



## Institutional Federal Compliance Report

- Please read *Verification of Compliance with Accreditation-Relevant Federal Regulations*.
- Institutions must use this *Institutional Federal Compliance Report* for submission, which is available at [www.msche.org](http://www.msche.org).
- Institutions should provide evidence that will best demonstrate the institution's compliance.
- Documentation of policies and/or procedures must be (1) in writing, (2) approved and administered through applicable institutional processes, (3) accessible to constituents, and (4) reflect current practice.
- In the event one or more of these regulations do not apply to an institution, the institution shall indicate that fact and provide an explanation in the space provided. Otherwise, all applicant, candidate, and accredited institutions are expected to provide documentation for each of the requirements.
- The *Institutional Federal Compliance Report* and supporting evidence should be combined into a single, bookmarked, PDF file. A hard copy of the report is not required and will not be accepted.
- Institutions must upload this *Institutional Federal Compliance Report* in conjunction with all other self-study materials, no later than six weeks prior to the scheduled On-Site Evaluation Visit. The institution must upload the *Institutional Federal Compliance Report* as evidence under Standard II, Criterion 8.
- For technical support with this form or its submission, contact [support@msche.org](mailto:support@msche.org). For all other questions, contact [compliance@msche.org](mailto:compliance@msche.org).

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# 1. Student Identity Verification in Distance and Correspondence Education

	<u>Evidence to Demonstrate Compliance:</u>
1. Policies and/or procedures used to ensure student identity verification in distance or correspondence education courses	<p>Request put into Ivan Palikuca as the Identity Provider administrator Danzer posted 1/14/2020</p> <p>Information Technology Policies (Word) page 13 and IT Policies (pdf) page 7 Identity and Passwords section defines how passwords must be changed every 90 days and the strength of the password but no information can be identified in those documents to show that a Mercyhurst applicant's identity for distance only classes is verified prior to issuing a student ID and email address. This is not addressed in Admissions Process and Requirements document. Danzer posted 4/16/2020</p>
2. Policies and/or procedure(s) regarding the protection of privacy (i.e. FERPA) for students enrolled in distance and correspondence courses or programs, including password verification	<p>Request put into Ivan Palikuca as the Identity Provider administrator Danzer posted 1/14/2020</p> <p>Information Technology Policies (Word) page 13 and IT Policies (pdf) page 7 Identity and Passwords section defines how passwords must be changed every 90 days and the strength of the password. The FERPA Guidelines document does not address distance learning separate from face to face privacy protections. Danzer posted 4/16/2020</p>
3. Procedure(s) for notifying students about any projected additional charges associated with student identity verification. Evidence should include URLs, catalogs, student handbooks, and other locations of any alternative institutional website documenting required disclosures	<p>Although not stating the purpose of the fees, additional fees for distance learning classes are listed on pages 36 and 38 of the 2019-2020 undergraduate catalog. A fee for exam proctoring for North East students is listed on page 38.</p> <p>Although not stating the purpose of the fee, the 2019-2020 graduate catalog lists the additional fee per distance learning course on page 18.</p> <p>Danzer posted 1/14/2020</p>

**Explanation if a compliance requirement is not relevant for your institution:**

## **2. Transfer of Credit Policies and Articulation Agreements**

	<b><u>Evidence to Demonstrate Compliance:</u></b>
1. Policies and procedures for making decisions about the transfer of credits earned at other institutions (regardless of modality). *Demonstrate public disclosure of policy by URL, catalog, or other public location	<p>On website at:  <a href="https://www.mercyhurst.edu/academics/">https://www.mercyhurst.edu/academics/</a></p> <p>On page 31 of 2019-2020 Undergraduate Course Catalog</p> <p>Richter posted 1/23/2020</p>
2. Demonstrate public disclosure of the list of institutions with which the institution has established an articulation agreement by URL and other publication locations, if applicable	<p>On website at:  <a href="https://www.mercyhurst.edu/academics/articulation-agreements">https://www.mercyhurst.edu/academics/articulation-agreements</a></p> <p>Richter posted 1/23/2020</p>

*\*If possible, institutions should use same URL as the institution uses for Student Right to Know. The URL provided here should match what is submitted for the Student Achievement Webpage as reported in the Annual Institutional Update (AIU).*

### **Explanation if a compliance requirement is not relevant for your institution:**

### **3. Title IV Program Responsibilities**

	<b><u>Evidence to Demonstrate Compliance:</u></b>
1. Title IV Student loan Cohort Default Rates for the most recent three years. If applicable, submit reports on compliance from the USDE in regard to the cohort default rate, including any default reduction plans	<p>FY 16 = 8.7  FY 15 = 9.8  FY 14 = 9.9</p> <p>Reports are available in the Student Financial Services office and on NCES website – direct link for search for any school at:  <a href="https://www2.ed.gov/offices/OSFAP/defaultmanagement/cdr.html">https://www2.ed.gov/offices/OSFAP/defaultmanagement/cdr.html</a></p> <p>Newman posted 1/17/2020</p>
2. Composite ratios for the three most recent years ( <i>Private and for-profit institutions only</i> )	<p>FY 19 = 2.26  FY 18 = 2.77  FY 17 = 1.73</p> <p>Composite Title IV Score FY19 FY18 FY 17 document from Jane Kelsey in Finance Office – not to be posted in Teams</p> <p>Newman posted 1/17/2020</p>
3. Notification from state or other governmental agency confirming status as public institution ( <i>Public institutions only</i> )	<p>Not Applicable as we are not a public institution</p> <p>Newman posted 1/17/2020</p>
4. Most recent USDE report on review of Title IV program, including institutional response	<p>Presumably available in the Finance Office – not to be posted in Teams</p> <p>Newman posted 1/17/2020</p>
5. OMB Circular A-133 audit on federal programs for the most recent three years	<p>Available in long form of audited financial statements from Jane Kelsey in the Finance Office – not to be posted in Teams</p> <p>Newman posted 1/17/2020</p>

<p>6. Relevant correspondence from the USDE such as any actions to limit, suspend, or terminate the institution's eligibility to participate in Title IV, including institutional response, if applicable</p>	<p>Presumably available in the Finance Office – not to be posted in Teams Newman posted 1/17/2020</p>
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**Explanation if a compliance requirement is not relevant for your institution:**

Because Mercyhurst is a private, non-profit organization, #3 is not applicable to our institution.

#### **4. Institutional Records of Student Complaints**

	<b><u>Evidence to Demonstrate Compliance:</u></b>
1. Policy and/or procedures for student complaints	Although there are many policies and procedures for complaints related to specific issues, there is not one overriding policy. Merry Bollheimer is looking into implementing one.
2. Public location of contact information that the institution provides enrolled and prospective students for filing complaints with the institution's accreditor and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle a student's complaint	<p>Student Consumer Information page  <a href="https://www.mercyhurst.edu/student-consumer-information">https://www.mercyhurst.edu/student-consumer-information</a>            Licensure &amp; Accreditation section</p> <p>It looks like we should put a link to the following webpage for complaints to the PA Department of Education under that section:  <a href="https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/Pages/Students-Complaints.aspx">https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/Pages/Students-Complaints.aspx</a></p> <p>Merry Bollheimer working with Marketing to implement</p> <p>Posted 1/22/2020</p>

**Explanation if a compliance requirement is not relevant for your institution:**

## 5. Required Information for Students and the Public

	<b><u>Evidence to Demonstrate Compliance:</u></b>
1. URLs, catalogs and student handbooks, and other public locations of any alternative institutional website documenting required disclosures of graduation, completion, licensure pass rate and other data required by <i>Student Right to Know</i> *, as well as policies on Student Academic Progress (SAP), withdrawal, leave of absence, and attendance	Student Consumer Information page <a href="https://www.mercyhurst.edu/student-consumer-information">https://www.mercyhurst.edu/student-consumer-information</a> Agnew posted 1/16/2020
2. 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 USDE approved agencies	Student Consumer Information page <a href="https://www.mercyhurst.edu/student-consumer-information">https://www.mercyhurst.edu/student-consumer-information</a> Licensure and Accreditation section Agnew posted 1/16/2020
3. Provide an explanation for how the institution verifies that the posted student outcomes data are accurate.	Alice Agnew checking with Sheila Richter as to how this is done Agnew posted 1/17/2020

*\*Many institutions create a single portal page on the institution's web site that provides hyperlinks to disclosure information (Consumer Information Page, Student Right to Know, HEOA, Fast Facts, At A Glance, etc.). This is the recommended approach as it facilitates the review by the Commission since it consolidates the information in one place and meets multiple accountability requirements at one time.*

### **Explanation if a compliance requirement is not relevant for your institution:**



## **6. Standing with State and Other Accrediting Agencies**

	<b><u>List of Evidence to Demonstrate Compliance:</u></b>
1. Names of other accreditors, program(s) it accredits, and year of next review	<p>“Accreditation List” Excel file in Teams Danzer posted on Teams 4/20/2020</p>
2. Documents and URLs available to current and prospective students that show the licensing or accreditation status with the state or other USDE approved agencies	<p>2019-2020 undergraduate catalog, page 4 2019-2020 graduate catalog, page 4</p> <p>Middle States accreditation and link to program accreditation page = <a href="https://www.mercyhurst.edu/student-consumer-information">https://www.mercyhurst.edu/student-consumer-information</a></p> <p>Departmental accreditations page = <a href="https://www.mercyhurst.edu/about-mu/assessment-and-planning/accreditation">https://www.mercyhurst.edu/about-mu/assessment-and-planning/accreditation</a></p> <p>Danzer posted 1/14/2020</p>
3. Report from State or other accreditor if institution has been found noncompliant (including institutional response) within the last five years	<p>11/2019 Associate of Nursing non-compliance with pass rate: information from program director posted in Teams</p> <p>We are beyond five years of being put on warning by Middle States.</p> <p>Danzer revised 1/28/2020</p>

**Explanation if a compliance requirement is not relevant for your institution:**

## **7. Contractual Relationships**

	<b>Evidence to Demonstrate Compliance:</b>
1. List of current contractual agreements, including name of third-party and educational program(s) involved, and date of Commission approval	Although Sheila Richter wasn't available, it is believed that PLS is a contractor providing course instruction in Education department graduate program. The members believed that those instructors have to be vetted by Mercyhurst so whether the relationship is contractual by these regulatory standards is unclear.  Posted 1/17/2020
2. Documents and/or URLs available to current and prospective students that describe contractual arrangements/written arrangements	Information about PLS available to students is at: <a href="https://www.mercyhurst.edu/academics/grad/secondary-education">https://www.mercyhurst.edu/academics/grad/secondary-education</a> and <a href="https://www.mercyhurst.edu/academics/grad/teaching-excellence">https://www.mercyhurst.edu/academics/grad/teaching-excellence</a> PLS is not listed or mentioned in the Graduate Course Catalog  Posted 1/22/2020

### **Explanation if a compliance requirement is not relevant for your institution:**

## **8. Assignment of Credit Hour**

	<b><u>Evidence to Demonstrate Compliance:</u></b>
1. Policy and procedures for assignment of Credit Hour for all types of courses, disciplines, programs, credential levels, formats, regardless of modality)	John Parente was told by Academic Affairs Office and Assistant Provost that Mercyhurst is in compliance.  Posted 1/17/2020
2. Course or program review procedures and sample approval documentation, as they relate to credit hour	John Parente was told by Academic Affairs Office and Assistant Provost that Mercyhurst is in compliance.  Posted 1/17/2020
3. Process the institution utilizes to verify length of academic period and compliance with credit hour requirements through course scheduling	John Parente was told by Academic Affairs Office and Assistant Provost that Mercyhurst is in compliance.  Posted 1/17/2020

### **Explanation if a compliance requirement is not relevant for your institution:**

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