



Disclosure Review Policy

The Student Consumer Information page of the McKendree University website contains information pertinent to current and prospective students regarding institutional programs, costs, policies, and other information. This information works to ensure the university is meeting disclosure requirements under the Higher Education Act of 1965, as amended by the Higher Education Opportunity Act (HEOA) of 2008. This *Disclosure Review Policy*, which aids fulfillment of obligations per Federal Requirement 34 CFR §602.16(a)(1)(vii), outlines the process for routine review of the Student Consumer Information page by designated personnel.

Disclosure Web Page

The [Student Consumer Information](#) page is managed by the Office of Institutional Research (IR), which is charged with ensuring that McKendree University remains compliant with Federal (and other jurisdictional) regulations regarding disclosures. IR produces some of the content found on the Student Consumer Information page and maintains links to all other relevant content produced and maintained by other offices. It is essential that all offices (content owners) routinely review applicable links to ensure current information is presented to users of the web page. Content owners must also notify IR of changes outside of the review process that affect these links (e.g. breaks link or makes obsolete).

Review Process

As IR manages the Student Consumer Information, it is prudent that this office also facilitates the review process as follows:

- 1. Content owners will identify a contact email address and the best time(s) for routine review of Student Consumer Information content relevant to their offices. Contact email/review times will be disseminated to IR.**

For example: information from IR dependent upon an IPEDS submission would be best reviewed on a date corresponding to the IPEDS submission. Financial Aid information regarding costs would be best reviewed on a date corresponding to when such costs are officially approved by the Board of Trustees, etc.

- 2. Based on submitted contact email/review times, IR will set up a notification system that will prompt content owners to review relevant Student Consumer Information items.**
- 3. Upon receiving the notification, content owners will review relevant information and report to IR any necessary changes.**
- 4. If needed, IR will make updates to the Student Consumer Information page.**

Semiannually, a comprehensive audit of all Student Consumer Information content will be performed by IR. Thus, the review process provides ample opportunities to ensure current information is offered to our current and prospective students.