

**Online Location of Adams State University (OPEID: 001345 00) Consumer Information / Documents
Program Review: September 18-22, 2017, Award Years: 2015-2016 and 2017-2018**

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 **Anna.Mendez@ed.gov** return any documents available only in hardcopy via mail to the address in the announcement letter.

POLICIES AND PROCEDURES			
Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
Admission/Readmission, institution and academic programs	X		https://www.adams.edu/admissions/ http://catalog.adams.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=2&sid=25&menu_id=12
Satisfactory Academic Progress (e.g. Undergraduate / Graduate / program specific, appeal process, academic plan, the treatment of Withdrawals or Incompletes)	X		https://www.adams.edu/academics/satisfactory-academic-progress/media/sap_policy.pdf https://www.adams.edu/academics/satisfactory-academic-progress/index.php
Recruiter Compensation/incentive programs			N/A

Attendance (e.g. administrative withdrawals, tardiness)	X		https://www.adams.edu/finaid/attendance_reqs.php
Withdrawals , official and unofficial, drop/add policy	X		https://www.adams.edu/records/withdraw.php https://www.adams.edu/records/drops.php https://www.adams.edu/records/deadlines_withdraw_drop.php
Leave of Absence	X		https://www.adams.edu/records/va/immediatecall.php
Return of Title IV funds	X		https://www.adams.edu/finaid/finaid-withdrawal.php
Verification	X		https://www.adams.edu/finaid/verification.php
Awarding of Title IV funds (e.g. COA calculation, campus based policy, packaging)	X		https://www.adams.edu/finaid/awarding.php https://www.adams.edu/finaid/eligibility-criteria.php https://www.adams.edu/finaid/policies.php
Academic Year Definition			N/A
Campus Based Programs (FWS community service, FSEOG selection)	X		https://www.adams.edu/finaid/ses_main.php https://www.adams.edu/finaid/grants.php
Credit Balance	X		https://www.adams.edu/administration/business/creditbalance.php
Professional Judgment	X	X	Located in the Financial Aid Policies and Procedures https://www.adams.edu/finaid/asu_pj_1718.pdf
Dependency Overrides		X	Located in the Financial Aid Policies and Procedures
Course Repeats	X		https://www.adams.edu/academics/100-11-10-repeating-courses.pdf
Clock hour programs: clock to credit hour calculation			N/A

Publications			
Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
Catalogs (e.g. Undergraduate, Graduate, program specific) Include information on academic calendar, program starts, use of modules	X		http://catalog.adams.edu
Brochures <i>Provide at least 2 samples</i>		X	Satisfactory Academic Progress and Scholarship Guide included in folder.

Consumer Information / Disclosures			
Financial Assistance Information			
Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION 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)]	X		https://www.adams.edu/finaid/loans.php https://www.adams.edu/finaid/grants.php https://www.adams.edu/finaid/ses_main.php https://www.adams.edu/finaid/scholarship_info.php
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)]	X		https://www.adams.edu/finaid/loans.php https://www.adams.edu/finaid/rights-responsibilities.php

<p>For each program, information must include [34 C.F.R. § 668.42(b)]:</p> <ul style="list-style-type: none"> • Procedures and forms students use to apply for admission or for financial aid • Student eligibility requirements • Criteria for selecting recipients from the group of eligible applicants • Criteria for determining amount of student's award 	X		<p>https://www.adams.edu/finaid/index.php</p> <p>https://www.adams.edu/admissions/apply_online.php</p> <p>https://www.adams.edu/finaid/rights-responsibilities.php</p> <p>https://www.adams.edu/administration/business/tuition-information.php</p> <p>https://www.adams.edu/finaid/eligibility-criteria.php</p>
<p>Rights and responsibilities of students receiving financial assistance, to include [34 C.F.R. § 668.42(c) except where indicated]</p>	X		<p>https://www.adams.edu/finaid/rights-responsibilities.php</p> <p>https://www.adams.edu/finaid/eligibility-criteria.php</p>
<p>Contacts for information on financial assistance and institutional issues [34 C.F.R. §§ 668.43(a)(8), 668.44]</p>	X		<p>https://www.adams.edu/finaid/index.php</p>

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]	X		https://www.adams.edu/finaid/loans.php
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Consumer Information / Disclosures			
Institutional Information			
Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION 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)]	X		https://www.adams.edu/academics/100-15-02-general-educational-development-ged-students.pdf
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)]	X	X	https://www.adams.edu/administration/business/tuition-information.php Available in the Financial Aid Policies and Procedures and available on the student's Banner account
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)]	X		https://www.adams.edu/administration/business/creditbalance.p hp

<p>Requirements and procedures for officially withdrawing [C.F.R. § 668.43(a)(3)]</p>	<p>X</p>		<p>https://www.adams.edu/sa/complete-withdrawal.php</p> <p>https://www.adams.edu/records/deadlines_withdraw_drop.php</p> <p>https://www.adams.edu/records/withdraw.php</p>
<p>Summary of requirements related to return of Title IV funds (grant and loan aid) [C.F.R. § 668.43(a)(4)]</p>	<p>X</p>		<p>https://www.adams.edu/finaid/finaid-withdrawal.php</p>
<p>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)]</p> <p>Include information regarding required internships and externships</p>	<p>X</p>		<p>http://catalog.adams.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=2&sid=25&menu_id=12</p>

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)]	X		http://catalog.adams.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&dont_show_done=1&blueprint_id=123
Services and facilities available to students with disabilities, including students with intellectual disabilities [C.F.R. § 668.43(a)(7)]	X		https://www.adams.edu/ada/index.php
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)]	X		https://www.adams.edu/finaid/consortium_agreement.pdf
Net Price Calculator [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))]	X		https://www.adams.edu/finaid/costs-to-attend.php

<p>Transfer of Credits policies 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)]</p>	X		<p>https://www.adams.edu/academics/transfer/transferringcredits.php https://www.adams.edu/extended_studies/undergrad/transferring-credits.php</p>
<p>Copyright Information Policies and sanctions [34 C.F.R. § 668.43(a)(10)]</p>	X		<p>https://www.adams.edu/administration/computing/img/500-008_unauthorized_downloading_&_file_sharing_of_copyrighted_digital_materials_feb_10_approved.pdf</p>
<p>College Bookstore – ISBN 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)]</p>	X		<p>http://www.bkstr.com/adamsstatestore/home/en?cm_mmc=Redirect--VanityURL--adamsstate.bkstr.com--442406 https://www.adams.edu/cgi-bin/schedule.pl (search under Main Campus)</p>
<p>Textbook Information</p>	X		<p>http://www.bkstr.com/adamsstatestore/home/en?cm_mmc=Redirect--VanityURL--adamsstate.bkstr.com--442406 https://www.adams.edu/cgi-bin/schedule.pl (search under Main Campus)</p>
<p>Voter Registration Form Availability [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)]</p>		X	<p>Voter registration tables are set up around campus periodically during the academic year. Students can request a voter registration form at the One Stop Counter at any time.</p>

<p>Constitution Day [Division J of Pub. L. 108-447, the "Consolidated Appropriations Act, 2005," Dec. 8, 2004; 118 Stat. 2809, 3344-45 (Section 111)]</p>		X	<p>The HAPPSS department is responsible for coordinating a public education program. The Nielson Library has hard copies of the U.S. Constitution available for students.</p>
<p>Written Arrangements 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"> • The portion of the educational program provided by the non-degree/certificate granting school • Name and location of the non-degree/certificate granting school • Method of delivery of the portion of the program not being offered by the degree or certificate granting school • Estimated additional costs the student may incur <p>[34 C.F.R. § 668.43(a)(12)]</p>	X		<p>https://www.adams.edu/about/consumer-information/index.php</p> <p>http://catalog.adams.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=2&sid=25&menu_id=12</p> <p>https://www.adams.edu/administration/business/tuition-information.php</p>

<p>Student Body Diversity 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)]</p>	X		<p>https://www.adams.edu/administration/ir/student_outcomes.php https://www.adams.edu/administration/ir/factbook.php</p>
<p>Verification To students selected for verification, a written statement explaining:</p> <ul style="list-style-type: none"> • documents required for verification • student's responsibilities (correction procedures, deadlines, consequences of missing deadlines) • notification (how school will notify student of award changes based on verification and the timeframe for the notification) <p>[34 C.F.R. § 668.53]</p>	X	X	<p>https://www.adams.edu/finaid/verification.php Students are also sent a tracking letter in the mail with information concerning verification and required documentation.</p>

Consumer Information / Disclosures			
Health and Safety			
Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
Vaccination Policy [HEA Sec. 485(a)(1)(V)]	X		https://www.adams.edu/finaid/verification.php
Drug and Alcohol Abuse Prevention Program <ul style="list-style-type: none"> • Penalties associated with drug related offenses • Links to 2 most recent program disclosures / distribution • biennial review [HEA Sec. 120, 34 C.F.R. Part 86]	X		https://www.adams.edu/about/consumer-information/drug-alcohol-program.pdf https://www.adams.edu/about/consumer-information/index.php
Clery (Campus Security Act) – Two most recent Annual Security Reports	X		https://www.adams.edu/about/consumer-information/index.php https://www.adams.edu/ps/index.php
Crime Statistics	X		https://www.adams.edu/about/consumer-information/index.php https://www.adams.edu/ps/index.php
Timely Warning and Emergency Notification	X		https://www.adams.edu/about/consumer-information/index.php https://www.adams.edu/ps/index.php https://www.adams.edu/about/alerts.php
Daily Crime Log	X		https://www.adams.edu/about/consumer-information/index.php https://www.adams.edu/ps/index.php

Emergency Response/Evacuation	X		https://www.adams.edu/about/consumer-information/index.php https://www.adams.edu/ps/index.php
Missing Person Notification	X		https://www.adams.edu/about/consumer-information/index.php https://www.adams.edu/ps/index.php
Fire Safety Reports on Student Housing (two most recent)	X		https://www.adams.edu/about/consumer-information/index.php https://www.adams.edu/ps/index.php

Consumer Information / Disclosures			
Institutional Outcomes			
Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
Student Right-To-Know Act	X		https://www.adams.edu/about/consumer-information/index.php
Completion/graduation rates (for short term programs and if required by accrediting agency or State)	X		https://www.adams.edu/administration/ir/student_outcomes.php
Completion/graduation rates for student athletes	X		https://www.adams.edu/administration/ir/student_outcomes.php https://web1.ncaa.org/GSRSearch/exec/homePageDiv2
Equity in Athletics Disclosure Act	X		https://ope.ed.gov/athletics/#/institution/search https://adams.edu/about/consumer-information/eada-report.pdf

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
Method of Disclosure 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.	X		https://www.adams.edu/records/ferpa/annual_notification.php

FERPA Information [34 C.F.R. Part 99, § 668.41(c)]	X		https://www.adams.edu/records/ferpa/ferpatext.php
Health and Safety Exemption Requirement	X		https://www.adams.edu/sa/immunization-records.php https://www.adams.edu/sa/immunization-form-asu.pdf
Establishing and Maintaining an Information Security Program	X		https://www.adams.edu/administration/computing/security/
Misrepresentation			
College Navigator Website 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"> • student activities offered by the institution • services offered by the institution for individuals with disabilities (including intellectual disabilities) • career and placement services offered to students during and after enrollment, and • institutional policies related to transfer of credit from other institutions 	X		https://nces.ed.gov/collegenavigator/ https://www.adams.edu/about/consumer-information/index.php
Teacher Preparation Program Report	X		https://title2.ed.gov/titleiireport13.pdf https://www.adams.edu/about/consumer-information/index.php
Availability of Employee for Dissemination Purposes			

Gainful Employment Disclosures related to programs preparing students for gainful employment [34 C.F.R. § 668.6(b)]. Sample for a Program			N/A
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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	X		http://catalog.adams.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=2&sid=25&menu_id=12
A list of all programs that includes courses that are offered via distance education, regardless of the percentage (e.g. online)	X		http://catalog.adams.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=2&sid=25&menu_id=12
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	X		https://adams.edu/extended_studies/img/general_instructions.pdf https://adams.edu/academics/ait/faq.php https://adams.edu/academics/ait/bbstudent.php
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Consumer Information / Disclosures			
Correspondence Courses			
Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION 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	X		http://catalog.adams.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=2&sid=25&menu_id=12

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)			
Type	Online Indicate with X	Hardcopy Indicate with X	LOCATION 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	Chegg (targeted digital advertising), Stewart U360 (recruitment), Hobsons (recruitment communication), Experian Data (recruitment data management)
List of all Third Party Servicers involved in the administration of Title IV	Adams State University Testing Center, Colorado Central Collection Service, ECSI (Educational Computer Systems), National Collection Systems, Inc, William and Fudge Inc, BankMobile