

Official HEOA Guidance

Subject Area	Requirement Applies to	Requirement	How Disclosed
Notice of Availability of Institutional and Financial Aid Information	All Institutions Participating in Title IV, HEA Student Financial Aid Programs	Each institution must annually distribute to all enrolled students a notice of the availability of the information that is required to be made available to students under the Family Educational Rights and Privacy Act of 1974 (FERPA) (<i>see subject #5 for FERPA disclosure requirements</i>), and under HEA Sec. 485(a)(1), Sec. 485(f), Sec. 485(g), [Sec. 485(h)] and Sec. 485(j). (<i>See appendix B for a list of the information that must be included in the notice.</i>) Note: The list required in this notice is not a comprehensive list of HEA disclosure requirements. The notice must list and briefly describe the information and include a statement of the procedures required to obtain the information. For information listed in the notice that is disclosed on an institution's website, the notice must include the exact electronic address and a statement that the institution will provide a paper copy upon request.	Notice is distributed to each enrolled student
Contact Information for Assistance in Obtaining Institutional or Financial Aid Information	All Institutions Participating in Title IV, HEA Student Financial Aid Programs	Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a)(1), Sec. 485(f), [Sec. 485(h)], and Sec. 485(j).	Made available through appropriate publications, mailings, or electronic media
Student Financial Aid Information	All Institutions Participating in Title IV, HEA Student Financial Aid Programs	Each institution must make available to prospective and enrolled students information about: - all the need-based and non-need-based federal, state, local, private, and institutional student financial assistance programs available to students who enroll in the institution; - terms and conditions of Title IV, HEA loans; - criteria for selecting recipients and for determining amount of award; - eligibility requirements and procedures for applying for aid; - methods and frequency of disbursements of aid; - rights and responsibilities of students receiving Title IV, HEA student; financial aid, including criteria for continued student eligibility and standards for satisfactory academic progress; - terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity for repaying loans; - a statement that enrollment in a program of study abroad approved for credit by the home institution may be considered enrollment in the home institution for purposes of applying for federal student financial aid; - general conditions and terms applicable to employment provided as part of financial aid package; - the exit counseling information the institution provides and collects. (See also subject L-9 Preferred Lender Arrangement disclosure requirements.)	Made available through appropriate publications, mailings, or electronic media
Notice of Federal Student Financial Aid Penalties for Drug Law Violations	All Institutions Participating in Title IV, HEA Student Financial Aid Programs	Each institution must provide to each student, upon enrollment, a separate, clear, and conspicuous written notice that advises the student that a conviction for any offense, during a period of enrollment for which the student was receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)). Each institution must provide a notice in a timely manner to each student who has lost eligibility for Title IV, HEA assistance as a result of the penalties under HEA Sec. 484(r)(1). The notice must be a separate, clear, and conspicuous written notification of the loss of eligibility and must advise the student of the ways in which the student can regain eligibility under HEA Sec. 484(r)(2); (20 U.S.C. 1091(r)(2)).	Information provided to each student in a separate written notice
Privacy of Student Records –Family Educational Rights and Privacy Act (FERPA)	Institutions Receiving Funds from Any Dept of Education Program (including student financial aid)	Each institution must annually provide a notice to all enrolled students about: - the right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information, and to file complaints with the Department of Education; - procedures for reviewing education records and requesting amendment of the records; and - if applicable, information about the institution's policy regarding disclosures to school officials with a legitimate educational interest in the education records. In order to disclose directory information without prior consent, an institution must provide to students a notice of directory information that includes - the types of information the institution has designated as directory information; and - the student's right to refuse to allow any or all such information about the student to be designated as directory information, and the time period the student has for notifying the institution in writing.	Any means reasonably likely to inform students of their rights

Consumer Information on College Navigator Website	All Institutions Participating in Title IV, HEA Student Financial Aid Programs	The Department of Education is required to post 26 items on the College Navigator website for each institution, including a link to the institution's website that provides "in an easily accessible manner" - student activities offered by the institution; - services offered by the institution for individuals with disabilities; - career and placement services offered to students during and after enrollment; and - policies of the institution related to transfer of credit from other institutions. (See also subject # 7 requirements for disclosure of services for students with disabilities, and subject # 14 requirements for disclosure of transfer of credit policies.) Note: The URL for the institution's website is collected in the IPEDS Institutional Characteristics Survey (IC). For more information: http://nces.ed.gov/ipeds http://nces.ed.gov/collegenavigator	Made available on the institution's website. The URL for the institution's website is reported to NCES in IPEDS for posting on College Navigator website.
Facilities and Services Available to Students with Disabilities	All Institutions Participating in Title IV, HEA Student Financial Aid Programs	Each institution must make available to prospective and enrolled students information about facilities and services available to students with disabilities, including students with intellectual disabilities (as defined in 34 CFR 668.231). (See also subject # 6 for related reporting requirement.)	Made available through appropriate publications, mailings, or electronic media
Student Body Diversity	All Institutions Participating in Title IV, HEA Student Financial Aid Programs	Institutions must make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories: - male; - female; - self-identified members of a major racial or ethnic group; and - Federal Pell Grant recipients. Note: The race/ethnicity and the gender data are collected in the IPEDS Fall Enrollment Survey. Information about Pell Grant recipients is collected for the prior year in the IPEDS Student Financial Aid Survey.	Made available through appropriate publications, mailings, or electronic media
Price of Attendance	All Institutions Participating in Title IV, HEA Student Financial Aid Programs	Each institution must make available to prospective and enrolled students information about the price of attendance, including tuition and fees, books and supplies, room and board, transportation costs, and any additional costs for a program in which the student is enrolled or expresses an interest.	Made available through appropriate publications, mailings, or electronic media
Net Price Calculator	All Institutions Participating in Title IV, HEA Student Financial Aid Programs	Institutions must make available on their websites by October 29, 2011 a net price calculator. The institution may use the template provided by the Department of Education or may develop a customized version that must include, at a minimum, the same elements as the Department's version. For more information: http://nces.ed.gov/ipeds/news_room/ana_netprice_1029.asp	Made publicly available on the institution's website by October 29, 2011
Refund Policy, Requirements for Withdrawal and Return of Title IV Financial Aid	All Institutions Participating in Title IV, HEA Student Financial Aid Programs	Each institution must make available to prospective and enrolled students information about: - the institution's refund policy; - requirements and procedures for official withdrawal; and - requirements for return of Title IV, HEA grant or loan aid.	Made available through appropriate publications, mailings, or electronic media
Textbook Information		HEOA amendment effective July 1, 2010	Internet Course Schedule

Information for Students	Institutions Receiving Any Federal Funds	To the maximum extent practicable, and in a manner of the institution's choosing, each institution must disclose on the institution's Internet course schedule used for preregistration and registration purposes, the International Standard Book Number (ISBN) and retail price information of required and recommended textbooks and supplemental materials for each course listed. If the ISBN is not available, the institution must include in the Internet course schedule the author, title, publisher, and copyright date for the textbook or supplemental material. If the institution determines that the disclosure of the information is not practicable for a textbook or supplemental material, the institution shall use the designation "To Be Determined." If applicable, the institution must include on the institution's written course schedule a notice that textbook information is available on the Internet course schedule and the Internet address for the schedule. Note: The HEOA Conference Report states that the provisions of this section do not require institutions that do not offer Internet course schedules to create them, and that institutions may provide a link to another appropriate website rather than providing the information directly in the Internet course schedule. The link must be clearly and prominently located on the Internet course schedule. (See http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=110_cong_reports&docid=f:hr803.110.pdf , page 458 for more information.)	Notice in written course schedule (if applicable)
Information for College Bookstores		Upon the request of a college bookstore operated by or affiliated with the institution, the institution must make available as soon as practicable the most accurate information available regarding <ul style="list-style-type: none"> - the institution's course schedule for the subsequent academic period; - the information provided for students (see above) regarding required or recommended textbooks and supplemental materials for each course or class; - the number of students enrolled in each course or class; and - the maximum student enrollment for each course or class. 	Information provided to bookstores upon request
Academic Program (Educational Programs, Instructional Facilities, and Faculty)	All Institutions Participating in Title IV, HEA Student Financial Aid Programs	Each institution must make available to prospective and enrolled students information about the academic program of the institution, including <ul style="list-style-type: none"> - current degree programs and other educational and training programs; - instructional, laboratory, and other physical plant facilities that relate to the academic program; - faculty and other instructional personnel; and - any plans by the institution for improving the academic program [upon a determination by the institution that such a plan exists]. 	Made available through appropriate publications, mailings, or electronic media
Transfer of Credit Policies and Articulation Agreements	All Institutions Participating in Title IV, HEA Student Financial Aid Programs	Each institution must publicly disclose [and make available to prospective and enrolled students] a statement of the institution's transfer of credit policies that includes, at a minimum, <ul style="list-style-type: none"> - any established criteria the institution uses regarding the transfer of credit earned at another institution; and - a list of institutions with which the institution has established an articulation agreement. (See also subject # 6 for transfer of credit policy reporting requirement.)	Publicly disclosed
Institutional and Program Accreditation, Approval, or Licensure	All Institutions Participating in Title IV, HEA Student Financial Aid Programs	Each institution must make available to prospective and enrolled students <ul style="list-style-type: none"> - names of associations, agencies, 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. 	Made available through appropriate publications, mailings, or electronic media
Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)	All Institutions Participating in Title IV, HEA Student Financial Aid Programs	Institutions must annually make available to current and prospective students the institution's policies and sanctions related to copyright infringement, including <ul style="list-style-type: none"> - a statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized 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 - the institution's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system. *The Department of Education will publish in the Federal Student Aid Handbook (see page 10) a summary of the civil and criminal penalties for violation of federal copyright laws.	Made available through appropriate publications, mailings, or electronic media

Teacher Preparation Program Report	Institutions That Prepare Teachers for Initial State Certification or Licensure	<p>Each institution must provide a report annually to the state and to the general public. The states submit to the Department of Education, and make available to the public, an annual report containing institutional and state-level information. The Department makes the state reports available to the public.</p> <p>The institutional reports include</p> <ul style="list-style-type: none"> - goals*- information about whether goals have been met, activities implemented to achieve goals, and steps taken to improve performance in meeting goals; - assurances** – description of activities the institution has implemented to meet assurances; - pass rates and scaled scores for the most recent year for which information is available on assessments used by the state for teacher certification or licensure that have been taken by students who are enrolled in the teacher preparation program and students who have completed the program during the prior 2 years***; · program information – admission criteria; enrollment disaggregated by race, ethnicity, and gender; average number of hours of supervised clinical experience; number of full-time-equivalent faculty and students in the supervised clinical experience; total number of students who have been certified or licensed as teachers, disaggregated by subject and area of certification or licensure; - statement of approval or accreditation of program (if required by the state); - whether the state has designated the program as low-performing; - description of activities that prepare teachers to effectively use technology in instruction and to collect, manage, and analyze data; and - description of activities that prepare teachers to teach effectively students with disabilities and students who have limited English proficiency. <p>* Goals: The institution must set annual quantifiable goals for increasing the number of prospective teachers trained in teacher shortage areas designated by the Department or by the state education agency.</p> <p>**Assurances: The institution must provide assurances to the Department of Education regarding training related to identified needs of local education agencies or states and the needs of schools, training of special education teachers, training in providing instruction to diverse populations, and training to effectively teach in urban and rural schools, as applicable.</p> <p>***If a program has fewer than 10 scores reported on any assessment during an academic year, the average pass rate and scaled scores shall be provided for a 3-year period.</p> <p>The Department of Education is required to prescribe regulations to ensure the reliability, validity, integrity, and accuracy of the data submitted in institution and state reports.</p> <p>For more information: http://www.ed.gov/about/reports/annual/teachprep/index.html https://title2.ed.gov/ContactsHelp.asp</p>	Provide report to general public
Drug and Alcohol Abuse Prevention	Institutions Receiving Any Federal Funds	<p>Each institution must annually distribute in writing to each student and each employee</p> <ul style="list-style-type: none"> - standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities; - description of applicable legal sanctions under state, local, and federal law - description of health risks; - description of available counseling, treatment, rehabilitation, or re-entry programs; and - clear statement that institution will impose sanctions for violation of standards of conduct and a description of the sanctions. <p>Note: Students who enroll or employees who are hired after the annual distribution must receive the information.</p> <p>Each institution must make available, upon request, to the Department of Education and to the public, the information distributed to students and employees (see above) and the results of a biennial review of the institution's program that</p> <ul style="list-style-type: none"> - determines the effectiveness of the program and implements needed changes; - determines the number of drug and alcohol-related violations and fatalities that occur on the institution's campus (as defined in HEA Sec. 485(f)(6), see subject # 20) or as part of the institution's activities, and are reported to campus officials; - determines the number and type of sanctions that are imposed; and - ensures that sanctions are consistently enforced. <p>(See also related requirement in subject # 20.)</p>	<p>Distributed in writing to each student and each employee</p> <p>Provided upon request to the public</p>

Vaccinations Policy	All Institutions Participating in Title IV, HEA Student Financial Aid Programs	Institutions must make available to current and prospective students information about institutional policies regarding vaccinations	Made available through appropriate publications, mailings, or electronic media
Security Report (Including Emergency Response and Evacuation Procedures), Timely Warnings, and Crime Log	All Institutions Participating in Title IV, HEA Student Financial Aid Programs	<p>Institutions must distribute, by October 1 each year, a security report or a notice of the report to all current students and employees. If the institution distributes the report by posting it on the institution's website, the institution must provide a notice by October 1 that includes a statement of the report's availability, the exact electronic address, a brief description of the report's contents, and a statement that the institution will provide a paper copy upon request.</p> <p>The institution must provide a notice to prospective students and employees that includes a statement of the report's availability, a description of its contents, and an opportunity to request a copy. If the report is posted on a website the notice must include the exact electronic address and a statement that the institution will provide a paper copy of the report upon request.</p> <p>An institution may combine the publication of the security report and the fire safety report (see subject # 22) if the title of the combined report clearly states that both reports are included. If the security and fire safety reports are published separately, each report must include information about how to access the other report.</p> <p>The report must contain information about</p> <ul style="list-style-type: none"> - campus policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus, including policies regarding the institution's response to such reports; - policies for making timely warning reports (see below); - policies for preparing the annual disclosure of crime statistics; - policies concerning security of and access to campus facilities and security considerations used in the maintenance of campus facilities; - list of the titles of persons or organizations to whom students and employees should report criminal offenses for the purpose of making timely warning reports and statistics disclosures; - statement of whether the institution has policies or procedures regarding confidential crime reporting (for inclusion in statistics), and if so, a description of those policies and procedures; - statement of the law enforcement authority of campus security personnel and their relationship with state and local law enforcement agencies; 	<p>Report or notice of report mailed or delivered to each enrolled student and employee.</p> <p>Prospective students and prospective employees receive notice of report and receive report upon request.</p>

	<p>(Cont'd from above)</p> <ul style="list-style-type: none"> - policies that encourage accurate and prompt reporting of all crimes to the campus police and appropriate police agencies; - procedures, if any, that encourage pastoral counselors and professional counselors to inform persons they are counseling about procedures for confidential crime reporting (for inclusion in statistics); - type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others; - programs designed to inform students and employees about the prevention of crimes; - policy concerning the monitoring and recording through local police agencies of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the institution; - policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state under-age drinking laws; - policy regarding the possession, use, and sale of illegal drugs and enforcement of federal and state drug laws; - description of drug or alcohol abuse education programs as required under HEA Sec. 120 (20 U.S.C. 1011i) (see subject # 18 for more information); - statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained; - policy regarding campus sexual assault prevention programs and the procedures to be followed once a sex offense has occurred, including <ul style="list-style-type: none"> – educational programs; – options for and assistance in notifying law enforcement agencies; – available on- and off-campus services for victims; – options regarding changes to a victim's academic and living situation; and – procedures for campus disciplinary action, including sanctions the institution may impose, and a statement that both the accuser and accused are entitled to the same opportunities to have others present during disciplinary proceedings, and both must be informed of the outcome of any disciplinary proceeding (see subject # 23 for related requirement); 	
Missing Student Notification	missing student notification policies and procedures (see subject # 21 for more information);	
Emergency Response and Evacuation Procedures	<p>Policies regarding emergency response and evacuation procedures, including procedures for immediate notification of the campus community;</p> <ul style="list-style-type: none"> – a description of the process the institution will use to confirm the emergency or dangerous situation, determine the appropriate segment/s of the campus community to be notified, determine the content of the notification, and initiate the notification system unless issuing the notification would compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency; – a statement that the institution will take the actions described above without delay; – list of the titles of person/s or organization/s responsible for carrying out the actions described above; – the institution's procedures for disseminating emergency information to the larger community; and – the institution's procedures to test the emergency response and evacuation procedures on at least an annual basis. <p>The emergency response and evacuation information must be included in the institution's annual security report beginning October 1, 2010.</p> <p>The Department of Education is required to advise institutions on model emergency response policies, procedures, and practices (HEA Sec. 822, added by HEOA Sec. 801).</p>	

	<p>Statistics for the most recent 3 calendar years: – Crimes reported to a campus security authority or local police agencies: murder and nonnegligent manslaughter; negligent manslaughter; forcible and nonforcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; and arson; – For the crimes listed above and for crimes of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and any other crimes reported to a campus security authority or to local police agencies involving bodily injury to any person in which the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. These data are to be reported according to category of prejudice; and – Arrests and persons referred for campus disciplinary action, for liquor law violations, drug law violations, and illegal weapons possession. Institutions are to use the Federal Bureau of Investigation's crime definitions. The statistics are to be reported by the following locations (see resources below for complete information about location definitions): On campus; - In dormitories or other on-campus residential facilities for students; - In or on a noncampus building or property (any building or property owned or controlled by a student organization officially recognized by the institution, or any building or property owned or controlled by the institution that is not within the same reasonably contiguous geographic area of the institution); and - on public property that is within the campus, or immediately adjacent to and accessible from the campus. The institution is not required to report statistics for crimes reported to a pastoral or professional counselor. The statistics must not identify a victim or person accused of committing a crime. The institution must submit the crime statistics to the Department of Education. The Department is required to make the statistics available to the public.</p>	
Timely Warning Reports	<p>Institutions must make timely reports to the campus community of crimes considered to be a threat to students and employees that are reported to campus security authorities or to local police agencies. Institutions are not required to issue a timely warning based on the same circumstances that lead to an emergency notification.</p>	Report provided to students and employees
Crime Log	<p>Institutions that maintain a police or security department of any kind must maintain a daily crime log. The log must record, by the date a crime was reported, any crime reported to the campus police or security department that occurred on campus, in or on a non-campus building or property, on public property, or within the patrol jurisdiction of the campus police or the campus security department. The log must include the nature, date, time, and general location of each crime, and the disposition of the complaint if known. An entry to the log, or an addition to an entry, must be made within two business days of the report of the information to campus police or security department, unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim. Information may be withheld if there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. Once the adverse effect is no longer likely to occur, the information must be disclosed. The crime log for the most recent 60 days must be open to public inspection during normal business hours. Portions of the log older than 60 days must be available for public inspection within two business days of a request. For more information: Handbook for Campus Crime Reporting (http://www.ed.gov/admins/lead/safety/campus.html) http://www.ed.gov/about/offices/list/ope/policy.html#data</p>	Open for public inspection

Security Report – Missing Person Notification	Institutions That Participate in Title IV, HEA Programs and Provide On-Campus Housing	<p>Beginning October 1, 2010, an institution that provides any on-campus student housing facility * must include in its annual security report (see subject # 20) a statement of policy regarding missing student notification procedures for students who reside in on-campus student housing facilities.</p> <p>This statement must</p> <ul style="list-style-type: none"> - include the titles of the persons or organizations to which reports should be made that a student has been missing for 24 hours; - require that any missing student report must be referred immediately to the institution's police or campus security department, or, in the absence of an institutional police or campus security department, to the local law enforcement agency that has jurisdiction in the area; - contain an option for each student to identify a contact person or persons whom the institution will notify within 24 hours if the student is determined by the institutional police or security department or the local law enforcement agency to be missing; - advise students their contact information will be registered confidentially; - informs students that the institution will notify within 24 hours the appropriate law enforcement agency that the student is determined to be missing (if the law enforcement agency did not make the determination that the student is missing); and - advises students, if they are under 18 years of age and not emancipated, that the institution is required to notify a custodial parent or guardian within 24 hours when the student is determined to be missing in addition to any additional contact person designated by the student. * [Note: The preamble of the October 29, 2009 FR notice states: "To clarify, any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility" (page 55912)]. 	Information distributed in annual security report (see subject #20)
---	---	--	---

Fire Safety Report and Fire Log	Institutions That Participate in Title IV, HEA Programs and Maintain On-Campus Student Housing Facilities	<p>By October 1 of each year (beginning with the October 1, 2010, report containing data from the 2009 calendar year), an institution that maintains any on-campus student housing facility* must distribute an annual fire safety report, or notice of the report, to all enrolled students and current employees. If the institution distributes the report by posting the report on its website, it must provide a notice by October 1 that includes a statement of the report's availability, the exact electronic address at which the report is posted, a brief description of the report's contents, and a statement that the institution will provide a paper copy upon request.</p> <p>Institutions must provide a notice to prospective students and prospective employees that includes a statement of the report's availability, a description of its contents, and an opportunity to request a copy. If the institution posts the report on its website, the notice must include the exact electronic address at which the report is posted and a statement that the institution will provide a paper copy upon request.</p> <p>[* Note: The preamble of the October 29, 2009 FR notice states: "To clarify, any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility" (page 55912)]. An institution may combine the publication of the fire safety report and the security report (see subject # 20) if the title of the combined report clearly states that both reports are included. If the security and fire safety reports are published separately, each report must include information about how to access the other report.</p> <p>The fire safety report must include, for each on-campus student housing facility</p> <ul style="list-style-type: none"> - statistics for the three** most recent calendar years for which data are available for <ul style="list-style-type: none"> – the number of fires and the cause of each fire; – the number of [persons who received fire-related injuries that resulted] in treatment at a medical facility, including at an on-campus health center; – the number of deaths related to a fire; and – the value of property damage caused by a fire. - a description of each housing facility fire safety system, including the fire sprinkler system; - the number of fire drills held during the previous calendar year (number of fire drills in 2009 for the 2010 report); - policies or rules on portable electrical appliances, smoking, and open flames; - procedures for evacuation; - policies regarding fire safety education and training programs provided to students and employees, including the procedures students and employees should follow in the case of a fire; - for the purposes of including a fire in the statistics, the titles of each person or organization to which students and employees should report that a fire occurred; and - plans for future improvements in fire safety, if determined necessary by the institution. <p>**The 3-year requirement will be phased in. The October 1, 2010, report will include the statistics for the 2009 calendar year. The first report to contain three years of data will be the October 1, 2012, report.</p> <p>The statistics must also be submitted to the Department of Education. The Department must make the statistics publicly</p>	<p>Fire safety report, or notice of report, distributed to each student and current employee</p> <p>Prospective students and prospective employees receive a notice of the report's availability</p>
Fire Log		<p>The institution must maintain a fire log that records by the date that a fire was reported, any fire that occurred in an on-campus student housing facility. The log must include the nature, date, time, and general location of each fire.</p> <p>An entry to the log, or an addition to an entry, must be made within 2 business days of the receipt of the information. The log for the most recent 60-day period must be open to public inspection during normal business hours. The institution must make older portions of the log available within 2 business days of a request for public inspection. The institution must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report described above.</p>	Open for public inspection
Information for Crime Victims about Disciplinary Proceedings	All Institutions Participating in Title IV, HEA Student Financial Aid Programs	<p>Institutions must, upon written request, disclose to the alleged victim of any crime of violence or a nonforcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by an institution on or after August 14, 2009.</p> <p>(See subject # 20 for related requirement regarding sex offenses.)</p>	Information provided to victim of crime

Retention Rate	All Institutions Participating in Title IV, HEA Student Financial Aid Programs	<p>Institutions must make available to current and prospective students the retention rate of certificate- or degree-seeking, first-time, undergraduate students as reported to IPEDS.</p> <p>This information is collected in the IPEDS Fall Enrollment Survey.</p> <p>For more information: http://nces.ed.gov/ipeds</p> <p>If the retention rate information is requested by a prospective student, the information must be made available prior to the student's enrolling or entering into any financial obligation with the institution.</p>	Made available through appropriate publications, mailings, or electronic media
Completion/ Graduation and Transfer-out Rates (Including Disaggregated Completion/ Graduation Rates) (Student Right-to-Know Act)	All Institutions That Participate in Title IV, HEA Student Financial Aid Programs and That Enroll First-time, Full-Time Undergraduate Students	<p>Each institution must annually make available to prospective and enrolled students the completion or graduation rate of certificate- or degree-seeking, first-time, full-time, undergraduate students. The data are to be available by July 1 each year for the most recent cohort that has had 150 percent of normal time for completion by August 31 of the prior year.</p> <p>If the information is requested by a prospective student, it must be made available prior to the student's enrolling or entering into any financial obligation with the institution.</p> <p>Note: Institutions may add other information to their completion/graduation rate disclosures (e.g., graduation rates for other timeframes, but the HEA-required information must be identifiable and separate from any additional information).</p> <p>An institution that determines that its mission includes providing substantial preparation for students to enroll in another Title IV, HEA-eligible institution must disclose a transfer-out rate for each cohort.</p> <p>A student shall be counted as a completion or graduation if the student earns a degree or certificate or completes a transfer-preparatory program within 150 percent of normal time for the student's program.</p> <p>Note: These data are collected in the IPEDS Graduation Rate Survey (GRS)</p> <p>For more information: http://nces.ed.gov/ipeds</p>	Made available through appropriate publications, mailings, or electronic media
Disaggregated Completion/ Graduation Rates		<p>The HEOA (Sec. 488(a)(3)) added a provision requiring that the completion or graduation rates must be disaggregated by</p> <ul style="list-style-type: none"> - gender; - major racial and ethnic subgroup (as defined in IPEDS); - recipients of a Federal Pell Grant; · recipients of a subsidized Stafford Loan who did not receive a Pell Grant; and - students who did not receive either a Pell Grant or a subsidized Stafford Loan. Students are to be considered to have received a grant or loan if they received it [for] the period used for determining the cohort – fall term or full year. These disaggregated rates are to be disclosed only if the number of students in each group is sufficient to yield statistically reliable information and not reveal personally identifiable information about an individual student. The requirement for disaggregation does not apply to 2-year degree-granting institutions until academic year 2011-2012. 	
Exclusions		<p>Institutions are allowed to exclude from completion/graduation or transfer-out rate calculations those students who leave school to serve in the Armed Forces, on official church missions, or with a federal foreign aid service, or are deceased or totally and permanently disabled.</p> <p>The HEOA (Sec. 488(a)(2)) added a provision that applies to institutions for which students who leave school to serve in the Armed Forces, on official church missions, or with a recognized federal foreign aid service represent 20 percent or more of the certificate- or degree-seeking, full-time undergraduates at the institution. Those institutions may include the students who leave for such service in their completion/graduation rate calculations but allow for the time the students were not enrolled due to their service by adding the time period the students were not enrolled due to their service to the 150 percent of normal time used in the calculations.</p>	

<p>Completion/ Graduation and Transfer-out Rates for Students Receiving Athletically Related Student Aid (Including Disaggregated Completion/ Graduation Rates) (Student Right to Know Act)</p>	<p>All Institutions Participating in Title IV, HEA Student Financial Aid Programs That Enroll Students who Receive Athletically Related Student Aid</p>	<p>Each institution must produce by July 1 each year a report that is provided to a prospective student athlete and the student's parents, high school guidance counselor, and coach at the time the institution offers athletically related student aid. If the NCAA provides the information for the institution to high school coaches and counselors, the institution is deemed to be in compliance with that requirement. The report must also be sent to the Department of Education. (The IPEDS GRS collects a URL for the disclosure information if it is posted on the institution's website.) Note: The provisions in 34 CFR 668.45 (see subject # 25) regarding transfer-out disclosures; determining cohorts; defining completion, graduation, and transfer-out; exclusions; and disaggregation of completion/graduation rates apply also to the requirements for disclosing completion/graduation and transfer-out information for students receiving athletically related student aid. The report must contain - the number of students, by race and gender, who attended the institution in the prior year; - the number of students who attended in the prior year and who received athletically related aid, categorized by race and gender within each sport (basketball, football, baseball, cross-country and track combined, and all other sports combined); - the completion or graduation rate, and if applicable, the transfer-out rate, of the certificate- or degree-seeking first-time, full-time undergraduates, categorized by race and gender for the most recently completing class (data submitted to IPEDS in Graduation Rate Survey, see subject # 25); - the completion or graduation rate, and if applicable, the transfer-out rate, of the certificate- or degree-seeking first-time, full-time undergraduates who received athletically related student aid, categorized by race and gender within sport. (These data need not be disclosed for a category in which the number of students is five or fewer.) - average completion or graduation rate, and, if applicable, transfer-out rate, of the four most recently completing or graduating classes, by race and gender; and - average completion or graduation rate, and, if applicable, transfer-out rate, of the four most recently completing or graduating classes for students who received athletically related student aid, categorized by race and gender within each sport.</p>	<p>Provided to prospective student athletes and others at time offer is made of athletically related student aid</p>
<p>Placement in Employment</p>	<p>All Institutions Participating in Title IV, HEA Student Financial Aid Programs</p>	<p>Institutions must make available to current and prospective students information regarding the placement in employment of, and types of employment obtained by, graduates of the institution's degree or certificate programs. Institutions must identify the source of the placement information, and any timeframes and methodology associated with it. Under this provision, institutions are not required to calculate placement rates, but an Institution must disclose any placement rates it calculates for [the institution] or any program.</p>	<p>Made available through appropriate publications, mailings, or electronic media</p>
<p>Job Placement Rates</p>	<p>Institutions That Participate in the Title IV, HEA Programs and Advertise Job Placement Rates for</p>	<p>An institution that advertises job placement rates as a means of recruiting students to enroll must make available to prospective students, at or before the time the prospective student applies for enrollment - the most recent available data concerning employment statistics and graduation statistics; - any other information necessary to substantiate the truthfulness of the advertisements; and - relevant state licensing requirements of the state in which the institution is located for any job for which the course of instruction is designed to prepare students.</p>	<p>Information made available to prospective students</p>
<p>Types of Graduate and Professional Education in Which the Institution's Graduates Enroll</p>	<p>All Institutions Participating in Title IV, HEA Programs That Have 4-Year Degree Programs</p>	<p>Institutions must make available to current and prospective students information regarding the types of graduate and professional education in which graduates of the institution's 4-year degree programs enroll. Institutions must identify the source of the information, and any timeframes and methodology associated with it.</p>	<p>Made available through appropriate publications, mailings, or electronic media</p>

Intercollegiate Athletic Program Participation Rates and Financial Support Data	All Co-Educational Institutions Participating in Title IV, HEA Programs That Have an Intercollegiate Athletic Program	<p>By October 15 each year, a co-educational institution that has an intercollegiate athletic program must make information about the program available to current and prospective students and to the public. Current and prospective students must be provided a notice of their right to request such information (included in annual notice to current students, see subject # 1). If the information is provided on a website, the notice must provide the exact electronic address, brief description of the report, and a statement that the institution will provide a paper copy upon request.</p> <p>The report also must be submitted to the Department of Education. The Department of Education is required to make the information available to the public and to notify all secondary schools of the availability of the information and how it may be accessed.</p> <p>The report must include, for the preceding year</p> <ul style="list-style-type: none"> -the number of male and the number of female full-time undergraduates enrolled; - unduplicated head count of participants on at least one varsity team, by gender; - list of the varsity teams that competed in intercollegiate athletic competition, and for each team - total number of participants, the number of participants who also participated on another varsity team, and the number of other varsity teams on which they participated; - total operating expenses; - whether the head coach was male or female and whether the head coach was assigned to the team on a full-time or part-time basis, and for part-time head coaches whether the coach was a full- or part-time employee of the institution; - number of male and the number of female assistant coaches, and the number of male and the number of female assistant coaches who were assigned to the team on a full-time or part-time basis; and - the number of part-time assistant coaches who were full-time and part-time employees of the institution. - total revenues attributable to intercollegiate athletic activities, and the revenues from football, men's basketball, women's basketball, all other men's sports combined, and all other women's sports combined; - total revenues generated across all men's teams and across all women's teams; - total amount of money spent on athletically related student aid, separately for men's and women's teams overall; -ratio of athletically related student aid awarded to male athletes to athletically related student aid awarded to female athletes; - total amount of expenditures on recruiting, separately for men's teams and women's teams overall; - average annual institutional salary of head coaches of men's teams and of women's teams, across all offered sports; - average annual institutional salary of the assistant coaches of men's teams and of women's teams, across all offered sports; <p>and</p> <ul style="list-style-type: none"> - total expenses attributable to intercollegiate athletic activities, and the expenses attributable to football, men's basketball, women's basketball, all other men's sports combined, and all other women's sports combined. <p>For more information: http://www.ed.gov/finaid/prof/resources/athletics/eada.html</p>	<p>Made available through appropriate publications, mailings, or electronic media.</p> <p>Notice of report provided to students.</p>
Voter Registration Forms	All Institutions Participating in Title IV, HEA Student Financial Aid Programs	<p>Each institution must</p> <ul style="list-style-type: none"> - make a good faith effort to distribute a mail voter registration form (for federal elections and state elections for governor or other State chief executive) to each student enrolled in a degree or certificate program and physically in attendance at the institution; - make the voter registration form widely available to students at the institution; and - request the forms from the state 120 days prior to the deadline for registering to vote within the state. <p>This requirement does not apply to institutions in states that do not have a voter registration requirement or that allow voters to register at the time of voting.</p> <p>The HEOA (Sec. 493(a)(1)) added the provision that an institution will be considered to be in compliance with the distribution requirement if the institution electronically distributes the voter registration form or an Internet address where such a form can be downloaded. The information must be in an electronic message devoted exclusively to voter registration.</p>	Voter registration forms made widely available and provided to each enrolled student
State Grant Assistance	Institutions Participating in Title IV, HEA FFEL or Direct Loan Programs	Institution must inform all eligible borrowers enrolled in the institution about the availability of and their eligibility for grant assistance from the state in which the institution is located, and provide sources of information about grant assistance from other states to borrowers from other states.	Information provided to borrowers
Student Loan Information Published by Dept of Education	Institutions Participating in Title IV, HEA Loan Programs	Institutions are required to provide information published by the Department of Education to students at any time that information regarding loan availability is provided. The publication includes information about rights and responsibilities of students and institutions under Title IV, HEA loan programs. (See also subject # L-5 requirements for exit counseling for student loan borrowers.)	Information provided to prospective student borrowers

National Student Loan Data System (NSLDS)	Institutions Participating in Title IV, HEA Loan Programs	Institutions that enter into an agreement with a potential student, student, or parent of a student regarding a Title IV, HEA loan are required to inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.	Information provided to borrowers
Entrance Counseling for Student Loan Borrowers	Institutions Participating in Title IV, HEA Loan Programs	<p>Note: The final regulations include the entrance counseling requirements separately for each loan program. See the program regulations for complete information.</p> <p>Prior to the first disbursement, each institution must provide to a first-time borrower of a FFELP or a Federal Direct Loan (other than consolidated or Parent PLUS loans) comprehensive information on the terms and conditions of the loan and of the borrower's responsibilities. The information is to include</p> <ul style="list-style-type: none"> - the effect of the loan on the eligibility of the borrower for other forms of aid; - an explanation of the use of the Master Promissory Note; - the seriousness and importance of the students' repayment obligation; - information on the accrual and capitalization of interest; - borrowers of unsubsidized loans have the option of paying interest while in school; - definition of half-time enrollment and the consequences of not maintaining half-time enrollment; - importance of contacting appropriate offices if student withdraws prior to completion of program of study; - sample monthly repayment amounts; - the obligation of the borrower to repay the full amount of the loan regardless of whether the borrower completes program or completes within regular time for completion, is unable to obtain employment upon completion, or is otherwise dissatisfied with or does not receive the educational or other services the borrower purchased from the school; - consequences of default; - information about the NSLDS and how the borrower can access the borrower's records; and - name and contact information for individual the borrower may contact with questions about the borrower's rights and responsibilities or the terms and conditions of the loan. 	Information provided to each borrower
Exit Counseling for Student Loan Borrowers	Institutions Participating in Title IV, HEA Loan Programs	<p>Note: The final regulations include the exit counseling requirements separately for each loan program. See the program regulations for complete information.</p> <p>Each institution must provide counseling to borrowers of loans under the FFEL, Federal Direct Loan, or Perkins Loan programs (other than consolidated or Parent PLUS loans) shortly before the student borrower ceases at least half-time study at the institution. The counseling will provide information on</p> <ul style="list-style-type: none"> - average anticipated monthly repayment amount; - repayment plan options; - options to prepay or pay on shorter schedule; - debt management strategies; - use of Master Promissory Note; - the seriousness and importance of student's repayment obligation; - terms and conditions for forgiveness or cancellation; - copy of information provided by the Department of Education (see subject # L-2); - terms and conditions for deferment or forbearance; - consequences of default; - options and consequences of loan consolidation; - tax benefits available to borrowers; - the obligation of the borrower to repay the full amount of the loan regardless of whether the borrower completes program or completes within regular time for completion, is unable to obtain employment upon completion, or is otherwise dissatisfied with or did not receive the educational or other services the borrower purchased from the institution; - availability of the Student Loan Ombudsman's office; and - information about the NSLDS. The Department of Education is required to provide a disclosure form for students and prospective students about the NSLDS (HEOA Sec. 489(3), HEA Sec. 485B). 	Information provided to each student borrower

Private Education Loan Disclosures (Including Self-Certification Form)	Institutions Receiving Any Federal Funds That Provide Information to Prospective Borrowers About Private Education Loans	Institutions or institution-affiliated organizations (e.g., alumni organizations, foundations) that provide information regarding a private education loan from a lender to a prospective borrower must provide information to the prospective borrower, including <ul style="list-style-type: none"> - information required under Sec. 128(e) of the Truth in Lending Act (15 U.S.C. 1638(e)); - that the prospective borrower may qualify for loans or other assistance under Title IV, HEA programs; and - that the terms and conditions of Title IV, HEA program loans may be more favorable than the provisions of private education loans. The information regarding private education loans must be presented in a manner that makes it distinct from information regarding Title IV, HEA program loans.	Information provided to prospective borrowers
Self-Certification Form		The institution must, upon request, provide in written or electronic form to an enrolled or admitted student applicant for a private education loan the self-certification form for private education loans required under Sec. 128(e)(3) of the Truth in Lending Act (15 U.S.C. 1638(e)(3)), and the information required to complete the form, to the extent the institution possesses the information. The Department of Education is required to develop the form.	Form and information provided upon request to loan applicant
Code of Conduct for Education Loans	Institutions Participating in Title IV, HEA Loan Programs	Each institution must prominently publish on the institution's website a code of conduct that prohibits a conflict of interest with the responsibilities of an agent of the institution with respect to FFELP or private education loans. All agents with responsibility for loans must be informed annually of the provisions of the code. The code of conduct must prohibit <ul style="list-style-type: none"> - revenue-sharing arrangements with any lender; - receiving gifts from a lender, a guarantor, or a loan servicer; - contracting arrangement providing financial benefit from any lender or affiliate of a lender; - directing borrowers to particular lenders, or refusing or delaying loan certifications; - offers of funds for private loans; - call center or financial aid office staffing assistance; and - advisory board compensation. 	Published on website All relevant agents must be annually informed of the provisions of the code of conduct
Preferred Lender Lists	Institutions Participating in Title IV, HEA Programs That Participate in a Preferred Lender Arrangement	Each institution must annually make available in print or other medium to students attending the institution and their families a list of the specific lenders for private education loans or for Title IV, HEA loans that the institution recommends, promotes, or endorses in accordance with a preferred lender arrangement. The list must prominently disclose the method and criteria used by the institution in selecting lenders for preferred lender arrangements to ensure that such lenders are selected on the basis of the best interests of the borrower. The list must also clearly and fully disclose <ul style="list-style-type: none"> - the minimum information determined by the Department of Education (HEA Sec. 153(a)) (see subject # L-9); - why the institution participates in a preferred lender arrangement with each lender, particularly with respect to terms and conditions or provisions favorable to the borrower; and - that the students or their families do not have to borrow from a lender on the list. The list must have at least three FFELP lenders that are not affiliates of each other. If the list includes lenders of private education loans, there must be at least two lenders who are not affiliates. The list must indicate for each lender whether it is or is not an affiliate of the other lenders on the list. The details of each affiliation are to be disclosed. The Department of Education is required to provide to institutions a list of the lender affiliates of all eligible lenders.	Made available to students and families in print or other medium
Preferred Lender Arrangements	Institutions Receiving Any Federal Funding That Participate in a Preferred Lender Arrangement	An institution or institution-affiliated organization (e.g., alumni organizations, foundations) that participates in a preferred lender arrangement must comply with the code of conduct provisions in HEA Sec. 487(a)(25) and HEA Sec. 487(h) (see subject # L-7). Institution-affiliated organizations are required to prominently publish the code of conduct on their websites (if any) and annually inform agents with responsibility for education loans of the provisions of the code. By February 14, 2010, the Department of Education is required to determine the minimum information to be disclosed to current and prospective students regarding preferred lender arrangements. The Department is also required to then develop model disclosure forms for FFELP and Federal Direct Loans that may be used by institutions or institution-affiliated organizations.	Published on website. All relevant agents must be annually informed of the provisions of the code of conduct.

		<p>In addition to the information required for the Preferred Lender Lists (see subject # L-8), each institution or institution-affiliated organization in a preferred lender arrangement must disclose information on its website and in publications, mailings, or electronic messages, or materials that are distributed to prospective or current students and their families that describe the financial aid opportunities available to students attending the institution and that describe or discuss education loans (see also subject # 3 for Sec. 485(a) requirements). The information must include - the maximum amount of Title IV, HEA grant and loan aid available to students; - the information on the model disclosure form provided by the Department of Education (described above) for each type of loan offered pursuant to a preferred lender arrangement; and - a statement that the institution is required to process documents for a FFELP loan from any eligible lender the student selects.</p>	<p>Published on website. Provided in publications, mailings, or electronic messages or materials that are distributed to prospective or current students and their families</p>
Private Education Loans		<p>Each institution must provide on its website, and in publications, mailings, or electronic messages, or materials that are distributed to prospective or current students and their families that describe the financial aid opportunities available to students attending the institution and that describe or discuss private education loans, the information required to be disclosed under Sec. 128(e)(11) of the Truth in Lending Act (15 U.S.C. 1638(e)(11)) for each type of private loan offered pursuant to a preferred lender arrangement. Each institution-affiliated organization must provide on its website, and in publications, mailings, or electronic messages, or materials distributed to students and families that describe private education loans the information required to be disclosed under Sec. 128(e)(1) of the Truth in Lending Act (15 U.S.C. 1638(e)(1)) for each type of private loan offered pursuant to a preferred lender arrangement. The name of the lender must be displayed in all information and documentation related to private education loans.</p> <p>The information in the model disclosure form and the Truth in Lending Act information must be provided annually in a manner that allows students and families to take the information into account before selecting a lender or applying for an education loan.</p>	<p>Published on website. Provided in publications, mailings, or electronic messages or materials that are distributed to prospective or current students and their families</p>
Annual Report on Preferred Lender Arrangements		<p>Each institution and each institution-affiliated organization must make an annual report to the Department of Education that includes for each lender in a preferred lender arrangement with the institution or institution-affiliated organization</p> <ul style="list-style-type: none"> - the minimum information the Department determines must be disclosed (described above); - information required for private loans under the Truth in Lending Act; and - detailed explanation of the reasons an institution or institution-affiliated organization participates in a preferred lender arrangement with the lender, including why the terms, conditions, and provisions of each type of loan are beneficial to the institution's students or their families. The information in the report must be made available to the public and provided to current students and students planning to attend the institution and their families. 	<p>Made available to the public and provided to current students and students planning to attend the institution and their families</p>