



JOHN A. LOGAN COLLEGE

Higher Learning Commission Accreditation Newsletter



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

Examples of evidence collected: HLC Annual Update of Contractual Consortium, Annual Internal Audit, Three Year Cohort Default Rate, Board Policy 3410 (Authorization and Approval of Relationships with Institutions and Agencies), Audit Response from DOE, Equity in Athletics, Financial Aid Policy for Private Alternative Loans, Institutional Update of Financial Calculations 2015, Financial Aid Office Policies and Procedures, Financial Aid Satisfactory Academic Progress Policy, and Financial Aid Booklet.

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

Examples of evidence collected: Continuing Education Licensure Exam Pass Rates, Career and Technical Education Follow-up Survey Results (Illinois Community College Board), Flyer for Medical Assisting Exam Prep Course Spring 2016, and ICCB Program Review 2014.

9. Standing with State and Other Accrediting Agencies

Examples of evidence collected: Program Accreditation Reports and Certificates, Illinois Articulation Initiative List of Recognized Institutions, ICCB Letter and Certificate of Recognition, ICCB Recognition Report with College Response, and Southern Illinois Collegiate Common Market Letters to HLC.

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.