



*Discover. Educate. Create. Engage.*

## **Institutional Snapshot, Federal Compliance, and Accompanying Documents for the Self-Study *April 2012***

Report to the Higher Learning Commission  
of the North Central Association of Colleges and Schools



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# Institutional Snapshot

## Kansas State University

### 1. Student Headcounts - Enrollment

#### 1A. Undergraduates: Class Level

Undergrads by Class Level	Fall 2010	Fall 2011
Freshmen	4,817	4,917
Sophomore	3,992	3,932
Junior	4,094	4,138
Senior	5,852	6,054
HS/concurrent	117	104
Nondeg/special	333	240
<b>Totals</b>	<b>19,205</b>	<b>19,385</b>

#### 1B. Undergraduates: Degree and Non-degree Seeking

Degree-seeking Undergraduates		Fall 2010	Fall 2011
American Indian	Male	45	35
	Female	42	44
Asian	Male	122	143
	Female	81	98
Black	Male	431	440
	Female	365	374
Hawaiian/ Pacific Island	Male	22	20
	Female	9	12
Hispanic	Male	449	492
	Female	459	534
Multiracial	Male	161	223
	Female	185	245
White	Male	7,964	7,853
	Female	7,425	7,221
Nonresident Alien	Male	587	673
	Female	332	372
Unknown	Male	39	123
	Female	35	129

Non-degree-seeking Undergraduates		Fall 2010	Fall 2011
American Indian	Male	1	0
	Female	2	2
Asian	Male	4	5
	Female	11	12
Black	Male	5	6
	Female	17	10
Hawaiian/ Pacific Island	Male	0	1
	Female	0	1
Hispanic	Male	11	4
	Female	22	11
Multiracial	Male	3	2
	Female	3	4
White	Male	86	91
	Female	192	139
Nonresident Alien	Male	42	26
	Female	35	25
Unknown	Male	7	4
	Female	11	11

### 1C. Graduate Students

Graduate students by Class Level		Fall 2010	Fall 2011
Master's		2,133	2,329
Doctoral		1,089	1,099
Professional Practice		462	457
Non-degree		699	593
<b>Totals</b>		<b>4,383</b>	<b>4,478</b>

Degree-seeking Graduate students		Fall 2010	Fall 2011
American Indian	Male	7	4
	Female	10	10
Asian	Male	32	37
	Female	47	55
Black	Male	69	65
	Female	67	70
Hawaiian/ Pacific Island	Male	0	2
	Female	3	2
Hispanic	Male	46	54
	Female	62	76
Multiracial	Male	21	27
	Female	28	27
White	Male	1,109	1,163
	Female	1,336	1,455
Nonresident Alien	Male	456	415
	Female	343	335
Unknown	Male	19	33
	Female	29	55

Non-degree-seeking Graduate students		Fall 2010	Fall 2011
American Indian	Male	1	0
	Female	5	4
Asian	Male	12	4
	Female	11	10
Black	Male	13	9
	Female	26	16
Hawaiian/ Pacific Island	Male	0	0
	Female	1	0
Hispanic	Male	10	4
	Female	18	16
Multiracial	Male	4	8
	Female	3	0
White	Male	141	127
	Female	434	371
Nonresident Alien	Male	6	4
	Female	11	7
Unknown	Male	0	3
	Female	3	10

### 1D. Age Range of Undergraduates

Age Range of Undergraduates	Fall 2010	Fall 2011
less than 25 yrs	17,242	17,382
25 or more yrs	1,963	2,003
<b>Totals</b>	<b>19,205</b>	<b>19,385</b>

### 1E. All Students by Residency

All Students by Residency	Fall 2010	Fall 2011
Kansas	17,170	17,154
Other State	4,625	4,866
Non-US	1,793	1,843
<b>Totals</b>	<b>23,588</b>	<b>23,863</b>

## 2. Recruitment and Admissions of Degree-seeking students

### 2A.

		Fall 2010	Fall 2011
<b>Freshmen</b>	Applied	8,268	8,292
	Admitted	8,147	8,204
	Enrolled	3,561	3,644
<b>Undergraduate Transfer</b>	Applied	2,295	2,438
	Admitted	2,163	2,269
	Enrolled	1,525	1,580
<b>New Graduate/ Professional</b>	Applied	5,035	5,120
	Admitted	1,631	1,686
	Enrolled	706	793

## 3. Financial Assistance for Students

### 3A. Percentages of Students who applied for any type of financial assistance:

	Fall 2010	Fall 2011
Undergraduates	78.0%	77.0%
Graduate/Professional	39.0%	39.0%

### 3B. Students who received any type of financial assistance:

	Fall 2010		Fall 2011	
	Received	% of Total	Received	% of Total
Undergraduates	13,902	72.0%	13,772	71.0%
Graduate/Professional	1,797	41.0%	1,921	43.0%

### Percent of total enrollment receiving financial assistance by category:

<b>Undergraduates</b>	Fall 2010	Fall 2011
Loans	53.0%	52.0%
Work-study	5.0%	3.0%
Scholarship/Grant	55.0%	54.0%
Academic Merit Scholarship	28.0%	29.0%
<b>Graduate/Professional</b>		
Loans	31.0%	33.0%
Work-study	1.0%	1.0%
Scholarship/Grant	18.0%	19.0%
Academic Merit Scholarship	11.0%	12.0%

### 3C. Tuition Discount Rates

	Fall 2010	Fall 2011
Undergraduates	22.9%	21.6%
Graduate/Professional*	17.1%	19.2%
*includes GTA tuition "waivers"		

## 4. Student Retention and Program Productivity

### 4A. Retention of 1st time, full-time undergraduate students by race/ethnicity

Fall 2009 to Fall 2010	Entering	Returning	%Retained
American Indian	23	15	65.2%
Asian	36	29	80.6%
Black	191	126	66.0%
Hawaiian/ PacIs	5	3	60.0%
Hispanic	129	88	68.2%
Multiracial	66	49	74.2%
White	2,757	2,295	83.2%
Nonresident Alien	204	150	73.5%
Unknown	55	37	67.3%
<b>Totals</b>	<b>3,466</b>	<b>2,792</b>	<b>80.6%</b>

Fall 2010 to Fall 2011	Entering	Returning	%Retained
American Indian	15	11	73.3%
Asian	36	31	86.1%
Black	175	108	61.7%
Hawaiian/ PacIs	2	1	50.0%
Hispanic	170	132	77.6%
Multiracial	79	66	83.5%
White	2,886	2,400	83.2%
Nonresident Alien	108	81	75.0%
Unknown	9	8	88.9%
<b>Totals</b>	<b>3,480</b>	<b>2,838</b>	<b>81.6%</b>

#### 4B. Number of Graduate/Professional students who earned degrees by race/ethnicity

	Fall 2010	Fall 2011
American Indian	6	8
Asian	21	23
Black	21	35
Hawaiian/ PacIs	0	2
Hispanic	28	37
Multiracial	8	17
White	859	911
Nonresident Alien	199	222
Unknown	20	6
<b>Totals</b>	<b>1,162</b>	<b>1,261</b>

#### 4C. Number of Degrees Conferred by CIP code group and degree type

2009-2010	Associate	Bachelor	Master	Doctoral	Profess.	ALL
Agriculture/Natural Resource		422	100	10		532
Architect./Engineering/Tech	36	454	213	14		717
Biological/Physical Science		140	27	51		218
Business	16	633	64			713
Communication/Fine Arts		240	44			284
Education		351	202	29		582
Humanities/interdisciplinary		187	51	3		241
Health		89	21		103	213
Math/Computer Science		57	53	10		120
Personal/Consumer/Fitness		355	63	13		431
Psychology/Social Science		451	79	12		542
Trades/Production/Transport.	14	36				50
<b>Total</b>	<b>66</b>	<b>3,415</b>	<b>917</b>	<b>142</b>	<b>103</b>	<b>4,643</b>

2010-2011	Associate	Bachelor	Master	Doctoral	Profess.	ALL
Agriculture/Natural Resource		435	98	24		557
Architect./Engineering/Tech	29	478	255	20		782
Biological/Physical Science		134	23	47		204
Business	18	573	76			667
Communication/Fine Arts		249	44			293
Education		324	233	24		581
Humanities/interdisciplinary		253	58	8		319
Health		139	25		107	271
Math/Computer Science		83	49	9		141
Personal/Consumer/Fitness		397	72	13		482
Psychology/Social Science		452	56	17		525
Trades/Production/Transport.	18	23				41
<b>Total</b>	<b>65</b>	<b>3,540</b>	<b>989</b>	<b>162</b>	<b>107</b>	<b>4,863</b>

#### 4D. Pass rates for students sitting for licensing exams

Undergraduates			2010	2011
Education - Teacher Ed - Agriculture			100.0%	100.0%
Education - Teacher Ed - Art			100.0%	100.0%
Education - Teacher Ed - Modern Language			-	100.0%
Education - Teacher Ed - German			-	100.0%
Education - Teacher Ed - Spanish			55.6%	80.0%
Education - Teacher Ed - Biology			100.0%	97.1%
Education - Teacher Ed - Business			100.0%	100.0%
Education - Teacher Ed - Chemistry			100.0%	80.0%
Education - Teacher Ed - Earth/Space Science			100.0%	66.7%
Education - Teacher Ed - Young Children			100.0%	100.0%
Education - Teacher Ed - Elementary Education			95.2%	91.9%
Education - Teacher Ed - English Language			90.9%	96.8%
Education - Teacher Ed - English to speakers of other languages			84.8%	88.9%
Education - Teacher Ed - Family and Consumer Sciences			92.9%	100.0%
Education - Teacher Ed - Mathematics			92.3%	95.0%
Education - Teacher Ed - Middle School Language Arts			100.0%	100.0%
Education - Teacher Ed - Middle School Mathematics			94.1%	81.8%
Education - Teacher Ed - Middle School Science			100.0%	100.0%
Education - Teacher Ed - Middle School Social Studies			100.0%	75.0%
Education - Teacher Ed - Music			100.0%	94.1%
Education - Teacher Ed - Physical Education			-	100.0%
Education - Teacher Ed - Physics			85.7%	100.0%
Education - Teacher Ed - Social Studies			100.0%	95.5%
Education - Teacher Ed - Speech Communication			100.0%	100.0%
Education - Teacher Ed - Technology Education			-	100.0%
Education - Advanced Program - Education of Exceptional Students Core			100.0%	-
Education - Advanced Program - Education of Exceptional Students - Mild to moderate disabilities			100.0%	100.0%
Education - Advanced Program - Education of Exceptional Students - Severe to profound disabilities			100.0%	100.0%
Education - Advanced Program - English to speakers of other Languages			90.2%	95.7%
Education - Advanced Program - Reading Specialist			-	100.0%
Education - Advanced Program - School Guidance and Counseling			100.0%	100.0%
Education - Advanced Program - School leaders licensure assessment			100.0%	85.7%
Education - Advanced Program - School superintendent licensure assessment			100.0%	100.0%
Praxis series - Speech-Language Pathology			100.0%	100.0%
Registration Examination for Dietitians	July to Dec 2009	Jan to June 2010	July to Dec 2010	Jan to June 2011
	83.0%	85.0%	100.0%	100.0%
Athletic Trainer's Certification Examination			April 2009 - Feb 2010	April 2010 - Feb 2011
			57.1%	70.0%

Aviation licensure exams		2010	2011
AMP	Maintenance Powerplant	100.0%	89.0%
AMA	Maintenance Airframe	100.0%	89.0%
ATA	Airline Transport Pilot	100.0%	-
FII	Instrument Instructor Airplane	83.0%	92.0%
IGI	Instrument Ground Instructor	100.0%	100.0%
IRA	Instrument Rating Airplane	88.0%	86.0%
CRH	Commercial Pilot Helicopter	100.0%	-
CAX	Commercial Pilot Airplane	100.0%	100.0%
PAR	Private Pilot Airplane	98.0%	89.0%
AMG	Maintenance General	100.0%	100.0%
PRH	Private Pilot Helicopter	100.0%	-
FOI	Fundamentals of Instruction	94.0%	75.0%
FIA	Flight Instructor Airplane	85.0%	77.0%
FRH	Flight Instructor Rotorcraft Helicopter	100.0%	100.0%
AGI	Advance Ground Instructor	100.0%	-
PGL	Private Pilot Glider	100.0%	-

  

Graduate/Professional		2010	2011
North American Veterinary Licensing Examination		98.0%	99.0%
Professional Engineering License Exam		available upon request	

## 5. Faculty Demography

Fulltime Faculty Demographics for HLC from HRIS November 1

### 5A. Degree Level

Degree Level	Fall 2010	Fall 2011
Doctorate	912	932
First Professional	27	28
Masters	283	287
Bachelors	29	28
Associates	0	0
None	0	0
<b>Total</b>	<b>1,251</b>	<b>1,275</b>

## 5B. Race/Ethnicity

Race/Ethnicity	Fall 2010	Fall 2011
American Indian/Alaska Native	4	5
Asian	126	129
Black/African American	25	25
Hispanic/Latino	35	37
Native Hawaiian/Oth Pac Island	0	0
Non-Resident Alien	40	42
Not Specified	10	10
Two or More	21	38
White	990	989
<b>Total</b>	<b>1,251</b>	<b>1,275</b>

## Headcount by Gender

Gender	Fall 2010	Fall 2011
Female	436	447
Male	815	828
<b>Total</b>	<b>1,251</b>	<b>1,275</b>

## Headcount by Rank

Rank	Fall 2010	Fall 2011
Professor	410	398
Associate Professor	320	336
Assistant Professor	328	335
Instructor	193	206
<b>Total</b>	<b>1,251</b>	<b>1,275</b>

## 5C. Number of Faculty (Full-time) by CIP code group

	Fall 2010	Fall 2011
Agriculture/Natural Resource	203	214
Architect./Engineering/Tech	191	191
Biological/Physical Science	158	159
Business	62	68
Communication/Fine Arts	99	102
Education	98	97
Humanities/interdisciplinary	128	127
Health	99	98
Math/Computer Science	62	65
Personal/Consumer/Fitness	67	68
Psychology/Social Science	84	86
Trades/Production/Transport.	0	0
<b>Total</b>	<b>1,251</b>	<b>1,275</b>

## **6. Availability of Instructional Resources and Information Technology**

### **Data Ports**

There are 30,000 data ports on the K-State campus. Approximately 80 percent of the Manhattan campus, 100 percent of the Salina campus classrooms, faculty offices and residence halls, and all of the Olathe campus have wireless coverage.

### **Internet Cafes**

Internet cafes are peppered throughout campus including:

- Caribou Coffee and Salsaritas in the K-State Student Union
- Café Q in Rathbone Hall
- Einstein Brothers Bagels in the 24 hour study area in Hale Library
- JPs in the Jardine complex
- Radina's Coffeehouse & Roastery in the Leadership Studies Building
- T.H.E Bakery in Derby Dining Center
- Vet Med Café in Trotter Hall

### **Computers and Computing Labs**

More than 370 computers are available in the seven centrally supported computing labs located in 1 Dickens, 9 Fairchild, 325 Justin, 21 Nichols, 22 Seaton, the Union Copy Center, and Union Station. About 200 of these computers are located in the InfoCommons in Hale Library. Computer labs with network access are available in every residence hall, including Smurthwaite Leadership/Scholarship House. Computer labs are also located near the Kramer Academic Resource Center and the Derby Academic Resource Center.

The Media Development Center in Hale Library is a specialized computer lab, equipped with film scanners, a sheet fed/duplexing scanner, a Better Light scanback/4x5 camera/copy stand capable of scanning fragile documents and images measuring up to 5' x 4', 12 video editing dual platform workstations, two duplicating CD/DVD workstations, a professional sound booth, a networked color printer and more. Laptops, projectors, cameras, screens, tripods, sound equipment, camcorders and peripherals are available for checkout through the Information Technology Assistance Center (iTAC) in Hale Library.

Monitoring use of our technology resources occurs in a variety of ways including:

- Number of devices accessing wireless
- Tickets recorded in, ServiceNow, the university incident management and service request system
- Usage rates for general use technology classrooms through Resource25
- Number of logged calls to the IT help desk with call time and abandon rates
- Scheduling of equipment in the MDC
- Checkout instances of our equipment
- Tracking of security incidents

### **Monitoring of Technology Services**

K-State Online has monitoring for system issues at the hardware, data storage, and application tier to ensure high availability. 24/7 electronic notification of thresholds for failed requests, high demand, hardware failure, storage allocation, and end user experience are all set and monitored by university staff. Faculty can monitor student use of K-State Online through course visits, tools use, files usage, message board posts, file dropbox uploads, and more.

In the university computing labs we use K2, a Sassafras software, which helps with software auditing and license management. These data show that about 62 percent of computing use in the university computing labs is for browsing. With the virtualization of some applications in the university computing labs, we are using system utilization reports that are available from the virtualization management server.

The iTAC is the first point of contact for campus information technology needs provided through the IT help desk. In 2011 the help desk logged more than 46,400 incidents and more than 41,000 calls. Average calls per day are 148, with our heaviest call volume falling on the day after the password change deadline. The most recent deadline yielded 798 calls the following day. Average talk time with an IT help desk consultant is 3.29 minutes with a 3 percent average abandon rate during the week and a 33 percent abandon rate on the weekends. These data are used to provide staffing, monitor trends, and improve communication, documentation, and training for end users. The help desk uses Linktivity for remote desktop support.

On the average 80 students per week use the video editing services in the Media Development Center. This number rises dramatically as finals week approaches. Since August 2011, 30 faculty and staff spent a total of 123 hours on projects requiring the large format scanner. In 2010 there were more than 3,600 equipment checkout instances.

Usage statistics and qualitative data were compiled for K-State Online, our learning management system, during the 2010 spring, summer, and fall semesters. In 2010 every academic department and college was using K-State Online. On the average across all colleges, 64 percent of courses are in K-State Online. Faculty use delineated by college is:

- Agriculture: 81 percent
- Architecture, planning, and design: 99 percent
- Arts and sciences: 91 percent
- Business administration: 98 percent
- Education: 88 percent
- Engineering: 93 percent
- Human ecology: 96 percent
- K-State Salina: 96 percent
- Veterinary medicine: 73 percent

## 7. Financial Data

### 7A. Actual Unrestricted Revenues

Actual Unrestricted Revenues	FY 2010	FY 2011
Tuition and Fees	\$144,782,520	\$159,912,941
State Appropriations	\$162,507,018	\$163,752,656
Sales/services of Educ.Activities	\$24,599,768	\$29,470,346
Other operating revenues	\$13,002,456	\$9,291,243
<b>Total</b>	<b>\$344,891,762</b>	<b>\$362,427,186</b>

### 7B. Actual Unrestricted Expenses

Actual Unrestricted Expenses	FY 2010	FY 2011
Instructional/Dept./Library	\$185,709,696	\$193,231,329
Research	\$65,835,252	\$65,170,720
Public Service	\$47,985,643	\$48,592,729
Student Services	\$47,771,168	\$51,238,264
Operations and Maintenance	\$39,911,524	\$47,744,707
Administration	\$42,621,841	\$46,895,617**
Fundraising	KSU Foundation Activity	
Auxiliary	\$38,482,249	\$41,430,752
Other	\$710,701	\$3,442,089
<b>Total</b>	<b>\$469,028,074</b>	<b>\$497,746,207</b>

\*\*Institutional Support and Academic Administration



# Federal Compliance

## Credits, Program Length, and Tuition

Commission policy states:

*The Commission shall expect an affiliated institution to be able to equate its learning experiences with semester or quarter credit hours using practices common to institutions of higher education, to justify the lengths of its programs in comparison to similar programs found in accredited institutions of higher education, and to justify any program-specific tuition in terms of program costs, program length, and program objectives. Affiliated institutions shall notify the Commission of any significant changes in the relationships among credits, program length, and tuition.*

### Credits and Program Length

Kansas State University offers academic programs from associate degrees through doctoral degrees, including minors and undergraduate and graduate certificates. The Kansas Board of Regents has established minimum credit hours needed for associate (60) and bachelor's (120) degrees, as well as additional requirements for master's and doctoral degrees. Several of our programs and colleges have established degree minimums above KBOR standards based on the professional nature of their field or accreditation standards. Students can find the total credit hours required for every K-State degree program by selecting the "Degrees & Certificates Offered" link in the undergraduate and graduate catalogs.

In order to meet the new Commission expectations related to the federally mandated policy on the credit hour, a task force was formed in fall 2011 to establish and document the formal definition of a credit hour for all academic courses at Kansas State University. The task force consisted of the senior vice provost for academic affairs, the associate provost for institutional effectiveness, the assistant general counsel, the chair of the Faculty Senate Academic Affairs Committee, the chair of the Committee on Academic Policies and Procedures, and a representative from the Division of Continuing Education. The task force was charged with the task of proposing a definition of "credit hour" that would not only be in compliance with the federal definition, but also maintain consistency with the actual unwritten policy used by K-State faculty in the past for determining hours of credit.

In December 2011, the following policy was proposed:

**One Credit Hour:** the amount of effort required to attain a specific amount of knowledge or skill equivalent to three hours of effort per week for 15 weeks. Any combination of contact time and effort outside of class is allowed. Common practice is for one academic hour of credit to be composed of a lecture or class to meet for one hour per week (50 minutes), with two hours per week of outside assignment and study effort expected each week for 15 weeks. A laboratory class period equivalent to an academic hour of credit would either meet for one three-hour period each week for 15 weeks with all effort by the student expected to be completed during the laboratory period; or one two-hour laboratory period with one hour of student effort expected outside the class period, each week for 15 weeks. Shortened academic sessions (including condensed semesters, intersession classes, or summer classes) are expected to maintain an equivalent amount of time (contact and outside of class time) as those classes in the 15-week semester. It should be noted that the judgment of the amount of academic effort that comprises one hour of credit for any class is ultimately a faculty decision, from the development of the course syllabus to the approval through Faculty Senate.

This definition was approved by Faculty Senate at their February 2012 meeting.

*Catalogs:* <http://courses.k-state.edu/catalog/>

*Kansas Board of Regents Curriculum policy (p. 140):* [http://www.kansasregents.org/resources/PDF/890-041510PolicyManualrevisedlinks\\_2\\_.pdf](http://www.kansasregents.org/resources/PDF/890-041510PolicyManualrevisedlinks_2_.pdf)

## Tuition and Fees

The Kansas Board of Regents approves the tuition and fees assessed by each of the six public Regents universities with the state of Kansas to students as a condition of enrollment. Each institution must submit proposed changes for the following fees to the student body president and to the appropriate student organization prior to Board consideration: (1) fees required of every student as a condition of enrollment; (2) student housing fees; (3) building construction fees; (4) changes in academic fees; and (5) tuition rates.

A proposal accompanied by a fiscal impact statement showing the increased revenue to be received and a detail of planned expenditures must be submitted to the fiscal affairs committee of the Board if an institution seeks changes in its tuition and/or fees.

Since 2005, the K-State Long-Term Tuition Strategies task force has prepared recommended tuition and fee rates for the university to submit to the Kansas Board of Regents for approval. This task force currently consists of the senior vice provost for academic affairs, the vice president for administration and finance, the vice president of student life and dean of students, the Faculty Senate president, the Student Governing Association president and vice president from the Manhattan campus, and other members of the SGA President's Cabinet. This committee—representing faculty, administration, and students—works together to determine an agreed-upon level for tuition and fees. This shared model of tuition and fee determination has provided a means for students to directly influence the decisions related to their tuition and fee rates. In fact, the university President and SGA President jointly present the proposal to the Board of Regents.

Current tuition and fee rates may be accessed through the Cashier's Office website. The tuition rates shown include a \$10/credit hour fee for all courses taken. These fees were first approved in fall 2009 by the Long-Term Tuition Strategy task force and in the spring 2010 by the Board of Regents. These fees were approved with the stipulation that the funds from the fees be primarily used for enhancing the student experience, including increased instructional personnel and advisors, enhanced instructional equipment, or additional tutoring assistance. The colleges are required to involve students in decisions surrounding the allocation of the revenues generated by the fees. In addition to this fee, three colleges (business administration; engineering; and architecture, planning, and design) also have an additional per-credit-hour fee that is used for either maintaining the competitiveness of faculty salaries or the need for additional classroom, laboratory, or studio equipment.

Tuition rates for the K-State Salina campus are slightly lower for undergraduate students compared to the Manhattan campus. These lower rates reflect lower general expenses for the Salina location. Tuition rates for students enrolled in the College of Veterinary Medicine are slightly higher compared to rates for all other students. These higher rates reflect the increased cost of facilities in the veterinary medicine programs.

*Kansas Board of Regents policy on Tuition and Fees (p. 19):* [http://www.kansasregents.org/resources/PDF/890-041510PolicyManualrevisedlinks\\_2\\_.pdf](http://www.kansasregents.org/resources/PDF/890-041510PolicyManualrevisedlinks_2_.pdf)

*Cashier's Office:* <http://www.k-state.edu/fnsvcs/cashiers/tuitionfeesinfo.html>

## Institutional Records of Student Complaints

Commission policy states:

*To comply with federal regulations, the Commission shall expect an affiliated institution to make available to a comprehensive evaluation team an account of the student complaints it has received.*

Kansas Board of Regents policy mandates that each state university "...shall create, maintain, and advertise an office of ombudsman or similar single point of contact to assist students in determining the appropriate university procedure for initiating a particular complaint or grievance." The full complaint process may be viewed on the website.

Kansas State University has designated an associate dean/director of student life as the contact person to assist students with identifying the appropriate channel for addressing their complaint or grievance, and helping them work towards a resolution.

The Undergraduate Grievance Board hears grievances regarding grade appeals and academic grievances other than matters of academic dishonesty. The Undergraduate Student Grievance Procedures may be viewed on the website.

Complaints regarding discrimination and harassment against anyone on campus, including applicants for admission or employment, students, employees, faculty, staff, participants in a K-State program, service or activity, or visitors to a K-State facility, that are based on race, color, sex, national origin, religion, age, ancestry, military status, veteran status, sexual orientation, gender identity, and disability are processed through the Office of Affirmative Action. The policy requires that anyone in a supervisory position or above must report any suspected violations to the Office of Affirmative Action.

Written complaints within the academic colleges are handled by department heads and deans. They are encouraged to handle written complaints internally in an efficient manner, or to forward the complaint to an appropriate office on campus (e.g., the Office of Student Life, Affirmative Action).

Information on the Notification of Student Complaint Process is available in the Student Life Handbook as well as through Kansas State University's Statements and Disclosures website. This latter website also includes information for distance students, who are not residing within the state of Kansas, on filing a complaint with their respective state agency.

If after exhausting all available institutional processes a student's complaint remains unresolved, the student may submit a complaint to the Kansas Board of Regents and/or the Higher Learning Commission here.

*Full student complaint process (p. 74):*

[http://www.kansasregents.org/resources/PDF/890-041510PolicyManualrevisedlinks\\_2\\_.pdf](http://www.kansasregents.org/resources/PDF/890-041510PolicyManualrevisedlinks_2_.pdf)

*Undergraduate Student Grievance Procedures:*

<http://www.k-state.edu/academicpersonnel/fhbook/fhvx.htm>

*Honor and integrity system:* <http://www.k-state.edu/honor/>

*Office of Affirmative Action:* <http://www.k-state.edu/affact/>

*Notification of Student Complaint Process:*

<http://www.k-state.edu/studentlife/reportsandpolicies/studentcomplaintsandgrievances.html>

*Statements and Disclosures website:* <http://www.k-state.edu/disclosures/general.html>

## Transfer of Credit

Commission policy states:

*Each institution shall determine its own policies and procedures for accepting transfer credits, including credits from accredited and non-accredited institutions, from foreign institutions, and from institutions which grant credit for experiential learning and for nontraditional adult learner programs. An institution's periodic review of its transfer policies and procedures should include evaluation of their clarity to those who administer them, to the students who follow them, and to employers and other stakeholders. It should also include the consistency of their interpretation and application throughout the institution, as well as their responsiveness to new types of learning opportunities outside institutions of higher education.*

*At the time of initial accreditation or reaffirmation of accreditation, the Commission will confirm that an institution has transfer policies that are publicly disclosed and that such policies include a statement of criteria established by the institution regarding transfer of credit earned at another institution.*

Students interested in transferring credits to Kansas State University from regionally accredited community colleges and universities may find information about admission requirements and transfer equivalency on the Admissions website. Departments will determine if and how courses will be applied to their degree programs.

Transfer policies include:

- Minimum cumulative GPA of 2.0 on all transfer course work for students with 24 or more completed transfer hours.
- Transferred credits are not included in the calculation of a student's K-State GPA.
- Vocational and technical, remedial, and personal-interest courses do not transfer.
- English language courses from international schools are not accepted.
- Two religion courses from a religiously affiliated institution may be accepted.
- There is no time limit on how long ago a course was completed for it to transfer.

A select number of programs and colleges require prospective transfer students to have a GPA higher than 2.0, while others have selective admission based on academic performance and space availability. A list of these programs and colleges can be found.

In addition, K-State has transfer articulation agreements with 22 community and technical colleges throughout Kansas where students who have received an associate of arts or an associate of science degree are guaranteed junior classification towards a bachelor's degree. Additional information regarding 2+2 partnerships may be found on the website.

In 2011-2012 the Kansas Board of Regents is considering a more streamlined transfer and articulation process in which students who have taken 45 hours of a specific list of general education courses from any public institution of higher education in Kansas (including community colleges) would be allowed to transfer in those 45 hours of general education and satisfy the general education requirements of any of the public four-year institutions. At the time of this writing, this proposed policy had not yet been approved.

*Admission requirements and transfer equivalency:*

<http://www.k-state.edu/admissions/#p=apply%2Ftransfer.html>

*Selective admissions programs:*

[http://catalog.k-state.edu/content.php?catoid=13&navoid=1406#tran\\_admi](http://catalog.k-state.edu/content.php?catoid=13&navoid=1406#tran_admi).

*2+2 partnerships:* <http://www.k-state.edu/2plus2/>

## Verification of Student Identity

Commission policy states:

*Institutions offering distance education or correspondence education, as specified in the federal definitions reproduced herein solely for reference, shall have processes through which the institution establishes that the student who registers in the distance education or correspondence education courses or programs is the same student who participates in and completes and receives the academic credit.*

Kansas State University students, whether on-campus or distance, are required to establish a K-State eID and password upon enrollment to access centrally managed IT resources, including K-State Online, iSIS (student information system), and Webmail. Distance students, as well as on-campus students, must use their eID and password to log in to K-State Online to access course materials, syllabi, participate in chat rooms, view lectures, submit assignments, check grades, and other online functions. Students are not to disclose their eID or password to anyone, and IT requires all students to change their passwords twice a year during the fall and spring semesters.

Kansas State University offers a wide range of distance education degrees from bachelor's through doctorate, including minors and certificates, through the Division of Continuing Education. It is not the policy of the university to require test proctors for distance education courses; however, many faculty members do require a test proctor for examinations within their courses. Approximately 160 courses required the use of test proctors, resulting in around 530 proctored exams for each of the past two academic years.

For those courses that do require a test proctor, the student is notified from the Division of Continuing Education's Student and Faculty Services office about the resources available for locating an appropriate proctor. Students living close to the Manhattan area may utilize the testing center located within the Student and Faculty Services office on campus at no cost. Students who do not live within close proximity to the

Manhattan campus may submit a Test Proctor Agreement form to identify an appropriate proctor where they reside, or utilize ProctorU (an online at-home proctoring service). Students are notified that any proctoring charges incurred are at student's own expense. Additional information on proctoring may be found on the website.

Kansas State University does not offer correspondence education.

*Proctoring:* <http://www.dce.k-state.edu/students/services/exams>.

## **Title IV Program and Related Responsibilities**

Commission policy states:

*The Commission will expect that its affiliated institutions comply if required with the Title IV requirements of the Higher Education Reauthorization Act as most recently amended. Therefore, institutions will provide evaluation teams, for review and consideration, the most recent default rates (and any default reduction plans approved by the U.S. Department of Education) and any other documents concerning the institution's program responsibilities under Title IV of the Act, including any results of financial or compliance audits and program reviews.*

*The teams will weigh the information and its relationship to the Criteria for Accreditation, and/or the requirements of Candidacy program. If a team determines that an institution's failure to meet Title IV default rate thresholds raises significant issues concerning the quality of education provided by the institution or the institution's ability to meet all other Commission requirements, it may recommend further monitoring, sanction, or withdrawal of affiliation.*

The Commission reserves the right to review an institution's status when the U.S. Department of Education findings have proven significant noncompliance with the Act.

### **General Program Responsibilities**

Kansas State University has a valid and active Program Participation Agreement with the U.S. Department of Education under which the university is eligible to participate in each of the following listed Title IV, Higher Education Act, HEA, programs: Federal Pell Grant Program, Federal Family Education Loan Program, Federal Direct Student Loan Program, Federal Perkins Loan Program, Federal Supplemental Educational Opportunity Grant Program, Federal Work Study Program, Teacher Education Assistance for College and Higher Education Grant Program, and the Iraq and Afghanistan Service Grant Program. The Program Participation Agreement was most recently renewed in 2011 with the U.S. Department of Education with subsequent renewal application due by December 31, 2016.

Kansas State University has no limitations, suspensions, or termination actions to report in regard to any U.S. Department of Education findings per its participation in Title IV federal student aid programs. Along those same lines, Kansas State University has nothing to disclose in terms of fines, letters of credit, or heightened monitoring by the U.S. Department of Education.

### **Financial Responsibility Requirements**

Kansas State University is audited within the annual audit report of the state of Kansas, through the Kansas Legislative Division of Post Audit. Kansas State University's A-133 audit results may be viewed on page 10 of the Audit Report. To address the findings in the report, the Office of Student Financial Assistance has implemented procedures to ensure that dual-enrolled students do not receive excess Pell awards.

*Kansas Legislative Division of Post Audit report:*

[http://www.kansas.gov/postaudit/audits\\_fin10.shtml](http://www.kansas.gov/postaudit/audits_fin10.shtml)

*Kansas State University's A-133 audit results (pgs.64-66):*

[http://www.kansas.gov/postaudit/audits\\_fc/summary\\_problem\\_findings.pdf](http://www.kansas.gov/postaudit/audits_fc/summary_problem_findings.pdf)

### **Default Rates**

The U.S. Department of Education has calculated the official default rates for Kansas State University for FY 2007 through FY 2009. The default rates are as follows: 3.0 percent, 3.3 percent, and 2.7 percent respectively. It should be noted that the national cohort default rate (for all institutions) for the same time period are: 8.8

percent, 7.0 percent, and 6.7 percent respectively. For the public institution sector, the national cohort default rates were: 7.2 percent, 6.2 percent and 5.9 percent.

Kansas State University's official cohort default rates were less than that of four-year public institutions for the same time period, and have not triggered a U.S. Department of Education review. Additional information regarding the official cohort default rates for schools from the U.S. Department of Education may be viewed on the websites.

*Official cohort default rates from the U.S. Department of Education:*  
<http://www2.ed.gov/offices/OSFAP/defaultmanagement/cdr.html>

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

As part of monitoring campus environment and safety issues, the Office of Student Life at Kansas State University prepares and maintains campus safety reports in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

All Kansas State University students receive an email from the Office of Student Life notifying them of the annual disclosure of the Campus Security and Fire Safety Reports for each of our three campuses.

Kansas State University also makes available upon request to students, potential students, and the public, the OPE Equity in Athletics report produced by the Compliance Services office in athletics. This report collects financial and statistical information on men's and women's intercollegiate sports.

Additional disclosure information may be obtained from K-State's Statements and Disclosures website . Samples of these disclosures are available upon request.

*Campus safety reports for Manhattan and Salina:*  
<http://www.k-state.edu/studentlife/reportsandpolicies/index.html>  
*OPEC Equity in Athletics report:* <http://www.kstatesports.com/ot/eada-report.html>  
*K-State's Statements and Disclosures website:* <http://www.k-state.edu/disclosures/>

## **Student Right to Know**

The Offices of Planning and Analysis, Admissions, and Student Financial Assistance collaborate to compile retention and graduation rates by gender, race/ethnicity, college, Pell status, and as a university. This information is housed on the Office of Planning and Analysis' website, and is also available through the Statements and Disclosures website.

Kansas State University has compiled various resources for prospective students, current students, employees, parents, and the community about Kansas State University in accordance with the Higher Education Opportunity Act (reauthorized: 2008) and other federal/state regulatory agencies on our Statements and Disclosures website. Information on cost of attendance, refund policy, withdrawing, list of academic programs, and more are divided into 11 categories on the website, and provide links to specific websites or downloadable reports.

Students who wish to study abroad are required to have at least a 2.5 GPA, while some programs like those in the College of Architecture, Planning, and Design require a minimum GPA of 3.0. Additional information regarding study abroad at Kansas State University may be viewed on their website .

*Retention and graduation rates:* <http://www.k-state.edu/pa/statinfo/retention/>  
*Statements and Disclosures website:* <http://www.k-state.edu/disclosures/>  
*Study abroad:* <http://www.k-state.edu/studyabroad/>

## **Satisfactory Academic Progress and Attendance Policies**

Kansas State University's Satisfactory Academic Progress and Attendance Policies may be found in the university's catalogs.

As an institution offering federal Title IV financial assistance, Kansas State University is required to measure Satisfactory Academic Progress of each attending student on a regular basis. In order for a student to become eligible and maintain financial aid, the student must maintain SAP. K-State's Office of Student Financial Assistance is responsible for measuring SAP for the purposes of monitoring federal Title IV student aid eligibility. SAP is measured at the conclusion of each regularly scheduled semester/term (fall, spring, and summer).

For students pursuing an undergraduate degree the maximum attempted units may not exceed 150 percent of the published length of the educational program. For students pursuing a graduate degree the maximum attempted units may not exceed 200 percent of the published length of the educational program. For students pursuing a doctor of veterinary medicine degree the maximum attempted units may not exceed 150 percent of the published length of the educational program.

Attendance policies are determined by the instructor of each course. Instructors will determine if, and the manner in which, work and examinations missed may be made up.

The Office of Student Financial Assistance monitors "academic related activity" of student eligibility by contacting individual instructors in instances where a student drops a course during the term and/or where a failing grade has been recorded at the conclusion of the term. As part of their communication they make a good faith effort to explain what types of activities may be legitimately interpreted as participation by the student in academic related activities. Furthermore, they communicate to the instructor that the determination of whether a student participated in an academic related activity may not be premised on student self-certification.

At the time of this writing, a task force is being assembled to develop a stronger, more sustainable, mechanism that will allow for faculty to monitor and report students receiving financial aid who remain enrolled yet take part in no academic related activities. It is the charge of this group to develop strategies that can be implemented across the university.

*Satisfactory Academic Progress and Attendance Policies:*

<http://catalog.k-state.edu/content.php?catoid=13&navoid=1414>

[http://catalog.k-state.edu/content.php?catoid=13&navoid=1408#cour\\_atte](http://catalog.k-state.edu/content.php?catoid=13&navoid=1408#cour_atte)

## **Contractual Relationships**

Kansas State University has a contractual relationship to offer academic programs at the U.S. Army Command General Staff College in Ft. Leavenworth, Kansas, for active or retired military personnel. K-State currently offers three master's degrees and one doctoral degree at the Fort. These programs were examined more closely in the fall 2011 visit from the Higher Learning Commission that focused on K-State's use of additional locations. The programs at Ft. Leavenworth are K-State degrees, offered mainly by K-State faculty (with some assistance from adjunct faculty members at Ft. Leavenworth), using either remote teleconferencing technology or face-to-face on-site facilities at Ft. Leavenworth. The facilities at Ft. Leavenworth are the most up-to-date in the state of Kansas.

The director of the graduate programs at the Fort reports to the dean of the Graduate School at K-State. The director works with Ft. Leavenworth officials to identify needed degrees desired by military personnel, but the offering of degrees and courses at Ft. Leavenworth is up to the faculty at K-State.

## **Consortial Relationships**

Kansas State University has one consortial agreement with 10 institutions representing the Great Plains Interactive Distance Education Alliance (GPIDEA), and another with 19 institutions participating in the AG\*IDEA (an affiliate of GPIDEA).

Through GPIDEA/AG\*IDEA, students can complete a number of online degrees from their "home" institution while taking courses from experts in the field from a multitude of participating institutions.

*GPIDEA:* <http://www.k-state.edu/ksugpidea/>

# Institutional Disclosures and Advertising and Recruiting Materials

Commission policy states:

*An organization affiliated with the Commission shall state its affiliation in its print and/or electronic catalogs and official handbooks for faculty and students. The institution's disclosure of its affiliation with the Commission shall use the Commission's prescribed format. To fulfill federal requirements, the organization shall include the Commission's address and telephone number when it makes reference to its affiliation; however, the organization may provide the Commission's web address in lieu of providing the Commission's mailing address and telephone number. In electronic documents containing reference to the affiliation with the Commission, an organization shall use the Commission's electronic collective membership mark.*

Kansas State University discloses its accreditation status by the Higher Learning Commission of the North Central Association of Colleges and Schools on the university's accreditation website and undergraduate and graduate catalogs. This notation is also included in various advertising and recruiting materials. Copies of our advertising and recruiting materials will be made available in the resource room.

*K-State's accreditation website:* <http://www.k-state.edu/assessment/accreditation/ksu.htm>

*Undergraduate catalog:* <http://catalog.k-state.edu/content.php?catoid=13&navoid=1403>

*Graduate catalog:* <http://catalog.k-state.edu/content.php?catoid=2&navoid=83>

## Relationships with Other Accrediting Agencies and with State Regulatory Bodies

Commission policy states:

*Because the Commission accredits an institution as a whole, it will not omit from its evaluation any area or program of an institution. However, the Commission's affiliation with the institution, accreditation or candidacy, shall not be interpreted as being equivalent to specialized or professional accreditation of individual programs.*

*Institutional accreditation is not automatically affected by the accreditation given or withheld by any particular professional association, although the Commission does take cognizance of the standards set by professional societies. The Commission will receive reports of other accrediting agencies to identify any adverse or probationary actions taken by professional accreditation agencies and will also expect that institutions will disclose such actions. The Commission will undertake prompt review of an institution whenever it has received an adverse or probationary action from a recognized professional or specialized accreditor to determine whether additional review or Commission action, including sanction or withdrawal of accreditation, is appropriate. The Commission may undertake its review in any way provided for in Commission policy.*

More than 50 Kansas State University programs, laboratories, schools, and three colleges are accredited, licensed, certified, or approved by specialized accrediting agencies. Accreditation ranges from our Department of Music (National Association of Schools of Music) to professional pilot (Aviation Accreditation Board International). In addition, our education programs are regulated by the Kansas State Department of Education.

*K-State's accredited programs:* <http://www.k-state.edu/assessment/accreditation/ksu.htm>

# Public Notification of Comprehensive Evaluation Visit and Third Party Comment

Commission policy states:

*The Commission shall seek comment from third parties about institutions being evaluated for accreditation or candidacy. Institutions scheduled for comprehensive evaluations shall publicize the forthcoming evaluation in accordance with established Commission procedures regarding content, dissemination, and timing.*

The executive and steering committees have sought feedback from the university and community members throughout the entire self-study process. The self-study chair made presentations and provided updates to various colleges, programs, and university groups. We have also held retreats (<http://www.k-state.edu/hlcstudy/retreats/>) since fall 2009 to provide updates and gain feedback from the university community.

Kansas State University's Division of Communications and Marketing wrote and distributed notifications regarding K-State's upcoming accreditation site visit and third party comment process to various media outlets within and outside the state of Kansas. The third party comment process is also included on our HLC Self-Study website. Examples of the notifications will be made available in the resource room.

*HLC retreats:* <http://www.k-state.edu/hlcstudy/retreats/>

*HLC third party comment process:* <http://www.k-state.edu/hlcstudy/feedback/>



# Materials Available in the Resource Room to the Team

## **Minutes of major organizational committees, including self-study committee**

K-State's HLC Self-Study Website

## **Reports referenced in the self-study report or used by working committees**

Diversity Report

Research Infrastructure Task Force Report

The Impact of the Kansas Board of Regents System to the State's Economy

The K-State 8 General Education Program Proposal

## **Assessment of student learning documentation: goals, measures, instruments, benchmarks, plan, annual report, program report**

Assessment at K-State

Assessment Reports Folder (flash drive: resource room materials)

Program Review Reports Folder (flash drive: resource room materials)

## **Policies and procedures related to curriculum adoption, review, and evaluation**

Course and Curriculum Approval-Registrar's website

## **Self-Study report**

K-State's HLC Self-Study Report

## **Policies on learning resources, including libraries, and formal agreements for the shared use of learning resources**

Library Documents (flash drive: resource room materials)

## **Policies on interaction with other academic organizations and programs**

University Handbook, Appendix S: Policy on Conflict of Interest and Conflict of Time Commitment

PPM Chapter 7010: Pre-Award Services

## **Policies for allocation and use of computer resources**

See Policy and Procedures Manual, Chapter 3400 under Computing and Information Technology

## **Budgets and expenditure reports for units, programs, and the organization as a whole, and the organizational audits, at least for the prior five years**

Financial Reports (flash drive: resource room materials)

## **Physical facilities master plan**

Master Plan Update

## **Maintenance plans**

2011 Capital Improvements Summary

FY 12 Rehabilitation and Repair Projects

FY 13 Rehabilitation and Repair Projects

## **Catalogs, bulletins, viewbooks, and other promotional literature**

Undergraduate Student Catalog

Graduate Student Catalog

Viewbook example

Hard copies of promotional literature will be made available in the resource room

## **Academic admission, good standing, transfer, and completion policies**

Undergraduate Admissions; includes freshman and transfer admissions

- Grades
- Academic Policy
- Transfer Information

Graduate School Admissions

- Grades

## **Policies related to the employment, orientation, supervision, and evaluation of full-time faculty, part-time faculty, and teaching assistants**

University Handbook, Section C: Identity, Employment, Tenure

University Handbook, Appendix Q: Guidelines for Evaluating Faculty and Unclassified Professionals

## **Faculty, student, and staff handbooks**

University Handbook

Graduate Student Handbook

Student Life Handbook

## **Bylaws of faculty and staff assemblies or other representative bodies**

Faculty Senate

Classified Senate

## **Governance documents: charter, bylaws, policies, membership, minutes, reports**

Kansas Board of Regents

Kansas Board of Regents Policy Manual

## **Complete roster of all faculty members (full- and part-time) and their teaching assignments during the current academic term**

Faculty Roster

## **Formal agreements for all consortial and contractual relationships**

Agreements will be made available in resource room

## **Student service policies (residence, governance, health, financial aid, student records), and the refund policy**

Student Health and Safety Policies

Student Governing Association

Office of Student Financial Assistance

Student Records

Refund Policy

## **Board rosters, charters, and bylaws, including those of separately incorporated entities (e.g., research, development, foundation, alumni associations, or athletic corporations)**

Center for Engagement and Community Development

K-State Alumni Association

K-State Athletics

K-State Foundation

K-State Institute for Commercialization

K-State Research Foundation

## **Reports from other agencies or accrediting bodies**

Accreditation Schedule

Copies of reports and notices may be presented to team during visit.

## **Documents concerning Title IV compliance and recertification**

Hard copies of documents concerning Title IV compliance and recertification will be available in resource room

## **Third party comment notices**

Hard copies of third party notices will be available in resource room