



Middle States Commission on Higher Education

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Verification of Compliance with Accreditation-Relevant Federal Regulations Institutional Report Template

The Middle States Commission on Higher Education, as a federally recognized accreditor, is obligated to ensure that its candidate and member institutions comply with the accreditation-relevant federal regulations developed by the U.S. Department of Education in the Higher Education Opportunity Act of 2008. Further, the Commission is required to review candidate and member institutions' continued compliance with Title IV program responsibilities. Commission policy regarding federal compliance requirements for institutions was revised and enacted in January 2013, indicating that institutions must meet these federal regulations to be accredited by the Commission.

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.

These areas will be reviewed as part of the accreditation process, especially as they relate to the MSCHE Standards and applicable Requirements of Affiliation. Failure to comply with the areas of verification listed above will result in follow-up.

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

<i>Self-Study Visit falls between. . .</i>	<i>Report on federal compliance 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: Onondaga Community College

Report completed by: Wendy Tarby, AVP, Institutional Effectiveness and Planning, ALO

Date: January 9, 2018

1. Student Identity Verification in Distance and Correspondence Education

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>
1. Policies and procedures used to ensure student identity verification in distance or correspondence education courses.	<p>Student Identity Verification Procedures:</p> <ul style="list-style-type: none"> • Student Identity Verification Touch Points Description of verification touch points from creation of digital identity to course-specific verification methods • Student Account Provisioning Process • Central Authentication Service (CAS) Login Individual username and password assignment and requirements • Cyber Security @OCC password security measures • WebAdvisor Class Registration and Student Planning Guide Includes instructions for online class registration • OCC Blackboard Login is enabled through CAS Login
2. Procedure(s) regarding the protection of privacy for students enrolled in distance and correspondence courses or programs.	<p>Student Privacy Protection Policies and Procedures:</p> <ul style="list-style-type: none"> • Policy J1 Acceptable and Responsible Use of Computing Technology • Policy J2 Internet Privacy • Policy C1 Compliance with the Family Educational Rights and Privacy Act (The Buckley Amendment) • Policy C6 Disclosure and Use of Student Social Security Numbers • Contacts in Section V of Policies J1 and J2, as well as C1 and C6, identify offices responsible for ensuring consistent application of student identity verification and privacy protection procedures • OCC Network Zones of Security
3. Procedure(s) for notifying students about any projected additional charges associated with student identity verification. Provide URLs, catalogs, student handbooks, and other locations of any alternative institutional website documenting required disclosures.	<ul style="list-style-type: none"> • Not Applicable There are no additional charges associated with student identity verification

2. Transfer of Credit Policies and Articulation Agreements

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>
<p>1. Policies and procedures for making decisions about the transfer of credits earned at other institutions (including all modes of delivery, if applicable). Include public disclosure (URL, catalog, or other public locations for information) of policy.</p>	<p>Transfer Credit Policies and Procedures:</p> <ul style="list-style-type: none"> • OCC Consumer Information – Academic Information Transfer of Credit Policies OCC website disclosure • Policy A6 Degree/Certificate Requirements Transfer Credit • Academic Rules - Waivers and Substitutions Transfer Credit • SUNY Course Equivalencies
<p>2. URL and other publication locations, if applicable, of institutions with which the institution has established an articulation agreement.</p>	<p>Articulation Agreements:</p> <ul style="list-style-type: none"> • Current Students - Transfer Opportunities Transfer Agreements Student website disclosure • SUNY Transfer and Articulation Policy • SUNY Transfer and Articulation Procedures • SUNY Transfer Guarantee Program Guidelines

3. Title IV Program Responsibilities

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>
1. Student loan default rates for the most recent three years. If applicable, submit reports on compliance from the U.S. Department of Education in regard to the cohort default rate, including any default reduction plans.	<p>Cohort Default Rate and Financial Audit Reports:</p> <ul style="list-style-type: none"> • Official Cohort Default Rate dated October 24, 2017 is within the federal limit (less than 30% for most recent 3 years; less than 40% overall) • Policy G1 Appointment of Independent Auditors and Conduct of Independent Audit • OCC financial audit reports for 2013-2014, 2014-2015, and 2015-2016 demonstrate compliance with Federal Office of Management and Budget Circular A-133
2. Three most recent years of composite ratios (private and proprietary institutions only).	<ul style="list-style-type: none"> • Not Applicable OCC is part of the SUNY public system Campus List attached
3. Date of most recent Title IV program review.	<ul style="list-style-type: none"> • Program Review Report dated April 30, 2013 • Final Program Review Determination dated September 30, 2013 • OCC Memorandum to SUNY dated November 12, 2013
4. Relevant correspondence from the U.S. Department of Education, such as program reviews and any actions to limit, suspend, or terminate the institution's eligibility to participate in Title IV, including institutional responses, if applicable.	<ul style="list-style-type: none"> • Not Applicable

4. Institutional Records of Student Complaints

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>
<p>1. Policy and methods used in handling and tracking student grievances and complaints. Include public disclosure(s) of the policy/policies for student grievances and complaints (URLs, catalog, handbook, or other public location of this information).</p>	<p>Student Complaint Policies and Procedures:</p> <ul style="list-style-type: none"> • Policy B18 Complaint and Grievance Policy • Policy A4 Grade Dispute Procedures • Academic Rules – Academic Integrity Includes procedures for faculty who wish to impose penalties for activities associated with academic dishonesty (i.e. submitting work for someone else, or another’s work as your own) and for students who wish to appeal • Complaint Reporting Form • Reporting a General Academic Concern
<p>2. Procedures for making modifications and improvements to the institution as a result of information obtained in handling student complaints.</p>	<ul style="list-style-type: none"> • OCC Complaint Process and Trends Includes summary of modifications/improvements resulting from complaint trends

5. Required Information for Students and the Public

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>
<p>1. URLs, catalogs and student handbooks, and other public locations of any alternative institutional website documenting required disclosures as required by Student Right to Know, as well as policies on SAP, withdrawal, leave of absence, and attendance.</p>	<p>OCC Website Disclosures:</p> <ul style="list-style-type: none"> • Consumer Information – Student Right to Know • Financial Aid Information - Satisfactory Academic Progress • Tuition Refund Policy • College Catalog Academic Rules • Academic Rules - Academic Standing • Academic Rules - Attendance • Academic Rules - Leave of Absence and Withdrawal Policy
<p>2. Methods used to collect and review information on student outcomes and licensure pass rates.</p>	<p>Student Outcome and Licensure Exam Pass Rate Reports:</p> <ul style="list-style-type: none"> • ATD Student Success Outcomes Dashboard Achieving the Dream (ATD) Student Success Outcomes measured by SUNY Institutional Research Information System (SIRIS) and Voluntary Framework of Accountability (VFA) cohort data • Internal and External Campus-wide Surveys Graduate Survey, Community College Survey of Student Engagement, SUNY Student Opinion Survey • IPEDS Graduation Rates • MSCHE Institutional Profile • Certified Surgical Technologist Exam Pass Rates • Nursing Licensure Exam Pass Rates • Physical Therapist Assistant Board Exam Pass Rates • Registered Health Information Technician Exam Pass Rates

	<u>Documents, Policies, and Procedures</u>
<p>3. 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 U.S. Department of Education approved agencies.</p>	<p>Accreditation Disclosures:</p> <ul style="list-style-type: none"> • 2017-2018 Viewbook last page (16) • College Catalog - Important Information • Consumer Information - Academic Information Accreditation, Approval and Licensure of Institution and Programs • OCC@Liverpool and College Credit Now OCC website disclosure of Middle States' decision to provisionally approve re-classification of accredited instructional sites as accredited additional locations • Nursing A.A.S program web pages • Physical Therapist Assistant A.A.S program web pages

6. Standing with State and Other Accrediting Agencies

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>
<p>1. Documentation of the relationships 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.</p> <p>If, in the last five years, the institution has had a review resulting in non-compliance, include the report from the state or other accreditor as well as the institutional response.</p>	<p>Program Accreditation and Governing Agency Relationships:</p> <ul style="list-style-type: none"> • SUNY Resolution #213 authorized Onondaga County to sponsor and establish a community college • ACEN Nursing A.A.S. is fully accredited by Accreditation Commission for Education in Nursing • CAPTE Physical Therapist Assistant A.A.S. is fully accredited by Commission on Accreditation in Physical Therapy Education • NYSED 2016 Civil Rights Compliance Review New York State Education Department (NYSED) approval of voluntary civil rights compliance plan submitted by OCC in response to NYSED Civil Rights Compliance Review of Career & Technical Education programs & services • Onondaga County Resolution #86 Onondaga County's adoption of annual OCC budget for 2017-2018 • U.S. Department of Education OCR Case #02-17-2466 U.S. Department of Education Office of Civil Rights (OCR) investigation of a complaint alleging discrimination based on disability, and resolution agreement submitted by OCC in response to OCR's investigation
<p>2. URLs, catalogs, student handbooks, and other locations of any alternative institutional website documenting required disclosures.</p>	<p>Accreditation and Approval Disclosures:</p> <ul style="list-style-type: none"> • Consumer Information - Academic Information Accreditation, Approval and Licensure of Institution and Programs • College Catalog - Important Information • Nursing A.A.S program web pages • Physical Therapist Assistant A.A.S program web pages

7. Contractual Relationships

Institutions must provide the following information and evidence:

	<u>Documents, Policies, and Procedures</u>
1. List of contractual arrangements for education services, including name of third-party and applicable programs and the date the arrangement was approved by the Commission.	<ul style="list-style-type: none">• Not Applicable
2. URLs, catalogs, student handbooks, and other locations of any alternative institutional website documenting required disclosures.	<ul style="list-style-type: none">• Not Applicable

8. Assignment of Credit Hour

Institutions must provide the follow information and evidence:

	<u>Documents, Policies, and Procedures</u>
<p>1. Policy and procedures for credit hour assignment covering for all types of courses (including studio, internships, laboratory, practica, etc.), disciplines, programs, degree levels, formats, and modalities of instruction (including hybrid and online). Include each policy that documents the assignment of credit hours specific to the types noted above. The following should be clearly indicated:</p> <ul style="list-style-type: none"> ○ Academic period (e.g., 15 weeks plus one week exam over two semesters); ○ Recommended instructional time (e.g., three 50-minute sessions or two 75-minute sessions per week); ○ Recommended out-of-class time requirements (e.g., twice in-class time). 	<p>Credit Hour Assignment:</p> <ul style="list-style-type: none"> • OCC Curriculum Handbook Assignment of Credit Hours, Carnegie Unit Definitions, and Credit Hour Calculations Guidelines outlined in this handbook apply to programs and courses of all modalities, including face-to-face, online, and hybrid • SUNY Credit/Contact Hour Policy follows N.Y. State Education Department (NYSED) and U.S. Dept. of Education definitions
<p>2. URLs, catalogs, student handbooks, and other locations of any alternative institutional website documenting required disclosures.</p>	<p>Credit Hour Disclosures:</p> <ul style="list-style-type: none"> • Academic Calendar • College Catalog Programs of Study and Minors (2017-2018 Academic Catalog Print Version pages 7-77) • WebAdvisor Search for Courses and Course Sections
<p>3. Evidence that the institution’s credit hour policies and procedures applied consistently across the full range of institutional offerings. If the institution is required to obtain approval from the relevant State Department of Education, compliance with this requirement should be documented.</p>	<p>Application of Credit Hour Assignment:</p> <ul style="list-style-type: none"> • Early Childhood A.A.S. New and Revised Program Approvals Examples of OCC internal, SUNY, and NYSED external curriculum process documentation HIT 108 New Course and EMC 101 Revised Course Approvals Examples of OCC internal curriculum process documentation • Fall 2017 Course Syllabi EDU 281, EMC 101, MAT 118, and SOC 103 course-specific examples of face-to-face and online syllabi • Fall 2017 and Spring 2018 Academic Calendars • Fall 2017 Master Schedule

	<u>Documents, Policies, and Procedures</u>
<p>4. Processes used by the institution to review periodically the application of its policies and procedures for credit hour assignment.</p>	<p>Curriculum Process and Evidence of Review:</p> <ul style="list-style-type: none"> • Policy A8 Curriculum Governance • Curriculum Committee Structure and Charges • Curriculum Committee Handbook Review Process <p>Excerpts of October 2017 Curriculum Committee meeting minutes documenting OCC Curriculum Handbook review and updates</p> <ul style="list-style-type: none"> • OCC Curriculum Handbook Updated October 2017 • Master Schedule Procedures and Time Blocks Updated Spring 2017