



Required Information for Students and the Public

In accordance with 34 CFR 602.16(a)(1)(iv), the Commission must confirm that institutions make available to students and the general public fair, accurate and complete information in catalogs, handbooks and other publications regarding the institution's calendar, grading, admissions, academic program requirements, tuition and fees, and refund policies.

In addition, the Commission must verify that institutions collect and post information on their websites concerning student performance in academic programs and their successful completion. Information should also be available regarding student employment after graduation and performance on licensing exams, as appropriate.

Finally, in accordance with 34 CFR 602.23(d), the Commission must verify that institutions provide clear and accurate information in their advertising and recruiting material about their accreditation status with the Middle States Commission on Higher Education.

Institutions must provide the following documentation:

1. URLs for course catalogs and student handbooks, or the location of any alternative institutional website documenting required disclosures.
2. As required by Student Right to Know, the URL and supporting documentation for the following items:
 - a. Graduation and completion rate for the student body disaggregated by gender, ethnicity, and receipt of Pell grants
 - b. Overall cohort graduation rate
 - c. Process for withdrawing as a student
 - d. Cost of attendance (i.e. net tuition calculator)
 - e. Policies on the refund and return of Title IV funds
 - f. Names of applicable accrediting agencies
 - g. Description of facilities and accommodations available for the disabled
 - h. Policy on enrollment in study abroad
 - i. As appropriate, licensure pass rates for the most recent three-years.
3. Policies covering satisfactory academic progress (SAP), attendance and leave of absence (URL and/or catalog location).



4. Written description of the methods used to collect and review information on student outcomes and licensure pass rates.
5. Documents and URLs for advertising and recruitment materials that are available to current and prospective students that show the accreditation status with the Commission and any other U.S. Department of Education approved agencies.