



Federal Compliance Filing by Institutions

Effective September 1, 2019–August 31, 2020

Institutions should answer the questions below. The [Federal Compliance Overview](#) provides information about the applicable HLC policies and provides an explanation of each requirement.

Note that some federal requirements are related to and accounted for in the Criteria for Accreditation or Assumed Practices. Those related Criteria and Assumed Practices have been identified for cross-referencing purposes. Cross-references are also provided to the Code of Federal Regulations. Because HLC may, in some cases, require more of its institutions than the federal regulations, it is important that institutions write to HLC's requirements to ensure their compliance not only with the federal regulations but with HLC's expectations. Lastly, although cross-references to the Code of Federal Regulations are provided here, an institution is always responsible to ensure that it is familiar with the full and current text of those regulations, as they may from time to time be updated.

Submission Instructions

This form and any required appendices should be uploaded to the Assurance System no later than the institution's lock date, unless otherwise noted. Instructions for uploading the documents are provided in the Assurance System. The necessary supporting documentation should be directly responsive to specific documentation requested. While there is no minimum expectation with respect to length, the completed Federal Compliance worksheet, including all appendices, should not exceed 250 pages.

Institution name: **Seward County Community College**

1. Assignment of Credits, Program Length and Tuition

Provide web addresses to the following:

- Policy (or set of policies) and procedures for assignment of Credit Hour for all **types** of courses, disciplines, programs, credential levels, formats, regardless of modality.
- Course or program credit assignment procedures. (Note: The Federal Compliance reviewer will contact the institution's Accreditation Liaison Officer after the Federal Compliance materials are received to request a sample of course and program materials. The purpose of the representative

sample of materials is to enable the Federal Compliance reviewer to make a preliminary determination as to whether an institution adheres to its Credit Hour policy.)

Provide the web address to relevant policy/policies:

Link: <https://sccc.edu/web/academic/academic-affairs>

Academic Affairs Council Policy Manual may be found at the bottom of the website listed above. Policy 30.7 may be found on page 76.

Provide the web address to relevant procedure(s):

Link: <https://sccc.edu/web/academic/academic-affairs>

Academic Affairs Council Policy Manual may be found at the bottom of the website listed above. Policy 30.7 may be found on page 76.

Describe the process the institution utilizes to verify length of academic period and compliance with credit hour requirements through course scheduling.

The Vice President of Academic Affairs reviews length of academic period using a minimum of 750 minutes per credit hour for lecture, 1125 minutes per credit hour for labs, and 2700 minutes per credit hour for clinicals. After approval by the VPAA, course terms are set up in the Student Information System by the Registrar.

For more information see Federal Requirements 34 CFR §§602.16(a)(1)(viii), 602.24(f), 600.2, and 668.8(k) and (l).

Related HLC Requirements: Core Component 3.A. and Assumed Practice B.1.

2. Institutional Records of Student Complaints

Provide the web address to the institution's complaint policy.

Link:

[https://www.boarddocs.com/ks/sccc/Board.nsf/files/B7ZU8X7AE2C0/\\$file/421_StudentComplaintAndGrievanceProcedures.pdf](https://www.boarddocs.com/ks/sccc/Board.nsf/files/B7ZU8X7AE2C0/$file/421_StudentComplaintAndGrievanceProcedures.pdf)

[https://www.boarddocs.com/ks/sccc/Board.nsf/files/B7ZU9B7AF0A8/\\$file/422_RecordOfStudentComplaints.pdf](https://www.boarddocs.com/ks/sccc/Board.nsf/files/B7ZU9B7AF0A8/$file/422_RecordOfStudentComplaints.pdf)

Provide the web address to the institution's complaint procedure.

Link: <https://www.sccc.edu/web/students/student-complaint-forms>

For more information see Federal Requirement 34 CFR §§602.16(a)(1)(ix) and 668.43(b).

Related HLC Requirements: Core Component 2.A and Assumed Practice A.3, A.4.

3. Publication of Transfer Policies

Provide the web address to the institution's transfer policies.

Link: <https://sccc.edu/web/academic/academic-affairs>

Academic Affairs Council Policy Manual may be found at the bottom of the website listed above. Transfer policy 20.4 can be found on page 15 and transfer policy 20.8 can be found on page 19.

Provide the web address where the public can access a list of institutions with which the institution has established articulation agreements. Note that you do not need to provide the full articulation agreements themselves, only the list of agreements that you make public. This list should include the name and location of the agreement partner, the extent to which the institution accepts credit for courses offered by the partner or offers courses for which credits are accepted by the partner, and any credit limitations.

Link: <https://www.sccc.edu/web/students/transfer-information-after-sccc/articulation-agreements>
<https://www.sccc.edu/web/students/transfer-information-after-sccc/kbor-transfer-and-articulation>

Provide the web address where current and prospective student can ascertain the institution's transfer requirements in addition to what will and will not transfer.

Link: <https://www.sccc.edu/web/students/transfer-%20information-after-sccc>

Link: <https://sccc.edu/web/academic/academic-affairs>

Academic Affairs Council Policy Manual may be found at the bottom of the website listed above. Transfer policy 20.4 can be found on page 15 and transfer policy 20.8 can be found on page 19.

For more information see Federal Requirements 34 CFR §§668.5, 668.8, 668.43(a)(11) and 668.43(a)(12).

Related HLC Requirements: Core Component 2.A and Assumed Practice A.5.D.

4. Practices for Verification of Student Identity

Does the institution have students enrolled in distance or correspondence courses, as defined in federal definitions?

Yes

No (If no, please move on to Title IV Program Responsibilities)

How does the institution verify the identity of students enrolled in these courses?

Secure login and password through the student portal.

How does the method of verification make reasonable efforts to protect student privacy?

Web-based password resets can only be made by providing the student's first and last name, student ID number, and answering additional security questions set up by the student. Login issues may be discussed by phone with the student once they provide their first and last names and their student ID. The password to access the web-based password reset functionality will be given to the student over the phone and will be a combination of the student ID and alphanumeric characters determined by the help desk technician.

Are there any additional costs (e.g., fees associated with test proctoring) charged directly to the student because of this method?

Yes

No

If yes, how are the additional costs disclosed to students prior to enrollment in a distance or correspondence course?

Provide the web address where the public can access information regarding the additional costs.

Link:

For more information see Federal Requirement 34 CFR §602.17(g).

Related HLC Requirement: Core Component 2.A.

5. Title IV Program Responsibilities

This requirement has several components the institution must address. The institution staff compiling this information should work with the financial aid office and the chief financial officer or comptroller. For more information see Federal Requirement 34 CFR §602.16(a)(1)(x).

General Program Responsibilities

a. What is the current status of the institution's Title IV program (e.g., recertified on date x, provisionally certified on date x, etc.)?

April, 2018. Expiration date is March 31, 2024.

b. When was the institution's most recent Title IV program review?

Date: 2006

c. Has the institution been audited or inspected by the Office of the Inspector General of the U.S. Department of Education since the last comprehensive evaluation by HLC?

Yes

No

Provide the most recent Title IV program review, or other inspection or audit report since the last comprehensive evaluation by HLC, as **Appendix A**.

- d. List any limitation, suspension or termination actions imposed on the institution by the U.S. Department of Education (hereafter referred to as “the Department”) since the last comprehensive evaluation by HLC and the reason for such actions. (Use N/A for not applicable.)

None

- e. List any fines, letters of credit or heightened cash monitoring imposed on the institution by the Department since the last comprehensive evaluation by HLC and the reason for such actions. (Use N/A for not applicable.)

None

- f. What response and corrective actions have the institution taken in regard to these Department actions? (Use N/A for not applicable.)

N/A

- g. What are the consequences of these actions by the Department for the institution’s short- and long-term financial health? (Use N/A for not applicable.)

N/A

- h. What are the findings from the OMB Circular A-133 portion of the institution’s three most recent audited financial statements, which identifies material weaknesses in the processing of financial aid?

1. 2016/No material weaknesses
2. 2017/No material weaknesses
3. 2018/No material weaknesses

- i. In which of the following Title IV federal financial aid programs does the institution participate? Select all that apply:

- Pell Grant
- Federal Family Education Loan
- Federal Direct Stafford Loan
- Direct PLUS Loan
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- Perkins Loans

Academic Competitiveness Grant

Provide action letters issued by the Department that explain its rationale for any actions described in D, E and H (if applicable) and provide any reports issued by the institution, if available, demonstrating improvement as **Appendix B**.

For more information see Federal Requirement 34 CFR §668.16.

Financial Responsibility Requirements

a. What were the outcomes of the three most recent Department reviews of the institution's composite ratios and financial audits?

1. 2016/No findings
2. 2017/No findings
3. 2018/No findings

b. Have there been any fines, penalties, letters of credit or other requirements imposed by the Department as a result of these reviews?

- Yes
 No

Note: HLC also annually analyzes each institution's financial ratios to determine whether there might be financial concerns. The peer review team checks with the institution and the HLC staff to determine whether HLC or the Department has previously raised concerns about the institution's finances based on these ratios.

c. What actions has the institution taken or does it plan to take in response to any concerns raised by HLC or the Department? Please insert narrative below. (Use N/A for not applicable.)

N/A

Provide any action letters issued by the Department that explain its rationale for any actions it may have taken (if applicable) and evidence of institutional improvement as **Appendix C**.

For more information see Federal Requirements 34 CFR §§668.15, 668.23, 668.171, 668.173, and 668.174.

Related HLC Requirements: Core Components 5.A, 2.B; Assumed Practice D.

Campus Crime Information, Athletic Participation and Financial Aid, and Related Disclosures

Title IV responsibilities include the legal obligation to disclose information to students and to the public about campus crime, athletic participation and financial aid.

- a. What administrator or office on campus is responsible for ensuring that these disclosures are regularly compiled and published and that the data are accurate?

The Vice President for Finance and Operations is responsible for crime information. The Vice President of Student Services is responsible for financial aid. The Athletic Director and President are responsible for athletic participation.

- b. Has the institution been the subject of any federal investigation related to any of the required disclosures for Title IV responsibilities?

Yes

No

If yes, does the institution have any findings from the Department regarding these disclosures?

Yes

No

If yes, explain any findings related to any of the required disclosures for Title IV and corrective action plans the institution may have to remedy the findings.

- c. Provide the web address where this information is made available to the public.

Link: https://sccc.edu/c/document_library/get_file?uuid=9ca92202-7afa-4460-ada8-e8c5448b8540&groupId=1156188

For more information see Federal Requirements 34 CFR §§668.41, 668.42, 668.43, 668.44, 668.46, and 668.49.

Student Right to Know/Equity in Athletics

Title IV responsibilities require that institutions provide to students and the public graduation/completion rates for the student body by gender, ethnicity, receipt of Pell grants and other data as well as information about the process for withdrawing as a student, cost of attendance, policies on refund and return of Title IV financial aid, current academic programs and faculty, names of applicable accrediting agencies, description of facilities for disabled students, and the institution's policy on enrollment in study abroad. In addition, certain institutions need to disclose their transfer-out rate. Also, institutions with athletic programs are required to disclose athletic participation rates and financial support data.

- a. What administrator or office on campus is responsible for ensuring that these disclosures are regularly compiled and published and that the data are accurate?

Vice President of Student Services

b. Has the institution been the subject of any federal investigation related to any of the required disclosures for Student Right to Know/Equity in Athletics?

- Yes
 No

If yes, does the institution have any findings from the Department regarding these disclosures?

- Yes
 No

If yes, explain any findings related to any of the required disclosures for Student Right to Know/Equity in Athletics and corrective action plans the institution may have to remedy the findings.

c. Provide the web address where this information is made available to the public.

Link: https://sccc.edu/c/document_library/get_file?uuid=9ca92202-7afa-4460-ada8-e8c5448b8540&groupId=1156188

For more information see Federal Requirements 34 CFR §§668.41, 668.45, 668.48, and 668.8.

Related HLC Requirement: Assumed Practice A.6.

Satisfactory Academic Progress Policy

The institution is required to have a Satisfactory Academic Progress policy for determining whether an otherwise eligible student is making satisfactory academic progress in his or her educational program and may receive assistance under Title IV, HEA programs.

a. Is such a policy readily available to students?

- Yes
 No

b. Does it satisfy federal requirements?

- Yes
 No

c. Does the institution have any findings from the Department regarding this policy?

- Yes
 No

If yes, explain any findings related to any of the required disclosures for Satisfactory Academic Progress and corrective actions that may have been required by the Department related to these findings.

d. Provide the web address where this information is made available to the public.

https://www.sccc.edu/c/document_library/get_file?uuid=875bb09a-9741-43fe-ba90-b3aa4282095a&groupId=652409&filename=Student_Statement%20of%20SAP.pdf

For more information see Federal Requirement 34 CFR §668.34.

Related HLC Requirements: Criterion 3.A; Assumed Practice A.5.

6. Publication of Student Outcome Data

Student outcome data, as defined in federal definitions, should be made available to the public through the institution's website—for instance, linked to the institution's home page, included within the top three levels of the website or easily found through a search of related terms on the website—and should be clearly labeled as such. Any technical terms in the data should be defined, and any necessary information on the method used to compile the data should be included. Data may be provided at the institutional or department level or both, but the institution must disclose student outcome data that address the broad variety of its programs, (both undergraduate and graduate, as applicable) including outcome data from each program level.

Are student outcome data published on the institution's website following the specifications above?

Yes

No

Provide a link to the webpage(s) that contains the student outcome data.

Link(s): <https://sccc.edu/web/about/research-and-assessment/student-outcomes>

For more information see Federal Requirement 34 CFR §602.16(a)(1)(i).

Related HLC Requirement: Assumed Practice A.6.

7. Standing With State and Other Accrediting Agencies

List any relationships the institution has with any specialized, professional or institutional accreditor or with any governing or coordinating bodies in states in which the institution has a presence. Note whether the institution or any of its programs is on a sanction, is provisionally approved or has lost status with any state agency or accrediting body.

No programs are on sanction, provisionally approved, or have lost status.

Kansas Board of Regents

Surgical Technology: Accreditation Review Council on Education in Surgical Technology and Surgical Assisting 2016-2026 www.arcstsa.org

Respiratory Therapy: Commission on Accreditation for Respiratory Care 2010-2020
<http://www.coarc.com/Students/Programmatic-Outcome-Data.aspx>

Medical Laboratory Technology: National Accrediting Agency for Clinical Laboratory Science
2016-2026 www.naacls.org

Nursing: Kansas State Board of Nursing 2018-2023 www.ksbn.org

Accreditation Commission for Education in Nursing 2016-2021 www.acenursing.org

Cosmetology: Kansas State Board of Cosmetology July 1, 2019-June 30, 2020
www.accessKansas.org/kboc/

Provide the web address where students and the public can find information about the institution's standing with state agencies and accrediting bodies.

Link: https://www.sccc.edu/c/document_library/get_file?uuid=840c4296-9a31-426d-be7f-239a8a666b25&groupId=651146&filename=about_Accreditation%20for%20Allied%20Health.pdf

For more information see Federal Requirements 34 CFR §§602.28, 668.41 and 668.43.

Related HLC Requirements: Core Component 2.B; Assumed Practices A.7, C.4.

List of Appendixes

Please read each section of this document carefully for instructions on the information and material to be included in these appendixes.

Assignment of Credits, Program Length and Tuition

Title IV Program Responsibilities

- Appendix A..... General program responsibilities: Most recent program review or other inspection or audit reports since last comprehensive evaluation.
- Appendix B..... General program responsibilities: Action letters issued by the Department that explain its rationale for any Department actions any reports issued by the institution, if available, demonstrating improvement.
- Appendix C..... Financial responsibility requirements: Action letters issued by the Department that explain its rationale for any actions it may have taken (if applicable) and evidence of institutional improvement.