

**Online Location of Williston State College (WSC) (OPEID: 00300700) Consumer Information / Documents  
Program Review: August 8-12, 2016, Award Years: 2014-2015 & 2015-2016**

**Instructions:** Indicate if the item is available electronically (URL) and/or hardcopy. If it is available electronically, provide the URL. If it is available hardcopy, include title and page number. (Indicate the specific page numbers that the item is located on.) Indicate N/A if the item is not required or available and the reason (e.g. no campus housing). Return this form via e-mail to Derita.hall@ed.gov, return any documents available only in hardcopy via mail to the address in the announcement letter.

<b>POLICIES AND PROCEDURES</b>			
<b>Document</b>	<b>Online</b> Indicate with X	<b>Hardcopy</b> Indicate with X	<b>LOCATION</b> Online (include URL and page number) If hardcopy, include title and page number
<b>Admission/Readmission,</b> institution and academic programs			
<b>Satisfactory Academic Progress</b>  (e.g. Undergraduate / Graduate / program specific, appeal process, academic plan, the treatment of Withdrawals or Incompletes)			
<b>Recruiter Compensation/incentive programs</b>			
<b>Attendance</b>			

<b>POLICIES AND PROCEDURES</b>			
<b>Document</b>	<b>Online</b> Indicate with X	<b>Hardcopy</b> Indicate with X	<b>LOCATION</b> Online (include URL and page number) If hardcopy, include title and page number
(e.g. administrative withdrawals, tardiness)			
<b>Withdrawals</b> , official and unofficial, drop/add policy			
<b>Leave of Absence</b>			
<b>Return of Title IV funds</b>			
<b>Verification</b>			
<b>Awarding of Title IV funds</b> (e.g. COA calculation, campus based policy, packaging)			
<b>Academic Year Definition</b>			
<b>Campus Based Programs</b> (FWS community service, FSEOG selection)			
<b>Credit Balance</b>			
<b>Professional Judgment</b>			
<b>Dependency Overrides</b>			
<b>Course Repeats</b>			
<b>Clock hour programs: clock to credit hour calculation</b>			

<b>Publications</b>			
<b>Document</b>	<b>Online</b> Indicate with X	<b>Hardcopy</b> Indicate with X	<b>LOCATION</b> Online (include URL and page number) If hardcopy, include title and page number
<b>Catalogs</b> (e.g. Undergraduate, Graduate, program specific)  Include information on academic calendar, program starts, use of modules			
<b>Brochures</b> <i>Provide at least 2 samples</i>			

<b>Consumer Information / Disclosures</b>			
<b>Financial Assistance Information</b>			
<b>Document</b>	<b>Online</b> Indicate with X	<b>Hardcopy</b> Indicate with X	<b>LOCATION</b> Online (include URL and page number) If hardcopy, include title and page number
A description of all the Federal, State, local, private and institutional student financial assistance programs (need based and non-need based) available to students who enroll at the institution. [34 C.F.R. § 668.42(a)]			
Terms and conditions of the Title IV, HEA loans students receive [34 C.F.R. § 668.42(a)(4)], including information published by the Department [HEOA Sec. 488(c) amended HEA Sec. 485(d)]			
For each program, information must include [34 C.F.R. § 668.42(b)]: <ul style="list-style-type: none"> <li>• Procedures and forms students use to apply for admission or for financial aid</li> <li>• Student eligibility requirements</li> <li>• Criteria for selecting recipients from the group of eligible applicants</li> <li>• Criteria for determining amount of student's award</li> </ul>			

**Consumer Information / Disclosures**

**Financial Assistance Information**

<b>Document</b>	<b>Online</b> Indicate with X	<b>Hardcopy</b> Indicate with X	<b>LOCATION</b> Online (include URL and page number) If hardcopy, include title and page number
Rights and responsibilities of students receiving financial assistance, to include [34 C.F.R. § 668.42(c) except where indicated]			
Contacts for information on financial assistance and institutional issues [34 C.F.R. §§ 668.43(a)(8), 668.44]			
Information disclosed to students or parents of students who enter into an agreement regarding a Title IV, HEA loan that the loan will be submitted to NSLDS and accessible by authorized agencies, lenders, and institutions [HEOA 489 amended HEA Sec. 485B]			

<b>Consumer Information / Disclosures</b>			
<b>Institutional Information</b>			
<b>Document</b>	<b>Online</b> Indicate with X	<b>Hardcopy</b> Indicate with X	<b>LOCATION</b> Online (include URL and page number) If hardcopy, include title and page number
Availability of a GED program, if the school admits students who do not have a high school diploma or equivalent [34 C.F.R. § 668.14(b)(13)]			
Cost of attendance (including estimates of tuition/fees, books and supplies, room and board, transportation costs (such as commuting) if applicable, and any additional costs associated with a program in which the student is enrolled or expressed an interest [C.F.R. § 668.43(a)(1)]			
Refund policy with which the institution is required to comply for return of unearned tuition and fees or other refundable portions of costs paid to the institution [C.F.R. § 668.43(a)(2)]			
Requirements and procedures for officially withdrawing [C.F.R. § 668.43(a)(3)]			

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<b>Institutional Information</b>			
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Summary of requirements related to return of Title IV funds (grant and loan aid) [C.F.R. § 668.43(a)(4)]			
Academic program information (current degree programs; instructional, lab, or other physical facilities which relate to the program(s); faculty & instructional personnel; and any plans for improving academic programs, if such a plan exists [34 C.F.R. § 668.43(a)(5)]  Include information regarding required internships and externships			
Names of associations, agencies, and/or governmental bodies that accredit, approve, or license the institution and its programs; and procedures for obtaining or reviewing documents describing accreditation, approval, or licensing [C.F.R. § 668.43(a)(6)]			

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Services and facilities available to students with disabilities, including students with intellectual disabilities [C.F.R. § 668.43(a)(7)]			
Statement that a student's enrollment in a program of study abroad approved for credit by the home institution may be considered enrollment at the home institution for the purpose of applying for assistance under Title IV [34 C.F.R. § 668.43(a)(9)]			
<b>Net Price Calculator</b> [HEOA Sec. 111 amended HEA Title 1, Part C: added HEA Sec. 132(a), Sec. 132(h) (20 U.S.C. 1015a(a), 20 U.S.C. 1015a(h))]			
<b>Transfer of Credits policies</b> including established criteria on transfer of credit earned at another institution, and a list of institution articulation agreements [34 C.F.R. § 668.43(a)(11)]			
<b>Copyright Information</b> Policies and sanctions [34 C.F.R. § 668.43(a)(10)]			



<b>Consumer Information / Disclosures</b>			
<b>Institutional Information</b>			
<b>Document</b>	<b>Online</b> Indicate with X	<b>Hardcopy</b> Indicate with X	<b>LOCATION</b> Online (include URL and page number) If hardcopy, include title and page number
<b>College Bookstore – ISBN</b> The International Standard Book Number (ISBN) and retail price information of required and recommended textbooks and supplemental materials [HEOA Sec. 112 amended HEA Title I, Part C: added HEA Sec. 133(d) (20 U.S.C. 1015b)]			
<b>Textbook Information</b>			
<b>Voter Registration Form Availability</b> [HEOA Sec. 493(a)(1) amended HEA Sec. 487(a)(23) (20 U.S.C. 1094(a)(23)): added HEA Sec. 487(a)(23)(D)]			
<b>Constitution Day</b> [Division J of Pub. L. 108-447, the "Consolidated Appropriations Act, 2005," Dec. 8, 2004; 118 Stat. 2809, 3344-45 (Section 111)]			

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<b>Institutional Information</b>			
<b>Document</b>	<b>Online</b> Indicate with X	<b>Hardcopy</b> Indicate with X	<b>LOCATION</b> Online (include URL and page number) If hardcopy, include title and page number
<p><b>Written Arrangements</b> Disclosures to prospective and enrolled students regarding blanket written arrangements on a programmatic basis and not for individual arrangements initiated by students. A description of the written arrangement that the institution has entered, including but not limited to:</p> <ul style="list-style-type: none"> <li>• The portion of the educational program provided by the non-degree/certificate granting school</li> <li>• Name and location of the non-degree/certificate granting school</li> <li>• Method of delivery of the portion of the program not being offered by the degree or certificate granting school</li> <li>• Estimated additional costs the student may incur</li> </ul> <p>[34 C.F.R. § 668.43(a)(12)]</p>			

<b>Consumer Information / Disclosures</b>			
<b>Institutional Information</b>			
<b>Document</b>	<b>Online</b> Indicate with X	<b>Hardcopy</b> Indicate with X	<b>LOCATION</b> Online (include URL and page number) If hardcopy, include title and page number
<b>Student Body Diversity</b> Information on diversity of the student body, including percentage of enrolled, full-time students who are male, female, self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients [HEOA Sec. 488(a)(1)(E) amended HEA Sec. 485(a)(1)]			
<b>Verification</b> To students selected for verification, a written statement explaining: <ul style="list-style-type: none"> <li>• documents required for verification</li> <li>• student's responsibilities (correction procedures, deadlines, consequences of missing deadlines)</li> <li>• notification (how school will notify student of award changes based on verification and the timeframe for the notification)</li> </ul> [34 C.F.R. § 668.53]			

<b>Consumer Information / Disclosures</b>			
<b>Health and Safety</b>			
<b>Document</b>	<b>Online</b> Indicate with X	<b>Hardcopy</b> Indicate with X	<b>LOCATION</b> Online (include URL and page number) If hardcopy, include title and page number
<b>Vaccination Policy</b> [HEA Sec. 485(a)(1)(V)]			
<b>Drug and Alcohol Abuse Prevention Program</b> <ul style="list-style-type: none"> <li>• Penalties associated with drug related offenses</li> <li>• Links to 2 most recent program disclosures / distribution</li> <li>• biennial review</li> </ul> [HEA Sec. 120, 34 C.F.R. Part 86]			
<b>Clery (Campus Security Act) – Two most recent Annual Security Reports</b>			
<b>Crime Statistics</b>			
<b>Timely Warning and Emergency Notification</b>			
<b>Daily Crime Log</b>			
<b>Emergency Response/Evacuation</b>			
<b>Missing Person Notification</b>			
<b>Fire Safety Reports on Student Housing (two most recent)</b>			

<b>Consumer Information / Disclosures</b>			
<b>Institutional Outcomes</b>			
<b>Document</b>	<b>Online</b> Indicate with X	<b>Hardcopy</b> Indicate with X	<b>LOCATION</b> Online (include URL and page number) If hardcopy, include title and page number
<b>Student Right-To-Know Act</b>			
<b>Completion/graduation rates (for short term programs and if required by accrediting agency or State)</b>			
<b>Completion/graduation rates for student athletes</b>			
<b>Equity in Athletics Disclosure Act</b>			

<b>Consumer Information / Disclosures</b>			
<b>Other</b>			
<b>Document</b>	<b>Online</b> Indicate with X	<b>Hardcopy</b> Indicate with X	<b>LOCATION</b> Online (include URL and page number) If hardcopy, include title and page number
<b>Method of Disclosure</b> Annual notice to enrolled students of the availability of information required to be disclosed that lists and briefly describes the disclosures and how to obtain the information.			
<b>FERPA Information</b> [34 C.F.R. Part 99, § 668.41(c)]			
<b>Health and Safety Exemption Requirement</b>			

<b>Consumer Information / Disclosures</b>			
<b>Other</b>			
<b>Document</b>	<b>Online</b> Indicate with X	<b>Hardcopy</b> Indicate with X	<b>LOCATION</b> Online (include URL and page number) If hardcopy, include title and page number
<b>Establishing and Maintaining an Information Security Program</b>			
<b>Misrepresentation</b>			
<b>College Navigator Website</b> Does it include a direct link to the institution's web site that provides in an easily accessible manner: <ul style="list-style-type: none"> <li>• student activities offered by the institution</li> <li>• services offered by the institution for individuals with disabilities (including intellectual disabilities)</li> <li>• career and placement services offered to students during and after enrollment, and</li> <li>• institutional policies related to transfer of credit from other institutions</li> </ul>			
<b>Teacher Preparation Program Report</b>			
<b>Availability of Employee for Dissemination Purposes</b>			

Consumer Information / Disclosures			
Other			
Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
<b>Gainful Employment</b> Disclosures related to programs preparing students for gainful employment [34 C.F.R. § 668.6(b)]. <b>Sample for a Program</b>			

Consumer Information / Disclosures			
Distance Education / Online Learning			
Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
A list of all programs that are offered at physical campus locations			
A list of all programs that includes courses that are offered via distance education, regardless of the percentage (e.g. online)			

<b>Consumer Information / Disclosures</b>			
<b>Distance Education / Online Learning</b>			
<b>Document</b>	<b>Online</b> Indicate with X	<b>Hardcopy</b> Indicate with X	<b>LOCATION</b> Online (include URL and page number) If hardcopy, include title and page number
Please provide whatever materials that explain the faculty role in regards to interaction with students in distance education courses (e.g. faculty contract, handbook, job description, policy, training materials).			
Any instructions or materials provided to students for participation in online courses			

<b>Consumer Information / Disclosures</b>			
<b>Correspondence Courses</b>			
<b>Document</b>	<b>Online</b> Indicate with X	<b>Hardcopy</b> Indicate with X	<b>LOCATION</b> Online (include URL and page number) If hardcopy, include title and page number
The percentage of correspondence courses offered in the latest complete award year			
A list of all courses offered in the latest complete award year, identifying those courses that are correspondence			



**Marketing Materials**

Indicate type of marketing materials the institution utilizes and provide an example of each type (e.g. publications, print, tv, radio, social media, Internet) (e.g. Television Ad Campaign, 9/1/12 – 12/31/12)

<b>Type</b>	<b>Online</b> Indicate with X	<b>Hardcopy</b> Indicate with X	<b>LOCATION</b> Online (include URL) If hard/soft copy, include title and attach it

**Third Party Servicers**

List of all Third Party Servicers involved in marketing, recruitment, and admissions and a description of the services they provide	
List of all Third Party Servicers involved in the administration of Title IV	