

Re: Records and Documents for Program Review

We request that the following records or documents be assembled in advance of the visit so that they are available for examination by the review team at the start of the review on August 31, 2015.

1. Organizational chart of the institution that includes at a minimum, all administrators currently employed by the institution
2. A complete set of fiscal records for financial aid, including a chart of accounts, general ledgers and subsidiary ledgers, including lists of disbursements to students
3. Original canceled checks, bank statements, deposit slips, checkbook or check register and any back-up documentation for cash transactions (including cash requests and refunds/returns of federal cash) with the Department's G5 System
4. Current and complete Federal Perkins Loan journal (all due diligence related reports).
5. A complete list of all programs that include courses that are offered via distance education, regardless of the percentage (e.g. online)
6. Please provide whatever materials explain the faculty role in regards to interaction with students in distance education courses (e.g. faculty contract, handbook, job description, policy, training materials)
7. Any instructions or materials provided to students for participation in online courses (including Web links)
8. Copy of all Satisfactory Academic Progress Reports for the 2014-2015 and 2015-2016 (if applicable) award years indicating student SAP status
9. List of students, by term, who earned a 0.00 GPA for a given term (eg: grades of F, Incompletes, Withdraws) for all complete terms in the 2014-2015 and 2015-2016 (if applicable) award years
10. Fiscal Operations Report and Application to Participate, with supporting documentation (two most recently filed reports)
11. Gainful Employment reporting disclosures for all non-degree programs (if applicable)
12. List of internal/external recruiters
13. Accreditation Statement of Affiliation (or equivalent) and any additional accreditation documents that demonstrate the accreditation of the institution and describe the extent of

the accreditor's recognition of the institution (locations, academic programs, restrictions, etc.)

14. State agency documents that reflect the institution's legal authority to provide educational services and describe the extent of the State's recognition of the institution (locations, academic programs, restrictions, etc.)
15. For each award year, list of all incarcerated students enrolled, with addresses, and the total student population
16. Contracts with third parties concerning the administration of Title IV, HEA program funds or the delivery of educational services for which the institution received Title IV, HEA program funds

Note: Refer to the instructions worksheet for information regarding completion of report.

Actual disbursements to students for the award year.																						
FDIRECT																						
LAST NAME	FIRST NAME	\$PELL	\$TEACH	\$SEOG	\$FWS	\$PERKINS	\$SUB	\$UNSUB	\$FDPLUS	CURRENT ENROLLMENT STATUS	PROGRAM OF STUDY	CREDENTIAL	START DATE	SELECTED FOR VERIFICATION	TOTAL NUMBER OF HOURS ENROLLED for AY	DISTANCE EDUCATION NUMBER of HOURS ENROLLED for AY	% of ENROLLMENT DISTANCE EDUCATION	DISTANCE EDUCATION PROGRAM	WITHDRAWAL DATE	LAST DATE OF ATTENDANCE	R2T4 RETURN AMOUNT	DATE OF RETURN
7247 Sample 1	Sample	\$500				\$500				F					15	12	80%					
8907 Sample 7	Sample	\$650								F					30	20	67%					
9017 Sample 8	Sample	\$1,000								H					10	10	100%					

Instructions for Completing the Recipient Data Spreadsheet

List each student only once. (Unduplicated list)

Group	Column	Instruction	Format
	SSN	Provide all nine digits including leading zeros. Do not include dashes.	999999999
	LAST NAME	Provide name as it appears on the ISIR	
	FIRST NAME	Provide name as it appears on the ISIR	
	\$FPELL	Provide the award year disbursement amount, to the nearest penny.	\$n.nn If no disbursement amount, display \$0.00.
	\$TEACH	Provide the award year disbursement amount, to the nearest penny.	
	\$FSEOG	Provide the award year disbursement amount, to the nearest penny.	
	\$FWS	Provide the award year gross wages amount, to the nearest penny.	
	\$FPERKINS	Provide the award year disbursement amount, to the nearest penny. (\$n.nn) If no disbursement amount, display \$0.00.	
FDIRECT	\$SUB		
	\$UNSUB		
	\$FDPPLUS		
	CURRENT ENROLLMENT STATUS	Provide the enrollment status of each student as of the date this report is prepared. You may use NSLDS reporting codes* for 'Current Enrollment Status' if you prefer.	
	PROGRAM OF STUDY	Provide the name of the program in which the student is currently enrolled.	
	CREDENTIAL	Provide the type of credential the student will earn (certificate, associates, bachelors, etc.)	
	START DATE	Date student began attendance at the institution.	
	SELECTED FOR VERIFICATION	Was student selected for verification.	Y/N
DISTANCE EDUCATION	TOTAL NUMBER OF HOURS ENROLLED FOR AY	Provide the total number of credits or clock hours student is enrolled during award year:	
	TOTAL NUMBER OF HOURS ENROLLED DISTANCE ED FOR AY	Provide the number of credits or clock hours student is enrolled in distance education during award year:	
	PERCENT OF ENROLLMENT DISTANCE EDUCATION	What percentage of the student's credit or clock hour enrollment during the award year was delivered via distance education?	Calculated
	ENROLLED DISTANCE EDUCATION PROGRAM	Indicate with a Y if the student is/was enrolled in a distance education program (distance education programs are those where more than 50% of the courses in the program are offered via distance education) during the award year.	
WITHDRAWN STUDENT INFORMATION	WITHDRAWAL DATE	Provide withdrawal date only for a student who withdrew:	mm/dd/yyyy
	LAST DATE OF ATTENDANCE	Provide last date of attendance only for a student who withdrew.	mm/dd/yyyy
	R2T4 RETURN AMOUNT	Provide the total amount that was returned to the Title IV programs under R2T4.	
	DATE OF RETURN	Provide the date the return transactions occurred.	

A - approved leave of absence

D - deceased

F - full time

\*NSLDS Current Enrollment Status Codes

G - graduated  
H - half time or more, but less than full time

L - less than half time

W - withdrawn

X - never attended