

Certifications



Certification of Continued Compliance with Eligibility Requirements

Authority

- 1. The institution is authorized to operate as an educational institution and to award degrees by an appropriate governmental organization or agency as required by each of the jurisdictions or regions in which it operates.**

Evidence:

- [ER.1](#) Board Policy 2010, Board Membership

Allan Hancock College was founded in 1920 when the Santa Maria School District established Santa Maria Junior College, and officially became the Allan Hancock Joint Community College District in September, 1963. Allan Hancock College is a two-year public community college authorized by the California Education Code and the California Community Colleges under the jurisdiction of the Board of Governors to operate as an educational institution and to award degrees. It is governed by a locally elected, five-member board of trustees ([ER.1](#)) Allan Hancock College has the authority to operate as a degree-granting institution based on its continuous accreditation with the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission of Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Operational Status

- 2. The institution is operational with students actively pursuing its degree programs.**

Evidence:

[ER.2](#) *Fact Book 2015*, Enrollment—Total Historical

[ER.3](#) *Fact Book 2015*, The Community

[ER.4](#) *Fact Book 2015*, Student Achievement Data

Allan Hancock College currently enrolls approximately 13,375 credit students and 2,779 noncredit students each semester ([ER.2](#)). Students are actively pursuing transfer and occupational degree programs: 55.8 percent of credit students are planning to transfer to a four-year institution, whereas 20.7 percent are seeking an associate's degree or vocational degrees and certificates ([ER.3](#), [ER.4](#)). In the fall 2015, Allan Hancock College had 3,122 participating in distance education courses. Degree and certificate programs are offered both onsite and, in some cases, completely online. The institution is fully operational with fall, spring, and summer semester course offerings designed to meet the educational needs of the diverse student body.

Degrees

- 3. A substantial portion of the institution's educational offerings are programs that lead to degrees, and a significant proportion of its students are enrolled in them. At least one degree program must be of two academic years in length.**

Evidence:

- [ER.5](#) *Allan Hancock College Catalog 2015-2016, Degree and Certificates*
- [ER.6](#) *Allan Hancock College Catalog Addendum 2015-2016, Degree and Certificates*
- [ER.7](#) *Allan Hancock College Catalog 2015-2016, Degree Learning Outcomes*
- [ER.8](#) *Fact Book 2015, Key Performance Indicators*

In accordance with the California Community College Chancellor’s Office curriculum guidelines, educational programs by definition are organized sequences of courses leading to a degree, a certificate, a diploma, a license, or transfer to another post-secondary institution. AHC offers many two-year degree and certificate programs of varying lengths including 27 associate of arts degrees, 53 associate of science degrees, 112 certificates, and 16 associate’s degrees for transfer ([ER.5](#); [ER.6](#)). The Academic Policy and Planning Committee (AP&P) assist in the development of educational programs and courses in accordance with the philosophy, policies, and objectives of the college. Degree and certificate program learning outcomes are published in the AHC Catalog ([ER.7](#)). In May 2014, 324 associate in arts,

246 associate in science, and 341 certificates were awarded ([ER.8](#)).

Chief Executive Officer

- 4. The institution has a chief executive officer appointed by the governing board, whose full-time responsibility is to the institution, and who possesses the requisite authority to administer board policies. Neither the district/system chief executive officer nor the institutional chief executive officer may serve as chair of the governing board. The institution informs the Commission immediately when there is a change in the institutional chief executive officer.**

Evidence:

- [ER.9](#) AHC Board of Trustees Board Minutes
- [ER.10](#) Administrative Procedure 2010, Superintendent/President
- [ER.11](#) Board Policy 2430, Delegation of Authority to the Superintendent/President

The five member Allan Hancock College [Board of Trustees](#) elects and appoints the superintendent/president of the District. ACCJC was promptly informed when [Dr. Kevin G. Walthers](#) was appointed chief executive officer by the governing board in July 2013 ([ER.9](#)). The college is the superintendent/president’s full-time responsibility. Dr. Walthers provides leadership in planning, establishing priorities for the institution, managing resources, setting a process for budget priorities, and ensuring the implementation of statutes, regulations, and board policies ([ER.10](#)). He has delegated authority from

the governing board, but is not a member of it ([ER.11](#)).

Financial Accountability

- 5. The institution annually undergoes and makes available an external financial audit by a certified public accountant or an audit by an appropriate public agency. Institutions that are already Title IV eligible must demonstrate compliance with federal requirements.**

Evidence:

[ER.12](#) Board Policy 6400, Audits

[ER.13](#) Budget Council Meeting Minutes

[ER.14](#) Board of Trustees Board Minutes

As shown in the district's annual financial and budget report and the annual independent audit report, the District is in compliance with all federal, state and local mandated reporting and expenditure requirements. The audit includes compliance with federal financial aid requirements. The College sends out an RFP to qualified auditing firms every three years for the next three-year cycle, in accordance with [Board Policy 6400](#) and the accompanying administrative policy ([ER.12](#)). The superintendent/president assures that a certified public accountant annually conducts and makes available an external audit report prior to December 31 of each year. This audit report is reviewed and accepted by the board of trustees annually at the January meeting ([ER.13](#), [ER.14](#)).

Certification of Continued Institutional Compliance with Commission Policies

Policy on the Rights and Responsibilities of the Commission and Member Institutions

Evidence:

- [P.1.1](#) ACCJC Statement of Accredited Status
- [P.1.2](#) Accreditation Steering Committee
- [P.1.3](#) Accreditation Standard Chairs List
- [P.1.4](#) President's Cabinet Agenda for Dates Accreditation Report reviewed
- [P.1.5](#) Academic Senate Accreditation Self-study Review dates
- [P.1.6](#) Institutional Effectiveness Council Review of Self-study Agenda
- [P.1.7](#) Student Learning Council Review of Self-study Agenda
- [P.1.8](#) Discussion of Accreditation Report, College Council Agendas
- [P.1.9](#) Academic Senate First and Second Reading of Self-study Agendas
- [P.1.10](#) Screen shot of college web page
- [P.1.11](#) Screen shot of accreditation webpage

Allan Hancock College was granted candidacy and accredited in 1952. The college is a voluntary member of the Accrediting Commission for Community and Junior Colleges ([P.1.1](#)). As an accredited institution, the college has been found to meet or exceed stated criteria of educational

quality and reaffirms its commitment to nongovernmental accreditation that is focused on self-regulation, quality assurance to the public, and continuous institutional improvement.

All Allan Hancock College accreditation activities are coordinated by the Office of the Associate Superintendent/Vice President of Academic Affairs ([P.1.2](#)). The development of the Institutional Self Evaluation Report took place over a two-year period and reflects the input/participation from students, faculty, staff and administration ([P.1.3](#)). The initial draft of the Self Evaluation Report was posted to the college's website in fall 2015 for constituent review. In spring 2016, the draft report was reviewed by President's Cabinet ([P.1.4](#)), Academic Senate ([P.1.5](#)), Institutional Effectiveness Council ([P.1.6](#)), and Student Learning Council, ([P.1.7](#)). Accreditation is a standing item on College Council and discussions and review of accreditation was held on number of dates as represented by the sample evidence provided ([P.1.8](#)). The Academic Senate conducted its first reading of the report on February 23, 2016 and approved the report at its May 17, 2016 meeting ([P.1.9](#)).

The Allan Hancock Board of Trustees was presented the draft report for its first reading at its meeting on May 10, 2016. The Board's second reading and approval took place during its July 12, 2016 Board meeting.

Allan Hancock College maintains all ACCJC correspondence and records on the accreditation history of the institution. An accreditation link is included on the College's homepage where access to the

accreditation webpage is one click away. The accreditation website includes Allan Hancock’s Accredited Status statement as well as its accreditation history, College Mission and Values statements, Strategic Plan, Accreditation Annual Reports, Commission Action Letters, Substantive Changes Approvals, and the current 2016 Self Evaluation Report ([P.1.10](#)), ([P.1.11](#)).

Policy on Institutional Degrees and Credits

Evidence:

- [P.2.1](#) Title 5, Section 55063 of the California Code of Regulations
- [P.2.2](#) AHC 2015-2016 Catalog, Maxim Time Length for AHC Programs, page 25
- [P.2.3](#) Title 5, Section 55002.5
- [P.2.4](#) AHC 2015-2016 Catalog, Academic Credit, page 40-41

Allan Hancock College adheres to the 60 semester unity requirement set for the in Title 5, Section 55063 of the California Code of Regulations, ([P.2.1](#)) and this requirement is included in the Allan Hancock College 2014-2015 Catalog. ([P.2.2](#)). All degrees consist of units required for the major or area of emphasis, general education and degree applicable elective units to reach the 60 unit minimum requirement.

The college awards credits based on commonly accepted practices in higher education and consistent with Title 5, Section 55002.5 ([P.2.3](#)). Credit hour is

defined as one hour of lecture or recitation per week for one semester. In laboratory, physical education and some other courses, additional hours are required for each unit. Each unit of work in academic subjects presupposes two hours of outside preparation ([P.2.4](#)).

Policy on Transfer Credit

Evidence:

- [P.3.1](#) BP & AP 4100 Transfer Credit and Course Waiver
- [P.3.2](#) AHC 2015-2016 Catalog, page 41 screen shot
- [P.3.3](#) AHC 2015-2016 Catalog, LVN to RN page 112
- [P.3.4](#) AHC 2015-2016 Catalog, page 14, Credit for Military Service Training
- [P.3.5](#) AHC Catalog, page 14, Credit for Law Enforcement Training
- [P.3.6](#) AHC 2015-2016 Catalog, page 45, Limits on units of credit by special examination
- [P.3.7](#) AP 4235, Credit by Examination
- [P.3.8](#) BP & AP 5015, Residence Determination
- [P.3.9](#) AHC 2015-2016 Catalog, page 47, Grades
- [P.3.10](#) Education Code 76224, Grades

Allan Hancock College will waive certain course requirements to allow student to substitute required Allan Hancock College courses, providing that Allan Hancock College does not offer the course on a regular basis, the college offers a comparable course or if the student has

completed a comparable course at another accredited college.

The College cannot grant a course waiver or course substitution that is inconsistent with Title 5 regulations nor can the college ensure that another college or university will accept a waiver or substitution granted by Allan Hancock College.

The process for requesting a substitution of courses for completion of an associates of arts or associate in science degree or program certificate is described in Board Policy and Administrative Procedure 4100. ([P.3.1](#)). Additional detail regarding policy on transfer of credit is located in the ACH 2015-2016 Catalog ([P.3.2](#)).

Credit for Courses Completed at Non-Accredited Institutions

External courses, grades, and units used to meet requirements for the associate degree must be from an accredited college/university. Official copies of all transcripts from other colleges attended must be on file in the Allan Hancock College Admissions and Records office before an application can be evaluated.

The college will grant lower-division credit for degree-applicable coursework from regionally accredited colleges and universities listed in the American Council on Education (ACE) book.

Students from foreign institutions must have their transcripts translated and evaluated by a qualified translation and evaluation agency. Completed coursework will be considered for lower-division unit credit only if the foreign institution is listed in the

American Council on Education (ACE) book. Courses must be completed with a C grade or better ([P.3.1](#)).

Credit for Graduates of Diploma Schools of Nursing

The registered nursing program, fully accredited by the California Board of Registered Nursing, is a two-semester program offered every year starting spring semester. California licensed vocational nurses and students are eligible to apply after completion of an accredited vocational nursing program and program prerequisites. The LVN-to-RN program is specifically designed to provide the LVN with an opportunity for career advancement and prepares the licensed vocational nurse for the additional responsibilities required of the registered nurse. In addition, the program has a 30-unit certificate option, completion of which qualifies the successful graduate to take the NCLEX RN licensing examination. The student choosing this option is NOT considered a graduate of the Allan Hancock Nursing program for college. Applicants to this curriculum alternative must meet with the program director for advisement ([P.3.3](#)).

Credit for Military Service Training

To receive college credit for basic military training and active duty, all veterans and active duty military personnel must request a military transcript. Request forms are available in Financial Aid and Counseling offices. Credit for basic training will be awarded according to the ACE Guide recommendation.

In addition, a veteran may receive credit for special courses taken while in the service if

those courses have been approved by the American Council on Education's publication, "Guide to the Evaluation of Experiences in the Armed Services," and if official notices of completion of such courses are submitted for evaluation, or if the courses are posted on the discharge paper. The institution will conduct an evaluation of previous education and training, grant appropriate credit, shorten the veteran or eligible person's duration of the course proportionately and notify the VA and student accordingly. Individual course evaluation by the appropriate department chair is required if the previous service school training is to be applied toward satisfying part of the general education graduation requirements or part of the student's major ([P.3.4](#)).

Credit for Law Enforcement Academy Training

Students who are not sponsored by a law enforcement agency must complete the 18 hour Pre Academy evaluation and preparation course, LE 310, to ensure that they are physically capable of safely meeting the rigorous State of California physical fitness requirements. Prior to enrollment, students must also complete an academy application packet and submit Livescan fingerprints to the California Department of Justice to verify that they can legally be issued and possess a firearm. Students must place into ENGL 514 or higher on the START Test. Students must submit a completed California POST approved Medical History/Clearance form signed by their physician after medical examination. Additionally, students must be

approved by the Law Enforcement Training Division of the Public Safety Department prior to enrolling.

This course is designed to satisfy the State of California Commission on Peace Officers Standards and Training (POST) requirements for basic police recruit training. It is presented in an environment of serious study, rigorous physical training, and strict law enforcement disciplinary procedures. The course is open to newly hired peace officers and other qualified students interested in employment as a law enforcement officer/deputy. Students who successfully complete the academy are awarded a certificate that qualifies them to be employed as police officer trainees or deputy sheriff trainees by any California POST certified law enforcement agency ([P.3.5](#)).

Credit by Examination

Credit by examination enables a student to receive academic credit by demonstrating mastery of subject matter or skills equivalent to a specific Allan Hancock College course. Each academic department determines which courses may be challenged and is responsible for developing and administering an appropriate comprehensive examination. Students may not be currently enrolled in a course equal to or more advanced than the course to be challenged, nor may they have received previous high school or college credit for such a course. To apply for credit by examination, a student must be enrolled in the current semester, be in good standing and must have completed a minimum of 12 units at Allan

Hancock College. Students must apply within the first week of instruction for summer session and within the first three weeks of instruction for fall and spring semesters – there are no exceptions. Units earned by credit by examination are not considered to be part of the student’s official program and will not be used for reports to Financial Aid, Veterans Administration or similar agencies. There may be fees assessed for credit by examination. The grade received for the exam will be the grade earned for the class – there are no exceptions. The final grade will appear on the student’s official transcript and academic history. A maximum of 12 units of credit may be allowed by special examination. Petitions for credit by examination are available in the Admissions and Records office. All petitions must be approved by the director, admissions and records; the instructor administering the exam; the department chair; and the dean, academic affairs. Students petitioning for Credit by Examination must provide transcripts from all previously attended U.S. high schools and/or colleges (unofficial copies accepted) for verification that the student has not completed the course, its equivalent or a higher course at another educational institution ([P.3.6](#)).

Limitation on Petitioning for Examination

Each academic department determines which courses may be challenged and is responsible for developing and administering an appropriate comprehensive examination. Students may not be currently enrolled in a course equal to or more advanced than the course to be challenged, nor may they have received previous high

school or college credit for such a course. To apply for credit by examination, a student must be enrolled in the current semester, be in good standing and must have completed a minimum of 12 units at Allan Hancock College ([P.3.7](#)).

Maximum Units Allowable

A maximum of 12 units of credit may be allowed by special examination. Petitions for credit by examination are available in the Admissions and Records office. All petitions must be approved by the director, admissions and records; the instructor administering the exam; the department chair; and the dean, academic affairs ([P.3.7](#)).

Acceptance Towards Residence

California state law requires that each student enrolled in or applying for admission to a California community college provide information and evidence as deemed necessary by the Board of Trustees of the Allan Hancock Joint Community College District to determine his/her residence classification. Allan Hancock College District Board Policy and Administrative Procedure 5015 provide guidance for residency determination. Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree ([P.3.8](#)).

Recording of Grades

Units earned by credit by examination are not considered to be part of the student's official program and will not be used for reports to Financial Aid, Veterans Administration or similar agencies. The grade received for the exam will be the grade earned for the class – there are no exceptions. The final grade will appear on the student's official transcript and academic history ([P.3.9](#); [P.3.10](#)).

Limitations on Examinations

A maximum of 12 units of credit may be allowed by special examination. The grade received for the exam will be the grade earned for the class – there are no exceptions ([P.3.7](#)).

Policy on Distance Education and on Correspondence Education

Evidence:

[P.4.1](#) Board Policy, 4020, Curriculum Development

[P.4.2](#) Board Policy 4105, Distance Education

Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. Instruction in such a course or course section is designed to be regularly provided through distance education in lieu of face-to-face interaction.

Correspondence education means education provided through one or more courses by an

institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials to students who are separated from the instructor. Interaction between the instructor and student is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced. Correspondence education is not distance education.

Student Authentication: The Vice President, Academic Affairs shall utilize one or more of these methods to authenticate or verify the student's identity:

- Secure credentialing/login and password;
- Proctored examinations; or
- New or other technologies and practices that are effective in verifying student identification.

The Vice President, Academic Affairs shall establish procedures for providing a statement of the process to protect student privacy and estimated additional student charges, if any, to each student at the time of registration.

Course Approval: Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education. The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in AP 4020, Program and Curriculum Development ([P.4.1](#)). Distance

education courses shall be approved under the same conditions and criteria as all other courses. Separate approval of a DE course is required if any portion of the instruction in a course or course section is designed to be regularly provided through DE in lieu of face-to-face interaction. Courses that are less than 51% DE, but are designed to include a certain number of contact hours offered through DE, still must undergo a separate approval process. The college has submitted to ACCJC and received approval for all programs in which 51% or more of the program can be completed online. The occasional online assignment does not necessitate separate approval.

Certification: When approving distance education courses, the Curriculum Committee (AP&P) will certify Course Quality Standards. The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.

Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the Curriculum Committee (AP&P) approval procedures. Instructor Contact: Each section of the course that is delivered through distance education will include regular effective contact between instructor and students. There must be documentation of “regular substantive contact” consistent with local policy in courses with any portion of a course section regularly provided through DE in lieu of face-to-face instruction. Duration of Approval All distance education courses approved under this procedure will continue to be in effect unless there are

substantive changes of the course outline. In accordance with BP 4105, “The Superintendent/President will ensure that procedures are in place to meet the accreditation requirements regarding Distance Education, as well as those of State and Federal statutes,” ([P.4.2](#)).

Policy on Representation of Accredited Status

Evidence:

[P.5.1](#) Allan Hancock College Homepage Screenshot www.accjc.org

[P.5.2](#) Allan Hancock College Catalog, Page 8 screen shot

Allan Hancock College has an accreditation link on its homepage. The link directs the viewer to the College's accreditation webpage ([P.5.1](#)), which is one click from the homepage and displays the following statement: Allan Hancock College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Additional information about accreditation, including the filing of complaints against member institutions, can be found at: www.accjc.org. The college's accredited status is also included in the college catalog ([P.5.2](#)).

Additionally, AHC's Accreditation website provides links to the institution's comprehensive evaluations, mid-term reports, related site visit materials, follow-up reports, site visiting team reports, Commission action letters, and ACCJC substantive change proposal approval notifications. There is also a general correspondence section for letters not directly related to or following up on a comprehensive self evaluation of educational quality and institutional effectiveness.

Policy on Student and Public Complaints against Institution

Evidence

- [P.6.1](#) Allan Hancock College Catalog page 34, Student Rights and Grievances
- [P.6.2](#) BP & AP 3410, Nondiscrimination
- [P.6.3](#) BP 3430, Prohibition of Harassment
- [P.6.4](#) BP & AP 5330, Student Rights and Grievances ACH Catalog pages 33-50

Allan Hancock College provides access to its policies and procedures via the College catalog, Board Policy, and administrative procedures. The College's nondiscrimination statement is located on page 34 of its 2015-2016 Catalog ([P.6.1](#)). The statement reads: *"The Board of Trustees of the Allan Hancock Joint Community College District recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and creativity while providing positive images for all students.*

The District is committed to the active promotion of campus diversity, including recruitment of and opportunities for qualified members of underrepresented/protected groups, as well as the provision of a work and learning environment conducive to open discussion and free of intimidation, harassment and unlawful discrimination. The board commits the District to vigorous staff diversity/equal employment opportunity for qualified persons in all aspects of its employment program including selection, assignment, promotion and transfer, and with respect to all necessary classifications."

The Board also assures that all employees and applicants for employment will enjoy equal opportunity regardless of race, color, ancestry, religion, gender, national origin, age, physical/ mental disability, medical condition, status as a Vietnam-era veteran, marital status or sexual orientation. Board policy, including BP and AP 3410, Nondiscrimination, and BP 3430, Prohibition of Harassment, can be accessed at tinyurl.com/gwgvqwq ([P.6.2](#)), ([P.6.3](#)).

Board Policy and Administrative Procedure 5530, Student Rights, outlines the requirements for compliance with District policy in the matter and the procedure to provide prompt and equitable means of resolving student grievances ([P.6.4](#)).

Information including, but not limited to, student rights and grievances and procedures, discrimination complaint procedures, student conduct, alcohol/drug free workplace, smoking policy, open class policy, personal security for distance learning students, cancelled classes,

workload for normal program, participation in distance learning and TBA program, apprenticeship training, attendance, authority of instructors, academic honesty, change of program, final examinations, withdrawal from college, and academic credit are delineated in the 2015-2016 Catalog Policies & Procedures section pages 33 through 50 ([P.6.4](#)).

Additionally, the AHC website at <http://tinyurl.com/jtlepv8> provides College information regarding the following policies: Student Records-Family, Educational Rights and Privacy Act (FERPA), Student Complaints, Student Conduct, Academic Honesty, Academic Probation, Student Success Scorecard, Student Success Facts, Copyright Regulations, Smoking Policy, Drug Free Policy, Photo and Videotape Policy, Field Trips, USA Patriot Act, and Statement of Nondiscrimination.

The following web links provide students and the public with access to process information to submit complaints, <http://tinyurl.com/jgjh2es>, Student complaint form, <http://tinyurl.com/gn7nu3d> and student grade review procedure, <http://tinyurl.com/johmd9b>

Policy on Institution Advertising, Student Recruitment, and Representation of Accredited Status

Evidence:

- [P.7.1](#) BP 1100, the Allan Hancock Joint Community College District
- [P.7.2](#) BP & AP 5010, Admissions
- [P.7.3](#) Allan Hancock College Catalog, Page 12-22, Admissions procedures
- [P.7.4](#) Allan Hancock College Catalog, page 8, Statement of Accredited Status
- [P.7.5](#) Allan Hancock College Name and address, <http://tinyurl.com/hmrb58p>

The Allan Hancock College District's Board Policy 1100 stipulates that the name is the property of the District. "No person shall, without the permission of the Board of Trustees, use the name of the college or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product, or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District" ([P.7.1](#)).

Allan Hancock College's mission and vision statements are located on page 8 of the 2015-2016 Catalog along with its statement of accreditation, student assessment and learning outcomes statement, institutional outcomes, college foundation, and auxiliary program corporation descriptions.

In accordance with Board Policy and Administrative Procedure 5010, Admissions, The District shall admit students who meet one of the following requirements and who are capable of

profiting from the instruction offered: *Any person over the age of 18 and possessing a high school diploma or its equivalent. Other persons who are over the age of 18 years and who, in the judgment of the Superintendent/President or designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester (P.7.2). Persons who are apprentices as defined in Labor Code Section 3077. Admissions procedures are described in the college catalog on pages 12-22 (P.7.3).*

The college statement of its accredited status is presented on page 8 of the college catalog, and the college website one click away from the home page at, (P.7.4) <http://tinyurl.com/gwv2hf2> .

The College catalog accurately reports the official college name, address, telephone numbers and web links to its main and off campus locations at the front cover of its catalog and in Board Policy 1100, The Allan Hancock Joint Union College District. The same information including campus location maps is provided on the college website at <http://tinyurl.com/hmrb58p> (P.7.5).

Policy on Contractual Relationship with Non-Regionally Accredited Organizations

Evidence:

- [P.8.1](#) Cosmetology Program web page
- [P.8.2](#) Allan Hancock College Catalog Cosmetology program page 83

The College contracts with many different organizations to deliver quality internship and clinical experiences to students. The College provides the curriculum and certified instructors for the course. For example, the College contracts with an external agency to provide instruction for a Cosmetology program. Information regarding the program is located on the college website and the college catalog ([P.8.1](#)), ([P.8.2](#)).

Policy on Institutional Compliance with Title IV

Evidence:

- [P.9.1](#) Board Agenda Item 14.I, pages 211-222, September 8, 2015
- [P.9.2](#) CCFS-311, Annual Financial and Budget Report, Actual 2014-2015 Budget 2015-2016
- [P.9.3](#) BP & AP 3280, Grant Funded Programs
- [P.9.4](#) Board of Trustees Action Item 12.A, September 9, 2014
- [P.9.5](#) Grant Compliance Reporting
- [P.9.6](#) Student Equity Expenditure Report 2014-2015
- [P.9.7](#) Board of Trustees Item 13.C, pages 143-146, March 9, 2016

[P.9.8](#) Letter from USDE 2013 Financial Aid Default Rate Report

[P.9.9](#) Vavrinek, Trine, Day & Co., LLP Independent Auditor's Report on State Compliance

Effective Oversight of Finances

The AHC Department of Administrative Services and the Department of Business Services provide financial oversight for District operations, including financial aid, grants, externally funded programs, and contractual relationships. These offices also oversee the management of District assets and investments.

The AHC Board of Trustees receives monthly financial reporting on District unrestricted and restricted, auxiliary, AHC Foundation, and special fund activity. This monthly review allows for discussion of progress against budgets, institutional plans, or any anomalies in the financial statements ([P.9.1](#)). To meet state budget reporting requirements, the Administrative Services office prepares the CCFS-311, an annual financial and budget report which is submitted to the California Community Colleges Chancellor's Office ([P.9.2](#))

Grants, External Funding, and Contracts

The Business Services and Institutional Grants departments follow District policies and procedures for contract and grant applications ([P.9.3](#)). Grant applications require board review for submission and require approval to receive funding prior to acceptance ([P.9.4](#)). Grants specialists in Business Services and the staff in Institutional Grants assist grant coordinators to develop and monitor grant budgets. The

grants specialists check to ensure expenditures are in compliance with applicable grant regulations and within annual budgets prior to approving expenditures in the ONESolution purchasing system. Compliance reporting is provided to the appropriate state or federal agency as required by the grant guidelines ([P.9.5](#)).

Restricted funds originating from the state or federal government are managed by the Business Services department. The grants specialists work with the various categorical, Student Success and Support, and Student Equity program administrators to develop annual budgets. The grants specialists check to ensure expenditures are in compliance with applicable program regulations and within annual budgets prior to approving expenditures in the ONESolution purchasing system. Compliance reporting is provided to the appropriate state or federal agency as required ([P.9.6](#)). AHC has not been audited by state or federal auditors between FY 2009–2010 and FY 2014–2015.

The AHC Board of Trustees provides authorization to specific employees who may act as agents of the institution for contract approval. This authorization is updated by the AHC Board of Trustees annually ([P.9.7](#)). This authorization is in conformance with Section 81655 of the California Education Code.

Financial Aid

Allan Hancock's Financial Aid program has not required review by the U.S. Department of Education because of ongoing compliance with Title IV. The District was notified by ACCJC that it was being assigned a category R (referred) and would

undergo a more comprehensive analysis of AHC’s financial condition by ACCJC’s Financial Reviewers. One of the reasons cited for the review was “excessive Federal Student Loan default rates.” Following the review, it was determined that no additional action or reporting was required by the District. In a February 29, 2016 letter from the U.S. Department of Education, the District was notified that the 2013 three-year default rate had dropped to 17.9% ([P.9.8](#)).

In its Independent Auditor’s Report on State Compliance for the year ended Jun 30, 2015, the college received an Unmodified Opinion for each of the audited programs ([P.9.9](#)).

- [P.10.5](#) Library Electronic Databases (through CCLC Consortium)
- [P.10.6](#) Turnitin Plagiarism Detection
- [P.10.7](#) Credential Solutions (transcripts)
- [P.10.8](#) TouchNet
- [P.10.9](#) Higher One
- [P.10.10](#) National Student Clearinghouse
- [P.10.11](#) Inceptia (performs grace counseling outreach)
- [P.10.12](#) Library Catalog Maintenance (Polaris)

Contractual Relationships, Educational, Library, and Support Services

Allan Hancock’s contractual relationships of the institution to offer or receive educational, library, and support services meet the Accreditation Standards and have been approved by the Commission through substantive change if required.

Allan Hancock College has third party contracts with the following service providers in support of student success and institutional effectiveness:

- [P.10.1](#) Canvas
- [P.10.2](#) Blackboard (Blackboard ends 4/17)
- [P.10.3](#) Smarthinking and Net Tutor Online Tutoring (Net Tutor currently a pilot)
- [P.10.4](#) TutorTrac Scheduling System