



## CS 3.13 | Policy Compliance

***The institution complies with the policies of the Commission on Colleges.***

Compliance Finding: IN COMPLIANCE

### ***Narrative:***

#### **Integration of Commission Policy Expectations into University Operations**

The University of South Carolina Beaufort (USCB) complies with the policies of the Commission on Colleges in accordance with [Policy Number 104: Institutional Compliance with the SACSCOC Policies](#) that establishes that USCB's Accreditation Liaison is responsible for reviewing Commission on Colleges policies and ensuring compliance with accreditation requirements. Policy Number 104 and the duties of the Accreditation Liaison were developed using the [SACSCOC Responsibilities of the Accreditation Liaison](#) provided by the COC. The [USCB Accreditation Liaison](#) is appointed by and reports directly to the Chancellor for all matters of accreditation. The Associate Vice Chancellor for Academic Affairs and Institutional Effectiveness has served as the Accreditation Liaison since 2004. The Accreditation Liaison communicates with the COC and is familiar with the Commission's policies and monitors the representation of the institution's accreditation status with all appropriate accrediting bodies.

#### **Evidence of Policy Implementation**

The implementation of the Policy is documented in meeting minutes from the [Administrative Council](#), [Academic Affairs Council](#), [IE Council](#), and [SACS Leadership Team](#) meetings. The Chancellor, the Executive Vice Chancellor for Academic Affairs, the Director of Institutional Effectiveness and Research, and the Accreditation Liaison attend the SACSCOC annual meetings. The Chancellor, the Accreditation Liaison, and the Director of Institutional Effectiveness and Research have presented at the SACS Annual Meeting. The Chancellor has served on three SACSCOC reaffirmation of accreditation teams and one SACSCOC special visit. The Accreditation Liaison has served on four SACSCOC reaffirmation of accreditation teams, and the Vice Chancellor for Student Development has served on one SACSCOC initial accreditation team.

## Supporting Documents

1. [Policy Number 104: Institutional Compliance with the SACSCOC policies](#)
2. [SACSCOC Responsibilities of the Accreditation Liaison](#)
3. [USCB Accreditation Liaison Letter of Appointment Letter](#)
4. [Administrative Council Policy 104 Approval 03-24-2014](#)
5. [Academic Affairs Council Minutes 02-26-2014](#)
6. [Institutional Effectiveness Council Minutes 02-28-2014](#)
7. [SACS Leadership Team Minutes 03-19-2014](#)

## A | Accrediting Decisions of Other Agencies

Compliance Finding: IN COMPLIANCE

### **Narrative:**

#### **Federally Recognized Agencies that Accredite the Institution**

The University of South Carolina Beaufort (USCB) complies with the Commission on Colleges policy "Accrediting Decisions of Other Agencies". The Institution is accredited by one U.S. Department of Education recognized accrediting body, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). USCB was last reaffirmed by the Commission on Colleges in June 2009. USCB is accredited by the SACSCOC through 2019 with the Fifth-Year Interim Report due on September 15, 2014. USCB is in good standing and has no terminations, sanctions or negative actions taken against the Institution or its programs. USCB has not terminated or voluntarily withdrawn from any accreditation.

**Table 1: University Accreditation Review and Actions Taken**

Accrediting Body	Most Recent Review	Negative Actions	Status	Terminations/ Withdrawals	Accreditation Letter
SACSCOC	2009	None	Accredited through 2019	None	<a href="#">SACSCOC Letter</a>

#### **Specialized Program Accreditation and Actions Taken**

The only other federally recognized accrediting bodies that accredit USCB programs are the program-specific specialized accrediting agencies for Education and Nursing. The Department of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE) and will undergo a reaffirmation visit in Spring 2015. The Nursing program is accredited by the Collegiate Commission on Nursing Education (CCNE) and was reaffirmed for ten years to 2024.

The external accrediting agencies that accredit academic programs at USCB are recognized by the U.S. Department of Education. All externally accredited programs go through the same or similar steps to initiate accreditation, become accredited, and maintain accreditation status in good standing. These steps include the establishment of standards, preparation of a self-study document allowing the program to measure its performance against the established standards, on-site evaluation which allows accreditation team members to determine and validate first-hand that the applicant meets the established standards, ongoing monitoring to assure that the program continues to meet standards throughout the granted period of accreditation, and periodic re-evaluation to ascertain whether continuation of accreditation status is warranted.

Table 2 provides the names of federally-recognized agencies that accredit USCB programs, the dates of the most recent reviews, the current accreditation statuses, and links to letters informing the University of the accreditation decisions. The programs are currently accredited and in good

standing with no terminations, sanctions or negative actions taken against them. USCB has not terminated or voluntarily withdrawn from any accreditation.

**Table 2: Program Accreditation Review and Actions Taken**

US Department of Education Recognized Academic Program Accrediting Agencies					
<b>Commission on Collegiate Nursing Education (CCNE)</b> One Dupont Circle NW Suite 530 Washington, DC 20036-1120 202-887-6791					
Program	Last Review	Status	Negative Action	Terminations/ Withdrawals	Accreditation Letter
Bachelor of Science in Nursing (BSN)	Fall 2013	Continued accreditation to June 30, 2024	None	None	<a href="#">CCNE Approval Letter &amp; Certificate of Accreditation</a>
<b>National Council for the Accreditation of Teacher Education (NCATE) Council for the Accreditation of Educator Preparation (CAEP)</b> 2010 Massachusetts Avenue, NW Suite 500 Washington, DC 20036					
Program	Last Review	Status	Negative Action	Terminations/ Withdrawals	Accreditation Letter
USCB Education Department – B.A. in Early Childhood Education	Spring 2010 Continuing Accreditation  Spring 2008 Provisional Accreditation	Continuing Accreditation until Spring 2015	None	None	<a href="#">2010 NCATE Approval Letter</a>  <a href="#">2008 NCATE Letter</a> <a href="#">2008 NCATE Report</a>

**Note:** The documentation that USCB provides to specialized accrediting agencies for the purposes of initial or reaffirmation program accreditation is comprehensive. It is included in CS 3.3.1.1 under Academic Program Review.

### USCB Represents Itself Consistently to Accrediting Agencies

USCB describes itself in identical terms to each recognized accrediting body with regard to purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituencies, and keeps each institutional accrediting body apprised of any change in its status with any other accrediting body. As evidenced in excerpts from recent self-study reports submitted to accrediting agencies, the institution and its programs are accurately and identically described to each accrediting agency with regard to purpose, governance, programs, degrees, area demographic data, personnel, finances and constituencies.

**Table 3: Representation to Accreditors and Representation of Accreditation**

<b>Program</b>	<b>Accrediting Body</b>	<b>Representation to Accreditors</b>	<b>Statements of Accreditation</b>
<b>USCB</b>	Southern Association of Colleges and Schools	<ul style="list-style-type: none"> <li>• <a href="#">SACSCOC Institutional Profile</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">SACSCOC Statement letter</a></li> <li>• <a href="#">University Bulletin</a></li> <li>• <a href="#">Website</a></li> </ul>
<b>Bachelor of Science in Nursing</b>	Commission on Collegiate Nursing Education	<ul style="list-style-type: none"> <li>• <a href="#">CCNE Self Study p3</a></li> <li>• <a href="#">CCNE Program Information Form</a></li> <li>• <a href="#">CCNE-CIPR May 2012</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">CCNE Statement Letter</a></li> <li>• <a href="#">University Bulletin</a></li> <li>• <a href="#">Website</a></li> <li>• <a href="#">Nursing Department Homepage</a></li> <li>• <a href="#">BSN Student Handbook</a></li> </ul>
<b>Education Department</b>	National Council for the Accreditation of Teacher Education	<ul style="list-style-type: none"> <li>• <a href="#">NCATE Institutional Report 02-19-2010</a></li> <li>• <a href="#">2015 Education Department Conceptual Framework</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">NCATE Accreditation Statement</a></li> <li>• <a href="#">Website</a></li> <li>• <a href="#">University Bulletin</a></li> <li>• <a href="#">Education Department Homepage</a></li> </ul>

### Supporting Documents

1. [SACSCOC Reaffirmation of Accreditation Letter 07-13-2009](#)
2. [CCNE Approval Letter 05-19-2014](#)
3. [2010 NCATE Approval Letter 11-05-2010](#)
4. [2008 NCATE Letter](#)
5. [2008 NCATE Report](#)
6. [2013 SACSCOC Institutional Profile](#)
7. [SACSCOC Accreditation Statement for Publication](#)
8. [SACSCOC Accreditation Statement 2014-2015 University Bulletin](#)
9. [SACSCOC Accreditation Statement Website](#)
10. [Nursing CCNE Self Study](#)
11. [Nursing Program Information Form](#)
12. [CCNE-CIRP May 2012](#)
13. [CCNE Statement Letter & Certificate](#)
14. [Nursing Accreditation Statement 2014-2015 University Bulletin](#)
15. [Nursing Accreditation Statement Website](#)
16. [Nursing Department Homepage](#)
17. [BSN Student Handbook](#)
18. [NCATE Institutional Report 02-19-2010](#)

19. [2015 Education Department Conceptual Framework](#)
20. [NCATE Accreditation Statement](#)
21. [Education Department Accreditation Statement Website](#)
22. [Education Accreditation Statement 2014-2015 University Bulletin](#)
23. [Education Accreditation Statement Education Department Homepage](#)

## B | Complaint Procedures against the Commission or Its Accredited Institutions

Compliance Finding: IN COMPLIANCE

### ***Narrative:***

#### **Student Complaint Procedures**

The University of South Carolina Beaufort (USCB) complies with the Commission on Colleges *Complaint Procedures Against the Commission or Its Accredited Institutions*. The University's Student Grievance Policy provides a formal, standardized method by which students can seek a resolution to interactions or situations where treatment by a faculty and/or staff is considered unjust or improper. These complaints are categorized as 1) academic grievances relating to violation of teaching responsibilities, and 2) non-academic grievances dealing with conditions that disadvantage a student unnecessarily such as instructor's abuse of authority, discrimination, harassment, and wrongful assessment of fees. Each of these types of complaints has a specific process for review, including identification of an individual or office responsible for the process and maintenance of the records. However, the philosophy at USCB is to resolve complaints in the early stages, prior to filing a formal grievance.

#### **Student Complaint Process**

The purpose of the student grievance process is to furnish a student enrolled at USCB, whether as a full-time or part-time student and regardless of course mode of delivery (face-to-face or distance education), with a formal, standardized method for seeking a resolution when the student believes he or she has been treated unjustly or improperly by a faculty or staff member. Students seeking a redress of grievances may do so without fear of reprisal. The full Student Grievance Policy can be found in the [USCB Student Handbook](#) and the [University Bulletin](#), both of which are available on the USCB website. Hardcopies are available upon request.

#### **Academic Grievance Policy ([Example](#))**

Academic Grievances are addressed through the Academic Affairs Office. Academic grievances against instructors are limited to violation of teaching responsibility, violation of the University policy on Protection of Freedom of Expression, or violation of the University policy on Protection Against Improper Disclosure. In most cases, the student must first meet with the instructor, and then, if necessary, with the department chair or program coordinator, and subsequently with the Executive Vice Chancellor for Academic Affairs (EVCAA). The grievance may be referred to the USCB Honor Court only if these options have been exhausted. The Academic Affairs office is responsible for maintaining records of these complaints, the steps taken, documentation of the review process in the [Academic Grievance Log](#), and the outcome of the review.

#### **Non-Academic Grievance Policy ([Example](#))**

Non-Academic Grievances are filed with the Vice Chancellor for Student Development using a tracking form that identifies the actions taken and when they were taken. These grievances

concern conditions that disadvantage a student unnecessarily, including an instructor's abuse of authority, discrimination, or improper behavior, wrongful assessing of fees, and records errors. Grievances result in a conference between parties affected within five days of the incident, and may proceed from there, as appropriate, to the EVCAA or the Vice-Chancellor for Student Development (or the Chancellor if either of these is the subject of the grievance). If necessary, the grievance may be referred to the USCB Judicial Board, which renders the final decision. The non-academic grievance process is overseen by the Vice Chancellor for Student Development who is also responsible for updating the [grievance tracking form](#), and storing records of the grievance and its disposition, and documentation of the review process in the [Non-Academic Grievance Log](#).

### **Complaints to the South Carolina Commission on Higher Education (SCCHE)**

The SCCHE has [Procedures for Handling Complaints](#) including a Student Complaint Form that USCB makes available to students and the public via the website, electronically, or hardcopy.

### **Complaints to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)**

Although no complaints involving SACSCOC have been received to date, they would be routed through the Academic Affairs office. For student complaints regarding USCB accreditation, the SACSCOC contact information is published in the [University Bulletin](#), in the [Student Handbook](#), and on the [University Website](#)

### **Distance Education, Correspondence Education, and Dual Enrollment**

There have been no grievances regarding distance education or dual enrollment. If they occurred they would be addressed in the same manner as other grievances. USCB does not offer correspondence courses.



**Table 1: USCB Student Grievance Processes**

Type of Complaint	Examples	Responsible Entity	Order of Responses*	Record Location	Elements of Record	Document Retention
<b>Academic Grievance</b>	<ul style="list-style-type: none"> <li>• Violation of teaching responsibilities,</li> <li>• Violation of policy on Protection of Freedom of Expression</li> <li>• Violation of policy on Protection Against Improper Disclosure</li> </ul>	Executive Vice Chancellor for Academic Affairs	<ol style="list-style-type: none"> <li>1. Instructor</li> <li>2. Department/ Program Head</li> <li>3. EVCAA</li> <li>4. USCB Honor Court</li> </ol>	Academic Affairs Office	<ul style="list-style-type: none"> <li>• Detail of complaint</li> <li>• Documentation of attempted resolution discussions/ meetings</li> <li>• Documentation of process</li> <li>• Disposition notification</li> </ul>	5 years
<b>Non-Academic Grievance</b>	<ul style="list-style-type: none"> <li>• Improper conduct by faculty or staff</li> <li>• Discrimination</li> <li>• Wrongful assessment of fees</li> <li>• Abuse of authority</li> </ul>	Vice Chancellor for Student Development	<ol style="list-style-type: none"> <li>1. Instructor/Staff member</li> <li>2. EVCAA (if regarding Academic Affairs employees) or VC Student Development (all other employees and issues)</li> <li>3. Chancellor (if EVCAA or VC Student Development is a party)</li> <li>4. USCB Judicial Board</li> </ol>	Office of Student Development	<ul style="list-style-type: none"> <li>• Student Grievance Tracking Form</li> <li>• Detail of complaint</li> <li>• Documentation of attempted resolution discussions/ meetings</li> <li>• Documentation of process</li> <li>• Disposition notification</li> </ul>	5 years

*\*Grievances and complaints are only carried to the level necessary to reach agreement/satisfaction between the involved parties.*

## Supporting Documents

1. [Student Grievance Process 2014-2015 Student Handbook](#)
2. [Student Grievance Process 2014-2015 University Bulletin](#)
3. [Academic Grievance Example](#)
4. [Academic Grievance Log](#)
5. [Non-Academic Grievance Example](#)
6. [Non-Academic Grievance Tracking Form](#)
7. [Non-Academic Grievance Log](#)
8. [SCCHE Procedures for Handling Complaints and Form](#)
9. [SACSCOC Contact Information University Bulletin](#)
10. [SACSCOC Contact Information Student Handbook](#)
11. [SACSCOC Contact Information Website](#)

## C | Reaffirmation of Accreditation and Subsequent Reports

Compliance Finding: IN COMPLIANCE

***Narrative:***

The University of South Carolina Beaufort (USCB) complies with Commission on Colleges policy *Reaffirmation of Accreditation and Subsequent Reports* by incorporating a review of its distance learning programs in its Fifth-Year Compliance Certification.

USCB offers courses primarily through face-to-face modalities, with some distance education options. While USCB has [SACSCOC approval](#) to offer its programs via electronic delivery, the University does not offer any programs completely through distance education. For example, the University submitted a Substantive Change Prospectus to SACSCOC and received approval to offer the [RN-BSN degree](#) through an online format. However, there are clinical components in the program that are not yet online thus requiring face-to-face sections.

Distance education is those programs whereby more than 50 percent of the courses are delivered through online format (80-100 percent) or through hybrid blend (30-79 percent online). The university provides online courses for 50 percent or more of the coursework required to obtain a baccalaureate degree in selected fields: Human Services, Nursing, Sociology, and Psychology. However, it is not possible for a student to earn a degree entirely through a distance format at this time. Each semester, USCB offers some general education courses using Blackboard or hybrid delivery and some academic programs offer selected major courses via distance education. This totals approximately 30 distance education courses each semester.

At USCB the academic departments are responsible for the development, coordination, and quality of distance education courses and programs. Distance learning is addressed in the college's response to the standards as listed below. Information is provided to clearly demonstrate that USCB has adequate support services and personnel to ensure that distance learning programs and courses are effectively operated and that students have the resources and assistance they need to be successful. USCB does not offer correspondence courses.

**Table 1: Assessment of Compliance with Standards that Apply to Distance Education**

<b>Standard</b>	<b>Description</b>	<b>Assessment of Compliance With Standards that Apply to Distance Education Programs and Courses.</b>
<b>CR 2.8</b>	Number of full-time faculty	<p>Faculty workload requirements and credential guidelines are the same regardless of mode of delivery.</p> <p>USCB does not offer any academic programs exclusively via distance learning. Some general education course and select upper division courses are offered via distance education with approximately 30 sections offered per semester.</p> <p>Table 4 provides data for Fall 2011 to Spring 2014 regarding courses and total student credit hours taught by full-time and part-time faculty including disaggregation by program and by location and mode of delivery: face-to-face at the Historic Beaufort campus, face-to-face at the Hilton Head Gateway campus, and distance education.</p>
<b>CR 2.10</b>	Student support services	<p>Programs are available to all students, whether they are taking courses on the Historic Beaufort (HB) campus, the Hilton Head Gateway (HHG) campus, or via distance education. USCB does not have any degrees that are available totally through distance education, but some programs offer select courses using distance education technology. The student support services are available to students taking these courses and can be accessed using multiple modalities, including telephone, email, Skype and online. For example, Library resources are available through the USCB website, Admissions counseling is available through email or over the telephone, books can be ordered through the USCB Bookstore website and delivered to the student's home, and tutoring can be provided by telephone or Skype. No credit-bearing courses are offered at off-campus instructional sites, and USCB does not offer correspondence courses.</p> <p>A table is provided that illustrates the availability of student support services, programs, and activities to students taking courses on the Historic Beaufort (HB) campus, on the Hilton Head Gateway (HHG) campus, and via distance education. No degrees are offered 100% online, which means students taking distance education courses are required to be on campus for most of their coursework.</p>
<b>CS 3.2.8</b>	Qualified administrative & academic officers	Senior administration, faculty and staff are knowledgeable in the use of technology to support distance education students and provide services and programs regardless of mode of delivery to traditional and distance education students.
<b>CS 3.3.1.1</b>	Institutional Effectiveness in educational programs to include SLO's	At USCB, distance education is not viewed as a program but rather as one of several delivery options. Regardless of format, course syllabus requirements are the same and expected learning outcomes for the course are identical. In assessing the course outcomes, faculty systematically conduct assessments in traditional, hybrid and distance education courses regardless of delivery format. Administration, faculty, and staff are involved in the Institutional Effectiveness Process and provide programs and services to all students regardless of mode of delivery. Annually, faculty develop Institutional Effectiveness and Outcomes Assessment (IE-OA) Plans and Reports and assess student learning outcomes (SLO's) in academic courses and programs.
<b>CS 3.4.3</b>	Admissions Policies	Admissions requirements are the same for all students, including distance education students, regardless course delivery method.

Standard	Description	Assessment of Compliance With Standards that Apply to Distance Education Programs and Courses.
CS 3.4.11	Academic Program Coordination	The University assigns responsibility for program coordination, curriculum development and review for degree programs, concentrations, and certificates, regardless of mode of delivery, to faculty who are academically qualified in the field.
CS 3.11.3	Physical Facilities	Technology infrastructure is sufficient to meet the needs of USCB students, faculty and staff, including the requirements of traditional and distance education courses. While USCB does not offer any academic programs exclusively via distance education, the University offers some general education courses, and some academic programs offer select major courses via distance education. There has been only an average of thirty-three sections of distance education and hybrid courses each semester over the past three years. USCB does not offer correspondence courses and students enrolled in dual enrollment courses attend class on campus. Network capability exists across all buildings on both campuses with 1Gb connections to all desktops. Wireless connectivity is provided in all buildings with three levels of access—faculty/staff, student, and visitor. All classrooms are equipped with the same centrally controlled and supported infrastructure, consisting of projectors connected to dedicated in-classroom computers and document cameras. Additionally, sound and video capabilities are integrated and coordinated through centralized device control. There are two dedicated classrooms, one on each campus, that are linked via HD video conferencing for use in synchronous delivery of instruction.
FR 4.1	Student Achievement	USCB does not offer any academic programs exclusively via distance learning. Some general education course and select upper division courses are offered via distance education with approximately thirty sections offered per semester. Success criteria are the same for all students, regardless of the location or mode of delivery of courses.
FR 4.2	Program Curriculum	<p>Offering distance education courses is appropriate to the mission of the institution. The mission states that the University “offers degree programs in the arts, humanities, professions, and social and natural sciences delivered through on-site instruction and distance education, along with an active program of co-curricular activities and athletics...”</p> <p>Offering distance education courses is appropriate to the goals of institution.</p> <p><i>Goal 1. Teaching and Learning</i></p> <p><i>I. Strengthen and expand academic offerings</i></p> <p><i>V. Provide an environment conducive to teaching and learning</i></p> <p><i>Goal 4. Quality of Life in the University Community</i></p> <p><i>II. Strengthen and expand student support services</i></p> <p><i>VIII Maintain access and affordability</i></p> <p>The program approval process is the same regardless of mode of delivery.</p>

<b>Standard</b>	<b>Description</b>	<b>Assessment of Compliance With Standards that Apply to Distance Education Programs and Courses.</b>
<b>FR 4.3</b>	Publication of Policies	<p>Academic calendars, grading policies and refund policies are distributed to students and the public in a variety of formats and media. Academic calendars, grading policies, and refund policies are the same regardless of delivery method of courses and programs.</p> <p>Students or anyone interested in taking distance education courses can access the information and policies online or request hard copies. Hard copies of all above are available on demand in the appropriate Historic Beaufort and Hilton Head Gateway campus offices. Hard copies can be picked up in person, mailed, or faxed. USCB does not offer correspondence courses. Dual credit students attend classes on campus.</p>
<b>FR 4.4</b>	Program Length	<p>As defined in ACAF 2.00 p 8-9, all programs, regardless of delivery method or delivery location, maintain the same program length, the same program learning outcomes, and the same student learning outcomes. While USCB offers some general education courses online, and some programs offer blended/hybrid or online courses via distance education, no degree may be earned entirely online at this time, even though USCB sought SACSCOC approval to offer all degrees online. As an example, the University submitted a substantive change prospectus to offer the RN to BSN degree program online, and the request was approved. However, some of the clinical components of the degree are not yet available online. USCB does not offer correspondence education.</p>
<b>FR 4.5</b>	Student Complaints	<p>Students in distance education courses follow the same grievance processes as traditional students. The resources (policies, procedures, catalog, student handbook, etc.) are available online or by hardcopy.</p>
<b>FR 4.6</b>	Recruitment Materials & Presentations	<p>The Admissions staff meets with the Communications and Marketing unit to review and approve each project before it is released for public use to ensure that all materials accurately represent USCB. Recruiting information is available to all potential students, regardless of mode of delivery of courses, via the USCB website. Hardcopies of the recruitment materials are mailed upon request.</p>
<b>FR 4.7 &amp; CS 3.10.2</b>	Title IV Program Responsibilities/ FA Audits	NA
<b>FR 4.8</b>	Distance and Correspondence Education	<p>The University has systems in place to verify that the student who registers for a distance education course is the same student who participates in and complete the course and receives the credit.</p>
<b>FR 4.8.1</b>	Student Verification	<p>The University utilizes the USC system-wide login and passcode security system to verify that the student who registers in a distance education course is the same student who participates in and completes the course. USCB does not offer correspondence education courses. USCB adheres to USC system guidelines and policies (UNIV Policy 1.50) and is committed to ensuring and safeguarding the identity security of students participating in courses, regardless of delivery method (e.g., distance education courses).</p>

Standard	Description	Assessment of Compliance With Standards that Apply to Distance Education Programs and Courses.
FR 4.8.2	Protecting Privacy	<p>The University has written procedures for protecting the privacy of students enrolled in distance education courses. The University complies with FERPA, the South Carolina Family Privacy Protection Act of 2002, and USC system policies and procedures (ACAF 3.03 and UNIV 1.50) to ensure student record confidentiality. USCB policy states that student record confidentiality policies and procedures specifically apply to students enrolled in distance education courses. The USCB Registrar ensures protection of distance education students' privacy through the data/system safeguards detailed in UNIV 1.50. USCB does not offer correspondence classes.</p> <p>To assist departments in ensuring that the privacy of students enrolled in distance education courses is protected, the Registrar makes available a security and confidentiality self-audit for offices accessing student records.</p>
FR 4.8.3	Notification of Additional Charges	The University has no additional student charge associated with verification of student identity.
FR 4.9	Definition of Credit Hours (see old CR 2.7/CS 3.4.6/FR 4.4)	"USCB adheres to sound, commonly accepted practices in determining the amount and level of credit awarded for courses, regardless of format or mode of delivery." Courses offered in distance learning formats contain equivalent instructional content and SLO's. Distance education courses provide the same number of credit hours as the traditional versions of the class, they have the same prefix and course number, and they have the same SLO's.
CS 3.13.1	Policy Compliance	University <i>Policy Number 104: Institutional Compliance with the SACSCOC Policies</i> establishes that USCB's Accreditation Liaison is responsible for reviewing Commission on Colleges policies and ensuring compliance with accreditation requirements. The Accreditation Liaison is appointed by and reports directly to the Chancellor for all matters of accreditation.
3.13.A.	Accrediting Decisions of Other Agencies	NA
3.13.B.	Complaint Procedures against COC	Students in distance education courses follow the same grievance processes as traditional students. The resources (policies, procedures, catalog, student handbook, etc.) are available online or by hardcopy.
3.13.C.	Assessment of Distance Learning Programs	<p>The University complies with Commission on Colleges policy <i>Reaffirmation of Accreditation and Subsequent Reports</i> by incorporating a review of its distance learning programs in its Fifth-Year Compliance Certification.</p> <p>USCB offers courses primarily through face-to-face modalities, with some distance education options. While USCB has SACSCOC approval to offer its programs via electronic delivery; the University does not offer any programs completely through distance education at this time. For example, the University submitted a Substantive Change Prospectus to SACSCOC and received approval to offer the RN-BSN degree through an online format. However, there are clinical components in the program that are not yet online and require students to come to class.</p>

**Supporting Documents**

1. [SACSCOC Approval for Online 12-03-2012](#)
2. [SACSCOC Approval RN-BSN Online Format 05-13-2011](#)