

CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE

These charts provide a summary of Shorter College’s Disclosure Requirements (Non Loan Related and Loan Related).

Non Loan Related Disclosure Requirements

Topic	Required Information/Regulatory, Law Resource Links
<p>Notice of Availability of Institutional and Financial Aid Information</p>	<p>34 CFR 668.41 (a)-(d), 34 CFR 668.42, 34 CFR 668.43</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> <p>Go to the 2018-2019 Academic Catalog Table of Contents and click on “FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)” and “CONFIDENTIALITY OF RECORDS”. The 2018-2019 Academic Catalog can be found on the School’s website at http://www.shortercollege.edu/course-catalog/.</p> <p>For the FERPA Authorization Form click on: http://www.shortercollege.edu/docs-forms/. The form will be located under the “Admissions Documents” section on the page. This form must be completed by the student, authorizing the release of their information.</p> <p>Information allowed Include:</p> <ul style="list-style-type: none"> • Grades/GPA, demographic, registration, student ID number, academic status, and/or enrollment information • Billing statements, charges, credits, payments, past due amounts, and/or collection activity • Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory progress • Access to student records maintained by the Office of the Registrar and the Office of Financial Aid, including all of the above examples.
<p>Contact Information for Assistance in Obtaining Institutional or Financial Aid Information</p>	<p>34 CFR 668.43; 34 CFR 668.44</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> <p>Go to the 2018-2019 Academic Catalog Table of Contents and click on “FINANCIAL AID”.</p>

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For financial aid assistance, students may see:

Janice Ivory
Office of Financial Aid at Shorter College.
604 Locust Street, North Little Rock, AR 72114
Email: Janice.ivory@shortercollege.edu
Office Telephone: 501.374.6305 ext. 501

OR

Email: financialaid@shortercollege.edu

Student Financial
Aid Information

[34 CFR 668.41 \(a\)-\(d\)](#), [34 CFR 668.42](#), [34 CFR 668.43](#)

- Procedures and forms by which students apply for assistance
- 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
- General conditions and terms applicable to employment provided as part of financial aid package
- The exit counseling information the school provides and collects

Go to the 2018-2019 Academic Catalog Table of Contents and click on “How to Apply for Financial Aid” and “Grants, Loans, Scholarships and Other Financial Aid Programs”.

HOW TO APPLY FOR FINANCIAL AID

- 1. Complete a Free Application for Federal Aid. Add Shorter College as a school code (School code: 001105). Go to www.fafsa.ed.gov and complete the Free Application for Federal Student Aid (FAFSA).**
- 2. For Direct Loan borrowers, complete the Direct Student Loan (Stafford) Entrance Counseling and the Master Promissory Note. The financial aid office will receive confirmation of completion.**
 - Go to www.studentloans.gov and complete Entrance Counseling and complete the Master Promissory Note (MPN) for Direct Subsidized/Unsubsidized Loan.
- 3. Complete the Virtual Financial Aid Office (VFAO) process. Go to www.shortercollegearkansas.vfao.com to complete the VFAO interview, requesting Shorter College to process federal student aid for your enrollment at Shorter College.**

<p>CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE</p>	<p>FORMS All forms required for the processing of federal student aid can be found on the School’s website at http://www.shortercollege.edu/financial-aid-documents/.</p> <p>EXIT COUNSELING Exit Counseling is required when the student graduates, leaves school, or drops below half-time enrollment. Exit counseling provides important information needed in preparing to repay federal student loan(s). The student will need to provide the name, address, e-mail address, and telephone number for their closest living relative, two references who live in the U.S., and current or expected employer (if known). Exit counseling may be completed by going to www.studentloans.gov.</p>
<p>Facilities and Services Available to Students with Disabilities</p>	<p>34 CFR 668.41 (a)-(d); 34 CFR 668.43; 34 CFR 668.231</p> <p>Each school must make available to prospective and enrolled students information about facilities and services available to students with disabilities, including students with intellectual disabilities</p> <p>DISABILITY SERVICES Go to the 2018-2019 Academic Catalog “Table of Contents” and click on “Disability Services”. The 2018-2019 Academic Catalog can be found on the School’s website at http://www.shortercollege.edu/course-catalog.</p>
<p>Price of Attendance</p>	<p>34 CFR 668.41(a) – (d); 34 CFR 668.43</p> <p>Each school must make available to prospective and enrolled students information about the price of attendance, including tuition and fees, books and supplies, room and board, transportation costs, and any additional costs for a program in which the student is enrolled or expresses an interest</p> <p>NET PRICE CALCULATOR Click on http://www.shortercollege.edu/net-price-calculator/ for the Net Price Calculator.</p>

<p>CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE</p>	<p>Tuition, Fees, Budget Components; and Books & Materials Go to the 2018-2019 Academic Catalog and/or Student Handbook “Table of Contents” and click on “Tuition and Fees”, “Student Budgets”, and “Books and Materials”. The 2018-2019 Academic Catalog and Student Handbook can be found on the School’s website at http://www.shortercollege.edu/course-catalog/ and http://www.shortercollege.edu/student-handbook/ .</p>
<p>Refund Policy, Requirements for Withdrawal and Return of Title IV Financial Aid</p>	<p><u>34 CFR 668.41(a) – (d); 34 CFR 668.43</u></p> <p>Each school must make available to prospective and enrolled students information about:</p> <ul style="list-style-type: none"> • 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. • Requirements and procedures for official withdrawal • Requirements for Return of Title IV, HEA grant or loan aid <p>In the “Table of Contents” in the 2018-2019 Academic Catalog, found on the School’s website at http://www.shortercollege.edu/course-catalog/, detailed information is provided on the following:</p> <ul style="list-style-type: none"> • Refund Policy • Withdrawal • Title IV Refund Policy • Institutional Refunds
<p>Academic Program (Educational Program, Instructional Facilities, and Faculty)</p>	<p><u>34 CFR 668.41(a) – (d); 34 CFR 668.43</u></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"> • Current degree programs and other educational and training programs • Instructional, laboratory, and other physical plant facilities that relate to the academic program • Faculty and other instructional personnel • Any plans by the school for improving the academic program [upon determination by the school that such a plan exists] <p>Go to the 2018-2019 Academic Catalog Table of Contents and click on “Academic Programs”.</p> <p>The Faculty/Staff Directory is located at: http://www.shortercollege.edu/faculty-and-staff/ .</p>

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AT-A-GLA Topic	ICE Required Information/Regulatory, Law Resource Links
Transfer of Credit Policies and Articulation Agreements	<p>34 CFR 668.43</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"> • Any established criteria the school uses regarding the transfer of credit earned a another school • A list of schools with which the school has established an articulation agreement <p>Go to the 2018-2019 Academic Catalog Table of Contents and click on “Admission of Transfer Students”.</p> <p>ARTICULATION AGREEMENTS can be found by clicking on the following link - http://www.shortercollege.edu/articulation-agreements/ .</p>
Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)	<p>34 CFR 668.43(a)(10)</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"> • 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 • A summary of the penalties for violation of federal copyright laws • 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>Go to the 2018-2019 Academic Catalog Table of Contents and click on “Copyright Guidelines and Fair Use” and “Computer Labs”.</p>

<p>CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE</p>	
<p>Required Written Arrangements Disclosures</p>	<p>34 CFR 668.43(a)(12)</p> <p>Required disclosures to prospective & enrolled students applicable to all schools where program is designed to be offered by another entity; Portion of program not being offered by the degree/certificate granting school, name and location of the other school/organization, method of delivery not being offered by the degree/certificate granting school and estimated additional costs that may incur due to arrangement</p> <p>Shorter College does not offer programs whereby another entity will offer a portion of its program(s). Shorter College offers programs in their entirety.</p>
<p>School and Program Accreditation, Approval, or Licensure</p>	<p>34 CFR 668.41(a) – (d); 34 CFR 668.43</p> <p>Each school must make available to prospective and enrolled students:</p> <ul style="list-style-type: none"> • Names of associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs • Procedures for obtaining or reviewing documents describing accreditation, approval, or licensing <p>The School’s Accreditation and Licensure Information is found at: http://www.shortercollege.edu/accreditation-information/ There are links to TRACS and ADHE on the same page. This information is also included the School’s 2018-2019 Academic Catalog and Student Handbook.</p>

<p>Notice of Federal Student Financial Aid Penalties for Drug Law Violations</p>	<p>34 CFR 668.40 ; DCL GEN 08-12, pages 101 through 102</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 (20 U.S.C. 1091(r)(2)).</p> <p>Go to the 2018-2019 Academic Catalog Table of Contents and click on “Drug and Alcohol Abuse Prevention Program”, see sub-section “Policy”, see sub-topic “Drug Conviction”.</p>
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<p>CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE</p>	
<p>Vaccinations Policy</p>	<p>HEOA Section 488(a)(1)(E): amended HEA Section 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Section 485(a)(1)(V) HEOA amendment effective August 14, 2008; DCL GEN 08-12, page 96</p> <p>Schools must make available to current and prospective students information about school policies regarding vaccinations</p> <p>Go to the 2018-2019 Academic Catalog Table of Contents and click on “Admission Requirements and Procedures”, see sub-section “Requirements for Admission and Class Enrollment”, see sub-topic “Immunization Record”.</p>
<p>Consumer Information on College Navigator Website</p>	<p>HEOA Section 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (20 U.S.C. 1015a(i)(1)(V)); DCL GEN 08-12, pages 31 through 34</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"> • Student activities offered by the school • Services offered by the school for individuals with disabilities • Career and placement services offered to students during and after enrollment • Policies of the school related to transfer of credit from other schools <p>On Shorter College’s website at http://www.shortercollege.edu/financial_aid/overview.html, under the Financial Aid tab, on the Admissions page, there is a link to College Navigator. College Navigator’s website is http://nces.ed.gov/collegenavigator/.</p>
<p>Student Body Diversity</p>	<p>HEOA Section 488(a)(1)(E) amended HEA Section 485(a)(1) (20 U.S.C. 1092 (a)(1)): added HEA Section 485(a)(1)(Q) HEOA amendment effective August 14, 2008; DCL GEN 08-12, page 95</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"> • Male • Female • Self-identified members of a major racial or ethnic group • Federal Pell Grant recipients <p>This information is maintained in the School’s Factbook located at: http://www.shortercollege.edu/about-shorter-college/. The link to the Factbook is just below the Quick Facts data.</p>

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Topic	Required Information/Regulatory, Law Resource Links
<p>Net Price Calculator</p>	<p>20 U.S.C. 1015a(a); 20 U.S.C. 1015a(h); DCL GEN 08-12, page 33</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>NET PRICE CALCULATOR Click on http://www.shortercollege.edu/net-price-calculator/ for the Net Price Calculator</p>
<p>Textbook Information</p> <p>Information for Students</p> <p>Information For College Bookstores</p>	<p>(20 U.S.C. 1015b); HEOA amendment effective July 1, 2010; DCL GEN 08-12, page 35</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 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> <p>Upon the require of a college bookstore operated by or affiliated with the school, the school must make available as soon as practicable the most accurate information available regarding:</p> <ul style="list-style-type: none"> • The school’s course schedule for the subsequent academic period • The information provided for students regarding the required recommended textbooks and supplemental materials for each course or class • The number of students enrolled in each course or class and the maximum student enrollment for each course or class <p>Go to the 2018-2019 Academic Catalog Table of Contents and click on “Books and Materials”.</p>

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Topic	Required Information/Regulatory, Law Resource Links
Disbursement For Books and Supplies	<p>668.164(i)</p> <p>Disbursement of books and supplies policy for Pell eligible students must be provided to students in their consumer information.</p> <p>Go to the 2018-2019 Academic Catalog Table of Contents and click on “Books and Materials”.</p>
Voter registration Forms	<p>20 U.S.C. 1094(a)(23); DCL GEN 08-12, page 68</p> <p>Each school must:</p> <ul style="list-style-type: none"> • 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. <p>Voter Registration forms are available in the Office of Financial Aid. Voter registration information is also included on the School’s website at: http://www.shortercollege.edu/financial-aid-documents/ under “Financial Aid Documents”.</p>

Voter registration Forms (Continued)	<p>HEOA Section 493(a)(1) amended HEA Section 487(a)(23) (20 U.S.C. 1094(a)(23)); added HEA Section 487(a)(23)(D); DCL GEN 08-12, page 68</p> <ul style="list-style-type: none"> • Make the voter registration form widely available to students at the school • Request the forms from the state 120 days prior to the deadline for registering to vote within the state. <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</p> <p>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> <p>Voter Registration forms are available in the Office of Financial Aid. Voter registration information is also included on the School’s website at: http://www.shortercollege.edu/financial-aid-documents/ under “Financial Aid Documents”.</p>
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<p>CONSUMER INFORMATION DISCLOSURES AT-A-GLANCE</p>	
<p>Constitution Day</p>	<p><u>Section 111 of Division J of Pub. L. 108-447, the "Consolidated Appropriations Act, 2005," Dec. 8, 2004;</u></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> <p>Each year on September 17, the Shorter College community, to include its students, faculty and staff will observe Constitution Day.</p>
<p>Drug and Alcohol Abuse Prevention Program</p>	<p><u>34 CFR 86</u></p> <p>Each school must annually distribute in writing to each student and each employee:</p> <ul style="list-style-type: none"> • 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 • Descriptions of applicable legal sanctions under state, local, and federal law • Description of health risks • Description of available counseling, treatment, rehabilitation, or re-entry programs • Clear statement that the school will impose sanctions for violation of standards of conduct and a description of sanctions <p>Go to the 2018-2019 Academic Catalog Table of Contents and click on "Drug and Alcohol Prevention Program".</p>

<p>Drug and Alcohol Abuse Prevention Program (continued)</p>	<p><u>34 CFR 86</u></p> <p>Note: Students who enroll or employees who are hired after the annual distribution must receive the information.</p> <p>Each school must make available, upon request, to the U.S. Department of Education and to the public, the information distributed to students and employees and the results of a biennial review of the school's program that:</p> <ul style="list-style-type: none"> • Determines the effectiveness of the program and implements needed changes • Determines the number of drug and alcohol-related violations and fatalities that occur on the school's campus or as part of the school's activities, and are presorted to campus officials • Determines the number and type of sanctions that are imposed • Ensures that sanctions are consistently enforced <p>Go to the 2018-2019 Academic Catalog Table of Contents and click on "Drug and Alcohol Prevention Program".</p>
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Topic	Required Information/Regulatory, Law Resource Links
<p>Completion/ Graduation and Transfer-out Rates (Including Disaggregated Completion/ Graduation Rates) (Student Right-to- Know Act)</p>	<p><u>34 CFR 668.41(a) - (d)</u>; <u>34 CFR 668.45</u>; <u>34 CFR 668.8(b)(1)(ii)</u></p> <p>Each school must annually make available to prospective and enrolled students the completion or graduation rate of certificate or degree-seeking, first-time, full-time, undergraduate students. The data are to be available by July 1 each year for the most recent cohort that has had 150 percent of normal time for completion by August 31 of the prior year.</p> <p>If the information is requested by a prospective student, it must be made available prior to the student’s enrolling or entering into any financial obligation with the school.</p> <p>Note: Schools may add other information to their completion/graduation rate disclosures (e.g., graduation rates for other timeframes, but the HEA-required information must be identifiable and separate from any additional information).</p> <p>A school that determines that its mission includes providing substantial preparation for students to enroll in another Title IV, HEA-eligible school must disclose a transfer-out rate for each cohort.</p> <p>A student shall be counted as a completion or graduation if the student earns a degree or certificate or completes a transfer-preparatory program within 150 percent of normal time for the student’s program.</p> <p>Note: These data are collected in the IPEDS Graduation Rate Survey (GRS). For more information: <u>http://nces.ed.gov/ipeds</u></p> <p>Disaggregated Completion/Graduation Rates:</p> <p>The HEOA (Section 488(a)(3)) added a provision requiring that the completion or graduation rates must be disaggregated by:</p> <ul style="list-style-type: none"> • Gender • Major racial and ethnic subgroup (as defined in IPEDS) • Recipients of a Federal Pell Grant • Recipients of a subsidized Stafford Loan who did not receive a Pell Grant • Students who did not receive either a Pell Grant or subsidized Stafford Loan <p>Students are to be considered to have received a grant or loan if they received it for the period used for determining the cohort – fall term or full year.</p>

Topic	Required Information/Regulatory, Law Resource Links
<p>Completion/ Graduation and Transfer-out Rates</p> <p>(Including Disaggregated Completion/ Graduation Rates)</p> <p>(Student Right-to-Know Act)</p> <p>(Continued)</p>	<p>34 CFR 668.41(a) - (d); 34 CFR 668.45; 34 CFR 668.8(b)(1)(ii)</p> <p>The disaggregated rates are to be disclosed only if the number of students in each group is sufficient to yield statistically reliable information and not reveal personally identifiable information about an individual student. The requirement for disaggregation does not apply to 2-year degree-granting schools until academic year 2011-2012.</p> <p>Exclusions:</p> <p>Schools are allowed to exclude from completion/graduation or transfer-out rate calculations those students who leave school to serve in the Armed Forces, on official church missions, or with a federal foreign aid service, or are deceased or totally and permanently disabled.</p> <p>The HEOA (Section 488(a)(2)) added a provision that applies to schools for which students who leave school to serve in the Armed Forces, on official church missions, or with a recognized federal foreign aid service represent 20 percent or more of the certificate-or degree-seeking, full-time undergraduates at the school. Those schools <i>may</i> include the students who leave for such service in their completion/graduation rate calculation but allow for the time the students were not enrolled due to their service by adding the time period the students were not enrolled due to their service to the 150 percent of normal time used in the calculations.</p> <p>This information is maintained on Shorter College’s website at http://www.shortercollege.edu/institutional-effectiveness-and-assessment, under the Institutional Effectiveness and Assessment tab, on the Resources page.</p>
<p>Placement in Employment</p>	<p>34 CFR 668.41(d)</p> <p>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> <p>This information is maintained on Shorter College’s website at http://www.shortercollege.edu/institutional-effectiveness-and-assessment, under the Institutional Effectiveness and Assessment tab, on the Resources page.</p>

Topic	Required Information/Regulatory, Law Resource Links
Job Placement Rates	<p data-bbox="310 277 558 302">34 CFR 668.14(b)(10)</p> <p data-bbox="310 337 1961 394">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 data-bbox="359 402 1976 521" style="list-style-type: none"> <li data-bbox="359 402 1350 427">• The most recent available data concerning employment statistics and graduation statistics <li data-bbox="359 435 1314 459">• Any other information necessary to substantiate the truthfulness of the advertisements <li data-bbox="359 467 1976 521">• 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 data-bbox="310 557 1969 613">This information is maintained on Shorter College’s website at http://www.shortercollege.edu/institutional-effectiveness-and-assessment, under the Institutional Effectiveness and Assessment tab, on the Resources page.</p>
Retention Rate	<p data-bbox="310 662 474 686">34 CFR 668.41</p> <p data-bbox="310 722 2007 779">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 data-bbox="310 815 1031 839">This information is collected in the IPEDS Fall Enrollments Survey.</p> <p data-bbox="310 847 564 904">For more information: http://nces.ed.gov/ipeds</p> <p data-bbox="310 940 2013 997">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> <p data-bbox="310 1032 1969 1089">This information is maintained on Shorter College’s website at http://www.shortercollege.edu/institutional-effectiveness-and-assessment, under the Institutional Effectiveness and Assessment tab, on the Resources page.</p>

Topic	Required Information/Regulatory, Law Resource Links
Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency response and Evacuation Procedures)	<p data-bbox="310 277 1331 305"><u>34 CFR 668.41(a)</u>; <u>34 CFR 668.41(e)</u>; <u>34 CFR 668.46</u>; <u>34 CFR Part 668 Subpart D, Appendix A</u></p> <p data-bbox="310 337 1961 427">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 data-bbox="310 459 2024 548">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 data-bbox="310 581 1934 638">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 data-bbox="310 703 2039 760">The Security & Fire Safety Report can be found on the School’s website at http://www.shortercollege.edu/physical-plant-and-facilities/. A paper copy of this report will be provided upon request.</p> <p data-bbox="310 800 1969 922">For statistical data reported on the U.S. Department of Education Campus Safety and Security (CSS) website, you may go directly to the website at https://ope.ed.gov/campussafety/#/institution/search or go to the School’s website at http://www.shortercollege.edu/physical-plant-and-facilities/ under “Resources”, subunit – “Physical Plant and Facilities” and click on “Annual Campus Safety and Analysis Tool”.</p>

Topic	Required Information/Regulatory, Law Resource Links
Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency response and Evacuation Procedures) (continued)	<p data-bbox="306 272 1331 302">34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <p data-bbox="306 337 768 367">The report must contain information about:</p> <ul data-bbox="359 370 2007 1130" style="list-style-type: none"> <li data-bbox="359 370 932 399">• The crime statistics required in 34 CFR 668.46(c) <li data-bbox="359 402 2007 669">• 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: <ul style="list-style-type: none"> <li data-bbox="453 464 2007 526">○ Policies for making timely warning reports to members of the campus community, as required by 34 CFR 668.46(e), regarding the occurrence of crimes described in 34 CFR 668.46(c)(1) <li data-bbox="453 529 1150 558">○ Policies for preparing the annual disclosure of crime statistics <li data-bbox="453 561 1965 623">○ A list of the titles of each person or organization to whom students and employees should report the criminal offenses described in 34 CFR 668.46(c)(1) for the purposes of making timely warning reports and the annual statistical disclosure; and <li data-bbox="453 626 2007 669">○ 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 data-bbox="359 672 1965 734">• 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 data-bbox="359 737 2007 1065">• A statement of policies concerning campus law enforcement that: <ul style="list-style-type: none"> <li data-bbox="453 773 1289 802">○ Addresses the enforcement authority and jurisdiction of security personnel <li data-bbox="453 805 2007 915">○ Addresses the working relationship of campus security personnel with State and local police agencies, including: <ul style="list-style-type: none"> <li data-bbox="548 831 1360 860">▪ Whether those security personnel have the authority to make arrests; and <li data-bbox="548 863 2007 915">▪ Any agreements, such as written memoranda of understanding between the school and such agencies, for the investigation of alleged criminal offenses <li data-bbox="453 919 2007 980">○ 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 data-bbox="453 984 2007 1065">○ 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 data-bbox="359 1068 2007 1130">• 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 <p data-bbox="306 1166 2026 1227">The Security & Fire Safety Report can be found on the School’s website at http://www.shortercollege.edu/physical-plant-and-facilities/. A paper copy of this report will be provided upon request.</p> <p data-bbox="306 1263 1965 1383">For statistical data reported on the U.S. Department of Education Campus Safety and Security (CSS) website, you may go directly to the website at https://ope.ed.gov/campussafety/#/institution/search or go to the School’s website at http://www.shortercollege.edu/physical-plant-and-facilities/ under “Resources”, subunit – “Physical Plant and Facilities” and click on “Annual Campus Safety and Analysis Tool”.</p>

Topic	Required Information/Regulatory, Law Resource Links
Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency response and Evacuation Procedures) (continued)	<p data-bbox="310 277 1331 305">34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <ul style="list-style-type: none"> <li data-bbox="359 342 1472 370">• A description of programs designed to inform students and employees about the prevention of crimes <li data-bbox="359 375 2018 431">• A statement of policy concerning the monitoring and recording through local police agencies of criminal activity by students at non-campus locations of student organizations officially recognized by the school, including student organizations with non-campus housing facilities <li data-bbox="359 436 1808 464">• A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws <li data-bbox="359 469 1724 496">• A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws <li data-bbox="359 501 2007 586">• 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 data-bbox="359 591 2007 651">• A statement of policy regarding the school’s programs to prevent dating violence, domestic violence, sexual assault, and stalking, as defined in 34 CFR 668.46(a), and of procedures that the school will follow when one of these crimes is reported. The statement must include: <ul style="list-style-type: none"> <li data-bbox="453 656 1965 712">o 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) <li data-bbox="453 717 1986 774">o Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about: <ul style="list-style-type: none"> <li data-bbox="548 779 1955 836">▪ 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 <li data-bbox="548 841 1199 868">▪ How and to whom the alleged offense should be reported <li data-bbox="548 873 1892 992">▪ Options about the involvement of law enforcement and campus authorities, including notification of the victim’s option to: <ul style="list-style-type: none"> <li data-bbox="642 901 1545 928">• Notify proper law enforcement authorities, including on-campus and local police <li data-bbox="642 933 1734 961">• Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses <li data-bbox="642 966 1041 993">• Decline to notify such authorities <li data-bbox="548 997 1955 1053">▪ 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 <p data-bbox="310 1084 2039 1141">The Security & Fire Safety Report can be found on the School’s website at http://www.shortercollege.edu/physical-plant-and-facilities/. A paper copy of this report will be provided upon request.</p> <p data-bbox="310 1182 1965 1300">For statistical data reported on the U.S. Department of Education Campus Safety and Security (CSS) website, you may go directly to the website at https://ope.ed.gov/campussafety/#/institution/search or go to the School’s website at http://www.shortercollege.edu/physical-plant-and-facilities/ under “Resources”, subunit – “Physical Plant and Facilities” and click on “Annual Campus Safety and Analysis Tool”.</p>

Topic	Required Information/Regulatory, Law Resource Links
Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency response and Evacuation Procedures) (continued)	<p data-bbox="310 277 1331 305"><u>34 CFR 668.41(a)</u>; <u>34 CFR 668.41(e)</u>; <u>34 CFR 668.46</u>; <u>34 CFR Part 668 Subpart D, Appendix A</u></p> <ul style="list-style-type: none"> <li data-bbox="453 310 2011 423">o Information about how the school will protect the confidentiality of victims and other necessary parties, including how the school will: <ul style="list-style-type: none"> <li data-bbox="548 337 2011 423">▪ 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 (<u>42 U.S.C. 13925(a)(20)</u>) <li data-bbox="548 431 2011 488">▪ 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 <li data-bbox="453 496 2011 570">o 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 <li data-bbox="453 578 2011 691">o 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 <li data-bbox="453 699 2011 756">o An explanation of the procedures for school disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as required by <u>34 CFR 668.46(k)</u> <li data-bbox="453 764 2011 846">o 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 <u>34 CFR 668.46 (b)(11)(i) through (vi)</u> <ul style="list-style-type: none"> <li data-bbox="359 854 2011 935">• 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 (<u>42 U.S.C. 16921</u>), 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 <li data-bbox="359 943 2011 976">• A statement of policy regarding emergency response and evacuation procedures, as required by <u>34 CFR 668.46(g)</u> <li data-bbox="359 984 2011 1008">• A statement of policy regarding missing student notification procedures, as required by <u>34 CFR 668.46(h)</u> <p data-bbox="310 1032 2043 1097">The Security & Fire Safety Report can be found on the School’s website at http://www.shortercollege.edu/physical-plant-and-facilities/. A paper copy of this report will be provided upon request.</p> <p data-bbox="310 1130 2043 1252">For statistical data reported on the U.S. Department of Education Campus Safety and Security (CSS) website, you may go directly to the website at https://ope.ed.gov/campussafety/#/institution/search or go to the School’s website at http://www.shortercollege.edu/physical-plant-and-facilities/ under “Resources”, subunit – “Physical Plant and Facilities” and click on “Annual Campus Safety and Analysis Tool”.</p>

Topic	Required Information/Regulatory, Law Resource Links
Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency response and Evacuation Procedures) (continued)	<p data-bbox="310 277 1331 305">34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <p data-bbox="310 337 831 365">Timely Warning and Emergency Notification:</p> <p data-bbox="310 430 1955 516">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:</p> <ul data-bbox="359 553 1927 1079" style="list-style-type: none"> • Criminal homicide <ul style="list-style-type: none"> o Murder and non-negligent manslaughter o Negligent Manslaughter • Sex Offenses <ul style="list-style-type: none"> o Rape o Fondling o Incest o Statutory rape • Robbery • Aggravated assault • Burglary • Motor vehicle theft • Arson • Arrests and referrals for disciplinary actions, including: <ul style="list-style-type: none"> o Arrests for liquor law violations, drug law violations, and illegal weapons possession o 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 <p data-bbox="310 1112 2039 1172">The Security & Fire Safety Report can be found on the School’s website at http://www.shortercollege.edu/physical-plant-and-facilities/. A paper copy of this report will be provided upon request.</p> <p data-bbox="310 1209 1969 1328">For statistical data reported on the U.S. Department of Education Campus Safety and Security (CSS) website, you may go directly to the website at https://ope.ed.gov/campussafety/#/institution/search or go to the School’s website at http://www.shortercollege.edu/physical-plant-and-facilities/ under “Resources”, subunit – “Physical Plant and Facilities” and click on “Annual Campus Safety and Analysis Tool”.</p>

Topic	Required Information/Regulatory, Law Resource Links
Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency response and Evacuation Procedures) (continued)	<p data-bbox="310 277 1331 305"><u>34 CFR 668.41(a)</u>; <u>34 CFR 668.41(e)</u>; <u>34 CFR 668.46</u>; <u>34 CFR Part 668 Subpart D, Appendix A</u></p> <p data-bbox="310 305 968 332">Timely Warning and Emergency Notification (continued):</p> <ul data-bbox="359 370 2018 829" style="list-style-type: none"> • Hate crimes, including: <ul style="list-style-type: none"> ◦ The number of each type of crime in <u>34 CFR 668.46(c)(1)(i)</u> that are determined to be hate crimes ◦ The number of the following crimes that are determined to be hate crimes: <ul style="list-style-type: none"> ▪ Larceny-theft ▪ Simple assault ▪ Intimidation ▪ Destruction/damage/vandalism of property ◦ Dating violence, domestic violence, and stalking as defined in <u>34 CFR 668.46(a)</u> • Crimes that are reported to campus security authorities as defined under the school’s statement of current campus policies pursuant to <u>34 CFR 668.46(b)(2)</u> 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 <u>34 CFR 668.46(g)(1)</u>, 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 <p data-bbox="310 865 443 893">Crime Log:</p> <ul data-bbox="359 930 1990 1114" style="list-style-type: none"> • 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 <i>Clery geography</i> in paragraph (a) of <u>34 CFR 668.46</u>, and that is reported to the campus police or the campus security department. This log must include: <ul style="list-style-type: none"> • The nature, date, time, and general location of each crime • The disposition of the complaint, if known <p data-bbox="310 1146 2039 1203">The Security & Fire Safety Report can be found on the School’s website at http://www.shortercollege.edu/physical-plant-and-facilities/. A paper copy of this report will be provided upon request.</p> <p data-bbox="310 1243 1969 1360">For statistical data reported on the U.S. Department of Education Campus Safety and Security (CSS) website, you may go directly to the website at https://ope.ed.gov/campussafety/#/institution/search or go to the School’s website at http://www.shortercollege.edu/physical-plant-and-facilities/ under “Resources”, subunit – “Physical Plant and Facilities” and click on “Annual Campus Safety and Analysis Tool”.</p>

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Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency response and Evacuation Procedures) (continued)	<p data-bbox="306 277 1331 305"><u>34 CFR 668.41(a)</u>; <u>34 CFR 668.41(e)</u>; <u>34 CFR 668.46</u>; <u>34 CFR Part 668 Subpart D, Appendix A</u></p> <p data-bbox="306 337 579 365">Crime Log (continued):</p> <ul data-bbox="359 402 2003 769" style="list-style-type: none"> • The school must make an entry or an addition to an entry to the log within two business days, as defined in <u>34 CFR 668.46(a)</u>, 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 <u>34 CFR 668.46(f)(1) and (2)</u> if there is clear and convincing evidence that the release of the information would: <ul style="list-style-type: none"> o Jeopardize an ongoing criminal investigation or the safety of an individual o Cause a suspect to flee or evade detection o Result in the destruction of evidence • The school must disclose any information withheld under <u>34 CFR 668.46(f)(3)</u> once the adverse effect described in that paragraph is no longer likely to occur • The school may withhold under <u>34 CFR 668.46(f)(2) and (3)</u> 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 <p data-bbox="306 805 877 833">Emergency Response and Evacuation Procedures:</p> <p data-bbox="306 865 1919 893">The school must include a statement of policy regarding emergency and response evacuation in the annual security report. This statement must include:</p> <ul data-bbox="359 930 1955 987" style="list-style-type: none"> • 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 <p data-bbox="306 1049 1887 1105">Go to the 2018-2019 Student Handbook Table of Contents and click on “Emergency Procedures”. The 2018-2019 Student Handbook can be found on the School’s website at http://www.shortercollege.edu/student-handbook/, in the Quick Links section, under Student Affairs.</p> <p data-bbox="306 1146 2039 1203">The Security & Fire Safety Report can be found on the School’s website at http://www.shortercollege.edu/physical-plant-and-facilities/. A paper copy of this report will be provided upon request.</p> <p data-bbox="306 1243 1969 1360">For statistical data reported on the U.S. Department of Education Campus Safety and Security (CSS) website, you may go directly to the website at https://ope.ed.gov/campussafety/#/institution/search or go to the School’s website at http://www.shortercollege.edu/physical-plant-and-facilities/ under “Resources”, subunit – “Physical Plant and Facilities” and click on “Annual Campus Safety and Analysis Tool”.</p>

Topic	Required Information/Regulatory, Law Resource Links
Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency response and Evacuation Procedures) (continued)	<p data-bbox="310 305 1331 331">34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <p data-bbox="310 367 1020 393">Emergency Response and Evacuation Procedures (Continued):</p> <ul data-bbox="359 428 2018 857" style="list-style-type: none"> • A description of the process the school will use to: <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ 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 <p data-bbox="310 891 1919 950">Information on the Rave Alert System can be found in the 2018-2019 Academic Catalog and Student Handbook Table of Contents and click on “the Rave Alert System”.</p> <p data-bbox="310 987 2003 1105">The Rave Alert System provides an easy and effective way to send broadcast or targeted messages across all different communication modes, giving Shorter College the ability to transmit critical information to students, faculty, staff and the community at large. Rave alert is designed specifically for Higher Education, making it possible for Shorter College administrators to alert the public through websites, 2-way SMS text messages, emails, smartphone and tablet users, in the event of inclement weather or the need for the dispersal of other vital information. Our Rave Alert System utilizes the latest multi-modal technology and will greatly assist Shorter College in keeping all informed.</p> <p data-bbox="310 1175 1887 1234">Go to the 2018-2019 Student Handbook Table of Contents and click on “Emergency Procedures”. The 2018-2019 Student Handbook can be found on the School’s website at http://www.shortercollege.edu/student-handbook/, in the Quick Links section, under Student Affairs.</p> <p data-bbox="310 1271 2039 1330">The Security & Fire Safety Report can be found on the School’s website at http://www.shortercollege.edu/physical-plant-and-facilities/. A paper copy of this report will be provided upon request.</p>

“ For statistical data reported on the U.S. Department of Education Campus Safety and Security (CSS) website, you may go directly to the website at <http://ope.ed.gov/campussafety/#/institution/search> or go to the School’s website at <http://www.shortercollege.edu/physical-plant-and-facilities/> under “Resources”, subunit – “Physical Plant and Facilities” and click on “Annual Campus Safety and Analysis Tool”.

Topic	Required Information/Regulatory, Law Resource Links
Security Report-Missing Person Notification Policy	<p>34 CFR 668.41(a); 34 CFR 668.46(b)(14); 34 CFR 668.46(h)</p> <p>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:</p> <ul style="list-style-type: none"> • 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 <p>Not applicable. Shorter College does not maintain on-campus student housing.</p>

Topic	Required Information/Regulatory, Law Resource Links
Security Report-Programs to prevent dating violence, domestic violence, sexual assault, and stalking Policy	<p data-bbox="306 272 751 302">34 CFR 668.46(b)(11); 34 CFR 668.46(j)</p> <p data-bbox="306 334 1986 396">As required by 34 CFR 668.46(b)(11), 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 data-bbox="306 428 611 457">The statement must include:</p> <ul data-bbox="359 490 2028 821" style="list-style-type: none"> <li data-bbox="359 490 2028 734">• A description of the school’s primary prevention and awareness programs for all incoming students and new employees, which must include: <ul data-bbox="453 522 1759 734" style="list-style-type: none"> <li data-bbox="453 522 2028 581">○ A statement that the school prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in 34 CFR 668.46(a) <li data-bbox="453 581 1759 610">○ The definition of “dating violence,” “domestic violence,” “sexual assault,” and “stalking” in the applicable jurisdiction <li data-bbox="453 610 1434 639">○ The definition of “consent,” in reference to sexual activity, in the applicable jurisdiction <li data-bbox="453 639 1224 669">○ A description of safe and positive options for bystander intervention <li data-bbox="453 669 814 698">○ Information on risk reduction <li data-bbox="453 698 1167 727">○ The information described in 34 CFR 668.46(b)(11) and (k)(2) <li data-bbox="359 766 1969 821">• A description of the school’s ongoing prevention and awareness campaigns for students and employees, including information described in 34 CFR 668.46(j)(1)(i)(A) through F <p data-bbox="359 854 653 883">Other required information:</p> <ul data-bbox="359 915 2028 1042" style="list-style-type: none"> <li data-bbox="359 915 2028 974">• 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 34 CFR 668.46(j)(2)(i)-(v) <li data-bbox="359 974 2028 1042">• The school’s programs to prevent dating violence, domestic violence, sexual assault, and stalking must include, at a minimum, the information described in 34 CFR 668.46(j)(1) <p data-bbox="306 1075 1986 1166">The Security & Fire Safety Report can be found on the School’s website at http://www.shortercollege.edu/physical-plant-and-facilities/ in the Quick Links section, under Institutional Support. A paper copy of this report will be provided upon request. In this document there are tips on crime prevention, what to do in the event you are assaulted, and other valuable information for the consumer.</p>

Topic	Required Information/Regulatory, Law Resource Links
<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>34 CFR 668.46(k)</p> <p>As required in 34 CFR 668.46 (b)(11)(vi), 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 34 CFR 668.46(a) that:</p> <ul style="list-style-type: none"> • 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 • 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 • 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 • 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 <p>Provides that the proceedings will:</p> <ul style="list-style-type: none"> • Include a prompt, fair, and impartial process from the initial investigation to the final result • 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 • 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 • Not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceedings; 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 <p>The Security & Fire Safety Report can be found on the School’s website at http://www.shortercollege.edu/physical-plant-and-facilities/ in the Quick Links section, under Resources. A paper copy of this report will be provided upon request. Within this report’s contents is a section on “College Disciplinary Action”.</p> <p>“General Guidelines for Sanctions” can be found in the 2018-2019 Academic Catalog.</p> <p>See “Sexual Harassment” in the 2018-2019 Academic Catalog and Student Handbook.</p> <p>See “Prohibited Conduct”, “Student Grievance Policy and Procedures”, and “Shorter College Judicial Process” in the 2018-2019 Student Handbook.</p>

Topic	Required Information/Regulatory, Law Resource Links
Institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking Information for Crime Victims about Disciplinary Proceedings (continued)	<p>34 CFR 668.46(k)</p> <p>An institution must provide simultaneous notification, in writing, to both the accuser and the accused, of:</p> <ul style="list-style-type: none"> • The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking • The school’s procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available • Any change to the result • When such results become final <p>See “General Guidelines for Sanctions” can be found in the 2018-2019 Academic Catalog.</p> <p>See “Prohibited Conduct”, “Student Grievance Policy and Procedures”, and “Shorter College Judicial Process” in the 2018-2019 Student Handbook.</p>
Privacy of Student Records – family Educational Rights and Privacy Act (FERPA)	<p>34 CFR 668.41(c); 34 CFR Part 99</p> <p>Each school must annually provide a notice to all enrolled students about:</p> <ul style="list-style-type: none"> • 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 • Procedures for reviewing educational records and requesting amendment of records • If applicable, information about the school’s policy regarding disclosures to school officials with a legitimate educational interest in the educational records. <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"> • The types of information the school has designated as directory information • 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>In addition to the information in the section below, go to the 2018-2019 Academic Catalog Table of Contents and click on “FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)” and “CONFIDENTIALITY OF RECORDS”. The 2018-2019 Academic Catalog can be found on the School’s website at http://www.shortercollege.edu/course-catalog/ .</p> <p>For the FERPA Authorization Form click on: http://www.shortercollege.edu/docs-forms/1. The form will be located under the “Application Documents” section on the page. This form must be completed by the student, authorizing the release of their information.</p>

	<p>Information allowed Include:</p> <ul style="list-style-type: none"> • Grades/GPA, demographic, registration, student ID number, academic status, and/or enrollment information • Billing statements, charges, credits, payments, past due amounts, and/or collection activity • Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory progress • Access to student records maintained by the Office of the Registrar and the Office of Financial Aid, including all of the above examples.
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Topic	Required Information/Regulatory, Law Resource Links
Fire Safety report	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.49</p> <p>By October 1 of each year (beginning with the October 1, 2010, report containing data from the 2009 calendar year), a school that maintains any on-campus student housing facility must distribute an annual fire safety report, or notice of the report, to all enrolled students and current employees. If the school distributes the report by posting the report on its website, it must provide a notice by October 1 that includes a statement of the report's availability, the exact electronic address at which the report is posted, a brief description of the report's contents, and a statement that the school will provide a paper copy upon request.</p> <p>Not applicable. Shorter College does not maintain on-campus student housing.</p>
Fire Safety report	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.49</p> <p>Schools must provide a notice to prospective students and prospective employees that includes a statement of the report's availability, a description of its contents, and an opportunity to request a copy. If the school posts the report on its website, the notice must include the exact electronic address at which the report is posted and a statement that the school will provide a paper copy upon request.</p> <p>A school may combine the publication of the first safety report and the security 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 fire safety report must include, for each on-campus student housing facility:</p> <ul style="list-style-type: none"> • Statistics for the three most recent calendar years (three year requirement begins with the October 1, 2012 report) for which data are available for: <ul style="list-style-type: none"> o The number of fires and the cause of each fire o The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center o The number of deaths related to a fire, and o The value of property damage caused by a fire <p>Not applicable. Shorter College does not maintain on-campus student housing.</p>

Topic	Required Information/Regulatory, Law Resource Links
Fire Safety report (Continued)	<p data-bbox="310 272 888 300">34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.49</p> <ul data-bbox="359 337 2028 654" style="list-style-type: none"> • The fire statistics described in 668.49(c) • A description of each on-campus student housing facility fire safety system • The number of fire drills held during the previous calendar year • Policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility • Procedures for student housing evacuation in case of fire • Policies regarding fire safety education and training programs provided to students and employees. In these policies, the school must describe the procedures that students and employees should follow in case of a fire • For the purposes of including a fire in the statistics, in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred. • Plans for future improvements in fire safety, if determined necessary by the school. <p data-bbox="310 691 1199 719">Not applicable. Shorter College does not maintain on-campus student housing.</p>

Loan Related Disclosure Requirements

Topic	Required Information/Regulatory, Law Resource Links
State Grant Assistance	<p data-bbox="310 953 552 980">34 CFR 668.14(b)(11)</p> <p data-bbox="310 1018 1955 1073">School must inform all eligible borrowers enrolled in the school about the availability of and their eligibility for grant assistance from the state in which the school is located, and provide sources of information about grant assistance from other states to borrowers from other states.</p> <p data-bbox="310 1110 2003 1195">The Office of Financial Aid maintains printed material from the Arkansas Department of Higher Education, the administrator of all state scholarships and grants. This information is made available to all students and the public. Furthermore, information pertaining to such can be found in the 2016-2017 Academic Catalog by clicking on Financial Aid in the Table of Contents.</p> <p data-bbox="310 1232 1465 1260">ARKANSAS HIGHER EDUCATION OPPORTUNITIES GRANT (GO! OPPORTUNITIES GRANT)</p> <p data-bbox="310 1265 1976 1349">This grant is administered by the Arkansas Department of Higher Education. The grant is awarded based on financial need. Students apply by completing the FAFSA and the ADHE YOUiversal application available at www.adhe.edu. The grant is available to all undergraduate students who meet the designated income criteria. It includes traditional and non-traditional students. Students in qualified certificate programs are now eligible for this grant.</p>

<p>CONSUME AT-A-GLA</p>	<p>INFORMATION DISCLOSURES NCE</p> <p>ACADEMIC CHALLENGE SCHOLARSHIP This grant is administered by the Arkansas Department of Higher Education. The Academic Challenge Program provides scholarships to Arkansas residents pursuing a higher education. Funded in large part by the Arkansas Scholarship Lottery, the Academic Challenge Scholarship is available to students regardless of their academic status, whether just graduating from high school, currently enrolled in college, enrolling in college for the first time, or re-enrolling after a period of time out of college.</p>
<p>Student Loan Information Published by the U.S. Department of Education</p>	<p>HEOA Section 488 (c) amended HEA Section 485(d) (20 U.S.C. 1092(d))</p> <p>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> <p>The Office of Financial Aid maintains various printed materials from the U.S. Department of Education. This information is made available to all students and the public. Furthermore, information pertaining to such can be found in the 2018-2019 Academic Catalog by clicking on Financial Aid in the Table of Contents.</p> <p>Please visit www.studentloans.gov for more detailed information on federal student loans.</p>
<p>National Student Loan Data System (NSLDS)</p>	<p>HEOA Section 489 amended HEA Section 485B(d)(4) (20 U.S.C. 1092(b))</p> <p>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> <p>Go to the 2018-2019 Academic Catalog Table of Contents and click on “National Student Loan Data System”. The 2018-2019 Academic Catalog can be found on the School’s website at http://www.shortercollege.edu/course-catalog/ .</p>
<p>Entrance Counseling for Student Loan Borrowers</p>	<p>34 CFR 685.304(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. The information is to include:</p> <ul style="list-style-type: none"> • The effect of the loan on the eligibility of the borrower for other forms of aid • An explanation of the use of the Master Promissory Note

Go to the 2018-2019 Academic Catalog Table of Contents and click on “National Student Loan Data System” and see the sub-topic on “Federal Subsidized and Unsubsidized Direct Loans”. The 2018-2019 Academic Catalog can be found on the School’s website at <http://www.shortercollege.edu/course-catalog/> .

Entrance Counseling and the Master Promissory Note (MPN)

Before a student receives loans funds, the student will be required to complete entrance counseling, ensuring that the student understands the obligation to repay the loan and sign a master promissory note (MPN) agreeing to terms of the loan.

The Office of Financial Aid maintains various publications by the U.S. Department of Education pertaining to loans, to include Entrance Counseling. The publications are made available at all times to the students and public.

For more information on student loans, terms and conditions, loan repayment plans and estimating your payments please go to: www.studentloans.gov and <https://studentaid.ed.gov/sa/repay-loans/understand/plans>.

Topic	Required Information/Regulatory, Law Resource Links
Entrance Counseling for Student Loan Borrowers (Continued)	<p>34 CFR 685.304(a)</p> <ul style="list-style-type: none"> • The seriousness and importance of the students’ repayment obligation • Information on the accrual and capitalization of interest • Borrowers of unsubsidized loans have the option of paying interest while in school • Definition of half-time enrollment and the consequences of not maintaining half-time enrollment • Importance of contacting appropriate offices if student withdraws prior to completion of program of study • Sample monthly repayment amounts • The obligation of the borrower to repay the full amount of the loan regardless of whether the borrower complete program or completes within regular time for completion, is unable to obtain employment upon completion, or is otherwise dissatisfied with or does not receive the educational or other services the borrower purchased from the school • Consequences of default • Information about the NSLDS and how the borrower can access the borrowers records • Name and contact information for individual the borrower may contact with questions about the borrower’s rights and responsibilities or the terms and conditions of the loan <p>Go to the 2018-2019 Academic Catalog Table of Contents and click on “National Student Loan Data System” and see the sub-topic on “Federal Subsidized and Unsubsidized Direct Loans”. The 2018-2019 Academic Catalog can be found on the School’s website at http://www.shortercollege.edu/course-catalog/ .</p>

**CONSUMER INFORMATION DISCLOSURES AT-A-
GLANCE**

Entrance Counseling and the Master Promissory Note (MPN)

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Exit Counseling
for Student Loan
Borrowers

[34 CFR 685.304\(b\)](#); [34 CFR 668.42](#); [34 CFR 674.42\(b\)](#)

Note: The final regulations include the entrance counseling requirements separately for each loan program. See the program regulations for complete information.

Each school must provide counseling to borrowers of loans under the Federal Direct Loan, or Perkins Loan programs (other than consolidated or Parent PLUS loans) shortly before the student borrower ceases at least half-time study at the school. The counseling will provide information on:

- Average anticipated monthly repayment amount
- Repayment plan options
- Options to prepay or pay on shorter schedule
- Debt Management Strategies
- Use of Master Promissory Note
- The seriousness and importance of student's repayment obligation
- Terms and conditions for forgiveness or cancellation
- Copy of information provided by the U.S. Department of Education
- Terms and conditions for deferment or forbearance
- Consequences of default
- Options and consequences of loan consolidation
- Tax benefits available to borrowers
- The obligation of the borrower to repay the full amount of the loan regardless of whether the borrower completes program or completes within regular time for completion, is unable to obtain unemployment upon completion, or is otherwise dissatisfied with or did not receive the educational or other services the borrower purchased from the school

Go to the 2018-2019 Academic Catalog Table of Contents and click on "National Student Loan Data System" and see the sub-topic on "Federal Subsidized and Unsubsidized Direct Loans". The 2018-2019 Academic Catalog can be found on the School's website at
<http://www.shortercollege.edu/course-catalog/> .

**CONSUMER INFORMATION DISCLOSURES AT-A-
GLANCE**

Exit Counseling

Exit Counseling is required when the student graduates, leaves school, or drops below half-time enrollment. Exit counseling provides important information needed in preparing to repay federal student loan(s). The student will need to provide the name, address, e-mail address, and telephone number for their closest living relative, two references who live in the U.S., and current or expected employer (if known).

The Office of Financial Aid maintains various publications by the U.S. Department of Education pertaining to loans, to include Exit Counseling. The publications are made available at all times to the students and public.

For more information on student loans, terms and conditions, loan repayment plans and estimating your payments please go to:
www.studentloans.gov and <https://studentaid.ed.gov/sa/repay-loans/understand/plans>.