

## Federal Compliance Filing by Institutions

### Effective September 1, 2025–August 31, 2026

Institutions should answer the questions below and provide supporting documentation where applicable. The [Federal Compliance Overview](#) provides information about the applicable HLC policies and provides an explanation of each requirement. Please review the overview in its entirety prior to completing this filing.

The necessary supporting documentation should be directly responsive to specific documentation requested. While there is no minimum expectation with respect to length, the completed Federal Compliance Filing, including Appendix A (if applicable), should not exceed 300 pages.

Note that some federal requirements are related to and accounted for in the Criteria for Accreditation or Assumed Practices. Those related Criteria and Assumed Practices have been identified for cross-referencing purposes. (These citations refer to the revised versions of the Criteria and Assumed Practices that go into effect on September 1, 2025.) Cross-references are also provided to the Code of Federal Regulations. Because HLC requirements may, in some cases, exceed the requirements of the federal regulations, it is important that institutions write to HLC's requirements to ensure their compliance not only with the federal regulations but also with HLC's expectations. Lastly, although cross-references to the Code of Federal Regulations are provided here, an institution is always responsible to ensure that it is in compliance at all times with all such regulations, as they may be updated from time to time.

### *Submission Instructions*

#### **Comprehensive Evaluations**

Upload this form, any required attachments and, if applicable, Appendix A to the Assurance Filing section of Canopy no later than the institution's lock date, unless otherwise noted. Instructions for uploading the documents are provided in Canopy.

#### **Other HLC Processes**

Submit this form, any required attachments and, if applicable, Appendix A at [hlcommission.org/upload](https://hlcommission.org/upload). Select the appropriate submission option from the list provided to ensure the documents are sent to the correct HLC staff member.

Institution name: **New Mexico Junior College**

## 1. Assignment of Credits, Program Length and Tuition

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Provide web addresses to the following:

- Policy (or policies) and procedures for assignment of Credit Hour for all **types** of courses, disciplines, programs, credential levels, formats, regardless of modality.
- Course or program credit assignment procedures. (Note: The Federal Compliance reviewer will contact the institution's Accreditation Liaison Officer (ALO) after the Federal Compliance materials are received to request a sample of course and program materials. The purpose of the representative sample of materials is to enable the Federal Compliance reviewer to make a preliminary determination as to whether an institution ensures it is adhering to its credit hour policy. In no event should an institution submit, nor will Federal Compliance reviewers expect institutions to submit, all its course and program materials.)

Provide the web address to relevant policy (or policies):

Link:

<https://catalog.nmjc.edu/credit-hours>

<https://catalog.nmjc.edu/nmjc-definitions>

Provide the web address to relevant procedure(s):

Link:

[secure3.compliancebridge.com/nmjc/public/WOPIremoteTest.php?key=171&edit=0&tag=342727356](https://secure3.compliancebridge.com/nmjc/public/WOPIremoteTest.php?key=171&edit=0&tag=342727356)

Describe the process the institution utilizes to verify length of academic period and compliance with credit hour requirements through course scheduling.

The college administration coordinates the institution's academic calendar with the five local school district calendars and federal financial aid requirements to ensure the number of instructional days per 16-week semester and 8-week term are sufficient for compliance with the Credit Hour Assignment policy.

For more information see Federal Regulations 34 CFR §§602.16(a)(1)(viii), 600.2, and 668.8(k-l).

*Related HLC Requirements: Assignment of Credits, Program Length and Tuition (FDCR.A.10.020), Criteria for Accreditation Core Component 3.A. Educational Programs (CRRT.B.10.010), and Assumed Practice B.1. (CRRT.B.10.020)*

## 2. Institutional Records Regarding Student Complaints

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Provide the web address to the institution's complaint policy.

Link: <https://secure3.compliancebridge.com/nmjc/public/WOPIremoteTest.php?key=64&edit=0&tag=d9410cd41>

Provide the web address to the institution's complaint procedure.

Link: <https://secure3.compliancebridge.com/nmjc/public/WOPIremoteTest.php?key=64&edit=0&tag=d9410cd41>

If not already provided in the above links, describe the process the institution utilizes to systematically track complaints to effectively allow student complaints to be received, tracked and handled in a timely manner.

For more information see Federal Requirement 34 CFR §602.16(a)(1)(ix).

*Related HLC Requirements: Institutional Records of Student Complaints (FDCR.A.10.030), Criteria for Accreditation Core Components 2.A. Integrity and 2.B. Transparency (CRRT.B.10.010) and Assumed Practices A.3, A.4. (CRRT.B.10.020)*

### 3. Publication of Transfer Policies

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Provide the web address to the institution's transfer policies.

Link: <https://secure3.compliancebridge.com/nmjc/public/WOPIremoteTest.php?key=57&edit=0&tag=2cb08bc39>

Provide the web address where the public can access a list of all institutions with which the institution has established articulation agreements. Note that the institution does not need to provide the full articulation agreements themselves, only the list of agreements that the institution makes public. This list should include the name and location(s) of the agreement partner, the extent to which the institution accepts credit for courses offered by the partner or offers courses for which credits are accepted by the partner, and any credit limitations.

Link:

[https://www.nmjc.edu/resource\\_service/academic\\_advising/Transfer\\_Advising%20.aspx](https://www.nmjc.edu/resource_service/academic_advising/Transfer_Advising%20.aspx)

Provide the web address where current and prospective student can ascertain the institution's transfer requirements in addition to what will and will not transfer.

Link:

<https://catalog.nmjc.edu/transfer-credit>

For more information see Federal Regulations 34 CFR §§668.5, 668.8, 668.43(a)(11) and 668.43(a)(12).

*Related HLC Requirements: Publication of Transfer Policies (FDCR.A.10.040), Criteria for Accreditation Core Components 2.A. Integrity and 2.B. Transparency (CRRT.B.10.010) and Assumed Practices A.5.c., B.1.e. and B.1.f. (CRRT.B.10.020)*

#### 4. Practices for Verification of Student Identity

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Does the institution have students enrolled in distance or correspondence courses, as defined in federal definitions?

- ☒ Yes
- ☐ No (If no, please move on to the next section.)

How does the institution verify the identity of students enrolled in these courses?

All students, regardless of the delivery mode, follow the same procedures. The unique ID and PIN issued to the student will be used as the username and password for the online Learning Management System (LMS) to verify their identity in the course.

How does the method of verification make reasonable efforts to protect student privacy?

New Mexico Junior College verifies student identity in enrolled courses through secure login credentials and single sign-on authentication systems integrated with our Learning Management System, ensuring that only authorized students access course materials and assessments. To protect student privacy, all verification processes comply with FERPA regulations, utilize encrypted data transmission and storage, and limit access to verification records to authorized personnel only. Students are informed of identity verification procedures and their privacy rights during enrollment, and we employ a data minimization approach that collects only essential information necessary for verification purposes. This approach represents a reasonable effort by balancing effective identity verification with robust privacy protections, avoiding invasive surveillance methods while maintaining academic integrity and meeting federal regulatory requirements without creating undue burden on students.

Are there any additional costs (e.g., fees associated with test proctoring) charged directly to the student because of this method?

- ☒ Yes
- ☐ No

If yes, how are the additional costs disclosed to students prior to enrollment in a distance or correspondence course?

Potential additional costs related to proctored testing are disclosed in the course catalog in the section talking about distance education. In addition, all online courses have an additional course fee associated with them, this is disclosed on the web page under paying for college.

Provide the web address where the public can access information regarding the additional costs.

Link:

<https://secure3.compliancebridge.com/nmjc/public/WOPIremoteTest.php?key=46&edit=0&tag=9991695d7>

For more information see Federal Regulations 34 CFR §§602.17(g) and 602.17(h).

*Related HLC Requirement: Institutional Practices for Verification of Student Identity and Protection of Student Privacy (FCDR.A.10.050), Criteria for Accreditation Core Component 2.A. Integrity (CRRT.B.10.010)*

## 5. Protection of Student Privacy

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Provide the web address to the institution's policy(ies) governing student privacy and the privacy and security of student data, including student records.

Link: [https://www.nmjc.edu/about/privacy\\_policy.aspx](https://www.nmjc.edu/about/privacy_policy.aspx)

Provide the web address to the institution's disclosures about how any personal data collected, including personally identifiable information (PII), may be used.

Link: [https://www.nmjc.edu/about/privacy\\_policy.aspx](https://www.nmjc.edu/about/privacy_policy.aspx)

Describe how the institution ensures timely training and adherence to the policies referenced in this section by its employees and any third-party contractors acting on the institution's behalf:

New Mexico Junior College ensures timely training and adherence to student privacy policies by requiring all employees with access to student education records to complete FERPA training upon hire and on an annual basis, covering proper handling of education records, disclosure requirements, and students' rights to privacy. The College maintains its FERPA policy in accordance with the Family Educational Rights and Privacy Act of 1974, with policies published in the Student Handbook, College Catalog, and website, and overseen by the Registrar's Office. Third-party contractors acting on the institution's behalf are required to sign contractual agreements that include FERPA compliance requirements, ensure they operate under the direct control of NMJC regarding use and maintenance of education records, and prohibit unauthorized re-disclosure of personally identifiable information. The Human Resources Department monitors training compliance through regular audits, while disciplinary procedures outlined in the Employee Handbook address any policy violations, ensuring accountability throughout the institution.

For more information see Federal Regulations 34 CFR §602.17(h).

**Related HLC Requirements:** *Institutional Practices for Verification of Student Identity and Protection of Student Privacy (FDCR.A.10.050), Recruiting, Admissions and Related Enrollment Practices (FDCR.A.20.020), Assumed Practice A.2. (CRRT.B.10.020)*

## 6. Publication of Student Achievement Data

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Provide a link to the webpage(s) that contains (or links to) the student achievement data.

Link(s):

[https://www.nmjc.edu/about/institutional\\_effectiveness/institutional\\_reports.aspx](https://www.nmjc.edu/about/institutional_effectiveness/institutional_reports.aspx)

For more information see Federal Regulations 34 CFR §§602.16(a)(1)(i) and 668.14(b)(10).

**Related HLC Requirements:** *Public Information (FDCR.A.10.070), Recruiting, Admissions and Related Enrollment Practices (FDCR.A.20.020), Criteria for Accreditation Core Component 2.B. Transparency (CRRT.B.10.010), Assumed Practice A.6. (CRRT.B.10.020)*

## 7. Standing With State and Other Accreditors

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List the state authorizing entities (e.g. Illinois Board of Higher Education; Arizona State Board for Private Postsecondary Education) in states in which the institution has a presence.

[https://www.nmjc.edu/community/distance\\_learning/state\\_authorization.aspx](https://www.nmjc.edu/community/distance_learning/state_authorization.aspx)

Note whether there are any pending or final state actions that affect the institution's legal status or authority to grant degrees or offer programs.

None

List any relationships the institution has with any other recognized accreditor (e.g. Accreditation Commission for Education in Nursing; Council for the Accreditation of Educator Preparation; Distance Education Accrediting Commission).

The college also holds program-specific accreditation by the Accreditation Commission for Education in Nursing (ACEN).

Note whether there are any pending or final actions by any other recognized accreditor to withdraw status or impose a sanction, Show-Cause Order or adverse action.

None

Provide the web address(es) where students and the public can find information about the institution's current standing with state agencies and recognized accreditors.

Link:

<https://catalog.nmjc.edu/accreditation>

For more information see Federal Regulations 34 CFR §§602.28, 668.41 and 668.43.

*Related HLC Requirements: Standing With State and Other Accreditors (FDCR.A.10.090), Criteria for Accreditation Core Component 2.B. Transparency; Assumed Practices A.7, A.8.; Obligations of Membership #8 and #9 (INST.B.30.020)*

## 8. Recruiting, Admissions and Related Institutional Practices

Upload as part of this filing the institution's (i) training materials and (ii) code of conduct (or its equivalent) for its recruiters, admissions counselors, marketing or advertising staff, financial aid advisors, and any other personnel engaged in direct communications with prospective and current students.

Describe how the institution ensures timely training and adherence to its procedures by employees and any third-party contractors acting on its behalf in this area.

New Mexico Junior College is committed to cultivating a community of ethical professionals who uphold the core values of integrity, honesty, and respect. All NMJC employees must comply with applicable federal and state laws, the NMJC Employee Handbook (approved July 18, 2024), the NMJC Student Handbook, New Mexico Higher Education Department policies, and the Code of Conduct outlined in Section 2.1 of the Employee Handbook. Employees in specialized functional areas are further guided by professional ethical principles established by relevant national organizations, including the National Association for College Admission Counseling (NACAC), American Association of Collegiate Registrars and Admissions Officers (AACRAO), National Association of Student Financial Aid Administrators (NASFAA), Public Relations Society of America (PRSA) Code of Ethics, and Web Content Accessibility Guidelines (WCAG).

NMJC utilizes the NEOED platform, a comprehensive learning management system, to centralize and streamline employee training initiatives, including automated assignment and tracking of required compliance training, integration with onboarding processes, and mobile accessibility for flexible completion. All newly hired and returning employees are required to attend orientation sessions and complete mandatory training through NEOED at the time of hire and annually thereafter, including Sexual Harassment, Title IX, mandated reporter responsibilities, and department-specific training timelines for enrollment services staff and other functional areas. All employees are required to complete annual training through NEOED to ensure ongoing compliance with institutional policies and regulatory requirements. The Employee Handbook available to all employees on the Human resources webpage, the

T-BirdWeb Portal (Self-Service Banner), and the NEOED platform, with ongoing professional development opportunities aligned with employee roles and institutional needs.

Adherence to policies and procedures is monitored through a collaborative framework involving the Human Resources Office and departmental supervisors, including annual performance evaluations (Section 2.5), performance improvement plans when expectations are not met, and progressive corrective action for policy violations (Section 2.3). Incidents of misconduct or ethical concerns are investigated promptly through informal resolution processes, formal complaint procedures (Section 2.2), or grievance procedures (Section 2.4) as outlined in the Employee Handbook. Resources include the NMJC Employee Handbook ([https://www.nmjc.edu/about/human\\_resources/documents/EmployeeHandbook2024.pdf](https://www.nmjc.edu/about/human_resources/documents/EmployeeHandbook2024.pdf)), Student Handbook ([https://www.nmjc.edu/resource\\_service/student\\_handbook/](https://www.nmjc.edu/resource_service/student_handbook/)), Human Resources (575.492.2793), NEOED platform access via T-BirdWeb Portal, and New Mexico Higher Education Department (<https://hed.nm.gov>).

For more information see Federal Regulations 34 CFR §§668.14 and 668.82

*Related HLC Requirements: Fraud and Abuse (FDCR.A.20.010), Recruiting, Admissions and Related Enrollment Practices (FDCR.A.20.020), Criteria for Accreditation Core Components Core Components 2.A. Integrity and 2.B. Transparency (CRRT.B.10.010), Assumed Practice A.2. (CRRT.B.10.020)*

## Additional Documents

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Please attach the following documents as applicable:

Appendix A..... With respect to an institution's ongoing responsibilities under federal regulations, provide any correspondence from the U.S. Department of Education that articulate a rationale for any negative actions and any reports issued by the institution demonstrating the institution's improvement efforts in response to such communications. Negative actions include, but are not limited to limitation, suspension or termination actions by the Department; letter of credit requirements, fines, heightened cash monitoring, or reimbursement payment methods imposed by the Department; or other negative findings on the basis of any Single Audit (or its equivalent) submitted by the institution.