

VERIFICATION OF
COMPLIANCE WITH
ACCREDITATION-RELEVANT
FEDERAL REGULATIONS



Middle States Commission on Higher Education

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NEW GUIDE FOR 2017



<http://www.msche.org/publications/Compliance-Booklet2017.pdf>

2. Transfer of Credit Policies and Articulation Agreements

In accordance with Commission policy and 34 CFR 602.24(e), the Commission must confirm that an "institution has transfer of credit policies that: (1) are publicly disclosed in accordance with section 668.43(a)(11); and (2) include a statement of criteria established by the institution regarding the transfer of credit earned at another institution of higher education."

Further, section 668.43(a)(11) states:

- (a) Institutional information that the institution must make readily available to enrolled and prospective students under this subpart includes, but is not limited to-
- (11) A description of the transfer of credit policies established by the institution which must include a statement of the institution's current transfer of credit policies that includes, at a minimum—
- (i) Any established criteria the institution uses regarding the transfer of credit earned at another institution; and
 - (ii) A list of institutions with which the institution has established an articulation agreement.

Examples of Evidence:

- Transfer of Credit policy/policies;
- *Student Right to Know* webpage, or other public location(s) of Transfer policy/policies;
- *Student Right to Know* webpage, or other public location(s) of Articulation Agreement list, including names of programs.

2. Transfer of Credit Policies and Articulation Agreements

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>
1. Policies and procedures for making decisions about the transfer of credits earned at other institutions (including all modes of delivery, if applicable). Include public disclosure (URL, catalog, or other public locations for information) of policy.	
2. URL and other publication locations, if applicable, of institutions with which the institution has established an articulation agreement.	

2. Transfer of Credit Policies and Articulation Agreements

- Determine the institution has criteria about the transfer of credit earned at another institution of higher education or other entity.
- Verify that the evidence provided indicates that the institution consistently applies the published policies for transfer of credit.
- Verify the public location(s) of the policy/policies on transfer of credits and articulation agreements.

From the information provided, have you found the institution to be in compliance with the regulation on Transfer of Credit Policies and Articulation Agreements?

_____ **Yes** _____ **No** (*explanation below*)

Comments:

AREAS OF COMPLIANCE

- Student Identity Verification in Distance & Correspondence Education
- Transfer of Credit Policies & Articulation Agreements
- Title IV Program Responsibilities
- Institutional Records of Student Complaints
- Required Information for Students and the Public
- Standing with State & Other Accrediting Agencies
- Contractual Relationships
- Assignment of Credit Hours



STUDENT IDENTITY VERIFICATION IN DISTANCE & CORRESPONDENCE EDUCATION

Institutions must document how student identity is verified, protected, and fees associated with the new technologies

- Are the institution's policies, procedures, & methods adequate & effective?
- How & When are the students notified of fees & charges?



TRANSFER OF CREDIT

Are there policies and procedures for evaluation & transfer of credits?
Are these policies & procedures publicly disclosed?

What is the established criteria for transfer of credit?
Are they applied consistently?
Do they include all modes of delivery?



Are there articulation agreements and is there a list of them?
Is the list easily accessible?

TITLE IV PROGRAM RESPONSIBILITIES

- The percentage of students in a given fiscal year who cannot repay federal loans
 - Is the institution's 3-year cohort default rate within the federal limit?
 - *Under 30% for three consecutive years*
 - *Never over 40%*
 - Private and Proprietary institutions only: What is the composite ratio? Is it within the federal limit?
 - A score between 1 – 3 is acceptable.
- Relevant correspondence from the U.S. Department of Education
 - Title IV Program reviews & institutional responses
 - Actions to limit, suspend, or terminate institutional eligibility

INSTITUTIONAL RECORDS OF STUDENT COMPLAINTS

- **Policy**

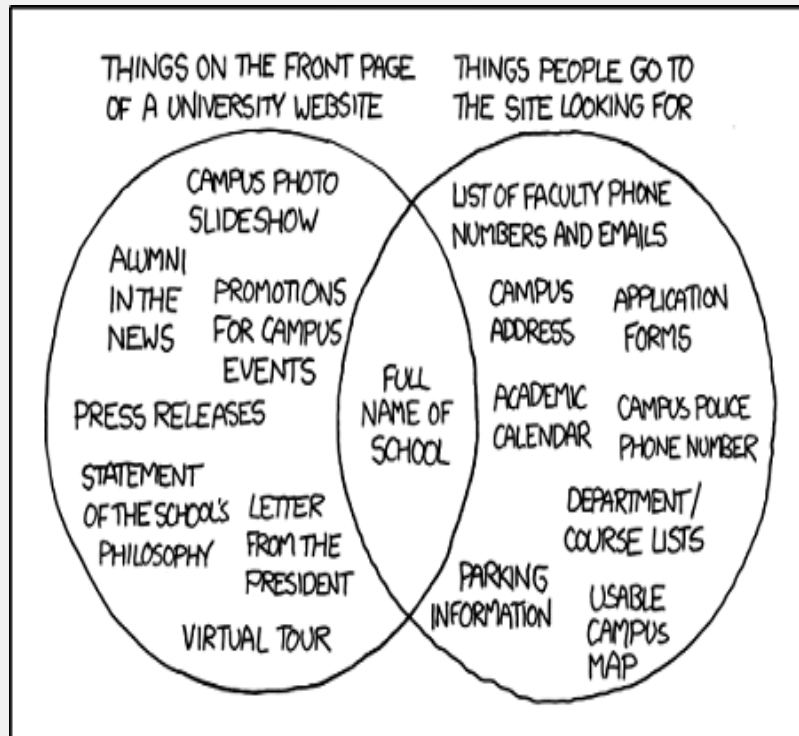
- What are the Institution's policies regarding student complaints?

- **Procedures**

- What are institutional procedures for making modifications or improvements to the institution as a result of information obtained in the handling of student complaints?



REQUIRED INFORMATION FOR STUDENTS & THE PUBLIC



- “Student Right to Know”
 - Graduation and completion rates, disaggregated
 - Overall cohort graduation rate
 - Student withdrawals
 - Cost of attendance (net tuition calculator)
 - Policies on refund & return of Title IV funds
 - Names of applicable accrediting agencies
 - Description of facilities and accommodations available
 - Policy on enrollment and study abroad
 - Licensure pass rates for most recent 3 years
 - Accreditation status

STANDING WITH STATE & OTHER ACCREDITING AGENCIES

- Institutions must be properly authorized or licensed to operate
 - Must be in good standing with each state in which authorized or licensed.
- If institution is accredited by other* specialized or programmatic accreditor, must provide evidence of good standing.



CONTRACTUAL RELATIONSHIPS



- Contractual arrangements for educational services
- Policy & processes specifying that the institution is responsible for all required segments of the educational service.

ASSIGNMENT OF CREDIT HOURS

...the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

(1) 1 hour of classroom or direct faculty instruction and a min. of 2 hours of out of class work each week for approx. 15 weeks for one semester or trimester hour of credit or 10-12 weeks for ¼ hour of credit of the equivalent amount of work over a different amount of time, or

(2) at least an equivalent amount of work as required in the previous paragraph for academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit.

COMPLIANCE REVIEW PROCESS

- **The Institution...**

- The Institutional Report on Federal Compliance should be contained in one PDF file (including appendices) that is bookmarked by each of the eight compliance areas.
- Institutions will upload documents to MyCHE where the assigned reviewer will be able to access the report
- If found to be non-compliant, the institution will have the opportunity to address the issue(s) before Commission action.

- **Peer Reviewers...**

- Self-Study Team Chair or PRR 1st Reviewer will have access to the Compliance Reviewer's report and will note that in the Team or PRR Reviewers Report.
- If the Compliance Reviewer finds the institution non-compliant, the Team Chair or PRR 1st Reviewer will review the additional material provided by the institution along with the Compliance Reviewer's report.
- If follow-up action is required, it will be noted in the Confidential Brief along with the over all recommendation to the Commission for accreditation action by the Team Chair or 1st Reviewer.

THE REPORT

- Templates for both Institutions and Peer Reviewers are available at www.msche.org, under publications
- Due dates will vary by process:

Self-Study Visit falls between. . .	Report on federal compliance is due no later than. . .	Reviewer's Report is due. . .
September–January	July 1	August 15
February–March	December 1	January 15
April–May	January 15	March 1
PRR review begins. . .	Report on federal compliance is due no later than. . .	Reviewer's Report is due. . .
June 1	June 1	August 1

RESOURCES

- *Official Cohort Default Rates*
 - <http://www2.ed.gov/offices/OSFAP/defaultmanagement/cdr.html>
- *Composite Scores:*
 - <https://studentaid.ed.gov/sa/about/data-center/school/composite-scores>
- *Student Identity Verification*
 - Camden County College: <http://www.camdencc.edu/academics/Assessment/loader.cfm?csModule=security/getfile&PageID=35449>
- *Student Complaints*
 - Saint Francis University: <https://francis.edu/student-complaint-resolution/>
- *Required Information, Students & the Public*
 - Drexel University: <http://www.drexel.edu/provost/policies/heoa/>
 - Clinton Community College: <http://www.clinton.edu/CampusInfo/ComplianceSummary.cxml>
 - National Postsecondary Education Cooperative <http://nces.ed.gov/pubs2010/2010831rev.pdf>
- *Credit Hour*
 - Trocaire College: <https://trocaire.edu/app/uploads/2016/10/Credit-Hour-Policy-2016.pdf>