

## Appendix B: Federal Compliance Filing by Institutions

Effective September 1, 2014 – August 31, 2015

### Institution under review: Dickinson State University--March 2-4, 2015

#### Report Submitted 12-2014

This appendix provides information as required based on expectations for compliance as provided by the Higher Learning Commission (HLC). The HLC expects that all affiliated institutions will comply with federal regulations. It further expects that institutions will demonstrate fulfillment through the Federal Compliance Program. DSU as an institution participating in the Program to Evaluate and Advance Quality completed the Federal Compliance requirements as part of the Self-Study Report, and will have the Federal Compliance information available in the Resource Room during the visit.

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### Assignment of Credits, Program Length, and Tuition

- 1. Complete the Worksheet for Use by Institutions on the Assignment of Credit Hours and on Clock Hours attached to this document, and submit the worksheet and the attachments listed in it.*

The completed **Worksheet for Use by Institutions on the Assignment of Credit Hours and on Clock Hours** is available in the Resource Room, and included below.

### Appendix A. Credits and Program Length

#### Part One: Institutional Calendar, Term Length and Type of Credit

Terms		Column 1 Term Length: Number of weeks	Column 2 Number of Starts
Semester Calendar	Standard Format: 14 – 17 week term	16	2
	Compressed Formats: 4, 8 or other week terms within the semester calendar	8	4
	Summer term	5	1
Quarter Calendar	Standard Format: 10 – 12 week term	NA	NA
	Compressed Formats: 2, 5, or other week terms within the quarter calendar	NA	NA
	Summer term	NA	NA

**Dickinson State does not offer any non-standard term courses.**

**Dickinson State University Appendix B: Federal Compliance Filing by Institutions: March 2-4, 2015**

**Term and Length: Fall 2013, 16 weeks**

Number of Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Correspondence Courses	5. Independent/Directed Study Courses	6. Weekend College	7. Internship/Practical Courses
0 Credits	Number of Courses	8	0	2	0	0	0	0
	Number of Meetings	15	0	15*	0	0	0	0
	Meeting Length (hrs.)	1	0	1	0	0	0	0
1 Credit	Number of Courses	72	0	3	0	17	0	0
	Number of Meetings	1 – 75	0	Variable	0	Variable	0	0
	Meeting Length (hrs.)	.5 – 3	0	Variable	0	Variable	0	0
2 Credits	Number of Courses	29	0	4	0	6	0	0
	Number of Meetings	15 – 45	0	15 – 30*	0	Variable	0	0
	Meeting Length (hrs.)	1 – 2	0	1 – 2	0	Variable	0	0
3 Credits	Number of Courses	163	0	62	0	30	0	0
	Number of Meetings	16 – 60	0	15 – 45*	0	Variable	0	0
	Meeting Length (hrs.)	1 – 9	0	1 – 3	0	Variable	0	0
4 Credits	Number of Courses	28	0	8	0	3	0	0
	Number of Meetings	30 – 60	0	30 – 60*	0	Variable	0	0
	Meeting Length (hrs.)	1 – 3	0	1 – 2.5	0	Variable	0	0
5 Credits	Number of Courses	1	0	0	0	0	0	0
	Number of Meetings	45	0	0	0	0	0	0
	Meeting Length (hrs.)	2	0	0	0	0	0	0
15 Credits <sup>1</sup>	Number of Courses	0	0	0	0	0	0	1
	Number of Meetings	0	0	0	0	0	0	10
	Meeting Length (hrs.)	0	0	0	0	0	0	2 – 6
18 Credits <sup>1</sup>	Number of Courses	0	0	0	0	0	0	1
	Number of Meetings	0	0	0	0	0	0	10
	Meeting Length (hrs.)	0	0	0	0	0	0	2 – 6

<sup>1</sup>Interactive Video Network (IVN)

**Dickinson State University Appendix B: Federal Compliance Filing by Institutions: March 2-4, 2015**

**Term and Length: Fall 2013, eight week one**

Number of Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Correspondence Courses	5. Independent/Directed Study Courses	6. Weekend College	7. Internship/Practical Courses
0 Credits	Number of Courses	0	0	0	0	0	0	0
	Number of Meetings	0	0	0	0	0	0	0
	Meeting Length (hrs.)	0	0	0	0	0	0	0
1 Credit	Number of Courses	3	0	0	0	0	0	0
	Number of Meetings	8 – 32	0	0	0	0	0	0
	Meeting Length (hrs.)	1.5	0	0	0	0	0	0
2 Credits	Number of Courses	3	0	4	0	0	0	0
	Number of Meetings	24 – 40	0	Variable	0	0	0	0
	Meeting Length (hrs.)	1 – 1.5	0	Variable	0	0	0	0
3 Credits	Number of Courses	2	0	8	0	1	0	0
	Number of Meetings	8 – 45	0	Variable	0	Variable	0	0
	Meeting Length (hrs.)	.5 – 3	0	Variable	0	Variable	0	0
4 Credits	Number of Courses	0	0	0	0	0	0	0
	Number of Meetings	0	0	0	0	0	0	0
	Meeting Length (hrs.)	0	0	0	0	0	0	0
5 Credits	Number of Courses	0	0	0	0	0	0	0
	Number of Meetings	0	0	0	0	0	0	0
	Meeting Length (hrs.)	0	0	0	0	0	0	0
15 Credits <sup>1</sup>	Number of Courses	0	0	0	0	0	0	0
	Number of Meetings	0	0	0	0	0	0	0
	Meeting Length (hrs.)	0	0	0	0	0	0	0
18 Credits <sup>1</sup>	Number of Courses	0	0	0	0	0	0	0
	Number of Meetings	0	0	0	0	0	0	0
	Meeting Length (hrs.)	0	0	0	0	0	0	0

<sup>1</sup>Interactive Video Network (IVN)

**Dickinson State University Appendix B: Federal Compliance Filing by Institutions: March 2-4, 2015**

**Term and Length: Fall 2013, eight week two**

Number of Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Correspondence Courses	5. Independent/Directed Study Courses	6. Weekend College	7. Internship/Practical Courses
0 Credits	Number of Courses	0	0	0	0	0	0	0
	Number of Meetings	0	0	0	0	0	0	0
	Meeting Length (hrs.)	0	0	0	0	0	0	0
1 Credit	Number of Courses	2	0	0	0	1	0	0
	Number of Meetings	32	0	0	0	Variable	0	0
	Meeting Length (hrs.)	1.5	0	0	0	Variable	0	0
2 Credits	Number of Courses	2	0	5	0	0	0	0
	Number of Meetings	40	0	Variable	0	0	0	0
	Meeting Length (hrs.)	1.5	0	Variable	0	0	0	0
3 Credits	Number of Courses	3	0	9	0	0	0	0
	Number of Meetings	8 – 45	0	Variable	0	0	0	0
	Meeting Length (hrs.)	.5 – 4.5	0	Variable	0	0	0	0
4 Credits	Number of Courses	0	0	1	0	0	0	0
	Number of Meetings	0	0	Variable	0	0	0	0
	Meeting Length (hrs.)	0	0	Variable	0	0	0	0
5 Credits	Number of Courses	0	0	0	0	0	0	0
	Number of Meetings	0	0	0	0	0	0	0
	Meeting Length (hrs.)	0	0	0	0	0	0	0
15 Credits <sup>1</sup>	Number of Courses	0	0	0	0	0	0	0
	Number of Meetings	0	0	0	0	0	0	0
	Meeting Length (hrs.)	0	0	0	0	0	0	0
18 Credits <sup>1</sup>	Number of Courses	0	0	0	0	0	0	0
	Number of Meetings	0	0	0	0	0	0	0
	Meeting Length (hrs.)	0	0	0	0	0	0	0

<sup>1</sup>Interactive Video Network (IVN)

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**Other Courses Not Reported Above**

All courses from fall 2013 semester have been reported in the table above.

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**Part Three: Policy on Credit Hours**

The institution has a policy specific to the assignment of credit:

Yes(policy attached)                       No

The institution has policies specific to the assignment of credit at the following levels (check all that apply):

Institution-wide     Delivery format specific  
 Department-specific     Program specific

**Total Credit Hour Generation**

Most Recent Fall Term - <u>fall 2013</u>	Most Recent Spring Term - <u>spring 2014</u>
Full-time average load – 16 credits	Full-time average load – 16 credits
Total full-time students – 1018	Total full-time students – 922
Students with over 16 credits (17-23 credits) - 292	Students with over 16 credits (17-23 credits) - 276
Part-time average load – 6 credits	Part-time average load – 6 credits

DSU [Credit Hour Assignment Guidelines](#) (pages 21-25 2014-2016 Catalog, Guidelines included below)

DSU courses offered for credit are based on semester hours. Semesters are 15 weeks long plus one week for final exams (SBHE 406.1). One hour of direct faculty instruction (i.e., guided instruction) time is defined as no less than 50 minutes of actual class instruction. This is consistent with best practice allowing for breaks between classes. An hour of preparation or related activity outside of the classroom is equivalent to 60 minutes.

**Credit Hour Options**

- Traditional Lecture/Discussion Courses – Fixed Credit: These courses are given specific names, are listed by program in the DSU Catalog, and are offered for a fixed number of credits. One credit equals one hour of guided instruction and two hours of out-of-class preparation per week for 15 weeks, plus a final exam period. When a course counts for more than one credit, the hours are multiplied by the number of credits. Students are expected to register for a course and do all of the work for that course during the semester for which they are registered.

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- Activities Courses – Fixed Credit: These courses are given specific names, are listed by program in the DSU Catalog, and are offered for a fixed number of credits. Students are expected to register for a course and do all of the work for that course during the semester for which they are registered.
  - Laboratory Courses: One credit equals two hours of guided instruction and one hour of out-of-class preparation per week for 15 weeks. When a course counts for more than one credit, the hours are multiplied by the number of credits.
  - Nursing Clinicals: One credit equals three hours of guided instruction per week for 15 weeks. When a course counts for more than one credit, the hours are multiplied by the number of credits.
  - Art Studio Courses: One credit equals 1.4 hours of guided instruction and three hours of studio preparation per week for 15 weeks, plus a final exam period. When a course counts for more than one credit, the hours are multiplied by the number of credits.
  - Music Ensembles, Instrumental Methods: One credit equals at least two hours of guided instruction and one hour of out-of-class preparation per week for 15 weeks, plus a final exam period. When a course counts for more than one credit, the hours are multiplied by the number of credits. This is consistent with the National Association of Schools of Music Standard III.A.2.b.
  - Music Applied Lessons: One credit equals .5 to one hour of guided instruction and at least three hours of out-of-class preparation per week for 15 weeks. When a course counts for more than one credit, the hours are multiplied by the number of credits. This is consistent with the National Association of Schools of Music Standard III.A.2.c.
- Discretionary Courses – Variable Credit: These courses are available in all programs and allow instructors and programs to develop and offer unique courses. They are usually taught with the credit hour expectations of traditional courses in which one credit equals one hour of guided instruction and two hours of out-of-class preparation per week for 15 weeks, plus a final exam period. When inherently activity oriented, they may follow the expectations of activities courses in which, for one credit, the ratio between guided instruction and out-of-class preparation can vary, but must add up to at least three hours per week for 15 weeks. For activity-oriented classes, the final exam period is optional. Students are expected to register for a course and do all of the work for that course during the semester for which they are registered.
  - Seminar: Often considered a capstone, variable credit from one to six.
  - Experimental Course: A course designation used to test a potential permanent course, variable credit from one to four.
  - Special Topics, Readings: Variable credit from one to six. Only 16 Special Topics, Readings credits may apply toward graduation.
- Activities Courses – Variable Credit: These courses are available in all programs and allow for various types of activities courses. They all require some initial instructor guidance followed by regularly scheduled conferences with or supervision by the instructor and periodic and final evaluation by the instructor. One credit equals the average amount of that guided instruction per week plus enough out-of-class activities to

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total three hours per week for 15 weeks. These activities must be relevant to the learning outcomes of the course. A final exam period is optional. These courses allow for variable credit from one to six. Students are expected to register for a course and do all of the work for that course during the semester for which they are registered.

- Peer Tutoring: Activities that contribute to credit hour computation should involve training and experience at assisting success at learning in a one-on-one or small group context.
- Independent Study/Undergraduate Research: Activities that contribute to credit hour computation should involve in-depth study through systematic reading, research, field observations, experiments, analysis, writing, etc. These are typically offered Directed Study (see below) and research projects require the approval of the appropriate department chair.
- Service Learning: Activities that contribute to credit hour computation should involve participation in an organized service activity that meets identified on- or off-campus community needs and reflection on the service activity in such a way as to gain further understanding of social issues and civic responsibility.
- Study Tours: Activities that contribute to credit hour computation may include guest lectures; discussions with guides, local residents, faculty or students at partner institutions or other relevant individuals; museum, clinic, business, government building, or other site visits; cultural excursions and performances; as well as course meetings, readings, writing, or production of creative work, etc.
- Internship, Externship, Cooperative Education: Activities that contribute to credit hour computation should involve paid or unpaid on-the-job training. From one to six credits may be earned during any specific internship experience. A maximum of twelve (12) semester hours of internship credit may be used to fulfill graduation requirements. Students should visit with their academic advisor and the appropriate department chairperson regarding internships.
- Directed Studies: These offer a specific course to an individual student who, because of scheduling issues, cannot take it through one of the other delivery options. A Directed Study can be traditional, activity-oriented, discretionary, fixed credit or variable credit course. Instructors are under no obligation to offer Directed Studies, but may entertain requests to do so. The instructor of the course should alter the usual syllabus to require some initial instructor guidance followed by regularly scheduled conferences with the instructor and periodic and final evaluation by the instructor. One credit equals the average amount of that guided instruction per week plus enough out-of-class activities to total three hours per week for 15 weeks. A final exam period is optional.
- Alternative Credit-Earning Options: Alternative credit-earning options provide opportunities to earn academic credit without participating in formal instruction via a regular classroom setting. Credits earned via any “alternative credit” option may not be transferable to another educational institution. Students must be advised of this potential problem at the time that initial discussions take place. **NOTE:** Before transcribing credit for the following alternative methods of earning academic credit, a student must have earned a minimum of twelve (12) semester hours of credit from Dickinson State University and must have a minimum cumulative grade point average of at least 1.60. All

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credits will be posted in the term in which the credits are granted. All credits earned through alternative credit-earning options are given S/U grades. Only 30 S/U graded credits may apply toward graduation. For additional information regarding alternative credit-earning options, contact either the Director of Academic Records in May Hall, Room 111 or Extended Learning at (701) 483-2216.

- Standardized Exams: DSU has a limited number of academic areas that have approved nationally recognized and standardized exams (AP/IB/CLEP/DSST and NYU Language Proficiency) for specific classes and their assigned credit values. CLEP/DSST subject examinations may not be taken to establish credit for a course in which a student has earned credit in a higher level sequential course, or in a subject the student has previously failed. CLEP/DSST tests that are not approved may be taken for Independent Study/Undergraduate Research credit, if approved by the appropriate Department Chair and College Dean. DSU is a national testing center for students wishing to take CLEP/DSST examinations. CLEP/DSST examinations are computerized and administered as needed. The minimum passing score for CLEP/DSST tests may vary. Some CLEP tests allow for optional essay questions. No essay will be evaluated or graded unless the minimum passing score is obtained on the objective portion of the test. An examination fee is paid directly to CLEP/DSST and there may be an administrative fee required for the computer-based testing. If there are questions regarding approved CLEP/DSST/NYU tests, registration for a test, or about the fees charged, please contact the Academic Success Center. In compliance with NDUS Procedure 403.7.4 – Common Credit By Exam Guidelines, Dickinson State University does not accept General Education CLEP tests. Only 15 CLEP/AP credits may apply toward a four year degree and only eight toward a two year degree.
- Prior Learning Assessment: Credit may be awarded for past experience which can be directly related to a specific course and its assigned credit value. Documentation, usually in the form of a portfolio, is provided to the appropriate Department Chair. Credit is awarded at the Chair's discretion. Prior learning Assessment Credit cannot be designated and transcribed under Special Topics, Readings 299/499.
- Armed Service Credit: Credit may be awarded for armed service training which can be directly related to a specific course and its assigned credit value. Credit is granted based on the recommendations of the American Council on Education's publications: "Guide to Evaluation of Educational Experiences in the Armed Services." Also, two General Education HPER 100 credits will be waived. Further, up to 10 credits of "free elective credit" may be awarded for armed service training without direct relation to any specific course.
- Evaluated Non-College Coursework Credit: Special Topics, Readings 299/499 Credit may be awarded for educational workshops and/or training that has a direct correlation between the training and the curriculum of a particular program. Credit is awarded at the Department Chair's discretion. Only 16 Special Topics, Readings 299/499 credits may apply toward graduation.



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### Delivery Options

- **Face-to-Face Courses:** These courses provide guided instruction in synchronous and live environments. All activities when the instructor and student are face-to-face during the regularly scheduled class time are considered guided instruction. All activities other than those are considered student preparation. Depending on whether the course is traditional, activity-oriented, discretionary, fixed credit or variable credit, the appropriate guidelines above apply.
- **Synchronous Distance Courses:** This technology includes Interactive Video Networks, Blackboard Collaborate, Polycom CMA, and Skype and any other technology that permits synchronous delivery to a group. Although guided instruction may be mediated through some technology, the delivery is synchronous and face-to-face interaction is established. All activities when the instructor and student are face-to-face during the regularly scheduled class time are considered guided instruction. All activities other than those are considered student preparation. Depending on whether the course is traditional, activity-oriented, discretionary, fixed credit or variable credit, the appropriate guidelines above apply.
- **Online Courses:** These courses are offered entirely online and are primarily asynchronous. However, students are expected to be engaged in guided instruction through means which include online reading of course syllabi, assignment sheets, power points, lecture or textbook notes, linked documents, discussion posts, or emails from the instructor or peers; online writing of discussion posts, assessments, analyses, emails to the instructor or peers; taking exams; listening to or watching recorded lectures or linked audio or video files; engaging with an interactive tutorial or computer-assisted instruction; presenting to or listening to peers; participating in virtual small group projects or study efforts; and in any other way interacting with the faculty member and/or class members regarding the academic subject of the course. Some of these means may add synchronous components to primarily asynchronous courses. Departments must document through syllabi that they are meeting the minimum credit hour requirement for the credit awarded. Depending on whether the course is traditional, activity-oriented, discretionary, fixed credit or variable credit, the appropriate guidelines above apply.
- **Hybrid Face-to-Face and Online Courses (sometimes referred to as blended courses):** These courses deliver portions of their content face-to-face and portions of their content online. (As little as 1/4 or as much as 3/4 of the face-to-face classroom instruction will be replaced with online instructional methods.) Still, the appropriate number of hours of guided instruction, be they face-to-face or online or some combination of the two, must be included in the class. Departments must document through syllabi that they are meeting the minimum credit hour requirement for the credit awarded. Depending on whether the course is traditional, activity-oriented, discretionary, fixed credit or variable credit, the appropriate guidelines above apply.
- **Accelerated Courses:** These courses are offered in terms that are shorter than the traditional 15 week semester. In addition to the 15 week semester, DSU typically offers eight week courses and five week courses, although other lengths may be occasionally offered. These all must meet the same guided instruction and out-of-class hour requirements as courses offered as traditional semester-length classes. Depending on

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whether the course is traditional, activity-oriented, discretionary, fixed credit or variable credit, the appropriate guidelines above apply.

**Directed Study, Independent Study, Synchronous Distance and Online Fees:** Additional fees will be charged for the following category of courses: Directed Study, Independent Study, Synchronous Distance, and Online. This includes an access fee and the per credit tuition above and beyond the flat tuition rate for twelve (12) semester hours and may result in a significant increase in the total tuition billed to the student. Exceptions will be made if the course is a capstone, an undergraduate research project, or an internship. Exceptions will also be made if the course is specifically mandated for graduation within a major and has not been accessible to the student within the previous two years either because it was not offered or because it was in conflict with another mandated course. All students need to check with their faculty advisor or the Director of Academic Records before enrolling in any of these courses. Effective for Fall 2015, DSU may be moving to a per credit hour tuition model with no tuition capping. Also, all class, course, and access fees may be rolled into tuition and not charged separately. The final decision was not made prior to the printing of this Catalog. Please refer to the DSU website for up-to-date information on tuition and fee charges.

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## Part Four: Total Credit Hour Generation

Most Recent Fall Term	<u>Fall 2013</u>	Most Recent Spring Term
Full-time average load	16 credits	Full-time average load
Total full-time students	1018	Total full-time students
Students with over 16 credits (17-23 credits)	292	Students with over 16 credits (17-23 credits)
Part-time average load	6 credits	Part-time average load
Total part-time students	431	Total part-time students
Students with over 6 credits (7-11 credits)	148	Students with over 6 credits (7-11 credits)

## Part Five: Clock Hours

The institution reports clock hours to the U.S. Department of Education with regard to some programs for Title IV purposes:

\_\_\_\_\_ Yes     X  No

The data above were taken from the 4<sup>th</sup> week census reports fall 2013.

## Assignment of Credits, Program Length, and Tuition (continued)

- 2. Provide information about the length of the institution's degree programs and identify and justify any difference in tuition for specific programs.*

### ACADEMIC CALENDAR

DSU operates on a semester system that follows the SBHE calendar policy 406.1 for length of term. Fall and spring semesters are 16 weeks in length, each with two eight week sessions within each semester. Ordinarily, one credit requires one class period per week for 15 weeks. Credit given in courses varies according to the number of class meetings per week. The University calendar is published on the University website as well as in the DSU Academic Catalog. Summer session is conducted as one 5-week session beginning the day after Memorial Day and concluding the end of June.

### STUDENT LOAD

The normal load for a semester is 16 credit hours (summer session, seven hours). Students can enroll for a maximum of 18 hours without an advisor signature. Enrollment for any additional credits beyond 18 credit hours (19-21 credit hours, summer session 8-9 credit hours) requires signatures of the advisor and the appropriate Department chair/s, and a minimum GPA of 3.00.

New first-time freshmen are not permitted to take excess credits during their first semester at DSU. **No student should take more than 21 credit hours in a regular semester or nine hours in a summer session.** Waiver of restrictions (hours/GPA) can be granted by the college Dean if recommended by the department chair up to 23 credit hours.

### ACADEMIC PROGRAM LENGTH

#### Bachelor's Degree

- The student must earn a minimum of 128 semester hours of credit, including 32 semester hours from DSU.
- The student must complete the 39 semester hours of General Education requirements for a baccalaureate degree.
- The student must earn a major of at least 32 semester hours of credit, including 18 semester hours from DSU.
- The student must earn a minor if the student is graduating with a Bachelor of Science in Education, Bachelor of Arts or Bachelor of Science degrees, unless the student completes a Composite Major. The minor must be a minimum of 21 semester hours, including 12

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semester hours from DSU. Teaching minors must have a minimum of 24 semester hours, including 12 hours from DSU.

- **NOTE:** A student cannot minor within their major field.
- **NOTE:** Exceptions to this policy exist in some areas:
  - **EXCEPTION #1** – If the major consists of 56 or more credit hours, no minor is required.
  - **EXCEPTION #2** – A minor is not required if the student graduates with a double major.
- All Bachelor of Arts graduates must complete a minimum of 8 credit hours of foreign language study. The eight credit hours can be in one language or in multiple languages. ESL credits may be used to meet this requirement. However, all Bachelor of Arts degrees granted through the Department of Language and Literature (English and Writing) require 16 hours of foreign language. The BA in Spanish is an exception to this requirement.
- The student must have a cumulative GPA of 2.0 as well as a GPA of 2.0 in the major field of study.
  - **NOTE:** Some programs, such as education and nursing, accounting, and business administration require a higher GPA.
- The student must earn a minimum of 32 semester hours of upper level credit courses (300-400).
  - **NOTE:** Lower level courses (100-200) which have been taken at another college (two-year or four-year) and for which credit was granted to meet a 300-400 major or minor requirement will not count towards meeting this upper level degree requirement.)
- Once graduated with a baccalaureate degree, DSU will not permit any alteration to the course titles, grades, or GPA calculation of a student's academic transcript, unless the incorrect information was initially recorded as a result of misinformation received by the Director of Academic Records from a DSU faculty member or administrator.
- Submitting a formal application for graduation through the Office of Academic Records is required in order to be eligible to receive a DSU diploma. Students may only submit an application for graduation once they have earned (grades are posted) a minimum of 90 semester hours of academic credit.
- Should a student complete the academic requirements of a degree program during one semester, but not make formal application for graduation until a subsequent semester, the graduation date printed on the transcript will reflect the date on which the academic requirements were met. However, the date on the diploma will reflect DSU's next official graduation date (fall or spring).

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- It is highly recommended that 16 hours of a foreign language be taken by students considering graduate school.
- Performance on a major or exit exam or other assessment activities at an acceptable level as established by DSU is required for graduation.
- Degrees will not be posted until all graduation requirements are met.

### **General Graduation Requirements Associate in Science Degree**

- The student must earn a minimum of 64 semester hours of credit, including 16 semester hours at DSU.
- The student must earn a minimum of five semester hours of credit in the major area of study at DSU.
- The student must have a minimum cumulative GPA of 2.00, as well as a minimum GPA of 2.00 in the major field of study.
- The student must complete 39 semester hours of General Education courses (same as General Education course requirements as required for a baccalaureate degree).

### **General Graduation Requirements Associate in Applied Science Degree**

- The student must earn a minimum of 64 semester hours of credit including 16 semester hours at DSU.
- The student must earn a minimum of five semester hours of credit in the major area of study at DSU.
- The student must have a minimum cumulative GPA of 2.00, as well as a minimum GPA of 2.00 in the major field of study.
- The student must complete 17 semester hours of general education courses as required by the specific program.

### **General Graduation Requirements Associate in Arts Degree**

- The student must earn a minimum of 64 semester hours of credit including 16 semester hours at DSU.
- The student must complete 39 semester hours of General Education courses (same General Education course requirements as required for a baccalaureate degree).

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- The student must have a minimum cumulative GPA of 2.00.

### General Graduation Requirements Certificate Program

- The student must complete all General Education classes and specific major classes that are required for the certificate program (number of credits may vary).
- A minimum of 16 semester hours of credit is required for all certificate programs. At least 50 percent of the required classes must be DSU classes.
- The student must have a minimum cumulative GPA of 2.00.

### Limits of Hours Acceptable Toward Graduation

DSU places limits on certain types of courses that may be used to fulfill graduation requirements for the Bachelor's degree.

- Limit of 30 semester hours of pass/fails (S/U).
  - **NOTE:** Any pass/fail credits earned as a result of taking classes where a letter grade was not an option **WILL NOT** count towards the 30 credit maximum.
- Limit of 30 semester hours of experiential learning credit.
- Limit of 10 semester hours of Armed Service credit.
- Limit of 15 semester hours of CLEP/AP credit.
- Limit of 12 semester hours of Prior Learning credit.
- Limit of 6 semester hours of Service Learning credit.
- Limit of 20 semester hours of credit from institutions whose accreditation is not from a regional accreditation body, but from a specialized national accrediting agency recognized by the U.S. Secretary of Education or the Council for Higher Education.
  - **NOTE:** All credit limitations that apply to the Bachelor's degree shall apply to the Associate's degree at one-half the credit hours.

A student having unusual circumstances may appeal the academic policies of Dickinson State University by submitting a written appeal to the Vice President for Academic Affairs.

### Double Degree

To earn two four-year degrees (example: Bachelor of Arts and Bachelor of Science in Education), the student must complete all requirements with the exception of General Education for both degrees, plus an additional 32 semester hours above the minimum for one degree (128 credit hours) to equal 160 semester hours. This policy is not applicable to the Bachelor of University Studies Degree regardless of the number of hours earned. International students who wish to earn a second baccalaureate degree must provide official verification of the first baccalaureate degree and earn a minimum of 160 semester hours, of which 32 semester hours

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must be earned through DSU. All General Education requirements, major requirements and degree requirements must be met according to the DSU Academic Catalog. A student who has completed all of the academic requirements for two degrees, but has not met the 160 credit minimum may not avoid the 160 credit requirement by postponing the application for the second degree until a future semester.

A student who graduates with two DSU degrees in a single term must have completed all of the major program requirements (with the exception of General Education) for both degrees; and the student must have earned a total of at least 160 academic credits. A student who is awarded a DSU Bachelor of University Studies degree in one term and subsequently applies for a second DSU baccalaureate degree (B.S., B.A., B.S.N., B.A.S.T) must have accumulated a minimum of 160 academic credits.

(Exception: if the second degree is a B.S. Ed. Degree and the reason for not receiving the B.S. Ed as the student's initial degree was due to PRAXIS or PORTFOLIO issues, then 160 minimum credits will be waived.)

No student may simultaneously graduate with a BS and a BA degree with identical majors (e.g., BS-Math/BA-Math). No student will be permitted to graduate with more than two degrees (BA and BS) in any one semester.

To earn two associate degrees, the student must meet all requirements for both degrees plus an additional 11 semester hours of credit above the minimum for one degree. A student may earn a bachelor's degree and an associate's degree if the requirements for the associate's degree have been completed a minimum of one term prior to the completion of the bachelor's degree.

In special cases, with the approval of the Vice President for Academic Affairs, a student may earn an Associate in Science degree simultaneously with a Bachelor's degree or earn an Associate's degree after earning a Bachelor's degree.

The student who has already earned a bachelor's degree MUST apply for graduation AGAIN in order for the University to award the Associate in Science. No student graduating with a baccalaureate degree will automatically be granted an associate degree.

A student may not be granted an Associate in Arts degree simultaneously with a Bachelor's degree or be granted an Associate in Arts degree after earning a Bachelor's degree, except in special cases, with the approval of the Provost/Provost/Vice President for Academic Affairs,

### **Double Majors**

Students may graduate with two majors within a single degree (example: Bachelor of Arts in English and History) provided that the requirements are met for both majors and the baccalaureate degree.)



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### TUITION AND FEES

The SBHE governs the process that establishes tuition and fee rates for the NDUS. DSU [tuition and mandatory fee rates](#) are available on the DSU website.

#### General Payment Information

- Students are required to monitor their own financial account. Tuition and fees will be collected approximately the 10th day of class each semester. Statements will not be mailed. The student is responsible to make the payment by the due date.
- The account balance may be found on the Campus Connection Site by clicking on Student Center > Account Inquiry under Finances section.
- Failure to pay by the due date may result in late fees, holds, and/or registration cancellations.
- Payments can be made in person, online through the student's account, by mail, or by phone. We accept cash, personal check or e-check, MasterCard, Visa, Discover, and American Express.
- If choosing to mail a payment, funds are to be sent to Dickinson State University, Attn: Finance and Administration, 291 Campus Dr, Dickinson, ND 58601

#### Payment Dates and Deadlines

- Tuition and fees are due by September 10, 2014 for fall 2014 and January 28, 2015 for spring 2015
- Last day to drop 16-week course class to receive a refund is September 3, 2014 for fall 2014 and January 22, 2015 for spring 2015
- Last day to drop a first 8-week course class to receive a refund is August 29, 2014 for fall 2014 and January 15, 2015 for spring 2015
- Last day to drop a second 8-week course class to receive a refund is October 24, 2014 for fall 2014 and March 13, 2015 for spring 2015

DSU's [tuition and mandatory fee by residency](#) are located on the DSU website.

#### Late Payment Charges

- All accounts that are thirty days past due will be assessed a 1.75percent monthly late fee until paid in full

#### Refunds

DSU follows the NDUS's refund policy and procedures for "Dropping classes" and "Withdrawing from the semester". This policy may be viewed [here](#). These are often complicated issues and refunds are based on class length. Information regarding the differences between drops and withdrawals is as follows:

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**Class Drops:** Students who drop a class or classes and remain in school with fewer than 12 hours will receive refunds based upon the following schedule:

- Class length (including all calendar days) 0 - 8.99 percent will receive 100 percent refund
- Thereafter, no refund is granted
- \*\*Please note that although a refund will not be granted after the 8.99 percent of class length, the student may add the same number of hours at no charge if the added class is not Distance Education, online, or directed study

**Term Withdrawal:** Refunds are granted based upon the instructional weeks attended. If a student wishes to withdraw from all classes and will not be receiving any credit for any class(es) within that semester, the term will be processed as a withdrawal. If a student is enrolled in one class and withdraws, it will be considered a withdrawal from the semester. Once a withdrawal is processed, the student cannot re-enroll for that semester. The following schedule applies to term withdrawals:

- Percentage of Refund based on Class Length (actual calendar days including weekends)
  - 0 - 8.99 percent = 100 percent
  - 9 - 34.99 percent = 75 percent
  - 35 - 59.99 percent = 50 percent
  - 60 – 100 percent = 0 percent

\*\*Please note that students living in campus housing must check out and the refund will be based upon the housing refund schedule.

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## Institutional Records of Student Complaints

### *1. Explain the process for handling student complaints.*

DSU is committed to the success of each and every student. With student success a defining goal, DSU strives to respond carefully and attentively to student complaints and concerns related to any aspect of their experiences as a DSU student. Student concerns, complaints and/or issues about matters related to academics (grades, instruction, course work, degree programs, graduation requirements, and transcripts) are generally directed to be resolved promptly, directly and informally in the appropriate office. Students are encouraged to address their complaints directly to the appropriate staff member, instructor, department chair, Provost/Vice President of Academic Affairs, and/or the President. Student concerns, complaints and/or issues about matters related to non-academic matters (enrollment services, Finance and Administration, financial aid, residence life, food service, and others) are also generally directed to be addressed promptly, directly and informally through the appropriate office.

The DSU 2014-2015 [Student Handbook](#), available in hardcopy and online, outlines the policies and procedures to arbitrate student concerns, complaints and/or issues that are not successfully resolved informally. Student Code of Conduct, Article 2.7 Redress of Grievances

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states: “In any case where a student’s rights as outlined herein are contravened, he or she shall have the right to petition for redress of such a grievance. Grievances shall be filed with the Vice President of Student Affairs and follow the procedures as outlined in Student Code of Conduct, Article 5.1 – Filing a Complaint. Students wishing to file formal complaints related to discrimination, sexual harassment and/or harassment are referred to the DSU 2014-2015 [Student Handbook](#), Campus Violence/Sexual Harassment Policy (page 46-48).

In October 2010, the U.S. Department of Education released new regulations known as the [Program Integrity rules](#), which are intended to address concerns relating to postsecondary educational institutions and authorized under Title IV of the Higher Education Act (HEA), as amended. As part of those new rules, each state must have in place a process for receiving, reviewing and responding to complaints concerning post-secondary educational institutions delivering educational services in that state, and each institution must inform students how to initiate complaints in the state where the student receives instruction.

DSU, as an institution authorized to provide postsecondary education in the State of North Dakota, is committed to full compliance with the Program Integrity rules, and provides the following confirmation to current and prospective students. The university encourages students to work through internal processes for resolution of complaints. If a student believes that the University’s procedures have not adequately addressed concerns identified under the Program Integrity rules, the following links and contact information are provided on the DSU website and in the 2014-15 DSU [Student Handbook \(page 3\)](#).

### **General:**

North Dakota Attorney General  
State Capitol, 600 E. Boulevard Avenue  
Bismarck, North Dakota 58505  
701 328-6888  
[www.ag.nd.gov](http://www.ag.nd.gov)

### **Academics:**

The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604  
[inquiry@hlcommission.org](mailto:inquiry@hlcommission.org)

### **Consumer fraud:**

Anonymous, 24-hour fraud  
hotline: 1-866-912-5378 or file  
an anonymous  
report online at:  
[www.eidebailly.com/hotline](http://www.eidebailly.com/hotline)

### **Transfer of college or university**

**coursework:** Director of Articulation  
and Transfer NDUS  
600 E Boulevard Ave Dept 215  
Bismarck, ND 58505-0230  
701-328-2960  
[ndus.office@ndus.edu](mailto:ndus.office@ndus.edu)

### **Distance education or online courses:**

Director of the North Dakota  
University System Online NDUS  
600 E Boulevard Ave Dept 215  
Bismarck, ND 58505-0230  
701-328-2960  
[ndus.office@ndus.edu](mailto:ndus.office@ndus.edu)

### **Veteran’s benefits or**

**veteran’s services:** State  
Approving Agency Director  
Multicultural Education NDUS  
600 E Boulevard Ave Dept 215  
Bismarck, ND 58505-0230  
701-328-2960  
[ndus.office@ndus.edu](mailto:ndus.office@ndus.edu)

### **Student financial aid, scholarships or tuition waivers:**

Director of Financial Aid and Federal  
Regulations Coordinator  
NDUS  
600 E Boulevard Ave Dept 215  
Bismarck, ND 58505-0230  
701-328-2960  
[ndus.office@ndus.edu](mailto:ndus.office@ndus.edu)

### **Concerning programs in fields leading to professional licensure:**

North Dakota Board of Nursing  
919 South 7th Street  
Bismarck, ND 58504  
701.328-9777  
[www.ndbon.org](http://www.ndbon.org)

### **ND Education Standards & Practices Board:**

2718 Gateway Avenue  
- Suite 303, Bismarck, ND  
58503-0585  
701.328.9641  
<https://www.nd.gov/esp>

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Since these avenues of student complaint resolution are accessible via e-mail, online students are able to pursue resolution through any of the above described methods.

- 2. Summarize the number and type of complaints and track their resolutions since the last comprehensive evaluation by the Commission.*

### **Summary of the number and types of complaints and associated resolutions since the last comprehensive evaluation by the Commission.**

<b>Topic</b>	<b>Complaint</b>	<b>Resolution</b>
Customer Service	1 complaint	The complaint was addressed by the Office of Extended Learning. Student satisfied.
Residence Life	Request for pet denied	Student chose to move off campus.
Unfair Treatment	1 complaint	Student discussed problem with department.
Food Service	2-Complaints	Alternative food choices offered.
Tuition Charges	1-complaint	Student discovered error was in their understanding.
Residence Life	1-complaint-change in room	Student did not have concern as noted.
Harassment	1-formal complaint; student to student	The Interim VP conducted a thorough investigation. The student complainant was satisfied with the discipline noted.
Disrespect	1-complaint	The Interim VPSA invited the student to fill out the formal complaint. Student did so and asked that this not happen again. The complainant did not respond to phone call, e-mail or letter by VPSA to note if they were satisfied with resolution.

DSU has a Compliance Council composed of the Provost/Vice President of Academic Affairs, Vice President of Student Affairs/Dean of Students, Vice President of Finance and Administration. The Affirmative Action and Equal Opportunity Employment Officer/Title IX Coordinator and the HLC Liaison serve as information-resources/ex-officio members. The Compliance Council meets every semester. The Compliance Council's standing agenda includes reports from the division Vice Presidents, and a discussion of student complaints from across campus.

- 3. Explain how the institution integrates what it has learned from the complaint process into improvements in services or in teaching and learning.*

Nine complaints were noted since 2004. In review of the complaints by the Compliance Council, no pattern was identified warranting further action such as change of policy or procedures. However, DSU takes each complaint very seriously. With the formation of the Compliance Council in 2013, the Vice-President of Student Affairs works through the complaints and resolutions with the students. Complaint resolution information is communicated during Compliance Council meetings. If and as needed, the Council could then further any dialogue within University Units or departments needed to initiate changes, clarification of process or policies, or more clear communication warranted to improve services or teaching/learning.

## Publication of Transfer Policies

1. *Demonstrate that transfer policies are disclosed in the institution's Catalog, on the web site, or in other appropriate publications.*

### [NDUS Transfer Policies](#)

The DSU Transfer Credit Policy is: Evaluation of Transfer Credit Policy: [DSU Policy No. 530.005](#) (DSU website), [Transfer Applicants](#) and [Transfer Admission Procedures](#): 2014-2016 Catalog.

2. *Demonstrate that articulation agreements, at both the institutional level and the program level, are disclosed to students. Ensure that the disclosures clearly identify whether the institution under review: 1) accepts credit from the other institution(s) in the articulation agreement; 2) sends credits to the other institution(s) in the articulation agreement that it accepts; or 3) both offers and accepts credits with the institution(s) in the articulation agreement.*

Articulation Agreements are available in the Office of Academic Affairs. Current agreements ([MOUS and Articulation Agreements](#)) are listed on the DSU Academic Affairs website.

The DSU Evaluation of Transfer Credit From US Institutions and Evaluation of Transfer Credit from International Institutions policy is found online: Evaluation of Transfer Credit Policy: [DSU Policy No. 530.005](#) (DSU website).

3. *Demonstrate that the disclosed transfer policies align with the criteria and procedures actually used by the institution in making transfer decisions.*

Records are available upon site visit for review demonstrating that the policy below align with the criteria and procedures actually used by the institution in making transfer decisions.

## Evaluation of Transfer Credit from U.S. Institutions

[DSU Policy No. 530.005](#) (DSU website). Dickinson State accepts transfer credit from regionally accredited institutions of postsecondary education. Before transfer credits are evaluated for specific course equivalencies or program requirements, the credits must be accepted by the Office of Academic Records according to university policies and procedures. These requirements apply to new DSU students as well as returning students who have subsequently attended post-secondary institutions since their initial enrollment at DSU.

1. College-level coursework from regionally accredited colleges or universities (or equivalent for international institutions) is eligible for acceptance in transfer.
2. Upon acceptance to DSU, the Office of Academic Records will perform an evaluation of all transfer credit for degree -seeking students, according to institutionalize and NDUS guidelines including [Common Course Numbering](#) and [General Education Transfer](#)

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Agreement. Transfer courses are reviewed to determine if credits are either accepted as a course equivalent to a DSU course or applied toward general education or program requirements. College-level credits that do not have a direct course equivalent or do not meet a specific program requirements will be accepted as general electives and count toward the total credits required for graduation.

3. Students who wish to challenge the rejection of credit for course equivalency, general education, or program credit may request an additional review by the Office of Academic Records or the appropriate department chair. Students requesting an additional review are responsible for providing supporting evidence.
4. Students accepted to DSU two weeks or less prior to the start of the semester will not be guaranteed an official transcript evaluation prior to registration.
5. Courses will not be accepted in transfer to replace any grades or credits earned at DSU. If a course is completed at DSU and subsequently repeated at another institution, the credit for both courses will be posted on the DSU transcript and both courses calculated into the cumulative grade point average.
6. All college-level credit attempted will be posted as transfer credit by DSU. The following exceptions apply to this rule, and include, but may not be limited to the following:
  - Developmental courses by definition of the transferring institution or equivalent to a developmental course at DSU. Developmental courses may fulfill pre-requisite requirements.
  - Graduate level courses by definition of the transferring institution legend.
  - Continuing education courses
  - Institution-based credit by standardized exams
  - Credit granted for prior learning assessment, armed service credit or evaluated non-college coursework credit.
7. Institutional policy requires that a minimum of 32 credits toward a baccalaureate degree be earned at the 300-400 level. Therefore, while 200-level courses transferred from another institution may satisfy a specific upper-level program requirements, those courses will not be counted toward the 32-credit upper-division degree requirement.
8. Transfer courses and grades appear on the official and unofficial DSU transcript and are used in calculation of cumulative grade point average. In addition, transfer coursework is detailed on the academic advisement report on Campus Connection.
9. Quarter-system transfer credits are converted to semester credits, when applicable.

### Evaluation of International Transfer Credit

According to NDUS policy and effective fall 2014, international transcripts must be submitted to an approved evaluation service. Such evaluation is the responsibility of the student. International evaluations must be submitted according to the guidelines listed below. The guidelines for the evaluation of transfer credit listed above also apply to international transfer credit.

1. Students must submit official transcripts to one of the following approved evaluators: the American Association of Collegiate Registrars and Admission Officers (AACRAO)

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International Education Services, a member of the National Association of Credential Evaluation Services (NACES) or a member of the Association of International Credential Evaluators (AICE) for a **course by course** evaluation.

2. Official transcript(s) issued in English must be submitted to DSU in addition to the evaluation unless the evaluation service provides certification of student documents and sends copies of transcript(s) to DSU.
3. Current students who have completed coursework at an institution outside the United States also must submit transcripts to an approved evaluation service for a **course by course evaluation**.

### Articulation Agreements

Articulation Agreements are available in the Office of Academic Affairs. Current agreements ([MOUS and Articulation Agreements](#)) are listed on the DSU Academic Affairs website.

### DSU Transfer Admission Requirements

Dickinson State University considers an applicant's overall academic performance when making an admission decision. An applicant's cumulative college grade point average (GPA) and high school preparation (if applicable) are taken into consideration when evaluating an applicant. If the student has completed fewer than 24 transferrable college credits at the time of application, the high school record will be taken into consideration along with the GPA for college course work.

- If the student has completed more than 24 transferrable college credits at the time of application, a decision will be based on the cumulative GPA from all previously attended post-secondary institutions.

In most cases, it is recommended that all applicants present at least a 2.0 GPA in all college course work to be considered for admission. If credits are earned from more than one college or university, all credits will be combined to determine the cumulative GPA for admission consideration. When reviewing applications, particular attention is paid to students' most recent course work and the number of credits completed. If the student has in-progress course work at the time of application, all course work must be completed with a 2.0 GPA or above. Students who have been suspended from other institutions will not be considered for admission to Dickinson State University until the suspension has been lifted by that institution or until one year has elapsed.

Students interested in transferring to Dickinson State University from another college or university should submit the following:

1. Completed Application for Admission. The application is available online.

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2. A \$35 nonrefundable Application Fee. The fee can be paid at the time of application. An admission decision is not made until the fee is paid.
3. Official transcripts from all colleges and universities attended. In order to be considered official, transcripts must be submitted directly to the Office of Admission from the college or post-secondary institution you attended. Transcripts must be signed by the school official and contain the school seal. Dickinson State University does not accept faxed transcripts.
4. An official high school transcript (unless 24 semester/36 quarter credits college work have been completed at the time of application).
5. ACT or SAT score (unless at least 24 credits of transferable college work completed at the time of application or the applicant is 25 or older).
6. Supplemental Applications may be required by students seeking admission to professional programs.
7. Applicants with international coursework may be required to submit additional information in accordance with NDUS policy 402.9.

Upon admission to Dickinson State University, your transcripts will be forwarded to the Dickinson State University Office of Academic Records for an evaluation of transfer credits.

### **Documentation of Immunity**

Prior to enrolling in classes, new students must provide documentation of immunity against measles, mumps and rubella. Immunity may be proven by:

- a. Presenting evidence of two doses of measles, mumps, and rubella vaccine at least one month apart from a health licensed physician or an authorized representative of a state or local health department.
- b. Presenting proof of a positive serological test for measles, mumps and rubella.
- c. Presenting proof of date of birth prior to 1957.

Effective fall 2012, newly admitted students ages 21 and younger residing in campus housing must provide documentation of immunity against meningococcal.

Exemptions apply to students enrolled in only online courses or if the applicant falls into any of the following categories:

- a. Immunization is contraindicated by a medical condition.
- b. A student has had one immunization and agrees to have a second one no less than one month later.



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c. A student's beliefs preclude participation in an immunization program.

### **Official Acceptance**

Once all required application material has been received, the completed application is forwarded to the Associate Director of Admissions. After consideration of all application material an admissions decision will be made and noted in the student information system (PeopleSoft). The admission decision will also be noted in the Hobson's CRM system. The student will receive written communication via the US Postal service regarding the admission decision.

### **Conditional Acceptance**

Students who are in progress with courses required for admission may be considered for conditional acceptance. Students who are offered conditional acceptance must provide official, final documents prior to the end of the fourth week of courses. Failure to do so may result in administrative withdrawal from the university. Applicants who are offered conditional acceptance will receive notification of the admission decision via the US Postal service. The letter of conditional acceptance outlines the requirements that must be met. Additional communication will be sent via e-mail until the needed, official and final documents are received. In the occasion that the student can demonstrate that a reasonable effort has been made to have official, final documents sent to the University, the Associate Director of Admission can document an extension through the first semester. An admissions hold is placed on all conditionally admitted students to prevent registration in future terms. The admissions hold can only be removed by the competent authority once conditions of admittance are documented as received. The student will receive notification via email or the US Postal service once the condition has been met.

### **Admissions Committee**

Applicants who have not demonstrated ability to meet the admissions requirement for the program of application will receive notification from the Associate Director of Admissions. Notification includes the option for students to appeal the admissions decision by providing additional documentation (updated transcripts, test scores or letters of reference) and an essay demonstrating how they believe they will be successful and how they will contribute to the Dickinson State University student body. Appeals are considered by the Admissions Committee. Students are notified in writing of the decision of the admissions committee. Decisions of the committee are final. Decisions are recorded in Hobsons.

## Practices for Verification of Student Identity

**1. *Identify whether students are enrolled in distance or correspondence courses.***

DSU offers distance courses but no correspondence courses.

**2. *Demonstrate that the institution verifies the identity of students enrolled in these courses, that any additional costs to the student because of this method are disclosed to students prior to enrollment, and that the method of verification makes reasonable efforts to protect student privacy.***

DSU provides distance education in accordance with the federal definition of distance education; providing education that uses one or more of the technologies listed in paragraphs (1) through (4) to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include:

- (1) The internet;
- (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
- (3) Audio conferencing; or
- (4) Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3).

All students are issued an identification number (EMPLID) that is a NDUS controlled issue. This number allows access to registration, billing, library, and other University functions. The EMPLID number is needed along with a password or passphrase to access online courses and course material such as exams. In cases where exams are proctored at secure sites, a photo-identification is needed that matches birth date and social security number with the student enrolled. In addition DSU has added the use of Respondus Lockdown Browser/Tegrity combination. Students are required to take a picture of themselves holding up their photo identification prior to beginning their exam. This is an optional testing protocol, used at the instructor's discretion. Webcams are used for classroom monitoring purposes in interactive-video courses. Students may be asked to go through a writing analysis if there is doubt of authentic identity on written exams or papers. The University uses Turnitin for plagiarism checks.

If the student is proctoring at a location outside of DSU locations, the outside entity may charge a proctoring fee which is the responsibility of the student. External proctoring requirements and guidelines can be found via the [Distance Education webpage](#).

DSU abides by FERPA regulations with regard to information release for all students including distance students. Databases are secured with firewalls and security access

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requirements. Access to data screens (financial and student) by University employees is restricted by password authority monitored by the Registrar for NDUS Campus Connection and University Controller for Budget.

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### Title IV Program Responsibilities

*This requirement has several components the institution must address. The institution staff compiling this information should work with the financial aid office and the chief financial officer or comptroller.*

#### 1. General Program Responsibilities

- a. *Provide information regarding the status of the institution's Title IV program; in particular, submit information about recent findings from Title IV program reviews, inspections, or audits.*

#### General Program Responsibilities

To facilitate meeting the DSU Core Value of Accessibility, DSU administers financial aid to its students. DSU participates in Title IV programs offering financial aid through grants, loans and work-study programs. Title IV programs providing aid to DSU students include Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Teacher Education Assistance for College and Higher Education (TEACH) grants, Iraq and Afghanistan Service Grants (IASG), and Federal Work Study, Direct Student Loans (including Direct Parent Loans for Undergraduate Students (PLUS) Direct Subsidized Loans and Direct Unsubsidized Loans), and Federal Perkins Loans.

To ensure full eligibility of the institution to administer Title IV aid, DSU complies with the following acts: Higher Education Act of 1965 (as amended), Higher Education Opportunity Act of 2008, Ensuring Continued Access to Student Loans Act of 2008, Higher Education Reconciliation Act of 1998, Higher Education Reconciliation Act of 2006, and the College Opportunity and Affordability Act of 2007. DSU lists programs eligible for Title IV funding in its Eligibility and Certification Approval Reports (ECAR) to the U.S. Department of Education. Financial aid disbursed through DSU is monitored to ensure student eligibility for receiving aid.

The US Department of Education (DOE) completed an onsite Title IV program review in November 2012. The report from DOE was received on August 6, 2014 and contained five findings. Dickinson State was instructed to respond to the findings within 90 days of the receipt of the original report. On October 21, 2014, Dickinson State responded to the five findings and is waiting the review and response from the Department of Education.

DSU is not currently subject to any program limitations, suspensions or terminations.

- b. *Disclose any limitation, suspension, or termination actions that the U.S. Department of Education has undertaken and the reasons for those actions.*—None undertaken.

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- c. Disclose any fines, letters of credit, or heightened monitoring arising from the Department of Education. Explain the consequences of these challenges for the institution's short- and long-term financial health.—see below*
- d. Discuss the institution's response and corrective actions to these challenges.*

### **IPEDS Data**

DSU corrected data related to enrollment issues which occurred in the 2010-2011 academic year and prior years. On September 6, 2012, the U.S. Department of Education notified DSU of its intent to fine DSU for lack of submission of required IPEDS (Integrated Postsecondary Education Data System) information. Specifically, DSU did not complete the required 12 month enrollment surveys during the Fall 2011 IPEDS collection period and did not submit enrollment and graduation information during the Spring 2012 IPEDS collection period (i.e., the window of time during which institutions can submit IPEDS data).

DSU responded in writing to the DOE on September 28, 2012 to appeal the fine, provide documentation of the reasons for not filing IPEDS data, as well as describing steps taken to correct and submit IPEDS enrollment data. DSU submitted all of its required fall 2012 data components on time and also submitted the required fall 2011 enrollment corrections. In addition, DSU submitted the missing Spring 2012 IPEDS data and the Spring 2013 data during the Spring 2013 IPEDS collection period.

The DOE considered DSU's appeal and returned a decision. According to the decision letter received from the DOE, although DSU had taken corrective action the DOE levied a fine of \$32,500 against DSU for failing to submit IPEDS enrollment data in the required time frames. The fine has been paid from non-state appropriated funds (i.e., oil well revenues). DSU is now current with all IPEDS data reporting.

- e. Provide information about findings from the A-133 portion of the institution's audited financial statements that identify any material weaknesses in the processing of financial aid.—No findings.*

### **Auditing**

The Federal Government requires an annual audit of non-Federal entities expending \$500,000 or more in Federal awards. The North Dakota State Auditors Office performs an annual audit of DSU as part of its audit of all North Dakota State A-133 agencies. The North Dakota State Audit of 2011-12 included examination of DSU's policies and procedures for Student Academic Progress Appeal and identified the following findings that required corrective action. These findings, and DSU's responses, were:

**Issue:** FORMAL 12-8 SAP Progress Appeals Process & Policy Need Improvement – DSU.

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**Recommendation:** We recommend that DSU:

1. Update its SAP policy to include the application of the SAP standards to all students within all of the categories of students (full-time, part-time, undergraduate, or other educational programs);
2. Provide in its SAP policy (not just on the appeal form) the basis for which a student may file an appeal, which includes insufficient GPA, insufficient pace, and/or exceeded the maximum credit limit. This should also identify what circumstances would be allowable, which include (but is not limited to) a medical condition, death of a family member, divorce/separation, military service, and/or other extenuating circumstances;
3. Identify in its SAP policy the information a student must submit when he/she has a deficiency, and what the student can do to not be deficient in the next SAP evaluation;
4. Define in its SAP policy the maximum credit limit for students who are working towards dual degrees;
5. Consider using the credits for the major that takes the longest (most credits) to complete, in regards to students who have dual degrees, to calculate the 150 percent for the maximum credit limit;
6. Define in its SAP policy how the standards apply to a student who has changed his/her major;
7. Consider forming an Appeal Committee that puts the SAP Appeal decision in a group of people's hands. Grievances on denied appeals could then be brought to the SFA administrator (or a designee) for further consideration. Further, DSU should not approve appeals that do not have the required supporting documentation or when the student has not lived up to the Plan of Study outlined in the Appeal.

**Views of Responsible Officials / Planned Corrective Actions:** DSU Response to Formal 12-8: SAP Progress Appeals Process & Policy Need Improvement:

1-3. DSU agrees to examine and update the Institutional SAP policy in the summer 2013 to address the recommendations of the auditor and to meet requirements of 34 CFR 668.34.

4-6. DSU agrees to consider using the credits for the major that takes the longest (most credits) to complete, in regards to students who have dual degrees, to calculate the 150 percent for the maximum credit limit and to define how standards apply to a student who changes her/his major.

7. DSU agrees to consider forming an Appeal Committee to review SAP appeals.

DSU disagrees that appeals are approved without documentation. Appeals, including academic plans of study, are reviewed prior to the last day to add and a determination is made based on the information available. In the evaluation of a student appeal, 34 CFR 668.34 requires the institution to develop, "an academic plan for the student that, *if followed*, will ensure that the student is able to meet the institution's satisfactory academic progress standards by a specific point in time." DSU believes that appeals have been handled in accordance with 34 CFR 668.34.

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**Corrective Action and Contact Person:** The SAP policy was reviewed and updated in the summer of 2013. Ms. Sandy Klein, Director of Financial Aid, supervised the revision process, implementation and communication of the institutional SAP policy and procedures.

The complete Satisfactory Academic Progress Policy is found in the Satisfactory Academic Policy and Attendance Policies section of this report. The complete policy can also be found in the 2014 – 2015 DSU [Student Handbook](#) and the DSU [Academic Catalog](#), available in hard copy and online.

### **2. Financial Responsibility Requirements. Provide information about the Department of Education’s review of the institution’s composite ratios and financial audits.**

*The Commission also annually analyzes each institution’s financial ratios to determine whether there might be financial concerns. The team will check with the institution and with Commission staff regarding whether the Commission or the Department has previously raised concerns about an institution’s finances based on these ratios. If so, the institution should have addressed in its documents the actions it has taken and plans to take in response to these concerns. Related Commission Requirements: Core Component 5.A, 2.B; Assumed Practice D.1.*

### **Financial Responsibility Requirements**

The U.S. Department of Education annually calculates financial ratios for each institution participating in the student financial aid programs authorized by the Higher Education Act of 1965, as amended. DSU provides the information that is used to perform these calculations in its annual audited Financial Report. The Department, in turn, uses these ratios to determine where an institution demonstrates financial responsibility under the regulations.

The Composite Financial Index (CFI) score for DSU has historically exceeded the HLC’s 1.1 threshold for review. The most recent CFI ratios are:

<b>Composite Financial Index</b>	<b>Entity Represented</b>
-1.97	Dickinson State University Foundation Only
4.19	Dickinson State University Only
1.18	Composite

Neither the U.S. Department of Education, nor the HLC raised concerns about DSU’s Composite Financial Indicators (CFI). Generally, a score greater than 1.1 for public institutions puts the institution in a “no review” category.

### **3. Default Rates**

*Note for 2012 and thereafter institutions and teams should be using the three-year default rate based on revised default rate data published by the Department in September 2012. The institution should take steps to avoid excessive loan default rates.*

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- a. *Disclose student loan default rates as provided by the Department for the three years leading up to the visit.***

**Default Rates**

The student financial aid cohort default rate is defined by the U.S. Department of Education as the percentage of a school’s borrowers who (1) enter repayment on certain Federal Family Education Loan (FFEL) Programs or William D. Ford Federal Direct Loan (Direct Loan) Program loans during a particular federal fiscal year (FY), October 1 – September 30 and; (2) default or meet other specified conditions prior to the end of either the next fiscal year (two-year default rate) or the following year (three-year default rate).

The DSU three-year default rate based on revisited default rate data published by the Department of Education in September 2014 is 7.1 percent as reported by the Director of Financial Aid. The National three-year cohort default rate is 13.7 percent.

Here is the information for the past three years:

Released	DSU	National	
2012 (FY2009) (22 out of 602)	3.6	8.8	(Official <b>two-year</b> rates)
2013 (FY2010) (31 out of 531)	5.8	14.7	(CDR now using <b>three-year</b> rates)
2014 (FY2011) (46 out of 641)	7.1	13.7	

- b. *If the default rates are higher for the institution than its peer institutions, if rates are rising, or if rates have exceeded Departmental thresholds or triggered a Department review, then the institution should address the actions it has taken in response and submit to the team any corrective plan filed with the Department.***

The rise in rates may be due to a number of factors:

1. By changing from a two-year default rate to a three-year default rate, the denominator changed as there may be more students now included in the number of students who are going into repayment. In addition, because the “extra year” may result in more students going into default (the numerator in the equation), the default rate may naturally increase.
2. Prior to July 1, 2010, all Stafford loans at DSU were through lenders such as the Bank of ND, Wells Fargo, etc.; students may have had a *relationship* with their bank, known whom to contact with questions and their lender remained the same for the duration of the loan. After July 1, 2010, all Stafford loans, nationwide, are now Direct Loans through

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the U.S. government. Initially there were five different servicers of these loans. Since then, the number of servicers has increased greatly. Students' loans may be held by one servicer one year and changed to a different servicer another year. Students may not know who even holds their loans, may not know who to contact if they have questions, and may not even recognize mailings due to the changes. To assist students, DSU has informed students about how to learn more about their student loans through efforts such as "Know What You Owe in Student Loans...[www.nslds.ed.gov](http://www.nslds.ed.gov)...Dickinson State University." If students go to this web site, they can find out their servicer and learn how to contact them if they have questions or concerns about their loans.

3. Student retention and graduation rates are fluctuating, partially due to the high availability of employment opportunities in the region reflective of the oil and resource boom in North Dakota. Students who withdraw and do not graduate are more likely to default. To support students, DSU has engaged in a number of efforts to increase retention and graduation rates.
- c. Submit information about the institution's participation in private loan programs and any loan services that it provides to students directly or that a related corporation provides to its students.*

### Loans

**Direct Loans, including subsidized, unsubsidized and Direct Parent Loan for Undergraduate Students (PLUS)**, are available at Dickinson State University.

[NOTE: Prior to the release of the first Direct Stafford Loan disbursement, students must complete entrance loan counseling, accept the loan and complete a Master Promissory Note (MPN). The promissory note must be completed before loan funds will be disbursed. Please complete the Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov).]

Forbearance, Deferment and Cancellation of Loan information can be found on the Master Promissory Note.

Loan funds that are received electronically are credited directly to the student's account. Loan funds that arrive in the form of a check must be endorsed by the student and then will be credited to the student's account. Any funds in excess of the amount owed the University at the time of disbursement are considered "excess aid" and may be disbursed to the student in the form of a check or direct deposit transaction. Disbursement could be delayed if students have not completed Entrance Loan Counseling, are not enrolled at least half-time, or have a "hold" on their file.

**Direct Subsidized Loans** may be awarded to students who are enrolled at least half-time and have need. Direct subsidized loans disbursed on or after 07/01/14 and before 07/01/15 will have a 4.66 percent fixed rate of interest. If eligible, a freshmen may borrow up to \$3,500, a sophomore (or a student in a two-year program) may borrow up to \$4,500, and a junior or senior



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may borrow up to \$5,500. The maximum amount that can be borrowed is \$23,000 through Direct Subsidized Loans. Repayment begins six months after graduation or if the student ceases to be enrolled at least half-time. A new borrower, on or after July 1, 2013, is eligible to receive Direct Subsidized Loans up to 150 percent of the time it takes to complete the educational program. Students receiving a subsidized loan after July 1, 2012 and before July 1, 2014 will be responsible for the interest that accrues on the loan during the grace period. If a student does not pay the interest accrued, the interest will be added to the principal amount of their loan when the grace period ends. The grace period has been reinstated with the new law beginning 7/1/14.

**Direct Unsubsidized Loans** are derived from a non-need-based program for students ineligible for (any or all of) the Direct Subsidized Loan. Direct unsubsidized loans disbursed on or after 07/01/14 and before 07/01/15 will have a 4.66 percent fixed rate of interest. The student is responsible for the interest payment while enrolled. The additional annual loan limit for dependent undergraduate students is \$2,000. The additional annual loan limit for independent undergraduate students (or students whose parents are unable to obtain Federal Parent Loans for Undergraduate Students) is \$6,000 a year for the first and second years of study. The additional limit is \$7,000 for the third and fourth years of study. Repayment begins six months after graduation or if the student ceases to be enrolled at least half-time.

The aggregate unsubsidized (minus subsidized) loan amounts for dependent students is \$31,000; the aggregate unsubsidized (minus subsidized) loan amounts for independent students is \$57,500.

[NOTE: An exit interview is required at the time a student graduates, drops below half-time status or terminates enrollment at Dickinson State University.]

**Direct Parent Loans for Undergraduate Students (PLUS)** enable parents to borrow money to help pay for their children's education. Parents may borrow on behalf of a dependent student. The maximum loan amount that a parent may borrow for each dependent student is the difference between the cost of attendance and any other financial assistance. The PLUS loan requires a separate application. If the period of enrollment is more than one semester, there will be multiple disbursements. Generally, the loan enters repayment within 60 days of the final disbursement. Applications for Direct PLUS Loan Application and MPN can be found on [www.studentloans.gov](http://www.studentloans.gov).

**Federal Perkins Loans** may be awarded according to availability of revolving funds. Federal Perkins is a campus-based loan; therefore, priority is given to students whose FAFSAs are received by the Central Processor by April 15 annually. It is a 5 percent interest loan with a \$5,500 per year limit (maximum \$27,500). If eligible for this loan at DSU, the minimum amount is \$400. Students need to complete entrance loan counseling and a Federal Perkins Loan Master Promissory Note. Repayment (to Student Loan Service Center, P.O. Box 6050, Fargo, ND 58108-6050) begins nine months after the borrower ceases to be enrolled at least half-time.

[NOTE: Students may be granted loan forgiveness if they meet certain criteria. Examples include the Public Service Loan Forgiveness program (for borrowers who make 120 payments

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on a qualified loan while employed full-time in a public service job) or the Stafford Loan Forgiveness Program for Teachers. Eligibility requirements for teacher loan forgiveness and about deferment provisions for teaching, for the Stafford Loan Program as well as for the Perkins Loan Program and the Cancellation/Deferment Option for Teachers can be found at [www.FederalStudentAid.ed.gov/tc](http://www.FederalStudentAid.ed.gov/tc). Information about the [Teacher Shortage Loan Forgiveness Program](#) or the [STEM Occupations Student Loan Program](#) (formerly administered under the title--Technology Occupations Student Loan Forgiveness Program) in the state of North Dakota may be found through these links.

**Nursing Student Loans** (NSL) may be awarded according to availability of revolving funds. These are 5 percent interest loans with a **\$3,300** per year limit for the first two years and a **\$5,200** per year limit for subsequent years (maximum **\$17,000**). If eligible for this loan at DSU, the minimum amount is \$400. Students need to complete a Nursing Student Loan Master Promissory Note and Entrance Loan Counseling. Repayment (to Student Loan Service Center, P.O. Box 6050, Fargo, ND 58108-6050) begins nine months after the borrower ceases to be enrolled at least half-time in a nursing program.

**Nursing Education Loans** are awarded by the North Dakota Board of Nursing. Applicants must be accepted or enrolled in a nursing program approved by the North Dakota Board of Nursing. The loan amounts are up to \$2,000 for the Associate in Science in Practical Nursing program and up to \$3,000 for baccalaureate completion programs. Repayment is by nursing employment in North Dakota after graduation and/or by monetary repayments. The application is available at [www.ndbon.org](http://www.ndbon.org); the deadline is July 1.

**4. *Campus Crime Information, Athletic Participation and Financial Aid, and Related Disclosures.*** *Title IV responsibilities include the legal obligation to disclose information to students and to the public about campus crime, athletic participation and other information. Identify any findings from the Department regarding these disclosures.*

*Supporting information: Provide samples of those disclosures in the Resource Room.*

### **Campus Crime Information**

DSU's [Annual Safety Report](#), as mandated by the Clery Act of 1990, and amended in 1992, 1998, 2000 and 2012, is maintained by the Office of Campus Security and Emergency Management under the oversight of the Vice President for Finance and Administration. It is made available in hard copy print and [online](#). The information is distributed annually to faculty and staff and each semester to new students.

For the purpose of making informed decisions, the annual Security Report provides students and their families with accurate, complete, and timely information about safety on campus. The information is prepared by the Office of Campus Security and Emergency Management. DSU's annual report meets the disclosure requirements of the Clery Act.

Included in the report are policies on campus security, timely warnings, sex offenses, missing persons, emergency notifications, and statistics concerning the occurrence of crimes on

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campus. Also, included in the report are campus fire safety procedures and fire logs as well as the campus Drug Free School Policies. The most common offenses reported involve alcohol crimes.

### **Athletic Participation and Financial Aid**

As required by the Equity in Athletics Disclosure Act of 1994, DSU provides information to the public related to the numbers of the participating student-athletes in intercollegiate athletic programs, the program support staff and the revenues and expenses for those programs. The information is reported by gender and aggregated. This information is made publicly available at the Department of Education website. A copy of the DSU Equity in Athletics 2013 and 2014 reports are available in Moodle and in the Resource Room.

5. *Student Right to Know. Title IV responsibilities require that institutions provide graduation/completion for the student body by gender, ethnicity, receipt of Pell grants, and other data as well as information about the process for withdrawing as a student, cost of attendance, refund and return of Title IV policies, current academic programs and faculty, names of applicable accrediting agencies, description of facilities for disabled students, and the institution's policy on enrollment in study abroad. In addition, certain institutions need to disclose their transfer-out rate.*

*Supporting information: Identify any findings from the Department regarding these disclosures. Provide samples of these disclosures in the Resource Room.*

*Related Commission Requirements: Assumed Practice A.6.*

## **CAMPUS REPORTS, RIGHT TO KNOW and DISCLOSURE INFORMATION**

### **Student Right to Know**

Federal laws and responsible practice require that institutions provide to prospective and current students, parents, and members of the public, information that allows them to make informed decisions. Institutions managing and dispensing federal financial aid must comply with federal reporting requirements under Title IV and related laws. DSU fully and publicly complies with all related laws. These public disclosures include:

- Under Title IV requirements, institutions must provide graduation rates for the student body by gender, ethnicity, receipt of Pell grants and other data. The most recent available data for DSU are provided to the public through the Integrated Postsecondary Education Data System (IPEDS) and the [National Center for Education Statistics](#).
- The [refund and return of Title IV funds](#) is explained fully on the DSU Financial Aid web pages.
- The procedures for cancellation/withdrawal from DSU are fully disclosed in the 2014-2015 [Student Handbook \(page 8\)](#) and [forms](#) can be accessed on line.

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- Information for students and parents detailing the cost of attendance, tuition and fees, and refund and return policies are found in the 2014-2016 DSU [Academic Catalog](#) on pages 19-20 and on the [DSU Finance and Administration website](#).
- Information on current [academic programs](#) is fully and publicly disclosed in the 2014-2016 DSU Academic Catalog which is available in hard copy and online. The prerequisites, GPA restrictions and course requirements are provided.
- A list of faculty and their earned credentials are available in both the [2014-2016 DSU Academic Catalog](#) (pages 241-243) and online within each department. The 2014-2016 DSU Academic Catalog is available in hard copy and online.
- The accreditation status of academic programs at DSU, including the current accreditation status provided by the HLC and the current information on all specialized accreditations for specific academic programs, are [publicly and fully disclosed](#).
- Descriptions of the accommodations, services, and facilities available for meeting the needs of students with disabilities enrolled at DSU, as well as the policies related to establishment of eligibility for services, are fully and publicly disclosed in the [2014- 2015 Student Handbook](#), on the DSU website and in [the Office of Disability Support Services](#).
- Information concerning DSU's [Study Abroad programs](#), including policies related to enrollment, is available in the 2014-2016 DSU Academic Catalog, on the DSU website and in the Office of International Programs.

DSU meets Title IV expectations with respect to Student's Right to Know.

6. ***Satisfactory Academic Progress and Attendance Policies. The institution is required to have a Satisfactory Academic Progress policy and an attendance policy as part of the Title IV program. Document that these policies are readily available to students, satisfy state or federal requirements, and are being appropriately applied by the institution in individual student situations. (Note that the Commission does not necessarily require that the institution take attendance but does anticipate that institutional attendance policies will provide information to students about attendance at the institution.)***

### **SATISFACTORY ACADEMIC PROGRESS AND ATTENDANCE POLICIES**

DSU's policies concerning satisfactory academic progress (SAP) for students receiving financial aid are published in the 2014-2015 Student Handbook, the 2014-2016 DSU Academic Catalog and on the DSU website.

To be eligible for Federal Student Aid, the U.S. Department of Education requires all DSU degree (or eligible certificate) seeking students to maintain satisfactory academic progress (SAP). SAP requirements apply to all terms, including summer, and to (both aid and non-aid recipient) students, regardless of enrollment status. SAP requirements measure grade point average (GPA) that a student must achieve at each evaluation and pace of progression (to ensure completion within the 66 2/3percent maximum time frame). [NOTE: Incompletes, withdrawals, repetitions, and transfer hours accepted toward completion of a student's program count as hours attempted.]

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- **GPA:** In order to meet the minimum requirements of Satisfactory Academic Progress with respect to GPA, a student will need to have an academic standing consistent with the requirement for graduation from their program at the end of the first, second, and third semesters. Students who do not have 2.0 GPA at the end of the first or second term will receive an information letter; students who do not have a 2.0 GPA at the end of the third term will be placed on Financial Aid Warning. Students may continue to receive aid for one payment period; no appeal is necessary. At the end of the fourth semester of attendance, a student must have a 2.0 or better GPA regardless of enrollment status or program. The student's current and cumulative GPA (including transfer credits) will be used to determine eligibility. Students who do not have a 2.0 GPA will be placed on \*Financial Aid Disqualification.
- **PACE:** In order to meet the minimum requirements of Satisfactory Academic Progress with respect to credits attempted, students must complete 66 2/3 percent of the credits they attempt. This percentage will be calculated for both current and cumulative credits (including transfer credits). For example: The maximum time frame for an associate degree program is (64 credit hours x 150percent) 96 credits; 64/96 is the pace of 66 2/3percent. The maximum time frame for a bachelor degree program is (128 credit hours x 150percent) 192 credits; 128/192 is the pace of 66 2/3percent. The maximum time frame for two four-year/double degree (not double major) program is (160 credit hours x 150percent) 240 credits or as per Catalog. Students need to complete 66 2/3 percent of the credits attempted, regardless of enrollment status or program. Students who are approaching the maximum timeframe will receive an information letter. Students who do not complete 66 2/3percent credits attempted will be placed on \*Financial Aid Disqualification.
- **UNOFFICIAL WITHDRAWALS (*all F's/I's*):** Students who receive all failing grades or Incompletes in a given term will be automatically placed on \*Financial Aid Disqualification.
- **APPEAL PROCESS:** Students who have been placed on Financial Aid Disqualification due to an extenuating circumstance (i.e., a medical condition, military service, etc.) may appeal by requesting a Satisfactory Academic Progress Appeal Form. The form is available by contacting Financial Aid or on the website: [www.dickinsonstate.edu](http://www.dickinsonstate.edu) > Current Students > Financial Aid > Applications and Forms. Appeals are evaluated on an individual basis. If it is determined that the student will be able to meet GPA and/or PACE standards by the end of the next payment period, the student will be placed on Financial Aid Probation, and the student may receive aid for one payment period. A student who changed majors may reach maximum timeframe; the student may appeal with a Plan of Study. If an appeal is denied, the student may request further evaluation from the Appeals Committee. Action taken by the Appeals Committee will be considered final. Students may also apply for a private loan; eligibility will be reinstated after requirements are met.

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**\*Financial Aid Disqualification** means a student is no longer eligible for federal aid and most other types of aid. (This is not the same as *academic suspension*.) Federal Student Aid includes Pell Grant, Supplemental Opportunity Grants (SEOG), TEACH Grants, Work Study, Perkins Loans, Direct Loans, and Direct Parent (PLUS) Loans. Nursing Student Loans, most institutional aid, and other agencies, such as Vocational Rehabilitation, the ND State Grants, and several private/alternative loans also require students to maintain SAP.

Students not meeting the requirements (and those who are placed on warning or disqualification), will be notified by email and/or by letter; the information is also available for students to view on *Campus Connection > Holds and/or To Do List*. Collaborative, consortium, Study Abroad, and remedial credits are evaluated independently; therefore, the initial results are subject to change. Any part of this policy may be changed or revoked without notice. The [policy](#) is available online.

### DSU ATTENDANCE POLICY

DSU Attendance Policy, DSU Policy No. [DSU 440.002](#), Reference Documents: SBHE Policy Manual, Section 440, states that students are expected to attend all scheduled classes and labs as published in the official class schedule. The complete Class Attendance Policy can be found in the DSU Student Handbook, in the DSU Academic Catalog and online in the DSU Policy Manual.

DSU Attendance Reporting Policy, [DSU Policy No. 500.002](#). DSU has adopted an official approach to monitoring and reporting student attendance. This approach has been adopted to: (a) support student academic success, (b) facilitate reporting associated with compliance with Federal Financial aid guidelines (i.e., Satisfactory Academic Progress – SAP), and (c) to assure that official class rosters are accurate. The complete policy can be found at

DSU meets the requirements with respect to SAP standards and attendance policies.

- 7. Contractual Relationships. Disclose contracts with third-party entities not accredited by a federally recognized accrediting agency. (The institution should have previously disclosed to the Commission all existing contracts and received approval for those contracts. The Commission's substantive change policy requires that the institution notify the Commission of any new contracts for up to 25 percent of an academic program, that the institution obtain prior Commission approval before initiating any contract for 25 to 50 percent of a program, and that the Commission approve contracts for more than 50 percent of a program only in exceptional circumstances under strict scrutiny. The institution should review the document, "Information on Contractual and Consortial Arrangements," for more information. Related Commission Requirements: Assumed Practice A.10.)***

DSU has a contractual relationship with Global Equine Academy. This relationship has been [reviewed and approved by the HLC](#).



8. *Consortial Relationships. Disclose consortial relationships with other entities accredited by a federally recognized accrediting agency. (The institution should have previously disclosed all consortial relationships to the Commission. The Commission's substantive change policy requires that the institution notify the Commission of any new consortium for 25 to 50 percent of an academic program and that the institution obtains prior Commission approval for any consortium that offers 50 percent or more of an academic program. The institution should review the document, "Information on Contractual and Consortial Arrangements," for more information. Related Commission Requirements: Assumed Practice A.10.)*

DSU does not have any consortial relationships.

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### Required Information for Students and the Public

1. *Submit course Catalogs and student handbooks to the team.*

The team will receive electronic links to the Catalog and student handbooks, as well as hard copies which will be available for them in the Resource Room.

2. *Identify sections of the web site that include required disclosure information.*

Throughout this document, the online location of disclosures regarding tuition, academic programs, academic polices, and other information needed by the public to determine the cost of attendance and policies related to attendance have been provided. The [DSU Academic Catalog](#), the [Student Handbook](#) and the [Campus Safety Booklet](#) are available in hard copy and online.

In the footer on every web page of the DSU site, there is a link to the [information](#) required by the Higher Education Act for students including consumer, safety, and general information. There is also a prominent link on the [DSU home page](#) entitled: Your Right to Know: HEA Information.

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### Advertising and Recruitment Materials and Other Public Information

1. *Demonstrate that advertisements and recruiting materials provides accurate, timely, and appropriately detailed information to current and prospective students and that information about the institution's accreditation status with the Commission and other accrediting agencies is clear and accurate.*

DSU exhibits its accreditation status on the DSU [Accreditation and Membership page](#). This provides current and prospective students, parents and the public with accurate, timely, and detailed information about DSU's accreditation status. DSU used Hobson's electronic communications system that supports our recruitment and admissions processes.

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Accreditation and memberships are also listed in the [2014-2016 Catalog](#).

Advertisements and recruiting materials are available for review in the DSU Resource Room.

[Current](#) and [prospective](#) students, parents and the public are kept informed of academic program requirements and costs through the availability of the [DSU Academic Catalog](#) and the [Student Handbook](#) as well as the DSU web site.

### ***2. Demonstrate that the institution provides such information to current and prospective students about its programs, locations, and policies.***

Current and prospective students, parents and the public are kept informed of academic program requirements and costs through the availability of the [DSU Academic Catalog](#) and the [Student Handbook](#) as well as the DSU web site.

Programs: [Catalog pages 53-139](#); [DSU Website](#)

Locations: [Catalog](#) pages 5 and 43; [Student Handbook](#) pages 2-3; DSU website

Policies: 2014-2015 [Student Handbook](#); [DSU website: Prospective Students](#) and [Current Students](#); Guidance and Information/Procedures: 2014-2016 [Catalog](#) pages 7-43

### ***3. Provide the team with a link to the Mark of Affiliation on the institution's web site.***

[http://www.dickinsonstate.edu/divisions/academic\\_affairs/Academic-Affairs-Administration/accreditation/Accreditations-and-Memberships/index](http://www.dickinsonstate.edu/divisions/academic_affairs/Academic-Affairs-Administration/accreditation/Accreditations-and-Memberships/index)

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## **Review of Student Outcome Data**

### ***1. Demonstrate that the institution collects information about student outcomes.***

DSU conducts extensive assessment of student outcome data, including an alumni survey to track the percentage of graduates employed in their discipline and licensure examination results for teacher education degrees (which are offered by many departments, including the Department of Teacher Education) and nursing degrees (offered by the Department of Nursing). Exit exam/capstone achievement information is housed in the departments offices, with additional information collected in the Office of Institutional Research and Planning (OIRP).



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### **2. *Provide evidence that information collected about student outcomes informs planning, program review, assessment, etc.***

DSU collects information about student outcomes and uses the information collected to inform planning, program review and assessments. Data about student outcomes is collected and housed in the 10 DSU departments (department specific); by the Chairs, Deans, VPAA, and the Office of Institutional Research and Planning. Summary information about assessment, (including assessment strategies, program reviews, departmental use of assessment data and changes in planning and programming) is available in the Program Review and Assessment reports of the departments located online ([Assessment](#)).

DSU conducts extensive assessment of student outcome data, including an alumni survey to track the percentage of graduates employed in their discipline and licensure examination results for teacher education degrees (which are offered by many departments, including the Department of Teacher Education) and nursing degrees (offered by the Department of Nursing).

External information is collected via the employer survey which also collects information about students' competencies in the workplace as they relate to student outcomes.

Throughout Criterion 4 of the DSU Self-Study, in-depth description notes evidence that information collected about students outcomes informs planning, program review, assessment, etc.

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### **Standing with State and Other Accrediting Agencies**

#### **1. *Disclose information about any relationship with a specialized, professional, or institutional accreditor and with all governing or coordinating bodies in states in which the institution has a presence.***

***Supporting information: Provide the team in the Resource Room with the most recent comprehensive evaluation report and action letter from each institutional or specialized accrediting agency as well as any interim monitoring prepared for that agency.***

DSU is accredited by the HLC. Some individual academic programs are additionally accredited by national professional agencies; those accreditations are fully disclosed to the public on the [University website](#). The most recent reports from the professional accrediting agencies are provided in Moodle and are available in the DSU Resource Room.

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### **Public Notification of Opportunity to Comment**

#### **1. *Determine what constituencies should receive the notice of opportunity to comment. These groups should include students, parents, alumni, taxpayers, donors, community groups, local businesses.***

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- 2. Determine what media the institution will use to solicit comments. Local newspapers, institutional web sites, and alumni magazines are appropriate choices. The notices should reach all constituencies but should not unduly burden the institution. The notices should include: the purpose and dates of the visit, the institution's accreditation status with the Higher Learning Commission, an invitation to send written, signed comments directly to the Commission, and contact information for the Commission. The notices should specify that comments must be sent to the Commission no later than four weeks before the start of the visit.**
- 3. Publish the notices of the visit following the prescribed format; see the [Procedure on Third Party Comments](#).**
- 4. The institution must send copies of its notices to the Commission in .pdf format to [legalaffairs@hlcommission.org](mailto:legalaffairs@hlcommission.org) at least a month before the comprehensive evaluation visit. Commission staff will compile the comments and the notices and send them to the evaluation team and to the institution three weeks prior to the visit. The Commission will also review and forward comments received after the deadline lapses and even during the visit, as third party comments are an important part of the comprehensive evaluation visit process.**
- 5. In cases where comments are of a sensitive nature, the Commission staff will ensure that the commenter is aware that comments are typically forwarded to the institution and the evaluation team with identifying information intact. In some cases, Commission staff may redact the identifying information of the commenter or summarize the comment.**

Dickinson State University is seeking comments from the public about the University in preparation for its periodic evaluation by its regional accrediting agency. The University will host a visit March 2-4, 2015, with a team representing the Higher Learning Commission of the North Central Association. Dickinson State University has been accredited by the Commission since 1949. The team will review the institution's ongoing ability to meet the Commission's Criteria for Accreditation.

The public is invited to submit comments regarding the University:

Public Comment on Dickinson State University

The Higher Learning Commission

230 South LaSalle Street, Suite 7-500

**Dickinson State University Appendix B: Federal Compliance Filing by Institutions: March 2015**

Chicago, IL 60604-1411

The public may also submit comments on the Higher Learning Commission's [Web site](#) (direct link to comment page) or [www.ncahlc.org](http://www.ncahlc.org) (Higher Learning Commission web site).

Comments must address substantive matters related to the quality of the Institution or its academic programs. Comments must be in writing. A link is also available on the Dickinson State University web home page ([www.dickinsonstate.edu](http://www.dickinsonstate.edu)).

All comments must be received by February 1, 2015