



Middle States Commission on Higher Education

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Verification of Compliance with Accreditation-Relevant Federal Regulations & Related Requirements of Affiliation 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. Failure to comply with the areas of verification listed above will result in follow-up.

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 st	August 15 th
February – March	December 1 st	January 15 th
April – May	January 15 th	March 1 st

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

Institution: Camden County College

Reviewer: Dr. Deborah Spiro, Assistant Vice President Distance Education,
Nassau Community College

Date: January 3, 2018

Summary of Findings:

Has the institution documented all eight areas of compliance? Yes No

Has the institution shown it meets all applicable Requirements of Affiliation? Yes No

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:

Evidence: Relevant information is noted and posted or available through the following:

- The institution uses secure login credentials to access online courses.
- FERPA policies are published in the Student Handbook and on the College Web site.
- Proctored exams are conducted in testing centers or at approved remote testing locations.
- Documents and policy on student identity verification and protection of student privacy are linked from the College Web site.
- No fee is charged for student identity verification. However, it was noted on the Proctor Candidate Request Form that, “the student is responsible for the payment of postage” in order for the proctor to send back the completed examination. This information should be communicated in a more visible location.

REQUIREMENT OF AFFILIATION # 5

In the reviewer’s judgment, the institution *appears* *does not appear* to meet the Requirements of Affiliation.

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:

Evidence: Relevant information is posted or available through the following:

- Student Handbook: Awarding of transfer credit
- College Catalog: Transfer of credits
- College Web site: Credit for prior learning
- College Web site: Credit for transfer of credit
- College Web site: Articulation agreements

REQUIREMENT OF AFFILIATION # 2, 5, 6

In the reviewer's judgment, the institution *appears* *does not appear* to meet Requirements of Affiliation.

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:

Evidence:

- The three year cohort default rate is listed and is within the federal limit:
 - FY 2012 – 14.5%
 - FY 2013 – 16.4%,
 - FY 2014 – 16.8%
- N/A - Camden is a public institution.
- The Department of Education, Office of the Secretary, rendered final decision in March 2016 noting that \$1,721,027.04 was due. Payment was made to the Department of Education 9/2016 in the amount of \$1,654,111.39.

REQUIREMENT OF AFFILIATION # 1, 14

In the reviewer's judgment, the institution appears does not appear to meet Requirements of Affiliation.

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 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:

Evidence: Relevant information is posted or available through the following:

- There is a dedicated page on the College Web site in the Student Services section regarding student complaints or grievances that deal with policies and procedures for handling student complaints.
- A Student Complaint form is linked from the Concerns and Complaints Web page.
- The Student Handbook contains a section on student complaints and processes.

REQUIREMENT OF AFFILIATION # 5, 6

In the reviewer’s judgment, the institution *appears* *does not appear* to meet Requirements of Affiliation.

Comments:

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:

Evidence: Relevant information is posted or available through the following:

- College Web site: “Student Right to Know” section
- Student Handbook: “Student Right to Know” section
- College Catalog: “Student Right to Know” identified
- College Web Site: Accrediting information indicated:
 - List of accredited programs
 - Accrediting body identified
 - Statement of accreditation status

REQUIREMENT OF AFFILIATION # 2, 3, 4, 5, 6, 14

In the reviewer’s judgment, the institution *appears* *does not appear* to meet Requirements of Affiliation.

Comments:

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:

Evidence: Relevant information is posted or available through the following:

- College Web Site: Accrediting information identified
 - List of accredited programs
 - Accrediting body identified
 - Statement of accreditation status
- College Catalog: Institutional accreditation and programs
- Academic Program Guide: Institutional accreditation and programs

REQUIREMENT OF AFFILIATION #1, 2, 5, 6, 14

In the reviewer’s judgment, the institution *appears* *does not appear* to meet Requirements of Affiliation.

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:

Evidence:

- Identification of the two educational programs and dates of current contractual affiliation agreements
- Web links to the two educational programs

REQUIREMENT OF AFFILIATION # 6, 14

In the reviewer's judgment, the institution *appears* *does not appear* to meet Requirements of Affiliation.

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 & 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 hour 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:

Evidence:

- The institution follows commonly accepted practice for credit hours which comply with the New Jersey Higher Education standards.
- Instructional Sheet: Recommending in-class and out-of-class instructional time
- Fall 2017 and Spring 2018 schedule: Academic calendar and schedule of classes listed
- Student Handbook: Audit Counsel Procedure

REQUIREMENT OF AFFILIATION # 5, 6

In the reviewer's judgment, the institution *appears* *does not appear* to meet Requirements of Affiliation.

Comments:

Additional Overall Comments from Reviewer: