

# Simplifying HEOA: Using a Self-Audit Checklist to Determine Compliance

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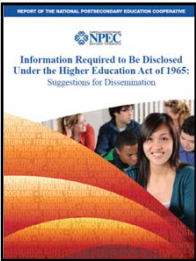


## HEOA compliance is not optional.






## Guiding Resource

- National Postsecondary Education Cooperative's *Information Required to be Disclosed under the Higher Education Act of 1965: Suggestions for Dissemination*
  - Provides guidance to make information more accessible and understandable to consumers and more comparable across institutions.







Available online: <http://nces.ed.gov/pubs2010/2010831rev.pdf>




## Purpose

- The purpose of this presentation is to provide institutions with a tool to *simplify the process of meeting HEOA disclosure standards.*






## NPEC Disclosure Suggestions

- Focus both on compliance and communication.
- Develop a single web page on the institution's website that provides hyperlinks to the HEOA disclosure information.




Source: National Postsecondary Education Cooperative's *Information Required to be Disclosed under the Higher Education Act of 1965: Suggestions for Dissemination.*






## NPEC Disclosure Suggestions

- Adopt a "3-click" approach.
- Use consumer-friendly labels and language whenever possible, and avoid institutional/technical jargon.
- Use a common set of content titles.



Source: National Postsecondary Education Cooperative's *Information Required to be Disclosed under the Higher Education Act of 1965: Suggestions for Dissemination.*



Presentation available at:  
[www.valdosta.edu/sra/presentations.shtml](http://www.valdosta.edu/sra/presentations.shtml)


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Toronto, Ontario

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## NPEC Suggested Web Site Organization


1. Notice of Availability of Institutional and Financial Aid Information
2. Contact Information for Assistance in Obtaining Institutional or Financial Aid Information
3. General Institutional Information
4. Teacher Preparation Program Report
5. Student Financial Assistance
6. Health and Safety
7. Student Outcomes
8. Intercollegiate Athletic Program Participation Rates and Financial Support Data
9. Voter Registration



Source: National Postsecondary Education Cooperative's *Information Required to be Disclosed under the Higher Education Act of 1965: Suggestions for Dissemination.*

## Implementation Issues

- Issues experienced:
  - Similar to those indicated by NPEC:
    - Unable to locate information on institutional websites
    - Pieces of information belong to different departments
    - Information not gathered or disseminated
    - Variance in terms and definitions
    - Lack of ownership



## Development of HEOA Checklist

Subject Category	Link to Official Guidance	Distribution Guidance	Distribution Method	Office Responsible	Link to Online Documentation (if available online)	Link to Online Info. Archived	Notes	Confirmation
1 Financial Aid	<a href="#">Notice of Availability of Institutional and Financial Aid Information</a>	Notice is distributed to each enrolled student	Email Mail	Student Affairs	N/A	N/A	Required input from Director of Financial Aid.	VPSA
2 Financial Aid	<a href="#">Contact Information for Assistance in Obtaining Institutional or Financial Aid Information</a>	Made available through appropriate publications, mailings, or electronic media	Online	Student Affairs	<a href="http://www.valdosta.edu/financialaid/">http://www.valdosta.edu/financialaid/</a>	<a href="#">Archive copy</a>	Easy - was already on Financial Aid web site	VPSA
3 Financial Aid	<a href="#">Student Financial Assistance Information</a>	Made available through appropriate publications, mailings, or electronic media	Online	Student Affairs	<a href="http://www.valdosta.edu/financialaid/">http://www.valdosta.edu/financialaid/</a>	<a href="#">Archive copy</a>	Required input from Director of Financial Aid.	VPSA

## MSC Consumer Information Website



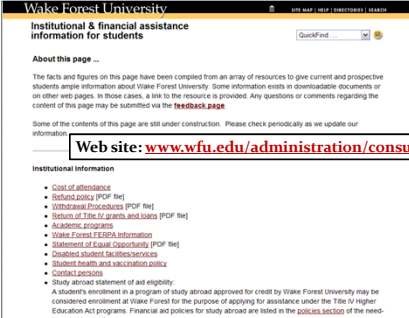
Web site: [www.maconstate.edu/ir/heoa.aspx](http://www.maconstate.edu/ir/heoa.aspx)

## VSU Consumer Information Website



Web site: [www.valdosta.edu/sra/Consumer/](http://www.valdosta.edu/sra/Consumer/)

## WFU Consumer Information Website



Web site: [www.wfu.edu/administration/consumer-info/](http://www.wfu.edu/administration/consumer-info/)

Presentation available at:  
[www.valdosta.edu/sra/presentations.shtml](http://www.valdosta.edu/sra/presentations.shtml)

Association for  
 Institutional Research  
 Toronto, Ontario

# HEOA Audit Checklist 2011-12

#	Category	Link to Official Guidance	Official Guidance on Distribution	Distribution Method	Division/ Office Responsible	Link to Online Documentation (if available online)	Archive Documentation	Notes	Confirmed By
1	Financial Aid	<a href="#">Notice of Availability of Institutional and Financial Aid Information</a>	Notice is distributed to each enrolled student	Email/Mail					
2	Financial Aid	<a href="#">Contact Information for Assistance in Obtaining Institutional or Financial Aid Information</a>	Made available through appropriate publications, mailings, or electronic media	Online					
3	Financial Aid	<a href="#">Student Financial Aid Information</a>	Made available through appropriate publications, mailings, or electronic media	Online					
4	Health & Safety	<a href="#">Notice of Federal Student Financial Aid Penalties for Drug Law Violations</a>	Information provided to each student in a separate written notice	Email/Mail					
5	FERPA	<a href="#">Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)</a>	Any means reasonably likely to inform students of their rights	Online					
6	Consumer Info	<a href="#">Consumer Information on College Navigator Website</a>	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.	Online					
7	Access Services	<a href="#">Facilities and Services Available to Students with Disabilities</a>	Made available through appropriate publications, mailings, or electronic media	Online					
8	Diversity	<a href="#">Student Body Diversity</a>	Made available through appropriate publications, mailings, or electronic media	Online					
9	Cost	<a href="#">Price of Attendance</a>	Made available through appropriate publications, mailings, or electronic media	Online					
10	Cost	<a href="#">Net Price Calculator</a>	Made publicly available on the institution's website by <b>October 29, 2011</b>	Online					
11	Cost	<a href="#">Refund Policy, Requirements for Withdrawal and Return of Title IV Financial Aid</a>	Made available through appropriate publications, mailings, or electronic media	Online					
12	Textbooks	<a href="#">Textbook Information Information for Students</a>	Notice in written course schedule (if applicable)	Online					
	Textbooks	<a href="#">Textbook Information for College Bookstores</a>	Information provided to bookstores upon request	Request					
13	Academics	<a href="#">Academic Program (Educational Programs, Instructional Facilities, and Faculty)</a>	Made available through appropriate publications, mailings, or electronic media	Online					

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14	Academics	<a href="#">Transfer of Credit Policies and Articulation Agreements</a>	Publicly disclosed	Online					
15	Accreditation	<a href="#">Institutional and Program Accreditation, Approval, or Licensure</a>	Made available through appropriate publications, mailings, or electronic media	Online					
16	Copyright Policies	<a href="#">Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)</a>	Made available through appropriate publications, mailings, or electronic media	Online					
17	Outcomes	<a href="#">Teacher Preparation Program Report</a>	Provide report to general public	Online					
18	Health & Safety	<a href="#">Drug and Alcohol Abuse Prevention</a>	Distributed in writing to each student and each employee	Email/Mail					
	Health & Safety		Provided upon request to the public	Request					
19	Health & Safety	<a href="#">Vaccinations Policy</a>	Made available through appropriate publications, mailings, or electronic media	Online					
20	Health & Safety	<a href="#">Security Report (Including Emergency Response and Evacuation Procedures), Timely Warnings, and Crime Log</a>	Report or notice of report mailed or delivered to each enrolled student and employee. Prospective students and prospective employees receive notice of report and receive report upon request.	Email/Mail					
21	Health & Safety	<a href="#">Missing Student Notification</a>		Email/Mail					
	Health & Safety	<a href="#">Emergency Response and Evacuation Procedures</a>		Email/Mail					
	Health & Safety	<a href="#">Timely Warning Reports</a>	Report provided to students and employees	Email/Mail					
	Health & Safety	<a href="#">Crime Log</a>	Open for public inspection	Online					
	Health & Safety	<a href="#">Security Report – Missing Person Notification</a>	Information distributed in annual security report ( <i>see subject #20</i> )	Email/Mail					
22	Health & Safety	<a href="#">Fire Safety Report and Fire Log</a>	Fire safety report, or notice of report, distributed to each student and current employee Prospective students and prospective employees receive a notice of the report's availability	Email/Mail					
	Health & Safety	<a href="#">Fire Log</a>	Open for public inspection	Online					



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23	Health & Safety	<a href="#">Information for Crime Victims about Disciplinary Proceedings</a>	Information provided to victim of crime	Request					
24	Outcomes	<a href="#">Retention Rate</a>	Made available through appropriate publications, mailings, or electronic media	Online					
25	Outcomes	<a href="#">Completion/ Graduation and Transfer-out Rates (Including Disaggregated Completion/ Graduation Rates) (Student Right-to-Know Act)</a>	Made available through appropriate publications, mailings, or electronic media	Online					
	Outcomes	<a href="#">Disaggregated Completion/ Graduation Rates</a>		Online					
26	Outcomes	<a href="#">Completion/ Graduation and Transfer-out Rates for Students Receiving Athletically Related Student Aid (Including Disaggregated Completion/ Graduation Rates) (Student Right to Know Act)</a>	Provided to prospective student athletes and others at time offer is made of athletically related student aid	Email/Mail					
27	Outcomes	<a href="#">Placement in Employment</a>	Made available through appropriate publications, mailings, or electronic media	Online					
28	Outcomes	<a href="#">Job Placement Rates</a>	Information made available to prospective students	Online					
29	Outcomes	<a href="#">Types of Graduate and Professional Education in Which the Institution's Graduates Enroll</a>	Made available through appropriate publications, mailings, or electronic media	Online					
30	Athletics	<a href="#">Intercollegiate Athletic Program Participation Rates and Financial Support Data</a>	Made available through appropriate publications, mailings, or electronic media. Notice of report provided to students.	Online, Email/Mail					
31	Civic	<a href="#">Voter Registration Forms</a>	Voter registration forms made widely available and provided to each enrolled student	Online, Email/Mail					

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L-1	Financial Aid	<a href="#">State Grant Assistance</a>	Information provided to borrowers	Email/Mail					
L-2	Financial Aid	<a href="#">Student Loan Information Published by Dept of Education</a>	Information provided to prospective student borrowers	Email/Mail					
L-3	Financial Aid	<a href="#">National Student Loan Data System (NSLDS)</a>	Information provided to borrowers	Email/Mail					
L-4	Financial Aid	<a href="#">Entrance Counseling for Student Loan Borrowers</a>	Information provided to each borrower	Email/Mail					
L-5	Financial Aid	<a href="#">Exit Counseling for Student Loan Borrowers</a>	Information provided to each student borrower	Email/Mail					
L-6	Financial Aid	<a href="#">Private Education Loan Disclosures (Including Self-Certification Form)</a>	Information provided to prospective borrowers	Email/Mail					
	Financial Aid	<a href="#">Self-Certification Form</a>	Form and information provided upon request to loan applicant	Request					
L-7	Financial Aid	<a href="#">Code of Conduct for Education Loans</a>	Published on website All relevant agents must be annually informed of the provisions of the code of conduct	Online					
L-8	Financial Aid	<a href="#">Preferred Lender Lists</a>	Made available to students and families in print or other medium	Online, Email/Mail					
L-9	Financial Aid	<a href="#">Preferred Lender Arrangements</a>	Published on website. All relevant agents must be annually informed of the provisions of the code of conduct.	Online					
	Financial Aid	<a href="#">Private Education Loans</a>	Published on website. Provided in publications, mailings, or electronic messages or materials that are distributed to prospective or current students and their families	Online, Email/Mail					
	Financial Aid	<a href="#">Annual Report on Preferred Lender Arrangements</a>	Made available to the public and provided to current students and students planning to attend the institution and their families	Online, Email/Mail					

*HEOA Audit Checklist format and process developed by K. Cragg and A. Henderson at Valdosta State University, Strategic Research & Analysis, 2011. Language and guidance from NPEC's "Information Required to Be Disclosed Under the Higher Education Act of 1965: Suggestions for Dissemination."*