

## CHAPTER 6

# Federal Compliance

***Information in this chapter has been developed using the HLC Federal Compliance Guide for 2009–10 and those sets of federal regulations related to the Higher Education Opportunity Act of 2008, as amended by the Higher Education Technical Corrections Law of 2009, that have been released as either proposed or final. Updates to this chapter, and to the university’s compliance strategies, will be made as additional final regulations are released.***

## Introduction

Indiana University–Purdue University Fort Wayne is committed to operating in compliance with federal laws and regulations, as well as with state laws and regulations. The university monitors both federal and state legislative and administrative actions and develops implementation plans accordingly. The university has important sources of support in these efforts, including notices from various professional associations, the HLC, higher education publications, and related offices in the IU and Purdue systems.

The information presented in this section of the self-study report is divided into three broad areas: disclosure, reporting, and compliance. Disclosure requirements describe information that the university must make available to current and prospective students, or to others, and which is generally treated as making the information public. Reporting requirements describe information that must be provided to the U.S. Department of Education or other agencies. There is sometimes overlap between disclosure and reporting requirements. Compliance requirements define policies and practices that the university is required to establish and sometimes define specific expectations for these policies and practices. In turn, the university is frequently required to provide assurances that its policies and practices comply with the applicable laws and regulations.

This chapter generally does not address compliance in operations. The university’s operations are designed to be compliant with related regulations and legal obligations. Information about disclosures, reporting requirements, and compliance requirements is generally addressed at the level of the topic, without reference to the related details.

Significant amounts of information in this chapter have been developed using the guidance provided by the National Postsecondary Education Cooperative in the updated edition of the report “Information Required to be Disclosed Under the Higher Education Act of 1965: Suggestions for Dissemination” that was released in November 2009. Compliance guides from various other professional associations were also referenced, along with the related federal regulations.

***Note: Entries with a notation of DM are included in a direct mailing to students and employees in addition to the public posting of the information on a Web site.***

## Disclosure

### ***Institutional General Information***

IPFW’s process for disseminating general institutional information has been designed to satisfy federal requirements (FERPA, *Student Right to Know Act*, Title IV regulations, etc.) in providing information to current and prospective students and parents and to the public. Topics are highlighted below, and the Web site for the information is also shown.

### ***Designated Representatives for Providing Information DM***

IPFW has designated the Office of Financial Aid and Scholarships as the office that students should contact for more information about financial aid programs. This designation is included in the annual notice and also publicly announced at

[www.ipfw.edu/registrar/consumer/](http://www.ipfw.edu/registrar/consumer/)

Similarly, the Office of the Registrar has been designated to provide general institutional information, and this disclosure is also publicly announced at

[www.ipfw.edu/registrar/consumer/](http://www.ipfw.edu/registrar/consumer/)

### ***Financial Aid Information DM***

IPFW provides information about available federal, state, and other financial aid programs through the annual notice and publicly at

<http://new.ipfw.edu/financial/aid-sources/>

The university describes the steps involved in applying for aid, accepting offers of aid, and the requirements, terms and conditions, and responsibilities related to receiving aid at <http://new.ipfw.edu/financial/basics>.

The university's public notice that students participating in study abroad programs are eligible for financial aid is published at

[www.ipfw.edu/registrar/consumer/](http://www.ipfw.edu/registrar/consumer/)

### ***Satisfactory Academic Progress***

The university has established policies for satisfactory academic progress and has made these policies publicly available at

<http://new.ipfw.edu/financial/policy/sap.html>.

### ***Financial Aid Award Information***

Information about average grant and loan awards is provided on the College Navigator Web site at

<http://nces.ed.gov/collegenavigator/?id=151102>

### ***Financial Aid Penalties for Drug Law Violations DM***

The financial aid Web site does not currently include the required notice that conviction of a drug offense during enrollment will result in loss of eligibility for federal aid and notice to any student who loses eligibility of the conditions for regaining eligibility. These items must be distributed directly to enrolled students. This information will be added to the Web site and the annual notice.

### ***Attendance Policies***

The attendance policy is an academic regulation that is published at

[www.ipfw.edu/senate/acadregs.htm#ARTICLE3\\_10](http://www.ipfw.edu/senate/acadregs.htm#ARTICLE3_10)

and is shown below:

Every student is expected to attend every meeting of the classes for which the student is enrolled. Work missed during absences may be made up with the instructor's permission. At the beginning of the academic session, each instructor shall make a clear statement to all students regarding the instructor's policy for handling absences. Any student who discontinues class attendance and does not meet course requirements shall receive a grade of F for unauthorized withdrawal.

### ***FERPA Notice DM***

IPFW's FERPA notice is included in the annual notice and is publicly available at

[www.ipfw.edu/registrar/consumer/](http://www.ipfw.edu/registrar/consumer/)

The university's policy on release of student information is also published in the *Undergraduate Bulletin* and *Graduate Bulletin* at

Undergraduate: <http://bulletin.ipfw.edu/content.php?catoid=19&navoid=487#Release>

Graduate: [http://bulletin.ipfw.edu/content.php?catoid=18&navoid=464#Rele\\_of\\_stud\\_info](http://bulletin.ipfw.edu/content.php?catoid=18&navoid=464#Rele_of_stud_info)

### ***Special Facilities and Services Available to Students with Disabilities***

The Services for Students with Disabilities office is the university's point of coordination of these services, including services for students with intellectual disabilities. Special facilities and services are described at

[www.ipfw.edu/ssd/graphics-version/services.shtml](http://www.ipfw.edu/ssd/graphics-version/services.shtml)

The public notice of facilities and services available to students with disabilities is provided at

[www.ipfw.edu/registrar/consumer/](http://www.ipfw.edu/registrar/consumer/)

### ***Student Body Diversity and Geographic Origin***

The diversity and geographic origin of the student body is reported in institutional enrollment reports at

[www.ipfw.edu/ir/statistical-reports/default.shtml](http://www.ipfw.edu/ir/statistical-reports/default.shtml)

The information is also available on the College Navigator Web site at

<http://nces.ed.gov/collegenavigator/?id=151102>

### ***Cost of Attendance***

The cost of attendance includes (i) tuition and fees, (ii) books and supplies, (iii) estimates of typical student room and board costs or typical commuting costs, and (iv) any additional cost of the program in which the student is enrolled or expresses a specific interest. Cost of attendance information is publicly available at

(undergraduate) [http://new.ipfw.edu/financial/basics/docs/1011\\_COA\\_undergrad.pdf](http://new.ipfw.edu/financial/basics/docs/1011_COA_undergrad.pdf)

(graduate) [http://new.ipfw.edu/financial/basics/docs/1011\\_COA\\_grad.pdf](http://new.ipfw.edu/financial/basics/docs/1011_COA_grad.pdf)

The only program that has a unique tuition and fee rate is the Accelerated MBA program. Costs for that program are shown at

[www.ipfw.edu/bms/mba/accelerated/finaid/fees.shtml](http://www.ipfw.edu/bms/mba/accelerated/finaid/fees.shtml)

The university has special fee rates for distance education and school-based program courses. These fee schedules are disclosed at

Distance Education: [www.ipfw.edu/dcs/credit/tuition.shtml#distance](http://www.ipfw.edu/dcs/credit/tuition.shtml#distance)

School-Based Programs: [www.ipfw.edu/cconnect/fees](http://www.ipfw.edu/cconnect/fees)

### ***Net Price Calculator***

IPFW will post a Net Price Calculator on its Web site before the November 2011 deadline.

(Forthcoming)

### ***Refund Policy***

The university's refund policy is published in the *Schedule of Classes* and the *Bulletins*. The information is also available at

<http://new.ipfw.edu/financial/payments-refunds/refund-of-fees.html>

## ***Withdrawing from the University***

The requirements for officially withdrawing from a class or from the university are described at

[www.ipfw.edu/registrar/policies/registration.shtml](http://www.ipfw.edu/registrar/policies/registration.shtml)

The impact of withdrawing from the university on a student's financial aid is described at

[www.ipfw.edu/financial/policy](http://www.ipfw.edu/financial/policy)

The impact of withdrawing from the university on students who live in Student Housing is described in materials signed at the time of leasing the housing unit.

## ***Textbook Information***

Textbook information will be a new category of disclosure for fall 2010. It includes required and recommended textbooks and supplemental materials, with ISBN number (if known), retail price, author, title, publisher, and copyright date. The information will be presented as an enhancement to the IPFW Bookstore Web site, based on textbook information provided by IPFW faculty, at

[www.bkstr.com/CategoryDisplay/10001-9604-10185-1?demoKey=d](http://www.bkstr.com/CategoryDisplay/10001-9604-10185-1?demoKey=d)

The published *Schedule of Classes* includes the Web address of the Internet schedule, which is

[https://prodoasis.ipfw.edu/pls/PROD/xhwschedule/p\\_selectsubject](https://prodoasis.ipfw.edu/pls/PROD/xhwschedule/p_selectsubject)

## ***Academic Programs***

The academic programs offered by IPFW are listed and described in the *Bulletins* at

Undergraduate: <http://bulletin.ipfw.edu/content.php?catoid=19&navoid=484>

Graduate: <http://bulletin.ipfw.edu/content.php?catoid=18&navoid=467>

Noncredit instructional programs are described at

[www.ipfw.edu/dcs/](http://www.ipfw.edu/dcs/)

The instructional, laboratory, and other physical plant facilities that relate to the academic program are described at

[www.ipfw.edu/ir/consumer/](http://www.ipfw.edu/ir/consumer/)

The university's technology resources are described

for students at [www.its.ipfw.edu/students/](http://www.its.ipfw.edu/students/)

and for faculty and staff at [www.its.ipfw.edu/facstaff/](http://www.its.ipfw.edu/facstaff/)

The faculty and other instructional personnel are listed in the *Bulletins* at

Undergraduate: <http://bulletin.ipfw.edu/content.php?catoid=19&navoid=497>

Graduate: <http://bulletin.ipfw.edu/content.php?catoid=18&navoid=469>

The university has not declared any formal plans for improving the academic program of the institution. If such formal plans are established, they will be made publicly available as required.

## ***Transfer of Credit Policies***

IPFW policies related to transfer of credit are published at

<http://webcms.ipfw.edu/admissions/transfer-credits/>

and in the *Bulletins* at

Undergraduate: [http://bulletin.ipfw.edu/content.php?catoid=19&navoid=487#Transfer\\_Credit](http://bulletin.ipfw.edu/content.php?catoid=19&navoid=487#Transfer_Credit)

Graduate: <http://bulletin.ipfw.edu/content.php?catoid=18&navoid=464#admi>

IPFW also provides information about the transfer of courses that are included in the Indiana Core Transfer Library through the CTL Web site at

[www.transferin.net/index.aspx](http://www.transferin.net/index.aspx)

Additional information about articulation agreements, consortia, contracts, and dual degree programs is available at

[www.ipfw.edu/ir/consumer/transfer.shtml](http://www.ipfw.edu/ir/consumer/transfer.shtml)

### **Accreditation Information**

The university discloses its accreditation status with the HLC through its Web page

[www.ipfw.edu/ir/accreditation/](http://www.ipfw.edu/ir/accreditation/)

and lists its professional program accreditations on this same page. This same page provides the public notice that a copy of the related documents is available for review in the Office of Institutional Research and Analysis or in the office of the academic department offering the accredited program.

The university's HLC accreditation is also cited in the *Bulletins* at

Undergraduate: <http://bulletin.ipfw.edu/content.php?catoid=19&navoid=481>

Graduate: <http://bulletin.ipfw.edu/content.php?catoid=18&navoid=461>

and in various other publications.

The Department of Theatre is a candidate for accreditation from the National Association of Schools of Theatre. The site visit has taken place, a positive Visitor's Report was received in April 2010, and the association is scheduled to consider the university's application for accreditation in March 2011.

IPFW has also earned accreditation from the Association for Assessment and Accreditation of Laboratory Animal Care for its animal care facility. Information about the association is available at

[www.aaalac.org/](http://www.aaalac.org/)

### **Copyright Infringement DM**

IPFW faculty, staff, and students are subject to the provisions of the copyright policies of Purdue University. These policies are publicly available at

[www.purdue.edu/securepurdue/copyrightpolicies.cfm](http://www.purdue.edu/securepurdue/copyrightpolicies.cfm)

Purdue University's University Copyright Office also provides extensive information about copyright through its Web site at

[www.lib.purdue.edu/uco/Resources/campus.html](http://www.lib.purdue.edu/uco/Resources/campus.html)

The Helmke Library also provides extensive information about copyrights, fair use, the TEACH Act, and related topics at

[www.lib.ipfw.edu/1070.0.html](http://www.lib.ipfw.edu/1070.0.html)

The Purdue University Web sites include all of the required disclosures, and the IPFW Web site and the *Student Handbook* will be updated to include reference to these sites.

The IPFW Code of Student Rights, Responsibilities, and Conduct describes disciplinary actions related to copyright violation. The code is published in the *Bulletins* and is publicly available at

Undergraduate: <http://bulletin.ipfw.edu/content.php?catoid=19&navoid=487#Code>

Graduate: [http://bulletin.ipfw.edu/content.php?catoid=18&navoid=464#ipfw\\_code\\_of\\_stud\\_righ\\_resp\\_and\\_cond](http://bulletin.ipfw.edu/content.php?catoid=18&navoid=464#ipfw_code_of_stud_righ_resp_and_cond)

## ***Teacher Preparation Program Report***

The university provides the required report about its teacher education programs to the Department of Education and makes this report available to the general public. The IPFW report is available at

[www.ipfw.edu/educ/assets/documents/Title2\\_report\\_2007\\_08.pdf](http://www.ipfw.edu/educ/assets/documents/Title2_report_2007_08.pdf)

The U.S. Department of Education makes state-level Title II reports available to the public at

<https://title2.ed.gov/view.asp>

## ***Drug and Alcohol Abuse Prevention Policy Review***

The university has completed its biennial review of its drug and alcohol abuse prevention policy effectiveness.

The Drug Free Schools and Community Act report includes the numbers of drug- and alcohol-related violations and fatalities, the number and types of sanctions imposed, and conclusions about the consistent enforcement of sanctions. The report is available on request to the public and to the Department of Education, and the university has made the report public through the Dean of Students Web site at

[www.ipfw.edu/dos/Reports/DFSCA%20Report%20\(2009-10\).pdf](http://www.ipfw.edu/dos/Reports/DFSCA%20Report%20(2009-10).pdf)

## ***Vaccinations Policy***

IPFW's vaccination policy is disclosed at

[www.ipfw.edu/ir/consumer/](http://www.ipfw.edu/ir/consumer/)

There are some degree programs that do have vaccination requirements, and these requirements are disclosed in departmental materials.

## ***Annual Security Report DM***

The IPFW Annual Security Report is prepared and disseminated to students and employees using procedures designed to meet federal requirements. The report is publicly available at

[www.ipfw.edu/police/reports/IPFW\\_Current\\_Annual.pdf](http://www.ipfw.edu/police/reports/IPFW_Current_Annual.pdf)

The report includes crime statistics and policy information encouraging timely reporting of all crimes to the campus police and information about crime prevention programs, Clery Act and other investigatory procedures, security awareness, personal safety, responses to active shooter situations, emergency preparedness, and the emergency notification system. The report also provides notice of the university's processes for issuing "timely warnings." It also provides drug and alcohol prevention information, as required by Public Law 101-226, and contact information for health and safety agencies and offices. The report also serves as the university's report on drug and alcohol policies. Most recently, the report has been expanded to include the required information related to fire safety and information relating to processes for reporting missing persons. The report is also available in paper form on request.

The 2010 edition of the report will include the required additional information related to emergency response and evacuation procedures, missing student notification procedures and confidential emergency contacts, testing of the emergency response and evacuation procedures and documentation of these tests, fire statistics and publicly accessible fire log, fire safety system descriptions, fire-related policies for student housing, student housing evacuation policies, and a statement of the enforcement authority of campus police, of their relationships with area police agencies, and of their agreements with area police agencies. The 2010 edition will also include the additional crime and category information required by the HEOA.

The university will make reference to the updated *Handbook for Campus Crime Reporting* in making the required amendments to its crime reports.

### ***Graduation and Retention Rates DM***

IPFW's graduation and retention rates are available on the College Navigator Web site at

<http://nces.ed.gov/collegenavigator/?id=151102>

The information is disaggregated by gender and by each major racial and ethnic group. It will be updated, as required by the HEOA, to incorporate the new requirements to provide disaggregated graduation rates by recipients of a Federal Pell Grant, by non-Pell recipients of a loan made under part B or D (other than a loan made under section 428H or a Federal Direct Unsubsidized Stafford Loan), and by non-Pell, non-loan recipients.

### ***Athletics Program Participation and Graduation Rates DM***

IPFW athletics participation and graduation rates are published by the NCAA at

[www.ncaa.org/wps/portal](http://www.ncaa.org/wps/portal)

The university provides this information to prospective student athletes. The NCAA's processes satisfy the requirements for disclosure of graduation rate information to the prospective student athlete's parents and their high school coach and guidance counselor.

### ***Placement and Employment Information***

Information about types of employment obtained by graduates of the university's degree and certificate programs is available at

[www.ipfw.edu/ir/consumer/](http://www.ipfw.edu/ir/consumer/)

### ***Graduate and Professional School Information***

Information about the types of graduate and professional school programs in which IPFW graduates have enrolled is available at

[www.ipfw.edu/ir/consumer/](http://www.ipfw.edu/ir/consumer/)

### ***Equity in Athletics Information DM***

IPFW complies with the reporting requirements in the Equity in Athletics legislation and regulations. The federal Department of Education makes the report public, and it is available at

<http://ope.ed.gov/athletics/>

As required, the university includes notice of the availability of the report in the annual mailing to students.

### ***Student Loan Administration***

IPFW provides information about annual and aggregate loan limits at

<http://new.ipfw.edu/financial/aid-sources/loans.html>

This site will be updated to reflect the increased loan limits established by the HEOA.

The university provides information about state grant assistance to eligible borrowers at

<http://new.ipfw.edu/financial/aid-sources/grants.html>

The university's other disclosure obligations related to student loans have changed as a result of moving from the FFEL program to the Direct Loan program in July 2010. The federal regulations have not been updated as of May 2010 to reflect this change, and the university will monitor the development of these regulations and take appropriate steps to comply with them. Among the regulations that have become obsolete due to this change are those related to preferred lender arrangements, the student loan code of conduct, and use of the NSLDS service.

### ***Private Education Loan Disclosures to Students***

The university provides the required disclosures to prospective borrowers, including the information published by the U.S. Department of Education, information required under the Truth in Lending Act, and the possibility that the prospective borrower may qualify for Title IV aid and may qualify for more favorable loan terms. The information is provided at

<http://new.ipfw.edu/financial/aid-sources/loans.html>

Borrowers also receive the required notice that loan information will be reported to the NSLDS and will be accessed by those involved in administering the loan repayment process. This information is currently being developed and prepared for distribution.

### ***Student Loan Deferments and Cancellations for Performed Services***

The university provides the required disclosures about deferments for service in the Peace Corps, under the Domestic Volunteer Service Act of 1973, or comparable volunteer services for a tax-exempt organization in community service at [www.ipfw.edu/registrar/consumer](http://www.ipfw.edu/registrar/consumer).

The university is also aware of the expansion of the loan-cancellation regulations to include some teachers, law enforcement or corrections officers in the federal public defender and community defender organizations, some public service workers, faculty at tribal colleges, some librarians, some speech-language pathologists, and some military service veterans. This information is currently being developed and prepared for distribution.

### ***Student Activities***

The university provides the required disclosure about student activities at

[www.ipfw.edu/stulife/](http://www.ipfw.edu/stulife/)

This information is also disclosed on the College Navigator site at

<http://nces.ed.gov/collegenavigator/?id=151102>

### ***Career and Placement Services***

The university provides the required disclosure about career and placement services at

[www.ipfw.edu/career/](http://www.ipfw.edu/career/)

### ***Voter Registration DM***

The university provides voter registration forms electronically at

[www.ipfw.edu/registrar/services/voter.shtml](http://www.ipfw.edu/registrar/services/voter.shtml)

and at various locations on the campus. The voter registration notice to enrolled students is transmitted as a separate notice, as required by the regulations.

## **Reporting**

### ***IPEDS Reports***

The university completes all parts of the IPEDS reporting cycle each year. The institution's reports include the information that is used, in turn, by the Department of Education for publication of information about the university on the College Navigator Web site. IPFW information is available at

<http://nces.ed.gov/collegenavigator/?id=151102>

The university is aware of the upcoming expansions of IPEDS reporting in support of HEOA requirements for further enhancements to the College Navigator Web site.

## ***Equity in Athletics Report DM***

The university submits the federal version of the EADA report to the Department of Education each year. The information is made public by the Department of Education at

<http://ope.ed.gov/athletics/>

Notice of the availability of the report is also provided to students in the annual notice.

## ***Teacher Preparation Program Report***

The university submits the annual Teacher Preparation Program Report to the Indiana Department of Education. In turn, the state provides a compiled report to the U.S. Department of Education. The university also makes its report publicly available at

[www.ipfw.edu/educ/assets/documents/Title2\\_report\\_2007\\_08.pdf](http://www.ipfw.edu/educ/assets/documents/Title2_report_2007_08.pdf)

## **Compliance**

### ***Credits, Program Length, and Tuition***

The university defines its certificate and degree requirements in terms of semester credit hours, and its assignment of credit hour values generally follows the traditional Carnegie unit definitions. Thus, one weekly hour of study in a classroom context, or two–three weekly hours in a laboratory context, equates to one semester credit hour.

The university's academic regulations

[www.ipfw.edu/senate/acadregs.htm#content10\\_0](http://www.ipfw.edu/senate/acadregs.htm#content10_0)

require an associate degree program to include a plan of study of at least 60 credit hours and require a bachelor's degree program to include a plan of study of at least 120 credit hours. These are traditional standards for associate and bachelor's programs throughout higher education. The longest bachelor's programs are in music, requiring as much as 140 credits, and it is common for programs in music to require more than the minimum number of credits. The longest associate degree program is dental hygiene, requiring 26 credits in prerequisite courses, academic performance sufficient to warrant admission in a competitive admission context, and completion of a 61-credit curriculum. Again, programs in this discipline frequently require more than the minimum number of credits for an associate degree.

The university also follows customary practice in establishing degree requirements at the master's degree level, with most programs requiring 30–36 credits at the graduate level. Graduate programs in nursing have slightly higher levels of credit hour requirements, and the programs in counselor education require 54–60 credits. Requirements in these latter examples are related to professional accreditation standards.

The university's requirements for certificate programs, at both the undergraduate and graduate levels, generally include 12–29 credits in the program of study. This pattern reflects both historical practice at the university and a state law that gives the Indiana Commission for Higher Education authority to approve new programs that require one year or more of study.

The university is aware of the HLC standards for substantive change in the credit hour requirements for degree programs. No such change is planned or anticipated.

The university establishes tuition and fee schedules for enrollment in its certificate and degree programs that are based on the level of the program and the state residency of the student. This generates fee schedules for undergraduate and graduate programs and for resident and nonresident students. The university's standards for establishing resident student status are customary for public institutions and are available through the registrar's office, which also administers the process for reclassification from nonresident to resident student status.

Since 1995, the university has generally avoided establishing program-specific tuition and fee schedules, but a separate rates schedule has been established for the new Accelerated MBA program. The standard fee per credit hour for a resident student at the graduate level is \$298.85. The comparable fee for the Accelerated MBA is \$500 per credit hour. The separate fee schedule recognizes the unique costs of offering the program in an accelerated time period. The costs of the program are not unusual when compared to the costs of similar accelerated and executive MBA programs at other universities. The degree requirements are the same for the traditional and the accelerated MBA programs, and the accelerated program has been designed to support the continued accreditation of the bachelor's and master's programs by the AACSB.

The university's published fee schedules do include special rates for some categories of courses. Distance education course fees include a special fee related to services provided to these students. School-Based Programs courses, which are taught in high schools, have a lower-than-normal fee rate in recognition of the role of the high school teacher in these classes.

### ***Changes in Mission or Institutional Characteristics***

The university is aware of the federal and HLC requirements related to changes in mission or institutional characteristics. The only such change being considered is the establishment of IPFW's first doctoral program(s). If the university decides to pursue this initiative, appropriate state, HLC, and federal approvals will be sought prior to implementation.

### ***Institutional Records of Student Complaints***

Earlier sections of this self-study report have included information about student complaints. The university has a record of seriously considering student complaints that are raised through administrative offices and the Campus Appeals Board. In addition to processes for responding to student complaints, processes are in place for responding to student appeals of grades and of administrative decisions such as residency classification, fee refunds, financial aid awards, etc. Student athletes also can contact the faculty athletics representative and the senior women's administrator for help with concerns related to their participation in intercollegiate athletics.

### ***Transfer Policies***

IPFW has established a policy for accepting credit earned at other colleges and universities and publishes this information on the admissions Web site. Generally, credit can be transferred from regionally accredited institutions when completed with a grade of C– or better. Credit earned at other institutions can be considered by the department teaching courses in that discipline, and transfer credit can be awarded. Credit is also awarded for satisfactory performance on Advanced Placement and similar exams.

Advanced Placement information: <http://webcms.ipfw.edu/admissions/transfer-credits/advanced-placement.html>

CLEP information: <http://webcms.ipfw.edu/admissions/transfer-credits/college-level-examination-program.html>

### ***Verification of Student Identity***

The university relies on systems of logins and passwords to provide verification of student identity in registration, course activities, and examinations. Some courses use proctored examinations, for which participants must show proof of student identity. The university does monitor emerging technology and the practices of other institutions in its efforts to improve its verification processes.

### ***Title IV Program Administration and Related Responsibilities***

The university satisfies the requirements for administration of Title IV federal student aid programs and was recertified for participation in Title IV programs in September 2009. Individual components of these responsibilities are addressed individually in the compliance and disclosure sections of this chapter of this self-study report.

The university is aware of the restrictions on gifts and services provided by a private education loan lender.

The university is also aware of the required reporting to the federal Department of Education related to reimbursement of expenses for service on an advisory board.

The university is aware of its obligation to report to the federal Department of Education any foreign donation to the institution that is greater than \$250,000.

The university is making arrangements to move from the FFEL program to the federal direct loan program as of July 1, 2010, and to comply with emerging laws and regulations. This includes the disclosure requirements for schools participating in the direct loan program.

### ***Title IV Financial Responsibility Requirements***

The university's A-133 audit report is available in the Resource Room and online at [www.purdue.edu/sps/pdf/A133.pdf](http://www.purdue.edu/sps/pdf/A133.pdf)

The Department of Education has not raised any concerns about the university's financial management as a result of reviewing the audit materials.

### ***Student Loan Default Rates***

The university's student loan default rates are published by the federal Department of Education at [www2.ed.gov/offices/OSFAP/defaultmanagement/cdr.html](http://www2.ed.gov/offices/OSFAP/defaultmanagement/cdr.html)

The three most recent annual rates are also summarized below:

Fiscal Year 2006–07	7.4%
Fiscal Year 2007–08	5.9%
Fiscal Year 2008–09	4.7%

The Department of Education has not raised any concern about the university's default rates. The university is aware of the changes in the methods used to calculate the cohort default rates and special requirements for institutions with high default rates.

### ***Campus Crime Information and Related Disclosures***

The university's policies related to crime prevention, campus safety, and related topics comply with federal requirements. Related disclosures are discussed in the Disclosures section of this chapter. The university also provides the required report to the federal Department of Education, and this federal report is then made public via the College Navigator Web site. IPFW's report is available at

<http://nces.ed.gov/collegenavigator/?id=151102>

### ***Contractual and Consortial Relationships***

The university has a contract with Parkview Hospital to provide the clinical portion of the medical technology program. The clinical portion of the program is less than 25 percent of the total degree requirements. The university does not contract with any third-party entity to provide 25 percent or more of any of its academic programs. The university formerly contracted with the Fort Wayne School of Radiography, an accredited school of radiography, to provide the clinical portion of the Associate of Science in Radiography, but this arrangement has been restructured as of 2010–11 to make the faculty regular university appointees and to treat the clinical sites simply as course sites. The university also has some cooperative agreements with other accredited universities, e.g., Purdue University West Lafayette and Calumet. The university does not anticipate entering into any contracts for academic programs with nonaccredited entities in the future.

The university's contract and consortial arrangements are described at

[www.ipfw.edu/ir/consumer/](http://www.ipfw.edu/ir/consumer/)

### ***Advertising and Recruitment Materials***

The university makes extensive efforts to assure the accuracy of its advertising and recruitment materials. Samples of current materials are available in the Resource Room. The university also describes its programs and services on its Web site ([www.ipfw.edu](http://www.ipfw.edu)) and reviews this information regularly.

### ***Relationship with Other Accrediting Agencies and State Regulatory Bodies***

As reported above, the university discloses its professional program accreditations through the undergraduate and graduate *Bulletins*, the university Web site, and various other publications. IPFW does not have sites in other states or foreign sites, and thus is not subject to requirements for approval in other states or countries. The university has not experienced any adverse action from any accrediting agencies and is aware of its obligations should such action take place.

### ***Public Notification of Comprehensive Evaluation Visit and Third Party Comment***

The university is developing a plan for public announcement of the HLC site visit and will provide a description of the announcement process and samples of announcement materials. The university is also prepared to address any third-party comments that may be received.

### ***Family Educational Rights and Privacy Act (FERPA)***

IPFW has established a policy on release of student information that complies with FERPA regulations. The policy is published in *Schedules of Classes* and university *Bulletins*. The policy was updated in September 2009 to comply with recent changes to the law, and the updated policy is published at

[www.ipfw.edu/senate/htmlfiles/articleA.htm](http://www.ipfw.edu/senate/htmlfiles/articleA.htm)

### ***Financial Aid Programs***

The university describes available federal, state, institutional, and selected outside financial aid programs on the financial aid Web site at

<http://new.ipfw.edu/financial/aid-sources/>

and in various publications.

### ***Textbook Information***

IPFW has made arrangements for the HEOA requirement that additional textbook information be made available by July 2010. This expanded information includes ISBNs and retail prices.

### ***Services and Facilities for Students with Disabilities***

The university complies with Section 504 of the *Rehabilitation Act of 1973* and *The Americans with Disabilities Act of 1990* (ADA). The office of Services for Students with Disabilities (SSD) coordinates university activities for students, and the office of Human Resources provides comparable services for employees. The university's construction and remodeling projects are also designed to comply with the access standards in these laws. The university campus and other course sites are generally accessible.

Students who have registered with the SSD office can receive priority in course registration and permits for parking in areas reserved for those with disabilities. The university also provides auxiliary aids and services and can arrange for academic adjustments when needed.

The SSD in Walb Student Union has talking and large-display computers, a reading machine, electronic spell checkers, cassette transcription machines, specially adapted cassette recorder/players, Braille equipment, carbonless note-taking paper, and more. Test proctoring is available, and text readers meet with students in the office. Specialized counseling and advising related to disability issues is available from the office staff.

University public events also provide signing services for the hearing impaired.

### ***Readmission of Service Members***

The university is aware of its obligation to promptly readmit service members with the same academic status as they had at the time of departure for service, to provide remedial services as needed for the service member to resume study in the same program, and to charge fees during the year of readmission at the same rate as the service member would have paid during the year following departure from the institution.

### ***Health Insurance Portability and Accountability Act (HIPAA)***

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) rules create a framework to protect the medical privacy of patients and health plan members. In general, HIPAA privacy regulations allow covered healthcare providers and health plans to share information for the purposes of treatment, payment, and healthcare operations. Additional information regarding uses or disclosures of health information is described in the Notices of Privacy Practices. IPFW follows the Purdue University policy for compliance with HIPAA. Additional information is available at

[www.purdue.edu/policies/pages/records/vi\\_2\\_1.html](http://www.purdue.edu/policies/pages/records/vi_2_1.html)

### ***In-State Tuition for Armed Services Members, Spouses, and Dependent Children***

The university is aware of the requirement that members of the Armed Forces on active duty for more than 30 days, and their spouses and dependent children, may not be charged out-of-state rates for tuition and fees at a public institution in the state where he or she is domiciled or on duty. Further, the right to pay in-state rates continues for as long as the individual remains continually enrolled, regardless of subsequent change of permanent duty station.

### ***Distance Education and Off-Site Program Offerings***

The university is aware of its obligations to seek approval for offering 50 percent or more of any degree or certificate program at an off-campus location or via distance education. IPFW has obtained these approvals for the general studies programs and the M.S. in nursing program.

### ***Substantive Change***

The university is aware of its obligations under the HLC and federal standards related to substantive change. No substantive changes are being planned, other than planning related to the possible offering of Ed.D. and D.N.P. programs. If the university chooses to proceed with formal degree proposals, appropriate approvals will be sought.

The university is aware of its obligations under the regulations related to teach-out plans. The university does not have any plans that would require the creation of a teach-out plan, and regulations would be reviewed if the university were to be approached about providing service to another institution through a teach-out plan.

The university is aware of regulations related to the offering of a comprehensive transition and postsecondary education plan. The university does not expect to offer such a program.

The university is aware of the upcoming publication of college affordability and transparency lists by the federal Department of Education and of the reporting that is required of institutions that are identified on the “largest increases” lists.

### ***Gramm Leach Bliley Act (GLBA)***

The university has taken steps to comply with the requirements, under the *Gramm Leach Bliley Act* (GLBA), to protect nonpublic personal information such as addresses and phone numbers; bank and credit card account numbers; income and credit histories; and Social Security numbers from unauthorized access and misuse. The university understands its parallel responsibility to oversee compliance by its service providers with these requirements, and the university includes supplier assurance statements in its contracts with providers.

### ***PCI DSS Compliance***

The university requires its service providers to comply with the Payment Card Industry Payment Application-Data Security Standards (PCI PA-DSS) that were developed by the major credit card branding companies to provide security measures for protecting credit card holder information and the merchants who store that sensitive information.

### ***Identity Theft Protection***

IPFW complies with the Purdue University Identity Theft Protection policy, which is published at [www.purdue.edu/policies/pages/records/vi\\_2\\_2.html](http://www.purdue.edu/policies/pages/records/vi_2_2.html)

The policy includes provisions designed to be compliant with the FTC *FACT Act of 2003*, including procedures for the identification and resolution of “Red Flags” that may suggest attempts at identity theft.