

Appendix B: Institution Complaint Policy and Procedure and Web Address

Students can find the grievance procedure on the Arapahoe Community College webpage and in the Student Handbook.

Student Grievance Procedure: <https://www.cccs.edu/wp-content/uploads/2013/09/SP4-31.pdf>

Civil Rights Grievance and Investigation Process: <https://www.cccs.edu/wp-content/uploads/2015/02/SP4-31a.pdf>

Complaint Form – Civil Rights: <https://www.arapahoe.edu/sites/default/files/shared/images-pdf/admissions/student-complaint.pdf>

Student Grievance Form – Non Civil

Rights: <https://www.arapahoe.edu/sites/default/files/shared/images-pdf/admissions/student-grievance.pdf>

Students may obtain this information from any of the following sources:

Legal Notices and Consumer Information: <https://www.arapahoe.edu/about-acc/legal-notices#grievance>

Student Handbook: <http://www.arapahoe.edu/policies-and-guidelines>

Student Forms: <https://www.arapahoe.edu/admissions/forms#studentaffairs>

Appendix C: Complaints Received and Resolutions

Summary of Complaints:

Academic Year	Count By Complaint Type
2006-07	1
Grievance, Civil Rights - 0 Grievance, Non-Civil Rights - 1	
2007-08	1
Grievance, Civil Rights - 0 Grievance, Non-Civil Rights - 1	
2008-09	5
Grievance, Civil Rights - 2 Grievance, Non-Civil Rights - 3	
2009-10	19
Grievance, Civil Rights - 2 Grievance, Non-Civil Rights - 17	
2010-11	46
Grievance, Civil Rights - 7 Grievance, Non-Civil Rights - 39	
2011-12	65
Grievance, Civil Rights - 3 Grievance, Non-Civil Rights - 63	
2012-13	63
Grievance, Civil Rights - 8 Grievance, Non-Civil Rights - 55	
2013-14	68
Grievance, Civil Rights - 21 Grievance, Non-Civil Rights - 47	
2014-15	47
Grievance, Civil Rights - 10 Grievance, Non-Civil Rights - 37	
2015-16	41
Grievance, Civil Rights - 5 Grievance, Non-Civil Rights - 36	
Total	356

Summary of Complaints, including Resolution Status:



Spring 2016
Institutional Records

Appendix D: Published Transfer Policies

1. Transfer Transcripts and Credit Evaluations (ACC website information):

Transfer Credit Evaluations

ACC accepts transfer credits from other institutions. To receive a transcript evaluation:

- Complete an [ACC application](#).
- Follow steps on the [Registration Checklist](#).
- Send an official transcript directly to ACC. ACC considers hand-delivered transcripts unofficial. Mail transcripts to:
 - Arapahoe Community College
 - Admissions and Records
 - 5900 South Santa Fe Drive
 - P.O. Box 9002
 - Littleton, CO 80160-9002

Transfer Transcripts and Official Credit Evaluations:

Students must be admitted to ACC to have an official transfer credit evaluation. To have their transcripts evaluated, students must order their official transcripts and have them sent DIRECTLY to ACC from each institution the student attended. Hand-delivered transcripts will not be accepted as official for transfer credit evaluation purposes.

ACC utilizes the following guidelines to evaluate transfer credit:

- Course by course evaluation and comparison, based on the requirements for the student's declared degree or certificate at ACC.*
- Evaluation of the title, description, content, and age of the course being considered for transfer, compared to the course required in the degree or certificate at ACC.
- Credits accepted in transfer from institutions operating on a quarter hour system, will have their credits converted into semester hours. The formula to convert quarter hours to semester hours is: (credit hours x two) / three. For example, a three quarter credit hour course will convert to a two semester credit hour course ($3 \times 2 = 6$; $6 / 3 = 2$).
- The credit value of the required course at ACC must be covered in full by equivalent transfer course credit value. If appropriate based on a review of the title, description and content of the transfer courses, multiple transfer courses may be combined to be considered equivalent to the ACC course.*
- Generally speaking, a student must complete a minimum of 25% of the credit requirements for a degree or certificate in residence at ACC.*
- A grade of "C-" or better is required for a course to be considered for transfer.*

*Please note: some degree or certificate programs may have more restrictive transfer credit evaluation requirements; please contact the Transcript Evaluator for more information.

Students will receive confirmation of their transfer credit evaluation after their transcript is received by ACC. Students can check what courses were transferred in and how they apply to their declared degree or certificate program by accessing DegreeCheck in myACC.

ACC will gladly review your non-college or experience-based learning attained outside of accredited postsecondary education institutions for possible transfer credit. Please visit our webpage for more information regarding [Prior Learning Assessment](#).

Foreign transcripts are not evaluated at ACC. If you have a foreign transcript that you would like to have evaluated for possible transfer credit, please reach out to a [Foreign Education Credential Service](#).

2. Transfer Transcripts and Credit Evaluations (ACC Catalog information):

Transfer Transcripts & Credit Evaluations

Transfer Transcripts and Official Credit Evaluations

Students must be admitted to ACC to have an official transfer credit evaluation. To have their transcripts evaluated, students must order their official transcripts and have them sent DIRECTLY to ACC from each institution(s) the student attended. Hand-delivered transcripts will not be accepted as official for transfer credit evaluation purposes.

ACC utilizes the following guidelines to evaluate transfer credit:

- Course by course evaluation and comparison based on the requirements for the student's declared degree or certificate at ACC.*
- Evaluation of the title, description, content, and age of the course being considered for transfer, compared to the course required in the degree or certificate at ACC.
- Credits accepted in transfer from institutions operating on a quarter hour system, will have their credits converted into semester hours. The formula to convert quarter hours to semester hours is: (credit hours x two) / three. For example, a three quarter credit hour course will convert to a two semester credit hour course ($3 \times 2 = 6$; $6 / 3 = 2$).
- The credit value of the required course at ACC must be covered in full by equivalent transfer course credit value. If appropriate based on a review of the title, description and content of the transfer courses, multiple transfer courses may be combined to be considered equivalent to the ACC course.*
- Generally speaking, a student must complete a minimum of 25% of the credit requirements for a degree or certificate in residence at ACC.*
- A grade of "C-" or better is required for a course to be considered for transfer.*

***Please note:** some degree or certificate programs may have more restrictive transfer credit evaluation requirements; please contact the Graduation Coordinator / Transcript Evaluator for more information.

Students will receive confirmation of their transfer credit evaluation after their transcript(s) is received by ACC. Students can check what courses were transferred in and how they apply to their declared degree or certificate program by accessing DegreeCheck in myACC.

Foreign transcripts are not evaluated at ACC. If you have a foreign transcript that you would like to have evaluated for possible transfer credit, please reach out to a reputable Foreign Education Credential Service.

3. Prior Learning Assessment / Credit for Prior Learning (ACC website information):

Prior Learning Assessment

You may earn college credit for your non-college or experience-based learning attained outside of accredited postsecondary education institutions.

Prior Learning Assessment (PLA) is not awarded for experience but for college-level learning, which entails knowledge, skills and competencies. PLA includes learning acquired from work and life experiences such as:

- Correspondence and extension courses
- Individual study and reading
- Civic, community and volunteer work
- Participation in formal courses and in-service training sponsored by associations, business, government and industry.

You may use Prior Learning Assessment to fulfill all degree / certificate graduation requirements except for the mandatory residency requirements* (generally speaking, a minimum of 25% of the credit requirements for a degree or certificate must be completed in residence at ACC).

Standards for awarding PLA credit:

- PLA credit may be awarded if the following standards have been met:
 - You have been admitted to ACC
 - You have declared a degree or certificate (changing your declared degree or certificate will result in the reassessment of the applicability of PLA credit)
 - Your prior learning is equivalent to college level
- PLA credit may only be awarded for courses and credits required in your declared degree or certificate.
- PLA credit may satisfy course prerequisite requirements
- *PLA credit cannot be used to satisfy the ACC or degree / certificate residency requirements (see note above)
- All work evaluated for PLA credit must meet or exceed 'C' level work
- PLA credit cannot duplicate any previously-awarded credit
- PLA credit is specifically noted on the transcript as such and is considered Transfer coursework (and not Institutional coursework):
 - PLA credit is not calculated into your grade point average (GPA)
 - PLA credit noted on your transcript will have a grade of 'PLA'
 - If the PLA credit assessment determines that the prior learning does not warrant the awarding of credit, or if the standardized / institutional exam is not passed, the PLA credit does not appear on your transcript
- PLA credit are not included as part of you semester enrollment for the purposes of financial aid, veteran benefits or any other purpose predicated on total hours of enrollment for a given semester

PLA credit may be earned through a combination of the following:

1. National standardized placement tests

You may earn college credit through certain standardized testing. Upon receiving a satisfactory score, you may earn college credit. [Detailed list of tests and acceptable scores](#). For more assistance on what types of exams Arapahoe Community College accepts, please contact the ACC Graduation and Prior Learning Assessment Coordinator at 303.797.5630.

To schedule a CLEP, DSST, UExcel exam and/or for [fee information](#), please contact the ACC Testing Center at 303.797.5993.

If you have taken one of the standardized exams listed below at another location, order an official transcript/score report and have it sent to ACC for evaluation: Arapahoe Community College, Attention Admissions and Records, Campus Box 14, 5900 S. Santa Fe Drive, P.O. Box 9002, Littleton, CO 80160.

- **CLEP Exams:**
CLEP (The College-Level Examination Program) gives students of any age the chance to demonstrate college-level achievement through a program of exams in undergraduate college courses. 2,900 colleges grant credit and/or advanced standing for CLEP exams.
- **DSST Exams:**
DSST exams are available in a variety of subjects. Previously just available to those in the military, since 2006 DSST exams are available to adult learners, homeschooled students and military veterans as a way to earn college credits.
- **UExcel Excelsior College Exams:**
Uexcel exams are offered in a variety of subjects and provide students the opportunity to earn college credit by exam.
- **AP (Advanced Placement) Exams:**
AP exams are generally taken as a final part of the AP course the student is completing while in high school.
- **IB (International Baccalaureate) Exams:**
IB exams are taken at the end of a student's participation an IB program at their high school.

2. Institutional Challenge Examinations:

Institutional Challenge Exams are faculty-developed tests. They assess your mastery of the competencies for the ACC course being taught. For more information about Institutional Challenge Exams, please contact the ACC Graduation and Prior Learning Assessment Coordinator at 303.797.5630.

Institutional Challenge Exams are the way ACC abides by [Colorado Revised Statutes 23-1-125](#) , which requires public institutions of higher education to offer students an option for testing out of core courses.

3. Published Guides:

Published guides contain credit recommendations made by reputable third party organizations for certain trainings and / or credentials. Approved published guides include the American Council on Education (ACE), National Guide to College Credit for Workplace Training, the ACE Military Guide, and the National College Credit Recommendation Service (NCCRS).

Additionally, credit for learning gained in the U.S. military (if applicable to a student's declared degree or certificate at ACC) is generally transferred based upon ACE credit recommendations

found on a Joint Service Transcript (JST) for current or former Army, Coast Guard, Marine Corps, or Navy personnel. Air Force personnel will have their credit documented on a Community College of the Air Force (CCAF) transcript.

To be evaluated for possible credit, you should order your official transcript from the provider (JST, CCAF) or third party organization (ACE, NCCRS, etc.) and have it sent directly from the issuing organization to ACC for evaluation: Arapahoe Community College, Attention Admissions and Records, Campus Box 14, 5900 S. Santa Fe Drive, P.O. Box 9002, Littleton, CO 80160.

4. Portfolio Assessment:

Knowledge and skills acquired through work and lifelong learning may be evaluated and validated through a formal portfolio assessment process.

For more information about portfolio assessment please contact the ACC Graduation and Prior Learning Assessment Coordinator at 303.797.5630.

5. Faculty Evaluated Industry and Workplace Credit:

ACC may evaluate non-collegiate instructional programs that result in industry certification, professional licensure, apprenticeship completion, and other workplace skills development. Faculty subject-matter experts will evaluate the prior learning and identify if the learning warrants the awarding of credit.

For more information about the evaluation of this type of non-collegiate instruction please contact the ACC Graduation and Prior Learning Assessment Coordinator at 303.797.5630.

4. Prior Learning Assessment / Credit for Prior Learning (ACC Catalog information):

Credit for Prior Learning / Prior Learning Assessment

Students may earn college credit for non-college or experience-based learning attained outside of accredited postsecondary education institutions.

Prior Learning Assessment (PLA) is not awarded for experience but for college-level learning, which entails knowledge, skills and competencies. PLA includes learning acquired from work and life experiences such as:

- Correspondence and extension courses
- Individual study and reading
- Civic, community and volunteer work
- Participation in formal courses and in-service training sponsored by associations, business, government and industry.

There are costs associated with the various forms of PLA credit; students may refer to the Credit for Prior Learning / Prior Learning Assessment page on ACC's website for current cost information.

Students may use Prior Learning Assessment to fulfill all degree / certificate graduation requirements except for the mandatory residency requirements* (generally speaking, a minimum of 25% of the credit requirements for a degree or certificate must be completed in residence at ACC).

Standards for awarding PLA credit:

- PLA credit may be awarded if the following standards have been met:

- Student has been admitted to ACC
- Student has declared a degree or certificate (changing a declared degree or certificate will result in the reassessment of the applicability of PLA credit)
- Student's prior learning is equivalent to college level
- PLA credit may only be awarded for courses and credits required in the student's declared degree or certificate.
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- PLA credit cannot be used to satisfy the ACC or degree / certificate residency requirements (see note above*)
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- PLA credit is specifically noted on the transcript as such and is considered Transfer coursework (and not Institutional coursework):
- PLA credit is not calculated into student's grade point average (GPA)
- PLA credit noted on the transcript will have a grade of 'PLA'
- If the PLA credit assessment determines that the prior learning does not warrant the awarding of credit, or if the standardized / institutional exam is not passed, the PLA credit does not appear on the student's transcript
- PLA credit are not included as part of a student's semester enrollment for the purposes of financial aid, veteran benefits or any other purpose predicated on total hours of enrollment for a given semester

PLA credit may be earned through a combination of the following:

1. National standardized placement tests

Students may earn college credit through certain standardized testing. Upon receiving a satisfactory score, students may earn college credit. A current detailed list of tests and acceptable scores is maintained on the ACC Prior Learning Assessment webpage. For more information on what types of exams Arapahoe Community College accepts, please contact the ACC Graduation & Prior Learning Assessment Coordinator at 303.797.5630.

To schedule a CLEP, DSST, UExcel exam and/or for fee information, please contact the ACC Testing Center at 303.797.5993.

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- **DSST Exams:**

DSST exams are available in a variety of subjects. Previously just available to those in the military, since

2006 DSST exams are available to adult learners, homeschooled students and military veterans as a way to earn college credits.

- **UExcel Excelsior College Exams:**

Uexcel exams are offered in a variety of subjects and provide students the opportunity to earn college credit by exam.

- **AP (Advanced Placement) Exams:**

AP exams are generally taken as a final part of the AP course the student is completing while in high school.

- **IB (International Baccalaureate) Exams:**

IB exams are taken at the end of a student's participation an IB program at their high school.

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Institutional Challenge Exams are faculty-developed tests. They assess a student's mastery of the competencies for the ACC course being taught. For more information on Institutional Challenge Exams, please contact the ACC Graduation& Prior Learning Assessment Coordinator at 303.797.5630.

Institutional Challenge Exams are the way ACC abides by Colorado Revised Statutes 23-1-125 , which requires public institutions of higher education to offer students an option for testing out of core courses.

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Additionally, credit for learning gained in the U.S. military (if applicable to a student's declared degree or certificate at ACC) is generally transferred based upon ACE credit recommendations found on a Joint Service Transcript (JST) for current or former Army, Coast Guard, Marine Corps, or Navy personnel. Air Force personnel will have their credit documented on a Community College of the Air Force (CCAF) transcript.

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For more information on Portfolio Assessment at Arapahoe Community College accepts, please contact the ACC Graduation& Prior Learning Assessment Coordinator at 303.797.5630.

5. Faculty Evaluated Industry and Workplace Credit:

ACC may evaluate non-collegiate instructional programs that result in industry certification, professional licensure, apprenticeship completion, and other workplace skills development. Faculty subject-matter experts will evaluate the prior learning and identify if the learning warrants the awarding of credit.

For more information regarding this type of prior learning assessment at Arapahoe Community College accepts, please contact the ACC Graduation& Prior Learning Assessment Coordinator at 303.797.5630.

Appendix E: Articulation Agreements and Web Address

The ACC Transfer Agreements Searchable Database is available online at <https://www.arapahoe.edu/student-resources/career-center/transfer-short>

Information regarding the Colorado Department of Higher Education Statewide Transfer Articulation Agreements and Institutional Transfer Guides is available online at <http://highered.colorado.gov/Academics/Transfers/>

Information regarding the Degree within Reach – Colorado Department of Higher Education Reverse Transfer Program is available online at <https://www.arapahoe.edu/student-resources/career-and-transfer-center/transfer-services/degree-within-reach>

Institution	Transfer Agreement URL
Adams State University	https://www.arapahoe.edu/student-resources/career-center/transfer/adams-state-university
Antioch University	https://www.arapahoe.edu/student-resources/career-center/transfer/antioch-university
Argosy State University	https://www.arapahoe.edu/student-resources/career-center/transfer/argosy-university
Arizona State University	https://www.arapahoe.edu/student-resources/career-center/transfer/arizona-state-university
Art Institute of Colorado	https://www.arapahoe.edu/student-resources/career-center/transfer/art-institute-of-colorado
Ashford University	https://www.arapahoe.edu/student-resources/career-center/transfer/ashford-university
Bellvue University	https://www.arapahoe.edu/student-resources/career-center/transfer/bellvue-university
Binghamton University	https://www.arapahoe.edu/student-resources/career-center/transfer/binghamton-university
Capella University	https://www.arapahoe.edu/student-resources/career-center/transfer/capella-university
Chadron State	https://www.arapahoe.edu/student-resources/career-center/transfer/chadron-state
Colorado Christian University	https://www.arapahoe.edu/student-resources/career-center/transfer/colorado-christian-university
Colorado Mesa University	https://www.arapahoe.edu/student-resources/career-center/transfer/colorado-mesa-university
Colorado Mountain College	https://www.arapahoe.edu/student-resources/career-center/transfer/colorado-mountain-college
Colorado School of Mines	https://www.arapahoe.edu/student-resources/career-center/transfer/colorado-school-of-mines
Colorado State University - Ft. Collins	https://www.arapahoe.edu/student-resources/career-center/transfer/csu-fort-collins
Colorado State University - Global	https://www.arapahoe.edu/student-resources/career-center/transfer/csu-global-campus
Colorado State University - Pueblo	https://www.arapahoe.edu/student-resources/career-center/transfer/csu-pueblo
Colorado Technical University	https://www.arapahoe.edu/student-resources/career-center/transfer/colorado-technical-university
Columbia College	https://www.arapahoe.edu/student-resources/career-center/transfer/columbia-college
Columbia University	https://www.arapahoe.edu/student-resources/career-center/transfer/columbia-university
Dallas Baptist University	https://www.arapahoe.edu/student-resources/career-center/transfer/dallas-baptist-university
DeVry University	https://www.arapahoe.edu/student-resources/career-center/transfer/devry-university
Fashion Institute of Design and Merchandising	https://www.arapahoe.edu/student-resources/career-center/transfer/fashion-institute
Ft. Lewis College	https://www.arapahoe.edu/student-resources/career-center/transfer/fort-lewis-college
Franklin University	https://www.arapahoe.edu/student-resources/career-center/transfer/franklin-university
Grand Canyon University	https://www.arapahoe.edu/student-resources/career-center/transfer/grand-canyon-university
Hastings College	https://www.arapahoe.edu/student-resources/career-center/transfer/hastings-college

Johnson & Wales University	https://www.arapahoe.edu/student-resources/career-center/transfer/johnson-wales-university
Kaplan University	https://www.arapahoe.edu/student-resources/career-center/transfer/kaplan-university
Metropolitan State University of Denver	https://www.arapahoe.edu/student-resources/career-center/transfer/metro-state
Minneapolis College of Art & Design	https://www.arapahoe.edu/student-resources/career-center/transfer/minneapolis-college-of-art-and-design
Morgan State University	https://www.arapahoe.edu/student-resources/career-center/transfer/morgan-state-university
Naropa University	https://www.arapahoe.edu/student-resources/career-center/transfer/naropa-university
National American University	https://www.arapahoe.edu/student-resources/career-center/transfer/national-american-university
North Central University	https://www.arapahoe.edu/student-resources/career-center/transfer/north-central-university
Northern Arizona University	https://www.arapahoe.edu/student-resources/career-center/transfer/northern-arizona-university
NW Missouri State University	https://www.arapahoe.edu/student-resources/career-center/transfer/nw-missouri-state-university
Ohio Dominican University	https://www.arapahoe.edu/student-resources/career-center/transfer/ohio-dominican-university
Regis University	https://www.arapahoe.edu/student-resources/career-center/transfer/regis-university
Rocky Mountain College of Art & Design	https://www.arapahoe.edu/student-resources/career-center/transfer/rocky-mountain-college-art-design
Saint Joseph's College Online	https://www.arapahoe.edu/student-resources/career-center/transfer/saint-josephs-college-online
Santa Fe University of Art & Design	https://www.arapahoe.edu/student-resources/career-center/transfer/santa-fe-university-art-design
Southern New Hampshire University	https://www.arapahoe.edu/student-resources/career-center/transfer/southern-new-hampshire-university
Strayer University	https://www.arapahoe.edu/student-resources/career-center/transfer/strayer-university
Texas Tech University	https://www.arapahoe.edu/student-resources/career-center/transfer/texas-tech-university
University of Colorado - Boulder	https://www.arapahoe.edu/student-resources/career-center/transfer/cu-boulder
University of Colorado - Colorado Springs	https://www.arapahoe.edu/student-resources/career-center/transfer/cu-colorado-springs
University of Colorado - Denver/CU health Sciences Center	https://www.arapahoe.edu/student-resources/career-center/transfer/cu-denver-cu-health-sciences-center
University of Denver	https://www.arapahoe.edu/student-resources/career-center/transfer/du
University of Montana	https://www.arapahoe.edu/student-resources/career-center/transfer/university-of-montana
University of New Mexico	https://www.arapahoe.edu/student-resources/career-center/transfer/university-of-new-mexico
University of Northern Colorado	https://www.arapahoe.edu/student-resources/career-center/transfer/university-of-northern-colorado
University of Phoenix	https://www.arapahoe.edu/student-resources/career-center/transfer/university-of-phoenix
University of Saint Mary	https://www.arapahoe.edu/student-resources/career-center/transfer/university-of-saint-mary
Webster University	https://www.arapahoe.edu/student-resources/career-center/transfer/webster-university
Western Governors University	https://www.arapahoe.edu/student-resources/career-center/transfer/western-governors-university
Western International University	https://www.arapahoe.edu/student-resources/career-center/transfer/western-international-university

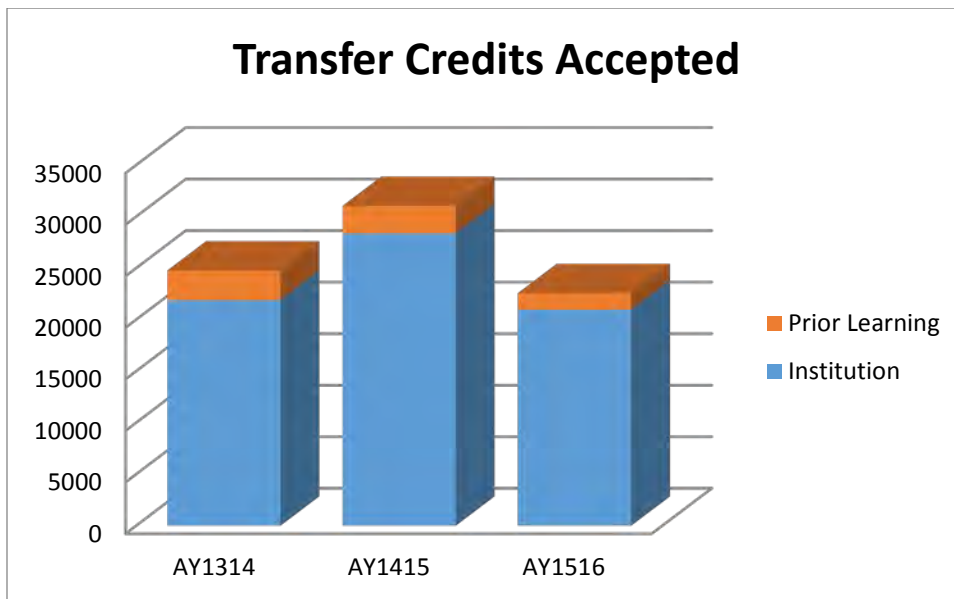
Appendix F: Transfer Policy Evidence



Transcript Evaluation
Business Process.pdf

ACC Transcript Evaluation Business Process:

The following chart represents the number of transfer credits awarded by ACC over the last three academic years:



Appendix G: Disclosures of Additional Costs Related to Verification

ACC does not charge any additional costs to the student.

Appendix H: Most Recent Program Review / Audit Report



ACC A-133 CCCS
Compliance Audit FY2

Most recent A-133 Audit Report:

Appendix I: Correspondence with the Department – General Program Responsibilities

Most recent A-133 audit letter is attached in Appendix H; no other findings or issues

Appendix J: Correspondence with Department – Financial Responsibility Requirements

Not Applicable

Appendix K: Correspondence with Department – Default Rates

Not applicable.

Appendix L: Samples of Loan Agreements and Disclosure Information

The following is a sample loan disclosure sent to students receiving Direct Loans.



Office of Financial Aid
5900 S Santa Fe Dr
Littleton, CO 80160
303-797-5661
303-797-5663 (fax)

June 20, 2016

Award Year 2015-2016

Dear Angela,

Our records indicate that you have recently borrowed the following loan(s) to date for the current semester. You have the right to cancel all or part of the loan(s) within 14 days of receipt of this letter.

Date	Loan Type	Loan Amount (in dollars)
2/8/2016	Direct Loan Subsidized	\$1,732.00

Please note: This letter is for your records only. If you find this information to be incorrect notify the Office of Financial Aid immediately. If you have any questions regarding your loans, please call the Office of Financial Aid at 303-797-5661.

Sincerely,

Office of Financial Aid

[Student ID Number]

Appendix M: Disclosures to Students – Campus Crime and Financial Aid

Information regarding campus crime and resources is available to current students, prospective students, and the general public on our website; additionally, a sample letter disclosing this and other pertinent information to students is provided:

- Campus Safety Department
 - o <https://www.arapahoe.edu/student-resources/campus-safety>
- Clery Act/Crime Statistics
 - o <https://www.arapahoe.edu/student-resources/campus-safety/clery-act/-/crime-statistics>
- Annual Security Report
 - o <https://www.arapahoe.edu/sites/default/files/shared/images-pdf/student-resources/campus-safety/2015-acc-annual-security-report.pdf>
- Reporting Criminal Activities and Emergencies/Emergency Response
 - o <https://www.arapahoe.edu/student-resources/campus-safety/reporting-criminal-activity-and-emergencies>
- Firearm and Drug Policy
 - o <https://www.arapahoe.edu/student-resources/campus-safety/firearms-and-drug-policy>
- Sexual Assault and Title IX
 - o <https://www.arapahoe.edu/campus-life/sexual-misconduct-and-title-ix>
- Victim Assistance
 - o <https://www.arapahoe.edu/student-resources/campus-safety/victim-assistance>



Annual Notification -
Campus Safety & Car

Sample Disclosure Letter:

Appendix N: Disclosures to Students – Student Right to Know

Student Right to Know information is available on the ACC website;

- Cost of Attendance
 - o <https://www.arapahoe.edu/paying-college/financial-aid/cost-attendance>
- Net Price Calculator
 - o <https://www.arapahoe.edu/netpricecalculator/npcalc.htm>
- Return of Title IV Funds
 - o <https://www.arapahoe.edu/paying-college/financial-aid/how-financial-aid-works/return-title-iv-funds>
- ACC Degrees and Certificates
 - o <https://www.arapahoe.edu/departments-and-programs/degrees-and-certificates>
- ACC Faculty
 - o <https://www.arapahoe.edu/employee-directory>
- Accommodations for Students with Disabilities
 - o <https://www.arapahoe.edu/about-acc/legal-notices#accomodations>
- ACC Graduation Rates and Institutional Statistics
 - o <https://www.arapahoe.edu/paying-college/financial-aid/financial-aid-miscellaneous/institutional-statistics>
 - o <http://higher.ed.colorado.gov/Data/search.aspx>
- Withdrawal Process
 - o <https://www.arapahoe.edu/admissions/registration/withdraw-a-course>



Annual Notification -
Consumerism & FERP.

Sample Disclosure Letter:

Appendix O: Disclosures to Students – Satisfactory Academic Progress and Attendance Policies

Disclosures are made to current and prospective students in the following locations:

- ACC Satisfactory Academic Progress Webpage
 - o <https://www.arapahoe.edu/paying-college/financial-aid/how-financial-aid-works/satisfactory-academic-progress>
- ACC Satisfactory Academic Progress Procedure AP 4-20d
 - o <https://www.arapahoe.edu/sites/default/files/shared/ACC%20SAP%20policy%20updated.pdf>
- CCCS System President's Procedure SP 4-20d
 - o <https://www.cccs.edu/wp-content/uploads/2013/09/SP4-20d.pdf>
- ACC Attendance Information
 - o <https://www.arapahoe.edu/catalog/academic-policies-and-procedures.htm#o7918>
- ACC Drop for No-Show Information
 - o <https://www.arapahoe.edu/catalog/academic-policies-and-procedures.htm#o7916>
- ACC Return of Title IV Funds Information
 - o <https://www.arapahoe.edu/paying-college/financial-aid/how-financial-aid-works/return-title-iv-funds>

Additionally, some of the information is reiterated in the Award Notification Letter a student receives once they have been awarded financial aid.



1617 Award
Notification Email.pdf

ACC Award Notification:

Appendix P: Contractual Relationships

ACC has a longstanding contractual agreement with NCTI (www.ncti.com) to partner on the delivery of Broadband Technology Certificates and AAS degree. In 2005-06 the contractual agreement was approved by HLC for the contract expiring in 2009. The subsequent contract between ACC and NCTI (effective January 1, 2010) was not submitted as a substantive change to HLC. ACC is remedying this oversight through the drafting of a new contractual agreement with NCTI and submission of a substantial change for review to HLC not later than August 1, 2016.

Appendix Q: Consortial Relationships

Not applicable.

Appendix R: Course Catalogs and Student Handbooks

Copies of the ACC Course catalog, ACC Student Handbook and program Student Handbooks will be made available at the time of the team visit:

- Course Catalog
 - o <https://www.arapahoe.edu/departments-and-programs/schedules/catalogs>
 - o PDF format:



2016-2017 Word
Catalog.pdf

- Student Handbook
 - o <https://www.arapahoe.edu/campus-life/student-handbook>
- Program Handbooks
 - o Emergency Medical Services Student Handbook
 - o Law Enforcement Academy Student Handbook
 - o Paralegal Program Student Handbook
 - o Health Information Technology Student Handbook
 - o Medical Office Technology Student Handbook
 - o Nurse Aide Program Student Handbook
 - o Nursing Program Student Handbook
 - o Pharmacy Technician Program Student Handbook
 - o Medical Laboratory Technology Program Student Handbook
 - o Physical Therapy Assistant Program Student Handbook

Appendix S: Policies and Procedures to Ensure Required Information is Accurate, Timely and Appropriate

The Marketing Department strives to produce detailed advertisements and recruiting materials through print and digital media. ACC's produces *Fast Facts* which is published on our website with data gathered from our Institutional Research Department. This information provides our community with statistical information about the College population. College trifold brochures are used to recruit students for specific programs. Marketing works closely with program Deans and Student Recruitment and Outreach to ensure accuracy of information. Brochures describe in detail our program offerings, program requirements, gainful employment and program accreditation. These trifold brochures are distributed at Student Outreach events in and out of ACC, at High School College Fairs, and at other Higher Education Institution events. Postcards are mailed to current students as a reminder to register for the upcoming semester and inform students of new classes or changes to classes in their program. Our Family Guide to college is published in English and Spanish. Our ACC Virtual Tour is a map around campus which shows perspective students what campus is like including public transportation options.

Community Education mails a non-credit course schedule 4 times per year to targeted carrier routes within the ACC service area. These schedules are mailed in a timely manner to provide current and prospective students with the ability to register for classes.




The College Catalog is the official resource for information about the College's credit programs. The online Catalog is reviewed frequently and updated annually to reflect changes in academic policies and program requirements. Each degree and certificate program also has a webpage that is reviewed by the Marketing Department staff as well as the program department chair. This information is accessed from the degree and certificate link. The page is divided by type degree/certificates/transfer options. Each degree program and related certificate(s) also has a separate web page that is updated on a regular basis. This page typically includes Admission Requirements, Program Requirements, and Graduation requirements. See Associate of Arts, Associate of Science and Associate of Applied Science as examples. Please note the standardized left side of each web page in this section that features items such as Academic Policies and Procedures and Course Descriptions.



Marketing
Processes-Policies.p

ACC Marketing Process / Policies Document:

Appendix T: Advertising and Recruiting Materials

Example 1: Disability Services Brochure	 APPENDIX T - ACC_DisabilityService
Example 2: Exercise Health Science Brochure	 APPENDIX T - ACC_EHS_Brochure_
Example 3: ACC Viewbook	 APPENDIX T - ACC View Book_final.pdf



Appendix U: Policies and Procedures to Ensure Advertising and Recruiting Information is Accurate, Timely and Appropriate









Appendix S contains information pertaining to the accuracy, timeliness and appropriateness of advertising and recruiting information.













Appendix V: Types of Student Outcome Data

- ACC Assessment of Student Learning at the Program Level webpage:
 - o <https://www.arapahoe.edu/about-acc/presidents-office/assessment/assessment-student-learning-program-level>
- ACC Gainful Employment Disclosure Information webpage:
 - o <https://www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information>
- ACC Graduation and Retention Information webpage:
 - o <https://www.arapahoe.edu/more-about-acc/legal-notices/graduation-and-retention-information>
- ACC Surveys webpage:
 - o <https://www.arapahoe.edu/about-acc/institutional-research/surveys>

Appendix W: Comprehensive Evaluation Reports and Action Letters for Institutional and Specialized Accrediting Agencies

Institutional Accreditation	
Most recent HLC Action Letter	 HLC Action Letter.pdf
Most recent HLC Evaluation Report	 HLC Report.pdf

Specialized Accreditation		
Automotive Service Technology	National Automotive Technician Education Foundation, Inc. (NATEF)	 NATEF Master Accreditation 030112  NATEF Master Accreditation Chrysler  NATEF Master Accreditation Honda
Certified Nursing Assistant	Colorado State Board of Nursing	 CO State Board of Nursing - NUA - INSPI
Early Childhood Education	National Association for the Education of Young Children (NAEYC)	 NAEYC CERTIFICATE 072013_072019.pdf  NAEYC accreditation letter 071513.pdf
Emergency Medical Technician – Paramedic	Commission on Accreditation of Allied Health Education Programs (CAAHEP)	 Paramedic accreditation.pdf
Emergency Medical Technician Services	Colorado State Department of Health, Emergency Medical Division	 CO Dept of Public Health - EMT.pdf

Health Information Technology	Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)	 CAHIIM Verification.PDF
Interior Design	National Kitchen and Bath Association (NKBA)	 NKBA ReAccreditaition Cert  NKBA letter.pdf
Law Enforcement Academy	Colorado Peace Officer Standard and Training Board (P.O.S.T.)	 CO Dept of Law - LEA.pdf
Paralegal	American Bar Association (ABA)	 ABA Standing Committee on Paraleg  ABA Paralegal Reapproval Applicatic
Medical Laboratory Technology	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)	 ACC-NAACLS Accreditation 041020
Mortuary Science	American Board of Funeral Service Education	 Mortuary Science Certificate and Annuz
Nursing (Registered)	The Accreditation Commission for Education in Nursing, Inc. (ACEN) and The Colorado State Board of Nursing	 State Board of Nursing letter 01291C  ACEN accreditation approval letter 03291  Continued Full Approval 9-12-2014.¡
Pharmacy Technician	American Society of Health-Systems Pharmacists (ASHP)	 PharmTech Accreditation 072115

Physical Therapist Assistant

Commission on Accreditation in Physical Therapy
Education



ACC PTA Summary
of Action 060316.pdf

Appendix X: Sample Disclosures of Institution's Standing with State Agencies and Accrediting Bodies

ACC clearly articulates our institutional accreditation status on the Accreditation page of our website. On this same page, information regarding specialized program accreditation is provided. The webpage may be accessed at <https://www.arapahoe.edu/about-acc/programs/accreditation>.

Appendix Y: Notices of Opportunity to Comment



APPENDIX Y -Proof
of Opportunity to Cor

Public Notices of Opportunity to Comment: