

Online Location of “*Institution*” (OPE ID) Consumer Information/Documents
Program Review: MMDDYYYY – MMDDYYYY; Award Years: 20XX-XX and 20XX-XX

Instructions: Indicate if the item is available electronically (URL) and/or hardcopy. If it is available electronically, provide the URL. If it is available hardcopy, include title and page number. (Indicate the specific page numbers that the item is located on.) Indicate N/A if the item is not required or available and the reason (e.g. no campus housing).

Item	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
Information Requested on the Announcement Letter			
Catalog(s) of the Institution (e.g. Undergraduate, Graduate, program specific) Include information on academic calendar, program starts, use of modules			
Brochure(s) of the Institution <i>Provide at least 2 samples</i>			
Admission/Readmission , institution and academic programs policies and procedures			
Satisfactory Academic Progress policies and procedures (e.g. Undergraduate /Graduate / program specific, appeal process, academic plan, the treatment of Withdrawals or Incompletes)			
Attendance policies and procedures (e.g. administrative withdrawals, tardiness)			
Recruiter Compensation/incentive programs policies and procedures			
Withdrawals , official and unofficial, drop/add policies and procedures			
Return of Title IV funds policies and procedures			
Verification policies and procedures			
Awarding of Title IV funds policies and procedures (For all programs offered at the institution, including Campus Based)			
Statements regarding the institution’s educational programs, its financial charges, or the employability of its graduates			

A description of the salary structure and compensation packages offered to personnel engaged in admissions, or in supervising the admissions process, including any bonuses, incentive payments, or profit sharing arrangements; copies of employment contracts for each admissions position.			
Guidelines, policies and procedures used to evaluate admissions/recruitment staff and to support adjustments to salary or any other form of compensation.			
A list of Third Party Servicers or other contractors involved in marketing, recruitment, and/or admissions (if applicable), and the services they provide, including copies of contracts			
Copies of the two most recent Annual Security Reports published by the institution			
Copies of the two most recent Annual Fire Safety Reports published by the institution (if required)			
Evidence of distribution of the two most recent Annual Security and Fire Safety Reports			
A copy of the institution's Drug and Alcohol Prevention Program disclosures and evidence of distribution to all students and employees			
Copies of the two most-recent Drug and Alcohol Prevention Program Biennial Review Documents published by the institution			
Institutional and financial aid student consumer publications			
URL's for all financial aid consumer information			
Examples of institutional forms, applications and worksheets that are used in administering the Title IV, HEA programs			
Total current enrollment and percentage receiving Title IV, HEA program aid			
A list of all programs that are offered at physical campus locations.			

<p>A list of all programs that includes courses that are offered via distance education, regardless of the percentage (e.g. online) and whether or not the programs are eligible for Title IV</p>			
<p>Please provide whatever materials that explain the faculty role in regards to interaction with students in distance education courses (e.g. faculty contract, handbook, job description, policy, training materials).</p>			
<p>Any instructions or materials provided to students for participation in online courses (including Web links)</p>			
<p>The percentage of correspondence courses offered in the latest complete award year</p>			
<p>A list of all courses that are/were offered via correspondence in the latest complete award year, identifying those courses that are eligible for Title IV</p>			

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Additional Consumer Information, Disclosures, Policies and Procedures			
Academic Year Definition for each program			
Pell Grant Formula for each program			
Leave of Absence policies and procedures			
Credit Balance policies and procedures			
Professional Judgment policies and procedures			
Dependency Overrides policies and procedures			
Repeat Coursework policies and procedures			
A description of all the Federal, State, local, private and institutional student financial assistance programs (need based and non-need based) available to students who enroll at the institution.			
For each of the student financial assistance programs (need based and non-need based) available to students who enroll at the institution, the: <ul style="list-style-type: none"> • Procedures and forms students use to apply for admission or for financial aid • Student eligibility requirements • Criteria for selecting recipients from the group of eligible applicants • Criteria for determining amount of student's award. 			
A description of the terms and conditions of the Title IV, HEA loans students can receive [34 C.F.R. § 668.42(a)(4) , HEOA Sec. 488(c) amended HEA Sec. 485(d)]			
Information disclosed to students or parents of students who enter into an agreement regarding a Title IV, HEA loan that the loan will be submitted to NSLDS and accessible by authorized agencies, lenders, and institutions [HEOA 489 amended HEA Sec. 485B]			

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Additional Consumer Information, Disclosures, Policies and Procedures			
<p>Information regarding private education loans, including the institution’s code of conduct (prominently displayed on the institution’s website), the availability of the Self-Certification form and the annual report, and a list of preferred lenders and lender arrangements, if applicable. [34 C.F.R. §§ 601.10, 601.11, 601.20, 601.21, 601.30, 668.14(b)(27)-(29)]</p>			
<p>Rights and responsibilities of students receiving financial assistance. This information must include specific information regarding:</p> <ul style="list-style-type: none"> • Criteria for continued student eligibility under each program • Standards for the student to make satisfactory academic progress (SAP) • Criteria by which student who fails to make SAP can regain eligibility • Method by which financial assistance disbursements will be made and the frequency of the disbursements • Terms of any loan received by a student as part of their package, a sample loan repayment schedule and the necessity for repaying loans • General conditions and terms applicable to FWS • Entrance and exit counseling information <p>[34 C.F.R. § 668.42(c)]</p>			
<p>Contacts for information on financial assistance and institutional issues [34 C.F.R. §§ 668.43(a)(8), 668.44]</p>			
<p>List of all Third Party Servicers involved in the administration of Title IV</p>			
<p>Availability of a GED program, if the school admits students who do not have a high school diploma or equivalent [34 C.F.R. § 668.14(b)(13)]</p>			

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Cost of attendance for all programs (including estimates of tuition/fees, books and supplies, room and board, transportation costs (such as commuting) if applicable, and any additional costs associated with the program in which the student is enrolled or expressed an interest [34 C.F.R. § 668.43(a)(1)]			
Refund policy with which the institution is required to comply for return of unearned tuition and fees or other refundable portions of costs paid to the institution [34 C.F.R. § 668.43(a)(2)]			
Requirements and procedures for officially withdrawing [C.F.R. § 668.43(a)(3)]			
Summary of requirements related to return of Title IV funds (grant and loan aid) [34 C.F.R. § 668.43(a)(4)]			
Academic program information (current degree programs; instructional, lab, or other physical facilities which relate to the program(s); faculty & instructional personnel; and any plans for improving academic programs, if such a plan exists [34 C.F.R. § 668.43(a)(5)] Include information regarding required internships and externships			
Names of associations, agencies, and/or governmental bodies that accredit, approve, or license the institution and its programs; and procedures for obtaining or reviewing documents describing accreditation, approval, or licensing [34 C.F.R. § 668.43(a)(6)]			
Services and facilities available to students with disabilities, including students with intellectual disabilities [C.F.R. § 668.43(a)(7) , HEOA Sec. 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (20 U.S.C. 1015a(i)(1)(V))]			

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Additional Consumer Information, Disclosures, Policies and Procedures			
Statement that a student's enrollment in a program of study abroad approved for credit by the home institution may be considered enrollment at the home institution for the purpose of applying for assistance under Title IV [34 C.F.R. § 668.43(a)(9)]			
Institution's policies and sanctions related to copyright infringement, including a statement that unauthorized distribution of copyrighted materials, such as peer-to-peer file sharing, may subject the students to civil and criminal liabilities; a summary of the penalties for violation of Federal copyright laws; and a description of the disciplinary actions taken against students engaging in unauthorized peer-to-peer file sharing using the institution's information technology system [34 C.F.R. § 668.43(a)(10)]			
Institution's policies regarding transfer of credits, including established criteria on transfer of credit earned at another institution, and a list of institution articulation agreements [34 C.F.R. § 668.43(a)(11) , HEOA Sec. 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (20 U.S.C. 1015a(i)(1)(V))]			
A description of any written arrangements that the institution has entered into under which another eligible institution provides part of an educational program, including but not limited to: <ul style="list-style-type: none"> • The portion of the educational program provided by the non-degree/certificate granting school • Name and location of the non-degree/certificate granting school • Method of delivery of the portion of the program not being offered by the degree or certificate granting school • Estimated additional costs the student may incur [34 C.F.R. § 668.43(a)(12)]			

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Additional Consumer Information, Disclosures, Policies and Procedures			
Information on diversity of the student body, including percentage of enrolled, full-time students who are male, female, self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients [HEOA Sec. 488(a)(1)(E) amended HEA Sec. 485(a)(1)]			
Net Price Calculator [HEOA Sec. 111 amended HEA Title 1, Part C: added HEA Sec. 132(a), Sec. 132(h) (20 U.S.C. 1015a(a), 20 U.S.C. 1015a(h))]			
Constitution and Citizenship Day: Documentation of the educational program offered by the institution pertaining to the United States Constitution [Division J of Pub. L. 108-447, the "Consolidated Appropriations Act, 2005," Dec. 8, 2004; 118 Stat. 2809, 3344-45 (Section 111)]			
Voter Registration: Documentation of the institution's effort to distribute voter registration forms [HEOA Sec. 493(a)(1) amended HEA Sec. 487(a)(23) (20 U.S.C. 1094(a)(23)): added HEA Sec. 487(a)(23)(D)]			
Institution's policies regarding vaccinations [HEA Sec. 485(a)(1)(V)]			
Disclosures of the following information under the Student Right-to-Know Act: <ul style="list-style-type: none"> Completion or graduation rates and, if applicable, transfer-out rates for a specific cohort of the general student body, disclosed by July 1 of each year and disseminated to enrolled and prospective students upon request [668.45]. 			

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Institution's retention rate of certificate for degree-seeking, first-time, full-time undergraduate students (as reported to IPEDS) provided to current and prospective students; if to a prospective student, provided prior to the student's enrolling or entering into a financial obligation to the institution [34 C.F.R. §§ 668.8(b)(1(ii)) , 668.41(d)(3)].			
Information about career and placement services offered to students during and after enrollment. [HEOA Sec. 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (20 U.S.C. 1015a(i)(1)(V))]			
Placement in and types of employment obtained by graduates, with the source of the information, to current and prospective students [34 C.F.R. §§ 668.41(d)(5)].			
If institution advertises job placement rates to recruit students, data on employment and graduation statistics, relevant state licensing requirements, and information necessary to substantiate truth of the claims at or prior to the time the student applies to enroll [34 C.F.R. § 668.14(b)(10)].			
For institutions with 4-year degree programs, information on types of graduate and professional education in which graduates enroll, to current and prospective students, including the source, methodology, and timeframes of the information [34 C.F.R. § 668.41(d)(6)].			
Disclosures related to programs preparing students for gainful employment [34 C.F.R. § 668.6(b)].			
Annual notice to parents of students currently in attendance, or eligible students currently in attendance, of their rights under Family Educational Rights and Privacy Act (FERPA). [34 C.F.R. Part 99, § 668.41(c)]			

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Additional Consumer Information, Disclosures, Policies and Procedures			
<p>Annual notice to enrolled students of the availability of information required to be disclosed pursuant to 34 C.F.R § 668.41(d) <i>General disclosures for enrolled or prospective students</i>, (e) <i>Annual security report and annual fire safety report</i>, (f) <i>Prospective student-athletes and their parents, high school coach and guidance counselor—report on completion or graduation rates for student-athletes</i> and to 34 C.F.R § 99.7 (the notification requirements of FERPA). The notice must list and briefly describes the disclosures and how to obtain the information. [34 C.F.R § 668.41(c)]</p>			
<p>Information about the availability upon reasonable notice throughout normal administrative working hours of employees for information dissemination purposes, to prospective and enrolled students. Waivers for small schools available by application [34 C.F.R. § 668.44]</p>			
<p>Information about student activities offered by the institution. [HEOA Sec. 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (20 U.S.C. 1015a(i)(1)(V))]</p>			
<p>The institution’s comprehensive information security program regarding establishing and maintaining the nonpublic personal information and/or Personally Identifiable Information (PII) pertaining to students, parents, or other individuals that the institution has in its possession. [<i>FTC regulations</i>: 16 CFR 313.3(n) and 16 CFR 314.1–5, <i>Gramm-Leach-Bliley Act</i>: Sections 501 and 505(b)(2), and <i>U.S. Code</i>: 15 USC 6801(b), 6805(b)(2)]</p>			

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Additional Consumer Information, Disclosures, Policies and Procedures			
<p>If the institution uses the internet for preregistration and registration purposes, the availability of International Standard Book Number (ISBN) and retail price information of required and recommended textbooks and supplemental materials for each course listed.</p> <p>[HEOA Sec. 112 amended HEA Title I, Part C: added HEA Sec. 133(d) (20 U.S.C. 1015b)]</p>			
<p>Availability of Course Information for College Bookstores:</p> <p>If the institution uses the internet for preregistration and registration purposes, and if requested by its college bookstore, the institution must provide the course schedule for the subsequent academic period. For each course, the institution must also provide the ISBN and pricing information provided to students, and the number of students enrolled and maximum enrollment for the course</p> <p>[HEOA Sec. 112 amended HEA Title I, Part C: added HEA Sec. 133(e) (20 U.S.C. 1015b)]</p>			
<p>If the institution prepares teachers for initial state certification or licensure, the annual Teacher Preparation Report.</p> <p>[HEOA Sec. 201 amended HEA Title II, Part A: new HEA Sec. 205-208 (20 U.S.C. 1022d-1022g). HEOA amendment effective August 14, 2008]</p>			
<p>For an institution that offers athletically related aid, report of completion and graduation rates for student athletes</p> <p>[34 C.F.R. §§ 668.41(a), 668.41(f), 668.45, 668.48].</p>			
<p>For coeducational institutions with intercollegiate athletic programs, an <i>Equity in Athletics Report</i> notice provided at least once per year to all students and prospective students of a summary of the report and their right to request a full report</p> <p>[34 C.F.R. § 668.41(g), 668.47]</p>			