



# Valdosta State University

## 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	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 Aid Information</a>	Made available through appropriate publications, mailings, or electronic media	Online	Student Affairs	<a href="http://www.valdosta.edu/financialaid/1011_PDF_files/Financial_Aid_Booklet_2010-2011.pdf">http://www.valdosta.edu/financialaid/1011_PDF_files/Financial_Aid_Booklet_2010-2011.pdf</a>	<a href="#">Archive copy</a>	Required input from Director of Financial Aid.	VPSA
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	Student Affairs	N/A	N/A	Financial Aid has been distributing this information. Financial Aid confirmed distribution of the information.	VPSA
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	Provost/Academic Affairs	<a href="http://www.valdosta.edu/judicial/StudentRecordAccessFERPAGuidelines.shtml">http://www.valdosta.edu/judicial/StudentRecordAccessFERPAGuidelines.shtml</a> <a href="http://www.valdosta.edu/prc/ferpa_facts.shtml">http://www.valdosta.edu/prc/ferpa_facts.shtml</a>	<a href="#">Archive copy</a> <a href="#">Archive copy</a>	Easy - was already on Student Affairs web site	VPSA
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	Strategic Research & Analysis	<a href="http://www.valdosta.edu/sra/Consumer.shtml">http://www.valdosta.edu/sra/Consumer.shtml</a>	<a href="#">Archive copy</a>	Done and easy - information available on College Navigator Website.	SRA
7	Access Services	<a href="#">Facilities and Services Available to Students with Disabilities</a>	Made available through appropriate publications, mailings, or electronic media	Online	Student Affairs	<a href="http://www.valdosta.edu/library/services/disabilities.shtml">http://www.valdosta.edu/library/services/disabilities.shtml</a>	<a href="#">Archive copy</a>	Access Office further improving information available online.	VPSA
8	Diversity	<a href="#">Student Body Diversity</a>	Made available through appropriate publications, mailings, or electronic media	Online	Strategic Research & Analysis	<a href="http://nces.ed.gov/collegenavigator/?q=valdosta&amp;s=all&amp;id=141264#enrolmt">http://nces.ed.gov/collegenavigator/?q=valdosta&amp;s=all&amp;id=141264#enrolmt</a>	<a href="#">Archive copy</a>	Done and easy - information available on College Navigator Website.	SRA
9	Cost	<a href="#">Price of Attendance</a>	Made available through appropriate publications, mailings, or electronic media	Online	Finance & Administration	<a href="http://www.valdosta.edu/financial/feeschedules.shtml">http://www.valdosta.edu/financial/feeschedules.shtml</a>	<a href="#">Archive copy</a>	Financial Services has been posting this information consistently.	VPFA
10	Cost	<a href="#">Net Price Calculator</a>	Made publicly available on the institution's website by <b>October 29, 2011</b>	Online	Strategic Research & Analysis	N/A	N/A	Will be posted in October.	SRA
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	Finance & Administration	<a href="http://www.valdosta.edu/financial/financial/refundswithdrawls.shtml">http://www.valdosta.edu/financial/financial/refundswithdrawls.shtml</a>	<a href="#">Archive copy</a>	Financial Services has been posting this information consistently.	VPFA
12	Textbooks	<a href="#">Textbook Information Information for Students</a>	Notice in written course schedule (if applicable)	Online	Finance & Administration	Integrated into student information system	N/A	May need to be integrated with your student information system.	VPFA
	Textbooks	<a href="#">Textbook Information for College Bookstores</a>	Information provided to bookstores upon request	Request	Finance & Administration	N/A	N/A	May need to be integrated with your student information system.	VPFA
13	Academics	<a href="#">Academic Program (Educational Programs, Instructional Facilities, and Faculty)</a>	Made available through appropriate publications, mailings, or electronic media	Online	Strategic Research & Analysis	<a href="https://app.usg.edu/portal/pls/portal/usg_dma.dma_advance_d_search.Show_view_results_screen?fice=001599">https://app.usg.edu/portal/pls/portal/usg_dma.dma_advance_d_search.Show_view_results_screen?fice=001599</a>	<a href="#">Archive copy</a>	May be available from your state office and/or accreditation materials.	SRA



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14	Academics	<a href="#">Transfer of Credit Policies and Articulation Agreements</a>	Publicly disclosed	Online	Provost/Academic Affairs	<a href="http://www.valdosta.edu/admissions/transfer.shtml">http://www.valdosta.edu/admissions/transfer.shtml</a>	<a href="#">Archive copy</a>	May be available from your state office and/or accreditation materials.	VPAA
15	Accreditation	<a href="#">Institutional and Program Accreditation, Approval, or Licensure</a>	Made available through appropriate publications, mailings, or electronic media	Online	Provost/Academic Affairs	<a href="http://www.valdosta.edu/vsu/about/accreditation.shtml">http://www.valdosta.edu/vsu/about/accreditation.shtml</a>	<a href="#">Archive copy</a>	Look for listing in your most recent reaffirmation materials.	VPAA
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	Chief Information Officer	<a href="http://www.valdosta.edu/vsu/policies/documents/2102_2InformationResourcesAcceptableUsePolicy.pdf">http://www.valdosta.edu/vsu/policies/documents/2102_2InformationResourcesAcceptableUsePolicy.pdf</a>	<a href="#">Archive copy</a>	CIO may need to make adjustments to existing policies to meet all criteria.	CIO
17	Outcomes	<a href="#">Teacher Preparation Program Report</a>	Provide report to general public	Online	College of Education	<a href="http://www.valdosta.edu/sra/documents/VSUTitleIIIInstitutionalandProgramReportCard2010.pdf">http://www.valdosta.edu/sra/documents/VSUTitleIIIInstitutionalandProgramReportCard2010.pdf</a>	<a href="#">Archive copy</a>	College of Education should have this on file.	Dean - COE
18	Health & Safety	<a href="#">Drug and Alcohol Abuse Prevention</a>	Distributed in writing to each student and each employee	Email/Mail	Student Affairs and Finance & Administration	N/A	N/A	This standard involves students and employees therefore it spans multiple divisions.	VPFA & VPSA
	Health & Safety		Provided upon request to the public	Request	Student Affairs	N/A	N/A	Student Affairs has been providing this information.	VPSA
19	Health & Safety	<a href="#">Vaccinations Policy</a>	Made available through appropriate publications, mailings, or electronic media	Online	Student Affairs	<a href="http://www.valdosta.edu/iss/prospective/immunization.shtml">http://www.valdosta.edu/iss/prospective/immunization.shtml</a>	<a href="#">Archive copy</a>	Easy - has been available online.	VPSA
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	Finance & Administration	N/A	N/A	Information was already available, but has been combined into a single web site. <a href="http://www.valdosta.edu/finadmin/vsupd/crimestats.shtml">http://www.valdosta.edu/finadmin/vsupd/crimestats.shtml</a>	VPFA
21	Health & Safety	<a href="#">Missing Student Notification</a>		Email/Mail	Finance & Administration	N/A	N/A		VPFA
	Health & Safety	<a href="#">Emergency Response and Evacuation Procedures</a>		Email/Mail	Finance & Administration	N/A	N/A		VPFA
	Health & Safety	<a href="#">Timely Warning Reports</a>	Report provided to students and employees	Email/Mail	Finance & Administration	N/A	N/A		VPFA
	Health & Safety	<a href="#">Crime Log</a>	Open for public inspection	Online	Finance & Administration	<a href="http://www.valdosta.edu/finadmin/vsupd/crimestats.shtml">http://www.valdosta.edu/finadmin/vsupd/crimestats.shtml</a>	<a href="#">Archive copy</a>		VPFA
Health & Safety	<a href="#">Security Report – Missing Person Notification</a>	Information distributed in annual security report ( <i>see subject #20</i> )	Email/Mail	Finance & Administration and Student Affairs	N/A	N/A	VPFA		
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	Finance & Administration and Student Affairs	N/A	N/A	VPFA	
	Health & Safety	<a href="#">Fire Log</a>	Open for public inspection	Online	Finance & Administration	<a href="http://www.valdosta.edu/finadmin/safety/documents/ValdostaStateUniversityannualfirereport.pdf">http://www.valdosta.edu/finadmin/safety/documents/ValdostaStateUniversityannualfirereport.pdf</a>	<a href="#">Archive copy</a>	Information was already available, but has been combined into a single web site.	VPFA



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23	Health & Safety	<a href="#">Information for Crime Victims about Disciplinary Proceedings</a>	Information provided to victim of crime	Request	Finance & Administration	N/A	N/A	Finance & Administration has been providing this information.	VPFA
24	Outcomes	<a href="#">Retention Rate</a>	Made available through appropriate publications, mailings, or electronic media	Online	Strategic Research & Analysis	<a href="http://nces.ed.gov/collegenavigator/?q=valdosta+state&amp;s=all&amp;id=141264#retgrad">http://nces.ed.gov/collegenavigator/?q=valdosta+state&amp;s=all&amp;id=141264#retgrad</a>	<a href="#">Archive copy</a>	Easy - in institutional Fact Book.	SRA
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	Strategic Research & Analysis	<a href="http://www.valdosta.edu/sra/documents/TransferOutRate.pdf">http://www.valdosta.edu/sra/documents/TransferOutRate.pdf</a>	<a href="#">Archive copy</a>	Easy - available from College Navigator.	SRA
	Outcomes	<a href="#">Disaggregated Completion/ Graduation Rates</a>		Online	Strategic Research & Analysis	<a href="http://nces.ed.gov/collegenavigator/?q=valdosta+state&amp;s=all&amp;id=141264#retgrad">http://nces.ed.gov/collegenavigator/?q=valdosta+state&amp;s=all&amp;id=141264#retgrad</a>	<a href="#">Archive copy</a>	Need to work with IT and Financial Aid to obtain Pell Grant recipient rates.	SRA
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	Strategic Research & Analysis and Athletics	N/A	Document provided when offer made.	Athletics has been providing this information.	SRA
27	Outcomes	<a href="#">Placement in Employment</a>	Made available through appropriate publications, mailings, or electronic media	Online	Strategic Research & Analysis and Student Affairs	<a href="http://www.valdosta.edu/sra/documents/AlumniSurvey2010BookletwithTOC.pdf">http://www.valdosta.edu/sra/documents/AlumniSurvey2010BookletwithTOC.pdf</a>	<a href="#">Archive copy</a>	Use results of Alumni surveys.	VPSA & SRA
28	Outcomes	<a href="#">Job Placement Rates</a>	Information made available to prospective students	Online	Strategic Research & Analysis and Student Affairs	N/A	N/A	N/A	VPSA & SRA
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	Student Affairs	<a href="http://www.valdosta.edu/sra/documents/AlumniSurvey2010BookletwithTOC.pdf">http://www.valdosta.edu/sra/documents/AlumniSurvey2010BookletwithTOC.pdf</a>	<a href="#">Archive copy</a>	Use results of Alumni surveys.	VPSA
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	Strategic Research & Analysis and Athletics	<a href="http://www.valdosta.edu/sra/documents/EADASubmission09-10.pdf">http://www.valdosta.edu/sra/documents/EADASubmission09-10.pdf</a>	<a href="#">Archive copy</a>	Use EADA submission.	SRA & Director of Athletics
31	Civic	<a href="#">Voter Registration Forms</a>	Voter registration forms made widely available and provided to each enrolled student	Online, Email/Mail	Student Affairs	<a href="http://www.valdosta.edu/stulife/documents/VoterRegistrationInformationforwebpage.pdf">http://www.valdosta.edu/stulife/documents/VoterRegistrationInformationforwebpage.pdf</a>	<a href="#">Archive copy</a>	Asked Student Affairs to add to their web site.	VPSA



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L-1	Financial Aid	<a href="#">State Grant Assistance</a>	Information provided to borrowers	Email/Mail	Student Affairs	N/A	N/A	Financial Aid has been distributing this information.	VP SA
L-2	Financial Aid	<a href="#">Student Loan Information Published by Dept of Education</a>	Information provided to prospective student borrowers	Email/Mail	Student Affairs	N/A	N/A		VP SA
L-3	Financial Aid	<a href="#">National Student Loan Data System (NSLDS)</a>	Information provided to borrowers	Email/Mail	Student Affairs	N/A	N/A		VP SA
L-4	Financial Aid	<a href="#">Entrance Counseling for Student Loan Borrowers</a>	Information provided to each borrower	Email/Mail	Student Affairs	N/A	N/A		VP SA
L-5	Financial Aid	<a href="#">Exit Counseling for Student Loan Borrowers</a>	Information provided to each student borrower	Email/Mail	Student Affairs	N/A	N/A		VP SA
L-6	Financial Aid	<a href="#">Private Education Loan Disclosures (Including Self-Certification Form)</a>	Information provided to prospective borrowers	Email/Mail	Student Affairs	N/A	N/A		VP SA
	Financial Aid	<a href="#">Self-Certification Form</a>	Form and information provided upon request to loan applicant	Request	Student Affairs	N/A	N/A	VP SA	
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	Student Affairs	<a href="http://www.valdosta.edu/financialaid/CodeofConduct.shtml">http://www.valdosta.edu/financialaid/CodeofConduct.shtml</a>	<a href="#">Archive copy</a>	Already available on Financial Aid web site.	VP SA
L-8	Financial Aid	<a href="#">Preferred Lender Lists</a>	Made available to students and families in print or other medium	Online, Email/Mail	Student Affairs	NA	NA	VSU does not have preferred lenders	VP SA
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	Student Affairs	NA	NA		VP SA
	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	Student Affairs	NA	NA		VP SA
	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	Student Affairs	NA	NA		VP SA

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."



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1	Financial Aid	<a href="#">Notice of Availability of Institutional and Financial Aid Information</a>	Notice is distributed to each enrolled student	On-line	Financial Aid	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>			
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	On-line	Financial Aid	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>			
3	Financial Aid	<a href="#">Student Financial Aid Information</a>	Made available through appropriate publications, mailings, or electronic media	On-line	Financial Aid	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>			
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	On-Line	Campus Police	<a href="http://studentlife.law.wfu.edu/files/2010/12/handbook.2010.2011.pdf">http://studentlife.law.wfu.edu/files/2010/12/handbook.2010.2011.pdf</a>		Law School web site but needed for entire campus	
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	On-Line	Office of Advising	<a href="http://newstudents.wfu.edu/?s=academic&amp;p=ferpa">http://newstudents.wfu.edu/?s=academic&amp;p=ferpa</a>			
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.	Currently available by "Google"	Office of Compliance	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>			
7	Access Services	<a href="#">Facilities and Services Available to Students with Disabilities</a>	Made available through appropriate publications, mailings, or electronic media	On-Line	Learning Assistance Center	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>			
8	Diversity	<a href="#">Student Body Diversity</a>	Made available through appropriate publications, mailings, or electronic media	On-Line	Human Resources	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>			
9	Cost	<a href="#">Price of Attendance</a>	Made available through appropriate publications, mailings, or electronic media	On-Line	Office of Financial Aid	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>			
10	Cost	<a href="#">Net Price Calculator</a>	Made publicly available on the institution's website by <b>October 29, 2011</b>	On-Line	Office of Financial Aid	<a href="https://npc.collegeboard.org/student/app/wfu">https://npc.collegeboard.org/student/app/wfu</a>			
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	On-Line	Office of Financial Aid	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>			
12	Textbooks	<a href="#">Textbook Information Information for Students</a>	Notice in written course schedule (if applicable)	On-Line	University Stores	N/A			
	Textbooks	<a href="#">Textbook Information for College Bookstores</a>	Information provided to bookstores upon request	On-Line	University Stores	N/A			
13	Academics	<a href="#">Academic Program (Educational Programs, Instructional Facilities, and Faculty)</a>	Made available through appropriate publications, mailings, or electronic media	On-Line	Institutional Research	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>		Need "live" link to keep updated	
14	Academics	<a href="#">Transfer of Credit Policies and Articulation Agreements</a>	Publicly disclosed	On-line	Registrar	<a href="http://www.wfu.edu/registrar/transfer.html">http://www.wfu.edu/registrar/transfer.html</a>		Need "live" link to keep updated	
15	Accreditation	<a href="#">Institutional and Program Accreditation, Approval, or Licensure</a>	Made available through appropriate publications, mailings, or electronic media	On-Line	Institutional Research	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>		Need "live" link to keep updated	
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	On-Line	Library	<a href="http://infosec.wfu.edu/copyrightnotification2010.pdf">http://infosec.wfu.edu/copyrightnotification2010.pdf</a>			

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17	Outcomes	<a href="#">Teacher Preparation Program Report</a>	Provide report to general public	On-Line	Education Department	<a href="http://college.wfu.edu/education/about-the-department/mission-statement/title-ii-report/">http://college.wfu.edu/education/about-the-department/mission-statement/title-ii-report/</a>			
18	Health & Safety	<a href="#">Drug and Alcohol Abuse Prevention</a>	Distributed in writing to each student and each employee	On-Line	Human Resources	<a href="http://www.wfu.edu/hr/bulletins/bul42.pdf">http://www.wfu.edu/hr/bulletins/bul42.pdf</a>			
	Health & Safety		Provided upon request to the public	On-Line	Human Resources	<a href="http://www.wfu.edu/hr/bulletins/bul42.pdf">http://www.wfu.edu/hr/bulletins/bul42.pdf</a>			
19	Health & Safety	<a href="#">Vaccinations Policy</a>	Made available through appropriate publications, mailings, or electronic media	On-line	Student Health	<a href="http://newstudents.wfu.edu/?s=financial&amp;p=institutional_information">http://newstudents.wfu.edu/?s=financial&amp;p=institutional_information</a>			
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.	On-Line	Campus police	<a href="http://www.wfu.edu/police/pdf/wake_alert.pdf">www.wfu.edu/police/pdf/wake_alert.pdf</a>		Broken link on Consumer page	
21	Health & Safety	<a href="#">Missing Student Notification</a>		On-Line	Campus police	<a href="http://www.wfu.edu/police/crime_alert.php">http://www.wfu.edu/police/crime_alert.php</a>		Broken link on Consumer page	
	Health & Safety	<a href="#">Emergency Response and Evacuation Procedures</a>		On-Line	Campus police	<a href="http://www.wfu.edu/police/pdf/wake_alert.pdf">www.wfu.edu/police/pdf/wake_alert.pdf</a>		Broken link on Consumer page	
	Health & Safety	<a href="#">Timely Warning Reports</a>	Report provided to students and employees	On-Line	Campus police	<a href="http://www.wfu.edu/police/pdf/wake_alert.pdf">www.wfu.edu/police/pdf/wake_alert.pdf</a>		Broken link on Consumer page	
	Health & Safety	<a href="#">Crime Log</a>	Open for public inspection	On-Line	Campus police	<a href="http://www.wfu.edu/police/crime_rpts.php">http://www.wfu.edu/police/crime_rpts.php</a>		Broken link on Consumer page	
	Health & Safety	<a href="#">Security Report – Missing Person Notification</a>	Information distributed in annual security report ( <i>see subject #20</i> )	On-Line	Campus police	<a href="http://www.wfu.edu/police/crime_rpts.php">http://www.wfu.edu/police/crime_rpts.php</a>		Broken link on Consumer page	
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	On-Line	Campus police	<a href="http://www.wfu.edu/police/crime_rpts.php">http://www.wfu.edu/police/crime_rpts.php</a>		Broken link on Consumer page	
	Health & Safety	<a href="#">Fire Log</a>	Open for public inspection	On-Line	Campus police	<a href="http://www.wfu.edu/police/crime_rpts.php">http://www.wfu.edu/police/crime_rpts.php</a>		Broken link on Consumer page	
23	Health & Safety	<a href="#">Information for Crime Victims about Disciplinary Proceedings</a>	Information provided to victim of crime	On-Line	Campus police	<a href="http://www.wfu.edu/police/victim_asst.php">http://www.wfu.edu/police/victim_asst.php</a>		Broken link on Consumer page	
24	Outcomes	<a href="#">Retention Rate</a>	Made available through appropriate publications, mailings, or electronic media	On-Line	Institutional Research	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>		Need "live" link to keep updated	
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	On-Line	Institutional Research	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>		Need "live" link to keep updated	
	Outcomes	<a href="#">Disaggregated Completion/ Graduation Rates</a>		On-Line	Institutional Research	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>		Need "live" link to keep updated	

#	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
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	On-line	Athletic Office	N/A		Link on Consumer page but different information provided	
27	Outcomes	<a href="#">Placement in Employment</a>	Made available through appropriate publications, mailings, or electronic media	On-Line	Institutional Research	<a href="http://www.wfu.edu/ir/factbook-2010-2011/index.html">http://www.wfu.edu/ir/factbook-2010-2011/index.html</a>			
28	Outcomes	<a href="#">Job Placement Rates</a>	Information made available to prospective students	On-Line	Institutional Research	<a href="http://www.wfu.edu/ir/factbook-2010-2011/index.html">http://www.wfu.edu/ir/factbook-2010-2011/index.html</a>			
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	On-Line	Institutional Research	<a href="http://www.wfu.edu/ir/factbook-2010-2011/index.html">http://www.wfu.edu/ir/factbook-2010-2011/index.html</a>			
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.	On-Line	Athletics	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>		Needs updating	
31	Civic	<a href="#">Voter Registration Forms</a>	Voter registration forms made widely available and provided to each enrolled student	On-Line	Office of Financial Aid	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>			
L-1	Financial Aid	<a href="#">State Grant Assistance</a>	Information provided to borrowers	On-Line	Office of Financial Aid	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>			
L-2	Financial Aid	<a href="#">Student Loan Information Published by Dept of Education</a>	Information provided to prospective student borrowers	On-Line	Office of Financial Aid	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>			
L-3	Financial Aid	<a href="#">National Student Loan Data System (NSLDS)</a>	Information provided to borrowers	On-Line	Office of Financial Aid	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>			
L-4	Financial Aid	<a href="#">Entrance Counseling for Student Loan Borrowers</a>	Information provided to each borrower	On-Line	Office of Financial Aid	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>			
L-5	Financial Aid	<a href="#">Exit Counseling for Student Loan Borrowers</a>	Information provided to each student borrower	On-Line	Office of Financial Aid	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>			
L-6	Financial Aid	<a href="#">Private Education Loan Disclosures (Including Self-Certification Form)</a>	Information provided to prospective borrowers	On-Line	Office of Financial Aid			Waiting for Fed Template - Terri LeGrande working on this	
	Financial Aid	<a href="#">Self-Certification Form</a>	Form and information provided upon request to loan applicant	On-Line	Office of Financial Aid	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>			
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	On-Line	Office of Financial Aid	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>			
L-8	Financial Aid	<a href="#">Preferred Lender Lists</a>	Made available to students and families in print or other medium	On-Line	Office of Financial Aid	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>			

#	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
	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.	On-Line	Office of Financial Aid	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>			
L-9	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	On-Line	Office of Financial Aid	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>			
	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	On-Line	Office of Financial Aid	<a href="http://www.wfu.edu/administration/consumer-info/">http://www.wfu.edu/administration/consumer-info/</a>			

*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."*





## Macon State College 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 & Postal	Enrollment Services	<a href="http://www.maconstate.edu/financialaid/">http://www.maconstate.edu/financialaid/</a>			
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, Email, & Postal	Enrollment Services	<a href="http://www.maconstate.edu/financialaid/">http://www.maconstate.edu/financialaid/</a>			
3	Financial Aid	<a href="#">Student Financial Aid Information</a>	Made available through appropriate publications, mailings, or electronic media	Print documents, online, email	Enrollment Services	<a href="http://www.maconstate.edu/financialaid/">http://www.maconstate.edu/financialaid/</a>			
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	Postal & Email	Enrollment Services				
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	Email and Online	Office of Academic Affairs	<a href="http://www.maconstate.edu/webstyleguide/security.aspx">http://www.maconstate.edu/webstyleguide/security.aspx</a>		Need to develop online version of FERPA and Student Record Access	
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	IRP	<a href="http://www.maconstate.edu/ir/heoa.aspx">http://www.maconstate.edu/ir/heoa.aspx</a>		Repository for complete HEOA Compliance checklist for MSC	
7	Access Services	<a href="#">Facilities and Services Available to Students with Disabilities</a>	Made available through appropriate publications, mailings, or electronic media	Online	Counseling Center	<a href="http://www.maconstate.edu/counseling/Disabilityoverview.aspx">http://www.maconstate.edu/counseling/Disabilityoverview.aspx</a>			
8	Diversity	<a href="#">Student Body Diversity</a>	Made available through appropriate publications, mailings, or electronic media	Online	IRP	<a href="http://nces.ed.gov/collegenavigator/?q=Macon+State+College&amp;s=all&amp;id=140322#enrollment">http://nces.ed.gov/collegenavigator/?q=Macon+State+College&amp;s=all&amp;id=140322#enrollment</a>			
9	Cost	<a href="#">Price of Attendance</a>	Made available through appropriate publications, mailings, or electronic media	Online	Business Office	<a href="http://www.maconstate.edu/businessoffice/tuitionrates.aspx">http://www.maconstate.edu/businessoffice/tuitionrates.aspx</a>			
10	Cost	<a href="#">Net Price Calculator</a>	Made publicly available on the institution's website by <b>October 29, 2011</b>	TBD	IRP	TBD		Plan to use template provided by system.	
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	Business Office	<a href="http://www.maconstate.edu/businessoffice/refunds.aspx">http://www.maconstate.edu/businessoffice/refunds.aspx</a>			
12	Textbooks	<a href="#">Textbook Information Information for Students</a>	Notice in written course schedule (if applicable)	Online	Book Store	<a href="http://bookstore.maconstate.edu/">http://bookstore.maconstate.edu/</a>		May need to make this easier to understand for future	
	Textbooks	<a href="#">Textbook Information for College Bookstores</a>	Information provided to bookstores upon request	Online	OTR	<a href="http://www.maconstate.edu/online/schedule/">http://www.maconstate.edu/online/schedule/</a>		OTR = Office of Technology Resources	
13	Academics	<a href="#">Academic Program (Educational Programs, Instructional Facilities, and Faculty)</a>	Made available through appropriate publications, mailings, or electronic media	Online	IRP	<a href="https://app.usg.edu/portal/pls/portal/usg_dma.dma_advanced_search.Show_advanced_results_screen?FICE=007728&amp;DL=&amp;CIP=&amp;cip_part=">https://app.usg.edu/portal/pls/portal/usg_dma.dma_advanced_search.Show_advanced_results_screen?FICE=007728&amp;DL=&amp;CIP=&amp;cip_part=</a>			
14	Academics	<a href="#">Transfer of Credit Policies and Articulation Agreements</a>	Publicly disclosed	Online	Academic Affairs	<a href="http://www.maconstate.edu/admissions/transfers.aspx">http://www.maconstate.edu/admissions/transfers.aspx</a>			
15	Accreditation	<a href="#">Institutional and Program Accreditation, Approval, or Licensure</a>	Made available through appropriate publications, mailings, or electronic media	Online	IRP	<a href="http://www.maconstate.edu/ir/accreditation.aspx">http://www.maconstate.edu/ir/accreditation.aspx</a>			



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#	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
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	OTR	<a href="http://www.maconstate.edu/copyright/">http://www.maconstate.edu/copyright/</a>			
17	Outcomes	<a href="#">Teacher Preparation Program Report</a>	Provide report to general public	Online	School of Education	<a href="http://www.maconstate.edu/ir/docs/Title2HigherEducationAct.pdf">http://www.maconstate.edu/ir/docs/Title2HigherEducationAct.pdf</a>			
18	Health & Safety	<a href="#">Drug and Alcohol Abuse Prevention</a>	Distributed in writing to each student and each employee	Email	Human Resources		Need to get a copy	Also need date sent	
	Health & Safety		Provided upon request to the public	Request	Human Resources				
19	Health & Safety	<a href="#">Vaccinations Policy</a>	Made available through appropriate publications, mailings, or electronic media	Online	Enrollment Services	<a href="http://www.maconstate.edu/admissions/immunization.aspx">http://www.maconstate.edu/admissions/immunization.aspx</a>			
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 / Online / Request	Public Safety	<a href="http://www.maconstate.edu/publicSafety/">http://www.maconstate.edu/publicSafety/</a>		Need to confirm that notice of report is either mailed or delivered to each enrolled student AND employee and when that happens.	
21	Health & Safety	<a href="#">Missing Student Notification</a>		Email / Mail	Public Safety	N/A			
	Health & Safety	<a href="#">Emergency Response and Evacuation Procedures</a>		Online	Public Safety	<a href="http://www.maconstate.edu/publicSafety/warnings.aspx#erp">http://www.maconstate.edu/publicSafety/warnings.aspx#erp</a>			
	Health & Safety	<a href="#">Timely Warning Reports</a>	Report provided to students and employees	Email / Website	Public Safety	<a href="http://www.maconstate.edu/publicSafety/warnings.aspx#erp">http://www.maconstate.edu/publicSafety/warnings.aspx#erp</a>			
	Health & Safety	<a href="#">Crime Log</a>	Open for public inspection	Online	Public Safety	<a href="http://www.maconstate.edu/publicSafety/safety.aspx#disclosure">http://www.maconstate.edu/publicSafety/safety.aspx#disclosure</a>			
	Health & Safety	<a href="#">Security Report – Missing Person Notification</a>	Information distributed in annual security report ( <i>see subject #20</i> )	Email / Mail	Public Safety	N/A			
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, Online, Request	Public Safety	N/A			
	Health & Safety	<a href="#">Fire Log</a>	Open for public inspection	Request	Public Safety	N/A			
23	Health & Safety	<a href="#">Information for Crime Victims about Disciplinary Proceedings</a>	Information provided to victim of crime	Request	Public Safety	<a href="http://ope.ed.gov/security/GetOneInstitutionData.aspx">http://ope.ed.gov/security/GetOneInstitutionData.aspx</a>		Must enter Macon State College and then select either the Macon or Warner Robins Campus	
24	Outcomes	<a href="#">Retention Rate</a>	Made available through appropriate publications, mailings, or electronic media	Online	IRP	<a href="http://nces.ed.gov/collegenavigator/?q=Macon+State+College&amp;s=all&amp;id=140322#retgrad">http://nces.ed.gov/collegenavigator/?q=Macon+State+College&amp;s=all&amp;id=140322#retgrad</a>			



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#	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
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	IRP	<a href="http://www.usg.edu/research/students/transfer/">http://www.usg.edu/research/students/transfer/</a>			
	Outcomes	<a href="#">Disaggregated Completion/ Graduation Rates</a>		Online	IRP	<a href="http://nces.ed.gov/collegenavigator/?q=Macon+State+College&amp;s=all&amp;id=140322#retgrad">http://nces.ed.gov/collegenavigator/?q=Macon+State+College&amp;s=all&amp;id=140322#retgrad</a>			
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	N/A	N/A	N/A	N/A	Macon State does not offer Intercollegiate Athletics at the present time	
27	Outcomes	<a href="#">Placement in Employment</a>	Made available through appropriate publications, mailings, or electronic media	Online	IRP	Being revised			
28	Outcomes	<a href="#">Job Placement Rates</a>	Information made available to prospective students	Online	IRP	Being revised			
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	N/A	N/A	N/A	N/A	Macon State College does not offer graduate degree programs at the present time	
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.	N/A	N/A	N/A	N/A	Macon State does not offer Intercollegiate Athletics at the present time	
31	Civic	<a href="#">Voter Registration Forms</a>	Voter registration forms made widely available and provided to each enrolled student	Available in Student Affairs Offices	Student Affairs	Under Development		Currently available on both campuses (Macon and WR) with an online version being developed by June 30, 2011.	
L-1	Financial Aid	<a href="#">State Grant Assistance</a>	Information provided to borrowers	Online	Financial Aid	<a href="http://www.maconstate.edu/financialaid/hope.aspx">http://www.maconstate.edu/financialaid/hope.aspx</a>			
L-2	Financial Aid	<a href="#">Student Loan Information Published by Dept of Education</a>	Information provided to prospective student borrowers	Online	Financial Aid	<a href="http://www.maconstate.edu/financialaid/fawebsites.aspx">http://www.maconstate.edu/financialaid/fawebsites.aspx</a>			
L-3	Financial Aid	<a href="#">National Student Loan Data System (NSLDS)</a>	Information provided to borrowers	Online	Financial Aid	<a href="http://www.maconstate.edu/financialaid/">http://www.maconstate.edu/financialaid/</a>		Need to get this added to the Financial Aid website	
L-4	Financial Aid	<a href="#">Entrance Counseling for Student Loan Borrowers</a>	Information provided to each borrower	Mail / Email	Financial Aid	N/A		AVP - Enrollment Services will provide copies	
L-5	Financial Aid	<a href="#">Exit Counseling for Student Loan Borrowers</a>	Information provided to each student borrower	Mail / Email	Financial Aid	N/A		AVP - Enrollment Services will provide copies	



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#	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
L-6	Financial Aid	<a href="#">Private Education Loan Disclosures (Including Self-Certification Form)</a>	Information provided to prospective borrowers	N/A	N/A	N/A	N/A	All student loans are through the federal gov't - No private loans	
	Financial Aid	<a href="#">Self-Certification Form</a>	Form and information provided upon request to loan applicant	N/A	N/A	N/A	N/A	All student loans are through the federal gov't - No private loans	
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	N/A	N/A	N/A	N/A	All student loans are through the federal gov't - No private loans	
L-8	Financial Aid	<a href="#">Preferred Lender Lists</a>	Made available to students and families in print or other medium	N/A	N/A	N/A	N/A	All student loans are through the federal gov't - No private loans	
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.	N/A	N/A	N/A	N/A	All student loans are through the federal gov't - No private loans	
	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.	N/A	N/A	N/A	N/A	All student loans are through the federal gov't - No private loans	
	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	N/A	N/A	N/A	N/A	All student loans are through the federal gov't - No private loans	

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