

## Mayville State University

### Federal Compliance

#### Institutional Records of Student Complaints

1. Explain the process for handling student complaints.

*The process for handling student complaints is provided to students in three areas:*

- 1) *The MSU Student Handbook, pages 12-13 (Appendix A) provides information to the student on how to proceed with a complaint and also provides a list of different types of concerns that may arise for a student;*
- 2) *Distance/online MSU students has access to the process for filing a complaint on the MSU Extending Learning Website.*

<http://www.mayvillestate.edu/msu-online/msu-online/student-complaint-process/>

*The information provided encourages students to raise concerns directly with relevant staff members for the most rapid resolution. If a satisfactory resolution is not achieved, the procedure is provided for the formal complaint process; and*

- 3) *MSU adopted an academic syllabus template which is required to be used for all MSU courses within the syllabus and with an Important Student Information handout the process for the handling of a student complaint is provided. (Appendix B)*

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

*The Office of Academic Affairs had nineteen documented concerns by students over the last three years. The issues ranged from: disagreement with a faculty member, academic dishonesty, removal from an academic program, lack of payment resulting in not releasing transcripts, grade appeal, student overcharge, FERPA concern and concern with additional courses needed for a degree program. All concerns were addressed and resolved according to MSU policy and procedure.*

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

*The university feels that the process worked well to hear and resolve student issues. In a few situations, there appeared to be a communication issue but MSU continues to work on better communication and documentation. In an effort to promote continuous improvement, MSU policies and procedures are reviewed as a proactive measure every few years. When an issue appears with policy or procedure during a complaint process, the university reviews the process immediately to determine if changes are needed. An example of the change process is the adoption of a required university syllabus template. The university discovered inconsistencies with information provided to students in courses at the beginning of the semester. The Academic Affairs Office worked with the Faculty Senate and Association to adopt the syllabus template also a "Student Important Information" document. This document is referenced in the syllabus and provided in the Moodle*

*course shell for all MSU courses. Each semester academic divisions are required collect all course syllabi and a random sample is conducted to check compliance to the syllabus template requirement.*

*MSU has recently identified the difficulty to compile student complaint information since it is stored in various offices based on the type of student complaint. Since the student complaint may occur in different areas of campus, MSU does not have a centralized method of tracking student complaints. MSU will begin the process to identify an existing campus application, such as Task Stream to consolidate student complaints and explore other applications that may be used to compile all student complaints.*

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## **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.

*Transfer policy and information is disclosed in the 2015-16 Academic Catalog, pages 8-9 & 45 and on the MSU website: transfer students and Consumer Information - MSU Policy Manual. (Appendix C),*

*<http://www.mayvillestate.edu/prospective-students/admissions/transfer/>*

*<http://www.mayvillestate.edu/about-msu/consumer-information/>*

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.

*Mayville State University considers itself a 'transfer friendly' regional campus and has established articulation agreements with community colleges for the benefit of students who wish to transfer to a four-year institution. MSU has developed articulation agreements with community colleges, and other 4-year institutions of higher education with transparency on the MSU website. The articulation agreements show that MSU both offers and accepts credits with other institutions.*

*Since 2011, the use of the Transfer Evaluation System (TES) within College Source has improved the process and provided additional efficiency for credit transfer. The Office of Academic Records requires division chair evaluation for any transfer course that is not already identified as transferable credit. Articulation agreements are created, reviewed yearly, and maintained through the MSU Extended Learning Office and require administrative review before TES updates are made.*

*<http://www.mayvillestate.edu/prospective-students/admissions/transfer/articulation-agreements/>*

*When a unique need occurs such as in the state of Washington, MSU established articulation agreements with five community colleges around the Seattle area to provide a four-year degree in Early Childhood Education (ECE). The NDUS, an eleven institution system which MSU is a member, has established general education/essential studies articulation agreements with selected campuses in the states of Minnesota, California, Montana, Oregon, South Dakota, Washington and Wyoming. Collaborative work among North Dakota University System schools support thorough review of courses and course credit for articulation agreements such as the statewide ECE articulation*

agreement and a General Education Requirement Transfer Agreement (GERTA) – an approved set of general education courses transferrable between University System campuses and North Dakota’s five tribal colleges.

<http://www.ndus.edu/students/take-classes-at-multiple-campuses/>

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

*The university follows all transfer policies and procedures (M402.4) in discussion with students and when a review of transcripts occur. If any questions related to the transfer of credit occur, the appropriate campus expert is consulted, such as, a content expert from the appropriate academic field and/or the Director of Academic Records. Mayville State University’s transfer policy M402.4 is included. (Appendix C)*

*When a student is transferring to MSU, a transfer specialist in the Office of Admissions reviews the student transcript to determine if the student meets the minimum qualifications. In the case of nursing student transferring into the BSN program, the nursing faculty are involved. If the transfer specialist has questions concerning the transfer of the student credits, a content expert or academic division chair will be consulted to assist with the transfer review. Any transfer student denied admission has the right to appeal to the University’s Committee on Admission and Academic Standards.*

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### **Practices for Verification of Student Identity**

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

*The North Dakota University System requires identification of students whether on-campus or at a distance and the following “Distance Education Status Report” is generated. (Appendix D) All instructors are required to verify student enrollment and participation for on-campus and distance courses before the tenth day of instruction for a 16 week session. (Appendix E)*

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.

*MSU uses a learning management system (LMS), Moodle as provided by the North Dakota University System (NDUS). Moodle and email passwords are created by the NDUS based on student birthdate and social security information. MSU does not have local ability to reset passwords. Students have password-protected logins required for Moodle access, email access and other services. MSU adheres to FERPA regulations, and refer password reset and other access information for Moodle, email and Campus Connection or ConnectND (both names are used for the NDUS enterprise application) to a centralized NDUS Help Desk. All personal student data is stored on NDUS secure servers.*

MSU also uses a system of approving exam proctors so they meet established criteria wherein every proctor's credentials are verified. When proctors are used for exams, they are required to verify a student's identity via a photo ID. Based on the course construction, faculty may utilize one of the following systems:

- 1) Tegrity Proctoring, wherein students show a photo ID and are video recorded while taking exams, or doing other assessment measures. There is no additional cost to students for this service.
- 2) ProctorU services, if instructors require ProctorU (this is a new technology for MSU and is in the implementation process), they must give notice in their syllabi and in the course info in ConnectND prior to registration. Email sent to students and information on the MSU website, indicates for ProctorU required classes the students may incur fees.

If a proctor is required for a course, students are notified via email, information on the MSU website, in course syllabi and in the course information on ConnectND, all of which indicate whether or not an additional fee is required for this service.

Most of MSU's online courses have multiple checkpoints and activities with students, this is encouraged in the MSU Online Course Development rubric. These multiple checks make it more difficult for someone else to complete an entire course due to the time involved and due to just a few high stakes exams.

This is an evolving process with ongoing discussion between faculty, instruction technology & design staff, extended learning staff and the MSU Online Learning Committee.

Below is the MSU website information for course proctors.

<http://www.mayvillestate.edu/msu-online/msu-online/submit-proctor/>

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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.  
*Title IV program reviews, inspections or audits have been conducted for FY2014 & FY2013. One finding with no questioned costs was identified and corrective action has been implemented. (Appendix F)*
- b. Disclose any limitation, suspension, or termination actions that the U.S. Department of Education has undertaken and the reasons for those actions.

*MSU has had no limitation, suspension or termination actions taken by the U.S. Dept. of Ed.*

- 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.

*MSU has had no fines, letters of credit or heightened monitoring from the U.S. Dept. of Ed.*

- d. Discuss the institution's response and corrective actions to these challenges.

*MSU has had no response or corrective actions (limitation, suspension or termination actions) requested from the U.S. Dept. of Ed.*

- 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.

*The FY14/13 Single Audit (Audit Report) for the State of North Dakota, which includes the North Dakota University System institutions including Mayville State University, a 'reduced report' can be found as Appendix F and the 'full report' at the North Dakota State Auditor's website at: [http://www.nd.gov/auditor/reports/f100\\_14.pdf](http://www.nd.gov/auditor/reports/f100_14.pdf). The Audit Report's Schedule of Expenditures of Federal Awards section includes Mayville State University Title IV expenditures for FY2014 and FY2013. The Audit Report Schedule of Federal Findings and Questioned Costs includes Finding 2014-046 Student Financial Aid Cluster, Questioned Costs: \$0 which requests additional professional care when preparing notes to the SEFA. Mayville State agrees with, and has implemented the recommendation. No material weaknesses were cited in the Audit Report.*

- 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.*

*Federal Student Aid School Eligibility Channel – Mayville State is currently approved to participate in the Federal Student Aid program through September 30, 2020.*

*The completed financial and compliance audit for fiscal years ended June 30, 2014 and 2013 include no financial concerns or significant findings. Mayville State University's financial and compliance audit for FY ended June 30, 2015 is in progress and is conducted by the North Dakota State Auditor's Office.*

### 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.

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

2011	12.3%
2012	14.2%
2013	11.2%

- 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 Department of Education has not requested a corrective plan or review.*

*MSU emphasizes the importance of the exit counseling session so the student knows the amount and type of loans they have accumulated. MSU encourages all students through emails to meet with Financial Aid Office staff if they do not plan to return. The Office of Financial Aid takes every opportunity to explain student loans and loan debt and stress that each student has repayment options. Also, who they need to contact if they have questions about repaying their loans. Each student is provided the website information where they can see all of their federal loans and the contact information of the loan servicers.*

*The Office of Financial Aid meets with students enrolled in the required freshmen course "Seminar on Success" (SOS) each semester to counsel students about the financial aid process and to be aware of their loan debt. This course is required for incoming freshmen and recommended for transfer students that have been admitted on probation status. The students are informed of options and ways to keep loan debt to a minimum. Parents and students are also informed of this information during orientation visits. All students that are placed on financial aid warning, plan of study, or probation are also informed of their current loan debt.*

*A list of borrowers is being evaluated to determine which students are defaulted. With this list of students our institution can determine what population is at risk of defaulting on student loans. A program is being developed to reach out to this population with information about debt management.*

- 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.

*MSU participates in offering private loans to students. MSU utilizes a historical lender list on the MSU website that is maintained by FastChoice. The list includes the information about private lenders that MSU students have used in the past. The Office of Financial Aid discuss this option with all students and parents that inquire about additional funding.*

**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.

*MSU has Campus Crime Information, Athletic Participation and Financial Aid information and Related Disclosures posted on the MSU website under 'About MSU', 'Consumer Information'.*

<http://www.mayvillestate.edu/about-msu/consumer-information/>

*The Consumer Information page is available on the MSU website, in accordance with the Campus Security Act of 1990, 1992 and 1998 and the Higher Education Opportunity Act of 2008. Mayville State University provides information relating to crime statistics and security measures to prospective students, active students, and all employees. The Campus Crime Reports and Statistics is also available as Appendix G.*

*Information as required on Athletic Participation is provided on the Consumer Information page on the MSU website and is provided as Appendix H.*

*Financial Aid information is provided on the Consumer Information page and also on under Prospective Students and Current Students – Paying for School. Information is provided on Tuition and Fees, Financial Aid, Scholarships, Cost Calculators and Federal Tax Benefits.*

<http://mayvillestate.edu/prospective-students/paying-school/>

*Additional Related disclosure information are available for review on the MSU website on the Consumer Information page.*

<http://www.mayvillestate.edu/about-msu/consumer-information/>

**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.*

*Other data and information for 'The Student Right to Know' are provided as Appendices to this document and also the location in the academic catalog or website are provided.*

*Pell grant recipient graduation rate –*

*The Pell grant recipient graduation rate is located on the MSU website on the Consumer Information page. (Appendix I)*



*Process for withdrawing a student*

*2015-16 Academic catalog, page 58 (Appendix J)*

<http://www.mayvillestate.edu/current-students/academic-information/catalogcalendar/>

*Cost of attendance*

*2015-16 Academic catalog, pages 14-15 (Appendix K)*

<http://www.mayvillestate.edu/current-students/paying-school/tuition-fees/>

*Refund and return of Title IV polices –*

*2015-16 Academic catalog, pages 26 (Appendix L)*

<http://www.mayvillestate.edu/current-students/academic-information/catalogcalendar/>

<http://www.mayvillestate.edu/current-students/paying-school/financial-aid/policies/>

*Current academic programs -*

*2015-16 Academic catalog, pages 4-5 (Appendix M)*

<http://www.mayvillestate.edu/prospective-students/academics/majors-and-minors/>

*Faculty –*

*2015-16 Academic catalog, pages 212-218 (Appendix N)*

[http://www.mayvillestate.edu/about-msu/more-info/employee\\_directory/](http://www.mayvillestate.edu/about-msu/more-info/employee_directory/)

*Names of applicable accrediting agencies –*

<http://www.mayvillestate.edu/about-msu/more-info/accreditation-assessment/>

*Description of facilities for disabled students -*

<http://www.mayvillestate.edu/current-students/student-services/student-success-center/disability-support-services/>

*Institution's policy on enrollment in study abroad -*

*MSU does not have a study abroad program but is currently investigating a program as a campus or collaboratively with another NDUS institution.*

*Disclosure of transfer-out rate – (Appendix O)*

<http://www.mayvillestate.edu/about-msu/consumer-information/>

- 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.)

*MSU's Satisfactory Progress policy for financial aid is located is provided in Appendix P and on the MSU website.*

<http://www.mayvillestate.edu/current-students/paying-school/financial-aid/policies/>



The class attendance and participation policy is provided in Appendix E. This policy is available on the MSU Website under "Consumer Information" and in the MSU 2015-2016 Academic Catalog under academic information on page 56. All instructors are required to verify student enrollment and participation for on-campus and distance courses before the tenth day of instruction for a 16 week session.

<http://www.mayvillestate.edu/current-students/academic-information/class-attendance-and-participation/>

<http://www.mayvillestate.edu/current-students/academic-information/catalogcalendar/>

- 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.*)

N/A

- 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.*)

N/A

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## Required Information for Students and the Public

1. Submit course catalogs and student handbooks to the team.

*MSU 2015-16 Academic Catalog is located at the following MSU website link.*

<http://www.mayvillestate.edu/prospective-students/academics/catalogcalendar/>

*Student Handbook, Distance Student Handbook, and Residence Hall Handbook are located at the following MSU website link.*

<http://www.mayvillestate.edu/about-msu/consumer-information/>

*Teacher Education Handbook & Special Education Handbook are located at the following MSU website link.*

<http://www.mayvillestate.edu/prospective-students/academics/teacher-education/>

*RN to BSN Program Student Handbook is located at the following MSU website link.*

<http://www.mayvillestate.edu/prospective-students/academics/majors-and-minors/nursing/>

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

*Required disclosure Information is location on the following MSU Website link.*

<http://www.mayvillestate.edu/about-msu/consumer-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.

*The MSU Marketing and Public Relations Committee coordinates and reviews all promotional materials. A request is sent once per year for all areas of the campus to review the content on the MSU website including PDF documents. When new or updated marketing materials are needed for areas of the campus representatives of the committee work with departments and divisions in the design and content of these materials.*

*The MSU web presence lists all majors & minors and promotional materials are provided for each program.*

<http://www.mayvillestate.edu/prospective-students/academics/majors-and-minors/>

*The MSU Office of Enrollment Services utilizes the materials available on the website as indicated and prints additional promotional materials which are available upon request.*

*A sample of the promotional materials available on the website for the Elementary Education Program is provided in Appendix Q.*

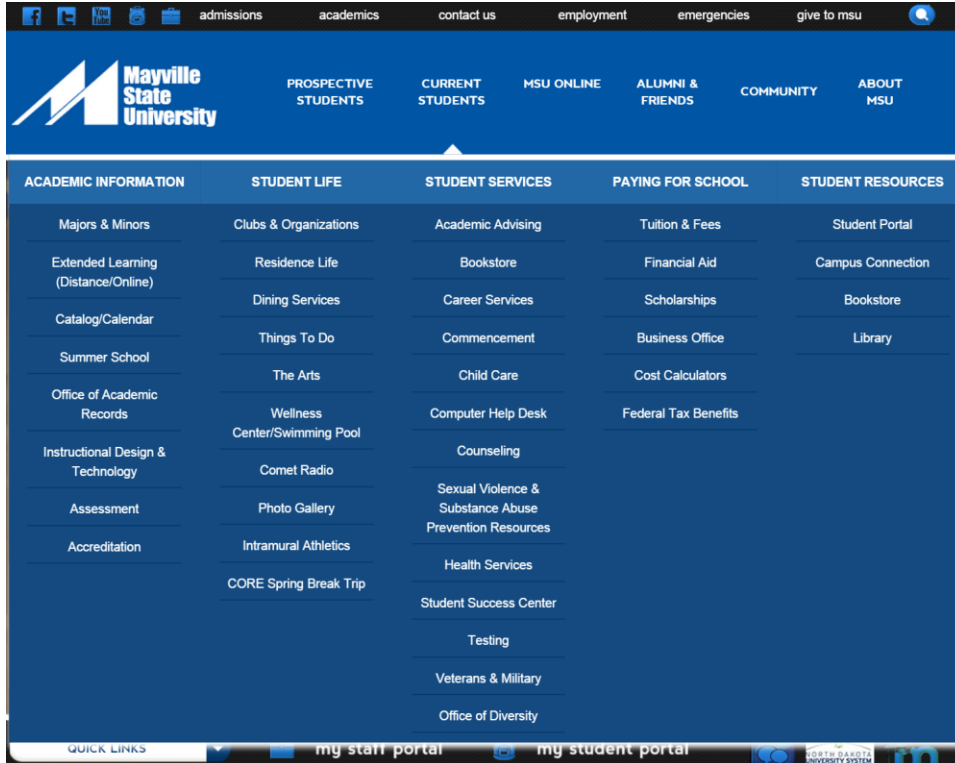
2. Demonstrate that the institution provides such information to current and prospective students about its programs, locations, and policies.

*Information on the MSU website is segmented to best represent categories that are meaningful to prospective and current students.*

The Mayville State University website home page is located at the following website.

<http://www.mayvillestate.edu/>

The subheadings as shown below provide information to guide current and prospective students to important information about the university.



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

*The HLC Mark of Affiliation is located on the MSU website at the following link.*

<http://www.mayvillestate.edu/about-msu/more-info/accreditation-assessment/>

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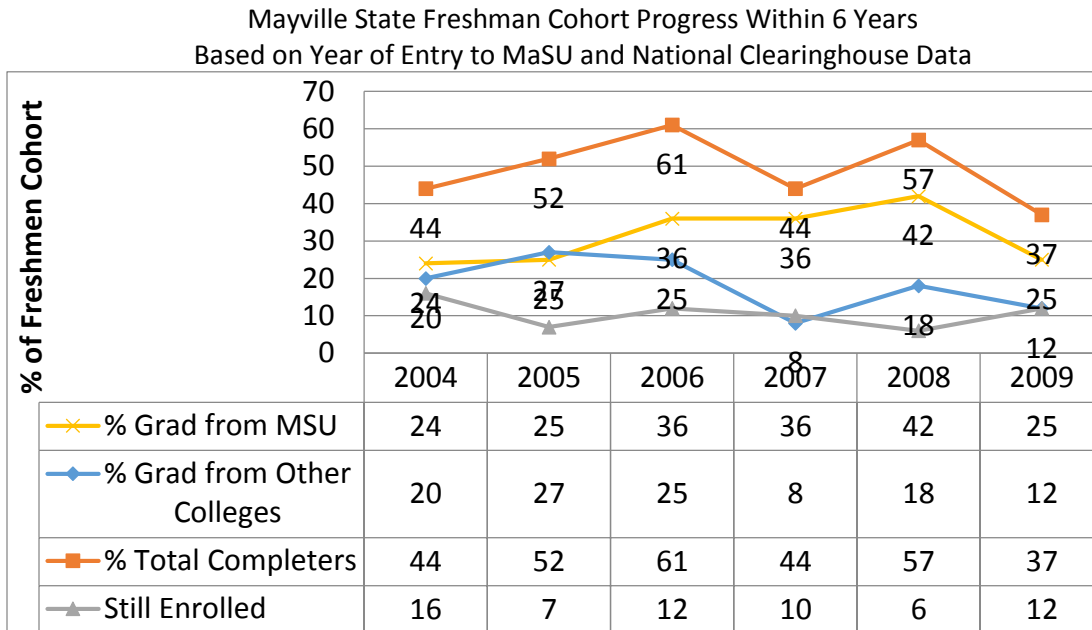
## Review of Student Outcome Data

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

*The institution requires that all courses taught in a given semester are included in a 2 year cycle of assessment. Two examples are 1) the 2013-2015 BSED BIOL curriculum map/assessment schedule and 2) the assessment schedule for ELO2 Critical Thinking 2014-2015. Courses are assessed based on when they are taught, by whom, and by delivery mode. In a given two year cycle, courses must be assessed at least once for each instructor/delivery mode combination. Delivery mode is defined as Campus = courses taught on campus, on demand and via Interactive Video Network (IVN). Distance = strictly online, dual credit and hybrid.*

The information collected about student outcomes is outlined in the Taskstream Reporting Form and entered into Taskstream based on program and assessment cycle. Fields include an assessment plan with an attached copy of the activity description and rubric, a summary of assessment findings with anonymous student examples, action plans and status reports. Each Major/Minor and Essential Studies (General Education) course assessment activity can be summarized using the Assessment Cycle Detail Report in Taskstream. The major in BSED BIOL and Essential Studies ELO2 Critical Thinking are examples.

The graph below provides MSU's Freshman Cohort Progress within six years based on year of entry to MSU and the National Clearinghouse data.



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

*Information about student outcomes informs planning, program review and assessment through the processes of continuous examination of outcome results and by the Annual Report.*

*Continuous Improvement Process*

*The Annual Report*

*Phase 1: Course-Embedded Activities*

*Phase 2: Important Findings*

*Phase 3: Non-Course Embedded Resources and Activities*

*For complete information on the examples and results, please use the following weblink.*

<https://w.taskstream.com/ts/manager244/InstitutionalAcademicAssessment.html/pezpzp00phzfzjzhzgzfzoza>

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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.

### ***Higher Learning Commission***

*MSU (the institution) is currently accredited by the Higher Learning Commission (HLC). The link to the most recent comprehensive evaluation report (February 14, 2006) and the action letter and Statement of Affiliation Status (May 11, 2006) are available at the website link below. No interim monitoring for the 2006 comprehensive visit was required.*

<http://www.mayvillestate.edu/about-msu/more-info/accreditation-assessment/msu-hlc-accreditation-2006/>

### ***National Council for Accreditation of Teacher Education***

*MSU's Teacher Education program is currently accredited by the National Council for Accreditation of Teacher Education (NCATE), now called the Council for the Accreditation of Educator Preparation (CAEP)*

*MSU's comprehensive program review on April 28 – 30, 2013 met all standards except the diversity standard. Consequently, an on-site focus visit for the diversity standard occurred in April 2015 which resulted in the Teacher Education program receiving on-going accreditation as indicated by the letter in Appendix R.*

*The focus visit materials are available at the following link:*

<https://w.taskstream.com/ts/anderson721/MayvilleStateUniversityDivisionofEducationPsychology>

### ***Commission on Collegiate Nursing Education***

*MSU has applied for accreditation for the Registered Nurse to Bachelor of Science in Nursing (RN to BSN) program through the Commission on Collegiate Nursing Education (CCNE) and had an on-campus visit in November 2015. The final determination and notification for accreditation of the nursing program will occur in May 2016. Prior to applying to the CCNE, MSU submitted a Substantive Change request to the HLC for this new program and had an on-campus visit in April 2014. The HLC Institutional Actions Council (IAC) concurred with the evaluation findings and approved the institution's request to offer the RN to BSN program on June 30, 2014.*

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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.
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.

*Public notifications were placed in the Traill County Tribune on October 24, 2015 and on the MSU website on October 20, 2015. On December 23, 2015 notification was emailed and confirmed by Legal Affairs at the HLC.*

*As required under Federal Compliance for reaccreditation by the HLC, below is evidence that public notice was provided.*

*Appendix S, presents the print copy in the Traill County Tribune on October 24, 2015.*

*MSU posted the public notification on the MSU website on October 20, 2015. The website link is provided.*

<http://www.mayvillestate.edu/about-msu/more-info/accreditation-assessment/msu-hlc-accreditation-visit-2016/>