



## Federal **Compliance**

## **APPENDIX THREE: FEDERAL COMPLIANCE**

### **Credits, Program Length, and Tuition**

MidAmerica Nazarene University uses semester credit hours to document student learning experiences in both undergraduate and graduate degree programs. Credits and program length follow common practices used in higher education and in some programs are influenced by state licensing standards and/or special outside accreditation standards. Courses are scheduled throughout the University in traditional semester length formats (16 week semester), as well as in accelerated schedule formats. The latter format is used in the institution's graduate and adult program schedules. Program and certificate lengths and course requirements are clearly published in the college catalog. Approval of new programs, degrees, or certificates requires a disclosure of program length and credit hours and must pass through the governance process.

Tuition at MidAmerica Nazarene University is determined is determined by the Board of Trustees in consultation with the President's cabinet and is part of the ongoing strategic planning process. Block tuition is charged for most programs and for traditional undergraduate students taking 12 to 17 semester hours. Tuition per credit hour is charged for the RN-BSN program, the MACC program and for those undergraduate students earning fewer than 12 or more than 17 hours in a given semester. Tuition and fees are noticeably presented in the MNU Catalog, the course schedule, and on the University's website.

### **Organizational Compliance with the Higher Education Reauthorization Act**

MidAmerica Nazarene University (MNU) is in full compliance with all requirements of the Higher Education Reauthorization Act of 1998. Supporting documentation includes the Program Participation Agreement (PPA) and the Eligibility and Certificate Renewal (ECAR), which are both part of the United States Department of Education's eligibility determination and approval for the university to participate in the federal student aid programs. Also included with the documentation is the official cohort default rate letters received from the department for the last three years.

The university demonstrates compliance by completing the PPA every five years. MNU's current PPA is due to expire March 2009 and the institution will begin the reapplication process December 2008. MidAmerica sought and received approval to utilize the Federal Direct Loan Program as of June 2008, and also received authorization to participate in the new TEACH Grant program beginning with the 2008/09 academic year. Appropriate administration of the federal aid programs is demonstrated each year through the filing of the annual Fiscal Operations Report and Application to

Participate (FISAP). The FISAP is the approved federal form used to report institution enrollment, student eligibility, demographics and funding distributed to students from the Federal Supplemental Education Opportunity Grant, Federal Work Study, Federal Perkins, and Federal Pell Grant.

Each year MNU contracts with an accounting firm to perform an audit of the financial aid programs, as well as the overall MNU financial activity during the fiscal year. The most recent audit completed in September 2007 revealed no negative findings. There have been no limitations, restrictions, or termination measures taken regarding Title IV federal aid programs.

The Office of Student Financial Services closely monitors the institutional cohort default rates for federal student loan programs. MidAmerica's cohort default rate for the Federal Stafford Loan has remained under 4% since 1999. All first time borrowers at MNU are required to complete the online entrance counseling for the Stafford Loan program. The University implemented new loan counseling strategies for the Federal Perkins Loan in an effort to lower the default rate. First, MNU requires a separate loan counseling session specific to the Federal Perkins Loan. Second, the session will be conducted in small group sessions. Smaller sessions allow the student borrowers a more personal counseling environment and facilitate a better understanding of the loan, particularly when questions are encouraged. This year the institution realized the benefits of these interventions with the reduction of its default rate from 14.01% in June 2007 to 7.55% in June 2008.

## **Disclosure of College Crime and Graduation Rates**

MidAmerica Nazarene University also complies with other Title IV mandated student notification requirements such as campus crime reporting and the release of completion/graduation rates. There have been no deficiencies or corrective actions demanded by the U.S. Department of Education or other governmental agencies.

MidAmerica follows the guidelines established under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. 1092 (f)) by publishing an annual report disclosing campus security policies and three years of selected crime statistics and notifying current and prospective students, faculty and staff the availability of the annual report, where it is posted on our website and how to acquire a physical copy if desired<sup>1</sup>. MNU makes timely warnings to the campus community about crimes that pose an ongoing threat to students and employees and maintains a public crime log. The University provides required reports to the U.S. Department of Education which centrally collects and disseminates the crime statistics. Finally the institution assures that sexual assault victims are given certain basic rights.

MidAmerica Nazarene University notifies current and prospective students via the website about the institution's graduation/completion rates. The information is provided in compliance with the Higher Education Act of 1965, as amended and reflects the graduation/completion status of students who enrolled during the 2001 school year and for whom 150% of the normal time-to-completion has elapsed. In addition, the University provides a report with information on the graduation rates of the 1991-2001

<sup>1</sup> Our current security report is available at: [http://www.mnu.edu/services/campus\\_police/info.php](http://www.mnu.edu/services/campus_police/info.php)

fall cohorts of full-time, first-time, degree or certificate seeking undergraduates and student athletes that received athletic financial aid in compliance with the Equity in Athletics Disclosure Act (EADA). Disclosure of graduation and completion rates of MidAmerica Nazarene University students are also available at the IPEDS website as well as other information including enrollment, demographics, admission requirements, college safety reports, and accreditation information.

## **Advertising and Recruitment Materials**

MidAmerica Nazarene University provides accurate consumer information regarding its HLC affiliation in its advertising and recruiting materials and includes the Commission's address and phone number. The current catalog states that MidAmerica Nazarene University "is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools (Address: 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504; Phone: 312-263-0456; Fax: 312-263-7462). The University is authorized to offer associate, baccalaureate, and the master of arts in organizational administration, master of education, master of educational technology, master of business administration and the master of counseling degrees."

The University's website also includes the affiliation statement with the address, phone number and website of The Higher Learning Commission. A notice of non-discrimination and statement of students' rights and responsibilities is also included in the Catalog, the class schedule, Student Handbook, admissions application and website.

A full collection of recruitment materials is available for review in the physical resource room. These materials fairly and accurately represent MidAmerica Nazarene University programs and policies.

## **Organizational Records of Student Complaints**

MidAmerica Nazarene University responds to student complaints pursuant to the published policies and guidelines of the MNU Catalog, web page and Student Handbook.

An academic grievance procedure is listed on page 29 of the current catalog and an electronic log of written complaints is maintained by the registrar's office as well as the resolution of each.

Academic misconduct cases are governed by the University's academic integrity policy which is located in the Faculty Resource Manual 4.4.5 and the Student Handbook pp. 25-27. Notification of this policy is also a requirement for all course syllabi. A file of documented complaints is maintained by the Vice President for Academic Affairs office.

Student complaints that are of a non-academic nature, such as discrimination, harassment, and misconduct, are received by the Vice President for Student Development's office. MidAmerica Nazarene

University has a nondiscrimination policy (Faculty Resource Manual forward; Student Handbook p. 35; Catalog p. 8, website and admissions application). Policies which cover sexual harassment, other forms of harassment, violence and other misconduct are also published (Faculty Resource Manual 3.6.2 and Student Handbook pp. 4-10). These issues are described with the appropriate complaint procedures.

A file is available in the physical resource room with includes a record of written complaints and a summary of the resolution of each complaint.

## Professional Accreditations

MidAmerica Nazarene University holds the following professional accreditations. Each program is currently in good standing with its specialized, outside accrediting agency(ies) with no recent adverse actions.

Unit	Accreditation Type	Accrediting Organization
Athletic Training	UG	Commission on the Accreditation of Athletic Training Education (CAATE)
Business Administration	UG	International Assembly for Collegiate Business Education (IACBE)
Education and Graduate Studies in Education	UG and M.Ed.	National Council for the Accreditation of Teacher Education (NCATE) and the Kansas State Department of Education (KSDE)
Fine Arts	UG	National Association of Schools of Music (NASM)
Nursing	UG	Commission on Accreditation of Allied Health Education Programs (CAAHEP).

None of the above listed agencies accredits a significant proportion of MNU's enrollment or programs. The Higher Learning Commission of the North Central Association of Colleges and Schools is MidAmerica Nazarene University's only "federally recognized institutional accrediting body."