



California Health Sciences University

CHSU POLICY ON REGULATORY AGENCY REPORTING REQUIREMENTS

I. PURPOSE

CHSU is committed to compliance with rules and regulations set by all applicable regulatory agencies, including the California Bureau for Private Postsecondary Education (BPPE) and CHSU’s institutional and programmatic accrediting agencies, in order to meet licensing standards, set by the State of California and to maintain eligibility to participate in Title IV federal student financial aid programs. These regulatory agencies require the collection of data from various sources including but not limited to programmatic/administrative and curricular surveys, focus groups, direct observation, written correspondence, documentation, and interviews, which help the University and respective Colleges to review quality and implement positive change. The data collection process also helps to recognize specific trends, data, or outcomes regarding the University and respective Colleges.

II. SCOPE

Regulatory Agency mandated reporting requirements for postsecondary institutions provide prospective students, parents, and consumers support in the college search and knowledge of postsecondary institution’s data to make a well-informed decision on where to attend.

III. POLICY

The U.S. Department of Education requires that higher education institutions disclose a variety of information for participation in any federal student financial aid eligible program that “prepares students for gainful employment in a recognized occupation”. California Health Sciences University, in accordance with regulatory agencies, collects and discloses various data regarding gainful employment to help prospective students make better-informed choices on where they choose to attend. In addition, California Health Sciences University completes surveys conducted annually by the U.S. Department of Education’s National Center for Education Statistics (NCES) through the Integrated Postsecondary Education Data System (IPEDS) to report required institutional information pertaining to the survey component. The student and institutional data are maintained and stored as required by various reporting agencies and accrediting bodies for at least five years from the last time the data was included in required reports.



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The information compiled for reporting purposes may include, but is not limited to, the following:

- The United States Department of Labor's Standard Occupational Classification codes for each program.
- The total cost of the educational program for a student completing the program on-time.
- Student enrollment data.
- The on-time completion/graduation rates for each program.
- Employment placement rates, gainful employed categories, and annual salary information.
- Student race/ethnicity and gender classifications.
- License examination passage rates.
- Federal student load debt information.
- Institutional information and characteristics.

In compliance with regulatory agencies, the Higher Education Act of 1965 and the Family Educational Rights and Privacy Act (FERPA), California Health Sciences University provides program disclosure reporting requirement information leading to gainful employment on the CHSU website at: www.chsu.edu.

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- i) Policy Owner: OIEAR
 - ii) Effective Date: October 11, 2022
 - iii) Revised Date:
 - iv) Approval by Provost Date: October 11, 2022
 - v) Approval by the President: October 11, 2022



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Procedures for Gathering Data for Regulatory Agencies Reporting Requirements

The applicable department within the educational program responsible for gathering and collecting student data for required reporting information will work in collaboration with the Office of Institutional Effectiveness, Assessment, and Research (OIEAR) or designated office to access and provide the data to the applicable regulatory agency upon request.

Each program has a designated department responsible for collecting student data. The collection of data can be gathered by various methods, such as surveys, interviews, direct communication, written correspondence, etc., depending on the nature of the information sought and the reporting requirements.

Steps for gathering student data leading to gainful employment:

1. A list of job classifications determined to be gainful employment for each program.
2. An excel report of all available students who are available/unavailable for graduation and employment listing the following information:
 - Student name, address, phone number, email address, program completed, program start date, scheduled completion date, actual completion date.
3. A survey is distributed via email to students/graduates to provide the following information:
 - The student's/graduate's place of employment, position, date employment begins, date employment ended (if applicable), actual salary, hours per week, and verification of employment.
 - Employer's name, address, phone number, and the contact person at the employer, if applicable.
 - Students who are self-employed to provide documentation to demonstrate self-employment.
 - License examinations and examination results.
4. The student data collected will be analyzed by the OIEAR or designated office and the applicable department responsible for obtaining the information. When necessary and appropriate, multiple surveys may be sent to students/graduates to capture the required student data for the report. All attempts to contact the student/graduate or employer must be documented.
5. The information captured from the survey(s) is incorporated into the excel report.
6. An analysis of the data received is finalized into the excel report. The report must include the name, email address, phone number, and position of the person who was primarily responsible for obtaining the students' completion, placement, licensing, and salary information. The final report will be submitted to the applicable regulatory agency. This information is stored five years from the last time the data was included in the required reports.



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IPEDS Reporting

The Integrated Postsecondary Education Data System, or IPEDS, is a system of interrelated surveys conducted annually by the U.S. Department of Education's National Center for Education Statistics (NCES). The surveys gather information from every college, university, and technical and vocational institution that participates in Title IV federal student financial aid programs. The Higher Education Act of 1965 (HEA), as amended, requires that institutions that participate in federal student aid programs report data on 6 areas:

- Admissions
- Degrees and certificated conferred
- Enrollment
- Institutional Characteristics and Resources
- Institutional Prices and Student Financial Aid
- Student Persistence and Success

Steps for IPEDS Reporting:

1. The institution selects a "Keyholder" who is responsible for ensuring that all applicable survey components are submitted accurately and on time. This includes entering data into the IPEDS Data Collection System, running edits, and resolving all edit issues and correcting any errors, and locking each component.
2. The Keyholder manages all aspects of data submission for CHSU, works in collaboration with all departments and has authority to grant other offices and specific individuals with access to the IPDS Data Collection System to enter applicable department information.
3. IPEDS survey components are completed and submitted throughout each academic cycle. The survey work includes the following:
 - Registration of the Institutional Characteristics Header survey which must be completed by the Keyholder prior to submission of any other survey component. The data collection for this survey opens in August at the start of each academic year.
 - Fall Data Collection includes 12-month enrollment, completions and institutional characteristics data submitted during September – October of the academic year.
 - Winter Data Collection is currently not applicable to CHSU since we offer only graduate (Masters and Doctoral) programs.
 - Spring Data Collection consists of fall enrollment numbers, and financial, human resources, and academic library data.
4. The Keyholder is the institutional point of contact with NCES and will be contacted if the Help Desk or survey directors have questions about CHSU's data.



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BPPE Reporting

The California Bureau of Postsecondary Education (BPPE) provides regulatory oversight for private postsecondary educational institutions in California. In order to fulfill its responsibilities, BPPE regulations require that the institutions it regulates provide certain documentation and information on an annual basis, including the school's catalog, financial information, and information about academic performance.