

Appendix
B



NCMC—where lifelong learners emerge...



2011 INSTITUTIONAL SNAPSHOT

The following report contains the information requested by the Higher Learning Commission for the Institutional Snapshot. This report was developed to provide an overview of the scope and nature of North Central Missouri College for the site visit evaluation team.

1. STUDENT DEMOGRAPHY HEADCOUNTS

1-A. Undergraduate Enrollments by Class Levels

| Enrollments by Level | | | |
|----------------------|-------------|-------------|-------------|
| Enrollment | 2009 | 2010 | 2011 |
| Freshman | 1186 | 1098 | 1100 |
| Sophomore | 611 | 734 | 702 |
| Total | 1797 | 1832 | 1802 |

Source: Census Reports; PowerCampus

1-B. Undergraduate students by degree seeking and non-degree seeking status

| STUDENT DEMOGRAPHICS | | | | | | | | | | |
|-------------------------------|-------------|------------|-------------|-------------|-------------|------------|-------------|------------|-------------|------------|
| | 2007 | | 2008 | | 2009 | | 2010 | | 2011 | |
| | Degree | Non-Degree | Degree | Non-Degree | Degree | Non-Degree | Degree | Non-Degree | Degree | Non-Degree |
| Men | | | | | | | | | | |
| Non Resident Alien | 0 | 0 | 0 | 1 | 1 | 2 | 4 | 0 | 1 | 0 |
| Black, non-Hispanic | 9 | 10 | 28 | 29 | 71 | 71 | 160 | 0 | 21 | 0 |
| American Indian/Alaska Native | 4 | 4 | 10 | 11 | 23 | 23 | 49 | 2 | 4 | 2 |
| Asian/Pacific Islander | 0 | 0 | 1 | 2 | 4 | 4 | 12 | 0 | 2 | 1 |
| Hispanic | 5 | 6 | 15 | 15 | 38 | 38 | 83 | 2 | 4 | 1 |
| White, non-Hispanic | 245 | 416 | 903 | 1092 | 2291 | 2474 | 5081 | 172 | 324 | 163 |
| Race and ethnicity unknown | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 14 | 0 |
| Total Men | 263 | 173 | 258 | 193 | 321 | 184 | 351 | 176 | 370 | 167 |
| Women | | | | | | | | | | |
| Non Resident Alien | 2 | 0 | 2 | 0 | 5 | 5 | 11 | 0 | 0 | 0 |
| Black, non-Hispanic | 8 | 1 | 16 | 7 | 30 | 0 | 40 | 7 | 15 | 0 |
| American Indian/Alaska Native | 11 | 0 | 13 | 2 | 20 | 1 | 27 | 1 | 4 | 1 |
| Asian/Pacific Islander | 2 | 0 | 3 | 2 | 11 | 0 | 14 | 0 | 4 | 1 |
| Hispanic | 9 | 2 | 20 | 11 | 38 | 0 | 53 | 1 | 13 | 3 |
| White, non-Hispanic | 747 | 287 | 1806 | 1088 | 3801 | 356 | 5111 | 297 | 934 | 277 |
| Race and ethnicity unknown | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 2 | 12 | 1 |
| Total Women | 779 | 290 | 791 | 1110 | 935 | 362 | 994 | 308 | 982 | 283 |
| Total Enrollment | 1042 | 463 | 1049 | 1303 | 1256 | 546 | 1345 | 484 | 1352 | 450 |

Source: IPEDS; Census Reports

1-C. Graduate/Professional Students by Degree Seeking and Non-degree Seeking Status

North Central Missouri College is a two-year institution; therefore, this category does not apply.

1-D. Age Range of Undergraduate Students

| Age Range | | | | | |
|--------------|-------------|-------------|-------------|-------------|-------------|
| Age Range | 2007 | 2008 | 2009 | 2010 | 2011 |
| 24 and under | 1089 | 1104 | 1224 | 1198 | 1229 |
| 25 and older | 416 | 416 | 548 | 631 | 573 |
| Unknown | 0 | 0 | 30 | 0 | 0 |
| Total | 1505 | 1520 | 1802 | 1829 | 1802 |

Source: IPEDS; Census Reports

1-E. Numbers of Students by Residency Status of Credit-seeking Students who Come to a Campus or Site for Instruction

| Residency Status | | |
|-------------------------|-------------|-------------|
| Residency | 2010 | 2011 |
| In-State Resident | 1804 | 1779 |
| Out-of-State Resident | 26 | 21 |
| Non-US Resident | 2 | 2 |
| Total Enrollment | 1832 | 1802 |

Source: Census Reports; PowerCampus

2011 INSTITUTIONAL SNAPSHOT

2. STUDENT RECRUITMENT AND ADMISSIONS

2-A. Number of Applications, Acceptances, and Matriculations for Each of the Following Categories of Entering Students

| Applications | | |
|------------------------|------|------|
| Application Type | 2010 | 2011 |
| Freshman | 1176 | 1162 |
| Undergraduate Transfer | 146 | 195 |

Source: PowerCampus

| Matriculations | | |
|------------------------|------|------|
| Matriculation Type | 2010 | 2011 |
| Freshman | 1037 | 693 |
| Undergraduate Transfer | 97 | 148 |

Source: PowerCampus

North Central Missouri College is an open admissions institution, and all applicants are accepted; therefore, there are no data listed for acceptances.

2-B. If your institution requires standardized test scores as a condition of admission, what instrument(s) do you require and what is the mean score for each?

North Central Missouri College is an open admissions institution; therefore, this category does not apply.

3. FINANCIAL ASSISTANCE FOR STUDENTS

3-A. Percentages of undergraduate students who applied for any type of financial assistance

| Applications | | |
|-------------------------|------------|------------|
| Financial Aid | 2009-2010 | 2010-2011 |
| Number Applied for Aid | 1557 | 1614 |
| Unduplicated Enrollment | 2403 | 2468 |
| Percent applied | 65% | 65% |

Source: Financial Aid Office

3-B. Number of undergraduate students who received financial assistance of any type, the percentage of the total enrollment that received financial assistance of any type, and the percentage of total enrollment received assistance in each of the following categories

| Financial Assistance | | |
|---|------------|------------|
| Financial Aid | 2009-2010 | 2010-2011 |
| Students Receiving Any Aid (AY) | 1471 | 1498 |
| Unduplicated Enrollment | 2403 | 2468 |
| Percent Receiving Any Aid | 61% | 61% |
| Percentage of Student Body | | |
| Loans | 44% | 36% |
| Work-Study | 2% | 2% |
| Scholarships/Grants | 51% | 59% |
| Academic Based Merit Based Scholarships | 3% | 3% |

Source: Financial Aid Office

3-C. Tuition discount rate (TDR) for undergraduate students

| Tuition Discount Rate | | |
|---|-------------|-------------|
| Tuition Discount Rate | 2009-2010 | 2010-2011 |
| Institutional Financial Aid Dollars Awarded for Tuition (I) | \$262,250 | \$326,199 |
| Payments of Tuition Expected of Students and their External Aid (P) | \$3,625,053 | \$4,252,816 |
| Tuition Discount Rate $TDR=I/(I+P)$ | 6.7% | 7.1% |

Source: MDHE-14 (Section B); Business Office Audit Analysis File

2011 INSTITUTIONAL SNAPSHOT

4. STUDENT RETENTION AND PROGRAM PRODUCTIVITY

4-A. Percentage of first-time, full-time fall entering undergraduate students in the previous year who returned for study during the fall semester by race/ethnicity

| Retention Rate by Race/Ethnicity | | | |
|----------------------------------|----------------------|------------|----------------|
| First-Time Full-Time | Number Entering Fall | | Retention Rate |
| | 2010 | 2011 | |
| Non Resident Alien | 1 | 1 | 100.0% |
| Black, non-Hispanic | 13 | 7 | 53.8% |
| American Indian/Alaska Native | 2 | 2 | 100.0% |
| Asian/Pacific Islander | 3 | 2 | 66.7% |
| Hispanic | 5 | 3 | 60.0% |
| White, non-Hispanic | 308 | 160 | 51.9% |
| Race and ethnicity unknown | 4 | 3 | 75.0% |
| Total | 336 | 178 | 53.0% |

Source: PowerCampus

4-B. Number of students earning graduate or professional degrees during the past year, and the distribution by race/ethnicity

North Central Missouri College is a two-year institution; therefore, this category does not apply.

4-C. Number of graduates in the previous academic year by college/program in keeping with the Classification of Instructional Programs (CIP) Codes

| Completions | |
|---|------------|
| Graduates | 2010-2011 |
| Agriculture/Natural Resources (1, 3) | 11 |
| Architecture/Engineering/Engineering Technology (4, 14, 15) | 0 |
| Biological & Physical Science (26, 40, 41) | 0 |
| Business (52) | 26 |
| Communications/Communication Technology/Fine Arts (9, 10, 50) | 0 |
| Education/Library Science (13, 21, 25) | 16 |
| Humanities/Interdisciplinary (5, 16, 23, 24, 30, 38, 39, 54) | 85 |
| Health (51) | 129 |
| Law (22) | 0 |
| Mathematics/Computer Science (11, 27) | 1 |
| Military Technology/Protective Services (29, 43) | 5 |
| Personal Services/Consumer Services/Fitness (12, 19, 31) | 8 |
| Psychology/Social Sciences & Services (42, 44, 45) | 0 |
| Trades/Production/Transportation Health (46, 47, 48, 49) | 9 |
| Total Graduates | 290 |

Source: PowerCampus

4-D. Pass rates of undergraduate students sitting for licensure examinations by test name

| Licensure Exam Pass Rates | | | |
|---|--------|---------|------|
| Graduates | 2009 | 2010 | 2011 |
| National Council of State Boards of Nursing - NCLEX-PN | | | |
| Bethany Campus | 100% | 100% | |
| Maryville Campus | 90.48% | 90.91% | |
| Trenton Campus | 100% | 100% | |
| National Council of State Boards of Nursing - NCLEX-RN | | | |
| Maryville Campus | 81.25% | 100.00% | |
| Trenton Campus | 92.96% | 91.67% | |

Source: Office of the Dean of Allied Health (Note: 2011 Pass Rates will be available January 2012)

5. FACULTY DEMOGRAPHY

5-A. Headcount of faculty in the full-time and part-time categories according to highest degree earned

| Degree Level | Highest Degree Earned | | | |
|--------------------|-----------------------|-----------|-----------|-----------|
| | Fall 2010 | | Fall 2011 | |
| | Full-time | Part-time | Full-time | Part-time |
| Doctorate | 2 | 5 | 2 | 4 |
| First Professional | 0 | 0 | 0 | 0 |
| Specialist | 1 | 0 | 1 | 0 |
| Master | 31 | 41 | 30 | 44 |
| Bachelor | 2 | 5 | 5 | 5 |
| Associate | 1 | 3 | 1 | 1 |
| Total | 37 | 54 | 39 | 54 |

Source: Office of the Dean of Instruction

2011 INSTITUTIONAL SNAPSHOT

5-B. Headcount of faculty in the full-time and part-time categories according to race/ethnicity, gender and rank

| Faculty Demographics | | | | |
|-------------------------------|-----------|-----------|-----------|-----------|
| Race/Ethnicity | Fall 2010 | | Fall 2011 | |
| | Full-time | Part-time | Full-time | Part-time |
| Men | | | | |
| Non Resident Alien | 0 | 0 | 0 | 0 |
| Black, non-Hispanic | 0 | 0 | 0 | 0 |
| American Indian/Alaska Native | 0 | 0 | 0 | 0 |
| Asian/Pacific Islander | 0 | 0 | 0 | 0 |
| Hispanic | 0 | 0 | 0 | 0 |
| White, non-Hispanic | 11 | 10 | 10 | 8 |
| Race and ethnicity unknown | 0 | 8 | 0 | 6 |
| Total Men | 11 | 18 | 10 | 14 |
| Women | | | | |
| Non Resident Alien | 0 | 0 | 0 | 0 |
| Black, non-Hispanic | 0 | 1 | 0 | 0 |
| American Indian/Alaska Native | 0 | 0 | 0 | 0 |
| Asian/Pacific Islander | 0 | 0 | 0 | 0 |
| Hispanic | 0 | 0 | 0 | 0 |
| White, non-Hispanic | 26 | 28 | 29 | 32 |
| Race and ethnicity unknown | 0 | 7 | 0 | 8 |
| Total Women | 26 | 36 | 29 | 40 |
| Total Faculty | 37 | 54 | 39 | 54 |

Source: Office of the Dean of Instruction; PowerCampus

5-C. Number of faculty by college/program (full-time and part-time together) in keeping with the Classification of Instructional Programs (CIP) Codes

| Faculty by Program | | |
|---|-----------|-----------|
| Faculty | Fall 2010 | Fall 2011 |
| Agriculture/Natural Resources (1, 3) | 3 | 3 |
| Architecture/Engineering/Engineering Technology (4, 14, 15) | 3 | 4 |
| Biological & Physical Science (26, 40, 41) | 11 | 11 |
| Business (52) | 24 | 21 |
| Communications/Communication Technology/Fine Arts (9, 10, 50) | 6 | 10 |
| Education/Library Science (13, 21, 25) | 5 | 5 |
| Humanities/Interdisciplinary (5, 16, 23, 24, 30, 38, 39, 54) | 38 | 43 |
| Health (51) | 15 | 15 |
| Law (22) | 0 | 0 |
| Mathematics/Computer Science (11, 27) | 11 | 11 |
| Military Technology/Protective Services (29, 43) | 2 | 2 |
| Personal Services/Consumer Services/Fitness (12, 19, 31) | 9 | 9 |
| Psychology/Social Sciences & Services (42, 44, 45) | 22 | 23 |
| Trades/Production/Transportation Health (46, 47, 48, 49) | 2 | 1 |

Note: This is not an unduplicated headcount of faculty

Source: PowerCampus

6. AVAILABILITY OF INSTRUCTIONAL RESOURCES AND INFORMATION TECHNOLOGY

6-A. Provide an account of the technology resources dedicated to supporting student learning (library sites, residence hall hookups, Internet Cafes, etc.) and explain how you monitor the level of their usage.

- 34 Classrooms equipped with a computer for instructor use, a data projector, screen, and VCR/DVD player
- 32 Classrooms equipped with a Smartboard
- 4 Classrooms with computers for student use
- 3 Open computer labs
- 7 Specialized labs with computers for student use (example Library, Academic Resource Center, Technology Lab, etc.)
- 2 Residential Hall study labs equipped with computers for student use
- 15 Printers: Each student is provided a \$20 printing credit at the beginning of the semester.

2011 INSTITUTIONAL SNAPSHOT

7. FINANCIAL DATA

7-A. Actual unrestricted revenues

| Annual Unrestricted Revenues | | | | |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|
| Revenue Source | 2008 | 2009 | 2010 | 2011 |
| Tuition and Fees | \$4,042,851 | \$4,802,727 | \$5,197,372 | \$5,972,742 |
| State/Local Appropriations | \$5,177,485 | \$3,150,296 | \$3,318,478 | \$2,803,842 |
| Denominational Income | \$0 | \$0 | \$0 | \$0 |
| Investment and Annuity Income | \$187,442 | \$98,687 | \$80,283 | \$74,073 |
| Contributions | \$307,367 | \$2,554,710 | \$1,020,378 | \$1,416,086 |
| Auxiliary | \$1,708,051 | \$1,663,935 | \$2,129,505 | \$1,751,306 |
| Other | \$229,255 | \$249,648 | \$1,859,421 | \$349,753 |
| Total | \$11,652,451 | \$12,520,003 | \$13,605,437 | \$12,367,802 |

Source: Business Office

7-B. Actual unrestricted expense

| Annual Unrestricted Expense | | | | |
|------------------------------------|--------------------|--------------------|--------------------|--------------------|
| Expense Source | 2008 | 2009 | 2010 | 2011 |
| Instructional/Departmental/Library | \$4,296,202 | \$3,948,893 | \$4,231,063 | \$4,431,397 |
| Student Services | \$728,465 | \$879,480 | \$910,707 | \$856,937 |
| Operation and Maintenance of Plant | \$585,576 | \$644,305 | \$1,253,384 | \$813,320 |
| Administration | \$834,386 | \$1,140,393 | \$791,531 | \$955,732 |
| Fundraising | \$230,498 | \$241,973 | \$281,568 | \$250,546 |
| Auxiliary | \$1,454,477 | \$1,449,674 | \$1,853,478 | \$1,668,230 |
| Other | \$214,758 | \$240,776 | \$385,779 | \$408,144 |
| Total | \$8,129,604 | \$8,545,494 | \$9,707,510 | \$9,384,306 |

Source: Business Office

7-C. If, in either of the past two completed fiscal years, the total in 7B exceeded the total in 7A above, how did the institution cover its shortfall?

Chapter 8
Federal Compliance
Issues



NCMC—where lifelong learners emerge...



Federal Compliance

North Central Missouri College qualifies for a variety of federal financial aid and grant programs, in part due to its affiliation with the Higher Learning Commission (HLC). NCMC is committed to complying with the requirements of the HLC and Title IV regulations. This chapter provides an overview of the practices, policies, and documentation of requirements for federal compliance, including those policies required by the Higher Education Opportunity Act of 2008 as described in the HLC document entitled Federal Compliance Program 2010-2011.

NCMC underwent a Title IV review by the Department of Education (DOE) in the fall of 2011. At the time of this publication the review had not been completed and the results were not available. Additional documentation for all of the requirements discussed in this chapter are available in the resource room.

Credits, Program Length, and Tuition

Credits and Length

Course credit is awarded in semester hours as recorded on the academic transcript. The fall and spring semesters are 16-weeks in length. The summer session consists of either one eight-week session or two four-week sessions. NCMC also offers two intersessions, which occur between semesters. Each intersession is affiliated with the semester immediately following the intersession and consists of four weeks. Course delivery consists of traditional on-ground, online, as well as the blended format which allows for reduced in-class instructional contact plus an online component.

NCMC calculates credit hours by semester based on the standard Carnegie unit. The semester credit hour is the unit of measure used to determine college-credit course work. A credit hour is defined as one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester of credit. Thus, a unit of credit equates to three hours of student work per week (1 hour lecture plus 2 hours of homework OR 2/3 hours of lab/activity) for 16 weeks. Lecture courses are considered to be one hour of lecture class time and two hours per week of homework. For the typical three-unit class, a student spends three hours per week in class and should be prepared to complete six hours per week of homework. A unit of a laboratory/activity course is equal to 2/3 hours per week. In order to earn credit hours, students must also meet institutional and state learning outcomes at a satisfactory level.

NCMC meets and/or exceeds the minimum course length requirement set by the Federal Student Aid Program (FSA) regulations. At NCMC, one credit hour is granted for 750 minutes of contact lecture time. Credits at NCMC are awarded based on the number of minutes a lecture class meets per week as well as, if the students successfully meet the stated learning outcomes. One credit is awarded for each 55 minute session for a 15 week semester or 750 minutes per credit. Labs must meet additional instructional time, as required by state regulations. NCMC courses exceed the minimum class time required and meet 55 minutes for three day courses, 110 minutes for two day courses and 165 minutes for one day courses for a minimum of 2250 minutes per semester. These standards are adhered to when developing class schedules each semester.

According to Guidance to Institutions and Accrediting Agencies Regarding a Credit Hour as Defined in the Final Regulations Published on October 29, 2010 (Publication Date: March 18, 2011) DCL ID: GEN-11-06,

“The credit hour definition does not emphasize the concept of "seat time" (time in class) as the primary metric for determining the amount of student work for Federal purposes. Institutions may assign credit hours to courses for an amount of work represented by verifiable student achievement of institutionally established learning outcomes. Credits may be awarded on the basis of documentation of the amount of work a typical student is expected to complete within a specified amount of academically engaged time, or on the basis of documented student learning calibrated to that amount of academically engaged time for a typical student. Thus, the definition for Federal purposes represents nothing new in this regard.”

The above guidelines assisted NCMC in the dilemma of how to establish quality online courses with high integrity while maintaining the rigor and relevance of the on-ground counterpart. The foundation for online/blended courses is to ensure that students are meeting the same learning outcomes as those delivered in traditional on-ground coursework. Students are expected to spend comparable amounts of time in achieving the course objectives. However, because learning cannot be quantified in terms of minutes and hours in online and blended courses, emphasis is placed upon successfully achieving competencies and additional evidence of student learning. For a course to be able to be offered online, faculty must follow the process for curriculum proposals. In addition, the online/blended courses must include information about the estimated work time needed for students to satisfactorily complete assignments; incorporate a measured student outcome within the first week of the course offering to help verify all students are enrolled and engaged in the learning process; and propose an instructional platform that significantly engages the student weekly in some manner that is instructor initiated.

NCMC curriculum proposals typically originate through a faculty member who prepares the proposal for submission and the proposal is brought before the Faculty Curriculum Committee. The Curriculum Committee's charge is to review all new courses, course modifications, new programs, and program modifications to make sure all materials meet national, state and college requirements. The committee recommendation is forwarded to the Dean of Instruction who forwards recommendations to the Vice President of Instruction and Student Services. At this point, the proposal is checked to see if any external agencies approval is needed. If so the proposal is then forwarded to the appropriate agencies for approval (i.e. DESE, MBHE, HLC, etc.). Once approved or if further approval is not needed, the proposal goes to the registrar's office to be integrated in the NCMC taxonomy. At any juncture though the process, modifications may be made by any of the entities of the process.

Program lengths vary according to the degree or certificate program but all meet and/or exceed MCHE and HLC approval. NCMC offers two associate degrees with requirements of approximately 62 credit hours (AA and AAT). It offers a general studies degree (AGS) and 19 Associate in Applied Science degrees. NCMC also offers 14 certificates ranging from 24-77 credit hours. All program information, including program duration, is outlined in the college catalog. Program length for all programs are

consistent with that of peer institutions. All NCMC degree requirements meet the Missouri Department of Higher Education guidelines which set the minimum number of hours necessary to receive an Associate in Arts, Associate in Arts in Teaching, Associate of Applied Science and an Associate in General Studies. The minimum requirements are 60-62 hours for each degree earned. The table below illustrates the degrees offered by NCMC and minimum required credits by award type.

Figure 52: 2011-2012 NCMC DEGREES AND MINIMUM REQUIRED CREDITS

| Degree | Minimum Credits | Award Type |
|-------------------------------|-----------------|---|
| Associate in Arts | 62 | A general education degree |
| Associate in Applied Science | 60 | Degree is earned in a specific program |
| Associate in General Studies | 60 | A generalist degree |
| Associate Degree Nursing | 71 | Prepares qualified student to sit for RN licensure exam |
| Associate in Arts in Teaching | 62 | Degree is counted as first two years of a bachelors program in teaching |
| Certificate | 24 | Award earned in a specific vocational program area |
| 42 Hour Block | 42 | Guaranteed general education transfer hours |

Consistency of NCMC courses with those of other community colleges and universities in Missouri is monitored by the [Missouri Department of Higher Education \(MDHE\)](#). Throughout the state, general education courses are accepted as individual courses or more typically a block of courses accepted by other public institutions called the [42-hour block](#). All Missouri public Universities, Colleges and Community Colleges participate in the articulated acceptance of the general education 42-hour block within the state of Missouri.

Tuition and Fees

The NCMC Board of Trustees has the authority to set tuition annually and [current tuition rates](#) are available on the College website. Tuition and fee guidelines are set to allow the College the flexibility needed to remain competitive in delivering traditional/non-traditional education and training activities both locally and regionally. Tuition is charged per credit hour and is differentiated by in-district residency, Missouri residency, out-of-state residence, outreach/online classes, and courses-by-arrangement. Students are considered in-district if their permanent home address is in the boundaries of

the Trenton R-9 school district. Students are considered Missouri residents if they have resided in Missouri for at least one year. A reduced tuition fee rate (\$90.00/credit hour) is charged to all NCMC's dual credit students taking classes at area high schools. Dual credit students are not charged student development fees or facility fees.

Figure 53: NCMC TUITION FOR ACADEMIC YEAR 2011-2012

| CREDITS | IN-DISTRICT with fees | MO. RESIDENT with fees | OUT OF STATE with fees | Outreach/On-line Courses |
|----------------|----------------------------------|-----------------------------------|-----------------------------------|---------------------------------|
| 1 | \$90 | \$122 | \$160 | \$145 |
| 3 | \$270 | \$366 | \$480 | \$435 |
| 6 | \$540 | \$732 | \$960 | \$870 |
| 9 | \$810 | \$1,098 | \$1,440 | \$1,305 |
| 12 | \$1,080 | \$1,464 | \$1,920 | \$1,740 |
| 15 | \$1,350 | \$1,830 | \$2,400 | \$2,175 |
| 18 | \$1,620 | \$2,196 | \$2,880 | \$2,610 |

There are general fees assessed to students. They include a Student Development Fee and a Facilities Use Fee, both at \$10/credit hour each. The Student Development Fee is required for all students. A graduation fee is also charged to candidates for graduation. In addition to these general fees, there may be course-related fees.

Nursing students incur additional fees, which include: clinical costs, supplies, equipment, liability insurance, and a skills enrichment testing package with Assessment Technologies Institute (ATI). There are additional fees for nursing students taking classes at Maryville and Bethany outreach locations in order to cover program delivery costs.

NCMC also provides on-campus housing. Annually, a recommendation for room and board fees is sent to the President and Board of Trustees. In order to develop the recommendation, the Dean of Student Services reviews the following: the Consumer Price Index (CPI), state-wide cost comparisons of other Missouri community college residence halls, local competition and supply/demand of rental properties, any increases reflected in the Great Western contract (NCMC food service provider), changes in utility costs, and any anticipated changes in state appropriations.

Organizational Compliance with the Higher Education Reauthorization Act

Federal Financial Aid

NCMC reviews policies and procedures to comply with the requirements of the Higher Education Reauthorization Act as amended in 1998. NCMC is authorized to participate in the following Federal Financial Aid programs:

- Federal Pell Grant Program
- Federal Family Education Loan Program
- Federal Direct Student Loan Program
- Federal Perkins Loan Program
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Work Study

The current [Program Participation Agreement \(PPA\)](#) is approved until June 30, 2014 with reapplication date set for March 31, 2014. The current [Eligibility and Certification Approval \(ECAR\)](#) is also approved until June 30, 2014.

The [Fiscal Operations Report and Application to Participate \(FISAP\)](#). The FISAP requests funding levels for the following year and reports funding distributions to students receiving the Federal Supplemental Education Opportunity Grant (FSEOG) and Federal Work Study (FWS). The report also provides information related to institutional enrollment, student eligibility demographics, federal grants and state grants and scholarships. The Director of Financial Aid and Admissions completes and monitors the FISAP and PPA.

Satisfactory Academic Progress. All students receiving Title IV funds are required to meet Satisfactory Academic Progress. NCMC's policy for satisfactory academic progress is found in the [college catalog](#) and [student handbook](#) both available on the College website. The policy states that students must meet the following:

1. 67% cumulative completion rate in all attempted classes
2. 2.0 cumulative GPA
3. Complete their degree within 150% of the credit hour requirements.

Students not meeting SAP for one semester are issued a warning. Students not meeting SAP after two consecutive semesters will be suspended from receiving Title IV financial aid. Students can appeal a suspension to the Financial Aid Appeals Committee. NCMC employs an Early Alert system to assist students in maintaining academic eligibility.

NCMC provides award notifications to students and also provides notification of loss of student aid. NCMC requires all faculty to report student attendance in the first two weeks in order to award financial aid. If a student is reported for non-attendance in all coursework, they are administratively dropped and their financial aid is not provided. The last date of attendance is also reported by faculty for students receiving an F in the class, which may impact the student's award.

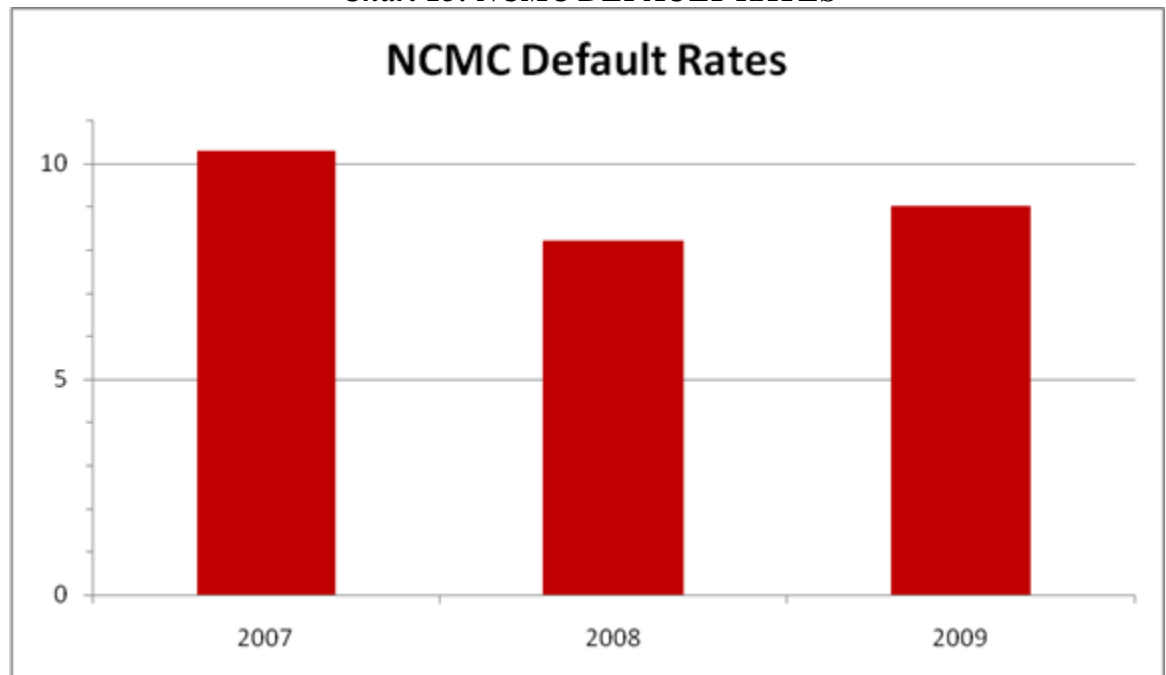
The Financial Aid staff is new, however training has been provided to all financial aid employees to maintain diligence with federal regulations. Financial aid staff have attended Title IV training, Federal Student Aid conferences, NASFAA Conference, Veterans training, PowerFaid, state workshops and default management workshops.

Student Loan Default rates

The current default rate at NCMC is 9 percent. The 2007 default rate was 10.3 percent and the 2008 default rate was 8.2 percent. NCMC's default rate is higher than Missouri's overall student loan default rate of 7.6 percent, but is lower than surrounding states such as Arkansas (11.6 percent), Illinois (9.1 percent), Iowa (11.5 percent), Kentucky (10.2 percent) and Oklahoma (10.7 percent).

NCMC's Title IV default rates for 2007-2009 are included in Figure 54:

Chart 15: NCMC DEFAULT RATES



Default Rate and Plans to Reduce Default

A variety of current initiatives have been set in place to address and reduce the loan default rate. They include one-on-one loan counseling, financial literacy training and default management events. Financial Aid TV, short informational online videos featuring financial aid information, has also been implemented to ensure valuable default management information is easily accessible to both non-traditional and online students. Students who have had SAP appeals granted are required to access <http://financialliteracy101.org/> and learn more about personal finance. NCMC develops a [summary](#) and evaluates its efforts each year to gauge effectiveness. Strong collaboration between the Financial Aid Department and Student Support Services allows for targeted attention to students at risk of financial aid suspension.

As part of NCMC's ongoing efforts to reduce default rates, NCMC developed a [Default Management Grant proposal](#) and received it for the 2011-2012 academic year. The grant is offered by the Missouri Department of Higher Education. The grant has allowed additional outreach to students by encouraging them to limit loan amounts and providing financial literacy information to encourage fiscal responsibility in all areas of their life. Anecdotally, default management efforts are successful with more students asking questions about information they have seen and/or read contained in outreach efforts.

Audits

NCMC participates in an institutional audit every year conducted by the independent accounting firm of Timothy M. Jefferies, CPA. The Vice President of Administrative Services is responsible for the working with the auditor and coordinating efforts. The results of the [audit](#) are kept in the Business office. NCMC

has received unqualified audits with no reported material weaknesses every year for which we have electronic audit data (began 2003-2004)

NCMC is currently going through a Title IV Program Review conducted by the Department of Education. Results will not be available until Spring 2012.

Other Title IV Federal Compliance Components

Consumer Information

NCMC maintains consumer information on the institutional website. The [consumer information](#) page, provides information related to federal disclosure requirements and is updated annually. Several items on the consumer information page are provided directly to students or prospective students, as required by guidelines. The Dean of Student Services is responsible for sending out an annual reminder, asking those parties who are accountable for providing information to update their respective links on the consumer page. A [Consumer Information Worksheet](#) outlines expectations of College employees responsible for reporting.

Transfer Policies

Institutional policies on transfer and awarding of credit are specified in the NCMC [catalog](#) and on the [College website](#). NCMC accepts credit from institutions accredited by agencies recognized by the Council for Higher Education Accreditation. NCMC requires official transcripts prior to enrolling in college courses for credit evaluation. Transfer credit is evaluated on course content, regardless of the mode of delivery by the originating institution. NCMC's [transfer policy](#) can be found on the College website and in the college catalog.

Verification of Student Identity

All NCMC students are issued a unique identification number that they must use to access information online and are issued a photo I.D. card. This number is also required to establish their [SAIL](#) account. The students are issued an internal password protected email account and must use this account for all NCMC correspondents. Students taking online courses must first log-in to their SAIL or [Blackboard](#) accounts to access their courses. Tests and exams for several NCMC online courses are proctored at the course instructor's request to ensure that the person taking the exam is the person registered for the course who verifies the student by requesting his/her official identity.

Clery

The Dean of Student Services prepares the [Clery Security Report](#) to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding NCMC's main campus and alternate sites. Campus crime, arrest and referral statistics include those reported to the NCMC Dean of Students, designated campus officials, and local law enforcement agencies.

In addition to crime statistics, the report also contains information related to: timely warning, missing students, addressing sex offenses, sex offender registration, facilities and access, law enforcement, counseling services, general procedures for reporting a crime, off-campus crime, discipline, alcohol and illegal drugs, sex offender registration, firearms, non-discrimination, crime awareness and prevention, and fire statistics.

The information is updated and sent each by October 1st, as required by the Act. Statistics for the last three years are provided on the NCMC website. Each year, notification is sent to all enrolled students that provides access to this report. Faculty and staff receive similar notification. Paper copies of the report may be obtained at the Dean of Student Services Office.

Contractual relationships

NCMC academic programs, either on- or off-campus, leading to a degree or a certificate is contracted out by the College. The instructional faculty is hired and supervised by the appropriate department on the College campus whether the course is taught on campus or at another site.

Relationship with other accrediting agencies and with state regulatory bodies

NCMC is accredited by the Higher Learning Commission and is recognized or accredited by the following organizations:

- [NCMC Higher Learning Commission/North Central Association Accredited Programs/Sites](#)
- [Missouri Departments of Higher Education Approved NCMC Programs](#)
- [NCMC Workforce Investment Board Approved Programs](#)
- [NCMC U.S. Post Secondary Approved Programs/Sites](#)
- [Missouri Coordinating Board for Higher Education \(CBHE\)](#)
- [Accreditation Council for Occupational Therapy Education \(ACOTE\)](#)
- [Commission on Accreditation in Physical Therapy Education](#)
- [Missouri Association of College Teacher of Education](#)
- [Missouri Bureau of Emergency Medical Services](#)
- [Missouri State Board of Nursing](#)
- [Commission on Accreditation of Allied Health Education Programs \(CAAHEP\)](#)
- [Committee for Accreditation of Rehabilitation Facilities \(CARF\)](#)
- [Missouri State Department of Elementary and Secondary Education \(DESE\)](#)

NCMC works with Linn State Technical College and a network of other community colleges through the Missouri Health Professions Consortium (MHPC) to offer an Associate in Applied Science Degree in Occupational Therapy Assistant (OTA). Each member of the consortium is accredited and the MHPC OTA program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

Public notification evaluation visit and third party comment

Public notification of the reaccreditation process of the [Higher Learning Commission](#) was posted on the NCMC website and internal electronic message board as well as local radio and regional newspapers for comment. NCMC also solicited public comments for the comprehensive reaccreditation evaluation process through ads placed in the local and other regional newspapers. NCMC invited public comment on its Self-Study for over two years prior to the comprehensive visit via its website. Public comment was also solicited through college publications and Facebook. Letters notifying constituents of the comprehensive visit were sent to all elementary and secondary schools, four-year universities, regional boards, businesses and industries within the 16-county region. The community and region were made aware of the Higher Learning Commission's site visit scheduled for February 27-29, 2012 for six months to two years prior to the visit.

The following text appeared in print and on the website:

NCMC, located in Trenton, MO is seeking comments from the public about the College's preparation for its periodic evaluation by its regional accrediting agency. The College will undergo a comprehensive evaluation visit on February 27-29 2012, by a team representing The Higher Learning Commission of the North Central Association of Colleges and Schools. The team will review the institution's ongoing ability to meet the Commission's Criteria for Accreditation. Electronic comments may be submitted by accessing the following link: <http://www.ncahlc.org/information-for-the-public/third-party-comment.html>

Letters should be addressed to:

Public Comment on (North Central Missouri College)
The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604

Comments must address substantive matters related to the quality of the institution. Comments will not be treated as confidential. Written, signed comments must be received by December 1, 2012. The Commission cannot guarantee that comments received after that due date will be considered. Comments should include the name, address, and telephone number of the person providing the comments. The Commission cannot settle disputes between individuals and institutions, whether those involve faculty, students, administrators, or members of other groups. Individuals considering submitting complaints against an affiliated institution should request the separate *Policy and Procedures for the Consideration of Complaints Made Against Affiliated Institutions* from the Commission office.

State Authorization

NCMC is making a good faith effort to contact states in which the institution has a presence and is operating within their borders through online course offerings. Information regarding compliance and procedures is included on the NCMC website. <http://www.ncmissouri.edu/programs/Pages/distance-learning-statement.aspx>

Federal Compliance Visits to Off-Campus Locations

According to the Higher Learning Commission's definition of an off-campus site, indicating that students must be able to complete 50% or more of a degree program at that site, NCMC has two off-campus sites. Those sites are in Maryville, MO at the Northwest Technical School and in Bethany, MO at the Northwest Career Center. The Maryville and Bethany sites offer students 50% or more of NCMC's Level I and Level II certificate and degree programs. The Bethany site offers only a practical nursing program, which leads to a certificate.

NCMC does offer courses at three additional locations: Grand River Technical School – Chillicothe, North Central Career Center – Brookfield, and the Barton Site-Trenton and 33 additional course locations. The College went through a successful additional sites visit in April of 2011 ([approval letter](#)). Full-time NCMC employees from the main campus provide administrative and student services support for the sites. All sites are listed on NCMC's [Annual Institutional Data Update](#).

Institutional Disclosures and Advertising and Recruitment Materials

It is the current policy of NCMC that all published materials for general distribution have the Higher Learning Commission's URL and local telephone number available. Contact information for all associations and agencies accrediting academic programs at NCMC are also provided on distributed information. Every effort is made to accurately report the College's affiliation with the HLC as well as providing students with statements regarding nondiscrimination. A full list of [NCMC approval/accrediting agencies](#) is available on the webpage.

Student Complaints

NCMC posts a comprehensive student conduct appeal process in the [college catalog](#), [student handbook](#) and [website](#). All official grade appeals begin with the instructor because they have primary authority for grade assignment and then progress through the Dean and Vice President of Instruction and Student Services. All instructional complaints are forwarded through the Dean of Instruction or the Dean of Allied Health where appeals are tracked and kept on file. Non-instructional appeals are forwarded to the Dean of Student Services where appeals are recorded and kept on file. The conflict may be resolved at any point during the process by the parties involved. All official student appeals are completed in writing and the decisions regarding the appeal are tracked and kept by the appropriate administrator and/or the Vice President of Instruction and Student Services as indicated in the college catalog and student handbook.

Other appeals are forwarded to appropriate parties and are outlined in the [Student Complaint Policy](#). A Financial Aid Appeals Committee and Emergency Loan Committee hear appeals related to SAP and loans respectively. In addition, the Vice President of Administrative Services may hear appeals related to business office functions, such as billing. Complaints related to sexual harassment may be sent to the Dean of Student Services or the Title IX Coordinator. NCMC is compliant with sexual harassment Title IX requirements.

LIST OF DOCUMENTS IN VIRTUAL RESOURCE ROOM

AA Program Review
AAS Program Review
AAT Program Review
Academic Program Review
Academic Resource Center Program Review
Accounting Program Review
ACT Results
Additional Sites Approval Letter
Adjunct Dual Credit Orientation
Adjunct Faculty
Adjunct Faculty Handbook
Advisory Board Recommendations
Agreements for Articulated Credit (2011)
Agriculture Program Review
Allied Health Clinical Setting Listing
AMP Performance Evaluation
Annual Student Assessment Reports
Annual Student Learning Assessment Reports
Applied Tech Program Review
ARC Usage Report
Assessment Communication Route
Assessment Next Step
Assessment of General Education Goals and Competencies
Assessment Plan and Guidebook
ASSET Results
Associate Nursing Program Review
Associate of Arts Advisement Form
Associate of Arts in Teaching Advisement Form
Athletic Release Policy
Audit Reports
Board Policy Manual
Budget Reports
Business Management Program Review
Business Technology Program Review
Campus Quality Survey Results
CBASE Report 2010
CCSSE Longitudinal Report
CCSSE Report 2011
Certified Nurse Aide Program Review
CIRP Report 2010
Classified Policy Manual
COMPASS Results
Continuing Education Business Industry Program Review
Core Indicators
Course Assessment Checklist
Course Assessment Form

LIST OF DOCUMENTS IN VIRTUAL RESOURCE ROOM

Criminal Justice Program Review
Crisis Plan
Curriculum Proposal
Debt Management Plan 2011
Default Grant Proposal
Developmental Education Program Review
Developmental Studies Math Follow-Up
Developmental Studies Reading Follow-Up
Developmental Studies Writing Follow-Up
Dual Credit Faculty
Dual Credit Program Review
Early Childhood Development Program Review
Electronic Portfolio Implementation Plan
Eligibility and Certification Approval Report
Emergency Medical Technician Paramedic Surgical Radiological Technology Program Review1
Emergency Medical Technician Paramedic Surgical Radiological Technology Program Review2
Employer Follow Up Results 2010
ETS Annual Test Results
Faculty Constitution
Faculty Policy Manual
Faculty Salary Schedule
Faculty Senate Committees
Faculty-Adjunct Comparison Charts
FISAP (2011)
Flow Chart Timeline
Full-Time Faculty
Graduate Follow Up Report 2010
Grundy County Resources Brochure
Guidelines for the Mentor
Health Care Management Program Review
Institutional Snapshot
Instructors Comments
IPEDS Inservice Report
IPEDS Report 2009
ITV Classes
Journal Grading Guide
Library Materials Recommendation Form
Library Memorandum of Understanding
Library Program Review
Library Services Program Review
Library User Survey
Management Improvement Plan
MCCA-MCGE Classroom Presentation
MCCA-MCGE Plan
MCGE Scoring Rubric
Medical Assistant Program Review

LIST OF DOCUMENTS IN VIRTUAL RESOURCE ROOM

Medical Insurance Billing Specialist Program Review
Medical Transcription Program Review
Memorandum of Understanding
NCCBP Report 2010
NCMC Audit Report (2010)
NCMC Creed
NCMC Forms FY13
New Faculty Orientation
Non-Academic Program Review Process
North Central Missouri College and Crowder Memorandum of Understanding
Northwest Missouri State University and North Central Missouri College Memorandum of Understanding
Nursing Level I Program Review
Nursing Level II Program Review
Organizational Chart
Orientation Advising Registration 2011
Outreach Program Review
Parental Handbook
Peer Observation
Pharmacy Technology Program Review
Pre-Tenure Guidelines
Professional Organizations
Program Evaluation Rotation Schedule
Program Participation Agreement
Progress Report (2004)
Residential Handbook
Sabbatical Policy
Self-Study Utilization Chart
SENSE National Report 2009
SENSE Report 2009
SMART Goals
Standards of Satisfactory Academic Progress (SAP)
Statement of Ethics
Strategic Plan (2005-2007)
Strategic Plan (2008-2011)
Student Complaint Policy
Student Consumer Information Table
Student Handbook
Student Opinion Questionnaire
Student Opinion Questionnaire Online
Student Support Services Program Review
Student Trends
Student Videos
Susan Stull Global Ed
Syllabus Template
Tech Prep Program Review
Technology Plan

LIST OF DOCUMENTS IN VIRTUAL RESOURCE ROOM

Tenure Check-off List

Tenure Faculty Peer Evaluation

Testing Reference Table

The Missouri Department of Corrections and North Central Missouri College Memorandum of Understanding

Therapeutic Horse-riding Grant

TRIO Program Review

Upward Bound Program Review

Use of CQS

YFCY Report 2010