

The following Consumer Information Requirements checklist is excerpted from the Michigan Guaranty Agency's 2009 Spring Workshop Manual.

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Consumer Information Requirements

Each year schools participating in Title IV programs are required to disclose specific information to current and prospective students, staff members, the U.S. Department of Education and the public. Schools must directly distribute procedures for obtaining this consumer information. Schools also are responsible for determining the office or offices responsible for reviewing and updating the school's information that is provided to satisfy consumer information requirements.

The Higher Education Opportunity Act of 2008 made many changes to consumer information requirements. The following chart provides a summary of consumer information requirements and *highlights changes* as a result of the HEOA. Clarification was provided Dec. 31, 2008, in Dear Colleague Letter GEN-08-12.

Each year schools must provide to enrolled students and employees a notice about the consumer information they are entitled to receive, and the procedure for obtaining this consumer information. Schools should use the last column as a checklist to ensure proper dissemination of consumer information is made.

Requirement	HEOA Citation	HEA Citation	Regulatory Citation	Y/N
Dissemination				
<p>Annual notice listing all required consumer information and procedures for obtaining this consumer information must be provided individually to all enrolled students.</p> <p>Notice may be provided by U.S. mail, campus mail or e-mail. The notice must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide a brief summary of information required to be disclosed. <input type="checkbox"/> Include the Internet or Intranet Web address where information may be found. <input type="checkbox"/> Explain that the student is entitled to a paper copy and how a paper copy may be obtained. 		Sec. 485(a)(1)	34 CFR 668.41	
Financial Aid Information				
<p>Institutions must designate an employee to be available full time to assist current or prospective students with financial aid information. ED may waive this requirement for certain institutions.</p> <p>Information must be provided upon request to prospective and current students through appropriate publications, mailings or electronic media:</p>		Sec. 485(a)(1)	34 CFR 668.44 34 CFR 668.41(d)(1) and 668.42	
<input type="checkbox"/> Information on need-based and non-need-based federal, state, local, institutional and private financial aid programs available to students.		Sec. 485(a)(1)(A)	34 CFR 668.42(a)(2)	
<input type="checkbox"/> How financial aid is awarded and disbursed.		Sec. 485(a)(1)(B)	34 CFR 668.42(b) and (c)	
<input type="checkbox"/> The application process, including required forms, and an explanation of how those forms are to be accurately completed.		Sec. 485(a)(1)(C)	34 CFR 668.42(b) and (c)	
<input type="checkbox"/> Student eligibility requirements and criteria for remaining eligible.			34 CFR 668.42(b) and (c)	
<input type="checkbox"/> A description of the rights and responsibilities of students receiving aid, including any conditions of employment that are part of the financial aid package.		Sec. 485(a)(1)(D)	34 CFR 668.42 (c)	
<input type="checkbox"/> The school's satisfactory academic progress standards and how students may re-establish eligibility.		Sec. 485(a)(1)(K)	34 CFR 668.42 (c)(2)	
<input type="checkbox"/> Cost of attendance figures, including: <ul style="list-style-type: none"> ○ Tuition and fees for both full-time and part-time students. ○ Estimates for room, board, books, supplies and transportation. ○ Any additional costs for a specific program. 		Sec. 485(a)(1)(E)	34 CFR 668.43 (a)(1)(i)	
<input type="checkbox"/> <i>The terms and conditions of federal student loans (FFEL, Perkins and Direct).</i>	<i>Sec. 488(a) DCL p. 95</i>	<i>Sec. 485(a)(1)(M)</i>		
<input type="checkbox"/> Information about the availability of financial aid funds for study abroad students.		Sec. 485(a)(1)(N)	34 CFR 668.43(a)(9)	
<input type="checkbox"/> Information about financial aid personnel: <ul style="list-style-type: none"> ○ Staff members who are available for questions or additional information. ○ Location and contact information for financial aid staff who may be contacted. 		Sec. 485(a)(1)(H)	34 CFR 668.43(a)(6) and 668.44(a)	

Requirement	HEOA Citation	HEA Citation	Regulatory Citation	Y/N
General Information About The School				
Information must be provided upon request to prospective and current students through appropriate publications, mailings or electronic media regarding:		Sec. 485	34 CFR 668.43(a)	
Accreditation. <input type="checkbox"/> Names of associations, agencies and governmental bodies that accredit, approve or license the school and its programs. <input type="checkbox"/> Procedures by which current or prospective students may receive a copy, for review, of the school's accreditation, licensure or approval.		Sec. 485(a)(1)(J)	34 CFR 668.43(a)(6)	
Physical facilities. <input type="checkbox"/> Special facilities and services available to disabled students. <input type="checkbox"/> Instructional, laboratory and other physical plant facilities associated with academic programs.		Sec. 485(a)(1)(I) Sec. 485(a)(1)(G)	34 CFR 668.43(a)(7) 34 CFR 668.43(a)(5)	
Academic programs. <input type="checkbox"/> Degree programs and other training and education offered. <input type="checkbox"/> Availability of a General Educational Development certificate program, for schools that admit students who do not have a high school diploma or equivalent.		Sec. 485(a)(1)(G)	34 CFR 668.43(a)(5)	
Annual completion or graduation rates (and transfer-out rates, if applicable) of full-time certificate- or degree-seeking undergraduate students entering the institution. <i>The HEOA clarifies that, when calculating completion or graduation rates, schools may exclude students who:</i> <input type="checkbox"/> <i>Leave school to serve in the armed forces.</i> <input type="checkbox"/> <i>Leave on official church missions.</i> <input type="checkbox"/> <i>Serve with a recognized federal foreign aid service.</i> <i>Certain conditions allow schools to recalculate their completion or graduation rates.</i> <i>Schools also must report completion and graduation information by:</i> <input type="checkbox"/> <i>Gender.</i> <input type="checkbox"/> <i>Major racial and ethnic subgroups.</i> <input type="checkbox"/> <i>Pell Grant recipients.</i> <input type="checkbox"/> <i>Subsidized Stafford loan recipients who did not receive Pell Grants.</i> <input type="checkbox"/> <i>Students who received neither Pell Grants nor subsidized Stafford loans.</i> <i>These requirements do not apply to two-year degree-granting institutions until the 2011-2012 academic year.</i>	Sec. 488(a) DCL p. 96	Sec. 485(a)(1)(L) and (a)(3)	34 CFR 668.41(d)(3) and 668.45	
<i>A description of the types of graduate and professional education programs in which graduates of the institution's four-year degree programs enrolled. The school is encouraged to use surveys to obtain this information.</i>	Sec. 488(a) DCL p. 95	Sec. 485(a)(1)(S)		

Requirement	HEOA Citation	HEA Citation	Regulatory Citation	Y/N
Any plans by the institution to improve the academic programs.	Sec. 488(a) DCL p. 95	Sec. 485(a)(1)(G)		
Institutions must publicly disclose current credit transfer policies, including any criteria used to evaluate the transfer of credit earned at another institution and a list of institutions with which it has established an articulation agreement.	Sec. 488(g) DCL p. 99	Sec. 485(h)		
Retention rates of certificate- or degree-seeking first-time full-time undergraduate students.	Sec. 488(a) DCL p. 96	Sec. 485(a)(1)(U)		
School Personnel. <input type="checkbox"/> Listing of faculty and instructors. <input type="checkbox"/> Whom to contact about the institution in general.		Sec. 485(a)(1)(G)	34 CFR 668.43(a)(5) and 668.44	
Withdrawing from school. <input type="checkbox"/> Requirements and procedures for officially withdrawing from school. <input type="checkbox"/> Requirements for the return of federal student aid funds when students officially or unofficially withdraw from school. <input type="checkbox"/> Refund policies with which a school must comply.		Sec. 485(a)(1)(F)	34 CFR 668.43(a)(2)-(4)	
Institutional policies and sanctions on copyright infringement. <input type="checkbox"/> Annually inform students that unauthorized distribution of copyrighted material — including peer-to-peer file sharing — may result in civil and criminal liabilities. <input type="checkbox"/> Penalties for violation of federal copyright laws. <input type="checkbox"/> Institutional policies on unauthorized peer-to-peer file sharing and disciplinary actions for unauthorized distribution of copyrighted materials using the institution's information technology systems.	Sec. 488(a) DCL p. 95	Sec. 485(a)(1)(P)		
Diversity of the student body to include the percentage of enrolled, full-time students who are: <input type="checkbox"/> Male or female. <input type="checkbox"/> Pell Grant recipients. <input type="checkbox"/> Self-identified members of major racial or ethnic subgroups.	Sec. 488(a) DCL p. 95	Sec. 485(a)(1)(Q)		
Employment placement information, including the types of employment obtained by graduates of the institution's degree or certificate programs. ED suggests that schools use alumni or other surveys available to obtain this information.	Sec. 488(a) DCL p. 95	Sec. 485(a)(1)(R)		
Institutional policies regarding vaccinations.	Sec. 488(a) DCL p. 96	Sec. 485(a)(1)(V)		

Requirement	HEOA Citation	HEA Citation	Regulatory Citation	Y/N
<p><i>Each school that has on-campus housing must publish and make available to ED and the campus community an annual fire safety report that includes disclosures of fire safety standards and measures and additional policies and procedures, including incident statistics.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Number and cause of fires.</i> <input type="checkbox"/> <i>Number of fire-related injuries and deaths.</i> <input type="checkbox"/> <i>Value of property damaged by fire.</i> <input type="checkbox"/> <i>Description of each on-campus student housing facility fire safety system.</i> <input type="checkbox"/> <i>Number of regular mandatory fire drills.</i> <input type="checkbox"/> <i>Fire safety education and training provided to students, faculty and staff that includes policies on portable electrical appliances, smoking, open flames and evacuation procedures.</i> <input type="checkbox"/> <i>Plans for future fire safety improvements, if required.</i> 	<p><i>Sec. 488(g) DCL pp. 96 and 99</i></p>	<p><i>Sec. 485(i)</i></p>		
<p><i>Institutions with on-campus housing must establish a missing student notification policy for students who live in on-campus housing and procedures for official notification of appropriate individuals.</i></p>	<p><i>Sec. 488(g) DCL p. 100-101</i></p>	<p><i>Sec. 485(j)</i></p>		
Entrance Counseling				
<p><i>Borrowers must acknowledge receipt of the information. ED encourages interactive programs that test the borrower's understanding of the terms and conditions of student loans.</i></p> <p>The following information must be provided to first-time borrowers <i>at or prior to disbursement of a federal student loan in simple and understandable terms and may be provided in-person, in writing or online:</i></p>	<p><i>Sec. 488(g) DCL p. 102</i></p>	<p><i>Sec. 485(I)(1)(B)</i></p> <p><i>Sec. 485(I)(1)(A)</i></p>	<p>34 CFR 682.604(f)(1)</p>	
<p><input type="checkbox"/> Use of the Master Promissory Note and review borrower's rights and responsibilities.</p>		<p><i>Sec. 485(I)(2)(B)</i></p>	<p>34 CFR 682.604(f)(1)(i)</p>	
<p><input type="checkbox"/> The seriousness and importance of the repayment obligation.</p>			<p>34 CFR 682.604(f)(1)(ii)</p>	
<p><input type="checkbox"/> <i>The effect of accepting the loan on the eligibility of the borrower for other types of student financial aid.</i></p>	<p><i>Sec. 488(g) DCL p. 102</i></p>	<p><i>Sec. 485(I)(2)(A)</i></p>		
<p><input type="checkbox"/> <i>Information about how interest accrues and is capitalized during periods when the interest is not paid by either the borrower or ED.</i></p>	<p><i>Sec. 488(g) DCL p. 102</i></p>	<p><i>Sec. 485(I)(2)(C)</i></p>		
<p><input type="checkbox"/> <i>The option of the borrower to pay the interest on unsubsidized Stafford loans and PLUS loans while the borrower is in school.</i></p>	<p><i>Sec. 488(g) DCL p. 102</i></p>	<p><i>Sec. 485(I)(2)(D)</i></p>		
<p><input type="checkbox"/> <i>The definition of half-time enrollment at the institution, during regular terms and summer school, and the consequences of not maintaining half-time enrollment.</i></p>	<p><i>Sec. 488(g) DCL p. 102</i></p>	<p><i>Sec. 485(I)(2)(E)</i></p>		
<p><input type="checkbox"/> <i>An explanation of the importance of contacting the appropriate school offices if the borrower withdraws prior to completing the program of study, so that the school can provide exit counseling.</i></p>	<p><i>Sec. 488(g) DCL p. 102</i></p>	<p><i>Sec. 485(I)(2)(F)</i></p>		

Requirement	HEOA Citation	HEA Citation	Regulatory Citation	Y/N
<input type="checkbox"/> Sample monthly repayment amounts based on a range of debt levels or the average cumulative debt of borrowers in the same program at the school.		Sec. 485(l)(2)(G)	34 CFR 682.604(f)(1)(v)	
<input type="checkbox"/> The obligation of the borrower to repay the full amount of the loan even if the borrower: <ul style="list-style-type: none"> <input type="radio"/> Does not complete the academic program. <input type="radio"/> Does not complete the program within the regular time for completion. <input type="radio"/> Is unable to obtain employment. <input type="radio"/> Is dissatisfied with the education or services of the institution. 		Sec. 485(l)(2)(H)	34 CFR 682.604(f)(1)(iv)	
<input type="checkbox"/> The consequences of default, including: <ul style="list-style-type: none"> <input type="radio"/> Adverse credit reports. <input type="radio"/> Federal delinquent debt collection procedures. <input type="radio"/> Litigation. <input type="radio"/> Federal offset. 		Sec. 485(l)(2)(I)	34 CFR 682.604(f)(1)(iii)	
<input type="checkbox"/> Information about the availability of the National Student Loan Data System and how borrowers can use the system to obtain information about the status of their loans.		Sec. 485(l)(2)(J)		
<input type="checkbox"/> The name and contact information for the individual the borrower may contact with questions about the borrower's rights and responsibilities or the terms and conditions of the loan.		Sec. 485(l)(2)(K)		
<input type="checkbox"/> Schools must provide additional information for Grad PLUS borrowers during entrance counseling, including the comparison of the: <ul style="list-style-type: none"> <input type="radio"/> Maximum interest rates for Stafford and Grad PLUS loans. <input type="radio"/> Periods when interest accrues on Stafford loans versus when it accrues on Grad PLUS loans. <input type="radio"/> The point at which Stafford loans enter repayment versus when Grad PLUS loans enter repayment. 			34 CFR 682.603(d)(1)	
<input type="checkbox"/> If borrowers have not received the maximum Stafford loan eligibility, schools must advise of amount borrowers may receive before certifying a Grad PLUS loan.			34 CFR 682.603(d)(2)	
Exit Counseling Requirements				
Exit counseling must be provided to borrowers of federal student loans prior to the completion of the borrower's course of study or at the time of departure from the institution. Counseling may be conducted in person or by electronic means and include information regarding:		Sec. 485(b)		
<input type="checkbox"/> Use of the Master Promissory Note and a review of borrower's rights and responsibilities.			34 CFR 682.604(g)(2)(iv)	
<input type="checkbox"/> The seriousness and importance of the repayment obligation.			34 CFR 682.604(g)(2)(iv)	

Requirement	HEOA Citation	HEA Citation	Regulatory Citation	Y/N
<input type="checkbox"/> The consequences of defaulting on a student loan, including: <ul style="list-style-type: none"> <input type="radio"/> Adverse credit reports. <input type="radio"/> Delinquent debt collection procedures allowed under federal law. <input type="radio"/> Litigation. <input type="radio"/> Federal tax offset. 		Sec. 485(b)(1)(A)	34 CFR 682.604(g)(2)(iv)	
<input type="checkbox"/> The obligation of the borrower to repay the full amount of the loan even if the borrower: <ul style="list-style-type: none"> <input type="radio"/> Does not complete the academic program. <input type="radio"/> Does not complete the program within the regular time for completion. <input type="radio"/> Is unable to obtain employment. <input type="radio"/> Is dissatisfied with the education or services of the institution. 			34 CFR 682.604(g)(2)(iv)	
<input type="checkbox"/> Sample monthly repayment amounts based on the borrower's indebtedness or a range of debt levels or the average cumulative debt of borrowers in the same program at the school.			34 CFR 682.604(g)(2)(j)	
<input type="checkbox"/> Repayment options.		Sec. 485(b)(1)(a)(i)		
<input type="checkbox"/> Available repayment plans, including: <ul style="list-style-type: none"> <input type="radio"/> <i>Different features of each plan.</i> <input type="radio"/> <i>Sample information showing average anticipated monthly payments.</i> <input type="radio"/> <i>The difference in interest paid and total payments under each plan.</i> 	Sec. 488(b) DCL p. 97	Sec. 485(b)(1)(A)		
<input type="checkbox"/> Debt management strategies to facilitate repayment.		Sec. 485(b)(1)(A)		
<input type="checkbox"/> An explanation that the borrower has options to: <ul style="list-style-type: none"> <input type="radio"/> <i>Prepay each loan.</i> <input type="radio"/> <i>Pay each loan on a shorter schedule.</i> <input type="radio"/> <i>Change repayment plans.</i> 	Sec. 488(b) DCL p. 97	Sec. 485(b)(1)(A)		
<input type="checkbox"/> A general description of the terms and conditions of full or partial loan forgiveness or cancellation of the principal and interest.		Sec. 485(b)(1)(A)		
<input type="checkbox"/> A general description of the terms and conditions of deferment and forbearance programs that may allow the borrower to defer repayment of principal and/or interest or be granted forbearance.		Sec. 485(b)(1)(A)		
<input type="checkbox"/> How using a consolidation loan to discharge the borrower's loans may affect: <ul style="list-style-type: none"> <input type="radio"/> <i>Total interest to be paid, fees to be paid and length of repayment.</i> <input type="radio"/> <i>The underlying loan benefits, including grace periods, loan forgiveness, cancellation and deferment opportunities.</i> <input type="radio"/> <i>Options to prepay the loan or to change repayment plans.</i> <input type="checkbox"/> And a reminder that borrower benefit programs may vary among lenders.	Sec. 488(b) DCL p. 97	Sec. 485(b)(1)(A)		
<input type="checkbox"/> A general description of the types of tax benefits that may be available to borrowers.	Sec. 488(b) DCL p. 97	Sec. 485(b)(1)(A)		
<input type="checkbox"/> The Student Loan Ombudsman's office.			34 CFR 682.604(g)(2)(vii)	

Requirement	HEOA Citation	HEA Citation	Regulatory Citation	Y/N
<input type="checkbox"/> The availability of the National Student Loan Data System and how borrowers can use the system to obtain information about the status of their loans.		Sec. 485(b)(1)(A)	34 CFR 682.604(g)(2)(viii)	
<input type="checkbox"/> Institutions should attempt to provide loan counseling information in writing to students who leave without the institution's knowledge.		Sec. 485(b)(1)(B)		
Borrowers must submit the following information to the institution during the exit interview: <input type="checkbox"/> Expected permanent address after leaving school. <input type="checkbox"/> Name and address of expected employer. <input type="checkbox"/> Name and address of nearest relative. <input type="checkbox"/> Corrections to the institution's records related to borrower's name, address, Social Security number, references and driver's license number.		Sec. 485(b)(2)(A)		
Within 60 days after the exit interview, institutions are required to forward borrower information to the guaranty agencies responsible for the student's loans.		Sec. 485(b)(2)(B)		
Athletically Related Student Aid				
Schools that offer athletically related student aid must disclose completion and graduation rates of student athletes to prospective student athletes, their parents, high school guidance counselors and coaches. <i>Items that need to be disclosed by race and gender are marked.*</i>		Sec. 485(e)(2)	34 CFR 668.47 34 CFR 668.48	
* The number of students who received athletically related aid by sport: <input type="checkbox"/> Basketball. <input type="checkbox"/> Football. <input type="checkbox"/> Baseball. <input type="checkbox"/> Cross country/track. <input type="checkbox"/> All other sports combined.		Sec. 485(e)(1)(A)	34 CFR 682.48(a)(1)	
* The number of students who attend the institution.		Sec. 485(e)(1)(B)		
* The completion or graduation rate for students at the institution who received athletically related aid by sport: <input type="checkbox"/> Basketball. <input type="checkbox"/> Football. <input type="checkbox"/> Baseball. <input type="checkbox"/> Cross country/track. <input type="checkbox"/> All other sports combined.		Sec. 485(e)(1)(C)	34 CFR 682.48(a)(1)	
* The completion or graduation rate for all students at the institution.		Sec. 485(e)(1)(D)		
* The average completion or graduation rate for the four most recent graduating classes of students who received athletically related aid by sport: <input type="checkbox"/> Basketball. <input type="checkbox"/> Football. <input type="checkbox"/> Baseball. <input type="checkbox"/> Cross country/track. <input type="checkbox"/> All other sports combined.		Sec. 485(e)(1)(E)	34 CFR 682.48(a)(1)	

Requirement	HEOA Citation	HEA Citation	Regulatory Citation	Y/N
* The average completion or graduation rate for the four most recent graduating classes of all students at the institution.		Sec. 485(e)(1)(F)		
The HEOA clarifies that, when calculating completion or graduation rates, schools may exclude students who: <input type="checkbox"/> Leave school to serve in the armed forces. <input type="checkbox"/> Leave on official church missions. <input type="checkbox"/> Serve with a recognized federal foreign aid service. Certain conditions allow schools to recalculate their rates.	Sec. 488(d) DCL p. 98	Sec. 485(e)(3)(A)		
Equity in Athletics Act Report				
All coeducational institutions that have intercollegiate athletic programs must prepare an annual report with information regarding the intercollegiate athletic programs. The school's reporting year is any consecutive 12-month period. The report must include:		Sec. 485(g)(1)		
<input type="checkbox"/> The number of male and female full-time undergraduate students who attend the institution.		Sec. 485(g)(1)(A)		
<input type="checkbox"/> The listing for each varsity team that competed in intercollegiate competition. <ul style="list-style-type: none"> ○ Total number of participants by team as of the first scheduled contest for that team. ○ Total operating expenses for each team. ○ Whether the head coach is male or female and whether the coach is a full- or part-time coach. ○ Number of assistant coaches by gender and whether they are full- or part-time coaches. 		Sec. 485(g)(1)(B)		
<input type="checkbox"/> The total amount spent on athletically related student aid, including waivers and educational expenses, separately for men's and women's teams.		Sec. 485(g)(1)(C)		
<input type="checkbox"/> The ratio of athletically related student aid awarded by gender.		Sec. 485(g)(1)(D)		
<input type="checkbox"/> Total recruiting expenses for all men's teams compared to recruiting expenses for all women's teams.		Sec. 485(g)(1)(E)		
<input type="checkbox"/> The annual revenue received by the school from all men's teams and from all women's teams. This also can be reported on a 'per team' basis.		Sec. 485(g)(1)(F) Sec. 485(g)(1)(I)		
<input type="checkbox"/> Average annual salaries for head coaches and assistant coaches for all men's teams and all women's teams.		Sec. 485(g)(1)(G) Sec. 485(g)(1)(H)		
<input type="checkbox"/> Total expenses attributable to specified required sports.		Sec. 485(g)(1)(J)		

Requirement	HEOA Citation	HEA Citation	Regulatory Citation	Y/N
Campus Security Policy and Campus Crime Statistics				
<p>All institutions, except eligible foreign schools, must prepare, publish and distribute an annual security report.</p> <p>This report must be provided to current students and employees through publications, mailings or electronic media sent directly to individuals annually, by Oct. 1 of each year. If the institution chooses to post the annual security report to a Web site, it must send each individual a notice providing a brief summary of the required information and the Internet or Intranet site where information may be found.</p> <p>Prospective students and prospective employees who request the annual security report must be provided the same summary and access. The school also must submit this information to ED.</p> <p>The report must include:</p>		Sec. 485(f)(1)	34 CFR 668.46	
School policies and procedures for reporting crimes and other emergencies on campus and steps the school takes to respond to these reports.		Sec. 485(f)(1)(A)		
Policies concerning security, access to and maintenance of school facilities, including campus housing.		Sec. 485(f)(1)(B)		
<p><i>Policies regarding campus law enforcement, including:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Law enforcement authority of campus security personnel.</i> <input type="checkbox"/> <i>Working relationship between campus security personnel and state and local law enforcement agencies, including agreements with those agencies regarding the investigation of alleged criminal offenses.</i> <input type="checkbox"/> <i>Policies that encourage accurate and prompt reporting of all crimes to the campus police and other law enforcement agencies.</i> 	Sec. 488(c) DCL p. 98	Sec. 485(f)(1)(C)		
<p>Description of the type and frequency of programs designed to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inform students and employees of campus security procedures and practices. <input type="checkbox"/> Encourage students and employees to be responsible for their own security and the security of others. <input type="checkbox"/> Inform students and employees about crime prevention. 		Sec. 485(f)(1)(D)-(E)		

Requirement	HEOA Citation	HEA Citation	Regulatory Citation	Y/N
<p>Statistics of occurrences on campus or in non-campus buildings or property and on public property during the most recent calendar year, and during the two preceding calendar years involving the following crimes reported to campus security or other local police agencies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Murder. <input type="checkbox"/> Sex offenses, forcible or nonforcible. <input type="checkbox"/> Robbery. <input type="checkbox"/> Aggravated assault. <input type="checkbox"/> Burglary. <input type="checkbox"/> Motor vehicle theft. <input type="checkbox"/> Manslaughter. <input type="checkbox"/> Arson. <input type="checkbox"/> Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession. 		Sec. 485(f)(1)(F)		
<p>Hate crime reporting expanded to include above crimes and:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Larceny. <input type="checkbox"/> Simple assault. <input type="checkbox"/> Intimidation. <input type="checkbox"/> Destruction, damage or vandalism of property. <p>In addition to other crimes involving bodily injury reported to local police or campus-security authority showing evidence of prejudice based on:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Race. <input type="checkbox"/> Gender. <input type="checkbox"/> Religion. <input type="checkbox"/> Sexual orientation. <input type="checkbox"/> Ethnicity. <input type="checkbox"/> Disability. 	Sec. 488(c) DCL p. 98	Sec. 485(f)(1)(F)		
<p>Policy concerning the monitoring and reporting to local law enforcement of any criminal activity at off-campus student organizations recognized by the institution, including those with off-campus housing facilities.</p>		Sec. 485(f)(1)(G)		
<p>Policies regarding:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The possession, use and sale of alcoholic beverages or illegal drugs. <input type="checkbox"/> Enforcement of state underage drinking laws and federal and state drug laws. <input type="checkbox"/> Description of any alcohol or drug abuse education programs. 		Sec. 485(f)(1)(H)		
<p>Procedures for students and employees to obtain information regarding registered sex offenders.</p>		Sec. 485(f)(1)(I)		
<p>Campus policies regarding immediate emergency response, notification and evacuation procedures, including the use of electronic or cellular communication.</p>	Sec. 488(c) DCL p. 98	Sec. 485(f)(1)(J)		
<p>Institutions will make timely reports of crimes considered a threat to students and employees that are reported to campus security or local law enforcement agencies.</p>		Sec. 485(f)(3)		

Requirement	HEOA Citation	HEA Citation	Regulatory Citation	Y/N
<p>Institutions shall develop and distribute a statement of policy regarding sex offenses that includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sexual assault programs aimed at prevention of sex offenses. <input type="checkbox"/> Procedures followed after a sex offense has occurred. <input type="checkbox"/> Education programs that promote awareness of rape, acquaintance rape and other sex offenses. <input type="checkbox"/> Sanctions to be imposed after on-campus disciplinary procedure concerning rape or other sex offenses. <input type="checkbox"/> Procedures students are to follow when a sex offense occurs, such as who should be contacted and the importance of preserving evidence. <input type="checkbox"/> Procedures for on-campus disciplinary action. <input type="checkbox"/> Information to students explaining availability of counseling, mental health or other services for victims of sexual assault. <input type="checkbox"/> Information to students regarding their option to change academic and living situations after a sexual assault, if such changes are available. 		Sec. 485(f)(8)(A)		
Drug and Alcohol Abuse Prevention				
<p>Schools participating in Title IV federal student aid programs are required to provide information to students, faculty and staff about preventing drug and alcohol abuse. Information must be distributed to each student and employee annually.</p> <p>Schools that administer campus-based funds also must have a drug-free awareness program for employees that includes information about any action the school may take against staff who violate drug and alcohol abuse policies.</p>		<p>Drug-Free Schools and Communities Act: Public Law 101-226</p> <p>Drug-Free Workplace Act of 1988: Public Law 101-690</p>	34 CFR 668.14(c)	
<p>Disclosure requirements and information materials for students and employees must include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Drug and alcohol abuse prevention information. <input type="checkbox"/> Minimum standards prohibiting the unlawful use, possession and distribution of alcohol and drugs on school property and during school activities. <input type="checkbox"/> Potential local, state, federal and institutional penalties for individuals who violate the minimum standards outlined above. <input type="checkbox"/> Drug and alcohol counseling, treatment and rehabilitation programs available to students and staff. <input type="checkbox"/> Health risks of drug and alcohol abuse. 		Sec. 120		

Requirement	HEOA Citation	HEA Citation	Regulatory Citation	Y/N
<p><i>Schools now must report as part of their biennial review of the effectiveness of their drug and alcohol abuse prevention programs the:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Number of on-campus drug and alcohol-related violations and fatalities (reported to campus officials) that occur on campus or as part of any institutional activity.</i> <input type="checkbox"/> <i>Number and type of sanctions imposed by the institution resulting from drug or alcohol-related violations and fatalities.</i> 	<p><i>Sec. 107 DCL p. 24</i></p>	<p><i>Sec. 120</i></p>		
<p><i>Institutions must provide each student, upon enrollment, a separate, clear and conspicuous written notice advising of the penalties associated with drug-related offenses.</i></p>	<p><i>Sec. 488(g) DCL p. 101</i></p>			
<p><i>Schools are required to notify students in writing if they lose eligibility for federal financial aid due to violating drug policies, and include information about how the students can restore their federal aid eligibility.</i></p>	<p><i>Sec. 488(g) DCL p. 101-102</i></p>	<p><i>Sec. 485(k)</i></p>		
Disclosure of Reimbursement for Service on Advisory Boards				
<p><i>Institutions must report to ED on an annual basis any reasonable expenses paid or provided to financial aid office employees, or other school personnel who have responsibilities for student loans or financial aid.</i></p>	<p><i>Sec. 1011 DCL p. 103</i></p>	<p><i>Sec. 485(m)</i></p>		