

Worksheet for Non-Main Campus Sites

This form is to be completed by Visiting Teams during accreditation visits.

A 'NO' response on this worksheet must be carried over to the appropriate standard(s) in the Team Report Software and a Finding of Non-Compliance must be written which specifies the campus to which the finding applies.

Name of Campus: _____ **Address:** _____

Type of	<input type="checkbox"/>	Branch Campus	<input type="checkbox"/>	Extension Campus (Distance from Main or Branch: _____)
Campus:	<input type="checkbox"/>	Instructional Service Center	<input type="checkbox"/>	Extended Classroom (Distance from Main Campus: _____)

The following criteria apply to ALL non-main campus sites:

	Yes	No
1. The institution's learning resources, including media services, technology, facilities, and materials, are comprehensive, current, selected with faculty input, and accessible to the faculty and students. (Standard 5/Criterion A.15)		
2. Relevant and up-to-date equipment is available to support the programs offered by the institution. (Standard 5/Criterion B.3)		
3. Instructional equipment meets appropriate and required safety standards. (Standard 5/Criterion B.5)		
4. Instructional supplies are available to support the programs offered by the institution. (Standard 5/Criterion C.1)		
5. Instructional supplies meet appropriate and required safety standards. (Standard 5/Criterion C.5)		
6. Physical facilities at all locations provide adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, restrooms, lounges, meeting rooms, parking, etc. (Standard 6/Criterion 10)		
7. First aid supplies are readily available. (Standard 6/Criterion 15)		
8. Preserving and protecting student coursework, testing, and records are provided by the use of storage devices, duplicate physical or digital records, security files, or other measures that ensure both the preservation and security of the records from fire, theft, vandalism, and other adverse actions. (Standard 6/Criterion 22)		
9. The institution has a sufficient number of faculty members to fulfill its mission and operate its programs. (Standard 8/Criterion B.1)		
10. The institution has a sufficient number of administrative and supervisory personnel to fulfill its mission and to oversee the operation of its programs and services. (Standard 8/Criterion C.1)		
11. The institution has a sufficient number of instructional support staff members to fulfill its mission and deliver its programs. (Standard 8/Criterion D.1)		
12. Personnel are employed to maintain student and financial records; to assist in producing instructional materials; and to prepare correspondence, reports, and other documents as needed. (Standard 8/Criterion D.2)		
13. Custodial services are available to provide routine care and maintenance of facilities and grounds for the institution. (Standard 8/Criterion E.1)		
14. Preventative maintenance services are provided to ensure continued operation of the facilities. (Standard 8/Criterion E.2)		
15. The institution provides academic advisement services to assist students in planning for the occupational education programs they seek to pursue. (Standard 10/Criterion 1)		
16. There is a student orientation program to acquaint new students with policies, functions, and personnel of the institution. (Standard 10/Criterion 4)		
17. A designated staff member is responsible for maintaining official files and records of students. (Standard 10/Criterion 13)		
18. The institution is responsible for any reasonable accommodation of students who are identified to have special needs. (Standard 10/Criterion 22)		
19. The institution provides placement services for all program completers. (Standard 10/Criterion 23)		

The following criteria apply to BRANCH campuses only.

Standard 10 Criteria	YES	NO	N/A
1. Tests or other means of assessing the achievement and aptitudes of students for various occupations are appropriate and are used to provide personalized counseling and program admissions services to students.			
2. If the institution has processed Title IV loans or is currently processing Title IV loans, it has a default management plan that meets the requirements of the Commission for as long as required by the U.S. Department of Education.			
3. Written procedures are established for access to student coursework, testing, and records to ensure confidentiality, limiting access to authorized personnel only.			
4. Student records, including enrollment, financial, academic, and current educational progress, as well as program completion, program placement and, if applicable, licensure exam pass rate status, are available at the institution.			
5. The institution, upon request by students, provides transcripts or procedures for obtaining transcripts containing as a minimum the following information: program of study, courses or units of study completed with corresponding grades, and period of enrollment.			
Item 6: This item is to be completed by Visiting Teams during accreditation visits.			
6. Number of student files reviewed (minimum of 25)			
7. The institution has published and implemented grievance policies for handling complaints from students.			
8. The institution includes the Commission’s mailing address, telephone number, and website address within the grievance policy in case the grievance cannot be resolved at the institutional level.			
9. Institutional records reflect that program complaints and grievances receive due process and include evidence of resolution.			
10. The institution maintains records on student complaints that are filed in accordance with the institution’s grievance policy to ensure acceptable quality in the educational programs offered by the institution.			
Item 11: This item is to be completed by Visiting Teams during accreditation visits.			
11. Number of complaints in file since last accreditation site visit. (All student complaints on file must be reviewed for compliance with the institution’s grievance policy.)			
12. The institution has a written plan for determining the effectiveness of student services and ensures that the plan identifies responsibilities for coordination of student services, provides for the counseling of students, is evaluated on an annual basis, and addresses how evaluation results are shared with faculty and staff and used for continuous improvement.			
13. The institution demonstrates that it is following a written plan for placement services. VISITING TEAMS: If NO is checked, leave items 14-20 blank and write one finding of non-compliance that specifies BOTH the requirement for a plan AND each criterion 14-20. (See instructions page.)			MULTI-PART CRITERION
The written plan for placement services includes the following elements:			
14. Identification of responsibility for coordination of services.			
15. A communications network exists between the person responsible for placement coordination, the staff, the faculty, and various businesses and industries of the service area.			
16. A list of employers and employment opportunities			
17. Counseling of students.			
18. Maintenance of placement records for completers as a means of measuring the success of the institution in achieving its mission.			
19. Evaluation on an annual basis (and revised as necessary),			
20. A description of how evaluation results are shared with faculty and staff and used for continuous improvement			