



FEDERAL COMPLIANCE FORMS

There are four forms that WSCUC uses to address institutional compliance with some of the federal requirements affecting institutions and accrediting agencies:

- 1 – Credit Hour and Program Length Review Form
- 2 – Marketing and Recruitment Review Form
- 3 – Student Complaints Review Form
- 4 – Transfer Credit Policy Review Form

Teams complete these four forms and add them as appendices to the team report. They are included here in order for the institution to provide the necessary information for the team. Teams are not required to include a narrative about any of these matters in the team report but may include recommendations, as appropriate, in the Findings, Commendations, and Recommendations section of the team report.

1 - CREDIT HOUR AND PROGRAM LENGTH REVIEW FORM

Under the federal requirements referenced below, WSCUC is required to demonstrate that it monitors the institution's credit hour policy and processes as well as the lengths of its programs.

Credit Hour - §602.24(f)

The accrediting agency, as part of its review of an institution for renewal of accreditation, must conduct an effective review and evaluation of the reliability and accuracy of the institution's assignment of credit hours.

(1) The accrediting agency meets this requirement if-

(i) It reviews the institution's-

(A) Policies and procedures for determining the credit hours, as defined in 34 CFR 600.2, that the institution awards for courses and programs; and

(B) The application of the institution's policies and procedures to its programs and coursework; and

(ii) Makes a reasonable determination of whether the institution's assignment of credit hours conforms to commonly accepted practice in higher education. (2) In reviewing and evaluating an institution's policies and procedures for determining credit hour assignments, an accrediting agency may use sampling or other methods in the evaluation.

Credit hour is defined by the Department of Education as follows:

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

See also WSCUC Senior College and University Commission’s Credit Hour Policy.



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Program Length - §602.16(a)(1)(viii)

Program length may be seen as one of several measures of quality and as a proxy measure for scope of the objectives of degrees or credentials offered. Traditionally offered degree programs are generally approximately 120 semester credit hours for a bachelor’s degree, and 30 semester credit hours for a master's degree; there is greater variation at the doctoral level depending on the type of program. For programs offered in non-traditional formats, for which program length is not a relevant and/or reliable quality measure, reviewers should ensure that available information clearly defines desired program outcomes and graduation requirements, that institutions are ensuring that program outcomes are achieved, and that there is a reasonable correlation between the scope of these outcomes and requirements and those typically found in traditionally offered degrees or programs tied to program length.



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1 - CREDIT HOUR AND PROGRAM LENGTH REVIEW FORM

Under the federal requirements referenced below, WSCUC is required to demonstrate that it monitors the institution’s credit hour policy and processes as well as the lengths of its programs.

Material Reviewed	Questions/Comments (Enter findings and recommendations in the Comments sections as appropriate.)
Policy on credit hour	Is this policy easily accessible? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	If so, where is the policy located? The credit hour policy is located on the college website (see Board of Regents Academic Affairs Policies 3000 Series - Policy No. 3031 Credit Hour: NMC BOR Policy 3031 - Credit Hour).
	Comments: Northern Marianas College has established a credit hour policy to ensure that a semester credit hour reasonably approximates but is not less than (1) fifty (50) minutes to one hour of direct faculty instruction and a minimum of two hours out of class and (2) at least an equivalent amount of work for other academic activities (i.e., laboratory work, distance education, internships, practical, clinical, studio work) that earn academic credit.
Process(es)/ periodic review of credit hour	Does the institution have a procedure for periodic review of credit hour assignments to ensure that they are accurate and reliable (for example, through program review, new course approval process, periodic audits)? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	If so, does the institution adhere to this procedure? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

	<p>Comments: Northern Marianas College is consistent with semesterly review of credit hours. The process is as follows:</p> <ol style="list-style-type: none"> 1. Department program leaders create class schedules to include accurate contact hours using the NMC BOR Policy 3031 which is based on the Carnegie Unit. 2. The proposed class schedules are reviewed by department program leaders, faculty and staff. 3. The proposed class schedules are compiled at the Office of the Dean of Learning and Student Success (LSS). 4. The contact hours are once again reviewed by an academic representative identified by the dean of LSS. 5. The semester schedule is then presented to the Academic Council, which is comprised of faculty members, for a review and for the recommendation to approve.
Schedule of on-ground courses showing when they meet	Does this schedule show that on-ground courses meet for the prescribed number of hours? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO



	Comments: Northern Marianas College's class schedule and syllabi clearly identify days and beginning and end times for all courses.
Sample syllabi or equivalent for online and hybrid courses Please review at least 1 - 2 from each degree level.	How many syllabi were reviewed? 12
	Type of courses reviewed: <input checked="" type="checkbox"/> online <input checked="" type="checkbox"/> hybrid
	What degree level(s)? <input checked="" type="checkbox"/> AA/AS <input checked="" type="checkbox"/> BA/BS <input type="checkbox"/> MA <input type="checkbox"/> Doctoral
	What discipline(s)? Education, Business, Tourism, Criminal Justice, History, Social Science, Computer Technology
	Are students doing the amount of work per the prescribed hours to warrant the credit awarded? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

	Comments: Syllabi from both two-year and four-year degrees were reviewed.
Sample syllabi or equivalent for other kinds of courses that do not meet for the prescribed hours (e.g., internships, labs, clinical, independent study, accelerated) Please review at least 1 - 2 from each degree level.	How many syllabi were reviewed? 6
	What kinds of courses? Accelerated, clinical, independent study, laboratory, internship, and practicum
	What degree level(s)? <input checked="" type="checkbox"/> AA/AS <input checked="" type="checkbox"/> BA/BS <input type="checkbox"/> MA <input type="checkbox"/> Doctoral
	What discipline(s)? Nursing, Business, Education, Natural Resources Management
	Are students doing the amount of work per the prescribed hours to warrant the credit awarded? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Comments: Syllabi from both two-year and four-year degrees were reviewed.
Sample program information (catalog, website, or other program materials)	How many programs were reviewed? 6
	What kinds of programs were reviewed? Business, Criminal Justice, Education, Natural Resource Management, Nursing, Liberal Arts
	What degree level(s)? <input checked="" type="checkbox"/> AA/AS <input checked="" type="checkbox"/> BA/BS <input type="checkbox"/> MA <input type="checkbox"/> Doctoral
	What discipline(s)? Business, Criminal Justice, Education, Natural Resource Management, Nursing, Liberal Arts
	Does this material show that the programs offered at the institution are of an acceptable length? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO



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2 - MARKETING AND RECRUITMENT REVIEW FORM

Under federal regulation §602.16(a)(1)(vii), WSCUC is required to demonstrate that it monitors the institution’s recruiting and admissions practices.

Material Reviewed	Questions and Comments: (Enter findings and recommendations in the Comments sections of this table as appropriate.)
**Federal Requirements	<p data-bbox="486 212 1494 240">Does the institution follow federal requirements on recruiting students? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p data-bbox="486 280 620 305">Comments:</p> <p data-bbox="486 313 2400 561">Northern Marianas College adheres to the Higher Education Act (HEA) SEC. 202. [20 U.S.C. 1022a] PARTNERSHIP GRANTS. (5) TEACHER RECRUITMENT.—Developing and implementing effective mechanisms to ensure that the eligible partnership is able to recruit qualified individuals to become teachers who meet the applicable state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification, or, with regard to special education teachers, the qualifications described in section 612(a)(14)(C) of the Individuals with Disabilities Education Act through the activities of the eligible partnership, which may include an emphasis on recruiting into the teaching profession—(A) individuals from underrepresented populations; (B) individuals to teach in rural communities and teacher shortage areas, including mathematics, science, special education, and instruction of limited English proficient students; and (C) mid-career professionals from other occupations, former military personnel, and recent college graduates with a record of academic distinction.</p> <p data-bbox="486 594 2314 654">The college’s Office of Admissions & Records, Recruitment Team and the School of Education puts a strong emphasis on recruiting and graduating all three groups (A), (B), and (C), as mentioned above.</p> <p data-bbox="486 686 2408 1027">Northern Marianas College also adheres to HEA SEC. 356. [20 U.S.C. 1067e–1] PROMOTION OF ENTRY INTO STEM FIELDS. (d) PRIORITY.—The campaign under this section shall hold as a high priority making specific appeals to Hispanic Americans, African Americans, Native Americans, students with disabilities, and women, who are currently underrepresented in the STEM fields, in order to increase their numbers in the STEM fields, and shall tailor recruitment efforts to each specific group. The college has several programs and partnerships that supports underrepresented students entry into STEM fields. For example: BUILD EXITO is an undergraduate research training program that supports students on their pathway to become scientific researchers. The BUILD EXITO Model aims to identify students early in their college career and engage them in finding solutions to today’s major health problems. Through partnerships with institutions such as Portland State University (BUILD EXITO) and University of Hawaii-Hilo (National Science Foundation’s ADVANCE program and Louis Stokes Alliance for Minority Participation-LSAMP program), students are provided experiential research experience at all stages of their undergraduate education. Additionally, the college has participated in collaborative efforts with the Commonwealth of the Northern Mariana Islands’ Public School System and the Regional Educational Laboratories Pacific to create and implement a transitional math course which is intended to increase the percentage of high school graduates who are ready for college-level math.</p> <p data-bbox="486 1060 2381 1276">Northern Marianas College also adheres to HEA SEC. 418A. [20 U.S.C. 1070d–2] MAINTENANCE AND EXPANSION OF EXISTING PROGRAMS. (b) SERVICES PROVIDED BY HIGH SCHOOL EQUIVALENCY PROGRAM.—The services authorized by this subpart for the high school equivalency program include— (1) recruitment services to reach persons— (A)(i) who are 16 years of age and over; or (ii) who are beyond the age of compulsory school attendance in the state in which such persons reside and are not enrolled in school; (B)(i) who themselves, or whose immediate family, have spent a minimum of 75 days during the past 24 months in migrant and seasonal farm work; or (ii) who are eligible to participate, or have participated within the preceding two years, in programs under part C of title I of the Elementary and Secondary Education Act of 1965 or section 167 of the Workforce Innovation and Opportunity Act; and (C) who lack a high school diploma or its</p>



	<p>equivalent; (2) educational services which provide instruction designed to help students obtain a general education diploma which meets the guidelines established by the state in which the project is located for high school equivalency; (3) supportive services which include the following: (A) personal, vocational, and academic counseling; (B) placement services designed to place students in a university, college, or junior college program (including preparation for college entrance examinations), or in military service or career positions; and (C) health services; (4) information concerning, and assistance in obtaining, available student financial aid; (5) stipends for high school equivalency program participants; (6) housing for those enrolled in residential programs; (7) exposure to cultural events, academic programs, and other educational and cultural activities usually not available to migrant youth; (8) other essential supportive services (such as transportation and child care), as needed to ensure the success of eligible students; and (9) other activities to improve persistence and retention in postsecondary education.</p> <p>The college has several admissions classifications for each of the items mentioned above, but also routinely coordinates activities designed to support and engage students.</p>
Degree completion and cost	Does the institution provide information about the typical length of time to degree? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Does the institution provide information about the overall cost of the degree? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	<p>Comments: Northern Marianas College provides information on degree completion and cost of attendance in a variety of ways through Cost of Attendance, Net Price Calculator, Individual Degree Plans and Suggested Course Sequence which can be found in the Northern Marianas College Catalog (NMC Catalog 2016-2017) and on the college website (NMC website see Academic tab).</p>
Careers and employment	Does the institution provide information about the kinds of jobs for which its graduates are qualified, as applicable? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Does the institution provide information about the employment of its graduates, as applicable? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	<p>Comments: Northern Marianas College has been successful in tracking graduate employment for some academic programs more than others. Other programs have begun the process of tracking graduate employment with the assistance of the college’s Career Manager, who works closely with ongoing and potential graduates on an individual and group level to develop a resume, conduct mock interviews, and to identify possible employment opportunities. The college also facilitates communication between potential employers and students.</p>

**Section 487 (a)(20) of the Higher Education Act (HEA) prohibits Title IV eligible institutions from providing incentive compensation to employees or third party entities for their success in securing student enrollments. Incentive compensation includes commissions, bonus payments, merit salary adjustments, and promotion decisions based solely on success in enrolling students. These requirements do not apply to the recruitment of international students residing in foreign countries who are not eligible to receive Federal financial aid.



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3 - STUDENT COMPLAINTS REVIEW FORM

Under federal regulation*§602-16(1)(1)(ix) WSCUC is required to demonstrate that it monitors the institution’s student complaints policies, procedures, and records. (See also WSCUC Senior College and University Commission’s Complaints and Third Party Comment Policy.)

Material Reviewed	Questions/Comments (Enter findings and recommendations in the Comments sections of this table as appropriate.)
Policy on student complaints	Does the institution have a policy or formal procedure for student complaints? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Is the policy or procedure easily accessible? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If so, where? 1. NMC BOR Policy 4008 - Student Grievances/Complaints 2. NMC Procedure 4008.1 - Student Grievance/Complaints
	Comments: Northern Marianas College, in accordance with federal and local laws, is committed to a policy against any illegal, arbitrary, or unreasonable discriminatory practices. NMC Procedure 4008.1 was revised and approved in August 2019 and was uploaded onto the NMC website in December 2019.
Process(es)/ procedure	Does the institution have a procedure for addressing student complaints? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If so, please describe briefly. Northern Marianas College is committed to provide its students an opportunity to resolve complaints alleging discrimination on the basis of race, color, national origin, religion, sex, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, or veteran status. Prior to filing a grievance, the student may contact their department head, counselor, or dean for assistance with an informal resolution. Attempts to resolve the matter informally should be initiated within thirty (30) days. If an informal resolution is not reached, a formal grievance may be filed within sixty (60) days using the Student Grievance Form with the Office of the Dean of LSS, formerly known as the Office of the Dean of Student Services.
	If so, does the institution adhere to this procedure? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Comments: The student grievance policy is outlined in the student grievance procedure. A standard statement regarding the student grievance process is also included in each course syllabus.
Records	Does the institution maintain records of student complaints? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If so, where? Records of student complaints are located at the Office of the Dean of LSS.

	Does the institution have an effective way of tracking and monitoring student complaints over time? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If so, please describe briefly: Northern Marianas College tracks and monitors student grievances through the Office of the Dean of LSS.
	Comments: Northern Marianas College maintains all records of student grievances filed. All paper records are tracked and monitored by the dean of LSS.



4 – TRANSFER CREDIT REVIEW FORM

Under federal requirements*, WSCUC is required to demonstrate that it monitors the institution’s recruiting, transfer, and admissions practices accordingly.

Material Reviewed	Questions/Comments (Enter findings and recommendations in the Comments sections of this table as appropriate.)
Transfer Credit Policy(s)	Does the institution have a policy or formal procedure for reviewing and receiving transfer credit? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	If so, is the policy publicly available? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 1. NMC BOR Policy 4016 - Transfer of Credit 2. NMC Procedure 4016.1 - Transfer of Credit NMC 2016-17 Course Catalog under the section “Transfer of Credit” (see pages 69-70)
	Does the policy(s) include a statement of the criteria established by the institution regarding the transfer of credit earned at another institution of higher education? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Comments: Northern Marianas College has established a policy and procedure to ensure that college-level courses (completed at institutions accredited by a regional or national accrediting organization by the Council for Higher Education Accreditation) are able to transfer to the college, provided that each course is similar in nature, level, and content to the college’s academic courses. However, the college shall establish a procedure to promote transparent and consistent application of transfer credit decisions and strengthen the procedure by which students may appeal a decision.

*§602.24(e): Transfer of credit policies. The accrediting agency must confirm, as part of its review for renewal of accreditation, that the institution has transfer of credit policies that--

- (1) Are publicly disclosed in accordance with 668.43(a)(11); and

(2) Include a statement of the criteria established by the institution regarding the transfer of credit earned at another institution of higher education.

See also WSCUC Senior College and University Commission's Transfer of Credit Policy.