

## Hannah E. Mullins School of Practical Nursing

### STUDENT CONSUMER INFORMATION DISCLOSURE

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements for institutions participating in Title IV programs. A disclosure requirement is information that HEMSPN is required to distribute or make available to students (and sometimes employees). A reporting requirement is information submitted to the U.S. Department of Education or other agencies. Disclosure and reporting requirements sometimes overlap.

The following is a list of the key disclosure and/or reporting requirements, along with a description of how and when this information is distributed and where it can be found. Most of this information can be found in the current HEMSPN Catalog Student Handbook.

<b>Information</b>	<b>Description</b>	<b>Where This Information Can Be Located</b>
Notice of Availability of Institutional and Financial Aid Information	<p><a href="#">34 CFR 668.41 (a)-(d)</a>, <a href="#">34 CFR 668.42</a>, <a href="#">34 CFR 668.43</a></p> <p>Each school must annually distribute to all enrolled students a notice of the availability of the information that is required to be made available to students under the Family Educational Rights and Privacy Act of 1974 (FERPA) and under Section 485(a)(1), Section 485(f), Section 485(g), Section 485(h) and Section 485(j)</p> <p>The notice must list and briefly describe the information and include a statement of the procedures required to obtain the information. For information listed in the notice that is disclosed on a school's website, the notice must include the exact electronic address and a statement that the school will provide a paper copy upon request.</p>	<ul style="list-style-type: none"> <li>• Catalog Student Handbook               <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/need-to-know/catalog-student-handbook/">http://hemspn.edu/need-to-know/catalog-student-handbook/</a></li> </ul> </li> <li>• Paper copy given to each new student and available upon request</li> </ul>
Contact Information for Assistance in Obtaining Institutional or Financial Aid Information	<p><a href="#">34 CFR 668.43</a>; <a href="#">34 CFR 668.44</a></p> <p>Each school must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Section 485(a)(1), Section 485(f), Section 485(h), and Section 485(j).</p>	<ul style="list-style-type: none"> <li>• Catalog Student Handbook               <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/need-to-know/catalog-student-handbook/">http://hemspn.edu/need-to-know/catalog-student-handbook/</a></li> </ul> </li> <li>• Financial Aid Consumer Catalog               <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/financial-aid/financial-aid-consumer-catalog/">http://hemspn.edu/financial-aid/financial-aid-consumer-catalog/</a></li> </ul> </li> <li>• Paper copy given to each new student and available upon request</li> </ul>
Student Financial Aid Information	<p><a href="#">34 CFR 668.41 (a)-(d)</a>, <a href="#">34 CFR 668.42</a>, <a href="#">34 CFR 668.43</a></p> <p>Each school must make available to prospective and enrolled students information about:</p> <ul style="list-style-type: none"> <li>• All the need-based and non-need-based federal, state, local, private and institutional student financial assistance programs available to students who enroll at the school</li> <li>• Terms and conditions of the Title IV, HEA loans</li> <li>• Criteria for selecting recipients and for determining award amount</li> <li>• Eligibility requirements and procedures for applying for aid</li> <li>• Methods and frequency of disbursements of aid</li> <li>• Rights and responsibilities of students receiving Title IV, HEA student Financial Aid, including criteria for continued student eligibility and standards for Satisfactory Academic Progress</li> <li>• Terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity for repaying loans</li> <li>• Procedures and forms by which students apply for assistance</li> <li>• A statement that enrollment in a program of study abroad approved for credit by the home school may be considered enrollment in the home school for purposes of applying for federal student financial aid</li> <li>• General conditions and terms applicable to employment provided as part of financial aid package</li> <li>• The exit counseling information the school provides and collects</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Aid Consumer Catalog               <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/financial-aid/financial-aid-consumer-catalog/">http://hemspn.edu/financial-aid/financial-aid-consumer-catalog/</a></li> </ul> </li> <li>• Paper copy available upon request</li> </ul>
Facilities and Services Available to those with Disabilities	<p><a href="#">34 CFR 668.43</a>; <a href="#">34 CFR 668.44</a></p> <p>Each school must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or</p>	<ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/need-to-know/auxiliary-aids-and-services-for-students-with-disabilities/">http://hemspn.edu/need-to-know/auxiliary-aids-and-services-for-students-with-disabilities/</a></li> <li>• Admission Packet               <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/admissions/admission-packet/">http://hemspn.edu/admissions/admission-packet/</a></li> </ul> </li> </ul>

	financial aid information required to be disclosed under HEA Section 485(a)(1), Section 485(f), Section 485(h), and Section 485(j).	<ul style="list-style-type: none"> <li>• Catalog Student Handbook <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/need-to-know/catalog-student-handbook/">http://hemspn.edu/need-to-know/catalog-student-handbook/</a></li> </ul> </li> <li>• Paper copy given to each new student and available upon request</li> </ul>
Price of Attendance	<p><a href="#">34 CFR 668.41(a)–(d)</a>; <a href="#">34 CFR 668.43</a></p> <p>Each school must make available to prospective and enrolled students:</p> <ul style="list-style-type: none"> <li>• Names of associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs</li> </ul> <p>Procedures for obtaining or reviewing documents describing accreditation, approval, or licensing</p>	<ul style="list-style-type: none"> <li>• Admissions Packet includes a fee schedule <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/admissions/admission-packet/">http://hemspn.edu/admissions/admission-packet/</a></li> </ul> </li> <li>• Available at Enrollment Information Meetings</li> </ul>
Refund Policy, Requirements for Withdrawals and Return of Title IV Financial Aid	<p><a href="#">34 CFR 668.41(a)–(d)</a>; <a href="#">34 CFR 668.43</a></p> <p>Each school must make available to prospective and enrolled students information about:</p> <ul style="list-style-type: none"> <li>• Any refund policy the school must comply with for the return of unearned tuition and fees or other refundable portions of costs paid to the school.</li> <li>• Requirements and procedures for official withdrawal</li> </ul> <p>Requirements for Return of Title IV, HEA grant or loan aid</p>	<ul style="list-style-type: none"> <li>• Catalog Student Handbook <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/need-to-know/catalog-student-handbook/">http://hemspn.edu/need-to-know/catalog-student-handbook/</a></li> </ul> </li> <li>• Financial Aid Consumer Catalog <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/financial-aid/financial-aid-consumer-catalog/">http://hemspn.edu/financial-aid/financial-aid-consumer-catalog/</a></li> </ul> </li> <li>• Paper copy given to each new student and available upon request</li> </ul>
Academic Program (Educational Program, Instructional Facilities, and Faculty)	<p><a href="#">34 CFR 668.41(a)–(d)</a>; <a href="#">34 CFR 668.43</a></p> <p>Each school must make available to prospective and enrolled students information about the academic program of the school, including:</p> <ul style="list-style-type: none"> <li>• Current degree programs and other educational and training programs</li> <li>• Instructional, laboratory, and other physical plant facilities that relate to the academic program</li> <li>• Faculty and other instructional personnel</li> </ul> <p>Any plans by the school for improving the academic program [upon determination by the school that such a plan exists]</p> <p>If an educational program is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation, or is advertised as meeting such requirements, information regarding whether completion of that program would be sufficient to meet licensure requirements in a State for that occupation, including a list of all States for which the school has determined that its curriculum meets the State educational requirements for licensure or certification, a list of all States for which the school has determined that its curriculum does not meet the State educational requirements for licensure or certification, and a list of all States for which the school has not made a determination that its curriculum meets the State educational requirements for licensure or certification.</p>	<ul style="list-style-type: none"> <li>• Catalog Student Handbook <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/need-to-know/catalog-student-handbook/">http://hemspn.edu/need-to-know/catalog-student-handbook/</a></li> </ul> </li> <li>• Paper copy given to each new student and available upon request</li> </ul>
Transfer of Credit Policies and Articulation Agreements	<p><a href="#">34 CFR 668.43</a></p> <p>Each school must disclose and make available to prospective and enrolled students a statement of the school’s transfer of credit policies that includes, at a minimum:</p> <ul style="list-style-type: none"> <li>• Any established criteria the school uses regarding the transfer of credit earned at another school</li> <li>• A list of schools with which the school has established an articulation agreement</li> </ul>	<ul style="list-style-type: none"> <li>• Catalog Student Handbook <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/need-to-know/catalog-student-handbook/">http://hemspn.edu/need-to-know/catalog-student-handbook/</a></li> </ul> </li> <li>• Paper copy given to each new student and available upon request</li> </ul>
Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)	<p><a href="#">34 CFR 668.43(a)(10)</a></p> <p>Schools must readily make available to current and prospective students the school’s policies and sanctions related to copyright infringement, including:</p> <ul style="list-style-type: none"> <li>• A statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities</li> <li>• A summary of the penalties for violation of federal copyright laws</li> </ul> <p>The school’s policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school’s information technology system</p>	<ul style="list-style-type: none"> <li>• Catalog Student Handbook <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/need-to-know/catalog-student-handbook/">http://hemspn.edu/need-to-know/catalog-student-handbook/</a></li> </ul> </li> <li>• Paper copy given to each new student and available upon request</li> </ul>

School and Program Accreditation, Approval, or Licensure	<p><a href="#">34 CFR 668.41(a)-(d)</a>; <a href="#">34 CFR 668.43</a></p> <p>Each school must make available to prospective and enrolled students:</p> <ul style="list-style-type: none"> <li>Names of associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs</li> <li>Procedures for obtaining or reviewing documents describing accreditation, approval, or licensing</li> </ul>	<ul style="list-style-type: none"> <li>Catalog Student Handbook <ul style="list-style-type: none"> <li><a href="http://hemspn.edu/need-to-know/catalog-student-handbook/">http://hemspn.edu/need-to-know/catalog-student-handbook/</a></li> </ul> </li> <li>Paper copy given</li> <li>Documents provided upon request</li> </ul>
Notice of Federal Student Financial Aid Penalties for Drug Law Violations	<p><a href="#">34 CFR 668.40</a></p> <p>Each school must provide to every student upon enrollment a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA.</p> <p>It also requires the school to provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA a separate clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA (<a href="#">20 U.S.C. 1091(r)(2)</a>).</p>	<ul style="list-style-type: none"> <li>Student are given Drug Conviction Consequences for Students Receiving Title IV Financial Aid. Document to signed during the financial aid process and stored in Campus Ivy Student Portal</li> </ul>
Vaccinations Policy	<p>HEOA Section 488(a)(1)(E): amended HEA Section 485(a)(1) (<a href="#">20 U.S.C. 1092(a)(1)</a>): added HEA Section 485(a)(1)(V)</p> <p>Schools must make available to current and prospective students information about school policies regarding vaccinations</p>	<ul style="list-style-type: none"> <li>Admission Packet <ul style="list-style-type: none"> <li><a href="http://hemspn.edu/admissions/admission-packet/">http://hemspn.edu/admissions/admission-packet/</a></li> <li>Paper copy given at Enrollment Information Meetings</li> </ul> </li> </ul>
Consumer Information on College Navigator Website	<p>HEOA Section 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (<a href="#">20 U.S.C. 1015a(i)(1)(V)</a>)</p> <p>The U.S. Department of Education is required to post 26 items on the College Navigator website for each school, including a link to the school's website that provides in an easily accessible manner:</p> <ul style="list-style-type: none"> <li>Student activities offered by the school</li> <li>Services offered by the school for individuals with disabilities</li> <li>Career and placement services offered to students during and after enrollment</li> <li>Policies of the school related to transfer of credit from other schools</li> </ul>	<p>Website Link</p> <p><a href="https://nces.ed.gov/collegenavigator/">https://nces.ed.gov/collegenavigator/</a></p>
Student Body Diversity	<p>HEOA Section 488(a)(1)(E) amended HEA Section 485(a)(1) (<a href="#">20 U.S.C. 1092(a)(1)</a>): added <a href="#">HEA Section 485(a)(1)(Q)</a></p> <p>Schools must make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories:</p> <ul style="list-style-type: none"> <li>Male</li> <li>Female</li> <li>Self-identified members of a major racial or ethnic group</li> <li>Federal Pell Grant recipients</li> </ul>	<ul style="list-style-type: none"> <li>Financial Aid Consumer Catalog <ul style="list-style-type: none"> <li><a href="http://hemspn.edu/financial-aid/financial-aid-consumer-catalog/">http://hemspn.edu/financial-aid/financial-aid-consumer-catalog/</a></li> <li>Paper copy available upon request</li> </ul> </li> </ul>
Net Price Calculator	<p><a href="#">20 U.S.C. 1015a(a)</a>; <a href="#">20 U.S.C. 1015a(h)</a>; <a href="https://nces.ed.gov/ipeds/report-your-data/resource-center-net-price">https://nces.ed.gov/ipeds/report-your-data/resource-center-net-price</a></p> <p>Schools must make available on their websites by October 29, 2011 a net price calculator. The school may use the template provided by the U.S. Department of Education or may develop a customized version that must include, at a minimum, the same elements as the Department's version. Individual net price estimates must be accompanied by a prominent disclaimer noting that the estimate is not final, is not binding, and may change. Further, the disclaimer must note that the student must complete the Free Application for Federal Student Aid (FAFSA) to be eligible for and receive Federal student aid funds. A link to the Department's FAFSA website must be included.</p>	<p>Website Link</p> <p><a href="http://hemspn.edu/resources/NetPrice/index.html">http://hemspn.edu/resources/NetPrice/index.html</a></p>
Textbook Information	<p><a href="#">20 U.S.C. 1015b</a>)</p> <p>To the maximum extent practicable, and in a manner of the school's choosing, each school must disclose on the school's internet course schedule used for preregistration and registration purposes, the International Standard Book Number (ISBN) and retail price information of required and recommended textbooks and supplemental materials for each course listed. If the ISBN is not available, the school must include in</p>	<ul style="list-style-type: none"> <li>Catalog Student Handbook <ul style="list-style-type: none"> <li><a href="http://hemspn.edu/need-to-know/catalog-student-handbook/">http://hemspn.edu/need-to-know/catalog-student-handbook/</a></li> </ul> </li> <li>All required Title IV authorizations are discussed during student's financial aid / payment meeting</li> </ul>

<p>Information for Students</p>	<p>the Internet course schedule the author, title, publisher, and copyright date for the textbook or supplemental material. If the school determines that the disclosure of the information is not practicable for a textbook or supplemental material, the school shall use the designation "To Be Determined."</p> <p>If applicable, the school must include on the school's written course schedule a notice that textbook information is available on the Internet course schedule and the Internet address for the schedule.</p> <p>Note: The HEOA Conference Report states that the provisions of this section do not require schools that do not offer Internet course schedule to create them, and that schools may provide a link to another appropriate website rather than providing the information directly in the Internet course schedule. The link must be clearly and prominently located on the Internet course schedule.</p>	<ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/need-to-know/current-book-lists/">http://hemspn.edu/need-to-know/current-book-lists/</a></li> </ul>
<p>Voter Registration Form</p>	<p><a href="#">20 U.S.C. 1094(a)(23)</a> Each school must:</p> <ul style="list-style-type: none"> <li>• Make a good faith effort to distribute a mail voter registration form (for federal elections and state elections for governor or other State chief executive) to each student enrolled in a degree or certificate program and physically in attendance at the school.</li> </ul> <p>HEOA Section 493(a)(1) amended HEA Section 487(a)(23) (<a href="#">20 U.S.C. 1094(a)(23)</a>): added <a href="#">HEA Section 487(a)(23)(D)</a></p> <ul style="list-style-type: none"> <li>• Make the voter registration form widely available to students at the school</li> <li>• Request the forms from the state 120 days prior to the deadline for registering to vote within the state.</li> </ul> <p>This requirement does not apply to schools in states that do not have a voter registration requirement or that allow voters to register at the time of voting.</p> <p>The HEOA (Section 493(a)(1)) added the provision that a school will be considered to be in compliance with the distribution requirement if the school electronically distributes the voter registration form from an Internet address where such a form can be downloaded. The information must be in an electronic message devoted exclusively to voter registration.</p>	<ul style="list-style-type: none"> <li>• Student Library and Student Lounge</li> <li>• Announcement in Google Classroom</li> </ul>
<p>Constitution Day</p>	<p><a href="#">Section 111 of Division J of Pub. L. 108-447, the "Consolidated Appropriations Act, 2005," Dec. 8, 2004</a>;</p> <p>Section 111 requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. Some informational resources pertaining to the Constitution are listed in Consumer Information Activity 1 (see link in the left column)</p>	<ul style="list-style-type: none"> <li>• Each year an informational presentation is displayed outside the main office</li> </ul>
<p>Drug and Alcohol Abuse Prevention Program</p>	<p><a href="#">34 CFR 86.100</a> Each school must annually distribute in writing to each student and each employee:</p> <ul style="list-style-type: none"> <li>• Information on preventing drug and alcohol abuse</li> <li>• Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school's property or as part of any of the school's activities</li> <li>• Descriptions of applicable legal sanctions under state, local, and federal law</li> <li>• Description of health risks</li> <li>• Description of available counseling, treatment, rehabilitation, or re-entry programs</li> <li>• Clear statement that the school will impose sanctions for violation of standards of conduct and a description of sanctions</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Safety and Security Report <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/safety-security/">http://hemspn.edu/safety-security/</a></li> <li>• Paper copy available upon request</li> </ul> </li> </ul>

<p>Placement in Employment</p>	<p><a href="#">34 CFR 668.41(d)</a>  Schools must make available to current and prospective students information regarding the placement in employment of, and types of employment obtained by, graduates of the school’s degree or certificate programs.</p> <p>Schools must identify the source of the placement information, and any timeframes and methodology associated with it.</p> <p>Under this provision, schools are not required to calculate placement rates, but a school must disclose any placement rates it calculates for the school or any program.</p>	<ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/need-to-know/hemspn-outcomes-completion-graduation-rates-and-employment/">http://hemspn.edu/need-to-know/hemspn-outcomes-completion-graduation-rates-and-employment/</a></li> <li>• Paper copy available upon request</li> </ul>
<p>Job Placement Rates</p>	<p><a href="#">34 CFR 668.14(b)(10)</a></p> <p>A school that advertises job placement rates as a means of recruiting students to enroll must make available to prospective students, at or before the time the prospective student applies for enrollment:</p> <ul style="list-style-type: none"> <li>• The most recent available data concerning employment statistics and graduation statistics</li> <li>• Any other information necessary to substantiate the truthfulness of the advertisements</li> </ul> <p>Relevant state licensing requirements of the state in which the school is located for any job for which the course of instruction is designed to prepare students.</p>	<ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/need-to-know/hemspn-outcomes-completion-graduation-rates-and-employment/">http://hemspn.edu/need-to-know/hemspn-outcomes-completion-graduation-rates-and-employment/</a></li> <li>• Paper copy available upon request</li> <li>• Link to website is in Admission Packet given to prospective students</li> </ul>
<p>Retention Rate</p>	<p><a href="#">34 CFR 668.41</a></p> <p>Schools must make available to current and prospective students the retention rate of certificate or degree seeking, first-time, undergraduate students as reported to IPEDS.</p> <p>This information is collected in the IPEDS Fall Enrollments Survey. For more information: <a href="http://nces.ed.gov/ipeds">http://nces.ed.gov/ipeds</a></p> <p>If the retention rate information is requested by a prospective student, the information must be made available prior to the student’s enrolling or entering into any financial obligation with the school.</p>	<ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/need-to-know/hemspn-outcomes-completion-graduation-rates-and-employment/">http://hemspn.edu/need-to-know/hemspn-outcomes-completion-graduation-rates-and-employment/</a></li> <li>• Paper copy available upon request</li> <li>• Link to website is in Admission Packet given to prospective students</li> </ul>
<p>Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency Response and Evacuation Procedures)</p>	<p><a href="#">34 CFR 668.41(a)</a>; <a href="#">34 CFR 668.41(e)</a>; <a href="#">34 CFR 668.46</a>; <a href="#">34 CFR Part 668 Subpart D, Appendix A</a>; <a href="#">Handbook for Campus Crime Reporting</a></p> <p>Schools must distribute, by October 1 each year, a security report or a notice of the report to all current students and employees. If the school distributes the report by posting it on the school’s website, the school must provide a notice by October 1 that includes a statement of the report’s availability, the exact electronic address, a brief description of the report’s contents, and a statement that the school will provide a paper copy upon request.</p> <p>The school must provide a notice to prospective students and employees that includes a statement of the report’s availability, a description of its contents, and an opportunity to request a copy. If the report is posted on a website the notice must include the exact electronic address and a statement that the school will provide a paper copy of the report upon request.</p> <p>A school may combine the publication of the security report and the fire safety report if the title of the combined report clearly states that both reports are included. If the security and fire safety reports are published separately, each report must include information about how to access the other report.</p> <p>The report must contain information about:</p> <ul style="list-style-type: none"> <li>• The crime statistics required in <a href="#">34 CFR 668.46(c)</a></li> <li>• A statement of policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. This statement includes the school’s policies concerning its response to these reports, including:</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Safety and Security Report <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/safety-security/">http://hemspn.edu/safety-security/</a></li> <li>• Paper copy available upon request</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Policies for making timely warning reports to members of the campus community, as required by <a href="#">34 CFR 668.46(e)</a>, regarding the occurrence of crimes described in <a href="#">34 CFR 668.46(c)(1)</a></li> <li>○ Policies for preparing the annual disclosure of crime statistics</li> <li>○ A list of the titles of each person or organization to whom students and employees should report the criminal offenses described in <a href="#">34 CFR 668.46(c)(1)</a> for the purposes of making timely warning reports and the annual statistical disclosure; and</li> <li>○ Policies or procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics</li> <li>● A statement of policies concerning security of and access to campus facilities, including campus residences and security considerations used in the maintenance of campus facilities</li> <li>● A statement of policies concerning campus law enforcement that: <ul style="list-style-type: none"> <li>○ Addresses the enforcement authority and jurisdiction of security personnel</li> <li>○ Addresses the working relationship of campus security personnel with State and local police agencies, including: <ul style="list-style-type: none"> <li>▪ Whether those security personnel have the authority to make arrests; and</li> <li>▪ Any agreements, such as written memoranda of understanding between the school and such agencies, for the investigation of alleged criminal offenses</li> </ul> </li> <li>○ Encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report; and</li> <li>○ Describes procedures, if any, that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for including in the annual disclosure of crime statistics</li> </ul> </li> <li>● A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others</li> <li>● A description of programs designed to inform students and employees about the prevention of crimes</li> <li>● A statement of policy concerning the monitoring and recording through local police agencies of criminal activity by students at noncampus locations of student organizations officially recognized by the school, including student organizations with noncampus housing facilities</li> <li>● A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws</li> <li>● A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws</li> <li>● A description of any drug or alcohol-abuse education programs, as required under Section 120(a) through (d) of the HEA, otherwise known as the Drug-Free Schools and Communities Act of 1989. For the purpose of meeting this requirement, the school may cross-reference the materials the school uses to comply with Section 120(a) through (d) of the HEA</li> <li>● A statement of policy regarding the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking, as defined in <a href="#">34 CFR 668.46(a)</a>, and of procedures that the</li> </ul>	
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school will follow when one of these crimes is reported. The statement must include:

- A description of the school's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking, as required by [34 CFR 668.46\(j\)](#)
- Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about:
  - The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order
  - How and to whom the alleged offense should be reported
  - Options about the involvement of law enforcement and campus authorities, including notification of the victim's option to:
    - Notify proper law enforcement authorities, including on-campus and local police
    - Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses
    - Decline to notify such authorities
- Where applicable, the rights of victims and the school's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the school
  - Information about how the school will protect the confidentiality of victims and other necessary parties, including how the school will:
    - Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in Section 40002(a)(20) of the Violence Against Women Act of 1994 (*42 U.S.C. 13925(a)(20)*)
    - Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures
  - A statement that the school will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the school and in the community
  - A statement that the school will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The school must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement
  - An explanation of the procedures for school disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as required by [34 CFR 668.46\(k\)](#)

- A statement that, when a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the school will provide the student or employee a written explanation of the student's or employee's rights and options as described in [34 CFR 668.46 \(b\)\(11\)\(ii\) through \(vi\)](#)
- A statement advising the campus community where law enforcement agency information provided by a State under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (*42 U.S.C. 16921*), concerning registered sex offenders may be obtained, such as the law enforcement office of the school, a local law enforcement agency with jurisdiction for the campus, or a computer network address
- A statement of policy regarding emergency response and evacuation procedures, as required by [34 CFR 668.46\(g\)](#)
- A statement of policy regarding missing student notification procedures, as required by [34 CFR 668.46\(h\)](#)

**Timely Warning and Emergency Notification:**

Your school must, in a manner that is timely and that withholds as confidential the names and other identifying information of victims, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (*U.S.C.13925(a)(20)*) and that will aid in the prevention of similar crimes, report to the campus community on the following crimes:

- Criminal homicide
  - Murder and nonnegligent manslaughter
  - Negligent Manslaughter
- Sex Offenses
  - Rape
  - Fondling
  - Incest
  - Statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests and referrals for disciplinary actions, including:
  - Arrests for liquor law violations, drug law violations, and illegal weapons possession
  - Persons not included in [34 CFR 668.46\(c\)\(1\)\(ii\)\(A\)](#) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession

**Timely Warning and Emergency Notification (continued):**

- Hate crimes, including:
  - The number of each type of crime in [34 CFR 668.46\(c\)\(1\)\(i\)](#) that are determined to be hate crimes
  - The number of the following crimes that are determined to be hate crimes:
    - Larceny-theft
    - Simple assault
    - Intimidation
    - Destruction/damage/vandalism of property
- Dating violence, domestic violence, and stalking as defined in [34 CFR 668.46\(a\)](#)
- Crimes that are reported to campus security authorities as defined under the school's statement of current campus policies pursuant to [34 CFR 668.46\(b\)\(2\)](#) or local police agencies
- Crimes that are considered by the school to represent a threat to students and employees



- The school is NOT required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor
- If there is an immediate threat to the health or safety of students or employees occurring on campus, as described in [34 CFR 668.46\(g\)\(1\)](#), the school must follow its emergency notification procedures. A school that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the school must provide adequate follow-up information to the community as needed

**Crime Log:**

- If your school maintains a campus police or security department, it must maintain a written, easily understood daily crime log that records, by the date the crime was reported, any crime that occurred within its Clery geography, as described in paragraph (ii) of the definition of *Clery geography* in paragraph (a) of [34 CFR 668.46](#), and that is reported to the campus police or the campus security department. This log must include:
  - The nature, date, time, and general location of each crime
  - The disposition of the complaint, if known

**Crime Log (continued):**

- The school must make an entry or an addition to an entry to the log within two business days, as defined in [34 CFR 668.46\(a\)](#), of the report of the information to the campus security department, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim
- The school may withhold information required under [34 CFR 668.46\(f\)\(1\) and \(2\)](#) if there is clear and convincing evidence that the release of the information would:
  - Jeopardize an ongoing criminal investigation or the safety of an individual
  - Cause a suspect to flee or evade detection
  - Result in the destruction of evidence
- The school must disclose any information withheld under [34 CFR 668.46\(f\)\(3\)](#) once the adverse effect described in that paragraph is no longer likely to occur
- The school may withhold under [34 CFR 668.46\(f\)\(2\) and \(3\)](#) only that information that would cause the adverse effects described in that section
- The school must make the crime log for the most recent 60-day period open to public inspection during normal business hours. The school must make any portion of the log older than 60 days available within two business days of a request for public inspection

**Emergency Response and Evacuation Procedures:**

The school must include a statement of policy regarding emergency and response evacuation in the annual security report. This statement must include:

- The procedures the school will use to immediately notify campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus

**Emergency Response and Evacuation Procedures (Continued):**

- A description of the process the school will use to:
  - Confirm that there is a significant emergency or dangerous situation as described in [34 CFR 668.46\(g\)\(1\)](#)

- Determine appropriate segment(s) of campus community to receive a notification
- Determine the content of the notification
- Initiate the notification system
- A statement that the school will (w/o delay and taking into account the safety of the community) determine the content of the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency
- A list of the titles of the person or persons or organization or organizations responsible for carrying out the actions described in [34 CFR 668.46\(g\)\(2\)](#)
- The school's procedures for disseminating emergency information to the larger community
- The school's procedures to test the emergency response and evacuation procedures on at least an annual basis, including:
  - Tests that may be announced or unannounced
  - Publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year
  - Documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced

A school that provides any on-campus student housing facility must include a statement of policy regarding missing student notification procedures for students who reside in on-campus housing in its annual security report. The statement must:

- Indicate a list of titles of the persons or organizations to which students, employees, or other individuals should report that a student has been missing for 24 hours
- Require that any missing student report must be referred immediately to the school's police or campus security department, or, in the absence of an institutional police or campus security department, to the local law enforcement agency that has jurisdiction in the area
- Contain an option for each student to identify a contact person or persons whom the school shall notify within 24 hours of the determination that the student is missing, if the student has been determined missing by the institutional police or campus security department, or the local law enforcement agency
- Advise students that their contact information will be registered confidentially, that this information will be accessible only to authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation
- Advise students that if they are under 18 years of age and not emancipated, the school must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student
- Advise students that the school will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing

policy that addresses the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking.

The statement must include:

- A description of the school's primary prevention and awareness programs for all incoming students and new employees, which must include:

	<ul style="list-style-type: none"> <li>○ A statement that the school prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in <a href="#">34 CFR 668.46(a)</a></li> <li>○ The definition of “dating violence,” “domestic violence,” “sexual assault,” and “stalking” in the applicable jurisdiction</li> <li>○ The definition of “consent,” in reference to sexual activity, in the applicable jurisdiction</li> <li>○ A description of safe and positive options for bystander intervention</li> <li>○ Information on risk reduction</li> <li>○ The information described in <a href="#">34 CFR 668.46(b)(11)</a> and <a href="#">(k)(2)</a></li> </ul> <ul style="list-style-type: none"> <li>● A description of the school’s ongoing prevention and awareness campaigns for students and employees, including information described in <a href="#">34 CFR 668.46(j)(1)(i)(A) through F</a></li> </ul> <p>Other required information:</p> <ul style="list-style-type: none"> <li>● The school must ensure that the proper implementation of <i>Awareness programs, Bystander intervention, Ongoing prevention and awareness campaigns, Primary prevention programs, and Risk reduction</i> is done according to the definitions outlined in <a href="#">34 CFR 668.46(j)(2)(i)-(v)</a></li> <li>● The school’s programs to prevent dating violence, domestic violence, sexual assault, and stalking must include, at a minimum, the information described in <a href="#">34 CFR 668.46(j)(1)</a></li> </ul>	
<p>Security Report- Programs to prevent dating violence, domestic violence, sexual assault, and stalking Policy</p>	<p><a href="#">34 CFR 668.46(b)(11); 34 CFR 668.46(j)</a> As required by <a href="#">34 CFR 668.46(b)(11)</a>, a school must include in its annual security report a statement of policy that addresses the school’s programs to prevent dating violence, domestic violence, sexual assault, and stalking.</p> <p>The statement must include:</p> <ul style="list-style-type: none"> <li>● A description of the school’s primary prevention and awareness programs for all incoming students and new employees, which must include: <ul style="list-style-type: none"> <li>○ A statement that the school prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in <a href="#">34 CFR 668.46(a)</a></li> <li>○ The definition of “dating violence,” “domestic violence,” “sexual assault,” and “stalking” in the applicable jurisdiction</li> <li>○ The definition of “consent,” in reference to sexual activity, in the applicable jurisdiction</li> <li>○ A description of safe and positive options for bystander intervention</li> <li>○ Information on risk reduction</li> <li>○ The information described in <a href="#">34 CFR 668.46(b)(11)</a> and <a href="#">(k)(2)</a></li> </ul> </li> <li>● A description of the school’s ongoing prevention and awareness campaigns for students and employees, including information described in <a href="#">34 CFR 668.46(j)(1)(i)(A) through F</a></li> </ul> <p>Other required information:</p> <ul style="list-style-type: none"> <li>● The school must ensure that the proper implementation of <i>Awareness programs, Bystander intervention, Ongoing prevention and awareness campaigns, Primary prevention programs, and Risk reduction</i> is done according to the definitions outlined in <a href="#">34 CFR 668.46(j)(2)(i)-(v)</a></li> </ul>	<ul style="list-style-type: none"> <li>● Annual Safety and Security Report <ul style="list-style-type: none"> <li>● <a href="http://hemspn.edu/safety-security/">http://hemspn.edu/safety-security/</a></li> <li>● Paper copy available upon request</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>The school's programs to prevent dating violence, domestic violence, sexual assault, and stalking must include, at a minimum, the information described in <a href="#">34 CFR 668.46(j)(1)</a></li> </ul>	
<p>Institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking</p> <p>Information for Crime Victims about Disciplinary Proceedings</p>	<p><a href="#">34 CFR 668.46(k)</a></p> <p>As required in <a href="#">34 CFR 668.46 (b)(11)(vi)</a>, the school must include in its annual security report a clear statement of policy that addresses the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking as defined in <a href="#">34 CFR 668.46(a)</a> that:</p> <ul style="list-style-type: none"> <li>Describes each type of disciplinary proceeding used by the school; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the school determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking</li> <li>Describes the standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking</li> <li>Lists all of the possible sanctions that the school may impose following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking</li> <li>Describes the range of protective measures that the school may offer to the victim following an allegation of dating violence, domestic violence, sexual assault, or stalking</li> </ul> <p>Provides that the proceedings will:</p> <ul style="list-style-type: none"> <li>Include a prompt, fair, and impartial process from the initial investigation to the final result</li> <li>Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability</li> <li>Provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice</li> <li>Not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however the school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties</li> </ul> <p>An institution must provide simultaneous notification, in writing, to both the accuser and the accused, of:</p> <ul style="list-style-type: none"> <li>The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking</li> <li>The school's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available</li> <li>Any change to the result</li> <li>When such results become final</li> </ul>	<ul style="list-style-type: none"> <li>Annual Safety and Security Report <ul style="list-style-type: none"> <li><a href="http://hemspn.edu/safety-security/">http://hemspn.edu/safety-security/</a></li> <li>Paper copy available upon request</li> </ul> </li> </ul>
<p>Privacy of Student Records – family Educational Rights and</p>	<p><a href="#">34 CFR 668.41(c)</a>; <a href="#">34 CFR Part 99</a></p> <p>Each school must annually provide a notice to all enrolled students about:</p> <ul style="list-style-type: none"> <li>The right to review their educational records, to request amendment of records, to consent to disclosures or personally identifiable information, and to file complaints with the U.S. Department of Education</li> </ul>	<ul style="list-style-type: none"> <li>Catalog Student Handbook <ul style="list-style-type: none"> <li><a href="http://hemspn.edu/need-to-know/catalog-student-handbook/">http://hemspn.edu/need-to-know/catalog-student-handbook/</a></li> <li>Paper copy given to new students and available upon request</li> </ul> </li> </ul>

<p>Privacy Act (FERPA)</p>	<ul style="list-style-type: none"> <li>• Procedures for reviewing educational records and requesting amendment of records</li> <li>• If applicable, information about the school’s policy regarding disclosures to school officials with a legitimate educational interest in the educational records.</li> </ul> <p>In order to disclose directory information without prior consent, a school must provide to students a notice of directory information that includes:</p> <ul style="list-style-type: none"> <li>• The types of information the school has designated as directory information</li> </ul> <p>The student’s right to refuse to allow any or all such information about the student to be designated as directory information, and the time period the student has for notifying the school in writing</p>	
<p>Student Loan Information Published by the U.S. Department of Education</p>	<p>HEOA Section 488 (c) amended HEA Section 485(d) (<a href="#">20 U.S.C. 1092(d)</a>) Schools are required to provide information published by the U.S. Department of Education to students at any time that information regarding loan availability is provided. The publication includes information about rights and responsibilities of students and schools under Title IV, HEA loan programs.</p>	<ul style="list-style-type: none"> <li>• Website Financial Aid Page <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/financial-aid/what-is-federal-student-aid-fsa/">http://hemspn.edu/financial-aid/what-is-federal-student-aid-fsa/</a></li> </ul> </li> </ul>
<p>National Student Loan Data System (NSLDS)</p>	<p>HEOA Section 489 amended HEA Section 485B(d)(4) (<a href="#">20 U.S.C. 1092(b)</a>) Schools that enter into an agreement with a potential student, student, or parent of a student regarding a Title IV, HEA loan are required to inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.</p>	<ul style="list-style-type: none"> <li>• Financial Aid Consumer Catalog <ul style="list-style-type: none"> <li>• <a href="http://hemspn.edu/financial-aid/financial-aid-consumer-catalog/">http://hemspn.edu/financial-aid/financial-aid-consumer-catalog/</a></li> <li>• Paper copy given upon request</li> </ul> </li> </ul>
<p>Entrance Counseling for Student Loan Borrowers</p>	<p><a href="#">34 CFR 685.304(a)</a>; <a href="#">34 CFR 685.304(a)(7)</a></p> <p>Prior to the first disbursement, each school must provide to a first-time borrower of a Federal Direct Loan (other than consolidated or Parent PLUS loans) comprehensive information on the terms and conditions of the loan and of the borrower’s responsibilities. Refer to <a href="#">34 CFR 685.304(a)</a> for specific information and requirements. Entrance counseling for graduate or professional student Direct PLUS Loan borrowers must include the information outlined in <a href="#">34 CFR 685.304(a)(7)</a>.</p>	<ul style="list-style-type: none"> <li>• Student are instructed to complete Entrance Counseling through link in Campus Ivy Student Portal.</li> </ul>
<p>Exit Counseling for Student Loan Borrowers</p>	<p><a href="#">34 CFR 685.304(b)</a></p> <p>A school must ensure that exit counseling is conducted with each Direct Subsidized Loan or Direct Unsubsidized Loan borrower and graduate or professional student Direct PLUS Loan borrower shortly before the student borrower ceases as least half-time study at the school. Refer to <a href="#">34 CFR 685.304(b)</a> for specific information and requirements.</p>	<ul style="list-style-type: none"> <li>• Student loan borrowers shortly before graduation or at time of dismissal or withdrawal are instructed to complete Exit Counseling at <a href="http://studentaid.gov">studentaid.gov</a></li> <li>• Students near the end of the program attend an Exit Counseling session to explain the process</li> </ul>