with the mission of the institution, the justification must state how the course or program length is necessitated by the following factors:
Yes	No	N/A	a. Industry needs as determined and/or recommended by the institution's Advisory Committee.
Yes	No	N/A	b. Special academic needs of the students served.

If the new program exceeds the state requirements by more than 50% list below the length of the program offered at the institution as well as the hours required by the state.

Program Offered:

Institution's Program Hours/Credits:

State Requirements for the Program Hours/Credits:

For any courses that exceed the state requirements by more than 50%, describe below the method used to determine the course and/or program length and the rationale for establishing the expanded course.

Yes	No	N/A	D 15. If an institution participates in an externship (Glossary Term: Externship), the institution's course complies with all applicable requirements established by the state regulatory agency, however, not to exceed 10% of the total course and/or program. In the absence of regulations promulgated by the state regulatory agency, the institution's externship will comply with the NACCAS Externship Requirements Policy (see page 39).
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State below if the new program will include an externship component and describe the externship program. Provide a copy of the institution's Externship Policy as an Exhibit at the end of this Standard. In States that regulate externships or internships provide a copy of those regulations as an Exhibit at the end of this Standard, if applicable.

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Yes No N/A D 16. The institution is responsible for the management, control, and delivery of distance education instruction.

If the new program incorporates distance learning, describe below how the institution ensures that the management, control and delivery of the distance education are maintained by the institution.

Yes No N/A D 17. Distance education (Glossary Term: [*Distance Education*](#)) cannot be used as a mode of delivery for more than 50% of any program.

If the new program incorporates distance learning, describe below how the institution ensures that no more than 50% of any program is delivered via distance education. Provide as an Exhibit to this Standard a list of units of instruction that delineates what portion is delivered on campus and what portion is delivered via distance education.

Yes No N/A D 18. If the institution offers a distance education program it must have a policy in compliance with NACCAS Policy on Distance Education.

If the new program incorporates distance learning, state below the institution's distance education policy or as an Exhibit at the end of this Standard.

Yes No N/A A/O/D 19. The institution implements the policy on distance education, as applicable.

If the new program incorporates distance learning, provide documentation ensuring the implementation of the distance learning policy as an Exhibit at the end of this Standard.

Note: If the program does not lead to licensure/certification, include as a supplement a detailed rationale for the program length and requirements.

STANDARD VI: CURRICULUM
EXHIBIT SECTION

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VII. FINANCIAL PRACTICES AND MANAGEMENT

- | | | | |
|-----|----|-----|------|
| Yes | No | N/A | D 1. |
|-----|----|-----|------|
- The financial statements of the institution demonstrate that it has the financial resources to ensure continuity of operation, education programs and services, and to fulfill its obligations to students and employees, by meeting the following requirements:
- a. Has met the requirements as set forth by the U.S. Department of Education in accordance with 34 C.F.R. 668.171 (b) (1), or the successor regulation, or
 - b. A ratio of current assets to current liabilities of one-to-one or greater (current ratio); a positive tangible net worth; and a profit in the most recent accounting year, or in two of the most recent three accounting years. Any assets of the institution that are excluded in the calculation of the composite score shall also be excluded by NACCAS in the calculation of the current ratio and net worth, or;
 - c. If the institution is not in compliance with Criterion 1 (a) or 1 (b), it has the option to demonstrate financial stability by meeting the following requirements:
 - i. Cash and cash equivalents plus available lines of credit are equal to at least 16.7% of annual revenue.
 - ii. Ratio of net liabilities (total liabilities minus cash and cash equivalents) to tangible net worth is 2:1 or less, OR ratio of total debt to earnings before interest, taxes, depreciation, and amortization (EBITDA) is 3:1 or less.
 - iii. At the institution's expense, it agrees to an onsite evaluation of its financial stability by an independent Certified Public Accounting firm selected by NACCAS, and NACCAS determined the evaluation report demonstrates positive financial stability. A copy of this report shall be provided to the institution. The evaluation shall include a series of agreed upon procedures to be determined by NACCAS. These procedures may include (but may not be limited to) the following areas of concern:
 - A. Capacity to meet financial obligations as they come due.
 - B. Compliance with loan and lease agreements.
 - C. Compliance with state requirements for posting surety bonds for student tuition refunds where institution operates instructional programs.
 - D. Compliance with federal and state tax requirements, and regulations of the U.S. Department of Education (if applicable).
 - E. Budget process and internal financial reporting.
 - F. If applicable, the institution's financial relationship with a holding company.
 - G. Personal interviews with the institution's auditor and key members of management.

In accordance with [Section 8.18](#) (see page 123) of the NACCAS [Rules of Practice and Procedure](#) (see page 58), an institution is required to bring itself into compliance with accreditation requirements within the time frames established in the *Rules*.

In addition, the institution's financial statements:

- d. Do not contain any significant or material finding within the auditor's report, the financial statements, the notes to financial statements, and/or

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the internal control auditor's report; to include going concerns, subsequent events, significant definiteness, material weaknesses, and significant liabilities;

- e. Do not disclose that the institution is in default on any of its debt obligations;
- f. Complies with the requirement of Policy VII.03: Policy on Financial Statement Reserves.

Yes No N/A D 2. Institutions participating in Title IV funding programs must submit audited financial statements in accordance with federal auditing standards and guidelines.

The institution's financial statements are submitted to the NACCAS Director of Finance who will determine if they are in compliance with [Standard VII](#) (see page 16).

Yes No N/A D 3. Unless superseded by a state-, federal-, or program-mandated refund policy, the Institution shall adopt a policy that complies with the NACCAS [Withdrawal and Settlement Policy and Checklist](#) (see page 41).

Explain below which refund policy is used by the institution. Submit as an Exhibit at the end of this Standard a copy of the refund policy cross-referenced NACCAS [Withdrawal and Settlement Policy and Checklist](#) (see page 41) regardless of which policy is followed. State if the institution participates in federal financial aid programs. If the institution is mandated to follow their state's policy provide a copy of the state's mandated policy as an Exhibit at the end of this Standard.

Yes No N/A D/A 9. Staff working with financial and accounting records is qualified by training and/or experience in accounting and bookkeeping.

Describe below how the institution ensures that staff members working with financial and accounting records are qualified to do so. Submit a copy of the resume for each staff member working with financial and accounting records as an Exhibit at the end of this Standard.

Yes No N/A D/A 10. Staff working with student financial aid is qualified by training and/or experience in applicable laws and regulations.

Describe below how the institution ensures that staff members working with financial aid programs are qualified to do so. Submit a copy of the resume for each staff member working with financial aid programs as an Exhibit at the end of this Standard.

**STANDARD VII: FINANCIAL PRACTICES
EXHIBIT SECTION**

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VIII. INSTRUCTIONAL SPACE AND FACILITIES

The institution provides equipment, instructional and laboratory space, and other physical facilities that are adequate for instructional needs and meet professional standards of safety and hygiene.

Yes No N/A O 1. Instructional areas allow for effective delivery of instruction.

Describe below how the institution ensures that the instructional area for the new program allow for effective delivery of instruction.

Yes No N/A O/A 2. Instructional space is equipped to accommodate the numbers of students assembled at one time.

Describe below how the institution's instructional space is equipped to accommodate the number of students assembled at one time for the new program. Include a description of the space and equipment available to students for the new program. Provide a copy of any state regulations governing equipment requirements for the new program as an Exhibit at the end of this Standard.

Yes No N/A O 3. The institution meets applicable fire, building, health, ventilation, heating and safety requirement. In particular:

- | | | | |
|-----|----|-----|---|
| Yes | No | N/A | a. Sanitary drinking water is available; |
| Yes | No | N/A | b. Sanitary lavatories have hot and cold running water; |
| Yes | No | N/A | c. Relevant instructional equipment has hot and cold running water; |
| Yes | No | N/A | d. Appropriately located fire extinguishers are maintained in operable condition; |
| Yes | No | N/A | e. Electrical service is adequate to serve institution needs; |
| Yes | No | N/A | f. Emergency evacuation plans are known to staff and students; and |
| Yes | No | N/A | g. Sanitary conditions of space, equipment and product are maintained. |

Describe below any changes that have been made to accommodate the new program to ensure it meets each of the requirements for this criterion.

**STANDARD VIII: INSTRUCTIONAL SPACE AND FACILITIES
EXHIBIT SECTION**

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IX. EVALUATION OF STUDENTS

The institution uses systematic student evaluation to assist student learning and to demonstrate satisfactory student achievement before a certificate of completion is awarded.

Yes No N/A D 1. Each student is evaluated periodically on attendance (clock hours only), academic and/or practical learning, as applicable.

Describe below how and when students in the new program are periodically evaluated on academic and practical learning.

Yes No N/A D 2. Practical learning is evaluated using written criteria, such as rubrics or Similar means.

Provide the written practical grading criteria that will be used for the new program offered as an Exhibit at the end of this Standard. Describe below how the institution will ensure consistency in practical grading among instructors of the new program. Describe below how the institution's practical grading process will inform the student of any deficiencies that may exist in any specific skill set for the new program.

Yes No N/A A 3. Student evaluation results are provided to students.

Describe below when students in the new program will be apprised of their academic performance, practical skills development, and, as applicable, attendance. Provide a copy of the evaluation forms for the new program as an Exhibit at the end of this Standard.

Yes No N/A D 4. The institution documents that each student who graduates or is otherwise awarded a certificate of completion has fully met the institution's published graduation requirements.

List below the page number in the catalog where the graduation requirements for the new program can be found. Describe below how the school will ensure that a student in the new program will have fully met the requirements prior to being issued a diploma or certificate of completion. Provide a copy of the institution's published graduation requirements for the new program as an Exhibit at the end of this Standard.

Yes No N/A D 5. The institution's satisfactory academic progress policy complies with the NACCAS Satisfactory Academic Progress Policy and Checklist for [Programs Measured in Clock Hours or Competencies](#) (see page 51) or for [Programs Measured in Credit Hours](#) (see page 54).

Provide a copy of the institution's satisfactory academic progress policy that incorporates the new program cross-referenced to the NACCAS *Satisfactory Academic Progress Policy and Checklist* for [Programs Measured in Clock Hours or Competencies](#) (see page 51) or for [Programs Measured in Credit Hours](#) (see page 54) as an Exhibit at the end of this Standard.

Yes No N/A D 6. The institution accurately evaluates student progress according to the requirements of the NACCAS *Satisfactory Academic Progress Policy and Checklist* for [Programs Measured in Clock Hours or Competencies](#) (see page 51) or for [Programs Measured in Credit Hours](#) (see page 54), if applicable.

Provide a copy of a Satisfactory Academic Progress evaluation form for the new program as an Exhibit at the end of this Standard.

STANDARD IX: EVALUATION OF STUDENTS
EXHIBIT SECTION

Appendices to the *Rules of Practice and Procedure*
January 2017

X. OCCUPATIONAL ASSOCIATE DEGREE PROGRAMS

******Only complete this portion of the PSS format if the program being added is an Occupational Associate Degree program and/or course.******

The institution offers Occupational Associate Degree programs and/or courses that are consistent with the institution's mission and educational objectives. The general education courses offered in the program are applicable to the occupation. Institutions offering degree programs and/or courses must meet all other applicable standards of accreditation.

Yes No N/A D 1. Instructors teaching applied general education courses must have at least an associate's degree with appropriate course work in the subject area(s) taught **OR** related work experience (3 years) and college level course work in the subject area being taught.

Provide a list of instructors for the new program including a resume indicating formal education or related work experience as an Exhibit at the end of this Standard, as applicable.

Yes No N/A D 2. If the institution has a transfer policy, it must state that a minimum of 25% of the degree program must be delivered by the institution awarding the degree.

State below the institution's transfer policy for the new program or as an Exhibit at the end of this Standard.

Yes No N/A D 3. The program must consist of a minimum of two academic years and 60 semester credit hours in length.

Yes No N/A D 4. A minimum of 45 semester credit hours must be included in the occupational area.

Yes No N/A D 5. At least 15 semester hours in general education courses must be included.

List below the page number in the catalog where the program content for the new program and requisite program hours can be found.

Complete the following list:

Program Title:

Program Length:

Describe below the program content for the new program and explain how credits are allocated to occupational and general education. List below the page in the catalog where this information can be found.

Yes No N/A A 6. Courses and/or programs enhance the ability of an individual to apply academic and occupational skills in the workplace.

Describe below how the institution ensures that the new program enhances the ability of the individual to apply academic and occupational skills in the workplace.

Yes No N/A A 7. Courses and/or programs must be qualitatively related to the occupational degree offered.

Describe below how the institution ensures that the new program is qualitatively related to the occupational degree offered.

Yes No N/A D 8. Resource materials available to degree-seeking students are relevant, current, and appropriate to the courses of study and/or programs.

List below examples of materials available to degree-seeking students in the new program and explain how the institution ensures they are relevant, current, and appropriate to the new program.

STANDARD X: OCCUPATIONAL ASSOCIATE DEGREE PROGRAMS
EXHIBIT SECTION