



THE COUNCIL OF PRIVATE COLLEGES OF AMERICA

Candidate Level Requirements and Actions Worksheet 8

Institution _____ Date Started _____

Institution Certification Coordinator _____

Phone Number _____ Email address _____

Assigned Certification Facilitator _____

VIII. A. Assessment Services: Student assessment services are guided by published grading policies and a marking system that includes prompt return of accurately, fairly, and consistently graded assessments as well as necessary academic counseling by the instructor/faculty or qualified staff member.

- ___ 1. Explain how student assessment services are guided by published grading policies and a marking system that includes prompt return of accurately, fairly, and consistently graded assessments as well as necessary academic counseling by the instructor/faculty or qualified staff member. Provide copies of the grading policies and rubrics.
- ___ 2. Describe how the instructor/faculty or qualified staff member scores, corrects, and grades submitted assignments/lessons/projects and examinations. Provide samples.
- ___ 3. Explain what controls are in place to ensure the accuracy, fairness, and consistency of scoring, correction, grading, and other assessment services.
- ___ 4. Explain what provisions exist for safeguarding examination answers, including those delivered online.
- ___ 5. Describe methods used for submission of assignments/lessons/projects and examinations in distance courses (i.e., tele-test, exam scan cards, e-mail, online auto-grading, etc.) and state how long (in days or hours) it takes to return graded examinations, assignments/lessons/projects, etc. to students.
- ___ 6. Describe the institution's system for controlling the distribution, receipt, and tracking of examinations and ensuring the prompt return of the results to the student in distance courses.
- ___ 7. Describe the type of assistance provided to students who fail to complete assignments/lessons/projects/examinations successfully and in a timely manner.
- ___ 8. Explain how distance students' questions on assignments/lessons/projects/examinations are referred to instructors/faculty or staff members qualified in the subject or field for review and comments.

- ___ 9. Describe how students are informed of their academic progress and standing in the program on an ongoing basis.
- ___ 10. Discuss the procedures used to ensure that degree candidates have met all graduation requirements.
- ___ 11. Describe how the institution provides students with opportunities to achieve the stated learning outcomes in manners other than face-to-face communication with a student's faculty advisor or major professor. Such opportunities may include telephonic discussions, seminars, professional meetings, library resources including virtual library services, and online bulletin boards/chat rooms for communications with fellow students and faculty.
- ___ 12. Describe how the institution provides training and support to both students and faculty in the use of that technology.
- ___ 13. Describe how the appropriate support staff is available that is experienced in serving and/or has been trained to serve in the First Professional and Professional Doctoral degree program.
- ___ 14. Describe how a dissertation or project manual is provided. Explain how it contains guidelines that pertain to the preparation for and writing of the dissertation, for conducting a project, and for reporting of results. In addition, the program includes a provision for a pattern of scheduled student interactions with faculty and other resource persons throughout the program.
- ___ 15. Explain how all of the credits and requirements for the doctoral degree be satisfactorily completed at the institution.
- ___ 16. Describe how the institution provides students with opportunities to achieve the stated learning outcomes in manners other than face-to-face communication with a student's faculty advisor or major professor. (Such opportunities may include telephonic discussions, seminars, professional meetings, library resources including virtual library services, and online bulletin boards/chat rooms for communications with fellow students and faculty.)
- ___ 17. Explain how the institution provides a dissertation or project manual for students and how it contains guidelines that pertain to the preparation for and writing of the dissertation, for conducting a project, and for reporting of results. Include a copy of the manual.
- ___ 18. Explain how the doctoral program includes provisions for a pattern of scheduled student interactions with faculty and other resource persons throughout the program.

VIII. B. Student Records: Essential, accurate student records are adequately and securely maintained and readily accessible.

- ___ 1. State what formal academic records are maintained and for how long on students and graduates. Provide samples of these records.
- ___ 2. Describe how the institution keeps a record of receipt, grading, recordings of the results, and return of examinations. Provide samples of relevant records.
- ___ 3. Describe what procedures and computer systems are used for the security, maintenance, and protection of student records, and explain how they are readily accessible to authorized staff.

- ___ 4. Describe transcript services, and attach a sample of a transcript (with student name deleted).
- ___ 5. Provide samples of completion certificates, diplomas, or degrees awarded, and explain under what authority (e.g., board, charter, state authority, trade association, etc.) each one is issued.
- ___ 6. Explain the policies and procedures the institution has for keeping records on students' academic progress (achievement of course and program learning objectives and outcomes, examination results, etc.). Verify that the policies and procedures are maintained in accordance with applicable professional requirements and state laws.
- ___ 7. Explain how the institution maintains records of the students' academic results.

VIII. C. Student Support Services: The institution provides support services relevant to the students enrolled, such as academic advising, counseling services, employment assistance and/or alumni services.

- ___ 1. Describe how the institution provides support services relevant to the students enrolled, such as academic advising, counseling services, employment assistance and/or alumni services.
- ___ 2. For programs that are vocationally oriented, submit information on the number of alumni working in occupations related to the training they received.
- ___ 3. Describe in detail the services for alumni, such as alumni newsletters, honor societies, associations, clubs, user groups, etc. Provide samples.
- ___ 4. Submit any other information available on the number of school alumni working in occupations related to the training provided.
- ___ 5. Describe how appropriate academic counseling services are available upon request.
- ___ 6. If the institution offers first professional or professional doctoral programs, explain how it is meeting the requirements.

VIII. D. Student Complaints: The institution has policies and procedures for the purposes of responding to, addressing, and readdressing, as appropriate, a complaint made by a student.

- ___ 1. Describe the institution's policy and procedure for responding to, addressing, and readdressing, as appropriate, a complaint made by a student. Provide a copy of the policy and summary of complaints,
- ___ 2. Explain how the institution provides students the information on how and where they may file complaints with the CPCA and other appropriate agencies.
- ___ 3. Summarize and describe the nature of complaints from students received in the past 3 or 5 years, and how the institution has been able to resolve them.