

Verification of Compliance with Accreditation-Relevant Federal Regulations

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Requirements	Define	Content Owner	Evidence (Policy, Procedures, and/or Audit Tools)	Target	Findings
<p>1) Verified that effective distance or correspondence education student identity verification procedures are in place (student who registers for the course is the same student that participates in the course). (34 CFR 602.17 (g)).</p>	<p>1.1) Described methods employed to verify student identity.</p>	IPAR/IT	<p>Student Identity Verification Procedures:</p> <p>A) Student Verification Process</p> <p>B) Student Account Provisioning</p> <p>C) Student WebAccess Login Process</p> <p>D) Distance Learning Correspondence Samples: Email Sample Spring 2013 Flyer</p>	<p>1) Onondaga uses methods to verify students' identities.</p> <p>2) The methods used by Onondaga are adequate and effective.</p>	Compliant
	<p>1.2) Described procedures in place for protection of student privacy during use of student identity verification methods.</p>	IPAR/IT	<p>Protection of Student Privacy Procedures:</p> <p>A) College Policy J1: Computer Systems and Communications Networks Usage</p> <p>B) College Policy J2: Internet Privacy</p> <p>C) Onondaga Network Zones of Security</p> <p>D) College Policy C6: Disclosure and Use of Student Social Security Numbers</p>	<p>1) There is a procedure in place for protecting the privacy of students enrolled in distance or correspondence education courses.</p> <p>2) The procedure in place is adequate and effective.</p>	Compliant
	<p>1.3) Explained procedure in place for notifying students about additional charges associated with identity verification.</p>	IPAR/IT	<p>Not applicable, there are no additional charges associated with student verification.</p>	<p>1) There is a procedure in place to notify students about additional charges associated with identity verification.</p> <p>2) Onondaga notifies the student of projected additional charges (associated with verification of student identity) at the time of registration and/or enrollment.</p>	N/A

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	1.4) Labeled office/persons responsible for application of the student identity verification procedures listed above.	IPAR/IT	Area(s) Responsible for Application of Student Identity Verification Procedures: A) College Policy J1 : Computer Systems and Communications Networks Usage, Section V B) College Policy J2 : Internet Privacy, Section V	1) There is/are an office(s) responsible for ensuring that the provisions for confirming student identity verification are consistently applied.	Compliant
2) Confirmed that transfer of credit policies are in accordance with 34 CFR 602.24(e): they are publicly disclosed and there is an established statement of criteria in place for the transfer of credits that were earned at another institution. (34 CFR 602.24(e) & 668.43(a)(11))	2.1) Clarified all policies and procedures in place regarding transfer credits earned at other institutions, while taking into consideration all modes of delivery.	Enrollment Management/ Student Certification & Records	Earning Transfer Credit Policies and Procedures: A) Evaluating Transcripts : Registrar's Procedure Manual B) Academic Rules : Waivers and Substitutions, Transfer Credits C) College Policy A6 : Degree/Certificate Requirements, Transfer Credit D) SUNY Policy : Transfer and Articulation SUNY Procedures : Transfer and Articulation E) SUNY MTP : General Education and Transfer	1) The policies and procedures in place for making decisions about the transfer of credits earned at other institutions are formally documented. 2) The policies and procedures in place include all modes of delivery. 3) The policy in place includes a statement of criteria established by Onondaga regarding the transfer of credit earned at another institution of higher education.	Compliant
	2.2) Communicated how the institution publicly discloses the policies in place for transfer credits.	Enrollment Management/ Student Certification & Records	Public Disclosure of Transfer Credit Policies and Procedures: A) College Catalog : Transfer Applicants, Page 13 College Website : Academics, College Catalog B) College Website : Admission, Transfer Students C) College Website : College Policy A6, Degree/Certificate Requirements	1) The policy in place for transfer of credit is readily available on Onondaga's website and/or other relevant publications.	Compliant

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	2.3) Labeled the procedures that indicate the office(s)/persons who ultimately decide to accept or deny transfer credits.	Enrollment Management/ Student Certification & Records	Area(s) Responsible for the Acceptance/Denial of Transfer Credit: A) College Catalog : Transfer Applicants, Page 13 B) College Website : Transfer Students, Contact Information C) College Policy A6 : Degree/Certificate Requirements, Contacts D) SUNY Transfer Appeal Process		Compliant
	2.4) Provided a published list of institutions we have an established articulation agreement with.	Enrollment Management/ Student Certification & Records	Established Articulation Agreements: A) College Catalog : Transfer/Articulation Agreements, Page 47-54 B) College Website : Transfer/Articulation Agreements	1) Onondaga publishes a readily accessible list of institutions with which articulation agreements have been established.	Compliant
3) Validated that the three-year cohort default rate is within the federal limit in accordance with 34 CFR 602.16(a)(1)(x). (34 CFR 602.16(a)(1)(x))	3.1) Supplied the institution's cohort default rate for the past three years by means of formal documentation provided by the U.S. Department of Education.	Enrollment Management/ Student Finance	Institution's Cohort Default Rate: A) Cohort Default Rate : Dated 11/16/2012	1) Onondaga's cohort default rate is within the federal limit. 2) Significant impending litigation issues with respect to financial aid activities, in regard to the cohort default rate are tracked, monitored and/or resolved.	Compliant
	3.2) Provided the past three years' external audits of federal programs.	Enrollment Management/ Financial Services	External Audits of Federal Programs: A) College Policy G1 : Appointment of Independent Auditors B) '09-'10 External Audit '10-'11 External Audit '11-'12 External Audit	1) Independent audits of Onondaga's financial aid programs (A-133) document any significant non-compliance issues.	Compliant

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	<p>3.3) If applicable: Included appropriate correspondence with the U.S. Department of Education.</p>	<p>Enrollment Management/ Student Finance</p>	<p>Not applicable, Onondaga is within the federal limit.</p>		<p>N/A</p>
	<p>3.4) Supplied compliance reports regarding cohort default rates from U.S. Department of Education.</p>	<p>Enrollment Management/ Student Finance</p>	<p>Not applicable, Onondaga is within the federal limit.</p>		<p>N/A</p>
<p>4) Verified the policies and procedure in place for determining credit hours awarded conforms to commonly accepted practices in higher education. (34 CFR 602.24(f))</p>	<p>4.1) Provided the policies and procedures in place for credit hour assignment across the institution.</p>	<p>Educational Services</p>	<p>Institutional Credit Hour Assignment Policies and Procedures:</p> <p>A) Policy A8: Approval of Curricula Changes Process Flow Chart: Credit Bearing New Degree/Certificate Program</p> <p>B) Curriculum Committee Handbook: Page 12, Credit Hour Calculation and Instructional Methods</p> <p>C) Onondaga adheres to MSCHE and Federal Credit Hour Policies</p> <p>D) SUNY Policy: Credit/Contact Hour</p>	<p>1) Onondaga's policies and procedures for credit hour assignment are reasonable when compared with the federal definition and the MSCHE Credit Hour policy.</p> <p>2) There is evidence that Onondaga's assignment of credit hours falls within the range of commonly accepted practice in higher education.</p> <p>3) Onondaga's policies and procedures address the amount of instructional and out-of-classroom time that is typically expected of students with regard to the number of credit hours earned.</p>	<p>Compliant</p>

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	<p>4.2) Included proof that the policies and procedures in place for credit hour assignment are consistent across all institutional offerings.</p>	Educational Services	<p>Consistent Credit Hour Policies and Procedures in Place:</p> <p>A) Curriculum Committee Handbook: Pages 12-13, Credit Hour Calculation and Instructional Methods</p> <p>B) Curriculum Committee: Structure and Charges</p> <p>C) Course Proposal Form</p>	<p>1) Onondaga's policies and procedures for assigning credit hours address all types of courses and programs offered by the institution.</p>	Compliant
	<p>4.3) Described the process in place to review use of the policies and procedures for credit hour assignment. Included evidence of review process use.</p>	Educational Services	<p>Review Process for Credit Hour Assignment:</p> <p>A) Curriculum Handbook: Page 15, Proposing and Revising a New Course</p> <p>B) Course proposal forms Example: New Course Proposal, Com 233 Example: Revised Course Proposal, Com 210</p> <p>C) Faculty Association Agenda and Minutes: March 11, 2013 documented approval of sample New Course and Revised Course.</p>	<p>1) There is sufficient evidence that Onondaga applies and monitors its own policies and procedures, and that credit hour assignments are accurate and reliable across the full range offerings.</p>	Compliant
	<p>4.4) Disclosed a list of programs and courses in place at the institution, which according to the MSCHE Credit Hour Policy, do not adhere to the federal definition of "credit hour." Included proof that said courses/programs adhere to commonly accepted practices in higher education.</p>	Educational Services	<p>Not applicable, Onondaga does not offer programs/courses that do not adhere to the federal definition of "credit hour".</p>	<p>1) Onondaga's policies and procedures equate credit hour assignment with intended learning outcomes that the typical student could reasonably achieve in the timeframe allotted (for courses that do not adhere to federal definition of "credit hour").</p>	N/A