



November 22, 2013

Dr. John Gratton  
President  
New Mexico State University Carlsbad  
1500 University Drive  
Carlsbad, NM 88220

Dear President Gratton:

Attached is the report of the team that conducted New Mexico State University Carlsbad's Quality Checkup site visit. In addition to communicating the team's evaluation of your compliance with the Commission's Criteria for Accreditation and the Commission's Federal Compliance Program, the report captures the team's assessment of your use of the feedback from your last Systems Appraisal and your overall commitment to continuous improvement.

A copy of the report will be read and analyzed by the AQIP Panel that reviews institutions for Reaffirmation of Accreditation at the time your review is scheduled.

Please acknowledge receipt of this report within the next two weeks, and provide us with any comments you wish to make about it. Your response will become a part of the institution's permanent record.

Sincerely,

Mary L. Green  
Process Administrator, AQIP Accreditation Services



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Criteria for Accreditation

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CommentsNMSU Carlsbad offers a wide range of online courses. Verification of student identity is through password protection and proctoring. The College is exploring identification processes with the use of Canvas. No additional fee is assessed for identification. Online faculty who employ proctored tests notify the students of this requirement in the course syllabus. Students are informed that they will bear the responsibility of locating a proctored site and paying any fees associated with the proctoring.

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The institution has presented evidence on the required components of the Title IV Program.

! The institution has provided the Commission with information about the fulfillment of its Title IV program responsibilities, particularly findings from any review activities by the Department of Education. It has, as necessary, addressed any issues the Department raised regarding the institution's fulfillment of its responsibilities in this area.

! The institution has provided the Commission with information about the Department's review of composite ratios and financial audits. It has, as necessary, addressed any issues the Department raised regarding the institution's fulfillment of its responsibilities

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! The institution has provided the Commission with information about its disclosures. It has demonstrated, and the team has reviewed, the institution's policies and practices for ensuring compliance with these regulations. The disclosures are accurate and provide appropriate information to students. (Note that the team should also be commenting under Criterion One if the team determines that disclosures are not accurate or appropriate.)

! The institution has provided the Commission with information about policies and practices for ensuring compliance with these regulations. The institution has demonstrated that the policies and practices meet state or federal requirements and that the institution is appropriately applying these policies and practices to students. In most cases, teams should verify that these policies exist and are available to students, typically in the course catalog or student handbook. Note that the Commission does not necessarily require that the institution take attendance but does anticipate that institutional attendance policies will provide information to students about attendance at the institution.

! The institution has presented a list of its contractual relationships related to its academic program and evidence of its compliance with Commission policies requiring notification or approval for contractual relationships (If the team learns that the institution has a contractual relationship that may require Commission approval and has not received Commission approval the team must require that the institution complete and file the change request form as soon as possible. The team should direct the institution to review the Contractual Change Application on the Commission's web site for more information.)

! The institution has presented a list of its consortial relationships related to its academic program and evidence of its compliance with Commission policies requiring notification or approval for consortial relationships. (If the team learns that the institution has a consortial relationship that may require Commission approval and has not received Commission approval the team must require that the institution complete and file the form as soon as possible. The team should direct the institution to review the Consortial Change Application on the Commission's web site for more information.)

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Core Component 2.A and 2.B

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The institution has documented that it discloses accurately to the public and the Commission its relationship with any other specialized, professional or institutional accreditor and with all governing or coordinating bodies in states in which the institution may have a presence.

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NMSU Carlsbad Student Handbook

Faculty Handbook

NMSU Carlsbad Course Schedule

NMSU Carlsbad Catalog 2011-13:

Grading Policy

Admission Procedures

Academic Program Requirements general and program specific

Academic Appeals Process

Course descriptions and associated credit hours

NMSU Carlsbad Website:

Academic Schedule

Academic Program Requirements

Tuition and Fees and Refund

HLC Mark of Affiliation

Link to Student Site

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Link to Consumer Information

NMSU System document on Retention and Graduation Rates 2011

Accreditation Report from NLNAC (ACEN) for full accreditation July 22, 2011

Program Review Update 2013

Assessment Handbook

Strategic Plan 2013-18

Credit Hour Determination Form

Explanation of Credit Hour

Complaint Log 2008-2013 (student complaints)

Recruitment Materials include: institutional flier, Quick Facts and program specific brochure

Notices to Solicit Third Party Comments

Annual Campus Crime Report 2012

Document on Three Year Default rates September 2012

Assignment of Credit Hour Worksheets

NMSU policy on Awarding Credit Hours

Action Projects results documentation

Quality Matters Binder

Canvas Training Binder

Organizational Structure

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