

Federal Compliance

University of Minnesota, Crookston classes offered for credit are expressed as semester hour equivalents. Fall and spring semesters are 16 weeks long. Each includes 15 weeks of instruction and one week for final examinations. The number of class days per semester varies slightly because of variations in calendars across years. One credit is equivalent to 15 50-minute class periods across a semester. Students are expected to prepare two to three hours outside of class for each academic credit. The UMC Catalog, published semi-annually, includes program requirements and course descriptions (University of Minnesota, 2005). UMC provides complete information to current and prospective students in its catalog, course schedule, websites, and other print and electronic media.

All baccalaureate degree programs at UMC do the following:

- ◆ Lead to a Bachelor of Science degree or Bachelor in an applied field degree
- ◆ Emphasize applied and career-oriented learning
- ◆ Require a minimum of 120 credits for graduation, which can be completed in four years
- ◆ Require a minimum of 40 credits of liberal education and 3 credits of technology (ITM or CA, including CA 1010)
- ◆ Require 40 upper division credits

The academic programs have been approved by the Board of Regents of the University of Minnesota and are consistent with standards for higher education among comparable institutions. The Board of Regents is the governing body of the University and has constitutional autonomy to set policy for the institution. The Board approves the University budget, capital improvement plans, and academic programs; sets tuition; and monitors and evaluates the performance of the institution.

University of Minnesota, Crookston students are charged a tuition rate of \$195.50 per semester credit for 2005-2006, regardless of resident/nonresident status (with the exception of Wisconsin students who pay a reduced fee based upon a reciprocity agreement as governed by the respective state legislatures).

Online tuition rates for fall 2005 and summer 2006 are \$203.00 per credit plus \$45.00 per credit UM fee.

Students in the aviation program earn multiple Federal Aviation Administration (FAA) licenses. The cost of flight courses, primarily related to aircraft rental and flight instructor time, is charged above the regular tuition rate. UMC and its partner, the University of North Dakota, are committed to full compliance with all Federal Aviation Administration requirements and to keeping flight training costs as low as possible. Costs are variable between courses due to the aircraft used (a twin engine airplane costs more to fly than a single engine aircraft, for example) and to the flight instructor time necessary to pass required FAA examinations. Individuals may call the Natural Resources Department or check the aviation website for current cost estimates (University of Minnesota, Crookston, 2005a).

Institutional Compliance with the Higher Education Reauthorization Act

The Commission requires: 1) All organizations receiving Title IV funds need to provide copies of documents relevant to Title IV compliance; 2) The self-study report should evaluate the organization's default rate, if any, and its plans for reducing default; and 3) Organizations should comment briefly on their compliance with other Title IV-mandated student notification requirements such as campus crime reporting and release of completion/graduation rates. (North Central Association of Colleges and Schools - Higher Learning Commission, 2005, p 8.2-2)

University of Minnesota, Crookston will provide copies of all documents relevant to Title IV compliance to the Higher Learning Commission's site review team. The documents are available in the Financial Aid Office-One Stop Student Center (Program Participation Agreement and Eligibility and Certification Renewal) and the Business Office (Annual A-133 audit results).

University of Minnesota, Crookston maintains federal loan default rates below national averages and among the lowest of the University coordinate campuses. The most recent figures include Fiscal Year 2003, which were released September 2005 by the Department of Education. University of Minnesota, Crookston official cohort default rates for the past three years have been as follows:

University of Minnesota, Crookston			
Highway 2 & 75 North			
Crookston, MN 56716-5001			
OPE ID: 4069			
Type: Bachelor's Degree			
Control: Public			
Programs: Both (FFED/FDL)			
	FY 2003	FY 2002	FY 2001
Default Rate	2.5	4.1	4.2
Number in Default	8	14	14
Number in Repay	317	334	326

In addition to the Department of Education computed default rates, the Crookston campus submits through FISAP the default rates for the Perkins Loan Program. UMC has the lowest Perkins default rate among the University campuses at 5.36% (2003).

UMC is in full compliance with Title IV requirements regarding disclosure of campus crime and university graduation rates. Students may receive, on request, information about campus security, graduation, and retention rates at UMC. This information is available from the Office of Admissions, 170 Owen Hall. Information regarding the availability of these reports is included in the college catalog, each semester's class schedule, and online.

Title IV mandates disclosure of campus crime rates and university graduation rates for student athletes and other students. UMC makes all crime information available at one centrally maintained website that is coordinated by the Director of Security Services (University of Minnesota, Crookston, 2005f). UMC administrators consult with the University of Minnesota Office of the General Counsel when legal advice regarding general policy or a specific event is necessary and/or appropriate. A workshop will be held spring 2006 with representatives from all of the University of Minnesota campuses to review current practices.

University graduation and completion rates can be accessed on the UMC Retention and Graduation Rate website (University of Minnesota, Crookston, 2006d).

Federal Compliance Visits to Off-Campus Locations

Federal regulations for recognition of accrediting agencies require the Commission to conduct a variety of evaluation activities to review and monitor the development of off-campus sites and campuses. . . . The Commission has determined that an off-campus site is a location at which a student can complete fifty percent or more of a degree program. (North Central Association of Colleges and Schools - Higher Learning Commission, 2005, p. 8.2-3)

The Crookston campus is in full compliance with the Commission's policy of reviewing off-site locations at which a student can complete 50% or more of a degree program. The campus statement of affiliation status states "that all offerings outside the state are limited to courses offered in North Dakota. Delivery of Bachelor's degrees to off-campus sites is limited to the Bachelors in Manufacturing at Warroad (with Northwest Technical College) and the Twin Cities metropolitan area" (Date of last action April 27, 2004).

The specific sites UMC collaborates with (Anoka Technical College, St. Paul College, Dakota County Technical College, Hennepin Technical College: Brooklyn Park and Eden Prairie & Century College in the Twin Cities, and Polaris Industries, Inc., in Roseau, MN) provide 50% or more of the courses leading to the Bachelor of Manufacturing Management degree but enroll fewer than 100 students in an academic year.

Institutional Advertising and Recruitment Materials

Whenever an organization makes reference to its affiliation with the Commission, it will include the Commission's address and phone number. . . . [When] including the Commission's contact information, the organization should use the URL of the Commission's Web site, rather than its street address, and its local, rather than toll free, phone number. To avoid confusion, particularly among prospective students, organizations should clearly and prominently provide their own contact information so students know how to reach them. (North Central Association of Colleges and Schools - Higher Learning Commission, 2005, p. 8.2-3)

University of Minnesota, Crookston refers to its affiliation with the Higher Learning Commission and will add contact information as a result of the self-study. Reference to the University of Minnesota, Crookston affiliation with the Commission is listed in the printed and online versions of the *2005-2007 UMC Catalog*, on the web pages, and in the view books (University of Minnesota, 2005). HLC specifies that a street address needs to be specified; therefore, the stipulated information will be included in the future.

University of Minnesota, Crookston clearly and prominently provides contact information so students and others can reach the college. Contact information is easily accessible through the catalogs, view books, admission website, and on every official page of the campus website.

Professional Accreditation

The Commission grants general institutional accreditation. Because the Commission accredits an organization as a whole, it cannot omit from its evaluation any area or program of an organization. However, the organization's affiliation with the Commission—accredited or candidate status—is not equivalent to specialized accreditation of individual programs.

Institutional accreditation is not automatically affected by the accreditation given or withheld by any particular association, although the Commission does take cognizance of the standards set by professional societies. An organization identifies in its annual report to the Commission any adverse actions taken by professional accreditation agencies. (North Central Association of Colleges and Schools - Higher Learning Commission, 2005, p. 8.1-3)

The Dietetic Technician Program is approved by the American Dietetic Association. The Health Management Program is approved by the Minnesota Board of Examiners for Nursing Home Administrators. No adverse actions have occurred.

Requirements of Institutions Holding Dual Institutional Accreditation

The Commission accredits a small number of organizations that also are affiliated with one or more CHEA recognized or federally recognized institutional accrediting agencies. (North Central Association of Colleges and Schools - Higher Learning Commission, 2005, p. 8.1-2)

University of Minnesota, Crookston does not hold institutional affiliation with any CHEA recognized or federally recognized institutional accrediting bodies other than the North Central Association of Colleges and Universities. Requirements of institutions holding dual institutional accreditation are not applicable.

Institutional Records of Student Complaints

The Commission expects an affiliated organization to provide a comprehensive evaluation team with an organizational account of the student complaints that it has received and their disposition. This account should cover the two years of operation preceding the comprehensive evaluation. . . . One manner of accounting is a log that tracks complaints from inception to disposition. . . . The Commission believes that the reporting obligation should focus principally on nontrivial complaints, either academic or non-academic, made formally in writing, signed by a student, and addressed to and submitted to an organizational officer with the responsibility to handle the complaint. (North Central Association of Colleges and Schools - Higher Learning Commission, 2005, p. 8.2-4)

The University of Minnesota, Crookston is in full compliance with the Commission's expectations for maintaining institutional records of student complaints and their disposition.

UMC provides a supportive learning environment and strives to continuously improve in that effort. A file of student complaints is maintained in the Office of the Vice Chancellor for Student Affairs. Students who believe their rights have been violated have access to a system of appeals established by the University for resolving grievances or problems. Whenever possible, students are encouraged to resolve issues with those students or University employees most directly involved. A complete policy statement and description of procedures is included in the Campus Policies section of the UMC Website (University of Minnesota, Crookston, 2005b).

Assignment of a Grade Based on Academic Performance

Students should first discuss grading concerns with the instructor. If the issue(s) cannot be resolved, the second level of appeal is with the appropriate academic department chairperson or program director. The third step is with the Vice Chancellor for Academic Affairs, and the final step is with the Chancellor.

Academic Grievance

Academic grievances are complaints brought by students regarding the University's provision of education and academic services. Academic grievances are based on a claimed violation of a University rule, policy, or established practice. This policy does not limit the University's right to change rules, policies, or practices. The Regent's Policy on Academic Grievances (University of Minnesota, 1995) can be consulted for a detailed description of this policy, or contact the UMC Office of the Vice Chancellor for Academic Affairs.

Additionally, other systems to address concerns have been put in place in recent years:

- ◆ An on-line suggestion box provides students an opportunity to voice a complaint. The complaints are logged, reviewed by a committee, and sent to the appropriate person for resolution.
- ◆ The Crookston Student Association (CSA) has a "student concerns chair"; a student can bring any issue to the chair for prompt follow-up. CSA keeps track of these concerns.
- ◆ The Vice Chancellor for Student Affairs and Enrollment Management has an "Ask Pam" question of the week that is printed in the weekly Eagle's Eye Newsletter. Copies of the Eagle's Eye Newsletter can be found on the UMC Homepage under publications (University of Minnesota, Crookston, 2005d).

Other complaints, including those of a more serious or personal nature are documented by the UMC employee receiving the complaint and forwarded to the Counseling Center, Residential Life office, Student Services office or other appropriate administrative office. These complaints are forwarded to the appropriate person for resolution. UMC is implementing a procedure for the centralized collection of student complaints. The Student Services office will annually request from campus offices documentation of all formal, written student complaints and action taken. These will be housed in the Student Services office for an appropriate period of time.

Disclosure of Campus Crime and University Graduation Rates

The Student Right-to-Know and Campus Security Act of 1990 requires institutional disclosure of all campus crime statistics, financial assistance awarded, athletic graduation rates, and student graduation rates. The University Office of Institutional Research and Reporting coordinates all University Integrated Postsecondary Education Data System (IPEDS) submissions (Completions, Institutional Characteristics, Enrollment, Finance, Graduation Rates, Student Financial Aid, Fall Staff, Employees by Assigned Positions, and Salaries) to the National Center for Educational Statistics, which publishes College Opportunities Online. This website presents data on institution prices, financial aid, and enrollment and type of programs that are offered by the institution (National Center for Education Statistics, 2005).

The Office of Institutional Research and Reporting, the Registrar's Office, and the Office of Intercollegiate Athletics annually complete responses to the IPEDS Graduation Rates Survey and The National Collegiate Athletic Association's (NCAA) Division II Graduation Rates Supplemental Form that provides information on graduation rates for student athletes and all other students. Data are distributed to all University staff and are available in the Office of Intercollegiate Athletics. Consistent with the NCAA Constitution, Operating and Administrative Bylaws specified in annual Division II Manuals, the Crookston campus provides enrollment, retention and graduation rates of student athletes and all other students to the NCAA. Through the coordination of the Assistant Athletic Director, UMC athletic staff provides prospective students and their families with the most current NCAA compiled data, which is also available on the NCAA website (National Collegiate Athletic Association, 2005). The NCAA assumes responsibility for providing UMC graduation rates to high school counselors and to high school and community college coaches.

The Student-Right-to-Know and Campus Security Act Information.

- ◆ The estimated cost of attendance is in the catalog and can be viewed on the UMC Admissions website (University of Minnesota, Crookston, 2005).
- ◆ Information on the University's Satisfactory Academic Progress policy and other financial aid policies, procedures, and publications can be found on the UMC Financial Aid website (University of Minnesota, Crookston, 2005e).
- ◆ The institutional refund policy, procedures for withdrawing from the University of Minnesota, Crookston, a description of the academic programs, information on university-wide and discipline-specific accrediting agencies, information on disability services and program, and other special opportunities and programs are contained in the *Crookston Catalog 2005-2007* and can be viewed online by visiting the UMC website (University of Minnesota, Crookston, 2006c).
- ◆ Description of UMC's academic facilities and certification and degree programs is available from the *Crookston Catalog 2005-2007* or from the UMC homepage (University of Minnesota, Crookston, 2006) on the Facilities Management website (University of Minnesota, Crookston, 2006b) and on the virtual tour map site (University of Minnesota, Crookston, 2006a).

Additional materials on facilities and accommodations to students with self-identified disabilities are available on the Office of Disability Resources website (University of Minnesota, Crookston, 2005c), which includes the UMC statement on compliance with ADA.

- ◆ Campus crime rates are located on the Residential Life website (University of Minnesota, Crookston, 2005f).
- ◆ A Right-to-Know letter is sent out each September to all faculty, staff, and students directing them to the website containing all the right-to-know statistics and information.

References

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Request for Continued Accreditation

The University of Minnesota, Crookston (UMC) is currently accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC). This self-study report documents that UMC meets the criteria for continued accreditation established by HLC, demonstrating the campus operates with integrity to fulfill the mission, analyzes environmental trends to prepare for the future, allocates resources appropriately for fiscal responsibility, provides evidence of student learning and teaching effectiveness, promotes a culture of life-long learning for the entire UMC community, and serves the constituencies of a public land grant university.

This self-study report in conjunction with the onsite visit constitutes application for continued accreditation. Based on the evidence that is documented in this report, UMC requests continued accreditation for a ten year period with the next comprehensive visit scheduled for 2016.

