**Institutional Federal Compliance Report**

(As of June 2022)

* Please read *Verification of* *Compliance with Accreditation-Relevant Federal Regulations* before completing this form.
* Institutions must use this *Institutional Federal Compliance Report* for submission, which is available at <https://www.msche.org/resources/>
* Institutions should provide evidence that will best demonstrate the institution’s compliance including the evidence identified in *Verification of* *Compliance with Accreditation-Relevant Federal Regulations*.
* Documentation of policies and/or procedures must be (1) in writing, (2) approved and administered through applicable institutional processes, (3) accessible to constituents, and (4) reflect current practice.
* In the event one or more of these regulations do not apply to an institution, the institution shall indicate that fact and provide an explanation in the space provided. Otherwise, all applicant, candidate, and accredited institutions are expected to provide documentation for each of the requirements.
* The *Institutional Federal Compliance Report* and supporting evidence should be combined into a single, bookmarked, PDF file. A hard copy of the report is not required and will not be accepted.
* Institutions must upload this *Institutional Federal Compliance Report* in conjunction with all other accreditation materials according to established deadlines. The institution must upload the *Institutional Federal Compliance Report* as evidence under Standard II, Criterion 8.
* For technical support with this form or its submission, contact support@msche.org. For all other questions, contact compliance@msche.org.

Please type the following information.

**Institution:**

**Report completed by:**

**Date:**

**1. Student Identity Verification in Distance and Correspondence Education**

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|  | **Evidence to Demonstrate Compliance:** |
| 1. Policies and/or procedures used to ensure student identity verification in distance education or correspondence courses
 |  |
| 1. Policies and/or procedure(s) regarding the protection of privacy (i.e. FERPA) for students enrolled in distance education and correspondence courses
 |  |
| 1. Procedure(s) for notifying students at the time of registration or enrollment about any projected additional charges associated with student identity verification including any required travel to campus. Evidence should include URLs, catalogs, student handbooks, and other locations of any alternative institutional website documenting required disclosures
 |  |

**Explanation if a compliance requirement is not relevant for your institution:**

**2. Transfer of Credit Policies and Articulation Agreements**

|  |  |
| --- | --- |
|  | **Evidence to Demonstrate Compliance:** |
| 1. Policies and procedures for making decisions about the transfer of credits earned at other institutions (regardless of modality) including any types of institutions or sources from which credits are not accepted. The policy or procedure must include a statement of the criteria established by ­­the institution regarding the transfer of credit earned at another institution of higher education. \*Demonstrate public disclosure of policy by URL, catalog, or other public location
 |  |
| 1. Demonstrate public disclosure of the list of institutions with which the institution has established an articulation agreement by URL and other public locations, if any
 |  |
| 1. Policies and procedures for making decisions about credits awarded through the assessment of experiential learning, prior non-academic learning (including military service), competency-based education, direct assessment, and other alternative learning approaches. Demonstrate public disclosure of policy by URL, catalog, or other public location
 |  |

*\*If possible, institutions should use same URL as the institution uses for Student Right to Know. The URL provided here should match what is submitted for the Student Achievement Webpage as reported in the Annual Institutional Update (AIU).*

**Explanation if a compliance requirement is not relevant for your institution:**

**3. Title IV Program Responsibilities**

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| --- | --- |
|  | **Evidence to Demonstrate Compliance:** |
| 1. The most recent three-year Official Cohort Default Rate. If applicable, submit reports on compliance from the USDE in regard to the cohort default rate, including any default reduction plans
 |  |
| 1. Financial Responsibility Composite Scores for the three most recent fiscal years. For clarity, this information may be presented as a table. (*private and for-profit institutions only*)
 |  |
| 1. Letter or notification confirming the institution’s status as a public institution from an appropriate official from a state or other governmental agency with the legal authority to make such a designation (*public institutions only*)
 |  |
| 1. Final Program Review Determination Letter or Expedited Determination Letter and any major correspondence from the most recent program review since the institution’s last Verification of Compliance Review. If a program review is in process or an audit is underway, provide major documentation that is available such as Notification for the Program Review or Preliminary Findings. The institution should provide status reports or documentation if it has requested an extension or filed an appeal
 |  |
| 1. Single Audit (OMB-Circular A-128; OMB Circular A-133, 2 CFR 200 Subpart F; Uniform Guidance) on federal programs for the most recent three fiscal years available (*non-Profit institutions only*)
 |  |
| 1. Relevant correspondence from the USDE, since the institution’s last Verification of Compliance Review, such as any actions to limit, suspend, or terminate the institution’s eligibility to participate in title IV programs, including institutional response, if applicable
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**Explanation if a compliance requirement is not relevant for your institution:**

**4. Institutional Records of Student Complaints**

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| --- | --- |
|  | **Evidence to Demonstrate Compliance:** |
| 1. Policy and/or procedures for student complaints. Include the URL and any other public location where these documents are made available to students and the public
 |  |
| 1. Public location of contact information that the institution provides enrolled and prospective students for filing complaints with the institution’s accreditor and with its state approval or licensing entity and any other relevant state official or agency that would appropriately handle a student’s complaint. Include the URL and any other public location, if any
 |  |

**Explanation if a compliance requirement is not relevant for your institution:**

1. **Required Information for Students and the Public**

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| --- | --- |
|  | **Evidence to Demonstrate Compliance:** |
| 1. URLs, catalogs and student handbooks, and other public locations of any alternative institutional website documenting required disclosures of graduation, completion, licensure pass rate and other data required by *Student Right to Know\**, as well as policies on Satisfactory Academic Progress (SAP), refund, withdrawal, leave of absence, and attendance
 |  |
| 1. URLs, catalogs and student handbooks, and other public locations of any alternative institutional website documenting disclosure of program completion eligibility to meet State licensure requirements including States for which the curriculum meets and does not meet State eligibility requirements, and for which eligibility has not been determined
 |  |
| 1. Documents and URLs for clear and accurate information wherever accreditation is referenced available to current and prospective students that show the accreditation phase and accreditation status with the Middle States Commission on Higher Education as well as the contact information for the Commission
 |  |
| 1. Provide an explanation for how the institution verifies that the posted student outcomes data are accurate
 |  |

*\*Many institutions create a single portal page on the institution’s web site that provides hyperlinks to disclosure information (Consumer Information Page, Student Right to Know, HEOA, Fast Facts, At A Glance, etc.). This is the recommended approach as it facilitates the review by the Commission since it consolidates the information in one place and meets multiple accountability requirements at one time.*

**Explanation if a compliance requirement is not relevant for your institution:**

**6. Standing with State and Other Accrediting Agencies**

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| --- | --- |
|  | **List of Evidence to Demonstrate Compliance:**  |
| 1. Names of other accreditors, program(s) it accredits, and year of next review
 |  |
| 1. Documents and URLs available to current and prospective students that show the most recent updated degree granting authority, charter, or license with an appropriate jurisdiction and the current accreditation status with other USDE recognized accrediting agencies
 |  |
| 1. Report from State or other accreditor if institution has been found noncompliant (including institutional response) within the last five years
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**Explanation if a compliance requirement is not relevant for your institution:**

**7. Written Arrangements**

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| --- | --- |
|  | **Evidence to Demonstrate Compliance:** |
| 1. List of current written agreements, including the name of third-party and educational program(s) involved, and date of Commission approval
 |  |
| 1. Documents and/or URLs available to current and prospective students that describe written arrangements including: the name of the educational program(s) involved; the portion of the educational program not provided by the institution; the name and location of the other unaccredited or ineligible third party providers; and the method of delivery and estimated additional costs of that portion of the program
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**Explanation if a compliance requirement is not relevant for your institution:**

**8. Assignment of Credit Hour**

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| --- | --- |
|  | **Evidence to Demonstrate Compliance:** |
| 1. Policy and procedures for assignment of credit hour for all types of courses, disciplines, programs, credential levels, formats, regardless of modality). Include the URL and any other location where the documents are disclosed to students and the public
 |  |
| 1. Course or program review procedures and sample approval documentation, as they relate to credit hour
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| 1. Process the institution utilizes to verify length of academic period and compliance with credit hour requirements
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**Explanation if a compliance requirement is not relevant for your institution:**