



Chapter 6

MSUM's Compliance Procedures

Chapter 6

MSUM's Compliance Procedures

This chapter addresses the processes and procedures by which MSUM maintains compliance with policy and law. The chapter discusses our credits, educational program length and tuition; our graduate programs; Title IV, campus crime reporting, advertising and recruiting methods, and records of student complaints.

Credits, Program Length, and Tuition

Courses at Minnesota State University Moorhead are reported in semester credits where one semester credit is equivalent to at least 50 minutes per week during a 16 week term, as reported in the university Bulletin. We do not have courses for which there is a narrative evaluation.

Our only unusual situation is the pass/variable credit grading system with a modified mastery component used in the Corrick Center for General Education. Students enroll for a certain number of credits per course. Standards are set in each course describing what must be done to earn the credits and students receive the number of credits earned with a “pass” grade. They may submit or re-submit materials after the course is complete to earn credits they did not master during the course. This system has proven to be extremely effective for helping students make the transition between high school and college as it provides a less threatening learning environment while maintaining academic standards.

A minimum of 120 credits is required for all B.A. degrees and some B.S. degrees. Some B.S. degree programs require 128 credits. Bachelor's degrees with teaching licensure require 128 credits. All baccalaureate degrees require 40 credits at the upper level (300 or 400 level courses), a requirement established by the Minnesota State system Board of Trustees. All degree programs must be approved by the university and by the Minnesota State Colleges and Universities system.

Graduate programs

The Minnesota State system requires that all master's programs be from 30 to 54 semester credits and specialist programs must have at least 30 credits.¹ At MSUM, graduate programs awarding a Master of Science or Master of Arts degree have a minimum of 30 credits required under Plan A which requires a four-credit thesis or a minimum of 32 graduate credits under Plan B which requires a two-credit project. Requirements vary from a low of 30 to a high of 54 credits. The Master of Fine Arts in creative writing requires a minimum of 42 credits and the Master of Liberal Arts requires a minimum of 31 credits including a 4-credit thesis. The Specialist in Educational Leadership program requires a minimum of 34 credits and the Specialist in School Psychology program has a minimum of 30 credits under Plan B.²

As a member of the Minnesota State system, our programs are and must be consistent with standards set by the Board of Trustees. MSUM is also a member of the American Association of Collegiate Registrars and Admissions Officers (AACRAO) for which the mission is to provide professional development, guidelines, and voluntary standards to be used by higher education officials regarding the best practices in records management, admissions, enrollment management, administrative information technology, and student services. We adhere to these standards.

Tuition

Each year, tuition within the Minnesota State system is set by the Board of Trustees based upon recommendations and requests from the institutions and recommendations of the chancellor.

Tuition rates depend upon residency status. Minnesota, North Dakota and Manitoba students have resident status and South Dakota residents pay the same rates under reciprocity status. Wisconsin has a different, higher rate under reciprocity status. Out-of-state students from non-reciprocity states pay in-state tuition as do international students who have demonstrated academic potential.

The number of international students receiving in-state tuition is limited to no more than three percent of the fall semester full-time-equivalent enrollment. In order to continue receiving an in-state tuition waiver beyond the first year, these students must maintain academic good standing, a grade point average of 2.5 for undergraduates and 3.0 for graduate students, keep in status with the INS and demonstrate satisfactory progress toward a degree.

Tuition is the same for all undergraduate and graduate programs and is listed under "Financial Information" in the undergraduate and graduate bulletin. Current tuition rates are posted on our website.³ For 2006, the undergraduate tuition rate is \$162.94 per credit and the graduate tuition rate is \$250.92 per credit. One exception is a graduate nursing program (M.S.N.) that is offered through the Tri-College University involving all three institutions and charges higher tuition based upon expenses of the program.

Fees must also be consistent with the Board rules and are approved by the president. Our fees include a comprehensive student fee for all campus-based courses, a one-time new

1 <http://www.academicaffairs.mnscu.edu/researchandplanning/acadmanual.html>

2 http://www.mnstate.edu/graduate/graduate_bulletin.htm

3 <http://www.mnstate.edu/busoff/tuitionfees.htm>

| Year | 2004 | 2003 | 2002 | 2001 | 2000 | 1999 | 1998 | 1997 | 1996 |
|----------|------|------|------|------|------|------|------|------|------|
| Rate (%) | 2.9 | 2.7 | 4.7 | 3.5 | 2.3 | 2.0 | 1.9 | 4.7 | 3.1 |

student fee and a fee for online classes. Use of the latter is restricted to funding online staff or development of classes. Information on the online fee is also listed in distance learning and continuing studies web information.

Title IV and Related Information.

The default rate at this institution has normally been very low. We have never been under scrutiny that requires limitation, suspension, or termination of institutional financial aid participation. To the best of our knowledge, according to our director of financial aid, we have not had a program review. Copies of the compliance audits are housed in the Office of the Director of Financial Aid and will be available, as are the program participation agreements and other relevant information required by Department of Education and the State of Minnesota, for review by the team. Our most recent default rates are given in Table 6-1.

While we are not required to have a default reduction plan, we are voluntarily working on the program, scheduled to start fall of 2007, to contact former students in the late stage delinquency (180 days past due on their student loans) to facilitate bringing their loans current.

Campus Crime Reporting

Our campus crime reports are consistent with requirements and the Cleary Act. Campus Crime Reports can be found on the Campus Security website. Printed copies are available from the director of campus security. This institution was found in violation of the “Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act” on September 13, 1996 through a campus security focused “program review” by the U.S. Department of Education. The case is now closed with a final program review determination letter issued June 30, 1997.⁴

The MSUM Bulletin is our central source for reporting locations of information about academic policies, the Campus Security Report, a Minnesota State system non-discrimination statement, the student alcohol and other drugs policy, drug free workplace announcement, equity in athletics disclosure act report location, and FERPA information. Compliance information is also printed in the course schedule for fall, spring and summer published by the Records Office.

Graduation rates under the student right to know act are readily available in the Offices of Admissions and Athletics. In addition, a copy is in the Records Office and the information is posted on our Institutional Research web site as part of the fact book under student profiles. In our course schedules, we indicate this data and that the Equity in Athletics Disclosure Report may be found and viewed in the Offices of Admissions, Student Affairs and the Library.

⁴ <http://www.securityoncampus.org/schools/cleryact/violators.html>

Advertising and Recruitment Methods

MSUM follows established policies and guidelines of AACRO and the National Association for College Admission Counseling.

Records of Student Complaints

Records of student complaints, defined as formal, signed complaints, exist in several areas. Deans retain records of grade appeals, which might be considered complaints of sorts, and have provided records of these and any other complaints. The President's Office is a second repository. Special complaints relating to possible sexual harassment in violation of Minnesota State system Policy 1.B.1 are kept by the Associate Director of Student Services if it involves a student complaint against other students or by the Affirmative Action Officer if involving a complaint against a faculty or staff member. It is noteworthy that there are very few of these. Records of complaints and related information is available in the Resource Room.