

Federal Compliance Packet

Northern New Mexico College

AQIP Comprehensive Quality Review Visit

April 25-27, 2016



Higher
Learning
Commission

A commission of the
North Central Association
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800.621.7440



Academic
Quality Improvement
Program

The Higher Learning Commission NCA

NORTHERN
New Mexico
College



Northern NM College
 Federal Compliance Report
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Introduction

As an accredited institution by the Higher Learning Commission (HLC), Northern New Mexico College (NNMC) must remain in compliance with all applicable federal regulations. The following summarizes how the institution meets these national requirements as it prepares for the AQIP Comprehensive Quality Review Visit scheduled for April 25-27, 2016. NNMC's website is www.nnmc.edu. All links provided to the Northern NM College Catalog in this report refer to the [Amended 2015-16 Catalog](#). Documents from previous years are available at <http://nnmc.edu/home/academics/catalogs/>.

1. Assignment of Credits, Program Length and Tuition

Commission Policy FDCR.A.10.020 – Assignment of Credits, Program Length, and Tuition.

An institution shall be able to equate its learning experiences with semester or quarter credit hours using practices common to institutions of higher education, to justify the lengths of its programs in comparison to similar programs found in accredited institutions of higher education, and to justify any program-specific tuition in terms of program costs, program length, and program objectives. Affiliated institutions shall notify the Commission of any significant changes in the relationships among credits, program length, and tuition.

Assignment of Credit Hours. The institution's assignment and award of credit hours shall conform to commonly accepted practices in higher education. Those institutions seeking, or participating in, Title IV federal financial aid, shall demonstrate that they have policies determining the credit hours awarded to courses and programs in keeping with commonly-accepted practices and with the federal definition of the credit hour, as reproduced herein for reference only, and that institutions also have procedures that result in an appropriate awarding of institutional credit in conformity with the policies established by the institution.

Federal Credit Hour Definition: 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 activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)

Commission Review. The Commission shall review the assignment of credit hours, program length, and tuition in conjunction with a comprehensive evaluation for reaffirmation of accreditation during the Commission's assurance process. The Commission may sample or use other techniques to review specific institutional programs ensure that it has reviewed reliability and accuracy of the institution's assignment of credit. The Commission shall monitor, through its established monitoring processes, the resolution of any concerns identified during that evaluation with regard to the awarding of academic credit, program length, or tuition, and shall require that an institution remedy any deficiency in this regard by a date certain but not to exceed two years from the date of the action identifying the deficiency.

Commission Action for Systematic Noncompliance. In addition to taking appropriate action related to the institution's compliance with the Federal Compliance Requirements, the Commission shall notify the Secretary of Education if, following any review process identified above or through any other mechanism, the Commission finds systematic noncompliance with the Commission's policies in this section regarding the awarding of academic credit.

The Commission shall understand systematic noncompliance to mean that an institution lacks policies to determine the appropriate awarding of academic credit or that there is an awarding by an institution of institutional credit across multiple programs or divisions or affecting significant numbers of students not in conformity with the policies established by the institution or with commonly accepted practices in higher education.

Credits and Program Length (Appendix A)

Policies and Procedures are described below. Appendix B contains explanations of high credit hour courses (6 or more hours). Copies of the undergraduate and graduate bulletins will be provided to the team at the visit.

The Undergraduate Bulletin ([course catalog](#)) is available online. The [course schedule](#) for the Spring 2016 is also available online.

Contact time

In order to maintain assurance that our credits are substantially the same as those of other post-secondary institutions; we must maintain certain minimum standards of contact time.

1. Lecture/theory courses normally meet for 15 fifty minute contact hours for each semester hour of credit. This equates to 750 minutes of instruction per credit hour.
2. Laboratory courses (usually science labs and health occupation courses, designated by an “L” after the course number) meet 45 fifty-minute contact hours for each semester hour of credit. This equates to 2250 minutes of instruction per credit hour. The lab course is usually listed as a co-requisite with its lecture/theory course.
3. Studio courses are those (normally in the applied arts, dance, music, or theatre) which require supervised creative or performing activity in class. Also included for this purpose are physical education (activity) classes (HPER). These classes meet for 30 fifty-minute contact hours for each unit of credit. This equates to 1500 minutes of instruction in a 16-week period. These courses do not bear an “L” suffix to the course number.
4. Shop/studio courses are those that meet for 30 fifty minute contact hours for each unit of credit. This equates to 1500 minutes of instruction per credit hours. 6. Practicum courses are those designed to give students supervised practical application of theory. Depending on the department to which such a course belongs, the contact time will be either at a 2:1 or a 3:1 ratio.

[Contact](#) time documentation available online.

Program Length

- NNMC Certificates require 26-70 semester credits. Curriculum varies based on field of study.
- NNMC Associate of Arts degrees require 60-73 semester credits including NNMC General Education Core Requirements, Degree Specific Requirements, and Electives (if applicable).
- NNMC Associate of Science degrees require 63-86 semester credits including NNMC General Education Core Requirements; Degree Specific Requirements; and Electives (if applicable)
- NNMC Associate of Applied Science degrees require 59-63 credits
- NNMC Associate of Engineering degrees require 60-62 semester credits.
- NNMC Bachelor of Arts requires 120-129 semester credits including NNMC General Education Core Requirements, Degree Specific Requirements, and Electives (if applicable).

- NNMC Bachelor of Science requires 123-124 semester credits including NNMC General Education Core Requirements, Degree Specific Requirements, and Electives (if applicable).
- NNMC Bachelor of Business Administration requires 120 semester credits including NNMC General Education Core Requirements, Degree Specific Requirements, and Electives (if applicable).
- NNMC Bachelor of Music requires 128-136 semester credits including NNMC General Education Core Requirements, Degree Specific Requirements, and Electives (if applicable).
- NNMC Bachelor of Arts in Integrated Studies requires 120 semester credits including NNMC General Education Core Requirements, Degree Specific Requirements, and Electives (if applicable).
- NNMC Bachelor of Engineering requires 123-131 semester credits including NNMC General Education Core Requirements, Degree Specific Requirements, and Electives (if applicable).
- NNMC RN to BSN requires 120-122 semester hours (including 135 clinical hours) and NNMC General Education Core Requirements, Degree Specific Requirements, and Electives (if applicable).

Credit Hour Policy

Northern New Mexico College defines a credit hour as follows (adapted from Federal Statute 34 CFR 600.2): 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, practicum, studio work, and other academic work leading to the award of credit hours

Tuition and Fees (see detailed list of fees and payment policy in the [Catalog](#))

UNDERGRADUATE STUDENTS	TUITION	FEES	TOTAL
NEW MEXICO RESIDENT			
1 to 11 hours, per credit hour (Part-time)	\$124.69	\$57.26	\$181.95
12 to 18 hours = block (Full-time)*	\$1496.28	\$687.12	\$2183.40
SENIOR RESIDENT			
Per credit hour (6 hours or less)	\$5.00	\$57.26	\$62.26
Per credit hour (more than 6 hours)	\$124.69	\$57.26	\$181.95
NON-RESIDENT (including international students)			
1 to 11 hours, per credit hour (Part-time)	\$463.32	\$57.26	\$520.58
12 to 18 hours = block (Full-time)	\$5559.84	\$687.12	\$6246.96
NON-RESIDENT (WUE) 150% of resident tuition through the Western Undergraduate Exchange (www.wiche.edu/wue)			
1 to 11 hours, per credit hour (Part-time)	\$187.04	\$57.26	\$244.30
12 to 18 hours = block (Full-time total)	\$2244.48	\$687.12	\$2931.60
COMMUNITY RATE (non-degree students taking 6 credits or less, community classes only)			
Per credit hour (6 hours or less)	\$80.00	\$20.00	\$100.00
Per credit hour (more than 6 hours)	\$124.69	\$57.26	\$181.95

ADDITIONAL CHARGES: Registration (flat fee per semester)

\$27.23

Note: Course-specific fees may apply, such as lab or online class fees.

*Each credit hour over 18 will be charged at \$181.95 per hour.

GRADUATE STUDENTS	TUITION	FEES	TOTAL
NEW MEXICO RESIDENT			
Per credit hour + flat fee for 1 to 6 hours	\$135.04	\$217.80	\$352.84
Per credit hour + flat fee for over 6 hours	\$135.04	\$326.80	\$461.74
Engineering per credit hour + flat fee for 1 to 6 hours	\$135.04	\$392.04	\$527.08
Engineering per credit hour + flat fee for over 6 hours	\$135.04	\$588.06	\$723.10
NON-RESIDENT			
Per credit hour + flat fee for 1 to 6 hours	\$202.55	\$217.80	\$420.35
Per credit hour + flat fee for over 6 hours	\$202.55	\$326.80	\$529.25
Engineering per credit hour + flat fee for 1 to 6 hours	\$202.55	\$392.04	\$594.69
Engineering per credit hour + flat fee for over 6 hours	\$202.55	\$588.06	\$790.61

ADDITIONAL CHARGE: Registration (flat fee per semester) \$27.23

2. Institutional Records of Student Complaints

Commission Policy FDCRA.A.10.030 - Institutional Records of Student Complaints

An institution shall make available an account of the student complaints it has received, its processing of those complaints, and how that processing comports with the institution's policies and procedures on the handling of grievances or complaints.

Processes to Handle Complaints

There are formal and informal methods by which the College handles complaints. The College encourages all students and community members to first direct their complaints and concerns to the faculty, staff, or administrator specifically involved. If the situation cannot be remedied at this level the student should contact the faculty, staff or administrator's immediate supervisor. In addition, the student may complete the [complaint form](#) found online. Once the Dean of Students reviews a complaint, they will communicate with the appropriate party or parties for possible action, future documentation, and resolution and data compilation.

[Grade Appeal](#) found online - (catalog statement page 32 of 2015-2016 Amended catalog)

Only the affected student may challenge or appeal a grade which you feel is improper or incorrect. You have twelve months from the date when the grade was assigned and recorded in your records to complete the appeal process. To initiate the appeal, you must complete the following steps: 1. Complete the Student Petition for [Grade Appeal](#) Form available on the Registrar's webpage. 2. Discuss the situation with the instructor who gave the grade. If the matter is not resolved to your satisfaction, you may appeal to the instructor's immediate supervisor (usually the department chairperson, although some departments will have an intermediary step, such as a program director). 3. Provide the responsible department chairperson with a written summary of the situation and a detailed, specific statement of what you want. If the matter is not resolved to your satisfaction by the department chairperson, you may appeal to the Scholastic Standards Committee, which is a faculty

committee. 4. Provide the Scholastic Standards Committee chairperson with a written summary of the situation and a detailed, specific statement of what you want. The Committee recommendation will be forwarded to the Provost for appropriate action. Note: Please get all signatures on this form in the appropriate place before the Standards Committee will take any action. Upon receipt of this form, the Standards committee chair will schedule your appeal time and date. The Chair of the committee will not participate, influence, or vote on the appeal.

Student Code of Conduct - NNMC expects students to follow a code of conduct that emphasizes important values for both the classroom and the workplace. The Student Code of Conduct sets forth standards that are expected of all students and is developed as a means of implementing fair and consistent standards of student conduct. The Student Code of Conduct outlines students' rights and responsibilities and the college's expectations with respect thereto. Every student is expected to be aware of the obligations and responsibilities imposed by the Code and comply with it. Students may review the Student Code of Conduct in [Student Handbook](#) found online.

Appeal Procedures - NNMC has formal appeal procedures for financial aid decisions, grades, and judicial decisions. The NNMC tuition appeal group consists of staff from the Registrar's Office, Financial Aid Office and Cashier's Office. This informal group reviews student requests for tuition reimbursement and/or forgiveness, to determine if the student meets an exception to the tuition refund policy due to extenuating circumstances. This group is not a formal college committee. The intent of the group is to make a collective decision regarding the appeal with input with several departments.

More information regarding the formal procedures is available via the following resources and links below. Academic Suspension Appeal is found on page 32 of NNMC's 2015-16 [College Catalog Addendum](#) found online. Financial Aide Appeal is on page 50 of the 2015-16 [College Catalog Addendum](#). Judicial Appeal is found on page 17 in NNMC's [Student Handbook](#) .

Title IX Statement - NNMC has policies relative to Title IX that support non-discrimination and prohibit discriminatory behavior including sexual harassment and sexual violence. Such policies apply to all educational programs, services, activities, and facilities. Inquiries concerning the application of Title IX policies or the filing of a specific complaint may be referred to the institution's Title IX coordinator.

Types of Student Complaints/Issues for Spring 2014 through Fall 2015.

Student Complaint/Issue	N
Non-Academic	12
Academic	5
FERPA Related	1

3. Publication of Transfer Policies

Commission Policy FDCR.1.10.040 - Publication of Transfer Policies

Each institution shall determine its own policies and procedures for accepting transfer credits, including credits from accredited and non-accredited institutions, from foreign institutions, and from institutions which grant credit for experiential learning and for non-traditional adult learner programs in conformity with any expectations in the Commission's Assumed Practices. An institution's periodic review of its transfer policies and procedures should include evaluation of their clarity to those who administer them, to the students who follow them, and to employers and other stakeholders. It should also include the consistency of their interpretation and application throughout the institution, as well as their responsiveness to new types of learning opportunities outside institutions of higher education.

An institution shall demonstrate that it has transfer policies that are publicly disclosed and that such policies include a statement of criteria established by the institution regarding transfer of credit earned at another institution.

Northern NM College 2015-2016 [Amended Catalog](#) pages 12-17

TRANSFER AMONG NM HIGHER EDUCATION INSTITUTIONS

To facilitate transfer of students and course credits among NM's colleges and universities, the state's public institutions of higher education are required to accept in transfer the courses taken within approved modules of lower-division coursework and apply them toward degree requirements. Several transfer guides have been developed through collaboration of NM's public post-secondary institutions, consistent with requirements of state law (21-1B, NMSA 1978). Students enrolling for first-year or second-year study at a NM institution who wish to prepare for possible transfer into a degree program at another institution are advised to take these courses during their freshman and sophomore years. [Refer to the NM Higher Education Department website at www.hed.state.nm.us for complete lists of courses.]

STUDENT RESPONSIBILITY

New Mexico's colleges and universities have collaborated to produce guides to assist students who plan to transfer before completing a program of study. Course modules are designed to help you select courses carefully so that they may transfer with little or no loss of credit. However, planning for effective transfer with maximum efficiency is ultimately your responsibility. Responsible transfer planning includes early and regular consultation with the intended degree-seeking institution to assure that all pre-transfer coursework will meet the requirements of the desired degree.

TRANSFERABLE LOWER-DIVISION - GENERAL EDUCATION COMMON CORE

Students enrolling for first-year study who have not yet selected either an academic focus or the institution where they wish to graduate are advised during their freshman year to take courses outlined in the *Lower Division General Education Common Core*. For students enrolled at any public institution in NM, the following courses are guaranteed to transfer to any other NM public college or university, and apply toward associate and baccalaureate degree program requirements. Students should consult advisors at their current institutions regarding which specific courses fit these categories. Students preparing for careers in engineering, health sciences, or other profession-related fields are advised that some of this coursework may not transfer toward general education requirements but in most cases will apply toward elective requirements.

The following courses are guaranteed to transfer to any other NM public college or university, and apply toward associate and baccalaureate degree program requirements.

AREA	Area Description	TRANSFERABLE LOWER-DIVISION GENERAL EDUCATION COURSES	Minimum Credits
I	COMMUNICATIONS	College Level English Composition – 3 credits College Level Writing – 3 credits Oral Communication – 3 credits	9 credits
II	MATHEMATICS	College Algebra – 3 credit Other math at or above level of College Algebra	3 credits
III	LABORATORY SCIENCE	General Biology, with laboratory 4-8 credits General Chemistry, with laboratory 4-8 credits General Physics, with laboratory 4-8 credits Geology/Earth Science with laboratory 4-8 credits Astronomy with laboratory 4-8 credits	8 credits
IV	SOCIAL & BEHAVIORAL SCIENCES	Economics (Macro- or Microeconomics) 3 credits Introduction to Political Science 3 credits Introduction to Psychology 3 credits Introduction to Sociology 3 credits Introduction to Anthropology 3 credits	6–9 credits
V	HUMANITIES AND FINE ARTS	Introduction to History Survey 3 credits Introduction to Philosophy 3 credits Introduction to courses in history, theory, or aesthetics of the arts or literature 3 credits	6–9 credits
Total = 35 credits			

TRANSFERABLE LOWER-DIVISION 64-HOUR TRANSFER MODULES

Students who have selected a field of study but have not yet selected the college or university where they wish to earn their baccalaureate degree are advised to take courses outlined in one of the Lower-Division 64-hour Transfer Modules during their freshman and sophomore years. For students enrolled at any public institution in NM, these courses are guaranteed to transfer to any NM university and apply toward bachelor's degree program requirements. Students should consult advisors at their current institutions regarding which specific classes fit these categories.

Lower-Division Transfer Modules presently exist for:

- | | |
|---------------------|----------------------------|
| Business | Social/Behavioral Sciences |
| Biological Sciences | Physical Sciences |
| Engineering | Early Childhood Education |
| Teacher Education | Criminal Justice |

Modules for additional areas of study are being developed. Copies of Transfer Modules listed above may be obtained at Northern's Student Advisement Center or from the web site for the institution to which you intend to transfer.

Students who have selected a field of study and/or the institution from which they wish to graduate are advised to consult the transfer guide or catalog for that institution for more current and detailed advice to guide their course selection. Copies of formal transfer guides are available.

TRANSFER OF CREDIT AND AWARDING OF CREDIT THROUGH EXAMINATION

Northern recognizes that there are many ways in which college credit may be amassed and, in an effort to maximize the opportunities available to its public, has adopted the following policies:

A. Academic credit may be granted upon:

1. the completion of any of Northern's credit-bearing classes with a grade of "C" or better. Academic credit in this context refers to credit accepted against courses required for graduation in your declared major.
2. receipt at Northern of an official transcript from another regionally or nationally accredited college or university showing successful completion of an equivalent credit-bearing course. Grades from other institutions are not accepted; grades of TR are posted. At the time your admission status has been finalized with the receipt of all required college transcripts, your transcripts will be sent from the Office of Admissions to the Office of the Registrar to be evaluated and appropriate credit posted to your official Northern record.

Note: Northern does not accept every course in transfer. We consider only those courses required for graduation in your declared major or to establish prerequisites.

3. receipt at Northern of official AP/CIE/CLEP/DSST scores which meet minimum cut-off scores as listed on the following page.

Advanced Placement (AP): minimum score = 3, English = 4

AP exam title and credit allowable:

- Art History = ART 107 (3) & ART 211 (3)
- Biology = BIOL 201/L (4) & BIOL 202/L (4) *
- Calculus AB or BC = MATH 162 (4)
- Chemistry = CHEM 121/L (4) & CHEM 122/L (4)*
- Computer Science A = CS 132 (3); Computer Science B = CS 142 (3);
- Computer Science C++ = CS 200 (3)
- Economics = ECON 200 (3)
- English = ENG 111 (3) & ENG 112 (3)
- Government & Politics = PSCI 200 (3)
- Physics B = PHYS 121/L (4) & PHYS 122/L (4) *
- Physics C = PHYS 215/L (4) & PHYS 216/L (4) *

*must include lab experiences

- Psychology = PSY 105 (3)
- Spanish = SPAN 201 (3) & SPAN 202 (3)
- Statistics = MATH 145 (3)
- Studio Art = ART 110 (3)*

**Additional 3 credits available upon portfolio evaluation*

- US History = HIST 161 (3) & HIST 162 (3)

University of Cambridge International Examinations (CIE): Northern will grant credit for grades of A-C on A & AS level examinations, as appropriate to degree requirements.

College Level Examination Program (CLEP): Subject examinations are administered by the Student Success Center. At the time of publication of this catalog, the fee is \$72.00 per test (payable to CLEP), plus a \$15.00 administrative fee (payable to Northern). Call 505.747.2199 for details. These examinations are computer-based.

CLEP Subject Exams:

Principles of Management (46)	BA 240 (3)
Introduction to Marketing (50)	BA 251 (3)
Introduction to Business Law (50)	BA 300 (3)
Principles of Macroeconomics (44)	ECON 200 (3)
Principles of Microeconomics (41)	ECON 201 (3)
Freshman College Comp. (44) (<i>Essay is required</i>)	ENG 111 (3)
Analysis & Interp. of Lit. (50)	ENG 112 (3)
American History I (50)	HIST 161 (3)

American History II (50)	HIST 162 (3)
College Algebra (46)	MATH 130 (3)
College Algebra (50)*	MATH 150 (3)
*(A score of 50 or better will earn credit for 130 & 150)	
College Algebra/Trigonometry (61)	MATH 155 (3)
(A score of 61 will earn credit for 150 & 155)	
Calculus w/ Elem. Functions (47)	MATH 162 (3)
American Government (50)	PSCI 200 (3)
General Psychology (50)	PSY 105 (3)
Human Growth & Development (50)	PSY 290 (3)
Introduction to Sociology (50)	SOC 101 (3)
College Spanish I & II (50)	SPAN 101/102 (6)
(A score of 50-62 will earn 6 crs.)	
College Spanish I and II (63)	SPAN 201/202 (6)
(A score of 63 or better will earn 12 crs.)	

DSST (DANTES) SUBJECT EXAMS:

The following DSST exams are made available for testing at the Student Success Center. The cost per test is \$80 (payable to The Chauncey Group), plus a \$15.00 administrative fee (payable to Northern). Call 505.747.2199 for details.

Business Mathematics (48)	BA 205 (3)
Criminal Justice (49)	CJ 111 or CJ 132 (3)
Here's to Your Health (48)	HPER EI. (3)
Resource Management (46)	BA360 (3)
Introduction to Business (46)	BA 220 (3)
Int. to Law Enforcement (45)	CJ 211 or CJ 221 (3)
Lifespan Develop. Psychology (46)	PSY 290 (3)
Mgmt. Information Systems (46)	BA 242 (3)
Organizational Behavior (48)	BA 313 (3)
Principles of Finance (46)	BA 310 (3)
Principles of Statistics (48)	MATH 145 (3)
Principles of Supervision (46)	BA 240 (3)

- receipt of a veteran's DD-214 and/or DD-295 which provides sufficient information to allow an evaluation of prior training and experience during military service against Northern's degree requirements. American Council on Education (ACE) guidebooks are used for the evaluation of such credit. Credit is subject to departmental approval against major requirements.
- official transcripts and/or certificates of completion from entities recognized in *The National Guide to Educational Credit for Training Programs (ACE)* or in *College Credit Recommendations: The Directory of The National Program on Non-collegiate Sponsored Institutions* (New York Board of Regents).
- documented completion of one/more of the following:
 - NM Law Enforcement Academy (31 crs)*
 - BIA Law Enforcement Academy (27 crs)*
 - * Includes 2 crs HPER Electives + CJ courses.

You may find more information in the academic section of this catalog, under the AAS-Police Science degree.

7. successful completion of one of Northern's approved Locally-Developed Subject Examinations [see the Registrar for further details]. *Note:* This type of examination does not extend to college-level courses which fall into the category of being part of the General Education Common Core.
8. receipt of an acceptable transcript showing courses taught at non-U.S. colleges or universities for which an adequate determination can be made by the Registrar as to the equivalency of the course content and satisfactory progress based on Northern's standards.
9. receipt of a current card showing certification for CPR (issued by the American Heart Association) or CPR/First Aid (issued by the American Red Cross). Credit will be given for our equivalent course.
10. receipt of a current CRT card. Credit will apply in substitution for PHYS 121/L in the AAS in Radiation Protection only.
11. Credit for non-required courses or for Community Service/Continuing Education (CEU) courses is not granted.

B. In general, Northern imposes no maximum limitation on the number of credits which may be accepted in transfer or by means of nationally standardized testing. Specific programs, however, may establish time cut-offs for the acceptance of credit which had been earned in the past. This is to ensure that the course competencies that you possess are not out of date. Baccalaureate programs may impose limitations on how many credits can be accepted in transfer against upper-division requirements. Any such restrictions are clearly defined in Northern's catalog and/or in the individual programs' handbooks.

C. Any student may at any time submit official scores based on such nationally standardized tests as CLEP/DSST without respect to the student's status of matriculation or the number of terms completed at Northern. Credit will be posted only if the student is in degree-seeking status.

COMPLAINT PROCEDURE FOR TRANSFER STUDENTS

All NM public post-secondary institutions are required to establish policies and practices for receiving and resolving complaints from students or from other complainants regarding the transfer of coursework from other public institutions in the state. A copy of Northern NM College's complaint policy may be accessed online at Northern's website (www.nnmc.edu). If you have not received satisfaction from internal college processes, you may contact the NM Higher Education Department, 2048 Galisteo Street, Santa Fe, NM 87505-2100, 505.476.8400 (<http://hed.state.nm.us>).

4. Practices for Verification of Student Identity

Commission Policy FDCR.A.10.050 – Practices for Verification of Student Identity

An institution offering distance education or correspondence education, as specified in the federal definitions reproduced herein solely for reference, shall have processes through which the institution establishes that the student who registers in the distance education or correspondence education courses or programs is the same student who participates in and completes and receives the academic credit.

Definitions: Distance education/course means education that uses one or more of the {following} technologies (i) to deliver instruction to students who are separated from the instructor: and (ii) to support regular and substantive interaction between the students and the instructor, synchronously or asynchronously. The technologies used may include: (i) the internet; (ii) one way and two way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (iii) audioconferencing; or (iv) videocassettes, DVDs, and CD-Roms, if the videocassettes, DVDs or CDRoms are used in conjunction with any of the technologies listed in clauses (i) through (iii).

Correspondence education/course means: (1) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. (2) Interaction between the instructor and the student is not regular and substantive, and is primarily initiated by the student. (3) Correspondence courses are typically self-paced. (4) Correspondence education is not distance education. 34CFR 602.3 (11/1/2010)

Institutional Practices. In verifying the identify of students who participate in class or coursework the institution may make use of a variety of methods at the option of the institution, including but not limited to: (1) secure login and pass code; (2) proctored examinations; and (3) new or other technologies and practices that are effective in verifying the identity of students. Such methods must have reasonable and appropriate safeguards to protect student privacy. Institutions must notify students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity such as separate fees charged by proctoring services, etc.

Commission Review. The Commission will review an institution's student identity verification protocols when an institution requests permission to add programs in distance delivery as well as during a comprehensive evaluation. The Commission will also require that institutions submit information about student identity verification protocols on the Commission's Institutional Update.

Northern New Mexico College students registering for the first time are provided their student NNMC ID information at the time of their first advisement meeting. For students registering online they must use their Student ID information to register for classes.

All credit students have an NNMC ID and have a secure login and password. Online services are only available through this access. This includes access to registration and student account information, as well as, access to Blackboard (the learning management system for Northern's online courses). Northern New Mexico College does not offer correspondence courses.

When accessing online services, email and/or Blackboard, each account requires the unique NNMC ID and password. Students are notified to log into their online student services account and complete the following steps to ensure that reasonable efforts are taken to protect their identity:

- Change the initial password from the standard date of birth to a unique password
- Set-up security questions/answers for identification purposes.

Students who take online courses must login with their username and password each time they enter the system. Blackboard also allows instructors to use additional passwords and to set up individual testing times for students taking exams. Each of the College's Deans have existing policies providing for on-campus proctored exams that individual instructors can utilize assisting students.

All employees receive FERPA training during the Fall and Spring Semester staff and faculty convocation. All NNMC faculty have access to student information only in their classes or assigned to them as advisors. Other staff members have access to information appropriate to the duties of their position.

5. Title IV Program and Related Responsibilities

Commission Policy FDCR.A.10.060 – Title IV Program Responsibilities

An institution shall demonstrate that it complies if required with the Title IV program responsibility requirements of the Higher Education Reauthorization Act as most recently amended. Therefore, institutions will provide for Commission review any documents concerning the institution's program responsibilities under Title IV of the Act, including any results of financial or compliance audits and program reviews, audits reports by the Office of Inspector General of the U.S. Department of Education, and any other information related to its fulfillment of its Title IV responsibilities.

Default rate. An institution shall make reasonable efforts to ensure that its students do not take on excessive debt either through federal or private loans. An institution shall also demonstrate that it is appropriately fulfilling its Title IV responsibilities to manage its student loan program, to minimize student default on such loans, and to provide accurate information to the U.S. Department of Education when required in conjunction with its loan program. Therefore, an institution will submit to the Commission information about its participation in federal and private loan programs as well as its three-year Title IV default rates and any default reduction plans provided to the U.S. Department of Education.

General Program Responsibilities

Northern New Mexico College received initial eligibility for Title IV programs beginning 08/01/1977. The most recent approval was granted on 09/04/2014. This recent approval was granted under "Provisional Certification" not to exceed March 31, 2017. The placement of Northern on Provisional Certification by the U.S. Department of Education (hereafter referred to as the Department) was a result of the late submission of compliance audits by the College in the years of 2010 and 2011. While on Provisional Certification the College must apply for and receive approval by the Secretary for any substantial change which includes but is not limited to: (a) establishment of an additional location; (b) increase in the level of academic offering beyond those listed in the Institution's Eligibility and Certification Approval Report (ECAR); (c) addition of any non-degree or short-term training program (d) as a provisionally certified public institution, Northern must also apply for and receive approval by the Secretary for the addition of any degree programs.

In addition, as a condition of Provisional Certification Northern must participate in the Title IV programs under the Department's Heightened Cash Monitoring 1 (HCM 1) payment method. Under HCM 1, a Payment Analyst must approve the submitted disbursement records first. Then, the school may draw down cash up to their available balance. Schools initiate drawdown requests through the G5 System. The available balance is the difference between the school's current funding level and their net drawdown amount for a given award year and program. The U.S. Treasury transmits funds electronically to a school's bank account. It is important to note that the Heightened Cash Monitoring has not resulted in any significant changes in the way Northern disburses federal aid to our students nor has it had any impact on the College's financial health.

In August of 2013 Northern New Mexico College underwent a Program Review of our Title IV programs conducted by the Department. The focus of the review was to determine Northern's compliance with the statutes and federal regulations as they pertain to the institution's administration of Title IV programs. The review consisted of an examination of Northern's policies and procedures regarding institutional and student eligibility, individual student financial aid and academic files, attendance records, student account ledgers, and fiscal records.

During the review seven areas of noncompliance were noted and resulted in the following findings:

1. Verification Violations
2. Inaccurate/Untimely Reporting of Student Enrollment Data
3. Return of Title IV Funds Made Late
4. Consumer Information Requirements Not Met

5. Crime Awareness Requirements Not Met – Improper Disclosure of Crime Statistics and Required Campus Security Policies Omitted/Inadequate
6. Fire Safety Awareness Requirements Not Met
7. Drug and Alcohol Abuse Prevention Program Requirements Not Met

These findings are detailed in a Program Review Report dated August 26, 2014 and can be accessed at HLC “dropbox”.

The Department required Northern to submit a response to the findings and to take corrective measures to ensure future compliance with the issues identified in the finding report. Northern’s response to the Program Review findings have been made available to the Accreditation Team at the HLC “dropbox”.

On an annual basis, Northern New Mexico College participates in an internal audit (A-133) conducted by an independent audit firm. No material weaknesses were identified in the processing of financial aid in Northern’s FY 2015 A-133 audit.

Financial Responsibility Requirements

Northern New Mexico College presents its financial statements in accordance with the U.S. generally accepted accounting principles of the Governmental Accounting Standard Board (GASB). The statement presentation required by GASB 35, Basic Financial Statements and Management’s Discussion and the Analysis—for Public Colleges and Universities—an amendment of GASB 34, provides a comprehensive view of the College’s assets, liabilities, and net position: revenues, expenses and changes in net position: and cash flows. The College is part of the primary government of the State of New Mexico. The College’s basic financial statements are intended to present the net position, changes in net position and cash flows, where applicable, of only that portion of the State of New Mexico that apply to the College.

Budget: The College follows the requirements established by the State of New Mexico Higher Education Department (HED) in formulating its budgets and in exercising budgetary control. It is through HED’s policy that, when the appropriation has been made to the College, its Board of Regents can, in general, approve an operating budget within the limits of the appropriation.

Audit Requirements: Northern New Mexico College follows the financial practices of the Governmental Accounting Standards Board (GASB) and participates in an annual single audit (A-133) conducted by an independent auditor. The audits are conducted in accordance with the Government Auditing Standards, issued by the Comptroller General of the United States of America. Northern New Mexico College has complied with the annual A-133 audit requirements and has not been subject to limitation, suspension, or termination; nor have there been findings in excess of 5% of the Federal Student Aid program funds received by the school. The majority of the audit findings identified up through the FY15 annual audit have been satisfactorily resolved. Audit findings requiring ongoing work have been addressed in the management responses and completion dates have been established. Northern New Mexico College’s most recent audit (FY15) was conducted by the Jaramillo Audit Group, LLP. The audit has been approved by Office of the State Auditors in New Mexico. The FY13, FY14 and FY15 audits are available through the HLC “Drop box”.

CFI (Composite Financial Indicator): NNMC provides data to HLC through the Annual Institutional Update. The update includes financial data which is reviewed through HLC’s Financial Indicator Process. The financial data submitted generate a CFI which is used to determine whether Financial Panel Review is required ([Financial Indicator Process](#))

CFI Table

NNMC	Total Composite Financial Indicator	Public Institution “Above Zone” Range	Financial Panel Review
FY 2012	2.20	1.1 to 10.0	No review required
FY 2013	2.80	1.1 to 10.0	No review required
FY 2014	4.18	1.1 to 10.0	No review required
FY 2015	Reported April 2016	1.1 to 10.0	Reported April 2016

Default Rates

The official default rates for Northern New Mexico College were obtained for the past three years from the National Student Loan Data System. The College’s default rates are currently below the 30% threshold established by the Department. Exceeding this threshold, requires an institution to create and submit a plan to the DOE to address an institution's high default rate. Northern does recognize that our default rate has been steadily climbing over the past few years and with the release of the 2012 rates in August of 2015, we now have the highest default rate of any higher education institution in the state (see Table 1). However, Northern’s current default rate closely aligns with our Benchmark Peer institutions in the state of New Mexico (see Table 2).

Table 1: Northern New Mexico College Default Rates

Fiscal Year	Rate Type	Numerator	Denominator	Rate	Process Date
2012	3 Yr Official	35	133	26.3	08/08/2015
2011	3 Yr Official	17	89	19.1	07/26/2014
2010	3 Yr Official	12	71	16.9	07/28/2013

Table 2: Benchmark Peer Institution Default Rates (2012 Official as of February 18, 2016)

Institution	Rate
Northern New Mexico College	26.3
Luna Community College	24.7
Western New Mexico University	24.7
Santa Fe Community college	23.9
New Mexico State University	20.2
Eastern New Mexico University	17.4
New Mexico Highlands University	16
University of New Mexico	13
New Mexico Tech	5.5

In response to the escalating loan default rate, Northern has implemented strategies to decrease default rates while improving the standard quality of the student loan programs. In summary, the following default strategies have been put into practice:

- A. **Contracted Third-Party Default Prevention Service – New Mexico Student Loans (October 2013)** In response to escalating loan borrowing, the Financial Aid Office has contracted with New Mexico Student Loans (NMSL) to conduct default prevention and loan delinquency services. NMSL works to both reduce the cohort default rates and increase the repayment rate by contacting students who have become delinquent. On a weekly basis, NMSL is forwarded a National Student Loan Data

System (NSLDS) report of students who have become delinquent on their student loan payments. NMSL then reaches out to the student via phone, e-mail and by postal mail communications in an effort to have the student contact their loan servicer. NMSL provides quarterly progress reports that demonstrate cure rates, the number of contacts, etc. Working with this service is one of the most effective means of curbing the rise of the Cohort Default Rate for future cohort years.

- B. Enhanced Face-to-Face Loan Entrance Counseling (Summer 2014)** All student loan borrowers are required to meet with the Loan Coordinator for a face-to-face loan entrance counseling session. A checklist was developed for use at the time of the initial loan counseling session. This counseling session provides the opportunity to discourage excessive borrowing over and beyond what is required for educational expenses. The entrance counseling is also the first opportunity to provide students with important loan information that will subsequently be reinforced through further contacts through the loan cycle.
- C. Retention Strategies (Fall 2012)** National statistics indicate that low retention rates are directly correlated to high default rates. Through the creation of a Strategic Enrollment Management (SEM) Team, Northern continues to work on an ambitious plan to strengthen the retention and success of our students. Policies and procedures are being created, revised or enhanced to increase NNMC's current retention rate. Addressing the issues of retention from multiple areas – admissions and enrollment processes, academic achievement, and financial responsibility will add depth to this plan. The following are some retention initiatives that have been employed and will continue to be used in our retention efforts:
1. Early Alert Program
 2. Improved new student orientation
 3. Summer Bridge program
 4. Increased reach-out to first time any college students (FTAC)
 5. Financial Aid Academic Plan initiatives

Despite these efforts, it is important to recognize that increases in retention come at a slow pace over time. NNMC has an above average “at-risk” student population and therefore, strides in overall retention and success are viewed as a long-term effort. Keeping this perspective in mind will help the SEM Team maintain steady progress towards student success initiatives. In result, one of the expected positive outcomes is a corresponding decrease in defaulted student loans rates.

- D. Delinquency Monitoring (Fall 2015)** Beginning in the fall term of 2015, the Financial Aid Office began generating weekly lists from the National Student Loan Data System (NSLDS) which help us identify loan borrowers who have become delinquent on their loan payments. Efforts are then made to contact the borrower so that we can help them understand the ramifications of late delinquency and loan default. We work to link the borrower with their loan servicer in an effort to keep the borrower from falling into default status. Although what is described here is very similar to what our third-party default prevention service already performs, we have found that this is an effective strategy because loan borrowers are more likely to respond to contact efforts made by College staff whom they are more likely familiar with. This strategy has proven to be effective and manageable given the fact that Northern has a relatively low number of student borrowers.

Campus Crime Information & Student Right to Know

As previously noted, the results of a U.S Department of Education Program Review in August of 2013 resulted in findings related to Consumer Information requirements not being met. Specifically, the Department found that Northern was not annually distributing to all enrolled students a notice of the availability of Campus Crime (Clery Act) and Student Right to Know information. To correct these issues Northern New Mexico College worked to develop policies and procedures that govern the preparation, publication, and distribution of the Annual Security Report (ASR). In the year of 2015 Northern made major updates to the ASR to include

revised information pertaining to the Campus Sexual Elimination (SaVE) Act and Violence Against Women Act (VAWA). In addition, a consumer information web page was developed to consolidate all of the required Consumer Information disclosure information in one location; doing so greatly increased the College's ability to more effectively maintain and update the Student Right to Know information. To meet the disclosure requirements the contents of the Consumer Information webpage are included in a broadcasted message to the entire College community.

Supporting information regarding these disclosures has been provided at the HLC "dropbox".

The [Consumer Information](#) webpage which includes all Student Right to Know information can be found at the following link:

Satisfactory Academic Progress

The U.S. Department of Education mandates that colleges and universities determine whether a student is maintaining satisfactory academic progress (SAP) before he or she can be awarded federally funded (Title IV) financial aid. SAP is determined using qualitative and quantitative standards. A student's performance in meeting SAP is measured in three areas: completion rate, grade point average (GPA) and maximum time frame. At the end of each term the Financial Aid Office at Northern reviews eligibility for all students to ensure that the minimum course completion and GPA standards are met. Students are given one warning semester in which they continue to be eligible for financial aid if they have fallen below the SAP standards. Students who do not meet the minimum requirements at the end of the warning semester have their financial aid eligibility suspended. Once "in suspension", students are notified and presented with the option to appeal the suspension status. All Financial Aid Appeals are reviewed by the Financial Aid Director. If an appeal is granted the student is placed on progress probation and must follow an academic plan that is approved by their academic advisor until such time that they meet the SAP standards.

Northern's [Satisfactory Academic Progress Policy](#) is available online.

Information regarding Northern's Satisfactory Academic Progress policy is also located on page 49 of the [2015-2016 amended on-line Academic Catalog](#) and can be accessed online.

Attendance Policies

Northern's attendance policy is detailed on page 21 of the [online Academic Catalog](#). These policies are intended to set the expectation that students should attend all class meetings in order to be successful and to place accountability with the student to communicate with their instructors regarding absences and missed assignments. The policy also establishes the prerogative of individual instructors and departments to set their own attendance requirements.

In order to satisfy a federal regulation that requires colleges to document that a student initiated attendance during the period of enrollment in which the student receives Title IV aid, Northern utilizes limited attendance taking through the first three weeks of the semester by having faculty complete a Course Correction Enrollment form.

6. Public Information: Required Information for Students and the Public

Commission Policy FDCR.A.10.070 – Public Information: Required Information for Students and the Public

An institution demonstrates that it makes available to students and the public fair, accurate and complete information in catalogs, student handbooks, and other publications that include, at a minimum, information about the institution's calendar, grading, admissions, academic program requirements, tuition and fees, and refund policies.

The comprehensive document that is available to students and the public regarding information about the college, including academic calendars; academic program requirements; academic records; admissions; information about grading processes; and tuition and fees is the college catalog.

The resource is available via the web, [amended 2015-2016 Academic Catalog](#), and in printed version through the Office of the Registrar and the NNMC Bookstore.

Several times a semester the college places the printed version out in the community at resources such as the public libraries; Espanola city and county human resources offices; various restaurants; and medical facilities for individuals to have access at no cost.

7. Public Information: Advertising and Recruiting Materials and Other Public Information

Commission Policy FDCR.A.10.070 - Public Information: Advertising and Recruiting Materials and Other Public Information

An institution's public information including its advertising and recruiting materials shall evidence the same fairness and accuracy the Commission expects in an institution's catalog and other documents for students.

Disclosure of Affiliation Status. If the institution chooses to reference its accreditation status in advertising and recruiting materials or other document or location, that disclosure will accurately explain its status with the Commission and the academic programs, locations and other institutional activities included in its accreditation.

It will accompany that reference with information on how to contact the Commission. It shall provide the Commission's address and telephone number or it may use the Commission's website address in lieu of this information. Electronic materials shall use the Commission's collective membership mark.

The Commission reserves the right to issue a public statement or Public Disclosure Notice (PDN) correcting any incorrect or misleading information the Commission determines that an institution has publicized about its accreditation status, recent actions by the Commission or other information.

Northern NM College provides clear and accurate information in its advertising and recruiting materials, including information about its relationship with the Commission and other accrediting agencies. Any place where the institution discloses its relationship with the Commission, the institution now includes HLC's website address and telephone number in electronic materials. Going forward, any print materials which disclose our relationship with the Commission will also include this information.

Northern NM College displays the [Commission's Mark of Affiliation](#), web address and phone number on our website at. Where our updated electronic [College View Book](#), refers to the College's HLC accreditation on page 6, the web address and phone number have been included.

Northern NM College provides information for all stakeholders, including current and prospective students, on programs, locations, and policies through the College website at www.nnmc.edu, the College catalog, the [Student Handbook](#), and the [Schedule of Classes](#) (Course Bulletins).

All career and transfer [programs](#) and majors as well as information about each program such as location, credit length, student and course requirements, faculty, career information, and program outcomes can be found online.

8. Review of Student Outcome Data

Commission Policy FDCR.A.10.080 – Review of Student Outcome Data

An institution shall demonstrate that, wherever applicable to its programs, its consideration of outcome data in evaluating the success of its students and its programs include course completion, job placement, and licensing examination information.

Northern New Mexico College collects and reviews a variety of information about how our students perform in courses in a program and whether, subsequent to the successful completion of the program, students are able to obtain employment in the field in which they studied or pass required licensing exams. The College uses this information to determine whether it is successful in meeting the mission and educational objectives.

The College regularly collects and reviews information about student outcomes. The information on student outcomes is utilized to continuously improve College strategies and planning to ensure alignment with our mission.

Successful completion

Student's academic progress is tracked each semester. The two measures used for this evaluation are the Grade Point Average and the Completion Rate (i.e. credits earned vs. credits attempted). The information is primarily collected to determine each student's academic standing and financial aid eligibility. The College has also used the information to improve advising services and to target intervention strategies.

NNMC Metrics

The College tracks a number of student outcomes. This information provides historical trend data for the College and also provides a comparison to other NM colleges and universities.

Northern is a member of the New Mexico Council of University Presidents (CUP). The CUP directly responds to the expectations of policy makers and other concerned citizens by publishing an annual Performance Effectiveness (PEP) Report designed to comply with the requirements of the Accountability in Government Act (AGA). The report describes each university's AGA performance goals and offers additional accountability information. The CUP has identified a set of common indicators of university quality and effectiveness. These indicators measure the progress of state universities in meeting performance expectations. We focus attention on these indicators to promote the improvement of higher education and the achievement of goals. Indicators are organized into the following comprehensive categories: effective and efficient use of resources, accessible and affordable university education, student progress and student success in our universities, and academic quality and a quality learning environment. A common set of performance measures has been selected to provide a means by which each university can demonstrate its performance level. Although the universities use common performance measures, each institution's performance level reflects its unique institutional mission, students and the program and service mix it has developed in response to state and regional needs. Each institution uses these [measures](#) to set performance improvement goals.

Several performance measures are based upon broad-based surveys of our constituencies administered on a cyclical basis. These surveys provide information for reviewing and enhancing programs. Information includes students' satisfaction with undergraduate experiences (through a survey of graduating seniors).

Performance indicators such as retention, persistence, and graduation are analyzed and reported to the executive team on a regular basis and crucial parties are included in the planning, development and monitoring of process improvement efforts. Institutional analysis of performance begins at various committee and council meetings (e.g. Executive Team, Deans Council, President's Cabinet, Strategic Enrollment Management (SEM) Committee, AQIP Action Project Teams). Presentations of evaluation reports and discussions of results involve vice-presidents, deans, chairs, directors, committees or councils, and provide the basis for strategic planning.

The metrics related to student outcomes are:

- Licensure Exam Pass Rate
- Student Completion
- Student Success - Pell Eligible Students
- Student Success - STEMH
- Student Success of Diverse Populations
- Certificates and Degrees Awarded
- Related Employment of Graduates

Post-Graduate Employment and Continuing Education

Annually, the College conducts a graduate survey. Each academic year, New Mexico's seven universities surveyed graduating seniors in their respective student bodies to elicit students' perceptions regarding their undergraduate educational experiences. The universities had developed a common set of questions, so all institutions would have comparable information on their students' satisfaction with their educational experiences.

In the body of this PEP report, each institution has [reported summary information on its graduating seniors'](#) satisfaction with a number of factors related to their institution's undergraduate curriculum/instruction, support services and an overall assessment of their educational experiences at the college or university. The average response rate is 25 to 30 percent. Most recently, 30 percent of NNMC graduates reported finding related employment. Fifty-three percent plan to move on to Graduate School.

Program Outcomes and College Wide Student Learning Outcomes

The College's General Education Committee (GEC), a standing academic committee that reports to the Faculty Senate and Provost each semester, collaborates with each Academic Department and the Committee for Learning Assessment of Students (CLASS) to develop, implement and assess Northern's student learning outcomes. The GEC reviews general education core curriculum and institutional core objectives to ensure that they are aligned to state requirements and Northern's mission. The College follows the New Mexico HED Core Competencies (Common Core Standards) in establishing general education student learning outcomes and evaluates workforce projections and accreditation requirements in modifying and developing new programs and course offerings.

The CLASS committee used the existing research and efforts of the college's General Education Committee common student learning outcomes to build on and identify four (4) college-wide student learning outcomes (SLOs): Critical Thinking, Communication, Cultural Competence, and Information Competency and Research. Using the above SLOs, departments have developed curriculum and activities to cultivate these competencies and determine if NNMC graduates acquire these competencies in general education and within their field of study. The assessment process determines if there are gaps in student knowledge and skills which then can be addressed in academic and program planning.

The college offers faculty retreats to provide training in syllabus development, curriculum mapping, etc. More recently the CLASS will explore electronic rubric opportunities for data collection. Initially data was collected via paperwork but is now being submitted via an online survey tool. These college-wide outcomes will remain active for the next five years and will be incorporated into our strategic planning.

In addition the college has recently addressed the following “strategic initiatives and challenges” noted in our most recent Systems Appraisal.

- Improve general education assessment – The College has responded to a state initiated project of reducing the number of credit hours required for students to complete their degree. The faculty undergraduate Curriculum Committee spearheaded this effort and examined every academic program offered in order to minimize, as close as possible, the number of credits required for both an associate degree (60 credits benchmark) and a bachelor’s degree (120 credits benchmark). All associate’s and bachelor’s degrees were reviewed.
- Obtaining program accreditation-The Northern New Mexico College's Bachelor of Information Engineering Technology (IET) program has been officially accredited by the Engineering Technology Accreditation Commission of ABET, making it the most affordable engineering degree in the Southwest and also the first to be accredited in northern New Mexico. For the last three years, Northern's Engineering Department has been the most active engineering school in the state of New Mexico in the American Society of Engineering Education evidenced by the number of faculty presentations and peer -reviewed publications. In 2013, Cisco recognized Northern's Engineering Department in its headquarters of Silicon Valley for its innovative IET educational program, among more than 2,000 participating institutions. The college has applied for and received various academic program accreditations. We have accomplished accreditation by the Commission on Collegiate Nursing Education (CCNE) for the RN to BSN program, and accreditation by the Accreditation Council for Business Schools and Programs (ACBSP) for our Business Administration programs. We have also conducted a self-study in preparation for applying for the National Council for Accreditation of Teacher Education (NCATE). The College of Education has been approved by the State’s division of NCATE and has a planned visit by National in 2016. In addition, the Associate Degree Nursing Program has achieved Candidacy Status with the Accreditation Commission for Education in Nursing (ACEN), the first step in applying for initial nursing program accreditation. The Program will host an initial accreditation site visit with the ACEN within the next 2 years. All of the above mentioned program accreditation application requirements include information on the development of policies, assessments, and improvement plans revolving around quality teaching and student success. The college has also initiated improved budgetary planning, new assessment forums, further professional development opportunities, and other strategic planning efforts.

Employer Survey

About every two years, the College conducts a [survey](#) of the employers who have hired NNMC graduates. Employers are asked to assess to the skills, abilities, and attitudes of our student graduates. The employers are asked for input about areas in which the students could have used additional skills. In 2014, 11% percent of employers responded. 2016 survey data is still being collected.

9. Standing with State and Other Accrediting Agencies (Commission Policy FDCR.A.10.090)

Commission Policy FDCR.A.10.090 – Standing with State and Other Accrediting Agencies

An institution has a responsibility to remain in good standing with each state in which it is authorized or licensed as well as with any other institutional or programmatic accrediting agency recognized by the U.S. Department of Education by which it is accredited or pre-accredited up to the point that it voluntarily withdraws from such relationships. An institution shall fairly represent to the Commission and to the public its history or current or previous status with other institutional or programmatic accrediting bodies and with each state in which it is authorized or licensed.

An institution shall disclose to the Commission any pending or final state actions that affects the institution's legal status or authority to grant degrees or offer programs and any pending or final actions by an accrediting agency to withdraw accredited or pre-accredited status, impose a sanction or deny an application for such status.

Such disclosure shall take place at the time of the action by the other entity and on the Commission's Institutional Update as well as in preparation for a comprehensive evaluation by the Commission.

Commission Review. If another such accrediting agency or if a state has taken any of these actions, the Commission will undertake a prompt review of the institution and the related action.

With regard to an applying institution, the Commission, through its decision-making processes and subject to the limitations in the Eligibility Requirements, will carefully weigh these matters in reaching its own decision to grant candidacy or accreditation. If it chooses to grant candidacy or initial accreditation to such an institution, it will provide the Secretary of Education a written explanation of why that action is appropriate within thirty days of taking the action.

With regard to an accredited institution, the Commission will determine whether additional review or Commission action, including sanction or withdrawal of accreditation, is appropriate. The Commission may undertake its review in any way provided for in Commission policy.

NM Higher Education Department

The New Mexico Higher Education Department (NMHED) does not accredit institutions, or the programs offered by these institutions. National and regional accrediting associations set the standards for quality education for institutions that wish to offer programs and coursework in New Mexico. However, the NMHED is committed to aggressive oversight of New Mexico's higher education institutions. Currently, the NMHED has developed a dashboard site to present key performance indicators of New Mexico's 24 higher education institutions: Research universities, regional universities, branch colleges and independent community colleges. This site is a public service for the general public, students and parents, policy-makers and others. The data presented on this dashboard site is generated by the higher education institutions, delivered to the National Center for Education Statistics, and reported through the Integrated Postsecondary Education Data System. [Click Here](#) to go to the [Performance Goals site](#).

In addition, the following data is reported to the HED in order to comply with state statute and reporting requirements. The following is a list of data reports and information collected by the Planning & Research Division at NMHED on college remediation, enrollment, degree and graduation rates, financial aid and tuition and fees.

- Annual Reports
- College Remediation
- Complete College America
- Degree & Graduations Rates
- Financial Aid Program Data
- Student Enrollment Data
- Tuition & Fees Data

NNMC has remained in compliance with NMHED reporting obligations.

Program Accreditation

NNMC has applied for and received various academic program accreditations. We have accomplished accreditation by the following agencies.

- Commission on Collegiate Nursing Education (CCNE) for the baccalaureate degree nursing program (RN to BSN Program).
- Accreditation Board for Engineering and Technology (ABET) for the BEng in Information Engineering Technology (IET) program. The BEng in IET the most affordable engineering degree in the Southwest and is also the first to be accredited in northern New Mexico. For the last three years, Northern's Engineering Department has been the most active engineering school in the state of New Mexico in the American Society of Engineering Education evidenced by the number of faculty presentations and peer -reviewed publications. In 2013, Cisco recognized Northern's Engineering Department in its headquarters of Silicon Valley for its innovative IET educational program, among more than 2,000 participating institutions. Northern's Engineering Department has received support from nationally corporations such as Google and the National Science Foundation.
- Accreditation Council for Business Schools and Programs (ACBSP) for the Business Administration program.

NNMC also conducted a self-study in preparation for applying for the following academic program accreditation:

- The National Council for Accreditation of Teacher Education (NCATE). The College of Education has been approved by the State's division of NCATE and has a planned visit by National in 2016.
- Associate Degree Nursing Program has achieved Candidacy Status with the Accreditation Commission for Education in Nursing (ACEN), the first step in applying for initial nursing program accreditation. The Program will host an initial accreditation site visit with the ACEN within the next 2 years.

Northern NM College's Radiologic Technology program was accredited by Joint Review Committee on Education of Radiologic Technology (JCERT). The program was put on a brief probationary status but was able to reestablish "good standing" before closing and teaching out its final graduates in 2015.

10. Public Information: Public Notification of Opportunity to Comment

Commission Policy FDCR.A.10.070 – Public Information: Public Notification of Opportunity to Comment

The Commission shall seek comment from third parties about institutions being evaluated for accreditation or candidacy. As part of the comprehensive evaluation, institutions shall publicize the forthcoming evaluation in accordance with established Commission procedures regarding content, dissemination, and timing.

Northern NM College has requested public comment and has published notices about the Comprehensive Quality Review visit to our constituents. We have instructed them to send comments to the Commission via mail or online.

The college posted a notice in both of our local newspapers: The Valley Daily Post (December 31, 2015) and the Rio Grande Sun (January 4, 2014). The notices state that the visit will be May 16-18 because that was the original scheduled date. However, Spring commencement is May 14, 2016. The date was later changed to April 25-27 in order to ensure that both students and faculty would have an opportunity to participate in the visit.

The images (right) is an examples of the newspaper clippings as they appeared in the postings (online and print copies).

PO#162235
NORTHERN NEW MEXICO COLLEGE REQUESTS VALUABLE COMMUNITY INPUT
Northern New Mexico College primarily serves the northern New Mexico region with campuses in El Rito and Española offering two-year and four-year degrees as well as a variety of certificates and community classes. The College is dedicated to serving underserved populations and is designated as a Hispanic- and Native-Serving (Non-Tribal) Institution by the United States Department of Education. As part of its commitment to providing quality education, Northern has been accredited by the Higher Learning Commission since 1982. As part of the accreditation process, representatives from the Higher Learning Commission will conduct a campus visit on May 16-18, 2016. Prior to their visit, the Commission is asking for public comment on matters related to the quality of the institution or its academic programs. The Commission specifically requests comments only, and will not consider complaints. According to the Commission, it cannot settle disputes between institutions and individuals, whether faculty, students, or others. Comments must be received by April 16, 2016 to be considered and discussed over the course of the visit taking place in May. Comments must be in writing and may be submitted as follows:
By mail:
Third-Party Comment on Northern New Mexico College
230 South LaSalle Street,
Suite 7-500
The Higher Learning Commission
Chicago, IL 60604-1411
Online:
<http://www.ncahlc.org/HLC-Institutions/third-party-comment.html>

Appendix A: Assignment of Credit Hours and Program Length

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

Institutions that use multiple calendars across the institution may need to complete more than one section below. For more information about the terminology and calendaring units referenced in this form, see 2011-2012 Federal Student Aid Handbook, Volume 3, Chapter 1, Academic Calendar, Payment Periods and Disbursements. Definitions in this section are taken from that Handbook.

Name of Institution: Northern New Mexico College

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

Non-Standard Terms (terms that are not semester, trimesters, or quarters. A non-standard term may have the following characteristics: courses do not begin and end within a set period of time; courses overlap terms, including self-paced and independent study courses or sequential courses that do not begin and end within a term; terms may be of equal or unequal length.)

Term		Column 1 Term Length: Number of weeks	Column 2 Number of Starts	Column 3 Type of Credit
Non-Standard Term Calendar	Term One			
	Term Two			
	Term Three			
	Summer Term			

¹If an institution offers a summer term that is different in length than the typical fall semester, it should report summer term information in this section.

Part Two. Format of Courses and Number of Credits Awarded

Complete a separate form for each term length specified in Part One, Columns 1 and 2 above.

Term and Length: Fall 2015 _____

(e.g. Spring 2011, 16 weeks OR Spring 2011, 5 weeks)

# Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Correspondence Courses	5. Independent / Directed Study Courses	6. Weekend College	7. Internship/ Practicum Courses
Sample Row: 3 Credits	# of courses	119	24	57	14	2	20	4
	# of meetings	15-45	15-30	15	4-8	3-14	6	6-10
	Meeting length	1-3 hrs.	1-2 hrs.	1 hr.	1-2 hrs.	.5-3 hrs.	4 hrs.	1-4 hrs.
1 Credit	# of courses	7	0	2	0	0	0	1
	# of meetings	15	0	Varies	0	0	0	Varies
	Meeting length	1 hr	0	Varies	0	0	0	Varies
2 Credits	# of courses	12	0	0	0	0	0	0
	# of meetings	15-30	0	0	0	0	0	0
	Meeting length	1-2hrs	0	0	0	0	0	0
3 Credits	# of courses	127	11	38	0	4	0	0
	# of meetings	15-30	Varies	Varies	0	Varies	0	0
	Meeting length	2.5-3hrs	Varies	Varies	0	Varies	0	0
4 Credits	# of courses	26	1	1	0	0	0	1
	# of meetings	15-30	Varies	Varies	0	0	0	Varies
	Meeting length	2-4hrs	Varies	Varies	0	0	0	Varies
5 Credits	# of courses	4	0	0	0	0	0	0
	# of meetings	15-30	0	0	0	0	0	0
	Meeting length	2.5-5hrs	0	0	0	0	0	0
6	# of courses	1	0	0	0	0	0	0

# Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Correspond Courses	5. Independent / Directed Study Courses	6. Weekend College	7. Internship/ Practicum Courses
Credits ¹	# of meetings	15-30	0	0	0	0	0	0
	Meeting length	3-6.5hrs	0	0	0	0	0	0
	# of courses	3	0	0	0	0	0	0
15 Credits ¹	# of meetings	60	0	0	0	0	0	0
	Meeting length	7	0	0	0	0	0	0
	# of courses	2	0	0	0	0	0	0
16 Credits	# of meetings	60	0	0	0	0	0	0
	Meeting length	7.5	0	0	0	0	0	0
	# of courses	2	0	0	0	0	0	0
17 Credits	# of meetings	60	0	0	0	0	0	0
	Meeting length	8	0	0	0	0	0	0
	# of courses	2	0	0	0	0	0	0

¹ Institutions offering courses with **six or more credits awarded** should list those courses in these spaces. Identify the number of credits awarded in the first column. Add additional rows, if needed. **In a separate attachment, identify the course(s) and explain the reasoning behind the credit allocated to those courses.**

Part Three: Policy on Credit Hours

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

Yes* No

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

Institution-wide Delivery format specific
 Department-specific Program specific

**Include the institution's credit hour policy in the attachments to this worksheet.*

Part Four: Total Credit Hour Generation

Identify the typical number of credits of a full-time or part-time undergraduate and graduate student takes during a regular term.

Provide the headcount of students earning more than this load in the most recent fall and spring semesters/trimesters or the equivalent for quarters or non-standard term institutions.

____ Most Recent Fall Term 2015 (identify the year) 10,602

____ Most Recent Spring Term 2016 (identify the year) 10,211.5

Part Five: Clock Hours

IMPORTANT. THIS WORKSHEET DOES NOT APPLY TO ALL INSTITUTIONS. It is not intended for institutions to demonstrate that they have assigned credit hours relative to contact hours in accordance with the Carnegie definition of the credit hour. This worksheet solely addresses those programs reported to the Department of Education in clock hours for Title IV purposes. Institutions that do not have such programs should not complete this worksheet.

Answer YES to the statement below **only if the institution offers any programs in clock hours OR that must be reported to the U.S. Department of Education in clock hours for Title IV purposes even though students may earn credit hours for graduation from these programs.** For example, any program that prepares students for a licensed or professional discipline may need to be reported in clock hours to the Department.

Check with the institution's financial aid officer to determine if the institution has programs of this nature. Such programs typically include those required to be identified in clock hours for state licensure of the program or where completing clock hours is a requirement for graduates to apply for licensure or authorization to practice the occupation. Such programs might include teacher education, nursing, or other programs in licensed fields.

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

____ Yes X No

APPENDIX B: Clock Hour worksheet

Not Applicable. Part Five answer is No

APPENDIX C: Credit hour courses of more than 6 credit hours

Northern New Mexico College offers an Associate of Applied Science Degree program in Barbering and an Associate of Applied Science Degree in Cosmetology.

The program provides cosmetologists/barbers with the courses required by the New Mexico Board of Barbers and Cosmetology for licensure (64 credit hours, 1600 clock hours for cosmetologists and 48 credit hours, 1200 clock hours for barbers). The credit hours are converted by the NM Board of Barbers and Cosmetology into their certification for clock hours. It also expands these skills with the addition of the general education courses.

Based on the curriculum for Barbering:

Barb 110	Barbering I	17 credit hours
Barb 120	Barbering II	16 credit hours
Barb 210	Barbering III	15 credit hours

Based on the curriculum for Cosmetology:

Cosm 110	Cosmetology I	17 credit hours
Cosm 120	Cosmetology II	16 credit hours
Cosm 210	Cosmetology III	15 credit hours
Cosm 220	Cosmetology IV	15 credit hours

For Fall 2015 NNMC offered a section of each of the courses listed above.
