



# Middle States Commission on Higher Education

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## Middle States Commission on Higher Education *Verification of Compliance with Accreditation-Relevant Federal Regulations* Reviewer's Report Template

Peer Reviewers will review each item identified in the guide, *Verification of Compliance with Accreditation-Relevant Regulations* along with the institution's report on the same and document their findings in the appropriate spaces below. Reviewers should expect institutions to address these requirements with brief narrative responses and provide supporting documentation, where necessary. Generally, if the reviewer finds in the course of this review that there are substantive issues related to the institution's ability to fulfill the standards, such issues should be raised in appropriate sections of the Team Report or PRR Report.

**Institution:** SUNY at Albany **Reviewer:** Calvin Ball, EdD

**Date:** July 28, 2015

### Summary of Findings:

**Has the institution documented all four areas of compliance**  Yes  No

**Areas for Additional Review (if any):**

<i>Compliance Categories</i>	<i>Areas Requiring Additional Action</i>
<b>Student Identity Verification in Distance and Correspondence Education</b>	
<b>Transfer of Credit Policies and Articulation Agreements</b>	
<b>Title IV Program Responsibilities</b>	
<b>Assignment of Credit Hours</b>	

## Student Identity Verification in Distance and Correspondence Education

<i>RECOMMENDED REVIEW</i>	<i>EVIDENCE</i>	<i>FINDINGS</i>
<p><b>1. What methods are used by the institution to verify the student’s identity?</b></p> <p><b>Are these methods adequate and effective?</b></p>	<p>According to the University’s Identity Access and Management Policy “Every person who is a student, employee or affiliate of the University is assigned a unique online identity (PIN, Albany ID and NetID). A password is established by the individual for the purpose of authenticating to their assigned identity. PINS and passwords are confidential and must not be shared with anyone.” Additionally, “the Registrar’s Office is the steward of student records as they are recorded in IAS. As such, they are accountable for ensuring that the information regarding the student’s identity, role, and status at the University are accurate.”</p>	<p>The institution is in compliance</p>
<p><b>2. What is the procedure for protecting the privacy of students enrolled in distance /correspondence education courses?</b></p> <p><b>Is the procedure adequate and effective?</b></p>	<p>According to their documentation “Student access to all college data systems, including the LMS, is governed by the student establishing a UAlbany password that is used in conjunction with a UAlbany NetId, provided by the University.” Students must enter their SSN or AlbanyID, date of birth, and PIN in order to for students activate their account and set their password.</p>	<p>The institution is in compliance</p>
<p><b>3. What is the procedure for notifying students regarding additional charges?</b></p> <p><b>Does the institution notify students at time of registration or enrollment of projected additional charges (proctor fee)?</b></p>	<p>The University claims that it has no additional charges associated with identify verification.</p>	<p>The institution is in compliance</p>

<p><b>4. What office is responsible for ensuring policies are consistently applied?</b></p>	<p>According to the institution's Identity Access and Management Policy, the Registrar's Office, as the steward of student records, is accountable for ensuring that the information regarding the student's identity, role, and status at the University are accurate.</p>	<p>The institution is in compliance</p>
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**Transfer of Credit Policies and Articulation Agreements**

<i><b>RECOMMENDED REVIEW</b></i>	<i><b>EVIDENCE</b></i>	<i><b>FINDINGS</b></i>
<p><b>1. Describe the policy / procedures for transfer of credit earned at other institutions.</b></p> <p><b>Does the policy/procedure include all modes of delivery?</b></p> <p><b>Are the policies / procedures adequate and effective?</b></p>	<p>The policy doesn't appear to explore modes of delivery.</p>	<p>The institution is in compliance</p>
<p><b>2. Is the policy for transfer of credit readily available on the institution's website or in other relevant publications?</b></p>	<p>Yes. Webiste link  <a href="http://www.albany.edu/registrar/transfer-credits.php">http://www.albany.edu/registrar/transfer-credits.php</a>  Was available and active.</p>	<p>The institution is in compliance</p>

<p><b>3. What criteria have been established by the institution regarding transfer of credit earned at another institution of higher education?</b></p>	<p>There are criteria regarding maximum number of 90 transfer credits; grades earned; and designated class standing.</p>	<p>The institution is in compliance</p>
<p><b>4. Does the institution publish a readily accessible list of institutions with which the institution has established an articulation agreement?</b></p>	<p>At the following website <a href="http://www.albany.edu/registrar/transfer-agreements.php">http://www.albany.edu/registrar/transfer-agreements.php</a> a listing of current transfer articulation agreements can be located.</p>	<p>The institution is in compliance</p>

**Title IV Program Responsibilities**

<i>RECOMMENDED REVIEW</i>	<i>EVIDENCE</i>	<i>FINDINGS</i>
<p><b>1. What is the institution’s cohort default rate for the past three years?</b></p> <p><b>Is this rate within the federal limit?</b></p>	<p>Formal documentation from the U.S. Department of Education including reports on compliance in regard to the cohort default rate; external audits of federal programs; program reviews; as well as any actions to limit, suspend, or terminate the institution’s eligibility to participate in Title IV.</p>	<p>The institution is in compliance</p>

<p><b>1. Are there any significant impending litigation issues with respect to financial aid activities, in regard to the cohort default rate?</b></p>	<p>Formal documentation from the U.S. Department of Education including reports on compliance in regard to the cohort default rate; external audits of federal programs; program reviews; as well as any actions to limit, suspend, or terminate the institution's eligibility to participate in Title IV.</p>	<p>The institution is in compliance</p>
<p><b>1. Do the independent audits of the institution's financial aid programs (A-133) document any significant non-compliance issues related to the cohort default rate?</b></p>	<p>Formal documentation from the U.S. Department of Education including reports on compliance in regard to the cohort default rate; external audits of federal programs; program reviews; as well as any actions to limit, suspend, or terminate the institution's eligibility to participate in Title IV.</p>	<p>The institution is in compliance</p>
<p><b>2. Describe any limitations, suspensions, or termination actions that the U.S. Department of Education has taken.</b></p>	<p>Formal documentation from the U.S. Department of Education including reports on compliance in regard to the cohort default rate; external audits of federal programs; program reviews; as well as any actions to limit, suspend, or terminate the institution's eligibility to participate in Title IV.</p>	<p>The institution is in compliance</p>

<p><b>3. Describe any fines, letters of credit, or heightened monitoring arising from the U.S. Department of Education actions or reviews.</b></p>	<p>Formal documentation from the U.S. Department of Education including reports on compliance in regard to the cohort default rate; external audits of federal programs; program reviews; as well as any actions to limit, suspend, or terminate the institution's eligibility to participate in Title IV.</p>	<p>The institution is in compliance</p>
<p><b>4. Based on the information provided by the institution, is there any evidence to suggest that the institution is failing to meet its Title IV program responsibilities?</b></p>	<p>Formal documentation from the U.S. Department of Education including reports on compliance in regard to the cohort default rate; external audits of federal programs; program reviews; as well as any actions to limit, suspend, or terminate the institution's eligibility to participate in Title IV.</p>	<p>The institution is in compliance</p>

## Assignment of Credit Hours

<b><i>RECOMMENDED REVIEW</i></b>	<b><i>EVIDENCE</i></b>	<b><i>FINDINGS</i></b>
<p>1. <b>Are the institution's policy/procedures reasonable when compared w/ federal definition and MSCHE credit hour policy?</b></p> <p><b>Is there evidence that the institution's assignment of credit hours falls within the range of commonly accepted practice in higher education?</b></p>	<p>According to the institution's Board of Trustee Policy, which covers among other things, the length and expectations of an instructional year and the instructional calendar for students, there seems to be a clear discussion of credit hours.</p>	<p>The institution is in compliance</p>
<p>2. <b>Do the institution's policy/procedures for assigning credit hours address all types of courses and programs offered by the institution?</b></p>	<p>The institution's Board of Trustee Policy covers among other things, policy/procedures for assigning credit hours.</p>	<p>The institution is in compliance</p>
<p>3. <b>Do the institution's policy/procedures address the amount of instructional time and out of class time that is typically expected of students with regard to the number of credit hours earned?</b></p>	<p>The institution cites New York State and Trustee policy regarding minimum number of weeks of instruction etc. The institution appears to be following that policy.</p>	<p>The institution is in compliance</p>
<p>1. <b>For institutions with courses /programs that do not adhere to the federal definition of 'credit hour' - how do the institution's</b></p>	<p>N/A</p>	<p>The institution is in compliance</p>

<p><b>policy/procedures equate credit hour assignment with intended learning outcomes that the typical student could reasonably achieve in the time frame allotted?</b></p>		
<p><b>2. Is there sufficient evidence that the institution applies and monitors its own policy/procedures and that credit hour assignments are accurate and reliable across the full range of institutional offerings?</b></p>	<p>The Office of the Registrar regularly reviews department requests when they request to add classes approved by the dean's office and/or campus governance. The Registrar also provides guidance on the appropriate number of contact hours.</p>	<p>The institution is in compliance</p>

**Additional Overall Comments from Reviewer:**