

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

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www.valdosta.edu/sra/presentations.shtml



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Session Goals

- Provide background on HEOA
- Discuss impact on institutions
- Direct participants to resources

The presenters are not stating how HEOA must be done, rather, we are sharing our experiences.



HEOA Background

About HEOA

- The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements.
 - “A disclosure requirement is information that a postsecondary education institution is required to distribute or make available to another party, such as students or employees.”



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

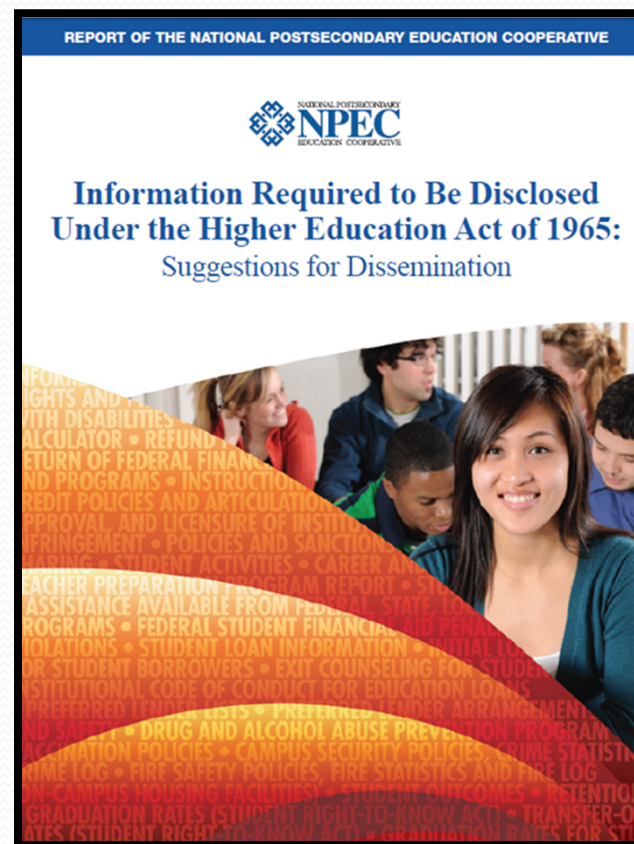


**HEOA
compliance
is not
optional.**



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>

Issues with Consumer Information

- Prior to HEOA guidance from NPEC:
 - Institutional information was difficult to locate on websites.
 - Definitions, collection processes, and distribution of information varied.
 - Information was difficult to compare across institutions.



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

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*.



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*.



Examples of Specific Disclosure Requirements

- | | |
|--|--|
| 1. Privacy of Student Records–Family Educational Rights and Privacy Act (FERPA) | 16. Career and Job Placement Services |
| 2. Facilities and Services for Students with Disabilities | 17. Teacher Preparation Program Report |
| 3. Student Diversity | 18. Student Financial Assistance |
| 4. Price of Attendance | 19. Alcohol Abuse Prevention Program |
| 5. Net Price Calculator | 20. Safety Policies |
| 6. Refund Policy and Requirements for Withdrawal and Return of Federal Financial Aid | 21. Security Policies, Crime Statistics, Crime Log |
| 7. Textbook Information | 22. Fire Policies, Fire Statistics and Fire Log (On-Campus Facilities) |
| 8. Educational Program | 23. Student Rates |
| 9. Instructional Facilities | 24. Tuition Rates (Student Right-to-Know Act) |
| 10. Faculty | 25. Tuition Rates (Student Right-to-Know Act) |
| 11. Transfer of Credit Policies and Articulation Agreements | 26. Tuition Rates for Students Receiving Athletically Related Student Aid (Student Right-to-Know Act) |
| 12. Accreditation, Approval, and Licensure of Institution and Programs | 27. Transfer-out Rates for Students Receiving Athletically Related Student Aid (Student Right-to-Know Act) |
| 13. Copyright Infringement–Policies and Sanctions | 28. Job Placement for Graduates |
| 14. Computer Use and File Sharing | 29. Job Placement Rates for Graduates |
| 15. Student Activities | 30. Graduate and Professional Education Placement for Graduates |

There are a total of 51 items that require institutional responses.



Disclosure Methods

- Information is distributed in a variety of methods, including:
 - Distributed to relevant parties
 - Made available through appropriate publications, mailings, or electronic media
 - Provided upon request
 - Open for public inspection
 - Provided to general public
 - Published on website

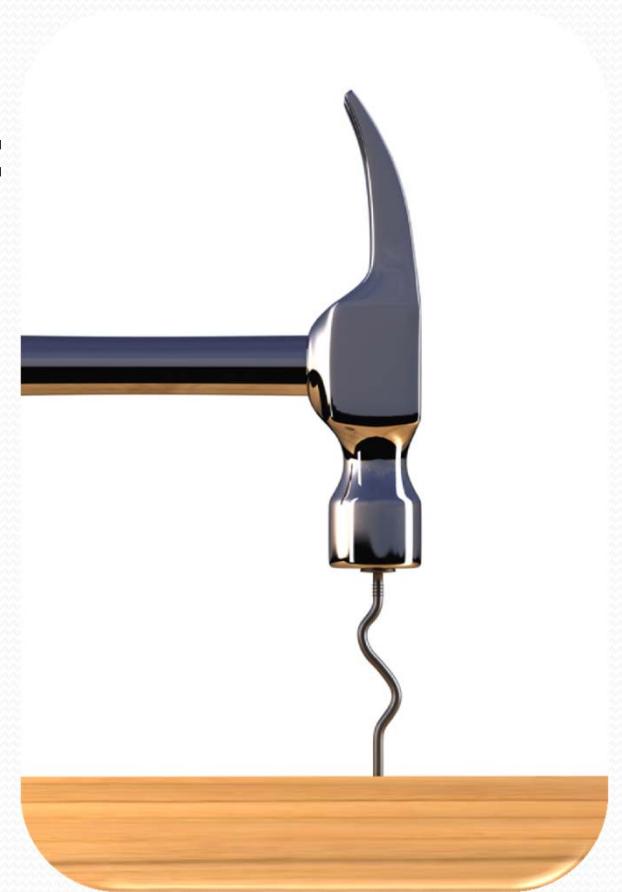




Implementation of HEOA Web Site

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



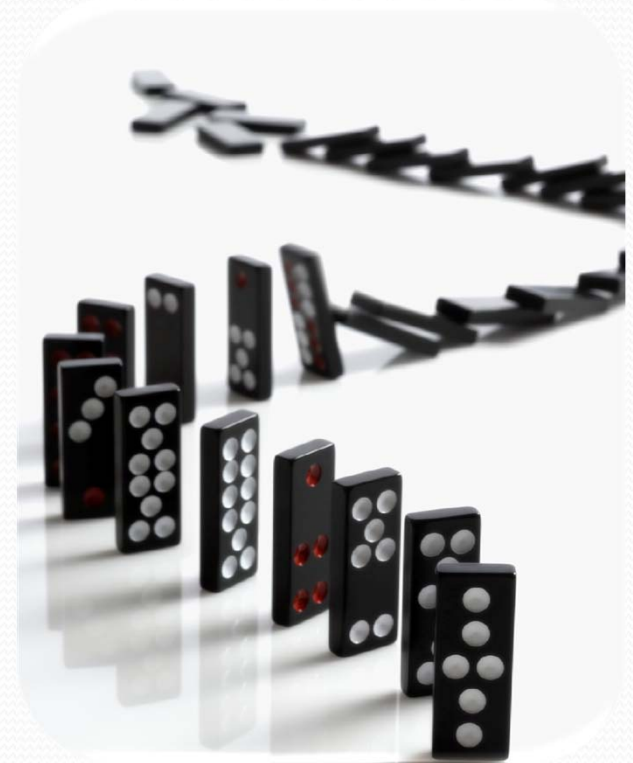
Development of a HEOA Process

- Review of consumer websites for reference
- Locate relevant institutional resources to meet HEOA needs
- Determine items that are not available and need to be collected
- Create checklist of all HEOA items for tracking



Development of HEOA Checklist

- To resolve the issues encountered:
 - Created a checklist which:
 - Categorizes information
 - Provides links to definitions
 - Indicates distribution method
 - Indicates responsibility
 - Provides links to online information
 - Provides links to archived files
 - Indicates confirmation of completion



Development of HEOA Checklist

Subject Category Link to Definition Distribution Guidance Distribution Method Office Responsible Link to Online Info. Link to Archived Info. Notes Confirmation

#	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	Notice of Availability of Institutional and Financial Aid Information	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	Contact Information for Assistance in Obtaining Institutional or Financial Aid Information	Made available through appropriate publications, mailings, or electronic media	Online	Student Affairs	http://www.valdosta.edu/financialaid/	Archive copy	Easy - was already on Financial Aid web site	VPSA
3	Financial Aid	Student Financial Aid Information	Made available through appropriate publications, mailings, or electronic media	Online	Student Affairs	http://www.valdosta.edu/financialaid/1011_PDF_files/Financial_Aid_Booklet_2010-2011.pdf	Archive copy	Required input from Director of Financial Aid.	VPSA



Implementation of Checklist

- Checklist template implemented by three institutions:
 - Macon State College
 - Valdosta State University
 - Wake Forest University



Macon State College

- Founded in 1968
- Located in Macon, GA (1 hour south of Atlanta)
- Schools:
 - Arts and Sciences, Business, Education, Information Technology, and Nursing & Health Sciences
- Fall 2010 enrollment – 6,232
- Student/faculty ratio – 22/1



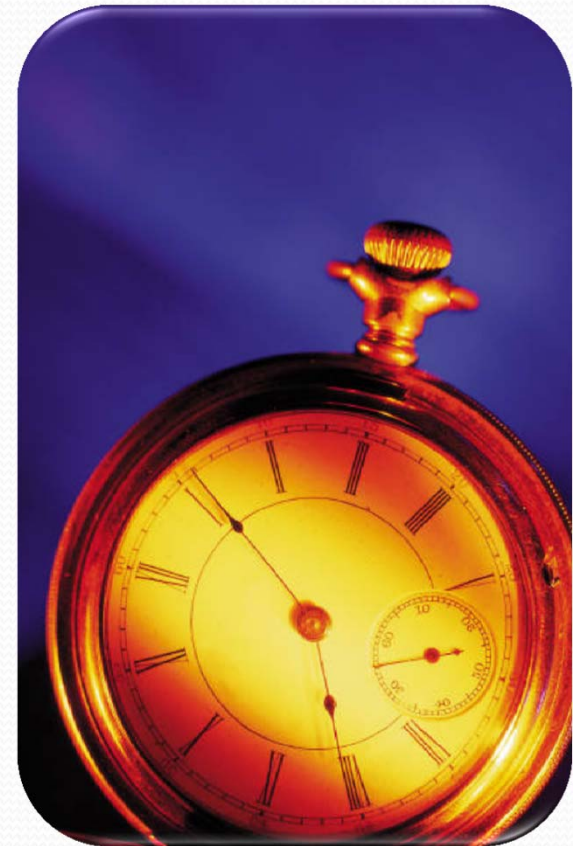
HEOA - Macon State College

- No one assumed responsibility initially
- Institutional Research & Planning took the lead on organization – NOT COMPLIANCE, itself
- Visited with the appropriate offices to determine current compliance or what was needed



HEOA - Macon State College

- Working through the challenges of the process
 - Time
 - Definitions
 - Process for ensuring accurate information
- Created a HEOA Compliance web site to display all components in one location



Valdosta State University

- Founded in 1906
- Located in South Georgia
- Schools:
 - Arts, Arts and Sciences, Business, Education, Nursing, and Graduate
- Fall 2010 enrollment – 12,898
 - Undergraduate – 10,794
 - Graduate – 2,104
- Student/faculty ratio – 22/1



HEOA - Valdosta State University

- One office organizes the process
 - Strategic Research & Analysis took first pass on assignment of information
- Similar to assessment – content experts need to verify information
 - Meet with respective VPs to review each item



HEOA - Valdosta State University

- If we don't understand the information, others won't either.
- Link to live pages to make updates easy.
 - Be sure to check links occasionally.
- Archive all active data and links at least once a year.





WAKE FOREST UNIVERSITY



- Founded in 1834
- Schools
 - Arts and Sciences, Business, Divinity, Graduate, Law, and Medicine
- Total FTE enrollment – 7,071
 - Undergraduate – 4,621
- 6 year graduation rate – 90%
- Student/faculty ratio – 11/1
- SAT/ACT optional in 2009



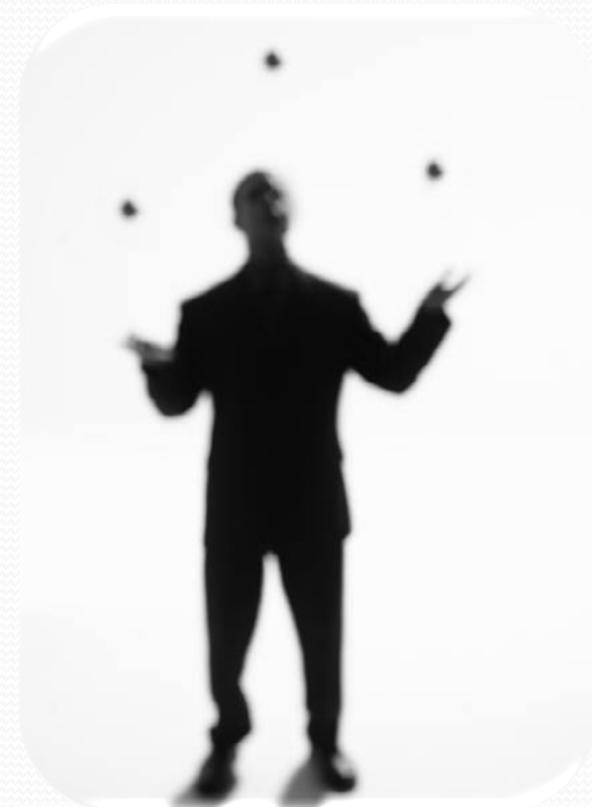
HEOA - Wake Forest University

- Financial Aid Office took lead initially
 - Largest stake holder
- Office of Compliance now coordinates all
 - Located at medical school campus
 - Meetings with responsible offices
 - Spreadsheet of activities by responsible offices and dates



HEOA - Wake Forest University

- Consumer information web site developed
 - <http://www.wfu.edu/administration/consumer-info/>
 - Challenges for updating site
 - Broken links
 - Meeting to change ownership from University Web Master to Compliance Office
 - Goal to display prominently completed web site at university home page



Wake Forest - Example of Responsibility

<p><i>Drugs and Alcohol</i></p> <ul style="list-style-type: none"> □ Gather data to be added to the next biennial drug and alcohol review <ul style="list-style-type: none"> ○ Number of drug and alcohol-related violations and fatalities on campus or as part of institutional activities ○ Number of sanctions imposed by institution as a result □ Assure that campus officials responsible for required disclosures to students are aware of new requirements including a written notice advising students of the penalties for drug violations 	<p>August 14, 2008</p>	<p>HEA Sec. 120 <u>HEOA</u> <u>Sec.</u> <u>107</u></p>	<p>Student Health Services Campus Police Human Resources Judicial Affairs</p>
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HEOA Web Sites

MSC Consumer Information Website

The screenshot displays the Institutional Research page on the Macon State College website. At the top, a navigation bar includes links for About, Academics, Admissions, Registrar, Campuses, Careers, News, Library, Student Life, and MyMSC. The page header features the Macon State College logo and the text 'Institutional Research' with a 'Quick Jump' dropdown menu. A search bar labeled 'Search MSC' is positioned on the left. Below the search bar is a vertical list of navigation links, including Macon State Home, Institutional Research & Planning Home, Accreditation, Common Dataset, Comprehensive Program Review, Current Majors/Degrees, Enrollment Data, Factbooks, HEOA Compliance, Institutional Review Board, BCSSE / NSSE, Presentations & Publications, RPG Information, SACS Information, Surveys & Questionnaires, and Useful Links. The main content area is titled 'Institutional Research' and contains a 'SHARE' button. Below this, the 'HEOA Compliance' section is highlighted, listing links for 'General Institutional Information / Profile', 'National Center for Education Statistics - College Navigator Profile', 'Georgia College 411 Profile', 'Accreditation Status', 'Reaffirmation of Accreditation', 'Program Accreditations (College Navigator)', and 'Teacher Preparation Program Report'. A prominent text box at the bottom of the page provides the website URL: **Web site: www.maconstate.edu/ir/heoa.aspx**. The footer contains a list of utility links: Home, Customer Service, Search & Index, Contact MSC, Maps & Directions, Directory, Text-Only, Legal, and Suggestions, along with the copyright notice: © Copyright 2001-08 Macon State College | 100 College Station Drive | Macon, GA 31206.

VSU Consumer Information Website

**VALDOSTA STATE UNIVERSITY**Text Only
VSU Search
Select a VSU Department

Prospective Students | Current Students | Faculty & Staff | Alumni & Friends | Parents & Visitors | Portals



MAIN MENU

- General Information
- Financial Assistance
- Health & Safety
- Student Outcomes

Location

1500 N. Patterson Street
Valdosta, GA 31698

Contact

Phone: 229-333-5800

[Home](#) > Consumer Information

CONSUMER INFORMATION

The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs disclose information from various administrative areas to students. The following information is disclosed to you as a student at Valdosta State University in compliance with federal law. Visit the [HEOA site](#) for more information.

General Institutional Information

- [Fact Book](#)
- [Common Data Set](#)
- **Institutional Profiles**
 - [National Center for Education Statistics' College Navigator Profile](#)
 - [Georgia College 411 Profile](#)
- **Institutional and Program Accreditation, Approval, or Licensure**

To obtain documents regarding accreditation, submit a request to the Custodian of Official Records in the [Provost's Office](#).

 - [Accreditation Status](#)
 - [Reaffirmation of Accreditation](#)
 - [Program Accreditations \(NCES College Navigator\)](#)
- **Academic Programs (Educational Programs, Instructional Facilities, and Faculty)**
 - [Current Degrees and majors](#)
 - [Facilities](#)
 - [Faculty and Other Instructional Personnel](#)
 - [Proposed programs](#)
- **Athletic Program Participation Rates and Financial Support Data - [Equity in Athletics Data Analysis Submission \(EADA\)](#)**
 - A paper copy of this report can be requested by contacting the Director of [Athletics](#).

Web site: www.valdosta.edu/sra/Consumer/

WFU Consumer Information Website

Wake Forest University

SITE MAP | HELP | DIRECTORIES | SEARCH

Institutional & financial assistance information for students

QuickFind ... 60

About this page ...

The facts and figures on this page have been compiled from an array of resources to give current and prospective students ample information about Wake Forest University. Some information exists in downloadable documents or on other web pages. In those cases, a link to the resource is provided. Any questions or comments regarding the content of this page may be submitted via the [feedback page](#).

Some of the contents of this page are still under construction. Please check periodically as we update our information.

Web site: www.wfu.edu/administration/consumer-info/

Institutional Information

- [Cost of attendance](#)
- [Refund policy](#) [PDF file]
- [Withdrawal Procedures](#) [PDF file]
- [Return of Title IV grants and loans](#) [PDF file]
- [Academic programs](#)
- [Wake Forest FERPA Information](#)
- [Statement of Equal Opportunity](#) [PDF file]
- [Disabled student facilities/services](#)
- [Student health and vaccination policy](#)
- [Contact persons](#)
- Study abroad statement of aid eligibility:
A student's enrollment in a program of study abroad approved for credit by Wake Forest University may be considered enrollment at Wake Forest for the purpose of applying for assistance under the Title IV Higher Education Act programs. Financial aid policies for study abroad are listed in the [policies section](#) of the need-based aid web site.
- [Accrediting associations](#)



Thank You

Questions and Comments



This PowerPoint presentation can be downloaded at
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