Federal Compliance Forms

Compliance with Federal Requirements

In addition to the main worksheet, there are four forms that team members will review during the reaffirmation of accreditation and attach to their team report in order to ensure that the institution is in compliance with the cited federal requirements. The institution is expected to complete the forms with links to the needed information in anticipation of the team's review. Please do not check the "yes" or "no" boxes on the federal requirements forms as these check boxes are intended for team members when determining compliance.

Institutional Information

Institution:

Date of Submission: _2_ / _14_ / _2024___
                     Mo   Day   Year

Institutional Contact Name and Email:
Jessica Lavariega Monforti, jessica.lavariega@csuci.edu

Overview

There are four forms that WSCUC uses to address institutional compliance with some of the federal regulations affecting institutions and accrediting agencies:

1. Credit Hour and Program Length Review Form
2. Marketing and Recruitment Review Form
3. Student Complaints Form
4. Transfer Credit Policy Form

During the visit, teams complete these four forms and add them as an appendix to the Team Report. Teams are not required to include a narrative about any of these matters in the team report but may include recommendations, as appropriate, in the Findings, Commendations, and Recommendations section of the team report.

1 - Credit Hour and Program Length Review Form

Under federal regulations, WSCUC is required to demonstrate that it monitors the institution's credit hour policy and processes as well as the lengths of its programs.

Credit Hour - §602.24(f)

The accrediting agency, as part of its review of an institution for renewal of accreditation, must conduct an effective review and evaluation of the reliability and accuracy of the institution's assignment of credit hours.

1) The accrediting agency meets this requirement if-
   i) It reviews the institution's-
      a) Policies and procedures for determining the credit hours, as defined in 34 CFR 600.2, that the institution awards for courses and programs; and
      b) The application of the institution's policies and procedures to its programs and coursework; and
   ii) Makes a reasonable determination of whether the institution's assignment of credit hours conforms to commonly accepted practice in higher education.

2) In reviewing and evaluating an institution's policies and procedures for determining credit hour assignments, an accrediting agency may use sampling or other methods in the evaluation.

Credit hour is defined by the Department of Education as follows:
A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or

trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

See also WASC Senior College and University Commission's Credit Hour Policy.

Program Length - §602.16(a)(1)(viii)

Program length may be seen as one of several measures of quality and as a proxy measure for scope of the objectives of degrees or credentials offered. Traditionally offered degree programs are generally approximately 120 semester credit hours for a bachelor's degree, and 30 semester credit hours for a master's degree; there is greater variation at the doctoral level depending on the type of program. For programs offered in non-traditional formats, for which program length is not a relevant and/or reliable quality measure, reviewers should ensure that available information clearly defines desired program outcomes and graduation requirements, that institutions are ensuring that program outcomes are achieved, and that there is a reasonable correlation between the scope of these outcomes and requirements and those typically found in traditionally offered degrees or programs tied to program length.

Rev 03/2015

1 - Credit Hour and Program Length Review Form

Material Reviewed	Questions/Comments (Please enter findings and recommendations in the Comments sections as appropriate.)
Policy on credit hour	Is this policy easily accessible? ❑ YES ❑ NO
	If so, where is the policy located? Senate Policy 20.007 - Policy on Credit Hour Definition
	Comments:
Process(es)/ periodic review of credit hour Senate Policy 20.007 - Policy on Credit Hour Definition- "regularly included in the university catalog"	Does the institution have a procedure for periodic review of credit hour assignments to ensure that they are accurate and reliable (for example, through program review, new course approval process, periodic audits)? ❑ YES ❑ NO
	If so, does the institution adhere to this procedure? ❑ YES ❑ NO
	Comments:
Spring 2024 Schedule of Classes	Does this schedule show that on-ground courses meet for the prescribed number of hours? ❑ YES ❑ NO
	Comments:
A sample of syllabi from Fall 2023 are at https://www.csuci.edu/app/wscuc-tpr/fall2023-sample-syllabi.htm	How many syllabi were reviewed? 753 of Fall 2023 semester
	What kind of courses (online or hybrid or both)? both
	What degree level(s)? ❑ AA/AS X❑BA/BS X❑ MA ❑ Doctoral
	What discipline(s)? All programs
	Does this material show that students are doing the equivalent amount of work to the prescribed hours to warrant the credit awarded? X❑ YES ❑ NO
	Comments:
At CSU Channel Islands, some laboratory or activity courses are embedded as one course, and the lecture, lab or activity are separated through scheduling and sections. This is presented in the schedule and the syllabi. Refer to the sample list of syllabi to see both examples. https://www.csuci.edu/app/wscuc-tpr/fall2023-sample-syllabi.htm	How many syllabi were reviewed? All embedded in course, and all with separate syllabi for the total 723 reviewed syllabi
	What kinds of courses? In person and hybrid
	What degree level(s)? ❑ AA/AS XBA/BS X❑ MA ❑ Doctoral
	What discipline(s)? All disciplines with labs, activities and supervisory courses
	Does this material show that students are doing the equivalent amount of work to the prescribed hours to warrant the credit awarded? x ❑ YES ❑ NO
	Comments: At CSUCI, some laboratory or activity courses are embedded as one course, and the lecture, lab or activity are separated through scheduling and sections. This is presented in the schedule and the syllabi. Refer to the sample list of syllabi to see both examples.
Program Review sample folder Programs - Catalog Timelines for Program Review	How many programs were reviewed? 27 since 2017
	What kinds of programs were reviewed? Undergraduate and graduate
	What degree level(s)? ❑ AA/AS XBA/BS x ❑ MA ❑ Doctoral
	What discipline(s)? See link. Sample is submitted for Health Sciences, Writing and Multiliteracy Center, Spanish, Sociology, Mathematics, Computer Science, English, Biotechnology, MBA, Education
	Does this material show that the programs offered at the institution are of a generally acceptable length? YES ❑ NO
	Comments:

Review Completed By: Lina Neto, AVP for Academic Programs & Continuous Improvement
Date: 02/05/2024

2 - Marketing and Recruitment Review Form

Under federal regulation*, WSCUC is required to demonstrate that it monitors the institution's recruiting and admissions practices.

Material Reviewed	Questions and Comments: Please enter findings and recommendations in the comment section of this table as appropriate.
**Federal regulations https://www.csuci.edu/admissions/ We are adhering to the following federal laws: ● Age Discrimination Act of 1975- we do not discriminate based on age in our admissions process. ● Title IX: university does not discriminate against any person based on sex, race, color, or national origin in the admission process. ● Affirmative Action. The Office of Admissions and Recruitment operates based on the NACAC principles, and Title V rules and regulations. Our outreach team accurately represents CSUCI at various events, shares relevant information with prospective students, provides comprehensive, accurate and current information concerning application deadlines, scholarships, financial aid, and critical factors in our admissions process. Our Admissions and Recruitment team is not compensated by commissions or other incentive payments based on the number of students recruited. Our admissions website states the deadlines and admission requirements for both first time freshmen and transfer students: https://www.csuci.edu/admissions/. We adhere to the National Candidate Reply Date and set our admission decision confirmation deadline as May 1. The Admissions and Recruitment team follows FERPA rules and regulations.	Does the institution follow federal regulations on recruiting students? ❐ NO --- Comments:
Degree completion and cost Institution provides time to-to-degree completion on 4 and 6-year rates. Tuition & fees are posted via the Student Financial Services website. CSU Channel Islands provides roadmaps for students that identify curriculum for a four-year, five-year, and six-year degree completion plan. See the example of BS in Biology: http://biology.csuci.edu/bio_bos_gen_four.htm, http://biology.csuci.edu/bio_bos_gen_five.htm, http://biology.csuci.edu/bio_bos_gen_six.htm Cost of attendance is provided to students in admission criteria information and on the University's Financial Aid website.	Does the institution provide information about the typical length of time to degree? ❐ YES ❐ NO --- Does the institution provide information about the overall cost of the degree? ❐ YES ❐ NO --- Comments:

http://www.csuci.edu/financialaid/Cost_of_Attendance.htm	
Careers and employment Career Development and Alumni Engagement: https://www.csuci.edu/careerdevelopment/services/counseling/career-steps/career-research.htm; Preparation for graduate school; Post Graduate Outcomes: https://www.csuci.edu/ir/post-graduate-outcomes/index.htm	Does the institution provide information about the kinds of jobs for which its graduates are qualified, as applicable? ☐ YES ☐ NO
	Does the institution provide information about the employment of its graduates, as applicable? ☐ YES ☐ NO
Each program includes a careers section in the University Catalog. See, Anthropology, Applied Physics, and Art as examples: http://catalog.csuci.edu/preview_entity.php?catoid=12&ent_oid=676&returnto=763 http://catalog.csuci.edu/preview_entity.php?catoid=12&ent_oid=677&returnto=763 http://catalog.csuci.edu/preview_entity.php?catoid=12&ent_oid=678&returnto=763 Information is provided and can be found on program websites, program social media sites, university promotional materials and alumni newsletters.	Comments:

*§602.16(a)(1)(vii)

**Section 487 (a)(20) of the Higher Education Act (HEA) prohibits Title IV eligible institutions from providing incentive compensation to employees or third party entities for their success in securing student enrollments. Incentive compensation includes commissions, bonus payments, merit salary adjustments, and promotion decisions based solely on success in enrolling students. These regulations do not apply to the recruitment of international students residing in foreign countries who are not eligible to receive Federal financial aid.

Review Completed By: Hung Dang, AVP for Enrollment Management
Date: 1/5/2023

3 - Student Complaints Review Form

Under federal regulation*, WSCUC is required to demonstrate that it monitors the institution's student complaints policies, procedures, and records.

Material Reviewed	Questions/Comments (Please enter findings and recommendations in the comment section of this column as appropriate.)
Policy on student complaints https://www.csuci.edu/studentaffairs/about/procedures/student-grievance.htm https://calstate.policystat.com/policy/6591298/latest The way that CSUCI defines policy, our process for redress of student complaints would more appropriately be considered a formal procedure. In addition, the CSU has an umbrella policy which outlines formal methodology for complaints by students that fall outside other established campus or systemwide complaint procedures. CSUCI's student complaint procedure is broad, and provides direction for students regardless of the area or content of their complaint or concern. The Dean of Students office provides guidance and direction to students and other interested parties as a common and central point of contact to assist students in understanding how to file a complaint and with whom. In addition to what is outlined in the procedure, each of the departments within the Division of Student Affairs include a link on their website that accepts feedback for ongoing improvement, and to respond to questions and concerns. Further, contact information is provided for the staff and/or leads within each department. An example of this can be found on the Vice President for Student Affairs website: https://www.csuci.edu/studentaffairs/about/vpsa-office/index.htm	Does the institution have a policy or formal procedure for student complaints? ☐ YES ☐ NO If so, is the policy or procedure easily accessible? If so, where? Comments:
Process(es)/ procedure Intent: Students have the right to bring complaints regarding faculty or staff to the attention of the University. The intent of this procedure is to outline the appropriate Procedure: If a student has a complaint or problem, he/she should follow these steps to resolution: When the complaint involves faculty or staff in Academic Affairs, address the concern (in this order) to: 1. the faculty member (first step) 2. the program chair 3. the Dean of the Faculty 4. the Vice President for Academic Affairs	Does the institution have a procedure for addressing student complaints? ☐ YES ☐ NO If so, please describe briefly: If so, does the institution adhere to this procedure? ☐ YES ☐ NO Comments:

When the complaint involves an administrative office or staff member, address the concern (in this order) to: 1. the employee (first step) 2. the employee's supervisor (if not the director) 3. the director of the department 4. the Dean of Students, Dean of Enrollment, or Dean of Faculty (whichever is applicable) 5. the Vice President for Student Affairs or the Vice President for Academic Affairs If your complaint is not resolved at the first step, please submit your complaint in writing to the appropriate staff/administrator listed in step two of the procedures. Please note that any steps in the procedure that are not followed accordingly may result in an untimely delay in a response to your grievance. The Dean of Students office provides support, as needed, to other departments, faculty, and deans in operationalizing the procedure when students present themselves with complaints. The procedure provides a clear and effective process for student concerns that fall outside other more structured complaint processes, such as Title IX, Discrimination, ADA Grievances, and Academic Grade Appeals, to name a few. Title IX: https://www.csuci.edu/titleix Discrimination Complaints: https://www.csuci.edu/inclusion/report-concern.htm ADA Grievances: https://www.csuci.edu/dass/policies-procedures/disability-equity-discrimination.htm Course Grade Appeals: https://www.csuci.edu/academics/appeals/grade-appeal.htm	

Records For Title IX, ADA/accessibility, and other student discrimination complaints, records are maintained confidentially in the Maxient database. For Grade appeals, records are maintained by Academic Affairs.	Does the institution maintain records of student complaints? ☐ YES ☐ NO If so, where?
	Does the institution have an effective way of tracking and monitoring student complaints over time? ☐ YES ☐ NO If so, please describe briefly:
For other more generic complaints, each Dean, Associate Vice President, or Vice President to whom complaints are directed maintain records regarding student complaints, and provide updates to the President as needed. Each administrator receiving complaints are expected to report concerns and outcomes to their Vice President. CSUCI Judicial Affairs maintains a record of all student complaints for seven years in an Advocate Database System by Simplicity. https://csuci-advocate.symplicity.com/public_report	Comments:

Although a formal database of general complaints is not maintained, CSUCI is committed to continuous improvement and is cognizant of the barriers generated by student complaints, particularly when more than one complaint is received about a similar process or concern at the University. Administrators are responsible for responding not only to individual complaints and concerns, but also to utilize the content of complaints in assessing whether a student's complaint is unique to the student or may be indicative of a concern that may be faced by many students. Where many students may be impacted by a concern that can be resolved through improved communication, process, or policy changes, administrators are expected to make systematic changes to processes and programs to improve accessibility, efficiency, and effectiveness. The Advocate Database System by Simplicity allows Judicial Affairs to monitor student complaints over time and revisit policies for revision. For example, the Academic Dishonesty Policy was recently revised by the Student Academic Policies and Procedures Committee, with input from Judicial Affairs and Academic Affairs, and approved by the CI Academic Senate.	

*§602-16(1)(1)(ix)
See also WASC Senior College and University Commission's Complaints and Third Party Comment Policy.

Review Completed By: Cindy Derrico, PhD, Associate Vice President for Student Life & Support Programs
Dean of Students
Date: January 12, 2023

4 – Transfer Credit Policy Review Form

Under federal regulations*, WSCUC is required to demonstrate that it monitors the institution's recruiting and admissions practices accordingly.

Material Reviewed	Questions/Comments (Please enter findings and recommendations in the comment section of this column as appropriate.)
Transfer Credit Policy(s): Upper-Division Transfer	CSU The Military Credit policy (SP10-08) also indicates how transfer credit earned while in the military will apply to CI requirements. For example, GE area E credit is awarded for military basic training and GE C3a credit for Defense Language Institute credit. Otherwise up to 30 units will be granted as 'free electives'. The "Academic Credit for Military Service" policy (passed 2010) was created in response to CSU EO 1036. The policy describes how non-traditional course credit can be used to meet some CI degree requirements. The policy refers to the "American Council on Education (ACE) guide suggestions and established CSU standards for application of Basic Training credit. CI adheres to the CSU EO 1065 for GE Breadth Requirements and reciprocity of credit between the California community colleges and other CSU's. The Transfer Credit Report is an electronic evaluation that outlines which courses transferred from another college or university and the credit given is at CI. When there is no articulation agreement between that college and CI, students are given generic Lower Division, Upper Division, or General Education area credit. For more information: https://www.csuci.edu/registrar/transfer-credit-report.htm CI's formal procedure is to review students upon matriculation into the university. Students can also find information about Transfer Credit on the following website: http://www.csuci.edu/records-registration/carr.htm, http://www.csuci.edu/academics/advising/articulation.htm, http://www.csuci.edu/records-registration/transfer-credit-report.htm. There is a formal policy for military credit. More student friendly assistance is also provided at http://www.csuci.edu/admissions/transfer/fall2014transferadmissionhandout.pdf and http://www.assist.org/web-assist/welcome.html.	Does the institution have a policy or formal procedure for receiving transfer credit? ❑ YES ❑ NO
	If so, is the policy publicly available? ❑ YES ❑ NO If so, where?
	Does the policy(s) include a statement of the criteria established by the institution regarding the transfer of credit earned at another institution of higher education? ❑ YES ❑ NO
	Comments:

*§602.24(e): Transfer of credit policies. The accrediting agency must confirm, as part of its review for renewal of accreditation, that the institution has transfer of credit policies that--

1) Are publicly disclosed in accordance with 668.43(a)(11); and
2) Include a statement of the criteria established by the institution regarding the transfer of credit earned at another institution of higher education.

See also WASC Senior College and University Commission's Transfer of Credit Policy.

Review Completed By: Roxana Tunc, Director of Admissions and Recruitment
Date: 04/11/2023