



Middle States Commission on Higher Education

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Verification of Compliance with Accreditation-Relevant Federal Regulations Reviewer's Report Template

Peer Reviewers will review each item identified in the guide, *Verification of Compliance with Accreditation-Relevant Regulations* along with the institution's report on the same and document their findings in the appropriate spaces below. Reviewers should expect institutions to address these requirements with brief narrative responses and provide supporting documentation, where necessary. If the reviewer finds in the course of this review that there are substantive issues related to the institution's ability to fulfill the accreditation relevant federal requirements, such issues should be raised below in appropriate sections and will be addressed in the team visit or PRR Review process.

In response to this, it is assumed that the institution will provide documentation of policies and procedures that are (1) in writing, (2) approved and administered through applicable institutional processes, and (3) published and accessible to those affected.

In the event that one or more of these regulations do not apply to an institution, that institution shall indicate that fact in the compliance document. Otherwise, all accredited and candidate institutions must respond with regard to each of the areas.

Reports must be filed in the Commission office according to the dates below:

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

Please note that as additional guidance is received from the U.S. Department of Education, these guidelines may be modified without prior notice.

Institution: State University of New York at Potsdam

Reviewer: _____

Date: June 20, 2017

Summary of Findings:

Has the institution documented all eight areas of compliance Yes No

If the institution has been found out of compliance, please note the areas for additional review below.

<i>Compliance Categories</i>	<i>Areas Requiring Additional Action</i>
Student Identity Verification in Distance and Correspondence Education	
Transfer of Credit Policies and Articulation Agreements	
Title IV Program Responsibilities	
Institutional Record of Student Complaints	
Required Information for Students and the Public	
Standing with State and Other Accrediting Agencies	
Contractual Relationships	
Assignment of Credit Hours	

1. Student Identity Verification in Distance and Correspondence Education

- Determine how the institution verifies the identity, and protects the privacy of students who participate in distance or correspondence courses or programs.
- Verify that the evidence provided indicates that the institution consistently applies the published policies for ensuring student identity verification.
- Verify, if fees are charged, how and when the student is notified.

From the information provided, have you found the institution to be in compliance with the regulation on Student Identity Verification in Distance and Correspondence Education?

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

Comments:

No additional comments.

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:

No additional comments.

3. Title IV Program Responsibilities

- Determine the institution's cohort default rate for the past three years? Is this rate within the federal limit (less than 30% for three consecutive years, less than 40% overall)?
- For Private and Proprietary institutions, determine the institution's composite ratio for the past three years. Is this rate within the federal limit (greater than 1.0)?
- If the Department of Education or the external auditors have raised any issues regarding the institution's Title IV program, has the institution provided evidence of corrective action?

From the information provided, have you found the institution to be in compliance with the regulation on Title IV Program Responsibilities?

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

Comments:

No additional comments.

4. Institutional Record of Student Complaints

- Determine the institution’s policies on student complaints and grievances.
- Verify that the institution’s policy allows for timely resolution of the complaints.
- Verify that the evidence provided indicates that the institution consistently applies the published policies on student complaints and grievances.

From the information provided, have you found the institution to be in compliance with the regulation on Institutional Record of Student Complaints?

Yes No (*explanation below*)

Comments:

Student complaint resolution website is nicely done as a one-stop destination to access related policies.

5. Required Information for Students and the Public

- Verify that the institution makes available to students and the general public fair, accurate and complete information in catalogs, handbooks and other publications regarding the institution’s calendar, grading, admissions, academic program requirements, tuition and fees, refund policies, and accreditation status. Does the institution appropriately document and publish the required information?
- Verify that the institution publicly discloses information concerning student performance in academic programs and their successful completion, student employment after graduation and performance on licensing exams (as appropriate), retention rates, completion/graduation rates, and placement/employment rates. Does the institution appropriately document and publish the required information?
- Verify the methods used to collect and review information on student outcomes and licensure pass rates. Are these methods reasonable for their purpose?

From the information provided, have you found the institution to be in compliance with the regulation on Required Information for Students and the Public?

Yes No (*explanation below*)

Comments:

Links in 5.1 are not accurate. Theatre & Dance opens Psychology and Psychology opens an error screen. Outcomes Assessment reports are very nicely done.

6. Standing with State and Other Accrediting Agencies

- Determine the institution's status with any specialized, programmatic, or institutional accrediting agencies recognized by the U.S. Department of Education and all governing or coordinating bodies in the state(s) and countries in which the institution has a presence.
- Verify that the institution publicly discloses information concerning the institution's standing with the state(s) and other accreditors. Does the institution appropriately document and publish the required information?

From the information provided, have you found the institution to be in compliance with the regulation on Standing with State and Other Accrediting Agencies?

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

Comments:

No additional comments.

7. Contractual Relationships

- Verify the institution has provided evidence of its contractual relationships related to academic programs and date of Commission approval.
- Verify that the institution makes readily available information concerning the institution's contractual relationships. Does the institution appropriately document and publish the required information?

From the information provided, have you found the institution to be in compliance with the regulation on Contractual Relationships?

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

Comments:

No additional comments.

8. Assignment of Credit Hours

- Determine if the institution's policies on credit hour conform to a reasonable approximation of the federal guidelines.
- Verify that the institution's policies on credit hour address all course and program formats and modalities of instruction (i.e. face-to face, online, internships, etc.) employed by the institution.
- Verify that the institution's policies for assignment of credit hours are applied consistently across the full range of institutional offerings.

From the information provided, have you found the institution to be in compliance with the regulation on Assignment of Credit Hours?

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

Comments:

No additional comments.

Additional Overall Comments from Reviewer:

Compliance document was very nicely organized and evidence clearly showed compliance with federal regulations.