FEDERAL COMPLIANCE

“The Higher Learning Commission is required by the U.S. Department of Education to assure that all its member institutions are complying with the expectations of specific regulations accreditors must enforce as a part of their federal recognition. In addition, the Commission is required to review the institution’s compliance with its Title IV program responsibilities. Compliance with these requirements by both institutions and the Commission is necessary to ensure that institutions accredited by the Commission are eligible for federal financial aid (HLC, 2014).”

The Higher Learning Commission will review ten specific areas for federal compliance. Additional information regarding the requirements can be found at https://www.hlcommission.org/Policies/federal-compliance-program.html.

1. **Assignment of Credits, Program Length, and Tuition**
   
   Examples of evidence collected: Administrative Procedure 302 (Curriculum Development), Administrative Procedure 312 (Apportionment Process), Board Policy 8210 (College Level Examination Program), Board Policy 8220 (Proficiency Credit), Board Policy 3230 (Semester System), Board Policy 8230 (Credit Hour Determination), and Board Policy 8241 (Accepting Advanced Placement Credit).

2. **Institutional Records of Student Complaints**
   
   Examples of evidence collected: 2B Exemption Form, Student Grade Appeal Form, Regulations Concerning Student Behavior, Student Complaint Database, Safety Review Request Form, and Student Rights and Responsibilities Manual.
3. **Publication of Transfer Policies**

   Examples of evidence collected: Board Policy 8540 (Program Transfer Policy), Board Policy 8240 (Acceptance of Vocational Credit by Evaluation), Board Policy 8242 (Transferring Credit to John A. Logan College), and Board Policy 8243 (Dual Credit and Dual Enrollment Courses).

4. **Practices for Verification of Student Identity**

   Examples of evidence collected: Board Policy 3365 (Electronic Use), Board Policy 3367 (Identity Theft Prevention), Internal IT Server Backup and Retention Policy, and Internal IT Password Policy.

5. **Title IV Program Responsibilities**


6. **Required Information for Students and the Public**

   Examples of evidence collected: 2015/2016 Instructional Calendar, Admissions Requirements, Degrees and Certificates at JALC, General Information Packet for Students, Tuition and Fees at JALC, and Consumer Information.

7. **Advertising and Recruitment Materials and Other Public Information**

   Examples of evidence collected: Administrative Procedure 310 (Procedure for Posting Signs), Board Policy 3350 (Official Publications), CHEC Building Advertisement, Program Brochures, Du Quoin Advertisement, Dual Credit Advertisement, and Employment Advertisement/Invoices from Human Resources.

8. **Review of Student Outcome Data**


9. **Standing with State and Other Accrediting Agencies**


10. **Public Notification of Opportunity to Comment**

    The college is required to notify the public of an opportunity to comment regarding accreditation six months prior to the HLC visit. Third-party comments will be sent directly to HLC via an electronic link.

**FEDERAL COMPLIANCE COMMITTEE MEMBERS:**

Sherry Summary - Chair, Eric Heiple – Chair, Laurel Klinkenberg, Valerie Barko, Tom Bell, Sondra Walker, RJ Sussman, Krystal Reagan, Betsy Myatt, Eric Pulley, Lisa Hudgens, Pam Karns, and Lisa Majewski

DID YOU KNOW? The HLC Steering Committee will provide a copy of the Assurance Argument to the college community in October of 2016 for input and review.