

# MOUNT VERNON NAZARENE UNIVERSITY

*Life Changing*

## **Compliance Policy**

It is the policy of Mount Vernon Nazarene University to conduct itself ethically, with integrity and in a compliant manner at all times by:

- Complying with applicable governmental regulations.
- Protecting the University and its constituencies against abuse, fraud and harassment.
- Documenting, through contracts, material agreements between the University and entities with which it does business. Contracts will define the terms and expectations of the business relationship; contracts will be monitored for compliance. All contracts will be approved and executed in accord with the University’s Governance and Authority policy.
- Maintaining policies, procedures, desktop instructions and rules of how these are executed. When procedures, instructions or rules conflict with policy, the policy shall take precedence over any implementing or executing provision.
- Encouraging its employees to bring concerns to the attention of the appropriate individuals. The University will investigate and seek resolution with integrity and respect, protecting those who brought the concerns to light.

The Compliance Policy is to be implemented in close harmony with the Policies on Environment and Virtues, and Records Retention.

Role	University Position
Executive sponsor	President

The Compliance Policy applies to the following functional areas or positions.

Functional Areas or Positions	Specific Policy Application
President	To execute the Compliance Policy.
Provost and Chief Academic Officer	To implement the Compliance Policy as it relates to the reporting of key academic and enrollment data.
Vice President for Finance and Chief Financial Officer	To implement the Compliance Policy as it relates to the reporting of key financial data.
Vice President for Student Development	To implement the Compliance Policy as it related to the reporting of key student and consumer information.

Compliance with the Compliance Policy is critical and includes the following.

Action	Guideline
Identifying reporting responsibilities	The Chief Academic Officer and the Chief Financial Officer will identify specific individuals charged with assembling and reporting required information to governmental and accreditation agencies, and write those into the job descriptions and annual performance evaluations.
Reporting the completion of required reports	Those charged with specific reporting responsibilities will report to their supervisors, the Chief Academic Officer, and the Chief Financial Officer when the required reports were submitted.
Complying with the Compliance Policy	Policy compliance standards and expectations are defined and described in the <i>Faculty Handbook</i> and <i>Staff Handbook</i> .

The following documents provide the critical means of implementation of the Compliance Policy.

Required Documents	Purpose
Campus Crime Statistic report	To report the annual campus crime statistics data required by the Clery Act.
<i>Certificate of Authorization</i>	To provide evidence that the University has been authorized to operate within the State of Ohio by the Ohio Board of Regents.
Equity in Athletics report	To report gender participation rates in the intercollegiate athletic program to U. S. Department of Education, Office of Post-Secondary Education as required by the Equity in Athletics Disclosure Act of 1994.
Fiscal Operations and Application to Participate (FISAP)	To report financial aid expenditures and to apply for additional funding for student financial aid to the U. S. Department of Education.
HLC/NCA annual report	To submit the annual information required by The Higher Education Commission of the North Central Association of Colleges and Schools as a regionally accredited institution.
Integrated Post-secondary Education Data System (IPEDS) annual report	To provide the federal government through the U. S. Department of Education with annual key institutional data to maintain the eligibility of students enrolled in the University for receipt of Title IV financial aid.
Net price calculator	To provide to prospective students a net price calculator (full charge minus institutional financial) on the University's website in compliance with the Higher Education Opportunity Act of 2009.
<i>Reporting Schedule</i> (maintained by the Director of Institutional Research and Reporting, and accessible at <a href="http://nzs.mvnu.edu/compliance.html">http://nzs.mvnu.edu/compliance.html</a> )	To describe the divisional unit and the specific role within that unit of individuals charged with assembling and reporting data on the University, including degree completion, demographic characteristics, enrollment, financial information, etc.)
Six-year graduation rates	To report to the U. S. Department of Education the 4-, 5-, and 6-year graduation rates through IPEDS.
Student and Exchange Visitor Information System (SEVIS) annual report	To provide the federal government with data on the enrollment of non-immigrant alien students as required by the USA Patriot Act.

Student Default Rate report	To report the student loan default rate of enrollees as required by Title IV of the U. S. Higher Education Reauthorization Act in order to maintain eligibility of MVNU students for federal financial aid.
Student Right to Know annual report	To report the cohort graduate rates for student-athletes (4-, 5-, and 6-year) as required by the Student Right to Know Act.
Title IX	To post for public view the provisions and procedures as required by Title IX of the Education Amendment of 1972.

Additional Documents	Purpose
<i>Fact Sheets</i>	To present annual key institutional characteristics to key stakeholders or interested individuals.
International Board of Education (IBOE) annual report	To provide the IBOE office key institutional data for enrollment, budget, etc.
NAIA institutional report	To report to the National Association of Intercollegiate Athletes university expenditures of financial aid to varsity athletes.

There are no exclusions or exceptions of the Compliance Policy.

The following individuals can be contacted for questions on the Compliance Policy as outlined here.

For	Contact
Any question	Unit supervisor
Any question related to compliance and reporting requirements	Director of Institutional Research and Reporting or Assistant to the Provost for Administration
Reporting misuse of the Compliance Policy	Unit supervisor, Provost and Chief Academic Officer, Director of Human Resources

The following outlines the approval, review, and revision history of the Compliance Policy.

Version	Approval Date of Version	Version Type
1	January 2010	Initial Release