

General Institutional Preconditions

Precondition 1 for Institutions of Higher Education (a) Accreditation and Academic Credit.

The program(s) must be operated by (a) Institutions of higher education: A college or university that (i) is fully accredited by the Western Association of Schools and Colleges or another of the six regional accrediting associations, and (ii) grants baccalaureate academic credit or post baccalaureate academic credit, or both. An institution approved to offer educator preparation in California must notify the Commission within 30 days if its regional accreditation status changes.

Response:

Humphreys University is accredited by the Accrediting Commission for Senior Colleges and Universities, of the Western Association of Schools and Colleges (WASC). Their website shows Humphreys is accredited and authorized to offer bachelor's degrees.

<https://www.wscuc.org/institutions/humphreys-university/>.

Source: [A-1, WASC Accreditation and Name Change Letter](#)

Precondition 2. Enrollment and Completion.

Once a candidate is accepted and enrolls in an educator preparation program, the approved program sponsor must offer the approved program, meeting the adopted standards, until the candidate:

i. completes the program; ii. withdraws from the program; iii. is dropped from the program based on established criteria; or iv. is admitted to another approved program to complete the requirements, with minimal disruption, for the authorization. In the event the program closes, a teach out plan, which includes individual transition plans for each candidate as well as a plan for candidates and graduates to access their student records would need to be developed

Response

The Teach Out Plan found in the Multiple Subject Teaching Credential Handbook assures credential candidates the following:

Humphreys University will provide the approved program until the candidate (a) completes the program, (b) withdraws from the program, (c) is dropped from the program based on established criteria, or (d) is admitted to another program to complete the requirements with minimal disruption, for the authorization. In the event

the program was to close, a Teach Out Plan will be put in place by Humphreys University in order to support the smooth transition and completion of credential candidates.

Humphreys University is committed to following the WSCUC Teach-Out Plans and Agreements Policy that institutions “submit to the Commission for its prior approval a teach-out *plan or agreement* upon the occurrence” of four specific events enumerated in the policy. The University agrees not to implement a teach-out plan or agreements policy without prior approval from the Commission if one of the enumerated events occurs. The University recognizes the value of the order of events that would trigger implementation of a teach-out plan or agreement: 1) one the four events occur, 2) the institution develops a plan, 3) the institution submits the plan to the Commission, 4) the Commission approves the plan, or 5) the institution implements the plan.

If the University decides to close a program for a reason other than those enumerated in the Teach-Out Plans and Agreement Policy, it will continue to teach the courses and supervise writing projects so that enrolled students can complete their program.

Source: [A-2, Multiple Subject Teaching Credential Handbook, pages 5-6](#)
[A-3, Assurance Letter Precondition](#)

Precondition 3. Responsibility and Authority.

To be granted continuing accreditation by the Committee on Accreditation, the entity shall provide the following information:

- (a) Identify the position within the organizational structure that is responsible for ongoing oversight of all educator preparation programs offered by the entity (including educator preparation programs offered by an extension division, if any).
 - (b) Provide a description of the reporting relationship between the position described in (a) and the individual(s) who coordinate each educator preparation program offered by the entity. If a reporting relationship is indirect, describe the levels of authority and responsibility for each educator preparation program. Include an organizational chart for the institution as well as the division(s) within the institution responsible for the oversight of educator preparation programs; include any parent organization, outside organization(s), or partner(s) who will be involved in the oversight of the educator preparation unit and/or responsible for any aspect of program delivery.
 - (c) Provide policies to ensure that duties regarding credential recommendations are provided solely by persons who are current employees of the Commission approved institution.
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Response

- (a) The position within Humphreys Univ that is responsible for ongoing oversight of all educator preparation programs is the Dean of Graduate Studies, Jess Bonds.

- (b) Humphreys University offers one educator preparation program. The Credential Programs Administrator coordinates the only educator preparation program currently offered at Humphreys. The Humphreys Organizational Chart and Academic Affairs Organizational Chart are included.
- (c) The Credential Programs Administrator is a full-time position at Humphreys University and is the primary Authorized Submitter for credential recommendations. The Dean of Graduate Studies is also an Authorized Submitter and is a secondary Authorized Submitter. Humphreys assures these two Humphreys current employees are providing credential recommendations and are maintaining current records on the CTC site. Humphreys assures that no one other than employees of the approved institution will submit credential recommendations.

Source: [A-4, Organizational Charts](#)
[A-2, Multiple Subject Teaching Credential Handbook, page 31 \(highlighted in green\)](#)

Precondition 4. Lawful Practices.

To be granted continuing accreditation by the Committee on Accreditation, a program of professional preparation must be proposed and operated by an entity that makes all personnel decisions without unlawful discrimination. These decisions include decisions regarding the admission, retention or graduation of students, and decisions regarding the employment, retention, or promotion of employees.

Response

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1973, Humphreys University is an equal opportunity institution, and does not discriminate on the basis of race, color, religion, gender, age, national origin, sexual orientation, or disability status in its educational programs, activities, or hiring practices.

Source: [A-5, Humphreys University General Catalog, page 14](#)
[A-6, Humphreys Employee Handbook, pages 4-6](#)

Precondition 5. Commission Assurances.

To be granted continuing accreditation by the Committee on Accreditation, the program sponsor must:

- (a) assure that the sponsor will fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission,
 - (b) assure that all candidates participating in public school-based field activities hold a Certificate of Clearance from the Commission,
 - (c) assure that the approved program sponsor will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member, and (d) assure that the approved program sponsor will participate fully in the Commission's accreditation system, including the timely submission of documents required for accreditation.
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Response

- (a) Humphreys University will fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission.
- (b) Humphreys will assure that all candidates participating in public school-based field activities hold a Certificate of Clearance from the Commission
- (c) Humphreys will assure that the approved program sponsor will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff maintain the highest standards in academic excellence.
- (d) Humphreys will assure that the approved program sponsor will participate fully in the Commission's accreditation system, including the timely submission of documents required for accreditation.

Source: [A-7, Assurance Letter Precondition](#)

Precondition 6. Requests for Data.

To be granted continuing accreditation by the Committee on Accreditation, the entity must identify a qualified officer responsible for reporting and responding to all requests from the Commission for data including, but not limited to, program enrollments, program completers, examination results, including performance assessments, and state and federal reporting within the time limits specified by the Commission. Institutional contact information must be updated annually.

Response

The Credential Programs Administrator, Kary Ridenour, in collaboration and consultation with the Dean of Graduate Studies, Jess Bonds, is responsible for reporting and responding to all requests from the Commission for teacher preparation program data in the timeline specified by the Commission. Humphreys assures that it maintains the personnel designations on the Commission website annually.

Precondition 7. Veracity in all Claims and Documentation Submitted.

To be granted continuing accreditation by the Committee on Accreditation, the entity must positively affirm the veracity of all statements and documentation submitted to the Commission.

Response

Humphreys University positively affirms the veracity of all statements and documentation submitted to the Commission.

Source: [A-8, Assurance Statement Precondition](#)

Precondition 8. Grievance Process.

To be granted continuing accreditation by the Committee on Accreditation, the approved program sponsor must have a clearly delineated grievance process for candidates and applicants. The grievance process information must be accessible to all candidates and applicants and the institution must be prepared to provide documentation that candidates have been informed of the grievance process and that the process has been followed. Note: While the Commission does not dictate a specific process for candidates to grieve actions and decisions related to the admission, progress, and completion of their program, the Commission may find it necessary to comment on an institution's grievance process if it appears to unfairly disadvantage the candidate. Examples include requiring the candidate to grieve to the very same individuals for whom the grievance is directed.

Response

The Credential Programs Administrator carefully reviews each prospective candidate's file for admission to the program and conducts an interview with the candidate which includes the signing of the Orientation Checklist. During the Orientation, the candidate is informed of the Grievance Process and provided a copy of the Grievance Procedure. After discussing the steps to the process, including the answering of any questions, the candidate initials the statement on the orientation Checklist that states:

____ I have been provided with a copy of the Humphreys University Student Grievance Policy.

The student is then provided a copy of the Grievance Policy as well as the Orientation Checklist with initials, signature, and date signed from the candidate, as well as the Credential Programs Administrator's signature and date signed. The original remains in the candidate's credential candidate file. A candidate is welcome to review their credential file at any time in the presence of the Credential Programs Administrator.

Candidates can access the Humphreys website to view the Grievance Policy in the General Catalog on [pages 22-23: General Catalog on Humphreys Website.](#)

Source: [A-2, Multiple Subject Teaching Credential Handbook, pages 25-26](#)
[A-9, Orientation Checklist](#)
[A-5, General Catalog, pages 22-23](#)

Precondition 9.

Faculty and Instructional Personnel Participation All faculty and instructional personnel employed by colleges and universities who regularly teach one or more courses in an educator preparation program leading to a credential, shall actively participate in the public school system at least once every three academic years, appropriate to their credential area. Faculty who are not in the Department, School or College of Education are exempt from this requirement. Reference: Education Code Section 44227.5 (a) and (b). This precondition applies only to colleges and universities. Local Education Agencies do not need to address this precondition.

Response

All faculty that teach one or more courses at Humphreys University regularly participate in the public school system at least once every three academic years, appropriate to their credential area.

Evidence Maintained by the Credential Programs Administrator:

- a) Copies of current credentials and degrees of faculty and part-time instructors
(*Credentials verified through the CTC website*)
- b) Current resumes of faculty and part-time instructors which include their current or recent place(s) of employment
- c) Faculty members must meet the requirement of participating in a public school system every three years.

Source: [A-10, Public School Participation](#)

Precondition 10.

Communication and Information. To be granted continuing accreditation by the Committee on Accreditation, the approved program sponsor must provide easily accessible and accurate information to the public, prospective educators, and enrolled candidates about the requirements for admission and successful completion for all its educator preparation programs.

Response

Humphreys University ensures easily accessible and accurate information to the public, prospective educators, and enrolled candidates about the requirements for admission and successful completion of the program. The information is available in multiple places for easy access. The Humphreys University General Catalog covers all information and requirements regarding the program. The Multiple Subject Teaching Credential Handbook is provided to every credential candidate upon acceptance to the program by the Credential Programs Administrator to serve as a reference tool throughout the experience. When updated by the Credential Programs Administrator, the Credential Handbook is resent to all candidates. Information regarding the requirements for admission and successful completion for the Multiple Subject program can also be easily accessed on the Humphreys University Website.

Candidates can access the Humphreys website to view the Admissions and Completion Process in the General Catalog on [pages 147-151: General Catalog on Humphreys Website.](#)

Source: [A-5 Humphreys University General Catalog, page 147-151](#)
[A-2, Multiple Subject Teaching Credential Handbook, pages 28-31](#)

Precondition 11.

Student Records Management, Access, and Security. To be granted continuing accreditation by the Committee on Accreditation, the sponsor must demonstrate that it will maintain and retain student records in accordance with the institution's record retention policy. Institutions will provide verification that: (a) Candidates and graduates will have access to and be provided with transcripts and/or other documents for the purpose of verifying academic units and program completion. (b) All candidate records will be maintained at the main institutional site or central location (paper or digital copies). (c) Records will be kept securely in locked cabinets or on a secure server located in a room not accessible by the public.

Response

Humphreys University assures the Committee on Accreditation that it will retain student records in accordance with the institution's record retention policy found below which states:

HUMPHREYS UNIVERISTY RECORD RETENTION AND DESTRUCTION POLICY

1) Purpose

The purpose of this Policy is to ensure that necessary records and documents of Humphreys University are adequately protected and maintained and to ensure that records that are no longer needed by Humphreys University or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees of the University in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

2) Policy

This Policy represents Humphreys University's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

3) Administration

Attached as Appendix A below is a Record Retention Schedule that is approved as the initial maintenance, retention, and disposal schedule for physical records of Humphreys University and the retention and disposal schedule of electronic documents. Administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed are the responsibility of department supervisors that handle various records. Department supervisors are also authorized to make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state, and federal laws and includes the appropriate document and record categories for Humphreys University; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

4) Suspension of Record Disposal in Event of Litigation or Claims

In the event Humphreys University is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning Humphreys University or the commencement of any litigation against or concerning the University, such employee shall inform their department supervisor and any further disposal of documents shall be suspended until such time as the University, with the

advice of counsel, determines otherwise. Departmental supervisors shall take such steps as are necessary to promptly inform all staff of any suspension in the further disposal of documents.

5) **Applicability**

This Policy applies to all physical records generated in the course of the University's operation, including both original documents and reproductions. It does not apply to independent contractor records as we rely upon the governing boards of third-party vendors to set appropriate retention policies for their members. It also applies to the electronic documents described above.

APPENDIX A - RECORD RETENTION SCHEDULE

The Record Retention Schedule is organized as follows:

SECTION TOPIC

- A. Accounting and Finance
- B. Student Records
- C. Corporate Records
- D. Personnel Records
- E. Property Records
- F. Tax Records

A. ACCOUNTING AND FINANCE

Record Type	Retention Period
Accounts Payable ledgers and schedules	7 years
Accounts Receivable ledgers and schedules	7 years
Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
Annual Plans and Budgets	2 years
Bank Statements and Canceled Checks	7 years
Employee Expense Reports	7 years
General Ledgers	Permanent
Interim Financial Statements	7 years

Record Type	Retention Period
Notes Receivable ledgers and schedules	7 years
Investment Records	7 years after sale of investment
Internal Audit work papers and findings	7 years after completion

B. STUDENT RECORDS

Record Type	Retention Period
Applications	Permanent
Commencement Programs	Permanent
Course Registrations	Permanent
Theses and dissertations	Permanent
Transcripts	Permanent
Veteran's Records	3 years after completion or last date of attendance, whichever is sooner.

C. CORPORATE RECORDS

Record Type	Retention Period
Corporate Records (minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports)	Permanent
Licenses and Permits	Permanent
Memorandums of Understanding	Permanent

D. PERSONNEL RECORDS

Record Type	Retention Period
Employee Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training, and qualification records)	6 years after separation
Employment Contracts – Individual	7 years after separation

E. PROPERTY RECORDS

Record Type	Retention Period
Correspondence, Property Deeds, Assessments, Licenses, Rights of Way	Permanent
Original Purchase/Sale/Lease Agreement	Permanent
Property Insurance Policies	Permanent

F. TAX RECORDS

General Principle: Humphreys University must keep books of account or records as are sufficient to establish amount of gross income, deductions, credits, or other matters required to be shown in any such return.

These documents and records shall be kept for as long as the contents thereof may become material in the administration of federal, state, and local income, franchise, and property tax laws.

Record Type	Retention Period
Tax-Exemption Documents and Related Correspondence	Permanent
IRS Rulings	Permanent
Excise Tax Records	7 years

Record Type	Retention Period
Tax Bills, Receipts, Statements	7 years
Tax Returns - Income, Franchise, Property	Permanent
Tax Work paper Packages - Originals	7 years
Sales/Use Tax Records	7 years
Annual Information Returns - Federal and State	Permanent
IRS or other Government Audit Records	Permanent

(a) This policy extends to all University programs including the credential program. As a result, the policy guarantees credential candidates access to and be provided with transcripts and/or other documents for the purpose of verifying academic units and program completion by seeing the University Registrar's Office on the main campus and providing appropriate identification.

(b) Humphreys University assures that all candidate records, including transcripts, will be maintained at the main institutional site at the following address:

6650 Inglewood Avenue
Stockton, CA 95207

(d) Transcripts and student documents are maintained electronically on the colleges administrative software system designed for colleges and universities.

Precondition 12: Disclosure.

Institutions must disclose information regarding any outside organizations that will be providing any direct educational services as all, or part of the educator preparation programs sponsored by the institution and identify the type of services the outside organization will provide. Please note: This precondition relates to direct educational services to candidates. It is not necessary to include entities that may provide other important services but are not directly related to the program offerings such as coursework, curriculum, or fieldwork. Examples of these other services that do not need to be identified under the disclosure precondition include portfolio or student data systems such as Task Stream or Live Text or other similar technology, assessment companies, and others.

Response

Humphreys University assures the Committee on Accreditation that the institution does not use any outside entity to provide direct educational services to candidates.