

Compliance Components – Enrollment Management/Admissions

DUE DATE: May 11, 2012

- 2.6 The institution is in operation and has students enrolled in degree programs. (**Continuous Operation**)
- 2.7.1 The institution offers one or more degree programs based on at least 60 semester credit hours or the equivalent at the associate level; at least 120 semester credit hours or the equivalent at the baccalaureate level; or at least 30 semester credit hours or the equivalent at the post-baccalaureate, graduate, or professional level. If an institution uses a unit other than semester credit hours, it provides an explanation for the equivalency. The institution also provides a justification for all degrees that include fewer than the required number of semester credit hours or its equivalent unit. (**Program Length**)
- 2.7.2 The institution offers degree programs that embody a coherent course of study that is compatible with its stated mission and is based upon fields of study appropriate to higher education. (**Program Content**)
- 2.7.3 In each undergraduate degree program, the institution requires the successful completion of a general education component at the collegiate level that (1) is a substantial component of each undergraduate degree, (2) ensures breadth of knowledge, and (3) is based on a coherent rationale. For degree completion in associate programs, the component constitutes a minimum of 15 semester hours or the equivalent; for baccalaureate programs, a minimum of 30 semester hours or the equivalent. These credit hours are to be drawn from and include at least one course from each of the following areas: humanities/fine arts; social/behavioral sciences; and natural science/mathematics. The courses do not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession. If an institution uses a unit other than semester credit hours, it provides an explanation for the equivalency. The institution also provides a justification if it allows for fewer than the required number of semester credit hours or its equivalent unit of general education courses. (**General Education**)
- 2.7.4 The institution provides instruction for all course work required for at least one degree program at each level at which it awards degrees. If the institution does not provide instruction for all such course work and (1) makes arrangements for some instruction to be provided by other accredited institutions or entities through contracts or consortia or (2) uses some other alternative approach to meeting this requirement, the alternative approach must be approved by the Commission on Colleges. In both cases, the institution demonstrates that it controls all aspects of its educational program. (*See Commission policy “Core Requirement 2.7.4: Documenting an Alternate Approach.”*) (**Coursework for Degrees**)

[This is NOT the place for a general discussion of all instruction offered through contracts or consortia. That discussion belongs in CS 3.4.7 (Consortial relationships/contractual agreements), which is NOT included in the Application for

Membership. The only contracts or consortia to be discussed here are those used by institutions to enable students to fulfill degree requirements for the level(s) at which they do not provide all of the instruction for at least one degree.]

DUE DATE: November 30, 2012

Institutional Effectiveness Process

DUE DATE: December 21, 2012

3.4 Educational Programs: all Educational Programs (includes all on-campus, off-campus, and distance learning programs and course work) (See Commission policy “Distance and Correspondence Education.”)

3.4.3 The institution publishes admissions policies that are consistent with its mission. **(Admissions policies)**

3.4.4 The institution has a defined and published policy for evaluating, awarding, and accepting credit for transfer, experiential learning, Advanced Placement, and professional certificates that is consistent with its mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the institution’s own degree programs. The institution assumes responsibility for the academic quality of any course work or credit recorded on the institution’s transcript. (See Commission policy “Collaborative Academic Arrangements.”) **(Acceptance of academic credit)**

For all standards that require a policy, institutions must document publication of the policy in appropriate institutional documents.

3.4.5 The institution publishes academic policies that adhere to principles of good educational practice. These are disseminated to students, faculty, and other interested parties through publications that accurately represent the programs and services of the institution. **(Academic policies)**

For all standards that require a policy, institutions must document publication of the policy in appropriate institutional documents.

3.4.6 The institution employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery. **(Practices for awarding credit)**

3.4.8 The institution awards academic credit for course work taken on a noncredit basis only when there is documentation that the non-credit course work is equivalent to a designated credit experience. **(Noncredit to credit)**

[“Not applicable” is not an adequate response; institutions that do not award credit for noncredit work should identify the policy, procedure, or catalog statement that establishes this position.]

- 3.5.2 At least 25 percent of the credit hours required for the degree are earned through instruction offered by the institution awarding the degree. (*See Commission policy “Collaborative Academic Arrangements.”*)
- 3.5.3 The institution defines and publishes requirements for its undergraduate programs, including its general education components. These requirements conform to commonly accepted standards and practices for degree programs. (*See Commission policy “The Quality and Integrity of Undergraduate Degrees.”*) (**Undergraduate program requirements**)
- 3.9.2 The institution protects the security, confidentiality, and integrity of student records and maintains special security measures to protect and back up data. (**Student records**) [*This standard applies to all types of student records, not just the transcripts typically managed by the registrar’s office.*]

DUE DATE: May 10, 2013

- 3.10.2 The institution audits financial aid programs as required by federal and state regulations. (**Financial aid audits**)
- 4.3 The institution makes available to students and the public current academic calendars, grading policies, and refund policies. (**Publication of policies**)
- 4.5 The institution has adequate procedures for addressing written student complaints and is responsible for demonstrating that it follows those procedures when resolving student complaints. (*See Commission policy “Complaint Procedures against the Commission or its Accredited Institutions.”*) (**Student complaints**)
- 4.6 Recruitment materials and presentations accurately represent the institution’s practices and policies. (**Recruitment materials**)
- 4.7 The institution is in compliance with its program responsibilities under Title IV of the most recent *Higher Education Act* as amended. (In reviewing the institution’s compliance with these program responsibilities, the Commission relies on documentation forwarded to it by the U.S. Secretary of Education.) (**Title IV program responsibilities**)