

# Carl Sandburg College 2010 Self-Study Federal Compliance



## **FEDERAL COMPLIANCE**

Carl Sandburg College recognizes and complies with all federal requirements and regulations monitored by the Higher Learning Commission (referred to in Chapter 8 of the *Handbook of Accreditation*) and as prescribed by the United States Department of Education.

### ***Credits, Program Length, and Tuition (HLC Policy I.C.7)***

Carl Sandburg College offers transfer/university degrees, occupational degrees, and certificates and developmental coursework in a traditional semester credit system. The instructional contact time per one credit hour is 50 minutes of weekly instruction for a typical 16-week semester; contact time is adjusted in the summer based on this formula. This totals 800 minutes of instructional time for one credit hour in addition to a two-hour final exam period at the end of the semester.

The College's academic year includes two 16-week semesters in the fall and spring, as well as a three-week pre-summer session in May and an eight-week summer session in June and July. The College also offers the opportunity for a mid-term start that ends at midterm in the subsequent semester for several occupational courses and offers some eight-week courses during the regular school year, mostly in the occupational and allied health area. This provides some flexibility to students.



All of the College's associate degree programs require a student to complete a minimum of 60 credit hours. All transfer/university programs have a minimum of 28 hours of general education courses. All credit hour requirements are listed in the College Catalog.

Tuition is charged by the credit hour. Each course is listed in the printed and online Catalogs and on the Web-based schedule with its corresponding number of credit hours. Tuition rates are determined by the Board of Trustees, who set the policy while the administration determines the actual rates. The rates are on the College's Web site.

The following chart depicts the credit hour tuition rates for the 2009-2010 school year:

Credit Hour Tuition Rates	
In-District	\$131
Out-of-District	\$161
Out-of-State	\$219

Residents of the Carl Sandburg College district may enroll in an occupational program at another Illinois community college as opposed to an occasional course, and pay only in-district tuition rates at that institution, provided the program is not offered at Carl Sandburg College. Carl Sandburg College will pay the difference between the in-district and out-of-district rate to the other institution. To apply, students must submit a charge-back application to Carl Sandburg College at a minimum of 30 days before the beginning of the term.

Tuition rates at Carl Sandburg College were completely revised for the 2008-2009 school year. At the time, the College was charging different fees for the occupational and allied health programs. The administration recommended the College take an approach that all students paid the same amount and there should be one inclusive tuition and fee amount. The Board of Trustees approved a recommendation to charge a flat all-inclusive tuition rate for all programs and eliminate all individual program, student services, and technology fees.

As part of the change in tuition and fees to an all-inclusive rate, the College implemented a tuition rate guarantee for a maximum of three years. Full-time students are eligible to maintain the tuition rate from their first semester through the three years of continued successful full-time college enrollment. Dual credit students are eligible for the tuition guarantee for four years for seniors and five years for juniors. The College implemented this policy, which is in place for Illinois public universities, to help families prepare and plan for college expenses.



## ***Institutional Compliance with the Higher Education Reauthorization Act (Title IV) (HLC Policy I.A.5)***

Carl Sandburg College is authorized by the U.S. Department of Education (USDE) to participate in student assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended. This authorization is effective until March 31, 2012. Carl Sandburg College will resubmit an application to extend this period on June 1, 2011, to maintain Title IV HEA program eligibility.

Under the terms of this Agreement, the College is approved to participate in the following financial assistance programs:

- Federal Pell Grant Program
- Federal Supplemental Education Opportunity Grant Program
- Federal Stafford Subsidized Loan Program
- Federal Stafford Unsubsidized Loan Program
- Federal Parent Loan for Undergraduate Programs (PLUS) Loan Program
- Federal Work-Study Program



The Financial Aid Office maintains copies of all current documents relating to Title IV compliance. The NCA team can review the Program Participation Agreement (PPA) and the Eligibility and Certification Renewal (ECAR) document in the resource room.

Each year, the USDE releases Cohort Default Rates for each school participating in federal student loan programs. The following reflects Carl Sandburg College's default rates for 2004 through 2007, the latest cohort default rate available.

<b>Student Loan Default Rates</b>	
<b>Fiscal Year</b>	<b>Cohort Default Rate %</b>
2007	5.7
2006	5.4
2005	5.0
2004	3.5

Carl Sandburg College had a significantly high default rate for a number of years and implemented a Default Management Plan. The plan is no longer required for the institution; however, many of the practices remain in place.

The College seeks to provide sufficient grant aid to assist students when possible. Students who seek to borrow are provided with information regarding the loan programs, repayment, and online loan counseling.

Annually, independent auditors review the College's basic financial statements, and include a review of the College's compliance with provisions of the Title IV, HEA program regulations. This review is required under Section 510 of the OMB Circular A-133. In the latest A-133 audit, the auditors did not find any material weaknesses in the internal control of these federal financial aid programs. The audit can be found on the College Web site and in the accreditation resource room.

In the fall of 2007 the Higher Learning Commission contacted the institution and asked for a financial recovery plan based upon financial indicators which pointed to a concern regarding the financial health of the organization. In February of 2008, the Board of Trustee approved a financial recovery plan which was then forward to the Higher Learning Commission. In January of 2010, the College followed up with report to the Higher Learning Commission. Then in March of 2010 the Higher Learning Commission contacted the College and indicated that the recovery was complete and the College had no additional follow up required.

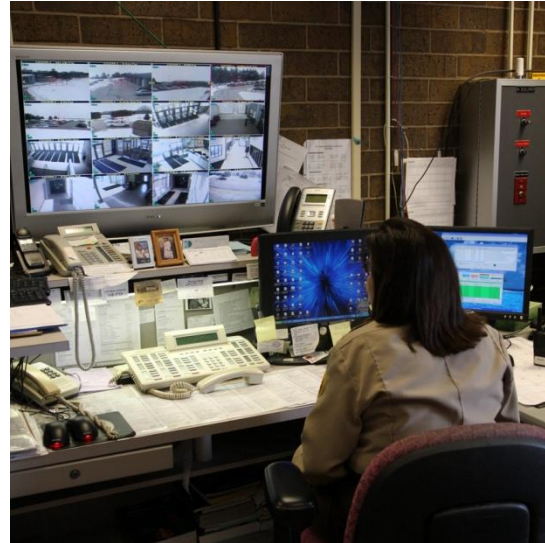
### ***Satisfactory Academic Progress***

The Satisfactory Academic Progress policy for financial aid recipients is mailed with each award notification to students who are awarded financial aid. In addition, the policy is printed in entirety on the college website and included in the college Catalog. The policy meets Department of Education guidelines. The class attendance policies are outlined in the college Catalog under the Academic Credit section. Individual instructors set class attendance policies. Financial Aid documents attendance to establish eligibility for federal aid. This information is provided to students with their award notification, on the college website under "Losing your Financial Aid," and is included in Financial Aid Newsletters and semester notices that are sent to students.



## Campus Security

Carl Sandburg College has security staff on duty 24 hours a day, seven days a week, at its Main Campus in Galesburg, Illinois. Buildings at Carthage and Bushnell are monitored using exterior and interior security cameras. The Galesburg campus is also on this same system. Images from this system are monitored 24/7 from the Dispatch Center at The Main Campus. Since the last accreditation visit, Carl Sandburg College has reorganized its Environmental Services division to address security concerns. The revisions include six new security positions, including a full-time evening security supervisor. In addition to installing the new camera system, the College has installed a classroom alert intercom system and external speaker systems. At The Main Campus, 10 exterior emergency telephones and 15 interior emergency telephones are located throughout the campus. At the extension sites in Carthage and Bushnell, all phones have intercom systems that can contact the Dispatch Center through a four digit extension in case of emergencies. Through Blackboard, the College can contact all faculty, staff, and students through automated calling and emailing. Members of the campus community can get messages on up to six phone numbers as well as two email accounts. Information on campus emergencies is also posted on the College Web site.



<b>Crimes On Campus</b>			
<b>Crime</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>
<b>Aggravated Assault</b>	0	1	0
<b>Burglary</b>	4	3	7
<b>Motor Vehicle Theft</b>		1	1
<b>Illegal Weapons</b>	1	2	0
<b>Drug Law Violation</b>	1	0	0
<b>Weapons Arrest</b>	0	2	0

Located in all classrooms and most common areas is a Campus Emergency Guide that gives students, faculty, and staff specific instructions on what to do in specific emergencies—from medical cases to violent perpetrator situations.

Through the College's Risk Management Program, every employee has a role to help protect the people, programs, and resources of Carl Sandburg College. Language regarding this role in the College's operation is in every job description. Training is conducted with all employee groups, and more intensive training is conducted with key personnel who have more detailed and specific risk management duties. Faculty, staff, and students are trained to observe, report, and act to protect themselves and the campus in emergencies. All employees at Carl Sandburg College are required to watch the *Shots Fired* video on the Human Resources Web site to learn what to do in a violent situation on campus. Environmental Services personnel collaborate with local law enforcement agencies for training and drills at all three district locations to address procedures and protocols on various campus emergencies.

The College's Risk Management Committee reviews all campus incidents, accidents, and emergency reports to assist the administration in process or procedural changes. All reports are available for review through the Environmental Services Department.

Carl Sandburg College provides crime statistics to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1990. All incidents of a criminal nature are reported to the appropriate law enforcement agency. This information is published in the College's Catalog and in the student handbook or Catalog available on the College's Web site. Information can also be obtained through the Environmental Services Department.

In compliance with the Campus Sex Crimes Prevention Act, the identity of registered sex offenders known to the College and registered as students or employed by the College is available at the Office of Environmental Services/Security. The Coordinator receives a sex offender list from local law enforcement quarterly for review. This office also manages any orders of protection affecting students, employees, or the children being cared for at the Children's School.

### ***Release of Completion/Graduation Rates***

Information regarding graduation rates is published annually in the Student Handbook, which is located on the College Web site. Published graduation rates are determined by the percentage of the first-time, full-time freshmen enrolled in a degree program that have graduated within 150 percent of the time allotted for an associate degree, which is two years. These rates are based on a three-year timeframe. For certificate programs, rates are determined by the

percentage of first-time, full-time freshmen enrolled who have also graduated within 150 percent of the various programs' timeframes, which can be one to two years.

## ***Athletics***

The College's athletic programs comply with [Federal Title IX guidelines](#) for equal opportunity. College athletic programs include: men's baseball, basketball, cross country, golf, and soccer, and women's basketball, cross country, softball, golf, soccer and volleyball. The vice president for student services monitors and enforces Title IX compliance and completes the yearly [Equity in Athletics Report](#), which exhibits the College's compliance efforts. This report is available on the Student Services Web site.



## ***Employment Practices***

Carl Sandburg College adheres to all state and federal regulations on nondiscrimination and equal opportunity for employment. The College provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, national origin, ancestry, age, disability, citizenship, marital status, veteran status, sexual orientation, or status in any group protected by applicable federal, state or local law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, training, and discipline. The non-discrimination policy is published on the Human Resources Web site and in the Board Policy. The non-discrimination policy is included with all position advertisements and is posted on the Human Resources bulletin boards at all district locations. The College also adheres to the U.S. Equal Employment Opportunity Commission policies on sexual harassment which are included in the student handbook, College Catalog, and in the Board's [Policy, Procedure, & Regulation Manual](#). All are available in printed form and on the College's Web site. Training on the prevention of sexual harassment is available online and is required for every employee at the College. Carl Sandburg College abides by the requirements in the Family Medical Leave Act (FMLA). Employees are eligible for leave based on appropriate eligibility requirements.

## ***Americans with Disabilities Act and Rehabilitation Act***

Carl Sandburg College complies with all regulations set in the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act of 1973. The College adheres to programmatic and architectural requirements in accordance with ADA. The academic support services coordinator provides accommodations to students attending the College who have documented disabilities. No formal student complaints have been filed regarding ADA accommodations provided by Carl Sandburg College.



## ***Family Educational Rights and Privacy Act (FERPA)***

Carl Sandburg College complies with all regulations of the Family Educational Rights and Privacy Act (FERPA). Student records are protected, and all student rights respected. FERPA policies are included in the Board's *Policy, Procedure, & Regulation Manual*, located in the President's Office, the Admissions and Records Office and on the College Web site. Information is also provided in the student handbook, which is located on the College Web site. The information provided includes the name and address of Compliance Officer of the U.S. Department of Education—this needs to be added. Through the new information management system and other efforts, the College has redesigned processes and procedures to eliminate the use of social security numbers as a means of identifying students.

## ***Drug-Free Workplace***

Carl Sandburg College conforms to the federal Drug-Free Workplace Act of 1988 as well as the federal Drug-Free Schools and Communities Act of 1994. The College is an abuse free environment and publishes drug and alcohol policies in its Catalog, student handbook, student code of conduct, and its *Policy, Regulation & Procedures Manual*. Per Board policy, the consumption of alcoholic beverages and/or the possession of opened containers of alcoholic beverages are prohibited on College property unless exempted by formal approval of the Board of Trustees. Illegal drugs are not allowed on campus. Abuse counseling and rehabilitation assistance is available for employees and students.

## ***Federal Compliance Visits to Off-Campus Locations (HLC Policy I.C.2)***



Since the last comprehensive Self-Study report and HLC visit, no additional sites have been established that meet the criteria of the Commission "...an off-campus site is a location at which a student can complete 50 percent or more of a degree program." Currently, this criterion defines The Main Campus in Galesburg, Ill.; The Branch Campus in Carthage, Ill., including The Education

Commons, and The Extension Center in Bushnell, Ill.. All three campuses provide admissions, registration, business, academic and student services to enrolled students. The Annex in downtown Galesburg offers complete programs, but none of the services described above. Carl Sandburg College offers courses at 12 high schools in the district and at Farmland Foods in Monmouth, Ill. However, offerings at these sites do not meet the standard for federal compliance visits set in the HLC policy.

## ***Institution's Advertising and Recruitment Materials (HLC Policy IV.B.2)***

The accreditation status of Carl Sandburg College is accurately reported in advertising and recruitment materials. The College will begin to revise references to affiliation with the Higher Learning Commission by removing the address and toll-free number and using URL to the HLC Web site and the local phone number. The accreditation status is printed in the College's Catalog and is on the Web site.

Carl Sandburg College provides accurate information regarding its programs and policies to students, employees, and the community in the College, on its Web site, in the *mySANDBURG* portal, in the College's Catalog, and in its recruitment materials and advertising. Academic deans and public relations staff check advertising and recruitment materials for accuracy and design. Policies on grading, transfer, and academic calendars, as well as policies on grievance and complaint procedures, are available on the Web site in the student handbook as well as in the College Catalog.

When the Marketing & Public Relations Office has contracted with outside agencies for, the marketing and public relations staff has significant control and oversight of the work being done on the College's behalf.

The Marketing & Public Relations Office has a Publication and Design Guidelines and Procedures document as part of the Board's *Policy, Regulation & Procedures Manual* to provide procedures and design guidelines to assure there is a consistent, high quality, public image of Carl Sandburg College. It is meant as an aid to help identify visual elements and procedures of the College brand and encourage appropriate use and processes. This document establishes or reinforces standards for logo usage, production timelines, proofreading, advertising, and public information. The Publication and Design Guidelines and Procedures document was last changed in 2000 and needs to be updated. It also outlines procedures for marketing services job requests, marketing action plans, and news releases. The procedures outlined in the document assist faculty, staff, and administrators in working with marketing and public relations staff to ensure accurate information to students and the public.

The job services requests never worked or were adhered to like they were supposed to be. The marketing action plans were only used by the marketing office as a means of keeping track of tactics and cost, and not used by the institution as a planning guide.



### ***Professional Accreditation (HLC Policy III.A.1)***

Many of Carl Sandburg College's academic programs hold program-specific professional accreditation; all programs are in good standing. Professional accreditation for specific programs is identified in the program descriptions in the College Catalog and on the Web pages for specific programs. No accrediting body has taken adverse action against the College's programs.



### ***Requirements of Institutions Holding Dual Institutional Accreditation (HLC Policy III.A.3)***

Carl Sandburg College does not hold dual institutional affiliation. The College is not accredited by the Council for Higher Education Accreditation.

### ***Institutional Records of Student Complaints (HLC Policy IV.B.4)***

The Carl Sandburg College Catalog and the student handbook define the formal procedures for various student complaints and grievances. Board policies that guide the procedures are in the *Policy, Regulation & Procedures Manual*. All these documents are available on the College Web site or in printed form. Informal student complaints are addressed as expeditiously as possible within the office or department where the complaint originated. Formal complaints may be related to admission, financial aid, tuition refunds, discrimination, academic regulations, privacy, sexual harassment, administration of College policies, practices or procedures, disability accommodations, treatment by College personnel, and grading. It depends on the type of complaint, how the complaint is handled. All academic complaints are routed first to the instructor, then the dean/associate dean, and then the vice president. The vice president of student services is responsible for resolving complaints in non-academic matters. If the matter is not resolved at the vice presidential level, the student may refer the complaint to the president. Records regarding formal student complaints are maintained through the vice president of student services office.

### ***Transfer/University Information (HLC Policy 3.11)***

Carl Sandburg College offers eight associate degrees that transfer to baccalaureate degree-granting institutions: Associate in Arts; Associate in Arts in Teaching—Secondary Math; Associate in Arts in Teaching—Special Education; Associate in Science; Associate in Engineering Science; Associate in Fine Arts—Art; Associate in Fine Arts—Music Performance; and Associate in Fine Arts—Music Education. Any transfer/university studies student who has earned an associate degree, satisfactorily completed the Illinois General Education Core Curriculum or courses from that curriculum, or courses described in the Illinois Articulation Initiative from a regionally accredited Illinois community or junior college whose general education requirement for the degree incorporates the Illinois General Education Core Curriculum, will have met the receiving

institution's all-campus, lower-division general education requirement for the baccalaureate degree. A receiving institution may, however, require admitted transfer/university students to complete an institution-wide and/or mission-related graduation requirement, which is beyond the scope of the Illinois General Education Core Curriculum.



Policies regarding transfer are detailed fully in the College Catalog and on the College Web site and are continually reviewed. Information is also included in the student handbook, and policies are outlined in the Board's *Policy, Regulation & Procedures Manual*. In the Catalog, individual courses are labeled as transfer/university studies and part of the Illinois Articulation Agreement. Associate degree requirements are also given in a detailed format. Carl Sandburg College also has dual enrollment agreements with three area four-year institutions: Western

Illinois University in Macomb, Ill., Knox College in Galesburg, Ill., and Monmouth College in Monmouth, Ill.

For students transferring to Carl Sandburg College, credit is granted for work completed at other accredited institutions for courses in which the student has earned a grade of "C" or better. Credit is also awarded for courses in which a grade of "D" has been earned, providing the student's overall grade point average from that institution is a "C" or better, unless otherwise stated by specific Carl Sandburg College program requirements. Credit may also be granted for educational work completed in the military service according to established standards of equivalency. All transfer/university credit is awarded by the Admissions and Records Office.

### ***Verification of Student Identity in Distance Education (HLC Policy 3.12)***

Carl Sandburg College offers a large variety of online courses using Blackboard and courses that are shared between district locations in Galesburg, Carthage, and Bushnell, as well as local high schools, through interactive television technology.

A student taking online coursework at the College using Blackboard must enter through the *mySANDBURG* portal using his or her username and password. After entering the portal, the student can click on “View My Courses” to enter courses to submit assignments, enter discussion boards, and retrieve information and assignments. Online instructors have online timed testing through the Portal; others require students to go to a testing site and provide identification for access to take tests. The College is reviewing more extensive verification software at this time and will be bringing forth a recommendation in compliance with law.

Interactive television technology allows students at all district locations access to courses and academic programs they would otherwise not have access to without traveling great distances. This technology allows the College to offer these courses and programs to students throughout the district in a cost—effective manner. For interactive television courses, instructors are encouraged to travel to remote sites throughout the semester to interact with the students at those sites. Given the small enrollment in classes using interactive television technology (average is six students at an individual site), instructors are able to see who is attending their courses and can recognize students by sight. Most instructors use Blackboard and email to contact students, send information, and receive assignments; instructional support staff at district locations also facilitate in those tasks. For testing, instructors can proctor all sites using the technology, or instructional support staff can facilitate at remote sites as needed.

### ***Public Notification of a Comprehensive Evaluation Visit***

Carl Sandburg College published several announcements in July and August of 2010 notifying the community and inviting third-party comments pertaining to the accreditation in the major district newspapers, and included a notice on the Web site beginning Aug. 1 and ending Oct. 8, 2010. Additionally President Dr. Lori Sundberg sent letters on August 1, 2010, to eight neighboring community colleges and colleges and universities as well as area hospitals, chambers of commerce, businesses, governmental organizations, and economic development groups throughout the district.