

## About This Checklist

This checklist is a pocket tool for presidents to accompany the booklet “HEA 101: A President's Quick Guide to the New Law.” A copy of the Quick Guide has been sent free of charge to all NAICU member presidents.

While this checklist is a part of the printed guide, we hope you find this pocket version a handy tool to get you started on leading your campus community in implementing the new Higher Education Opportunity Act.

This is not an exhaustive list of all the things a president or campus may need to do. Rather, it focuses on action items every president can take in connection with the 24 key issues highlighted in more detail in the Quick Guide.

Even more extensive background information and updates will be found at [www.HEA101.org](http://www.HEA101.org), a special section of the NAICU Web site. The site will be updated regularly as new information and compliance regulations are issued, and even provides a section for campus administrators to submit additional questions to the NAICU staff.

We hope you will find this checklist a useful time saver, and an added benefit of your NAICU membership.

November 2008



# A President's Checklist



Key Action Items in Implementing  
Higher Education Opportunity Act  
Requirements

Excerpted from  
***HEA 101: A President's Quick  
Guide to the New Law***

**Fall 2008**



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**HEA 101 Project**  
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## What Every President Needs to Do . . . Now

See the pages noted in the printed HEA 101: President's Quick Guide for additional information. Still more detailed information is available at [www.HEA101.org](http://www.HEA101.org).

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- Establish a procedure for immediate **notification of the campus community** of a significant campus emergency or dangerous situation. (page 6)
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- Become familiar with the “**sunshine**” **provisions**, and note that colleges can be held liable for the actions of certain “institution affiliated organizations” (e.g., alumni associations and athletic booster clubs). (page 24)
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- Become familiar with provisions for the publication of **college cost watch lists and price calculators**, and take note of the use of a new, standard net price calculation. (page 3)
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- Assure that your institution has a **transfer-of-credit policy**, and that it is published on your institution's Web site. (page 19)

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- Establish procedures and policies to:
    - comply with new **fire safety requirements**. (page 13)
    - demonstrate that **no HEA funds have been used in lobbying**. (page 14)
    - address **missing persons** procedures. (page 15)
    - comply with new **readmission requirements for veterans**. (page 25)
    - bring **campus disciplinary proceedings** into compliance. (page 9)
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- Develop a plan to combat **illegal file sharing** and determine alternatives practicable for your institution. (page 16)
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- Begin preparations to assure that, by July 1, 2010, **required information about textbooks** will be posted on your Web site and provided to your college book store. (page 4)
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- Assure that campus officials responsible for required disclosures to students are aware of new requirements (page 10), including:
    - the **employment and graduate school/professional education** of your graduates (page 17)

- disaggregated graduation data** (page 8)
  - a listing of institutions with which you have **articulation agreements** (page 19)
  - a written notice advising students of the **penalties for drug violations** (page 12)
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- Evaluate the possible impact on, and demand for your institutional aid as a result of the many changes made in student aid (page 22), such as:
    - changes made to the **need analysis** (page 22)
    - replacement of Special LEAP by **Grants for Access and Persistence (GAP)**; which may change your relationship with the state grant program (page 21)
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- Assure that campus officials responsible for preparing required reports are aware of:
    - additional data to be added to the next **biennial drug and alcohol review** (page 11)
    - new IPEDS collection items** for 2008-09 (page 7)
    - additional **hate crimes** to be included in campus crime reports (page 5)