Sauk's fiscal and academic years are built around 3 semesters each year: summer, fall, and spring. The summer semester offers an 8 week and two 4 week options. Fall and spring semesters are 15 weeks long plus a week for finals. The academic calendar is coordinated by the Academic Vice President with input from the President’s Cabinet, the Counseling Office, and faculty, and the final schedule is posted on the Sauk website.

Sauk adheres to the requirements established in the Administrative Rules of the ICCB (Section 1501.309) pertaining to contact time for credit hours. Requirements call for 15 classroom contact hours for each credit of lecture-oriented instruction, and 30 to 45 contact hours for laboratory and clinical oriented instruction. An additional 1 to 2 hours of outside study is expected for each in class hour.

Sauk is mindful of the duration of a program when developing new programs and when making changes in existing ones. The College frequently reviews similar programs at other institutions to assure that the duration, and program objectives and content of our programs are similar to those of other programs. Sauk adheres to the requirements established in the Administrative Rules of the ICCB (Section 1501.301) pertaining to the duration of programs. In compliance with the rules, all of Sauk’s Associate degrees are 60 credit hours or longer, and all of the Certificate programs are 50 hours or less.

Every Illinois community college establishes its own tuition and fee rates. Sauk’s Board of Trustees have established a common tuition rate for all classes based on in-district, out-of-district, and out-of-state residency. Internet classes have a separate tuition rate which is currently the same as in-district residents. Lab fees are assessed to specific courses to recover additional expenses incurred directly from those courses. Course specific expenses and lab fees are reviewed annually, and approved by the Board prior to implementation.

Sauk’s student complaint procedures allow students an avenue to lodge formal complaints about the College. Students are informed of the complaint procedures on the Sauk website under Current Students and in the College Catalog, with the following statement:

Student Complaint Procedures
Any full or part-time student may submit a complaint in writing to the Dean of Student Services. The Dean will acknowledge receipt of the complaint within two business days, conduct an investigation, and respond to the student in a reasonable amount of time.

The administrative guidelines for the procedures are as follows:

- Any full- or part-time student may submit a complaint in writing to the Dean of Student Services.
- The Dean will acknowledge receipt of the complaint within 2 business days, conduct an investigation, and respond to the student in a reasonable amount of time. The Dean will track student complaints on a College form.
- The Dean of Institutional Research and Planning will request a summary of complaints twice each year (December and June), analyze complaints to determine if there are any repeating problems, and compile an annual summary report which will be presented to the President’s Council.
- While it is expected that administrators will respond appropriately to all complaints in a timely manner, only complaints from current students, former students who were enrolled within the previous two semesters, or alums who completed a degree or certificate within the past two years are tracked.

There have been fewer than 25 complaints per year, received in the past three years. A summary log of student complaints for the past three years will be presented to the visiting team.

**TRANSFER POLICIES**

Sauk maintains articulation agreements with area high schools which allow their students to receive college credit for certain, specified high school courses. The following procedure will be documented in the 2012-2014 College catalog:

1. Students must enroll in the Partnership for College and Career Success program during the term of enrollment in the articulated course.
2. Students must earn a minimum of “B” in the specified high school course(s).
3. Credit will be awarded upon submissions of the completed PCCS form to the Office of Admissions and Records.

Sauk also has established policies which allow students to transfer classes from regionally accredited colleges and universities to Sauk. After students submit a Transcript Evaluation Request, the Registrar’s Office will evaluate classes in which they received a passing grade of C or higher, on a course by course basis. The Illinois Articulation Initiative (IAI) provides a basis for decisions regarding classes from Illinois’ institutions. The registrar’s office articulates courses into Banner to maintain
VERIFICATION OF STUDENT IDENTITY IN DISTANCE LEARNING

The College communicates expectations for honest student behavior in its Student Code of Conduct, which defines acts of dishonesty, the procedures for responding to possible acts, and disciplinary options. The Code appears in the College catalog, on the Sauk website, and is discussed in the Orientation PSY100 course.

Sauk’s primary distance learning option is its on-line courses. Student identification is verified in all on-line courses through the use of unique student ID, which is required whenever they access the learning management system. Additionally, some instructors require that tests be proctored at a pre-approved location. Since most online students are district residents, those students typically take the exams in the Testing Center. The Testing Center provides students and the local community a proctored location for taking tests. Test takers are required to present a government issued picture ID or a Sauk ID. The fees charged, the procedures for scheduling proctored tests, and the Center’s hours appear on the Sauk website.

Most instructors use anti-plagiarism software when grading written student work.

The College continues to investigate verification options which are reliable and cost-effective.

TITLE IV PROGRAM and RELATED RESPONSIBILITIES

1. General Program Responsibilities
Sauk’s Financial Assistance Office administers and monitors the following federal assistance programs: Pell Grant Program, Direct Stafford Student Loan Program, Supplemental Education Opportunity Grant Program, and the Work Study Program. The Office also administers a variety of state and local grant and scholarship programs.

The Program Participation Agreement and Eligibility and Certification Approval Report was completed by the Coordinator of Financial Assistance and signed by the President. Our current agreement was approved in 2007 and will be resubmitted for approval during 2012.

Annual audit reports dating back to FY07 are posted on the Sauk website for public inspection. The FY09 audit had 2 findings:
In the auditors test, 1 out of 23 refunds tested was not timely. Sauk response: the 1 was an anomaly; and staff will be vigilant to avoid a repeat.

Sauk used a non-Federal bank for federal deposits without notifying the bank. Sauk response: Bank was notified in writing.

Annual audits have not resulted in any mandated reduction plans or citings regarding Title IV compliance. The U.S. Department of Education has not produced any findings; taken any limitation, suspension or termination actions, or levied any fines, letters of credit, or heightened monitoring against Sauk.

2. Financial Responsibility Requirements
Sauk undergoes an annual financial audit that is conducted by an outside accounting firm, and includes the A-133 audit. The audits have not produced any serious findings in any areas. The College submits financial reports to the HLC and the U.S. Department of Education, and neither have raised any financial issues.

State audits of the financial assistance program occurs every 3 years with the next audit scheduled for 2012. There have not been any serious issues or findings. Federal audits are only conducted when state audits identify serious issues. The last federal audit was conducted in 1987.

3. Default Rates
In an effort to maintain low default rates, the Financial Assistance Office staff conducts individual student loan counseling sessions to explain the borrowing rules and the student commitments. Students whose loan status has shifted to denial according to Sauk’s Satisfactory Academic Policy, are counseled to help them understand their options and choices. The staff will follow-up with students who are still attending classes if notified that they are ready to go into default. Exit counseling materials, consisting of information from the National Loans Student Database System, are sent to students six months after they stop attending classes.

The most recent available default rates from the U.S. Department of Education are shown below:

<table>
<thead>
<tr>
<th></th>
<th>FY07</th>
<th>FY08</th>
<th>FY09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Rate</td>
<td>13.0%</td>
<td>18.5%</td>
<td>14.2%</td>
</tr>
<tr>
<td>Number in Default</td>
<td>31</td>
<td>45</td>
<td>36</td>
</tr>
<tr>
<td>Number in Repay</td>
<td>237</td>
<td>242</td>
<td>254</td>
</tr>
</tbody>
</table>

4. Campus Crime Information and Related Disclosure of Consumer Information

Other general disclosure requirements also appear in the Student Right-to-Know section, including:

- Graduation, completion, and transfer rates for athletes and traditional students
- Information pertaining to costs, refunds, withdrawal, facilities and services for students with disabilities, and the Drug and Alcohol Policy
- FERPA notification
- Financial aid information
- Athletic information

5. Satisfactory Academic Progress and Attendance Policies
Every student is expected to make progress toward completing a Title IV degree or certificate in order to qualify for and retain federal based financial assistance. Sauk’s Satisfactory Academic Progress Policy describes requirements pertaining to completion, grade point averages, and time frames for completing programs.

While Sauk does not have an institution-wide attendance policy, regular attendance is strongly encouraged. Faculty members are expected to take regular attendance, and many express attendance requirements in their syllabi.

6. Contractual Relationships
Sauk does not have any contractual agreements with third-party entities that are not accredited by a federally recognized accrediting agency, to provide 25% or more of the academic content for any degree or certificate program.

7. Consortial Relationships
Sauk is a partner in only one consortial partnership.

The Northern Illinois Online Initiative for Nursing (NIOIN) was launched in 2009, as a partnership among 4 Illinois community colleges (all accredited by the HLC and recognized by the ICCB) and 8 regional hospitals, to form the hybrid nursing program that increases the number of students who can complete each partner college’s nursing program. Students are required to meet their home college’s pre-requisite and program requirements, and graduates from that institution. Curriculum is shared by the partner colleges, each of which completed their respective processes for developing and approving curriculum. On-line faculty are also shared by the partners. Each faculty member meets all of the employment requirements and qualifications for each institution, and the individual HR departments maintain personnel files on them. Compensation is prorated among the colleges. When students graduate from the program, they awarded the pertinent degree from their home institution.
INSTITUTIONAL DISCLOSURES and ADVERTISING AND RECRUITMENT MATERIALS

The general public can investigate Sauk’s accreditation status by clicking on the Mark of Affiliation located under Accreditation in the drop down menu About Sauk, or by going into the current catalog, also located on the Sauk website.

RELATIONSHIP WITH OTHER ACCREDITING AGENCIES AND WITH STATE REGULATORY BODIES

Sauk is recognized by the Illinois Community College Board (ICCB) through June 2012. Recognition is noted in the College catalog. There have not been any sanctions by the ICCB or serious issues to address.

The only program with specialized accreditation is the Radiologic Technology program, which is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The most recent accreditation process was completed in 2010, and the maximum 8 years of continued accreditation was granted. The program was deemed to be 100% in compliance and there were no issues identified. This accreditation is indicated in the College catalog.

Both the RN and LPN programs are regulated, but not accredited, through the Illinois State Board of Nursing and the Illinois Department of Financial and Professional Regulation. The CNA program is regulated by the Illinois Department of Public Health. While the EMT program is not currently accredited, it is expected to be accredited within the next 5 years.

No other specialized accreditations exist, and Sauk has not requested and been denied accreditation for any other programs.

PUBLIC NOTIFICATION OF COMPREHENSIVE EVALUATION VISIT and THIRD PARTY COMMENTS

As early as the fall of 2008, the college community was informed about the accreditation self-study and visit through a variety of methods, including formal presentations, and awareness and information campaigns.
A notice of the comprehensive visit will be published in the two primary local newspapers, Sterling’s Daily Gazette and Dixon’s Telegraph. The three major Chambers of Commerce will include a notice in their electronic communications. The summer alum newsletter, the College’s website and Facebook pages will include the notice. The notice will include the purpose and dates of the visit, Sauk’s current accreditation status, and instructions on how the public can submit comments to the HLC regarding Sauk’s accreditation.