



**F E D E R A L
S T U D E N T A I D**

We Help Put America Through School

**School Participation Team, NE (PHILA)
The Wanamaker Building
100 Penn Square East, Suite 511
Philadelphia, PA 19107-3322**

May 17, 2005

Brother Michael J. McGinniss, FSC, Ph.D.
President
LaSalle University
1900 West Olney Avenue
Philadelphia, PA 19141-1199

Hand Delivered

OPE ID: 00328700

Dear President McGinniss:

This letter constitutes our written request to the officials of LaSalle University for access, beginning May 17, 2005 to the HEA records, staff and students of LaSalle University (LaSalle; the University), Philadelphia, PA, so that Mr. James Moore and Mr. Donald Tantum, Senior Institutional Review Specialists, can conduct a program review to evaluate your institution's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The regulatory authorities for this visit are cited below.

34 CFR Section 668.24(d)(2) "An institution shall make its records readily available for review by the Secretary or the Secretary's authorized representative at an institutional location designated by the Secretary or the Secretary's authorized representatives."

34 CFR Section 668.24(f)(1) "An institution that participates in any Title IV, HEA program and the institution's third party servicer, if any, shall cooperate with an independent auditor, the Secretary, the Department of Education's Inspector General, the Comptroller General of the United States, or their authorized representatives, a guaranty agency in whose program the institution participates, and the institution's accrediting agency, in the conduct of audits, investigations, program reviews, or other reviews authorized by law."

34 CFR Section 668.24 (f)(2) "The institution and servicer must cooperate by - (ii) Providing reasonable access to personnel associated with the institution's or servicer's administration of the Title IV, HEA programs for the purpose of obtaining relevant information."

Failure to provide this access to the program review team will result in the U.S. Department of Education initiating an administrative action against the institution. An administrative action may include, but is not limited to: the imposition of a formal fine and/or the limitation, suspension or termination of the institution's Title IV program participation, pursuant to 34 CFR Part 668, Subpart G.

The program review team will begin its work at approximately 9:00 A.M. on Tuesday, May 17, 2005.

The initial examination period will cover LaSalle's administration of the Clery Act's provisions during calendar years 2001, 2002, and 2003. Our initial record requests will pertain to these years. However, production of records and information pertaining to other calendar years may be required throughout the program review process. The University must make every effort to provide the review team with immediate access to all requested records and information sources.

The review team will require unrestricted access to unredacted originals of the University's Campus Security Incident Reports and all other incident reports generated and/or maintained by any University office or contractor. Please be advised that we will endeavor to protect the confidentiality and privacy rights of all individuals identified in University records that are provided to U.S. Department of Education officials.

Please inform all personnel with responsibilities involving campus security, judicial affairs, resident life, and student affairs as well as any other office with responsibilities relevant to the University's compliance with the Clery Act of this program review so that they or their designees are available during the site visit. Interviews will be conducted throughout the program review. All relevant offices should be advised to provide accurate, complete and timely responses to requests from the review team. Our access to employees and students for the purposes of conducting interviews is an essential part of the campus security program review process. As such, we request your assistance to help ensure that employees and students make themselves available in a timely manner upon our request. Furthermore, we ask that you take appropriate steps to ensure that no University official or agent encumbers or obstructs the program review process in any way.

Upon their arrival, the team will meet with you or your designee(s) and other institutional officials to explain the program review process.

At the conclusion of the review, the reviewers may meet with institutional officials to discuss any violations, recommendations, and next steps. You will receive an official written report at a later date.

To facilitate our examination we request that you provide the following items to the program review team no later than the close of business on Wednesday, May 18, 2005:

A copy of the two most recent catalogs and student handbooks for the University and for each College or School operated by the University for each year under review;

A copy of the organizational chart for the University and for all Colleges, schools, divisions, and locations operated by the University;

A copy of the University's two most recent non-Federal compliance audit reports as prepared in accordance with OMB Circular A-133;

A copy of the institution's current Program Participation Agreement (PPA);

University data showing the percentage of current students enrolled receiving Title IV, Federal Student Aid Program funds;

A complete set of all applications, brochures, disclosures, forms, and other publications normally distributed to 1) prospective students; 2) prospective employees; 3) first-time students; and, 4) new hires of the University and all Colleges, Schools, etc. operated by the University;

Copies of all agreements and/or contracts with any agencies or organizations that provide any protective service, security, counseling, or other service related to the University's security and safety program;

A detailed description of all dispatch/response and recordkeeping systems (hardcopy; software; etc.) utilized by any University office or contractor with security-related responsibilities (Housing; Student Life; etc.);

Copies of all campus, patrol, and/or sector maps utilized by the University's Security Department, contract security agency, and/or the University's real estate office;

A comprehensive listing of all buildings and land owned or controlled by the University including leased property;

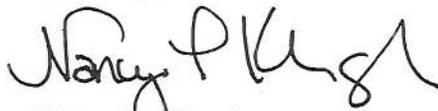
A listing of all buildings and land owned by any University-recognized student organizations including leased property; and,

Copies of the two most recent Campus Security Reports prepared by the University for purposes of complying with the Clery Act.

Access to additional records and information will be requested at the onset, and throughout the review process as needed. Once again, subsequent requests may cover time periods other than those specified above. We will do our best to ensure that this visit is conducted as expeditiously as possible. We appreciate any steps that you can take to facilitate our review.

If you have any questions, please feel free to discuss any program review matters with Mr. Moore and Mr. Tantum. You can reach the Philadelphia Office on (215) 656-6442. Thank you for your cooperation.

Sincerely,



Nancy P. Klingler
Area Case Director

cc: Mr. Arthur Grover, Director of Security and Safety, LaSalle University