

WEBSITE DISCLOSURES CHECKLIST

# Introduction

This Website Disclosures Checklist is intended to be submitted with the institution’s Self-Evaluation Report to assure compliance with DEAC website disclosure requirements. Institutions should select either yes, no, or not applicable next to the following disclosures.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Website Elements** | **Website Link (list all applicable links)** | **Yes** | **No**  | **N/A** |
| Institutional mission  | Insert Link |[ ] [ ] [ ]
| Institution name | Insert Link |[ ] [ ] [ ]
| Institution address | Insert Link |[ ] [ ] [ ]
| Institutional outcomes | Insert Link |[ ] [ ] [ ]
| Institution history | Insert Link |[ ] [ ]  [ ]  |
| If the institution publishes testimonials, they are less than four years old, unless they are historical in nature. | Insert Link |[ ] [ ] [ ]
| Publication of DEAC accreditation status in compliance with DEAC Standard VII.B., including proper reference to:1. Accredited status
2. DEAC’s USDE recognition
3. DEAC’s CHEA recognition
 | Insert Link |[ ] [ ] [ ]
| Publication of “DEAC Student Achievement Disclosure for the Public” form. **Note:** This must be published on the same page as the institution’s publication of accreditation status. | Insert Link |[ ] [ ]  [ ]  |
| Publication of state authorization/licensure status and information on any other accreditors that accredit the institution. | Insert Link |[ ] [ ] [ ]
| Program requirements | Insert Link |[ ] [ ] [ ]
| Course descriptions | Insert Link |[ ] [ ] [ ]
| Admissions criteria | Insert Link |[ ] [ ] [ ]
| Tuition and related costs | Insert Link |[ ] [ ] [ ]
| Calendars/academic schedules | Insert Link |[ ] [ ] [ ]
| Technology requirements | Insert Link |[ ] [ ] [ ]
| Contact information | Insert Link |[ ] [ ] [ ]
| Hours of operation | Insert Link |[ ] [ ] [ ]
| Refund policy (sample refund calculation) | Insert Link |[ ] [ ] [ ]
| Cancellation policy | Insert Link |[ ] [ ] [ ]
| Transfer credit disclosures (i.e., that the acceptance of earned transfer credit is determined by the receiving institution) | Insert Link |[ ] [ ] [ ]
| Is the word “guarantee” used? | Insert Link |[ ] [ ] [ ]
| Is the word “free” used? | Insert Link |[ ] [ ] [ ]
| Are career services offered? | Insert Link |[ ] [ ] [ ]
| Are alumni services offered? | Insert Link |[ ] [ ]  [ ]  |
| Licensure Disclosures (If education offered leads to licensure exam eligibility.) | Insert Link |[ ] [ ] [ ]
| Catalog | Insert Link |[ ] [ ] [ ]