

## Federal Compliance Checklist

	<b>Item</b>	<b>Evidence</b>	<b>Who</b>	<b>Date</b>
	<b>Assignment of Credits, Program Length , and Tuition</b>			
	1. Complete the <i>Worksheet for Use by Institutions on the Assignment of Credit Hours and on Clock Hours</i>			
	2. Provide information about the length of the institution's degree programs. Justify any difference in tuition for specific programs			
	<b>Institutional Records of Student Complaints</b>			
	1. Explain the process for handling student complaints			
	2. Summarize the number and type of complaints and track their resolutions since the last comprehensive evaluation by the Commission			
	3. Explain how the institution integrates its learning from the complaint process into improvements in services or in teaching and learning.			
	<b>Publication of Transfer Policies</b>			
	1. Demonstrate that transfer policies are disclosed in the institution's catalog, on the web, or in other appropriate publications.			
	2. Demonstrate the articulation agreements, at both the institutional level and the program level. Are disclosed to students. (See FORM)			
	3. Demonstrate that the disclosed transfer policies align with the criteria and procedures actually used by the institution in making decisions.			
	<b>Practices for Verification of Student Identity</b>			
	1. Identify whether students are enrolled in distance or correspondence courses.			
	2. Demonstrate that the institution verifies the identity of students enrolled, any additional costs, and that student privacy is protected.			
	<b>Title IV Program Responsibilities</b>			
	1. General Program Responsibilities			
	a. Provide information regarding the status of the institution's Title IV program, especially recent program reviews, inspections, or audits			
	b. Disclose any limitation, suspension, or termination actions that the US Dept of Ed has undertaken and the reasons for the action.			
	c. Disclose any fines, letters of credit, or heightened monitoring arising from the Dept of Ed. (See FORM)			
	d. Discuss the institution's response and corrective actions to these challenges.			
	e. Provide information about findings from the A-133 portion of the			

	institution's audited financial statements. (See FORM)			
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	2. Financial Responsibility Requirements			
	a. Provide information about the Dept of Ed review of the institution's composite ratios and financial audits			
	3. Default Rates			
	a. Disclose student loan default rates as provided by the Dept for the three years leading up to the visit.			
	b. If default rates are higher for the institution than its peer institutions, are rising or exceed Dept thresholds, address action taken			
	c. Submit information about the institution's participation in private loan programs (See FORM)			
	4. Campus Crime Information, Athletic Participation and Financial Aid, and Related Disclosures (See FORM)			
	5. Student Right to Know (See FORM)			
	6. Satisfactory Academic Progress and Attendance Policies (See FORM)			
	7. Contractual Relationships (See FORM)			
	8. Consortial Relationships (See FORM)			
	<b>Required Information for Students and the Public</b>			
	1. Submit course catalogs and student handbooks to the team.			
	2. Identify sections of the web site that include required disclosure information.			
	<b>Advertising and Recruitment Materials and Other Public Information</b>			
	1. Demonstrate that advertising & recruitment materials provide accurate, timely, and appropriated info to students. (See FORM)			
	2. Demonstrate that the institution provides such information to current and prospective students about its programs, locations and policies.			
	3. Provide the team with a link to the Mark of Affiliation on the institution's web site.			
	<b>Review of Student Outcome Data</b>			
	1. Demonstrate that the institution collects information about student			

	outcomes.			
	<b>Item</b>	<b>Evidence</b>	<b>Who</b>	<b>Date</b>
	2. Provide evidence that information collected about student outcomes informs planning, program review, assessment, etc.			
	<b>Standing with State and Other Accrediting Agencies</b>			
	1. Disclose information about any relationship with a specialized, professional or institutional accreditor. (See FORM)			
	<b>Public Notification of Opportunity to Comment</b>			
	1. Determine what constituencies should receive the notice of opportunity to comment. (See FORM)			
	2. Determine what media the institution will use to solicit comments. (See FORM)			
	3. Publish the notices of the visit following the prescribed format. (See FORM)			
	4. The institution must send copies of its notices to the Commission in .pdf format at least a month before the visit. (See FORM)			
	5. In cases where comments are sensitive in nature, the Commission will tell the commenter that the institution receives comments. (See FORM)			

Updated 4/16/14