



Federal Compliance Filing by Institutions

Effective September 1, 2020–August 31, 2021

Institutions should answer the questions below. The [Federal Compliance Overview](#) provides information about the applicable HLC policies and provides an explanation of each requirement. Please review the aforementioned Overview in its entirety prior to completing this Filing.

Note that some federal requirements are related to and accounted for in the Criteria for Accreditation or Assumed Practices. Those related Criteria and Assumed Practices have been identified for cross-referencing purposes. Cross-references are also provided to the Code of Federal Regulations. Because HLC may, in some cases, require more of its institutions than the federal regulations, it is important that institutions write to HLC's requirements to ensure their compliance not only with the federal regulations but also with HLC's expectations. Lastly, although cross-references to the Code of Federal Regulations are provided here, an institution is always responsible to ensure that it is familiar with the full and current text as well as the significance of those regulations, and that it is in compliance at all times with such regulations, as they may from time to time be updated.

Submission Instructions

This form and, if applicable, Appendix A should be uploaded to the Assurance System no later than the institution's lock date, unless otherwise noted. Instructions for uploading the documents are provided in the Assurance System. The necessary supporting documentation should be directly responsive to specific documentation requested. While there is no minimum expectation with respect to length, the completed Federal Compliance filing, including Appendix A (if applicable), should not exceed 250 pages.

Institution name: **Lake Region State College**

1. Assignment of Credits, Program Length and Tuition

Provide web addresses to the following:

- Policy (or set of policies) and procedures for assignment of Credit Hour for all **types** of courses, disciplines, programs, credential levels, formats, regardless of modality.
- Course or program credit assignment procedures. (Note: The Federal Compliance reviewer will contact the institution's Accreditation Liaison Officer after the Federal Compliance materials are

received to request a sample of course and program materials. The purpose of the representative sample of materials is to enable the Federal Compliance reviewer to make a preliminary determination as to whether an institution ensures it is adhering to its credit hour policy.

Provide the web address to relevant policy/policies:

Link:

Multiple policies and procedures exist to guide the assignment of credits, program length and tuition as shown in the links below. These policy and procedure links are combined and summarized on the LRSC Accreditation webpage, under Federal Compliance, which can be found at: <https://www.lrsc.edu/discover-lrsc/institutional-research-effectiveness/accreditation>.

LRSC Policy 300.05 – Calendar

<https://www.lrsc.edu/faculty-staff/policies-procedure-manual/section-300-organization-and-administration>

LRSC Policy 300.06 – Class Schedule

<https://www.lrsc.edu/faculty-staff/policies-procedure-manual/section-300-organization-and-administration>

LRSC Policy 800.05 – Credit Hours and Contact Hours

<https://www.lrsc.edu/faculty-staff/policies-procedures-manual/section-800-student-affairs>

LRSC Policy 800.20 – Graduation Requirements

<https://www.lrsc.edu/faculty-staff/policies-procedures-manual/section-800-student-affairs>

LRSC Policy 900.01 – Approval of New Programs

<https://www.lrsc.edu/faculty-staff/policies-procedures-manual/section-900-academic-affairs>

LRSC Policy 900.02 – Course Approval

<https://www.lrsc.edu/faculty-staff/policies-procedures-manual/section-900-academic-affairs>

SBHE Policy 403.1 – Academic Program Requests

https://ndusbpos.sharepoint.com/:w:/s/NDUSPoliciesandProcedures/EWhK4XVOMPnq4-IHonXL_wBHBPEKyG91IHeEewfW-wT_w

SBHE Policy 406.1 – Academic Calendars

https://ndusbpos.sharepoint.com/:w:/s/NDUSPoliciesandProcedures/EQov6TJWoctOnfwNagJ2oKoBvHHdKKf06n_gwuidVc2g6w

SBHE Policy 805.1 – Tuition

<https://ndusbpos.sharepoint.com/:w:/s/NDUSPoliciesandProcedures/ESzq3tcT3yJKIQxDUPjsenwBEO1ekQKkC98AT2Ap7qmcQg>

Provide the web address to relevant procedure(s):

Link:

NDUS Procedure 403.1-B – New Academic Program Request

<https://ndusbpos.sharepoint.com/:w:/s/NDUSPoliciesandProcedures/Eb0rKa-pvypHj4C2mvyQ7twBIXSFQMH-8fJOMBoZjCukfQ>

NDUS Procedure 403.2 – Course Inventories and Titles

https://ndusbpos.sharepoint.com/:w:/s/NDUSPoliciesandProcedures/ESUz-_j1n29liQEGFctDxk0B8Xi8XkHcFbqdcUsjA19izg

Describe the process the institution utilizes to verify length of academic period and compliance with credit hour requirements through course scheduling.

Credits are recorded on the official academic transcript in semester credit hours. LRSC uses the federal definition of a credit hour. Per LRSC Policy 800.05, one credit hour is equal to: One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class work each week for approximately 15 weeks for one semester; or at least an equivalent amount of instruction and other academic activity as established by LRSC. This may include laboratory work, internship, practicum, studio work, and other academic activity, including online learning, leading to the award of credit hours.

LRSC operates under a common academic calendar produced by the North Dakota University System (NDUS). Per North Dakota State Board of Higher Education (SBHE) Policy 406.1, academic calendars include at least 160 class days, including test days and excluding holidays and days reserved for orientation, registration and commencement. The fall semester is sixteen total weeks in length, including one week for final exams. The spring semester is seventeen total weeks in length, including one week for final exams and excluding one week for spring break. During fall and spring semesters, early and late eight-week sessions are offered. The summer semester is eight weeks in length with the exception of certain laboratory courses that are ten weeks and the Peace Officer Training program that is 14 weeks. LRSC Policy 300.05 designates responsibility of the academic calendar to the president, in consultation with the Administrative Council and other appropriate persons. The calendar must be published at least six months prior to the beginning of each academic year.

NDUS Procedure 403.2 allows each institution to modify its course offerings as necessary to provide up-to-date, high-quality courses and programs for its students. This process is expected to involve both the deletion and addition of courses, resulting in a master course catalog which accurately reflects current course offering. The Curriculum and Academic Standards Committee, a subcommittee of the Faculty Senate, grants approval for new course, course modifications and course inactivation per LRSC Policy 900.02. A request for a new course, course modification or course deletion is initiated by the instructor via the New Course Request Form, Course Modification Request Form or Course Inactivation Request Form. Upon approval, the course is added to the master course catalog in Campus Connection by the Director of Academic Affairs. Following this process, the course can be added to the class schedule. When the term schedule is created for each semester, the credit hours carry over from the master course catalog to the class schedule. The Director of Academic Affairs audits the class schedule to ensure that course meeting times meet the minimum length for the number of credits assigned. Per LRSC Policy 300.06, the class schedule is prepared by the Vice President of Academic Affairs and other appropriate persons at least three school calendar months prior to the beginning of each term/semester.

Courses offered online are overseen by the Director of Distance Education. To ensure instructional equivalencies between on campus and online courses, faculty qualifications, syllabi requirements, assessment expectations, course objectives, student learning outcomes, and curriculum are all standard. Online courses are developed at the highest level of course development rubrics, including Online Consortium and Quality Matters, and are reviewed by the

Instructional Designer prior to the course starting. Online instructors are provided training and technology to ensure quality of online courses in terms of standards and rigor. In some cases, instructors within the same discipline will utilize one course assessment method between online and on campus course sections. All online instructors have access to in-service opportunities in either a face-to-face or virtual setting.

LRSC offers Associate degrees, Associate in Applied Science degrees, diplomas, certificates, and certificates of completion. LRSC Policy 800.20 specifies the required minimum number of credits for each degree type. The Associate in Arts degree, Associate in Science degree, and diploma are 60 semester hours. Associate in Applied Science degrees in career and technical education fields are a minimum of 60 semester hours and vary in length. Certificates are a minimum of 9 semester hours and certificates of completion are less than 9 semester hours; both vary in length. The program length of Associate in Applied Science degrees, certificates, and certificate of completion depends on the time necessary to deliver all students learning outcomes required for program completion. Each program has a fact sheet that details the curriculum required to complete the program. The fact sheets, along with additional program information, are publicized on the Programs page of the LRSC website.

Per LRSC Policy 900.01, requests for new programs must be approved by LRSC Curriculum and Academic Standards Committee and Administrative Council. Upon institution approval, the request is progressed to the NDUS Academic Affairs Council (AAC) via a two-step process as detailed in NDUS Procedure 403.1-B. First, LRSC must announce its intent to offer a new academic program and complete the new academic program exploration form, where it provides a brief program description, explains the relationship of the proposed program to the institution's mission and strategic plan, and briefly describes the anticipated student enrollment and employer demand for graduates of the program. Once this process is complete, LRSC can proceed to step two and complete the New Academic Program Request Form. This requires an in-depth review of the needs for the program, alignment of the program, relationship of the program to other programs, cost of program implementation, accreditations associated with the program, and what new courses need to be created. Upon approval from AAC, the request advances to the chancellor's cabinet and then to the State Board of Higher Education as required by SBHE Policy 403.1. Upon approval, LRSC's Curriculum and Academic Standards Committee assumes responsibility for curricular matters. Changes to approved program curriculum is presented to the committee by the program faculty via the Curriculum Change Form.

For more information see Federal Requirements 34 CFR §§602.16(a)(1)(viii), 600.2, and 668.8(k) and (l).

Related HLC Requirements: Core Component 3.A. and Assumed Practice B.1.

2. Institutional Records of Student Complaints

Provide the web address to the institution's complaint policy.

Link:

LRSC utilizes one manual for policies and procedures. All policy links to student complaints are the same as the procedure links provided below.

Provide the web address to the institution's complaint procedure.

Link:

LRSC Policy 800.31 – Student Complaint and Grievance Procedures

<https://www.lrsc.edu/faculty-staff/policies-procedures-manual/section-800-student-affairs>

LRSC Policy 1500.09 – Sexual Misconduct and Title IX Compliance

<https://www.lrsc.edu/faculty-staff/policies-procedures-manual/section-1500-safety-and-security>

NDUS Procedure 513 – Complaints to the North Dakota University System Office

<https://ndusbpos.sharepoint.com/:w:/s/NDUSPoliciesandProcedures/Ecol9dCmgatGv6MqTwlOGLsBoaaSipbKIJuKUVJmKsyB0w?rttime=w6mFDyVQ2Eg>

For more information see Federal Requirement 34 CFR §§602.16(a)(1)(ix).

Related HLC Requirements: Core Component 2.A and Assumed Practice A.3, A.4.

3. Publication of Transfer Policies

Provide the web address to the institution’s transfer policies.

Link:

LRSC Policy 800.31 – Establishing Prior Credit

<https://www.lrsc.edu/faculty-staff/policies-procedures-manual/section-800-student-affairs>

Provide the web address where the public can access a list of institutions with which the institution has established articulation agreements. Note that you do not need to provide the full articulation agreements themselves, only the list of agreements that you make public. This list should include the name and location of the agreement partner, the extent to which the institution accepts credit for courses offered by the partner or offers courses for which credits are accepted by the partner, and any credit limitations.

Link:

LRSC Website – Registrar’s Office > Articulation Agreements

<https://www.lrsc.edu/academics/registrars-office>

Provide the web address where current and prospective student can ascertain the institution’s transfer requirements in addition to what will and will not transfer.

Link:

LRSC Website – Registrar’s Office > Transfer Information, Prior Learning, GERTA, CCN Matrix, Interstate Passport Network

<https://www.lrsc.edu/academics/registrars-office>

For more information see Federal Requirements 34 CFR §§668.5, 668.8, 668.43(a)(11) and 668.43(a)(12).

Related HLC Requirements: Core Component 2.A and Assumed Practice A.5.D.

4. Practices for Verification of Student Identity

Does the institution have students enrolled in distance or correspondence courses, as defined in federal definitions?

- Yes
- No (If no, please move on to the next section.)

How does the institution verify the identity of students enrolled in these courses?

The Director of Distance Education is responsible for ensuring that LRSC operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the student identity in distance learning. The methods used by LRSC to ensure that all courses and programs offered through distance education verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit include:

- Secure login and password along with a two-factor authentication process called Duo.
- Video monitoring services within its Learning Management System, Blackboard. Faculty can utilize Blackboard Collaborate and Microsoft Teams to view students in a live environment, proctor exams, record speeches, and build community within their online classes.

How does the method of verification make reasonable efforts to protect student privacy?

To protect student privacy in verifying student identity, all LRSC employees abide by policies and procedures that ensure compliance with Gramm-Leach-Bliley ACT (GLB), Family Education Rights and Privacy Act (FERPA), Payment Card Industry security standards (PCI), Identity Theft Prevention program (Red Flag). These policies and procedures are available in Section 1500 of the LRSC Policy and Procedure Manual.

Are there any additional costs (e.g., fees associated with test proctoring) charged directly to the student because of this method?

- Yes
- No

If yes, how are the additional costs disclosed to students prior to enrollment in a distance or correspondence course?

Provide the web address where the public can access information regarding the additional costs.

Link:

For more information see Federal Requirement 34 CFR §602.17(g).

Related HLC Requirement: Core Component 2.A.

5. Publication of Student Outcome Data

If an institution uses student outcome data in any marketing or recruitment content, the institution must make that data easily accessible to the public through its website—for instance, linked to the institution’s home page, included within the top three levels of the website or easily found through a search of related terms on the website. The data should be clearly labeled as such, any technical terms in the data should be defined, and any necessary information on the method used to compile the data should be included.

Are student outcome data published on the institution’s website following the specifications above?

Yes

No

Provide a link to the webpage(s) that contains the student outcome data.

Link(s):

LRSC Website – Student Outcomes

<https://www.lrsc.edu/discover-lrsc/institutional-research-effectiveness/student-outcomes>

LRSC Website – Institutional Data

<https://www.lrsc.edu/discover-lrsc/institutional-research-effectiveness/institutional-data>

LRSC Website – Consumer Information

<https://www.lrsc.edu/admissions-aid/consumer-information>

For more information see Federal Requirement 34 CFR §602.16(a)(1)(i).

Related HLC Requirement: Assumed Practice A.6.

6. Standing With State and Other Accrediting Agencies

List any relationships the institution has with any specialized, professional accreditor (e.g. Accreditation Commission for Education in Nursing; Council for the Accreditation of Educator Preparation) or institutional accreditor (e.g. Distance Education Accrediting Commission) or with any governing or coordinating bodies in states (e.g. Illinois Board of Higher Education; Arizona State Board for Private Postsecondary Education) in which the institution has a presence.

Note whether the institution or any of its programs is on a sanction, is provisionally approved or has lost status with any state agency or accrediting body.

Provide the web address(es) where students and the public can find information about the institution’s standing with state agencies and accrediting bodies.

Link:

LRSC Website – Accreditation > Federal Compliance Policy 6

<https://www.lrsc.edu/discover-lrsc/institutional-research-effectiveness/accreditation>

For more information see Federal Requirements 34 CFR §§602.28, 668.41 and 668.43.

Related HLC Requirements: HLC Policy FDCR.A.10.090, Core Component 2.B; Assumed Practices A.7, C.4.

Additional Documents

Please attach the following documents as applicable:

Appendix A..... With respect to an institution’s ongoing responsibilities under federal regulations, provide any action letters issued by the U.S. Department of Education that articulate a rationale for any negative actions (including limitation, suspension or termination actions by the Department; letter of credit requirements, fines or heightened cash monitoring imposed by the Department; or other negative findings on the basis of any OMB Circular A-133 [Single Audit] submitted by the institution) and any reports issued by the institution, if applicable, demonstrating the institution’s improvement efforts in response to such communications.

Appendix A

Lake Region State College has no action letters issued by the U.S. Department of Education that articulate a rationale for any negative actions.