

Professional Technical Education and Instructional Design BAS program



STUDENT HANDBOOK

For more information about the Bachelor of Applied Science (BAS) degree in Professional Technical Education and Instructional Design, please contact the BAS programs office at (206) 934-6783, email Mary.Beans@seattlecolleges.edu; or TeachTech@seattlecolleges.edu

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INTRODUCTION

Welcome to South Seattle College (South) and the Bachelor of Applied Science (BAS) in Professional Technical Education and Instructional Design (Teach Tech) program. This program prepares students who have completed a two-year technical degree or approved associate degree and have 2-5 years of related work experience for technical teaching positions at Community and Technical Colleges and as corporate trainers.

This 90-credit degree program offers industry professionals a pathway to becoming a skilled Technical Education Teacher. The program emphasizes upper-division coursework that focuses on the complexities of the adult learner, the development of curriculum, and issues of equity. Students will learn how to shift their focus from teaching purely for content mastery to student-centered learning and leadership. Congratulations on being accepted into the BAS program! We look forward to working with you as you complete your degree.

IMPORTANCE OF YOUR STUDENT HANDBOOK

Your success is important to us, and we have developed this handbook to guide you and provide specific information on policies, curriculum, and expectations of the program. Each student is responsible for studying this handbook and understanding its contents. In general, the BAS Teach Tech program follows policies and rules established by South. As this is a unique program offered by the College, please note that

some BAS policies may differ from standard College policies. You are responsible for complying with each instructor's syllabus and this handbook.

HISTORY OF THE BAS PROGRAM

In 2005, the Washington State Legislature approved the development of four applied baccalaureate degree programs at Washington Community and Technical Colleges in order to expand access to bachelor degree education and better serve the State's workforce needs. Due to South's reputation in providing excellent training programs in hospitality and related fields, the College determined that it was best suited to offer a Bachelor of Applied Science degree in the area of Hospitality Management. This degree would provide relevant education in a field where no bachelor degree pathway currently exists in western Washington, and it would address a critical demand for managers in an industry that is expected to grow substantially.

The State Board for Community and Technical Colleges selected South to be one of four colleges that would pilot the development of BAS programs in April 2006. The Higher Education Coordinating Board approved the College's degree request on July 27, 2006. In fall 2009, the BAS program at South received accreditation as a four-year degree granting institution from the Northwest Commission on Colleges and Universities.

Since receiving accreditation from NWCCU, South's staff worked closely with community members and local businesses to create a second BAS degree in Professional Technical Education and Instructional Design (Teach Tech). The Teach Tech program is a unique baccalaureate degree designed to meet the needs of postsecondary, industry specific, education. To date, no other bachelor level program exists in the State of Washington that targets professional technical instructors in heavy duty industries such as Diesel Maintenance, Aviation Maintenance, Welding, and Automotive Technology.

SOUTH SEATTLE COLLEGE - STUDENT LEARNING OUTCOMES

Student Learning Outcomes represent the knowledge and abilities every student graduating with a certificate or degree from South will have. Students will achieve these outcomes as well as specific program outcomes for their academic or technical area of study.

1. Communication

- Read and listen actively to learn and communicate.
- Speak and write effectively for academic and career purposes.

2. Computation

- Use arithmetic and other basic mathematical operations as required by program of study
- Apply quantitative skills for academic and career purposes.

3. Human Relations

- Use social interactive skills to work in groups effectively.

- Have knowledge of the diverse cultures represented in our multicultural society.

4. **Critical Thinking & Problem-Solving**

- Think critically in evaluating information, solving problems and making decisions.

5. **Technology**

- Select and use appropriate technological tools for academic and career tasks.

6. **Personal Responsibility**

- Uphold the highest standard of academic honesty and integrity.
- Respect the rights of others in the classroom, online and in all other school activities.
- Attend class regularly, complete assignments on time and effectively participate in classroom and online discussions, group work and other class-related projects and activities.
- Abide by appropriate safety rules in laboratories, shops and classrooms.

7. **Information Literacy**

- Independently access, evaluate and select information from a variety of appropriate sources.
- Have knowledge about legal and ethical issues related to the use of information.
- Use information effectively and ethically for a specific purpose.

BAS PROFESSIONAL TECHNICAL EDUCATION AND INSTRUCTIONAL DESIGN PROGRAM OUTCOMES

1. Manage learning environments.

2. Develop outcomes, assessments, and curricula.
3. Develop and review programs.
4. Provide student instruction.
5. Provide support and guidance to students.
6. Perform administrative functions.
7. Create and maintain a professional environment.
8. Promote the program and recruit students.
9. Learn and adapt new technologies.
10. Perform management functions.

BAS PROFESSIONAL TECHNICAL EDUCATION AND INSTRUCTIONAL DESIGN PROGRAM GOALS

The BAS, Teach Tech program provides formal education to enhance strategies for career development and advancement. The program goals are to:

1. Create an affordable educational pathway for individuals currently working in industry or at community and technical colleges to complete a bachelor degree program without having to leave the state or resign from a job.
2. Provide an avenue for individuals currently working in industry or at community and technical colleges to gain skills that will allow them to become more effective teachers.

3. Offer the opportunity for people working in industry and within community and technical colleges to broaden and advance their skills.
4. Prepare employees who can fill the critical unmet demand for professional technical teachers in various areas of heavy-duty industry; including Diesel Maintenance, Aviation Maintenance, Welding, and Automotive Technology.
5. Develop a well-regarded bachelor degree program that will create a conduit for graduates who wish to enter a master's degree program.
6. Contribute to the attainment of the state's higher education and regional economic development goals in a high-growth industry by creating a better career ladder for individuals that are currently working as an educator/trainer with the likelihood of earning higher lifelong wages.

Curriculum to support the above goals will utilize the following instructional areas:

1. General education courses with the breadth, depth and rigor typical of programs at the four-year level.
2. Upper division development and adult education coursework emphasizing student-centered learning.
3. A capstone course that will emphasize the practical application of theory in the working environment.

PEOPLE TO CONTACT

The BAS program office is located in the TEC Building on South's main campus Room 141. The Program Manager can be reached at the number below. Each classroom instructor will provide their contact information at the beginning of each quarter.

Program Manager: (206) 934-6783

Lead Faculty: mary.beans@seattlecolleges.edu

ACCREDITATION STATUS

South Seattle College is accredited to offer two-year and four-year degrees by the Northwest Commission on Colleges and Universities.

ADMISSIONS

Admission to the program is competitive. Meeting the minimum requirements does not guarantee admission as the number of qualified applicants may exceed the number of enrollment spaces available.

The application includes the following:

1. A completed application form. Students may obtain an application form by contacting the BAS office at (206) 934-6783 or by downloading a copy from our website at <http://www.southseattle.edu/bas>

2. A non-refundable check for \$35.00, payable to "South Seattle College BAS Program."
3. Official (sealed) transcripts from a regionally accredited college demonstrating completion of an Associate of Applied Science-Transfer (AAS-T) degree or equivalent (students working on AAS requirements may be provisionally accepted).
4. Two letters of recommendation on appropriate letterhead from individuals who personally know your work (such as your current or past supervisor), that discusses your contributions to your workplace and how he/she believes you will benefit from completion of the BAS program. If you are applying to this program immediately after completing an associate degree program, the letters of recommendation may be from your instructors on college letterhead.
5. A 400 to 600 word personal statement discussing your work experience, your personal and professional goals, advanced certifications you already possess, any specific or unique attributes that you will bring to the program, any personal or imposed challenges or hardships you have overcome in pursuing your educational or career goals, and any other special considerations that you believe will make you a good candidate for the program.

Please mail all completed application materials to:

BAS Program, Professional Technical Education and Instructional Design
South Seattle College (TEC - Rm 141)

6000 16th Ave. SW

Seattle, WA 98106

Or email to: Lorena.Hernandez@seattlecolleges.edu

ADMISSIONS REQUIREMENTS

To be eligible for full admission into the BAS program, each student must meet the following requirements:

- Washington state AAS-T Degree with a minimum of 25 Quarterly General Education Credits, which includes college level:
 - Math (5 credits)
 - English (5 credits)
 - Psychology (5 credits)
 - Arts (VLPA) and Humanities (ICS) electives (10 credits)

Priority will be given to students with a Washington state AAS-T degree or equivalent. Students with a Washington state Associate of Arts-Transfer or Associate of Science-Transfer degree may also be admitted to the program permitting that they meet the 2-year minimum work experience requirement. Students entering under these degrees will still need to complete all upper-division courses, earn a minimum of 180 college-level credits, and will be required to work with the BAS Program

Manager to develop appropriate substitutions for lower-division general education requirements.

The admissions review will take the following into consideration: type of associate degree earned, work experience, college-level cumulative grade point average (GPA), letters of recommendation, and personal statement.

The cumulative GPA requirement is 2.5 or above for full and provisional admission into the program and must be maintained while in the program.

ADMISSIONS STATUS

Students may be admitted to the BAS, Teach Tech program under one of the following conditions:

1. Full Admission: Students will be fully admitted to the program when all admission requirements have been completed and accepted by the BAS Committee.
2. Provisional Admission: Students who are within 25 quarter credits of completing their two-year degree including the program entry requirements may be admitted provisionally into the program if space is available. Students in need of more than 15 credits must complete an educational plan within the first quarter.
3. Probationary Admission: Students with a cumulative GPA below 2.5 may be admitted under probationary status. Students must maintain a

cumulative GPA of 2.5 or higher for the first 30 quarter credits and then petition to the BAS committee for full admittance.

4. Non-matriculated students: Students not officially accepted into the program may take up to 15 PTE credits with prior faculty approval. Once admitted to the program, those classes will be applied towards the individual's degree.

COHORT/COURSE DELIVERY

The BAS, Teach Tech program is cohort-based and begins each fall and spring quarter. This means that all BAS students will be in the same peer group for the duration of the program. All program specific Teach Tech classes will be delivered fully-online format. Students must complete all work on Canvas Learning Management Service (LMS).

ADVISING AND REGISTRATION

All BAS, Teach Tech students will be automatically registered for their core classes each quarter. Students are responsible for registering for any remaining general education coursework necessary for graduation. If students have questions about what general education classes they need to take, please call the BAS program office at (206) 934-6783.

Each student must develop an educational plan with the BAS Program Manager to ensure that they can complete the program in a timely manner.

PROGRAM COSTS

Tuition and fees for courses offered in the BAS program have the same tuition structure as other Washington state regional baccalaureate degree granting colleges. Please check the South website for the current quarterly class schedule for the most current tuition and fee schedule as it is subject to change.

<http://www.southseattle.edu/financial/tuition.aspx>

FINANCIAL AID

Financial aid is available to all eligible students, including Federal, State, and institutional grant funds, such as the Pell Grant, WA State Need Grant, or Work Study. To determine whether you are eligible for financial aid, you will need to complete the Free Application for Federal Student Aid ([FAFSA](#)).

To find out more information about financial aid, please visit the South financial aid website at [http://www.southseattle.edu/financial-aid/](#) and check with the Financial Aid office in the Robert-Smith Building (RSB).

<http://www.southseattle.edu/financial-aid/>

** Washington state employees may qualify for a partial tuition waiver. If interested, please contact the BAS Program Manager for details and enrollment forms. A limited number are available for each cohort.

SCHOLARSHIPS

There are many scholarships available for current and prospective students to continue their education.

<http://www.southseattle.edu/scholarships/>

The Foundation Office at South also offers scholarships to current students. For more information, visit their website at or call (206) 934-5809. The Foundation Office is located in the Robert-Smith Building (RSB), room 101. <http://southseattle.edu/foundation/foumain.htm>

VETERAN AFFAIRS

The Veteran Affairs Office offers assistance regarding veteran-entitled benefits, such as preparing VA application forms and documentation required by the Department of Veterans Affairs. They also provide assistance in documenting military training for college credit. For more information on Veteran Educational Benefits please visit or call (206) 934-5308. The Veteran Affairs Office at South is located in the Jerry M. Brockey Building (JMB) room 135.

<http://www.gibill.va.gov/>

DEGREE REQUIREMENTS

South Seattle College's [three Applied Baccalaureate degrees](#) require a minimum of 60 credits of general education be completed during the lower and upper division coursework combined in the following distribution areas: 10 credits of English; 5 credits of

quantitative/symbolic reasoning skills, 10 credits of Visual, Literary and Performing Arts (VLPA), 10 credits of Individuals, Cultures and Society (ICS), and 10 credits of Natural World (NW) including five credits of lab sciences. The remaining general education courses may be distributed in a manner that best suits the curriculum needs of the baccalaureate program.

GRADUATION REQUIREMENTS

Any student in the BAS program who has met the following criteria may apply for graduation by meeting with the BAS Program Manager. The Dean and Program Manager will sign your application for graduation. You must apply for graduation at least one quarter before you intend to graduate. In order to participate in the commencement ceremony you must submit your graduation attendance form before the third Friday in May. You may obtain a graduation packet in the Registration Office located in the Robert-Smith building. For more information regarding graduation go to: <http://www.southseattle.edu/graduation/Default.aspx>

GRADUATION CRITERIA

- Completion of 60 upper-division quarter credits in the BAS, Teach Tech program with a 2.0 grade or better in each course
- A minimum total of 180 college-level credits earned from transfer and BAS degree programs
 - A minimum South cumulative GPA of 2.0

LEAVE OF ABSENCE

Our goal is to have you complete your bachelor degree in a timely and efficient manner. Every admitted student is required to progress through Teach Tech classes as illustrated in the Suggested Sequence in order to maintain active status in the program.

If there is an extenuating circumstance that prohibits you from meeting this obligation, you must submit a written request to the BAS Program Manager to apply for a one quarter leave. Please contact the BAS Programs Manager at least one month before you plan to return in order to maintain priority registration status.

If you are unable to resume your studies after one quarter, you will lose your status as a matriculated student. If you are in danger of being dropped from the program, it is recommended that you meet with the BAS Program Manager immediately. On a space available basis, it may be possible to gain readmission to the program by petitioning for re-enrollment.

SATISFACTORY PROGRESS AND GRADING

Students must receive a grade point of 2.0 or higher to remain in the program. Each instructor will identify his/her grading procedure in the syllabus presented at the start of every course. If you have questions about the instructor's grading policy, please speak directly with the instructor.

PROBATION AND DISMISSAL

Students that do not adhere to academic and conduct related expectations may be placed on probation, dismissed from the program, or dismissed from the College. For a full description of student misconduct, refer to the Washington Administrative Code, WAC 132F-121-110. More information regarding student discipline, probation and dismissal can be found in the South student handbook.

GRIEVANCES

The following departments at South are available to support students with grievances:

- Dean of Student Life - Available to talk about concerns or issues

Jerry M. Brockey Student Center (JMB), room 135 ▪ (206) 934-6749

- Counseling & Advising Services - Provides academic, career and personal counseling

<http://www.southseattle.edu/services/advising-counseling/>

Robert-Smith Building (RSB), room 11, Information Desk ▪

(206) 934-5387

- Diversity & Retention Office - Provides guidance and advice for all students. <http://www.southseattle.edu/diversity-and-retention/>

Robert-Smith Building (RSB), room 158 ▪ (206) 934-6455

- Educational Support Services - Provides academic support, community resources and physical accommodations for eligible students

Robert-Smith Building (RSB), room 12 ▪ (206) 934-5137

<http://www.southseattle.edu/educational-support/>

EQUAL OPPORTUNITY STATEMENT AND ACCOMMODATIONS

South Seattle College is committed to the concept and practice of equal opportunity for all its students, employees, and applicants in education, employment, services and contracts, and does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, sexual orientation, disabled veteran status, or presence of any physical, sensory, or mental disability, except where a disability may impede performance at an acceptable level. Reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons with disabilities.

COURSE OF STUDY INFORMATION

A complete list of the courses offered can be found on the South website. As the program continues to grow, there may be changes made to courses offered; check the program website to see what new courses

have been added. If you would like to suggest a course to be developed, please speak with the BAS Program Manager or Faculty Lead.

<http://southseattle.edu/bas>

SUGGESTED SEQUENCE

The suggested sequence on the following page shows approximately when courses will be offered. Please check with the BAS programs office for the most current suggested sequence.

Professional Technical Education and Instructional Design

Sample Sequence

Quarter 1

- PTE 301 Workforce Instructional Methods and Materials (3 cr)
- PTE 310 Managing the Learning Environment (3cr)
- PTE 345 Adult Learning (5 cr)
- ENG 102 English Composition 2 (5 cr)

TOTAL CREDITS 16

Quarter 2

- PTE 302 Course Development and Design (3 cr)
- PTE 314 Professional Portfolio. (3 cr)
- PTE 420 Legal Issues and Ethics in Education. (3 cr)
- PTE 490 Internship (1 cr). **
- CMST 220. Public Speaking. (5 cr)

TOTAL CREDITS 15

Quarter 3

- PTE 313 Methods of Online Teaching. (3 cr)
- PTE 401 Student Support and Guidance. (3 cr)
- PTE 460 Diversity and Globalism in Education. (3 cr)
- PTE 490 Internship (Continued). **. (1 cr)
- SOC 101. Introduction to Sociology. (5 cr)

TOTAL CREDITS 15

Quarter 4

- PTE 311 Technology in Learning (3 cr)
- PTE 402 Assessment of Learning Performance (3 cr)
- PTE 489 Professional Development Certification (1 cr)
- PTE 490 Internship (Continued). ** (3 cr)
- PHIL 101 Introduction to Philosophy (5 cr)

TOTAL CREDITS 15

Quarter 5

- PTE 495 Capstone (3 cr)
- PTE 468 Program Management and Recruitment (3 cr)
- PTE 490 Internship (Continued). ** (5 cr)
- Gen Ed Course (5 cr)

TOTAL CREDITS 16

Quarter 6

- PTE 315 Workforce Experience Practicum** (10 cr)
- Lab Science Elective (5 cr)

TOTAL CREDITS 15

**credits may be earned by work experience learning documentation through Portfolio and PLA

INTERNSHIPS

Students are required to complete and document 500 hours of teaching experience. (May be completed by Portfolio documentation.)

STUDENT SERVICES

As a student at South Seattle College, you are eligible for all services offered by the college. The fees you pay entitle you access to student computer labs, the library, disability resource center, student clubs and programs, reading and writing labs, the career center, and all other South services. Please refer to the online South Student Handbook for a complete list of services and activities.

<http://studentlife.southseattle.edu/handbook/>

Disability Support Services

RSB, Room 12 ▪ (206) 934-5137 ▪ Relay: 1-800-833-6384

<http://www.southseattle.edu/disability-support/>

South Seattle College believes in the inclusion of persons from a wide variety of cultural and ethnic backgrounds, persons of varying ages, and persons who have disabilities. With the passage of the Rehabilitation Act of 1973 and the American Disabilities Act in 1990, an increasing number of individuals with disabilities are graduating from college, becoming employed, and fulfilling their career goals. The college is committed to making each student's time at South a successful and rewarding experience.

South complies with all Federal and Washington State laws related to disability access and does not discriminate in service or employment. The president of the college has assigned authority to the Educational Support Services office for reviewing student's documentation and determining what, if any, reasonable and appropriate accommodations will be provided by the college to ensure equal access for all students.

All college programs and buildings are accessible. METRO buses serve the campus and are equipped with wheelchair lifts.

Additional Resources

Washington State Relay Service:

Voice: 1-800-833-6384 TDD: 1-800-833-6388 Telebraille: 1-800-833-6385

HELP WITH YOUR STUDIES

ELEARNING OFFICE

Library Building, Room 131 (southeast corner of the campus library building) ▪ (206) 934-7930 <http://sites.southseattle.edu/online/>

Our elearning Office offers support for all aspects of digital and online learning at South - including tutorials and support for using CANVAS, our online course portal. Many questions can be answered just by visiting the website, and staff are available for any further assistance.

TUTORING

Robert-Smith Building (RSB), Room 12 ▪ (206) 934-5137

<http://www.southseattle.edu/tutoring/tutor-center.aspx>

We offer informal tutoring services to students who request additional aid in mastering a subject area, the tutoring program goal is to help students be successful in their courses. Students who wish to apply for a tutor must fill out a "Request for Tutor" form (available in the Tutor Center), have their instructor sign the form, and return it to the Center;

however, the tutoring center cannot guarantee that a tutor will be available for every subject area. Tutors are assigned to students on a first-come, first-serve basis. All tutorial appointments take place on campus.

Math and Science Tutoring Center (MAST)

Robert-Smith Building (RSB), Room 18 ▪ (206) 934-5137

<http://www.southseattle.edu/tutoring/mast.aspx>

This is a warm, friendly place where course assistance is available for anyone having difficulties in math, at no charge; MAST is also a quiet place to study. Credit is available for students who use MAST on a regular basis.

WRITING CENTER

Library (LIB), Room 205 ▪ (206) 934-6412

<http://www.southseattle.edu/tutoring/writing-center.aspx>

Writing assistance is provided to all students. The Writing Center is staffed with peer writing assistants and instructors who are available for half-hour conferences. Students are encouraged to come to the Writing Center if they are having difficulty understanding writing assignments, brainstorming, focusing, organizing, editing, and other problems. As many of the BAS classes include a research component, it is highly recommended that students utilize this resource. Computers are available for student use and are equipped with software for word

processing, grammar skills, reading comprehension, and vocabulary development.

Library/Instructional Resource Center LIB ▪ (206) 934-6408

<http://libguides.southseattle.edu/home>

The library houses a collection of appropriate books, pamphlets, periodicals, and audiovisual materials and subscribes to a number of Internet-accessible electronic databases. All databases may be accessed from campus; remote access is also available using your last name and SID. The library staff provides assistance and information to students to help them locate needed materials. In addition to library services, the Instruction Resource Center offers group study rooms, a pay-per-use copy machine, film previewing, non-graphic calculator check out, access to the Internet, as well as to library collections from North Seattle and Seattle Central Colleges. The library also houses the Information Commons (open computer lab) and the Copy Center.

COMPUTER LABS

<http://www.southseattle.edu/computer-labs/>

All users must have a login and password (updated quarterly) to use the computers in the computer labs on campus. Users are required to show their current student ID at the Computer Lab in the Informational Commons, and read and sign the Acceptable Use of Information Technology document prior to being given a login and password. This

initiative is funded in part by the Student Universal Technology Fee (UTF). Computers in all our labs and classrooms run on a PC platform.

Open Labs (hours vary by lab):

- Library Commons (LIB) ▪ (206) 934-6408

- MAST (RSB 18) ▪ (206) 934-5137

- Computer Labs (LIB / TEC)

GRIEVANCE POLICY FOR OUT-OF-STATE STUDENTS

South Seattle College's own complaint process is a recommended first step toward resolving instructional and student service related issues.

Contact information for Washington State's own higher education complaint agency is included in the state list below. Students may also contact our accreditation agency. South Seattle College is accredited by [**The Northwest Commission on Colleges and Universities**](#), which is recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. If you need to file a complaint in your own state, please contact:

Alabama

South Seattle College does not accept applications for registration in online courses for students currently residing in Alabama

Alaska

Alaska Commission on Postsecondary Education
P.O. Box 110505
Juneau, Alaska 99811-0505

907.465.6741

To request a complaint form please send an email to: **EED.ACPE-IA@alaska.gov**

Arizona

Arizona State Board for Private Postsecondary Education

1400 West Washington, Room 260

Phoenix, Arizona 85007

[Arizona web link](#)

Arkansas

South Seattle College does not accept applications for registration in online courses for students currently residing in Arkansas

California

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

916.431.6959

[California web link](#)

Colorado

Colorado Department of Higher Education

1560 Broadway, Suite 1600

Denver, CO 80202

303.866.2723

[Colorado web link](#)

Connecticut

Department of Higher Education

61 Woodland Street

Hartford, CT 06105-2326

860.947.1800

[Connecticut web link](#)

Delaware

Delaware Department of Education

401 Federal Street
Dover, Delaware 19901
302.857.3388

[Delaware web link](#) general link (link not found for complaint process)

District of Columbia

Education Licensure Commission
941 North Capitol Street, NE
Washington, DC 20002
202.727.6436

[District of Columbia web link](#) For complaint process, see section 2115 of regulations

Florida

Commission for Independent Education
325 W. Gaines St, Suite 1414
Tallahassee, Florida 32399-0400
850.245.3200

[Florida web link](#)

Georgia

Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
770.414.3300

[Georgia web link](#)

Hawaii

Hawaii Office of Consumer Protection
235 South Beretania Street, Suite 801
Honolulu, Hawaii 96813
808.586.2630

[Hawaii web link](#)

Idaho

Idaho State Board of Education

P.O. Box 83720

Boise, ID 83720-0037

208.334.2270

[Idaho web link](#) general link (link not found for complaint process)

Illinois

Illinois Board of Higher Education

431 East Adams, Second Floor

Springfield, IL 62701-1418

217.557.7359

[Illinois web link](#) This link requests complaints be directed back to the institution.

Indiana

Indiana Commission on Proprietary Education

302 West Washington Street, Room E201

Indianapolis, IN 46204

1.800.227.5695

[Indiana web link](#)

Iowa

Iowa College Student Aid Commission

603 E. 12th Street, FL 5th

Des Moines, IA 50319

1.877.272.4456

[Iowa web link](#)

Kansas

Kansas Board of Regents

1000 SW Jackson Street, Suite 520

Topeka, KS 66612-1368

785.296.3421

[Kansas web link](#)

Kentucky

Kentucky Council on Postsecondary Education
1024 Capital Center Drive, Suite 320
Frankfort KY 40601
502.573.1555

[Kentucky web link](#) general link (link not found for complaint process)

Louisiana

Louisiana Board of Regents
P.O. Box 3677
Baton Rouge, LA 70821-3677
225.342.4253

[Louisiana web link](#)

Maine

Maine Department of Education
Complaint Investigator
23 State House Station
Augusta, Maine 04333
207.624.6600

[Maine web link](#) general link (link not found for complaint process)

Maryland

South Seattle College does not accept applications for registration in online courses for students currently residing in Maryland

Massachusetts

Massachusetts Department of Higher Education
One Ashburton Place, Room 1401
Boston, MA 02108
617.994.6950

[Massachusetts web link](#)

Michigan

Michigan Department of Licensing and Regulatory Affairs
PO Box 30714

Lansing, MI 48909

517.373.3085

[Michigan web link](#)

Minnesota

South Seattle College does not accept applications for registration in online courses for students currently residing in Minnesota

Mississippi

Mississippi Commission on College Accreditation

3825 Ridgewood Road

Jackson, MS 39211-6453

601.432.6372

[Mississippi web link](#)

Missouri

Missouri Department of Higher Education

205 Jefferson Street, P.O. Box 1469

Jefferson City, MO 65102-1469

1.800.473.6757

Email for additional information: info@dhe.mo.gov

Montana

Montana University System, Montana Board of Regents

2500 Broadway Street, PO Box 203201

Helena, MT 59620-3201

406.444.6570

[Montana web link](#) general link (link not found for complaint process)

Nebraska

Nebraska's Coordinating Commission for Postsecondary Education

P.O. Box 95005

Lincoln NE 68509-5005

402.471.0030

[Nebraska web link](#) general link (link not found for complaint process)

Nevada

Commission on Postsecondary Education
3663 East Sunset Road, Suite 202
Las Vegas, Nevada 89120
702.486.7330

[Nevada web link](#)

New Hampshire

New Hampshire Postsecondary Education Commission
3 Barrell Court, Suite 300
Concord, NH 03301
603.271.2555

[New Hampshire web link](#) general link (link not found for complaint process)

New Jersey

New Jersey Commission on Higher Education
P.O. Box 542
Trenton, NJ 08625-0542
609.292.4310

[New Jersey web link](#) general link (link not found for complaint process)

New Mexico

New Mexico Higher Education Department
2048 Galisteo
Santa Fe, NM 87505
505.476.8400

[New Mexico web link](#)

New York

Office of College and University Evaluation
5 North Mezzanine
Albany, NY 12234
518.474.2593

[New York web link](#)

North Carolina

The University of North Carolina General Administration
(On behalf of the University of North Carolina Board of Governors)
910 Raleigh Rd., P.O. Box 2688
Chapel Hill, NC 27514
919.962.1000

[North Carolina web link](#)

North Dakota

North Dakota State Board for Career and Technical Education
600 East Boulevard Avenue, Dept. 270
Bismarck, ND 58505-0610
701.328.2678

[North Dakota web link](#) general link (link not found for complaint process)

Ohio

Ohio Board of Regents
30 East Broad Street, 36th floor
Columbus, OH 43215-3414
614.387.1215

[Ohio web link](#) general link (link not found for complaint process)

Oklahoma

State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 73104
405.225.9100

[Oklahoma web link](#) general link (link not found for complaint process)

Oregon

Office of Degree Authorization
1500 Valley River Drive, Suite 100
Eugene, OR 97401
541.687.7478

[Oregon web link](#) general link (link not found for complaint process)

Pennsylvania

Department of Education Division of Higher & Career Education
333 Market Street, 12th floor
Harrisburg, PA 17126-0333
717.783.8228

[Pennsylvania web link](#)

Rhode Island

Board of Governors for Higher Education
Shepard Bldg. 80 Washington St.
Providence, Rhode Island 02903
401.456.6000

[Rhode Island web link](#)

South Carolina

South Carolina Commission on Higher Education
1333 Main Street, Suite 200
Columbia, SC 29201
803.737.2260

[South Carolina web link](#)

South Dakota

Office of the Secretary of State of South Dakota
State Capitol
500 East Capitol Avenue
Pierre SD 57501-5070
605.773.3573

[South Dakota web link](#)

Tennessee

Higher Education Commission, Division of Postsecondary School Authorization
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243

615.741.3605

[Tennessee web link](#)

Texas

Higher Education Coordinating Board

P.O. Box 12788

Austin, TX 78711

512.427.6528

[Texas web link](#) general link (link not found for complaint process)

Utah

South Seattle College does not accept applications for registration in online courses for students currently residing in Utah

Vermont

State of Vermont Department of Education

120 State Street

Montpelier, VT 05620-2501

802.828.3135

[Vermont web link](#) general link (link not found for complaint process)

Virginia

State Council of Higher Education for Virginia

101 N. 14th Street, 9th Floor

Richmond, VA 23219

804.225.2600

[Virginia web link](#)

Washington

Washington Student Achievement Council

917 Lakeridge Way, PO Box 43430

Olympia, WA 98504-3430

360.753.7800

[Washington web link](#)

West Virginia

West Virginia Higher Education Policy Commission
1018 Kanawha Blvd E, Suite 700
Charleston, WV 25301-2800
304.558.2101

[West Virginia web link](#)

Wisconsin

Wisconsin Education Approval Board
30 W. Mifflin St., 9th Floor, P.O. Box 8696
Madison, WI 53708-8696
608.267.7733

[Wisconsin web link](#)

Wyoming

Wyoming Department of Education
2300 Capitol Avenue
Hathaway Building, 2nd Floor
Cheyenne, WY 82002-0050
307.777.7690

[Wyoming web link](#) general link (link not found for complaint process)