

Appendix 2:

Affirmation of Compliance with Federal Requirements
of Title IV



COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES

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AFFIRMATION OF COMPLIANCE WITH FEDERAL REGULATIONS RELATING TO TITLE IV

Periodically, member institutions are asked to affirm their compliance with federal requirements relating to Title IV program participation, including relevant requirements of the Higher Education Opportunity Act.

- 1. Credit Hour:** Federal regulation defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates not less than: (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. (CIHE Policy 111. See also *Standards for Accreditation* 4.34.)

URL	http://www.umass.edu/registrar/students/policies-and-practices/grading-and-gpa-calculation
Print Publications	Available on demand
Self-study/Interim Report Page Reference	Pages 34-35 in Standard Four.

- 2. Credit Transfer Policies.** The institution’s policy on transfer of credit is publicly disclosed through its website and other relevant publications. The institution includes a statement of its criteria for transfer of credit earned at another institution of higher education along with a list of institutions with which it has articulation agreements. (CIHE Policy 95. See also *Standards for Accreditation* 4.38, 4.39 and 9.19.)

URL	http://www.umass.edu/registrar/students/transfer-information/transfer-credit http://www.umass.edu/admissions/apply/transferring-credit
Print Publications	Available on demand
Self-study/Interim Report Page Reference	Pages 35-36 in Standard Four.

- 3. Student Complaints.** “Policies on student rights and responsibilities, including grievance procedures, are clearly stated, well publicized and readily available, and fairly and consistently administered.” (*Standards for Accreditation* 5.18, 9.8, and 9.19.)

URL	http://www.umass.edu/eod/grievance.html http://www.umass.edu/dean_students/report-incident
Print Publications	Available on demand
Self-study/Interim Report Page Reference	Pages 102-103 in Standard Nine.

- 4. Distance and Correspondence Education: Verification of Student Identity:** If the institution offers distance education or correspondence education, it has processes in place to establish that the student who registers in a distance education or correspondence education course or program is the same student who participates in and completes the program and receives the academic credit. . . .The institution protects student privacy and notifies students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity. (CIHE Policy 95. See also *Standards for Accreditation* 4.48.)

Method(s) used for verification	http://www.umass.edu/cpe/ Course enrollment data in the student information and learning management systems are populated exclusively from the student’s registration information. The student uses the assigned login credential to log into the course to access materials and submit work. The Office of Information Technology’s <i>acceptable use policy</i> (https://www.umass.edu/it/security/acceptable-use-policy) addresses sharing of login information. The university’s <i>academic honesty policy</i> (https://www.umass.edu/honesty/), mentioned in every course syllabus,
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	provides information about honesty rules and potential results of any violations.
Self-study/Interim Report Page Reference	Pages 37-38 in Standard Four.

5. FOR COMPREHENSIVE EVALUATIONS ONLY: Public Notification of an Evaluation Visit and Opportunity for Public Comment: The institution has made an appropriate and timely effort to notify the public of an upcoming comprehensive evaluation and to solicit comments. (CIHE Policy 77.)

URL	http://www.umass.edu/planning/neasc/InsideUMass
Print Publications	Daily Hampshire Gazette Springfield Republican Daily Collegian (UMass Amherst student newspaper)
Self-study Page Reference	Page 108 in Standard Nine.

The undersigned affirms that University of Massachusetts Amherst (institution name) meets the above federal requirements relating to Title IV program participation, including those enumerated above.

Chief Executive Officer: 

Date: August 31, 2018