

Doane College Federal Compliance Information

Doane equates its learning experiences with semester credit hours using standard practices common to institutions of higher education, justifies the lengths of its programs in comparison to similar programs found in accredited institutions of higher education, and justifies any program-specific tuition in terms of program costs, program length, and program objectives.

Credits and Program Length

Doane College offers the Bachelor of Arts (B.A.), Bachelor of Science (B.S.), Bachelor of Science in Nursing (B.S.N.), Master of Arts (M.A.) and Master of Education (M.Ed.) degrees. The B.A., B.S. and B.S.N. degrees require 132 credits. M.A. and M.Ed. require 36-60 credits. The college also offers the Education Specialist (EdS) as an advanced academic degree, requiring 36 credits beyond the master's degree. Degree requirements are outlined in the two undergraduate catalogs and the graduate catalog. One semester credit is equivalent to a minimum of 50 minutes of class per week. Most courses earn three credits thus a typical course meets for 150 minutes or 2½ hours per week for a total of 2,100 hours a semester. Required laboratories for science classes may increase the number of in-class hours and the unit of credit is often higher. Courses in art, music and theatre may increase the number of in-class hours by up to three hour per week with no additional credit value being assigned.

Doane College's Crete campus operates on a 4-1-4 calendar with a 14-week fall and spring semester (excluding breaks and final exam week) and a 14-day interterm during January. Interterm courses are worth three credits and meet for 150 minutes each day.

Doane College's Lincoln and Grand Island campuses plus the M.A. program operate on five eight-week terms a year. Classes meet one night a week for 270 minutes or 4½ hours for a total of 2,160 hours (this includes breaks during class time).

Doane College's Master of Education program operates on the traditional semester calendar with three 16 week sessions. Courses during the fall and spring meet once a week for 2¼ hours for a total of 2,160 hours. Courses offered in the summer are in a variety of different lengths including one week or one month. No matter how many days the course meets the hours are the same.

Tuition

Each year, tuition is reviewed and set by the Board of Trustees based upon recommendation from the administration. Tuition varies based on program and location to remain competitive with comparable programs in the region. Certain courses that involve private instruction, expendable materials, such as chemical or art supplies have additional fees. Interterm trips have additional travel expenses as well. Tuition rates for the 2011-2012 academic year are reported in Table 2-1.

Table 2-1

Tuition Rates by Program, 2011-2012

Crete	\$11,485/semester full-time (12-17 credits)
Lincoln/Grand Island Undergraduate	\$232/credit hour
Master of Arts in Counseling	\$314/credit hour
Master of Arts in Management	\$308/credit hour
Master of Education in Curriculum & Instruction	\$201/credit hour
Master of Education in Educational Leadership	\$213/credit hour
Education Specialist	\$237/credit hour

Student Complaints

Procedures for student complaints are outlined in the Student Handbook to comply with FERPA, the Student Right to Know: Campus Security Act, and the Clery Act. Additional reporting information is available on the Doane website; plus e-mails and text messages are sent to students to notify them of alleged incidents such as assaults, break-ins or harassment.

Doane had a FERPA complaint in 2006. Per the policy, the student requested to remove a portion of his educational record to the records custodian, in this case the Registrar. The student then requested a formal hearing to remove a portion of his academic record. The Registrar developed a three-person panel with one faculty member of the student's choosing who reviewed the case. It was decided the documents were part of the student's academic record and he didn't pursue an additional hearing. In January 2011, a student notified the college via e-mail of a FERPA complaint she had submitted to the Department of Education. The college quickly investigated her allegations, and while we found that we did not violate her FERPA rights, we did revise our processes so that our Business Office will not share specific dollar amounts that students owe with their academic advisers or with faculty responsible for managing departmental scholarships. The student and Department of Education were notified in writing.

Doane's academic integrity policy was reviewed and updated in 2007. The new policy created a faculty panel to review cases, whereas prior all complaints went directly to the Vice President for Academic Affairs. The policy asked faculty to submit all cases of plagiarism which included poor documentation or reference citing. This was overwhelming for the students and the hearing committee that had to review them all. The committee revised the process in 2008 so that faculty only had to submit cases of plagiarism that they believed were intentional versus sloppy documentation. In 2009-2010 there were 16 formal complaints where the students were found guilty. In 2010-2011 only seven students were found guilty. In cases where students are found not guilty, all the documentation is destroyed, therefore there are not numbers on the total number of complaints.

Transfer Policies

Doane's policy on transfer student admission is described in all three of the college catalogs. The Doane website has specific pages for transfer students' admission for all three campus locations that explain the admissions process, grade requirements and course equivalencies for local institutions. The transfer credit policy is also explained in detail on the Registrar's Office web page.

Crete accepts up to 66 credits from a community college and up to 99 from a four-year institution. Crete requires that students complete a minimum of one, three-credit hour interterm course and the last 30 credits in residence. Lincoln and Grand Island also accept 66 credits from a community college and up to 102 from a four-year institution with the last 30 credit hours being done at Doane. All campuses require that transfer course work have a grade of a C- or better which are posted as Ps for pass on the Doane transcript. Transfer institutions need to be regionally accredited. Transfer credit is also awarded for AP, IB and CLEP exams, and for nontraditional coursework, such as military, based on the American Council on Education (ACE) guidelines. Doane's graduate programs also accept 6-12 credits in transfer.

Verification of Student Identity

Doane offers some online courses each term, but we do not offer enough to have an entire program online. Doane uses Blackboard software as the online course provider. Blackboard requires students to login each time using their Doane login and student selected password. All coursework e-mail correspondence is done using Doane assigned e-mail accounts. When student accounts are set-up, the password is mailed to the student's permanent address via US mail. Students can change their password via the web at any time to maintain their security.

Title IV Program

Doane College complies with all Title IV requirements of the Higher Education Reauthorization Act. Compliance with the requirements is essential for Doane College to continue to disburse federal financial aid to enrolled students. Federal financial aid is an important component of the students' financial package. Documentation demonstrating compliance with Title IV federal regulations can be found in the Financial Aid Office or the Business Office and are available for review. The Fiscal Operations Report and Application to Participate (FISAP), official default rate information, and the Federal Student Aid Program Participation Agreement (PPA) can be located in the Financial Aid Office.

On an annual basis, Doane College hires Dana F. Cole & Company, LLP to complete a financial audit of the college. Under the scope of the financial audit, financial aid files are reviewed to ensure compliance of the Title IV Federal Aid regulations. Doane College also submits the OMB A-133 electronically to the U.S. Department of Education. The U.S. Department of Education has identified no concerns related to financial ratios, audits or compliance with federal aid regulations.

Office Cohort Default Rate Notification Letters indicate the following default rates for the most recent years available: FY2003 through FY2007 in Table 2-2

Table 2-2
Cohort Default Rate Information

Fiscal Year	Official Cohort Default Rate	Number of Borrowers entering repayment	Number of borrowers who entered repayment and defaulted
2008	3.2	462	15
2007	2.9	567	17
2006	2.1	755	16
2006	2.1	755	16
2005	1.4	615	9
2004	1.6	195	8

Doane College reports default rates on Federal Perkins loans through the Fiscal Operations Report and Application to Participate (FISAP). Table 2-3 below indicates the default rates on Perkins loans for the most recent years available:

Doane College uses a third-party vendor to service its Federal Perkins loan portfolio. Unisa is the servicer, and the company is located in Colorado. For delinquent or defaulted borrowers, Doane College works with PCR in Lincoln, Nebraska to collect on these loans.

Table 2-3
Perkins Loan Default Rates

Fiscal Year	Official Cohort Default Rate	Number of Borrowers entering repayment	Number of borrowers who entered repayment and defaulted
2008-2009	3.60	111	4
2007-2008	1.57	127	2
2006-2007	2.21	136	3
2005-2006	2.68	112	3
2004-2005	1.46	137	2

Campus Crime Information and Related Disclosure of Consumer Information

Doane College makes every attempt to provide a safe and secure environment for students, faculty, staff and visitors. Doane College has a Safety Office which is staffed 24/7, conducts crime prevention and awareness programs, as well as has a Student Concerns committee in an effort to take a proactive approach to security. Doane College collaborates with the local law enforcement to keep the campus and the community safe.

Campus crime statistics are compiled in accordance with the Clery Act, 20 USC 1092(F). The report can be accessed on Doane College's website at <http://www.doane.edu/student-life/res-life-docs/33199.pdf> or a copy can be requested through the Safety Office at Doane College. Included in the crime report is also the Fire Safety report and Missing Persons Procedures in accordance with the regulations passed in the Higher Education Act of 2008.

Also published in the Campus Crime report are emergency procedures and services provided by the Safety Office for the public and students. Doane College's Drug and Alcohol policy is also published here.

Satisfactory Academic Progress & Attendance Policies

Both the Registrar's Office and the Financial Aid Office are involved in identifying Satisfactory Academic Progress. The Registrar's Office notifies students who are not meeting Doane College's institutional requirements to be in considered in good standing. The Financial Aid Office notifies students who are not meeting the Satisfactory Academic Progress requirements to continue to receive federal financial aid.

Both the institutional academic requirements as well as the federal financial aid academic requirements are posted on Doane College's website as well as in the campus catalog. The college's Title IV Refund Calculation Policy is located in the college catalog.

Doane College's attendance policy statement is provided in the college catalog as well as in the Student Handbook.

The Registrar's Office in collaboration with the Financial Aid Office and the office of Institutional Research maintains a Consumer Information Page on the college website. The pages is updated annually and provides the information or links to the information which are required by the U.S. Department of Education. The link to this page is: http://www.doane.edu/About_Doane/Offices/Registrar/IR/35407/.

Federal Compliance Visits to Off-Campus Locations

Doane College's current HLC Record of Status and Scope stipulates that no prior Commission approval is necessary for offering existing degree programs at new sites within the State of Nebraska and within the United States of America.

Institutional Disclosures and Advertising and Recruitment Materials

Whenever Doane makes references to its affiliation with the Higher Learning Commission, it will include the Commission's address, phone number and url.

The accreditation statement is found on page 6 of the 2010-2011 Crete catalog; identical statements are found in the Lincoln-Grand Island undergraduate catalog and the graduate catalog.

Doane College is accredited by The Higher Learning Commission and is a member of the North Central Association (NCA), 30 N. LaSalle Street, Suite 2400, Chicago, IL, 60602-2504. NCA may be reached by phone at 800.621.7440 or via the Internet: www.ncacihe.org.

The self-study process revealed that the Doane catalog needed to update the Higher Learning Commission's url. The revision to www.ncahigherlearningcommission.org will appear in the 2011-2012 catalogs.

Relationship with other Accrediting Agencies and with State Regulatory Boards

Doane's teacher education academic unit holds accreditation from the National Council for the Accreditation of Teacher Education (NCATE). NCATE has taken no adverse action against the teacher education program. The Nebraska Department of Education has approved the educator certification programs offered by Doane College.

Public Notification of an Evaluation and Third Party Comment

The HLC seeks comments from third parties about Doane and other institutions being evaluated for continuing or first-time accreditation. Doane published notice of our forthcoming evaluation visit in accordance with established Commission procedures regarding content, dissemination, and timing.

As Doane prepares for the comprehensive evaluation visit, the Office of Communications and Marketing will place the final version of the self-study report on a website accessible to the public and members of the Doane College community. From this website, readers may also obtain the information necessary to submit third-party comments about the college to the HLC. Doane's Office of Communication and Marketing previously announced the on-site accreditation visit, noting its purpose, and requesting third-party comment in the Spring 2011 (published in April) issue of the *Doane Magazine*, and placed the announcement in local newspapers in Crete, Lincoln, Grand Island and Omaha. The announcement read:

Third Party Comments for HLC: Doane College is seeking comments from the public about the college in preparation for its periodic evaluation visit, Oct. 16-19, 2011, by a team representing The Higher Learning Commission of the North Central Association of Colleges and Schools. Doane has been accredited by the Commission since 1913. The team will review the institution's ongoing ability to meet the Commission's Criteria for Accreditation.

The public is invited to submit comments regarding the college to the address below or via their web-site at www.ncahlc.org/information-for-the-public/third-party-comment.

Public Comment on Doane College
The Higher Learning Commission
230 LaSalle Street, Suite 7-500
Chicago, IL 760604

Comments must address substantive matters related to the quality of the institution or its academic programs. Comments must be in writing and signed; comments cannot be treated as confidential. All comments must be received by September 15, 2011.

Copies of these notices, plus press releases and other additional notices, will be available in the team resource room.