

# STUDENT CONSUMER INFORMATION REQUIREMENTS

## 5.1 Federal Student Consumer Information Requirements

In addition to requiring institutions to provide student consumer information under a number of categories, federal regulations require institutions annually to notify enrolled students of the types of consumer information it must make available. Policies and procedures related to the annual notification of enrolled students are in subsection 5.1.1, and those related to the categories of information that must be annually disclosed are in subsections 5.1.2 through 5.1.8.

The regulations distinguish information that must be given to enrolled versus prospective students, to current versus prospective employees, to prospective student-athletes, and to parents, coaches, guidance counselors, and the general public. Several of these terms have specific meanings defined in regulation which you may want to list here.

Some of this information must be sent or given to the consumer automatically, and some must be provided only upon request. This may involve offices other than financial aid. The office that produces and maintains the information may not necessarily be the office responsible for disseminating it.

Schools must designate one or more individuals to regularly monitor and coordinate the content and dissemination of consumer information. It is important for the financial aid office to remain in contact with the individuals responsible for keeping this information current.

You may find it helpful to construct a chart for this section of your policies and procedures manual, showing each category of required information and, for each category:

- “ The office charged with gathering and maintaining it
- “ The office or individual responsible for disseminating it
- “ Who must receive it and under what circumstances (i.e., unsolicited or only upon request)
- “ The method of dissemination
- “ A calendar showing when information is updated

You may find it sufficient in some of the subsections that follow to cross-reference the policies and procedures of other offices, or to refer to institutional publications.

This section of the template is organized mainly by category of information, on the premise that offices other than financial aid will have primary responsibility for certain categories. Alternately, you could choose to organize it mainly by recipient, showing the information that must be sent to enrolled students, prospective students, current employees, coaches, etc.

### 5.1 Federal Student Consumer Information Requirements

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosures and reporting requirements that a postsecondary education school is required to distribute or make available to prospective and current students, and other consumers. These “Acts” will only apply to institutions who participate in federally funded financial aid programs.

Adrian College is a participant in the following federal student aid programs: Federal Direct Loans, Federal Pell Grant Program, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan Program, and Federal Work-Study Program.

Students, parents and other consumers may visit the Adrian College website for various information about the

school. The website's homepage is located at [www.adrian.edu](http://www.adrian.edu)

The Adrian College Office of Financial Aid is located on the Adrian College campus in the Stanton Administration Building. Students, parents or other consumers may use the following contact information:

*Adrian College Financial Aid 110 S. Madison St. Adrian, Michigan (517) 265-5161 extension 4306 or 1-888-876-0194 Fax (517) 264-3394*

Last updated: 2015

NASFAA's CORE training materials include the *Guide to Student Financial Aid Reporting, Disclosure, and Recordkeeping Requirements*, which is a comprehensive chart and guide to the various reporting, disclosure, and recordkeeping requirements, including student consumer information. Information regarding CORE may be found on the NASFAA website.

### **5.1.1 Notice to Enrolled Students**

The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs make certain disclosures to students. The following information is disclosed to you as a student at Adrian College in compliance with federal law. Below is a summary of consumer information that must be made available to all students at Adrian College. Each topic provides a brief description of the information that must be disclosed and provides access to the information.

### **5.1.2 Financial Aid Information**

#### General Disclosure

The Adrian College website [www.adrian.edu](http://www.adrian.edu) and [http://adrian.edu/uploads/files/REVISED\\_2014-2016\\_Adrian\\_College\\_CATALOG\\_Revised7-30-2015.pdf](http://adrian.edu/uploads/files/REVISED_2014-2016_Adrian_College_CATALOG_Revised7-30-2015.pdf) includes information about the following: need-based and non-need-based federal, state, local, private, and institutional financial assistance programs available to students; eligibility requirements and procedures for applying for aid; criteria for selecting recipients and determining amount of award; methods and frequency of disbursements of aid; financial aid terms and conditions, including terms applicable to employment provided as part of a financial aid package; rights and responsibilities of students receiving Title IV, HEA loans; the availability of financial aid for study abroad programs; how financial aid is handled when students withdraw; and whom to contact for questions regarding financial aid.

#### Terms and Conditions of Federal Student Loans

Adrian College students receive the terms and conditions of the Federal Direct Student Loan (Direct Loan Program) during Entrance Counseling and when they sign the Master Promissory Note at <https://studentloans.gov/myDirectLoan/index.action>. Adrian College students are required to complete entrance counseling and sign a master promissory note in order to receive loans under the Federal Direct Student Loan (Direct Loan). Students are notified of this requirement and are directed to the website via their Adrian College Net Partner Account, as well as email communications from the Adrian College Office of Financial Aid. The Terms and Conditions for the Perkins Loan are provided during the signing of the Perkins Loan Master Promissory Note. Adrian College students are emailed via ECSI the link and information for the Perkins Loan Master Promissory Note.

#### Specific Information pertaining to Information about Awarded Financial Aid

Adrian College students can obtain specific information about their financial aid by contacting the Adrian College Office of Financial Aid or by logging into their Adrian College NetPartner account.

<https://re.adrian.edu/NetPartnerStudent/Logon.aspx?ReturnUrl=%2fNetPartnerStudent%2f>

Direct Loan borrowers who are suspended, withdraw, drop below ½ time, or graduate are notified of their exit counseling requirement via an email to their Adrian College email address as well as a paper notification to their most recent primary residence.

Perkins Loan borrowers are notified of their exit counseling requirement via an email from ECSI

Last updated: 2015

### **5.1.3 Institutional Information**

Institutional information that Adrian College is required to make readily available to all enrolled and prospective students can be found in the Adrian College Academic Catalog. Copies of the Adrian College Academic Catalog are distributed around campus and also available on the Adrian College website at [http://adrian.edu/uploads/files/REVISED\\_2014-2016\\_Adrian\\_College\\_CATALOG\\_Revised7-30-2015.pdf](http://adrian.edu/uploads/files/REVISED_2014-2016_Adrian_College_CATALOG_Revised7-30-2015.pdf).

#### **5.1.4 Completion or Graduation Rate**

Information pertaining to the Completion and Graduation Rates of Adrian College students is compiled annually by Adrian College for the IPEDS report. This report is made available for prospective and enrolled students on line at <https://nces.ed.gov/ipeds/datacenter/>.

The placement of, and types of employment obtained by, graduates of Adrian College as well as types of graduate and professional education in which graduates of Adrian College's four-year degree programs enroll is compiled in a report by the Adrian College Institute for Career Planning. A copy of this report can be obtained by contacting their office at (517)-2655-5161 extension 4392.

#### **5.1.5 Annual Security Report**

Adrian College compiles and distributes an Annual Security Report, including crime statistics and campus policies and procedures regarding security matters. The Adrian College Campus Safety Department makes the document available on line at [http://adrian.edu/uploads/files/ANNUAL\\_SECURITY\\_REPORT\\_%28ASR%29\\_2015\\_Edition.pdf](http://adrian.edu/uploads/files/ANNUAL_SECURITY_REPORT_%28ASR%29_2015_Edition.pdf). All enrolled students and current employees are notified of the availability of the report via an email to their Adrian College email account. This report is also submitted to the Department of Education Annually.

Last updated: 2015

#### **5.1.5.1 Timely Warnings and Emergency Notifications**

##### ***Policies***

##### Timely Warnings

The Director of Campus Safety or a designee will develop timely warning notices for the College Community to notify members of the community about serious crimes against an individual(s) that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the College community. The warning will then be issued through the college e-mail system; the electronic notification is immediately accessible via computer by all students, faculty, and staff. Department of Campus Safety *may* also post a notice on the campus web site at [www.adrian.edu](http://www.adrian.edu), providing the college community with a more immediate notification.

Timely Warning Notices are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of Aggravated-assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Campus Safety Department. For example, if an assault occurs between two students who may have had a disagreement, there may be no on-going threat to other College community members, therefore; a Timely Warning Notice would not be distributed. Sexual Assaults are considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Campus Safety Department. Timely Warning Notices may be distributed for other crimes as determined necessary by the Director of Campus Safety or his or her designee in his or her absence.

Anyone with information warranting a timely warning should provide the information to the Campus Safety office, by phone (517) 265-5161 extension 0, or in person at the Campus Safety office located in the Caine Student Center, 1325 Williams Street, Adrian, MI 49221.

34 CFR 668.46(b)(2)

34 CFR 668.46(b)(2)(i)

##### Emergency Notifications

Adrian College utilizes multiple methods to notify the campus community of emergency situations. These notifications methods are provided under the title of **AC Alert**. The notifications may use some or all of the

notification methods available based upon the situation. AC Alert notifications are based upon situations where a continuing threat to campus safety is present. Some examples of situations where an alert would be issued are a building fire, a hazardous material spill/leak, severe weather related threat, or an active shooter.

Students are automatically enrolled in AC Alert. Staff and faculty can register for AC Alert at:

<https://adrian.edu/campus-life/campus-safety/sign-up-for-ac-alert/>

**AC Alert Notification Methods:**

1. SMS text messages
2. E-mail notifications
3. Phone (Voice Message)
4. Emergency Siren/ Public Address system
5. Social media- Facebook & Twitter
6. Local media- television and radio

Last updated: 2015

**5.1.5.2 Campus Crime Log**

The Adrian College Campus Safety Crime Log is available upon request at the Adrian College Campus Safety Office in the Caine Student Center at 1325 Williams Street, Adrian, Michigan 49221.

Last updated: 2015

**5.1.6 Student-Athlete Completion or Graduation Rate**

N/A to Adrian College. Adrian College Does Not give out Athletically related aid.

Last updated: 2015

**5.1.7 Athletic Program Participation and Financial Support Report**

In compliance with the Equity in Athletics Disclosure Act, information on men's and women's athletic programs at Adrian College is compiled in an annual report. The report includes the number of participants by gender for each team, operating and recruiting expenses, coaches' salaries, revenues, and athletically related student aid. A copy of the report is available online on the U.S. Department of Education Office of Postsecondary Education Equity in Athletics Disclosure website at <http://ope.ed.gov/athletics/>. A paper copy of the report may be obtained by contacting the Adrian College Athletic Director at [mduffy@adrian.edu](mailto:mduffy@adrian.edu).

Last updated: 2015

**5.1.8 Annual Fire Safety Report**

Adrian College compiles and distributes an Annual Fire Safety Report. The Adrian College Campus Safety Department makes the document available on line at [http://adrian.edu/uploads/files/ANNUAL\\_SECURITY\\_REPORT\\_%28ASR%29\\_2015\\_Edition.pdf](http://adrian.edu/uploads/files/ANNUAL_SECURITY_REPORT_%28ASR%29_2015_Edition.pdf). All enrolled students and current employees are notified of the availability of the report via an email to their Adrian College email account. This report is also submitted to the Department of Education Annually.

Last updated: 2015

**5.1.8.1 Fire Log**

The Adrian College Campus Fire Log is available upon request at the Adrian College Campus Safety Office in the Caine Student Center at 1325 Williams Street, Adrian, Michigan 49221.

Last updated: 2015

**5.1.9 Other General Disclosures  
Confidentiality of Student Records**

With regard to privacy, personally identifiable information may not be disclosed to others without the prior written consent of the student, except for specific cases defined by the U.S. Department of Education. The 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 (FERPA). This act is also known as the Buckley Amendment which was passed by Congress in 1974.

FERPA will provide guidance with regard to privacy about a student's record and personally identifiable information. A notice must list and briefly describe the information and include a statement of the procedures required to obtain the information. Information will need to include the following: the right of the student to inspect and review their education records; requests for amendments of their education records; guidelines for the correction of inaccurate and misleading data; and procedures to file a complaint with the U.S. Department of Education concerning alleged failures by the school.

FERPA information is published in the Adrian College Academic Catalog. This publication is located online at [www.adrian.edu](http://www.adrian.edu) or in print will be made available upon request from the Director of Student Business Services at [nclose@adrian.edu](mailto:nclose@adrian.edu). FERPA information is also available on line at <http://adrian.edu/campus-life/business-office/student-business-services/other-information>.

#### **Vaccination policies**

In compliance with recommendation from the American College Health Association, Adrian College requires that all incoming students provide documented proof of vaccinations before moving into student housing. Forms and notification is sent to all admitted and deposited freshman from the Adrian College Health Services Department. For further information can be received by contacting their office at (517)265-5161, ext. 4214. Immunization forms can be found under the links section on the Adrian College website Health Services page. <http://adrian.edu/campus-life/health-counseling-center/>

Last updated:

#### **5.1.10 Gainful Employment Program Disclosures**

N/A Adrian College does not have any Gainful Employment programs

Last updated: 2015

#### **5.1.11 Drug and Alcohol Abuse Prevention Information**

The Adrian College Alcohol and Other Drug Policy can be accessed at <http://docs.adrian.edu:9001/> and <http://adrian.edu/admissions/housing-residence-life/policies-procedures/>

The Annual Security Report

([http://adrian.edu/uploads/files/ANNUAL\\_SECURITY\\_REPORT\\_%28ASR%29\\_2015\\_Edition.pdf](http://adrian.edu/uploads/files/ANNUAL_SECURITY_REPORT_%28ASR%29_2015_Edition.pdf)) provides information about alcohol and other drug health risks, drug alcohol laws and penalties, and campus alcohol and other drug education and counseling resources. Additional information specifically addressing student conduct related to alcohol and other drugs can be found in the Student Life section of the Adrian College website (<http://adrian.edu/uploads/files/handbook1314.pdf>) .

Last updated: 2015

#### **5.1.12 Voter Registration Information**

Information on voting in local, state, and federal elections, including a copy of the Michigan voter registration application form, may be accessed through the Adrian College Student Government Association which is under the direction of the Student Activities Office ((517)254-3811 or (517) 265-5161 x3811). More information about voter registration is also available at <http://adriancity.com/services/city-clerk/voter-registration/> or [https://www.michigan.gov/documents/MIvoterRegistration\\_97046\\_7.pdf](https://www.michigan.gov/documents/MIvoterRegistration_97046_7.pdf)

Last updated: 2015

#### **5.2 State-Required Consumer Information** **State grant assistance**

Students may be eligible for assistance from their state of residency.

<http://www2.ed.gov/about/contacts/state/mi.html> or <http://www2.ed.gov/about/contacts/state/index.html>.

Last updated: 2015

### **5.3 Accrediting Agency Consumer Information**

#### Accreditation

Adrian College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools [Higher Learning Commission, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504; (800)621-7440; (312)263-0456; Fax: (312)263-7462]

The University Senate of The United Methodist Church (Division of Higher Education, General Board of Higher Education and Ministry, PO Box 340007, 1001 Nineteenth Ave., South, Nashville, TN 37203-0007).

Teacher Education certification programs are approved by the Michigan Department of Education (Michigan Department of Education, 608 W. Allegan, Lansing, MI 48933).

The Social Work program is accredited through the Council on Social Work Education, 1725 Duke Street, Suite 500, Alexandria, Virginia 22314).

Athletic Training is accredited through the Commission on Accreditation of Athletic Training Education (CAATE). Accreditation information is published in the College Academic Catalog which is available upon request or can be viewed on line at [http://adrian.edu/uploads/files/REVISED\\_2014-2016\\_Adrian\\_College\\_CATALOG\\_Revised7-30-2015.pdf](http://adrian.edu/uploads/files/REVISED_2014-2016_Adrian_College_CATALOG_Revised7-30-2015.pdf).

### **5.4 Title IV Loan Counseling**

#### 5.4.1 Entrance Counseling

First time Direct Loan borrowers must complete entrance counseling. [www.studentloans.gov](http://www.studentloans.gov), the US Department of Education's Direct Loan website, provides an entrance counseling tool that provides students the necessary information required before a student borrows a loan and, upon completion, it sends an automatic notification to the school the student designates. Upon acceptance of their Direct Loan the student is notified that they are missing Entrance Counseling on the documents tab of their Adrian College Net Partner account. If the student does not complete Entrance Counseling they will receive a weekly email notification regarding outstanding items.

Undergraduate students: please select the option specific to undergraduate students.

Graduate/professional students: please select the option specific to graduate/professional students. This is required for first time Unsubsidized *and* Grad Plus loan borrowers.

#### Entrance Counseling

#### 5.4.2 Exit Counseling

As a Direct loan borrower or Perkins Loan borrower, you must complete Exit Counseling when you withdraw, drop below half-time enrollment, or graduate.

Subsidized, Unsubsidized, and Grad Plus Exit Counseling

The exit counseling at [www.studentloans.gov](http://www.studentloans.gov) will satisfy the requirements for Direct Subsidized, Unsubsidized, and Grad Plus loans.

#### Exit Counseling

Adrian College Students are notified of their obligation to complete Exit Counseling via both certified mail and an email from the Adrian College office of Financial Aid. The student is provided instructions to complete the requirement either online or on paper.

Online option

Below are the steps for completing the Exit Counseling online:

- 1) Go to <https://studentloans.gov/myDirectLoan/index.action>
- 2) Click on "Sign In" and use your Social Security Number, first two letters of your last name, date of birth, and your FAFSA PIN

- 3) Click on "Complete Counseling"
- 4) At the right side of the page in the Exit Counseling box, click the "Start" button
- 5) Choose Michigan as the State and Adrian College as the Institution
- 6) Click "Add School"
- 7) Click "Continue"
- 8) Read and complete all sections of the Exit Counseling session
- 9) Click "Submit"
- 10) Once you have completed the Exit Counseling session, a box will appear indicating "Congratulations" with your name

#### Paper option

If the student is unable to complete exit counseling online, all students have the option to complete the requirement via paper. Within the mailed notification of Exit Counseling all students are provided with the Department of Education's brochure, Exit Counseling Guide for Federal Student Loan Borrowers -

<http://www.direct.ed.gov/pubs/exitcounselguide.pdf>

Below are the steps for completing exit counseling via paper:

- 1) Read and complete all sections of the enclosed brochure, Exit Counseling Guide for Federal Student Loan Borrowers .
- 2) Return completed pages 19 and 21 to the Office of Financial Aid at  
110 S. Madison St.  
Adrian, Michigan  
49221

#### Perkins Loan Exit Counseling

Loans made through the Federal Perkins Loan Program, often called Perkins Loans, are low-interest federal student loans for undergraduate and graduate students with exceptional financial need.

Students who have Perkins loans may complete the Perkins exit counseling online at (ECSI) Educational Computer System, Inc. Students are notified via and email from the ECSI Webmaster to their Adrian College email account.