**Institutional Federal Compliance Report**(Delayed Spring 2020 Visits)

* Please read *Verification of* *Compliance with Accreditation-Relevant Federal Regulations*.
* Institutions must use this *Institutional Federal Compliance Report* for submission, which is available at [www.msche.org](http://www.msche.org).
* Institutions should provide evidence that will best demonstrate the institution’s compliance.
* 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 self-study materials, no later than six weeks prior to the scheduled On-Site Evaluation Visit. 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](mailto:support@msche.org). For all other questions, contact [compliance@msche.org](mailto:policy@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 or correspondence education courses |  |
| 1. Policies and/or procedure(s) regarding the protection of privacy (i.e. FERPA) for students enrolled in distance and correspondence courses or programs, including password verification |  |
| 1. Procedure(s) for notifying students about any projected additional charges associated with student identity verification. 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**

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| --- | --- |
|  | **Evidence to Demonstrate Compliance:** |
| 1. Policies and procedures for making decisions about the transfer of credits earned at other institutions (regardless of modality). \*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 publication locations, if applicable |  |

*\*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. Title IV Student loan Cohort Default Rates for the most recent three years. If applicable, submit reports on compliance from the USDE in regard to the cohort default rate, including any default reduction plans |  |
| 1. Composite ratios for the three most recent years (*Private and for-profit institutions only*) |  |
| 1. Notification from state or other governmental agency confirming status as public institution (*Public institutions only*) |  |
| 1. Most recent USDE report on review of Title IV program, including institutional response |  |
| 1. OMB Circular A-133 audit on federal programs for the most recent three years |  |
| 1. Relevant correspondence from the USDE such as any actions to limit, suspend, or terminate the institution’s eligibility to participate in Title IV, including institutional response, if applicable |  |

**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 |  |
| 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 |  |

**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 Student Academic Progress (SAP), withdrawal, leave of absence, and attendance |  |
| 1. Documents and URLs for advertising and recruitment materials that are available to current and prospective students that show the accreditation status with the Commission and any other USDE approved agencies |  |
| 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 licensing or accreditation status with the state or other USDE approved agencies |  |
| 1. Report from State or other accreditor if institution has been found noncompliant (including institutional response) within the last five years |  |

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

**7. Contractual Relationships**

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| --- | --- |
|  | **Evidence to Demonstrate Compliance:** |
| 1. List of current contractual agreements, including 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 contractual arrangements/written arrangements |  |

**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) |  |
| 1. Course or program review procedures and sample approval documentation, as they relate to credit hour |  |
| 1. Process the institution utilizes to verify length of academic period and compliance with credit hour requirements through course scheduling |  |

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