



January 29, 2014

Dr. Dana L. Gibson
President
Sam Houston State University
1806 Avenue J
Huntsville, TX 77340

Certified Mail
Return Receipt Requested
7012 2920 0001 6930 0037

Re: Announced On-Site Program Review
OPE ID Number: 00360600

Dear President Gibson:

This letter confirms that an on-site Program Review has been scheduled to begin on February 25, 2014 at Sam Houston State University (SHSU). SHSU was notified via telephone of this review by Shereé Porter on January 27, 2014. This review will be performed by Shereé Porter and Regina Krob.

This review will assess SHSU's administration of the Title IV, HEA programs in which it participates. The review initially will cover the 2012-2013 award year, but may be expanded if appropriate. The Department of Education (Department) considers the administration of the Title IV, HEA programs to be an institution-wide effort. Consequently, the review will include all offices involved in the financial aid administration:

- Financial Aid office
- Registrar office
- Academic office
- Admissions office
- Fiscal/Business office

At the start of the review, we will conduct an entrance conference with you and your staff to discuss the review process. Please inform the personnel responsible for the above areas, and any others you deem appropriate, so they or their designees can attend the entrance conference and remain available during the review.

In preparation for the review, please provide the following information to me prior to the review and no later than February 11, 2014.

- Catalog/brochure of institution for most recent and current academic year to include all courses, class start/end dates, and locations of instruction (with relevant pages flagged or identified)

Federal Student Aid
An OFFICE of the U.S. DEPARTMENT of EDUCATION

Dallas School Participation Division
1999 Bryan Street, Suite 1410, Dallas, TX 75201-6817

- Policy and procedures concerning:
 - o Admissions, institution and academic programs
 - o Satisfactory academic progress
 - o Attendance
 - o Ability-to-Benefit
 - o Incarcerated Students
 - o Recruiter compensation/incentive programs
 - o Withdrawals, official and unofficial
 - o Return of Title IV funds
 - o Verification
 - o Awarding of Title IV, HEA program aid
 - o Selection of Preferred Lenders for Private Education Loans, if applicable
- Most recent campus security information published and distributed to students and staff, including Web links (URL's), if any
- Drug and alcohol abuse prevention information
- URL's for all financial aid consumer information
- Institutional and financial aid student consumer publications (not included on URL's)
- Examples of institutional forms, applications and worksheets that are used in administering the Title IV, HEA programs
- 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.)
- 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.)
- An organizational chart of the institution's administrative offices with individual names and titles along with a list of all employees currently employed by the institution and their occupations. Also, please include a list of all external recruiters.
- Total current enrollment and percentage receiving Title IV, HEA program aid
- List of Title IV recipients for the period under review who meet one or more of the following criteria:
 - o Withdrew or ceased attendance for any reason other than graduation.
 - o Were selected for verification (including those selected for verification but not verified under the 30% option, if applicable).
 - o Received all non-passing grades ('0' G.P.A.) for any term within this period. (This includes any student who failed to pass at least one class and/or earn any credit during any payment period or term. This also includes students who withdrew from all courses in a payment period or term.)

The institution must provide the required list of Title IV recipients (the last bulleted item above) in the format of the Recipient Data Spreadsheet sent electronically. The institution may choose to generate its own electronic file in the same format. Return the file to Shereé Porter by e-mail at sheree.porter@ed.gov no later than February 11, 2014. Please see the enclosure *Protection of Personally Identifiable Information (PII)* for instructions regarding submission of required data / documents containing PII.

Please do not send original materials, except for catalogs, brochures, pamphlets, handbooks, etc. The requested documents listed above should be copies.

Please direct this information to:

ATTN: Shereé Porter
U.S. Department of Education
Federal Student Aid
1999 Bryan Street, Suite 1410
Dallas, TX 75201-6817

The institution must also provide a photocopy, or electronic copy, of the original complete student file for at least one student on the Recipient Data Spreadsheet.

The review team will need access to the following documents (hard copy or electronic) for each Title IV recipient selected to review:

- Application to the institution
- FAFSA
- ISIRs
- Any and all documents used for verification
- Student award letters
- Attendance Records (if applicable)
- FWS Records (Time Cards, Job Descriptions) (if applicable)
- SAP Monitoring
- Student Transcript
- Student Account Ledger
- Budget Worksheet
- Student and parent disclosures
- Credit balance authorizations
- Enrollment Agreement
- R2T4 calculations (if applicable)

Regulatory authority to examine program and fiscal records and conduct reviews may be found at 34 C.F.R. § 668.24.

Please be certain that all records, hard copy and electronic, are available on site at the start, and for the duration, of the review. If the institution has contracted with one or more third-party servicers, such as consultants and data processors, to perform any functions related to the Title IV, HEA programs, SHSU must notify each servicer of the program review so that all of the records are available for examination at the institution no later than the start of the program review. The reviewers may request additional documents and records while on-site as necessary.

Please make arrangements for the review team to have access (view only and print capability) to any computer databases containing information related to Title IV, HEA program eligibility or disbursements (e.g., computerized student account records).

SHSU must provide access to its administrative staff and students. We also request that the institution provide a secure working space for the review team to ensure the confidentiality of the institutional records being reviewed. We will also need access to a photocopy machine.

At the conclusion of the review, the review team may conduct an exit conference with you and/or your designee(s). The institution will receive an official written report at a later date.

If you have any questions, please call Shereé Porter at 214-661-9576.

Thank you for your cooperation.

Sincerely,



Cynthia Thornton, Director
Dallas School Participation Division

cc: Lydia T. Hall, Financial Aid Administrator
Texas Higher Education Coordinating Board
Southern Association of Colleges and Schools Commission on Colleges

Enclosures:

Records and Documents for Program Review
Protection of Personally Identifiable Information
Recipient Data Spreadsheet (sent electronically)

Re: Records and Documents to be available at the start of the 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 February 25, 2014.

1. Organizational chart of the institution that includes, at a minimum, all administrators currently employed by the institution.
2. For each award year, list of all incarcerated students enrolled, with addresses, and the total student population
3. List of internal/external recruiters
4. Manuals or instructions for software programs used in the administration of Title IV, HEA programs
5. 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