

## COMPLIANCE WITH CONSUMER INFORMATION DISCLOSURE REQUIREMENTS

| # | Consumer Disclosure Requirement  | Recipient of Requirement            | Required Information/Regulatory, Law Resource Links  | Required Method of Disclosure   | University's Method and Time of Disclosure   | Deadline for Annual Review and Revision of Information | University's Responsible Parties                                      | Topic and Text for Student and Campus Email Digest Notifications*  |
|---|--|-------------------------------------|--|---|--|--|---|--|
| 1 | Refund Policy, Requirements for Withdrawal and Return of Title IV Financial Aid  | All Participating Title IV Schools  | <u>34 CFR 668.41(a)-(d); 34 CFR 668.43</u><br>Each school must make available to prospective and enrolled students information about: <ul style="list-style-type: none"> <li>Any refund policy the school must comply with for the return of unearned tuition and fees or other refundable portions of costs paid to the school.</li> <li>Requirements and procedures for official withdrawal</li> <li>Requirements for Return of Title IV, HEA grant or loan aid</li> </ul>   | Made available through appropriate publications, mailings, or electronic media    | Readily available on website, in online catalog, and in online class schedule                  | May 1  | Administrative Accounting, Comptroller<br><br>Financial Aid, Director | N/A  |
| 2 | Price of Attendance  | All Participating Title IV Schools  | <u>34 CFR 668.41(a)-(d); 34 CFR 668.43</u><br>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   | Made available through appropriate publications, mailings, or electronic media    | Readily available on website, in online catalog, and in online class schedule                  | July 31  | Administrative Accounting, Comptroller<br><br>Financial Aid, Director | N/A  |
| 3 | Textbook Information<br><br>Information for Students<br><br><br><br><br><br><br><br><br><br>Information For College Bookstores | Schools Receiving Any Federal Funds | <u>(20 U.S.C. 1015b); HEOA amendment effective July 1, 2010; DCL GEN 08-12, page 35</u><br>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."<br><br>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.<br><br>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.<br><br>Upon the requirement 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: <ul style="list-style-type: none"> <li>The school's course schedule for the subsequent academic period</li> <li>The information provided for students regarding the required recommended textbooks and supplemental materials for each course or class</li> <li>The number of students enrolled in each course or class and the maximum student enrollment for each course or class</li> </ul> | Internet Course Schedule<br><br>Notice in written course schedule (if applicable) | Readily available on website and online class schedule 45 days prior to the start of each term | 45 days prior to the start of each term                | Bookstore, Manager<br><br>Office of the Registrar, Registrar          | N/A  |
| 4 | Facilities and Services Available to Students with Disabilities  | All Participating Title IV Schools  | <u>34 CFR 668.41 (a)-(d); 34 CFR 668.43; 34 CFR 668.231</u><br>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.  | Made available through appropriate publications, mailings, or electronic media    | Readily available on website<br><br><b>Email message sent to currently enrolled students</b>   | May 1  | Disability Services, Director   | <b>Topic:</b> Services Available to Students with Disabilities (Consumer Information)<br><br>The Office of Disability Services, located in Drew Hall Room 200, provides academic support services and academic adjustments for emotionally, physically, and learning impaired students enrolled at the University. For students with |

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|   |  |   |   |  | every term by census date  |          |   | disabilities that qualify for academic adjustments, services provided may include monitored testing, interpreters, and note taking. The Office of Disability Services operates under the guidelines of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act as Amended. Students seeking academic adjustments or assistance with barrier removal should contact the Office of Disability Services, who will then review the request, obtain necessary documentation, and determine the appropriate academic adjustment. More information may be obtained at <a href="http://www.mcneese.edu/ods">www.mcneese.edu/ods</a> , by calling (337) 475-5916, or by visiting the office during normal business hours, Monday-Friday 7:45 am-4:30 pm.                     |
| 5 | Notice of Availability of Consumer Information Disclosures                                 | All Participating Title IV Schools                              | Distribute to employees and currently enrolled students a notification of availability of consumer information disclosures on website   | Notice distributed to employees and enrolled students  | Readily available on website<br><br><b>Email message sent to employees and currently enrolled students every term by census date</b> | July 1   | Enrollment Management, Associate Vice President | <b>Topic:</b> Consumer Information Disclosures<br><br>The Higher Education Opportunity Act of 2008 (HEOA) requires universities participating in federal student aid programs to make certain disclosures to enrolled and prospective students, parents, employees, and the public. In an effort to assist students and their families in making informed decisions, McNeese State University has developed a webpage, <a href="http://www.mcneese.edu/consumer_disclosures">www.mcneese.edu/consumer_disclosures</a> , to serve as a central point for obtaining consumer information about the institution. Categories of consumer information include general institutional information; academics; financial assistance; health, safety, and security; student outcomes; and student support. |
| 6 | Code of Conduct for Education Loans  | Schools Participating in the Title IV, HEA Loan Programs        | <u>34 CFR 601.2; 34 CFR 601.21; 34 CFR 668.14(b)(27)</u><br>Each school must prominently publish on the school's website a code of conduct that prohibits a conflict of interest with the responsibilities of an agent of the school with respect to FFELP or private education loans. All agents with responsibility for loans must be informed annually of the provisions of the code. The code of conduct must prohibit: <ul style="list-style-type: none"> <li>• Revenue-sharing arrangements with any lender</li> <li>• Receiving gifts from a lender, a guarantor, or a loan services</li> <li>• Contracting arrangement providing financial benefit from any lender or affiliate of a lender</li> <li>• Directing borrowers to particular lenders, or refusing or delaying loan certifications</li> <li>• Offers of funds for private loans</li> <li>• Call center or financial aid office staffing assistance</li> <li>• Advisory board compensation</li> </ul> | Published on website<br><br>All relevant agents must be annually informed of the provisions of the code of conduct | Readily available on website   | March 30 | Financial Aid, Director                         | N/A   |
| 7 | Contact Information for Assistance in Obtaining Institutional or Financial Aid Information | All Participating Title IV Schools                              | <u>34 CFR 668.43; 34 CFR 668.44</u><br>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).  | Made available through appropriate publications, mailing, or electronic media                                      | Readily available on website   | March 30 | Financial Aid, Director                         | N/A   |
| 8 | Disbursement For Books and Supplies  | All Participating Title IV Schools that participate in Pell     | <u>668.164(i)</u><br>Disbursement of books and supplies policy for Pell eligible students must be provided to students in their consumer information.   | Information provided to students   | Readily available on website   | March 30 | Financial Aid, Director                         | N/A   |
| 9 | Entrance Counseling for Student Loan Borrowers   | Schools Participating in the Title IV, HEA Direct Loan Programs | <u>34 CFR 685.304(a)</u><br>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: <ul style="list-style-type: none"> <li>• The effect of the loan on the eligibility of the borrower for other forms of aid</li> </ul>  | Information provided to each borrower  | Readily available on website; completion by borrower required before loan certification  | March 30 | Financial Aid, Director                         | N/A   |

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|    |   |   | <ul style="list-style-type: none"> <li>• An explanation of the use of the Master Promissory Note</li> <li>• The seriousness and importance of the students' repayment obligation</li> <li>• Information on the accrual and capitalization of interest</li> <li>• Borrowers of unsubsidized loans have the option of paying interest while in school</li> <li>• Definition of half-time enrollment and the consequences of not maintaining half-time enrollment</li> <li>• Importance of contacting appropriate offices if student withdraws prior to completion of program of study</li> <li>• Sample monthly repayment amounts</li> <li>• 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</li> <li>• Consequences of default</li> <li>• Information about the NSLDS and how the borrower can access the borrowers records</li> <li>• 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</li> </ul>  |   |   |          |                         |  |
| 10 | Exit Counseling for Student Loan Borrowers                            | Schools Participating in the Title IV, HEA Direct Loan Programs | <p><u>34 CFR 685.304(b); 34 CFR 668.42; 34 CFR 674.42(b)</u></p> <p>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:</p> <ul style="list-style-type: none"> <li>• Average anticipated monthly repayment amount</li> <li>• Repayment plan options</li> <li>• Options to prepay or pay on shorter schedule</li> <li>• Debt Management Strategies</li> <li>• Use of Master Promissory Note</li> <li>• The seriousness and importance of student's repayment obligation</li> <li>• Terms and conditions for forgiveness or cancellation</li> <li>• Copy of information provided by the U.S. Department of Education</li> <li>• Terms and conditions for deferment or forbearance</li> <li>• Consequences of default</li> <li>• Options and consequences of loan consolidation</li> <li>• Tax benefits available to borrowers</li> <li>• 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</li> <li>• Availability of the Student Loan Ombudsman's office</li> <li>• Information about NSLDS. The U.S. Department of Education is required to provide a disclosure form for students and prospective students about NSLDS</li> </ul> | Information provided to each borrower       | Readily available on website; borrowers reviewed every 30 days and flagged as exit counseling is needed | March 30 | Financial Aid, Director | N/A  |
| 11 | National Student Loan Data System (NSLDS)                             | All schools Participating in the Title IV, HEA Loan Programs    | <p><u>HEOA Section 489 amended HEA Section 485B(d)(4) (20 U.S.C. 1092(b))</u></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>  | Information provided to borrowers           | Readily available on website (link to NSLDS website)  | March 30 | Financial Aid, Director | N/A  |
| 12 | Notice of Availability of Institutional and Financial Aid Information | All Participating Title IV Schools                              | <p><u>34 CFR 668.41 (a)-(d), 34 CFR 668.42, 34 CFR 668.43</u></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>   | Notice distributed to each enrolled student | Readily available on website<br><br><b>Email message sent to employees and</b>                          | March 30 | Financial Aid, Director | <b>Topic:</b> Availability of Institutional and Financial Aid Information (Consumer Information)<br><br>Information regarding grants, loans, and institutional scholarships can be obtained by visiting Student Central, |

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|    |   |                                    | 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.   |   | <b>currently enrolled students every term by census date</b>  |          | located in Chosen Hall, calling 337-475-5065, or emailing <a href="mailto:studentcentral@mcneese.edu">studentcentral@mcneese.edu</a> .<br><br>Additional information is located at <a href="http://www.mcneese.edu/student-central">www.mcneese.edu/student-central</a> , <a href="http://www.mcneese.edu/scholarships">www.mcneese.edu/scholarships</a> and <a href="http://www.mcneese.edu/finaid">www.mcneese.edu/finaid</a> .<br><br>Students are encouraged to apply for federal and state grants and loans by completing the Free Application for Federal Student Aid (FAFSA) located at <a href="http://www.fafsa.gov">www.fafsa.gov</a> . A paper copy for the FAFSA can be obtained from Student Central or <a href="http://fafsa.ed.gov/options.htm">fafsa.ed.gov/options.htm</a> .  |
| 13 | Notice of Federal Student Financial Aid Penalties for Drug Law Violations | All Participating Title IV Schools | <u>34 CFR 668.40; DCL GEN 08-12, pages 101-102</u><br>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.<br><br>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 ( <u>20 U.S.C. 1091(r)(2)</u> ). | Information provided to each student in a separate written notice | Readily available on website and Banner Self-Service (Terms and Conditions)<br><br><b>Email message sent to currently enrolled students every term by census date</b> | March 30 | Financial Aid, Director<br><br><b>Topic:</b> Federal Student Financial Aid Penalties for Drug Law Violations (Consumer Information)<br><br>Students convicted of a federal or state offense of selling or possessing illegal drugs may not be eligible for federal student aid. If the Office of Financial Aid is notified that a student has been convicted of possession or sale of illegal drugs during the academic year, all federal student aid will be suspended immediately.<br><br>Listed below are the periods of ineligibility for federal student aid, dependent on whether the conviction was for sale or possession and whether the student had previous offenses. Convictions are considered only if they were for an offense which occurred during a period of enrollment in which the student was receiving federal student aid. Additionally, a conviction that was reversed, set aside, or removed from the student's record does not count. A conviction for sale of drugs is inclusive of convictions for conspiring to sell drugs.<br><br>Period of Ineligibility for Conviction of Possession of Illegal Drugs:<br>---1 <sup>st</sup> Offense: 1 year from date of conviction<br>---2 <sup>nd</sup> Offense: 2 years from date of conviction<br>---3 <sup>rd</sup> or Higher Offense: Indefinite period<br><br>Period of Ineligibility for Conviction of Sale of Illegal Drugs:<br>---1 <sup>st</sup> Offense: 2 years from date of conviction<br>---2 <sup>nd</sup> or Higher Offense: Indefinite Period<br><br>Students regain eligibility the day after the period of ineligibility ends or when they successfully complete a qualified drug rehabilitation program. Students with further drug convictions will become ineligible once again. Students denied eligibility for an indefinite period can regain aid only after successfully completing a rehabilitation program, or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such instances, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to the Office of Financial Aid |

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|    |  |   |   |   |                              |          |                         | the date of conviction and completion of a drug rehabilitation program. |
| 14 | Private Education Loan Disclosures (Including Self-Certification Form) | Schools Receiving Any Federal Funds That Provide Information to Prospective Borrowers About Private Education Loans | <p><u>34 CFR 601.2; 34 CFR 601.11; 34 CFR 601.30; 34 CFR 668.14(b)(29)</u></p> <p>Schools or school-affiliated organizations (e.g., alumni organizations, foundations) that provide information regarding a private education loan from a lender to a prospective borrower must provide information to the prospective borrower, including:</p> <ul style="list-style-type: none"> <li>Information required under Section 128(e) of the Truth in Lending Act (<u>15 U.S.C. 1638(e)</u>)</li> <li>That the prospective borrower may qualify for loans or other assistance under the Title IV, HEA programs</li> <li>That the terms and conditions of the Title IV, HEA program loans may be more favorable than the provisions of the private education loans.</li> </ul> <p>The information regarding private education loans must be presented in a manner that makes it distinct from information regarding Title IV, HEA program Loans.</p>  | Information provided to prospective borrowers                                 | Readily available on website | March 30 | Financial Aid, Director | N/A   |
| 15 | Self-Certification Form  | Schools Receiving Any Federal Funds That Provide Information to Prospective Borrowers About Private Education Loans | <p><u>34 CFR 601.2; 34 CFR 601.11; 34 CFR 601.30; 34 CFR 668.14(b)(29)</u></p> <p>The school must, upon request provide in written or electronic form to an enrolled or admitted student applicant for a private education loan the self-certification form for private education loans required under Section 128(e)(3) of the Truth in Lending Act (<u>15 U.S.C. 1638(e)(3)</u>), and the information required to complete the form, to the extent the school possesses the information. The U.S. Department of Education is required to develop the form. The self-certification form for private education loans is published in <u>DCL-GEN-10-01</u></p>   | Form and information provided upon request to loan applicant                  | Readily available on website | March 30 | Financial Aid, Director | N/A   |
| 16 | State Grant Assistance   | Schools Participating in the Title IV, HEA FFEL or Direct Loan Programs   | <p><u>34 CFR 668.14(b)(11)</u></p> <p>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>  | Information provided to borrowers   | Readily available on website | March 30 | Financial Aid, Director | N/A   |
| 17 | Student Financial Aid Information                                      | All Participating Title IV Schools  | <p><u>34 CFR 668.41 (a)-(d), 34 CFR 668.42, 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"> <li>All the need-based and non-need-based federal, state, local, private and institutional student financial assistance programs available to students who enroll at the school</li> <li>Terms and conditions of the Title IV, HEA loans</li> <li>Criteria for selecting recipients and for determining award amount</li> <li>Eligibility requirements and procedures for applying for aid</li> <li>Methods and frequency of disbursements of aid</li> <li>Rights and responsibilities of students receiving Title IV, HEA student Financial Aid, including criteria for continued student eligibility and standards for Satisfactory Academic Progress</li> <li>Terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity for repaying loans</li> <li>Procedures and forms by which students apply for assistance</li> <li>A statement that enrollment in a program of study abroad approved for credit by the home school may be considered enrollment in the home school for purposes of applying for federal student financial aid</li> <li>General conditions and terms applicable to employment provided as part of financial aid package</li> <li>The exit counseling information the school provides and collects</li> </ul> | Made available through appropriate publications, mailing, or electronic media | Readily available on website | March 30 | Financial Aid, Director | N/A   |
| 18 | Student Loan Information Published by the U.S.                         | All schools Participating in the Title IV, HEA Loan Programs  | <p><u>HEOA Section 488 (c) amended HEA Section 485(d) (20 U.S.C. 1092(d))</u></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>  | Information provided to prospective student borrowers                         | Readily available on website | March 30 | Financial Aid, Director | N/A   |

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|    | Department of Education  |  |   |   |  |           |   |     |
| 19 | Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members | All schools that have agreed to comply with the Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members | <p><u>Executive Order 13607; DCL GEN-12-10</u></p> <p>A postsecondary institution fulfills the notification requirement outlined in E.O. 13607 by providing the following information:</p> <ul style="list-style-type: none"> <li>• Information about the maximum amount of Title IV, HEA aid available to students</li> <li>• An explanation that the borrower may qualify for Title IV, HEA loans</li> <li>• An explanation that the terms and conditions of Title IV, HEA loans may be more favorable than the provision of private education loans; and</li> <li>• A brief explanation about the education benefit programs offered by the Department of Veterans Affairs and Department of Defense. (See <u>DCL GEN-12-10.</u>)</li> <li>• Information regarding private student loans must be presented in a way that is distinct from the information regarding Title IV, HEA loans.</li> </ul> <p>An institution provides educational plans for all individuals using Federal military and veterans educational benefits that detail how those individuals will fulfill all the requirements necessary to graduate and the expected timeline of completion by disclosing general <b>degree requirements*</b> for the service member, family members, and veteran's educational program (<b>education plan*</b>) to the member and his or her Service.</p> <p>These requirements, typically articulated in the institution's course catalog, should:</p> <ul style="list-style-type: none"> <li>• Include the total number of credits needed for graduation.</li> <li>• Divide the coursework students must complete in accordance with institutional academic policies into general education, required, and elective courses.</li> <li>• Articulate any additional departmental or graduate academic requirements, such as satisfying institutional and major field grade point average requirements, a passing grade in any comprehensive exams, or completion of a thesis or dissertation.</li> </ul> <p>In addition to providing degree requirements, the institution provides to service members, veterans, and their family members who have previous coursework from other accredited institutions and relevant military training and experiential learning an evaluated educational plan that indicates how many, if any, transfer credits it intends to award and how these transfer credits will be applied toward the student's educational program. The <b>evaluated educational plan*</b> will be provided within 60 days after the individual has selected a degree program and all required official transcripts have been received. <b>*See Definitions in DCL GEN-12-10.</b></p> | Information presented in an easy to understand format on the institution's Web site where financial aid information is located <i>and</i> in all financial aid related materials distributed (in both written and electronic formats) to the veteran, service member, or family member. | Readily available on website, in online catalog, and in Degree Works | May 1     | Financial Aid, Director<br><br>Office of the Registrar, Registrar<br><br>Institutional Research and Effectiveness, Assistant Vice President | N/A |
| 20 | Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members | All schools that have agreed to comply with the Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members | <p><u>Executive Order 13607; DCL GEN-12-10; DCL GEN-12-12; DCL GEN-12-17; Education Secretary Duncan's July 24, 2012 Letter; Annotated Shopping Sheet</u></p> <p>In carrying out the principles of E.O. 13607, an institution commits to provide the Shopping Sheet to veterans and service members before they decide to attend the institution. This might be accomplished most easily by providing the Shopping Sheet to all students. An institution may make appropriate modifications by deleting items that are not relevant for particular groups of students (e.g., graduate students).</p> <p>In the case of an institution subject to E.O. 13607, the Annotated Shopping Sheet indicates that institutions that agree to comply with E.O. 13607 are expected to provide the Shopping Sheet to undergraduate students who are eligible to receive Federal military or veterans education benefits.</p> <p>The Annotated Shopping Sheet indicates that Institutions are expected to provide the Shopping Sheet (as appropriately modified) to graduate students who are eligible to receive Federal military or veterans education benefits OR to provide the information that is included in the Shopping Sheet in a format of their choosing.</p> <p><b>Note:</b> Schools that have not agreed to adopt the Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members set forth in <u>E.O. 13607</u> are requested to voluntarily adopt the "Shopping Sheet" for prospective students.</p>  | "Shopping Sheet" Information provided to prospective students who are eligible to receive Federal military and veterans educational benefits  | Readily available through Banner Self-Service                        | October 1 | Financial Aid, Director   | N/A |

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| 21 | Gainful Employment (GE)   | Schools That Participate in the Title IV, HEA Programs | <p><u>34 CFR 668.6(b)</u><br/>The October 29, 2010, regulations effective July 1, 2011, include a provision, at <u>34 CFR 668.6(b)</u>, that requires institutions to disclose, for each of their GE Programs, certain information about the programs to prospective students. The school must include the information required in promotional materials it makes available to prospective students and on its Web site. The regulations also provide that the school must "Use the disclosure form issued by the Secretary to provide the information ... when that form is available" (<u>34 CFR 668.6(b)(2)(iv)</u>). Schools are responsible for meeting these disclosure requirements each year using the Department's form.</p> <p>The following is a summary of the information that must be disclosed by an institution for each of its GE Programs. Institutions must review the final regulations as published in the <u>Federal Register</u> to ensure that they are in compliance with this and all other gainful employment requirements:</p> <ul style="list-style-type: none"> <li>• The name and U.S. Department of Labor's Standard Occupational Classification (SOC) code of the occupations that the program prepares students to enter, along with links to occupational profiles on the U.S. Department of Labor's O*NET Web site or its successor site.</li> <li>• The on-time graduation rate for students completing the program.</li> <li>• Normal time to complete the program (in weeks, months or years).</li> <li>• The tuition and fees the institution charges a student for completing the program within normal time.</li> <li>• The typical costs for books and supplies (unless those costs are included as part of tuition and fees), and the cost of room and board, if applicable.</li> <li>• The job placement rate for students completing the program, if required by the state or accreditor.</li> <li>• The median loan debt incurred by students who completed the program (separately by Title IV loans, private loans, and institutional debt).</li> <li>• Other information the Secretary provided to the institution about the program.</li> </ul> | Disclosure to prospective students in promotional materials and on its website | Readily available on website   | March 30<br><br>Data reported annually to National Student Clearinghouse by October 1 | Financial Aid, Director<br><br>Office of the Registrar, Registrar | N/A  |
| 22 | Vaccinations Policy   | All Participating Title IV Schools                     | <p><u>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</u><br/>Schools must make available to current and prospective students information about school policies regarding vaccinations.</p>  | Made available through appropriate publications, mailings, or electronic media | Readily available on website and Banner Self-Service (Missing Items)   | May 1   | Health Services, RN Supervisor                                    | N/A  |
| 23 | Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing) | All Participating Title IV Schools                     | <p><u>34 CFR 668.43(a)(10)</u><br/>Schools must readily make available to current and prospective students the school's policies and sanctions related to copyright infringement, including:</p> <ul style="list-style-type: none"> <li>• A statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities</li> <li>• A summary of the penalties for violation of federal copyright laws</li> <li>• 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</li> </ul>   | Made available through appropriate publications, mailings, or electronic media | Readily available on website<br><br><b>Email message sent to employees and currently enrolled students every term by census date</b> | August 31   | Information Technology, Chief<br>Information Technology Officer   | <p><b>Topic:</b> Copyright Infringement and Peer to Peer File Sharing Policy (Consumer Information)</p> <p>McNeese State University strictly prohibits the unauthorized distribution or downloading of copyrighted material, including unauthorized peer-to-peer file sharing. Any individual utilizing McNeese's computer system or network to participate in this behavior may subject themselves to criminal and civil liabilities. Users who engage in illegal activities may be limited, restricted, or denied access to University resources. The University reserves the right to institute disciplinary actions, such as reprimand, suspension and dismissal.</p> <p>The complete policy including civil and criminal penalties and University disciplinary actions is located at <a href="http://www.mcneese.edu/policy/copyright_infringement_and_peer_to_peer_file_sha">http://www.mcneese.edu/policy/copyright_infringement_and_peer_to_peer_file_sha</a>.</p> <p>Additional information on copyright and infringement is located at <a href="http://www.copyright.gov/help/faq">www.copyright.gov/help/faq</a>.</p> |

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|    |   |  |  |   |  |  |  | Students are expected to utilize legal alternatives to illegal downloading of music, movies, television shows, and other copyrighted materials. A list of legal alternatives is located at <a href="http://www.educause.edu/focus-areas-and-initiatives/policy-and-security/educause-policy/issues-and-positions/intellectual-property/legal-sources-onli">www.educause.edu/focus-areas-and-initiatives/policy-and-security/educause-policy/issues-and-positions/intellectual-property/legal-sources-onli</a> . |
| 24 | Accountability For Programs that Prepare Teachers | Schools that Prepare Teachers for Initial State Certification or Licensure | <p><u>20 U.S.C. 1022d-1022g; DCL GEN 08-12, page 48</u></p> <p>Each school must provide a report annually to the state and to the general public. The states must submit to the U.S. Department of Education, and make available to the public, an annual report containing school and state-level information. The Department makes the state reports available to the public.</p> <p>The school reports include:</p> <ul style="list-style-type: none"> <li>• Goals – information about whether goals have been met, activities implemented to achieve goals, and steps taken to improve performance in meeting goals</li> <li>• Assurances – description of activities the school has implemented to meet assurances</li> <li>• Pass rates and scaled scores for the most recent year for which information is available on assessments used by state for teacher certification or licensure that have been taken by students who are enrolled in the teacher preparation program and students who have completed the program during the prior 2 years</li> <li>• Program information – admission criteria; enrollment disaggregated by race, ethnicity, and gender; average number of hours of supervised clinical experience; number of full-time equivalent faculty and students in the supervised clinical experience; total number of students who have been certified or licensed as teachers, disaggregated by subject and area of certification or licensure</li> <li>• Statement of approval or accreditation of program (if required by the state)</li> <li>• Whether the state has designated the program as low-performing</li> <li>• Description of activities that prepare teachers to effectively use technology in instruction and to collect, manage, and analyze data</li> <li>• Description of activities that prepare teachers to teach effectively students with disabilities and students who have limited English proficiency</li> </ul> | Provide report to general public  | Readily available on website (link to Title II federal report) | Updated annually by US Department of Education | Institutional Research and Effectiveness, Assistant Vice President | N/A   |
| 25 | Consumer Information on College Navigator Website | All Participating Title IV Schools   | <p><u>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</u></p> <p>The U.S. Department of Education is required to post 26 items on the College Navigator website for each school, including a link to the school's website that provides in an easily accessible manner:</p> <ul style="list-style-type: none"> <li>• Student activities offered by the school</li> <li>• Services offered by the school for individuals with disabilities</li> <li>• Career and placement services offered to students during and after enrollment</li> <li>• Policies of the school related to transfer of credit from other schools</li> </ul>   | Made available on the school's website. The URL for the school's website is reported to NCES in IPEDS for posting on the College Navigator website. | Readily available on website (link to NCES website)            | Updated annually with IPEDS data by NCES       | Institutional Research and Effectiveness, Assistant Vice President | N/A   |
| 26 | Retention Rate                                    | All Participating Title IV Schools   | <p><u>34 CFR 668.41</u></p> <p>Schools must make available to current and prospective students the retention rate of certificate or degree seeking, first-time, undergraduate students as reported to IPEDS. This information is collected in the IPEDS Fall Enrollments Survey. For more information: <a href="http://nces.ed.gov/ipeds">http://nces.ed.gov/ipeds</a></p> <p>If the retention rate information is requested by a prospective student, the information must be made available prior to the student's enrolling or entering into any financial obligation with the school.</p>  | Made available through appropriate publications, mailings, or electronic media  | Readily available on website (link to NCES website)            | Updated annually with IPEDS data by NCES       | Institutional Research and Effectiveness, Assistant Vice President | N/A   |
| 27 | Student Body Diversity                            | All Participating Title IV Schools   | <p><u>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</u></p> <p>Schools must make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories:</p> <ul style="list-style-type: none"> <li>• Male</li> </ul>  | Made available through appropriate publications, mailings, or electronic media  | Readily available on website (link to NCES website)            | Updated annually with IPEDS data by NCES       | Institutional Research and Effectiveness, Assistant Vice President | N/A   |



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|    |  |   | <ul style="list-style-type: none"> <li>Female</li> <li>Self-identified members of a major racial or ethnic group</li> <li>Federal Pell Grant recipients</li> </ul>   |   |   |         |  |     |
| 28 | Net Price Calculator   | All Participating Title IV Schools  | <p><u>20 U.S.C. 1015a(a); 20 U.S.C. 1015a(h); DCL GEN 08-12, page 33</u></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>  | Made publicly available on the school's website by October 29, 2011   | Readily available on website (link to calculator)   | March 1 | Institutional Research and Effectiveness, Assistant Vice President   | N/A |
| 29 | Academic Program (Educational Program, Instructional Facilities, and Faculty)  | All Participating Title IV Schools  | <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"> <li>Current degree programs and other educational and training programs</li> <li>Instructional, laboratory, and other physical plant facilities that relate to the academic program</li> <li>Faculty and other instructional personnel</li> <li>Any plans by the school for improving the academic program [upon determination by the school that such a plan exists]</li> </ul>   | Made available through appropriate publications, mailings, or electronic media                                    | Readily available on website and in online catalog  | May 1   | Institutional Research and Effectiveness, Assistant Vice President   | N/A |
| 30 | School and Program Accreditation, Approval, or Licensure   | All Participating Title IV Schools  | <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:</p> <ul style="list-style-type: none"> <li>Names of associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs</li> <li>Procedures for obtaining or reviewing documents describing accreditation, approval, or licensing</li> </ul>  | Made available through appropriate publications, mailings, or electronic media                                    | Readily available in online catalog                 | May 1   | Institutional Research and Effectiveness, Assistant Vice President   | N/A |
| 31 | Completion/ Graduation and Transfer-out Rates for Students Receiving Athletically Related Student Aid (Including Disaggregated Completion/ Graduation Rates) (Student Right-to-Know Act) | All Schools Participating in the Title IV, HEA Student Financial Aid Programs That Enroll Students who Receive Athletically Related Student Aid | <p><u>34 CFR 668.41(a); 34 CFR 668.41(f); 34 CFR 668.45; 34 CFR 668.48</u></p> <p>Each school must produce by July 1 each year a report that is provided to a prospective student athlete and the student's parents, high school guidance counselor, and coach at the time the school offers athletically related student aid.</p> <p>If the NCAA provides the information for the school to high school coaches and counselors, the school is deemed to be in compliance with that requirement. The report must also be sent to the U.S. Department of Education.</p> <p>Note: The provisions in 34 CFR 668.45 regarding transfer-out disclosures; determining cohorts; defining completion, graduation, and transfer-out; exclusions; and disaggregation of completion/graduation rates apply also to the requirements for disclosing completion/graduation and transfer-out information for students receiving athletically related student aid.</p> <p>The report must contain:</p> <ul style="list-style-type: none"> <li>The number of students, by race and gender, who attended the school in the prior year</li> <li>The number of students who attended in the prior year and who received athletically related aid, categorized by race and gender within each sport (basketball, football, baseball, cross-country and track combined, and all other sports combined).</li> <li>The completion or graduation rate, and if applicable, the transfer-out rate, of the certificate or degree-seeking first-time, full-time undergraduates, categorized by race and gender for the most recently completing class.</li> <li>The completion or graduation rate, and if applicable, the transfer-out rate, of the certificate or degree-seeking first-time, full-time undergraduates who received athletically related student aid, categorized by race and gender within each sport. (These data need not be disclosed for a category in which the number of students is five or fewer.)</li> </ul> | Provided to prospective student athletes and others at the time offer is made of athletically related student aid | Readily available on website (link to NCAA website) | July 1  | Institutional Research and Effectiveness, Assistant Vice President<br><br>Athletic Compliance, Associate Director for Compliance | N/A |

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|    |  |   | <ul style="list-style-type: none"> <li>Average completion of graduation rate, and, if applicable, transfer-out rate, of the four most recently completing or graduating classes, by race and gender.</li> <li>Average completion of graduation rate, and, if applicable, transfer-out rate, of the four most recently completing or graduating classes for students who received athletically related student aid, categorized by race and gender within each sport.</li> </ul>  |  |  |        |  |     |
| 32 | Completion/ Graduation and Transfer-out Rates<br><br>(Including Disaggregated Completion/ Graduation Rates)<br><br>(Student Right-to-Know Act) | All Participating Title IV Schools that enroll First-time, Full-time undergraduate students | <p><u>34 CFR 668.41(a) - (d); 34 CFR 668.45; 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> <ul style="list-style-type: none"> <li>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.</li> <li>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).</li> <li>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.</li> <li>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.</li> <li>Note: These data are collected in the IPEDS Graduation Rate Survey (GRS). For more information: <a href="http://nces.ed.gov/ipeds">http://nces.ed.gov/ipeds</a></li> </ul> <p><b>Disaggregated Completion/Graduation Rates:</b><br/>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"> <li>Gender</li> <li>Major racial and ethnic subgroup (as defined in IPEDS)</li> <li>Recipients of a Federal Pell Grant</li> <li>Recipients of a subsidized Stafford Loan who did not receive a Pell Grant</li> <li>Students who did not receive either a Pell Grant or subsidized Stafford Loan</li> </ul> <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> <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><b>Exclusions:</b><br/>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> | Made available through appropriate publications, mailings, or electronic media | Readily available on website (link to College Navigator) | July 1 | Institutional Research and Effectiveness, Assistant Vice President | N/A |
| 33 | Placement in Employment  | All Participating Title IV Schools  | <u>34 CFR 668.41(d)</u>  | Made available through   | Readily available on website                             | July 1 | Institutional Research and   | N/A |

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|    |   |  | 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. Schools must identify the source of the placement information, and any timeframes and methodology associated with it. 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.   | appropriate publications, mailings, or electronic media   |   |             | Effectiveness, Assistant Vice President                            |  |
| 34 | Types of Graduate and Professional Education in Which the School's Graduates Enroll                             | All Participating Title IV Schools That have 4-Year Degree Programs  | <u>34 CFR 668.41(d)</u><br>Schools must make available to current and prospective students information regarding the types of graduate and professional education in which graduates of the institution's 4-year degree programs enroll. Schools must identify the source of the information, and any timeframes and methodology associated with it.  | Made available through appropriate publications, mailings, or electronic media  | Readily available on website                        | July 1      | Institutional Research and Effectiveness, Assistant Vice President | N/A  |
| 35 | Intercollegiate Athletic Program Participation Rates and Financial Support (Equity in Athletics Disclosure Act) | All Co-Educational Schools Participating in Title IV, HEA Programs that have an Intercollegiate Athletic Program | <u>34 CFR 668.41(g); 34 CFR 668.47</u><br>The Equity in Athletics Disclosure Act (EADA) is intended to make prospective students aware of a school's commitment to providing equitable athletic opportunities for its men and women students. Any coeducational school of higher education that participates in an FSA program and has an intercollegiate athletic program must prepare an annual EADA report. The report contains participation rates, financial support, and other information on men's and women's intercollegiate athletic programs. Officially, it is <i>The Report on Athletic Program Participation Rates and Financial Support Data</i> . It is commonly referred to as the EADA Report.<br><br>By October 15 each year, a co-educational school that has an intercollegiate athletic program must make information about the program available to current and prospective students and to the public. The school must make the report easily accessible to students, prospective students, and the public and must provide the report promptly to anyone who requests it. The school must provide notice to all enrolled students and prospective students of their right to request the report. If the school chooses to make this report available by posting the disclosure on an Internet website or an Intranet website, it must provide in the notice the exact electronic address at which the report is posted, a brief description of the report, and a statement that the school will provide a paper copy of the report upon request. For prospective students, the school may not use an Intranet website for this purpose.<br><br>Schools must submit their Equity in Athletics reports to the Department via the Athletic Disclosure Web site annually within 15 days of making them available to students, prospective students, and the public.<br><br>The school must designate its reporting year. A reporting year may be any consecutive 12 month period of time. For its designated reporting year, a school must report the information contained in <u>34 CFR 668.47</u> .<br><br>The report must include, for the preceding year:<br><ul style="list-style-type: none"> <li>• The number of male and the number of female full-time undergraduates enrolled</li> <li>• Unduplicated head count of participants on at least one varsity team, by gender</li> <li>• List of the varsity teams that competed in intercollegiate athletic competition, and for each team: <ul style="list-style-type: none"> <li>○ Total number of participants, the number of participants who also participated on another varsity team, and the number of other varsity teams on which they participated</li> <li>○ Total operating expenses</li> <li>○ Whether the head coach was male or female and whether the head coach was assigned to the team on a full-time or part-time basis, and for part-time head coaches whether the coach was a full or part-time employee of the school</li> </ul> </li> </ul> | Made available through appropriate publications, mailings, or electronic media.<br><br>Notice of report provided to students. | Readily available on website (link to EADA website) | November 30 | Institutional Research and Effectiveness, Assistant Vice President | <b>Topic:</b> Equity in Athletics - Intercollegiate Athletic Program Participation Rates and Financial Support (Consumer Information)<br><br>Through the Equity in Athletics Disclosure Act (EADA), institutions are required to make prospective students and prospective student-athletes aware of their commitment to providing equitable athletic opportunities for its men and women students. The EADA requires the disclosure of information about varsity teams and the financial resources and personnel that the school dedicates to those teams.<br><br>The EADA report for McNeese State University can be viewed at <a href="http://ope.ed.gov/athletics/#/institution/search">ope.ed.gov/athletics/#/institution/search</a> . The Office of Institutional Research and Effectiveness will provide a paper copy of the report upon request. |

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|    |  |  | <ul style="list-style-type: none"> <li>○ Number of male and the number of female assistant coaches, and the number of male and the number of female assistant coaches who were assigned to the team on a full-time or part-time basis</li> <li>○ The number of part-time assistant coaches who were full-time and part-time employees of the school</li> <li>• Total revenues attributable to intercollegiate athletic activities, and the revenues from football, men’s basketball, women’s basketball, all other men’s sports combined, and all other women’s sports combined</li> <li>• Total revenues generated across all men’s teams and across all women’s teams</li> <li>• Total amount of money spent on athletically related student aid, separately for men’s and women’s teams overall</li> <li>• Ratio of athletically related student aid awarded to male athletes to athletically related student aid awarded to female athletes</li> <li>• Total amount of expenditures on recruiting, separately for men’s teams and of women’s overall</li> <li>• Average annual school salary of head coaches of men’s teams and of women’s teams, across all offered sports</li> <li>• Average annual school salary of the assistant coaches of men’s teams and of women’s team, across all offered sports</li> <li>• Total expenses attributable to intercollegiate athletic activities, and the expenses attributable to football, men’s basketball, women’s basketball, all other men’s sports combined, and all other women’s sports combined</li> </ul> |  |   |       |                                    |   |
| 36 | Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA) | Schools Receiving Funds for any U.S. Department of Education Program (including student financial aid) | <p><u>34 CFR 668.41(c); 34 CFR Part 99</u></p> <p>Each school must annually provide a notice to all enrolled students about:</p> <ul style="list-style-type: none"> <li>• The right to review their educational records, to request amendment of records, to consent to disclosures or personally identifiable information, and to file complaints with the U.S. Department of Education</li> <li>• Procedures for reviewing educational records and requesting amendment of records</li> <li>• If applicable, information about the school’s policy regarding disclosures to school officials with a legitimate educational interest in the educational records.</li> </ul> <p>In order to disclose directory information without prior consent, a school must provide to students a notice of directory information that includes:</p> <ul style="list-style-type: none"> <li>• The types of information the school has designated as directory information</li> <li>• 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</li> </ul>  | Any means reasonably likely to inform students of their rights | Readily available on website, in online catalog, and in online class schedule<br><br><b>Email message sent to currently enrolled students every term by census date</b> | May 1 | Office of the Registrar, Registrar | <p><b>Topic:</b> Student FERPA Rights and Privacy of Student Records (Consumer Information)</p> <p>McNeese wants to take this opportunity to give you a brief summary of your rights under The Family Educational Rights and Privacy Act (FERPA), the federal law that governs release of and access to student education records. These rights include:</p> <ol style="list-style-type: none"> <li>1. The right to inspect and review your education record within 45 days after the University receives a request for access. If you want to review your record, contact the University office that maintains the record to make appropriate arrangements.</li> <li>2. The right to request an amendment of your education record if you believe it is inaccurate. If you feel here is an error in your record, you should submit a statement to the University official responsible for the record, clearly identifying the part of the record you want changed and why you believe it is inaccurate. That office will notify you of the decision and advise you regarding appropriate steps if you do not agree with the decision.</li> <li>3. The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official has a need to know information from your education record in order to fulfill his or her official responsibilities. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include: university faculty and staff, agents of</li> </ol> |

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|    |   |  |   |   |  |                     |                                    | <p>the institution, students employed by the institution or who serve on official institutional committees, and representatives of agencies under contract with the University.</p> <p>4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.</p> <p>Directory Information</p> <p>Release of student record information is generally not allowed at McNeese State University without the expressed, written consent of the student. There are, however, some exceptions.</p> <p>For example, directory information, which includes the following, may be released without consent of the student: name, address, telephone number, email address, date and place of birth, major field of study and classification, enrollment status (undergraduate/graduate, full-time/ three-quarters time/ half-time/less than half-time), photograph, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, degrees, awards, and/or honors received, and most recent previous educational institution attended.</p> <p>Please note that you have the right to withhold the release of directory information. To do so, you must complete a Request to Prevent Disclosure of Directory Information form, which is available in Student Central. Please note two important items that will occur as a result of your request to prevent disclosure of directory information:</p> <ol style="list-style-type: none"> <li>1. McNeese will not report enrollment for student loan deferments without your written consent.</li> <li>2. McNeese will not release any elements of directory information without your written consent.</li> </ol> <p>For questions concerning FERPA, contact Student Central at 337-475-5065 or <a href="mailto:studentcentral@mcneese.edu">studentcentral@mcneese.edu</a>.</p> |
| 37 | Transfer of Credit Policies and Articulation Agreements | All Participating Title IV Schools   | <p><u>34 CFR 668.43</u></p> <p>Each school must disclose and make available to prospective and enrolled students a statement of the school's transfer of credit policies that includes, at a minimum:</p> <ul style="list-style-type: none"> <li>• Any established criteria the school uses regarding the transfer of credit earned at another school</li> <li>• A list of schools with which the school has established an articulation agreement</li> </ul>   | Publicly disclosed and made available through appropriate publications, mailings, or electronic media | Readily available on website and in online catalog     | May 1               | Office of the Registrar, Registrar | N/A  |
| 38 | Fire Log  | Schools That Participate in Title IV, HEA Programs and Maintain On-Campus Student Housing Facilities | <p><u>34 CFR 668.49(d)</u></p> <ul style="list-style-type: none"> <li>• A school that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire.</li> <li>• The school must make an entry or an addition to an entry to the log within two business days, as defined under <u>668.46(a)</u>, of the receipt of the information.</li> <li>• The school must make the fire log for the most recent 60-day period open to public inspection during normal business hours. The school must make any portion of the</li> </ul> | Open for public inspection  | Readily available on website (combined with Crime Log) | Continually updated | University Police, Police Chief    | N/A  |

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|    |  |  | <p>log older than 60 days available within two business days of a request for public inspection.</p> <ul style="list-style-type: none"> <li>The school must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report described in <u>668.49(b)</u>.</li> </ul>   |  |   |  |   |   |
| 39 | Fire Safety report   | Schools That Participate in Title IV, HEA Programs and Maintain On-Campus Student Housing Facilities | <p><u>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.49</u></p> <p>By October 1 of each 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>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 fire 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"> <li>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"> <li>The number of fires and the cause of each fire</li> <li>The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center</li> <li>The number of deaths related to a fire, and</li> <li>The value of property damage caused by a fire</li> </ul> </li> <li>The fire statistics described in <u>668.49(c)</u></li> <li>A description of each on-campus student housing facility fire safety system</li> <li>The number of fire drills held during the previous calendar year</li> <li>Policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility</li> <li>Procedures for student housing evacuation in case of fire</li> <li>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</li> <li>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.</li> <li>Plans for future improvements in fire safety, if determined necessary by the school.</li> </ul> | <p>Fire safety report, or notice of report, distributed to each student and current employee</p> <p>Prospective students and prospective employees receive a notice of the report's availability</p> | <p>Readily available on website and in annual security report</p>   | <p>October 1</p>   | <p>University Police, Police Chief</p>  | <p>N/A - The fire safety report is combined with the security report, and the resulting report is called the Annual Security and Fire Safety Report. Email notifications are sent regarding the Annual Security and Fire Safety Report.</p> |
| 40 | Institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking | All Participating Title IV Schools   | <p><u>34 CFR 668.46(k)</u></p> <p>As required in <u>34 CFR 668.46 (b)(11)(vi)</u>, 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 <u>34 CFR 668.46(a)</u> that:</p> <ul style="list-style-type: none"> <li>Describes each type of disciplinary proceeding used by the school; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the school determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking</li> </ul>  | <p>Information distributed in annual security report</p> <p>Information provided to victim of crime</p>  | <p>Readily available on website, in annual security report, and in Student Handbook (Code of Conduct)</p> | <p>Annual Security Report: October 1</p> <p>Student Handbook: July 1</p> | <p>University Police, Police Chief</p> <p>Assistant Vice President, University Services</p> | <p>N/A</p>  |

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|    | Information for Crime Victims about Disciplinary Proceedings  |                                    | <ul style="list-style-type: none"> <li>Describes the standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking</li> <li>Lists all of the possible sanctions that the school may impose following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking</li> <li>Describes the range of protective measures that the school may offer to the victim following an allegation of dating violence, domestic violence, sexual assault, or stalking</li> </ul> <p>Provides that the proceedings will:</p> <ul style="list-style-type: none"> <li>Include a prompt, fair, and impartial process from the initial investigation to the final result</li> <li>Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability</li> <li>Provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice</li> <li>Not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however the school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties</li> </ul> <p>An institution must provide simultaneous notification, in writing, to both the accuser and the accused, of:</p> <ul style="list-style-type: none"> <li>The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking</li> <li>The school's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available</li> <li>Any change to the result</li> <li>When such results become final</li> </ul> |  |   |  |                              |  |
| 41 | Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency response and Evacuation Procedures) | All Participating Title IV Schools | <p><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>Schools must distribute, by October 1 each year, a security report or a notice of the report to all current students and employees. If the school distributes the report by posting it on the school's website, the school must provide a notice by October 1 that includes a statement of the report's availability, the exact electronic address, a brief description of the report's contents, and a statement that the school will provide a paper copy upon request.</p> <p>The school must provide a notice to prospective students and employees that includes a statement of the report's availability, a description of its contents, and an opportunity to request a copy. If the report is posted on a website the notice must include the exact electronic address and a statement that the school will provide a paper copy of the report upon request.</p> <p>A school may combine the publication of the security report and the fire safety report if the title of the combined report clearly states that both reports are included. If the security and fire safety reports are published separately, each report must include information about how to access the other report.</p> <p>The report must contain information about:</p> <ul style="list-style-type: none"> <li>The crime statistics required in <u>34 CFR 668.46(c)</u></li> <li>A statement of policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. This statement includes the school's policies concerning its response to these reports, including:</li> </ul>   | Report or notice of report mailed or delivered to each enrolled student and employee | Prospective students and prospective employees receive notice of report and receive report upon request | Report or notice of report mailed or delivered to each enrolled student and employee | Readily available on website | <p>October 1</p> <p>University Police, Police Chief</p> <p><b>Topic:</b> Availability of Annual Security and Fire Safety Security Report (Consumer Information)</p> <p>The McNeese State University Annual Security and Fire Safety Security Report (ASR), available online at <a href="http://www.mcneese.edu/police/annual_security_reports">www.mcneese.edu/police/annual_security_reports</a>, is published in compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, generally referred to as the Clery Act. The ASR includes statistics for the previous three years concerning crimes that occurred on campus; in certain campus-owned buildings or property owned, leased, or controlled by McNeese State University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also contains institutional policy statements concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters of importance related to campus safety and security.</p> <p>Additionally, federal law requires colleges and universities that maintain on-campus housing to compile fire data, report the data to the federal government and publish an annual fire safety report that gives students, parents and the public</p> |

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|  |  |  | <ul style="list-style-type: none"> <li>○ Policies for making timely warning reports to members of the campus community, as required by <u>34 CFR 668.46(e)</u>, regarding the occurrence of crimes described in <u>34 CFR 668.46(c)(1)</u></li> <li>○ Policies for preparing the annual disclosure of crime statistics</li> <li>○ A list of the titles of each person or organization to whom students and employees should report the criminal offenses described in <u>34 CFR 668.46(c)(1)</u> for the purposes of making timely warning reports and the annual statistical disclosure; and</li> <li>○ Policies or procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics</li> <li>• A statement of policies concerning security of and access to campus facilities, including campus residences and security considerations used in the maintenance of campus facilities</li> <li>• A statement of policies concerning campus law enforcement that: <ul style="list-style-type: none"> <li>○ Addresses the enforcement authority and jurisdiction of security personnel</li> <li>○ Addresses the working relationship of campus security personnel with State and local police agencies, including: <ul style="list-style-type: none"> <li>▪ Whether those security personnel have the authority to make arrests; and</li> <li>▪ Any agreements, such as written memoranda of understanding between the school and such agencies, for the investigation of alleged criminal offenses</li> </ul> </li> <li>○ Encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report; and</li> <li>○ Describes procedures, if any, that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics</li> </ul> </li> <li>• A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others</li> <li>• A description of programs designed to inform students and employees about the prevention of crimes</li> <li>• A statement of policy concerning the monitoring and recording through local police agencies of criminal activity by students at non-campus locations of student organizations officially recognized by the school, including student organizations with non-campus housing facilities</li> <li>• A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws</li> <li>• A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws</li> <li>• A description of any drug or alcohol-abuse education programs, as required under Section 120(a) through (d) of the HEA, otherwise known as the Drug-Free Schools and Communities Act of 1989. For the purpose of meeting this requirement, the school may cross-reference the materials the school uses to comply with Section 120(a) through (d) of the HEA</li> <li>• A statement of policy regarding the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking, as defined in <u>34 CFR 668.46(a)</u>, and of procedures that the school will follow when one of these crimes is reported. The statement must include:</li> </ul> |  |  |  |  | <p>current information about fires in on-campus housing. This information is included in the ASR.</p> <p>A printed copy of the ASR can be obtained by making a request in person at the McNeese Police Department located at 4314 Ryan Street, Lake Charles, LA 70605, or by calling 337-475-5711.</p> |
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|  |  |  | <ul style="list-style-type: none"> <li>○ 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 <u>34 CFR 668.46(j)</u></li> <li>○ 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>▪ 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> <li>▪ How and to whom the alleged offense should be reported</li> <li>▪ 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>• Notify proper law enforcement authorities, including on-campus and local police</li> <li>• Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses</li> <li>• Decline to notify such authorities</li> </ul> </li> <li>▪ 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</li> </ul> </li> <li>○ 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>▪ 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> <li>▪ 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> </ul> </li> <li>○ 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> <li>○ 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> <li>○ 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> <li>○ 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)(ii) through (vi)</u></li> <li>• 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</li> </ul> |  |  |  |  |  |
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|  |  |  | <p>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</p> <ul style="list-style-type: none"> <li>• A statement of policy regarding emergency response and evacuation procedures, as required by <u>34 CFR 668.46(a)</u></li> <li>• A statement of policy regarding missing student notification procedures, as required by <u>34 CFR 668.46(h)</u></li> </ul> <p><b>Timely Warning and Emergency Notification:</b><br/>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>U.S.C. 13925(a)(20)</u>) and that will aid in the prevention of similar crimes, report to the campus community on the following crimes:</p> <ul style="list-style-type: none"> <li>• Criminal homicide <ul style="list-style-type: none"> <li>○ Murder and non-negligent manslaughter</li> <li>○ Negligent Manslaughter</li> </ul> </li> <li>• Sex Offenses <ul style="list-style-type: none"> <li>○ Rape</li> <li>○ Fondling</li> <li>○ Incest</li> <li>○ Statutory rape</li> </ul> </li> <li>• Robbery</li> <li>• Aggravated assault</li> <li>• Burglary</li> <li>• Motor vehicle theft</li> <li>• Arson</li> <li>• Arrests and referrals for disciplinary actions, including: <ul style="list-style-type: none"> <li>○ Arrests for liquor law violations, drug law violations, and illegal weapons possession</li> <li>○ Persons not included in <u>34 CFR 668.46(c)(1)(ii)(A)</u> who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession</li> </ul> </li> <li>• Hate crimes, including: <ul style="list-style-type: none"> <li>○ The number of each type of crime in <u>34 CFR 668.46(c)(1)(i)</u> that are determined to be hate crimes</li> <li>○ The number of the following crimes that are determined to be hate crimes: <ul style="list-style-type: none"> <li>▪ Larceny-theft</li> <li>▪ Simple assault</li> <li>▪ Intimidation</li> <li>▪ Destruction/damage/vandalism of property</li> </ul> </li> <li>○ Dating violence, domestic violence, and stalking as defined in <u>34 CFR 668.46(a)</u></li> </ul> </li> <li>• 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</li> <li>• Crimes that are considered by the school to represent a threat to students and employees</li> <li>• The school is NOT required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor</li> <li>• 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(a)(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</li> </ul> |  |  |  |  |  |
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**Crime Log:**

- If your school maintains a campus police or security department, it must maintain a written, easily understood daily crime log that records, by the date the crime was reported, any crime that occurred within its Clery geography, as described in paragraph (ii) of the definition of *Clery geography* in paragraph (a) of 34 CFR 668.46, and that is reported to the campus police or the campus security department. This log must include:
  - The nature, date, time, and general location of each crime
  - The disposition of the complaint, if known
- The school must make an entry or an addition to an entry to the log within two business days, as defined in 34 CFR 668.46(a), of the report of the information to the campus security department, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim
- The school may withhold information required under 34 CFR 668.46(f)(1) and (2) if there is clear and convincing evidence that the release of the information would:
  - Jeopardize an ongoing criminal investigation or the safety of an individual
  - Cause a suspect to flee or evade detection
  - Result in the destruction of evidence
- The school must disclose any information withheld under 34 CFR 668.46(f)(3) once the adverse effect described in that paragraph is no longer likely to occur
- The school may withhold under 34 CFR 668.46(f)(2) and (3) only that information that would cause the adverse effects described in that section
- The school must make the crime log for the most recent 60-day period open to public inspection during normal business hours. The school must make any portion of the log older than 60 days available within two business days of a request for public inspection

**Emergency Response and Evacuation Procedures:**

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

- The procedures the school will use to immediately notify campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus
- A description of the process the school will use to:
  - Confirm that there is a significant emergency or dangerous situation as described in 34 CFR 668.46(g)(1)
  - Determine appropriate segment(s) of campus community to receive a notification
  - Determine the content of the notification
  - Initiate the notification system
- A statement that the school will (w/o delay and taking into account the safety of the community) determine the content of the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency
- A list of the titles of the person or persons or organization or organizations responsible for carrying out the actions described in 34 CFR 668.46(g)(2)
- The school's procedures for disseminating emergency information to the larger community
- The school's procedures to test the emergency response and evacuation procedures on at least an annual basis, including:
  - Tests that may be announced or unannounced
  - Publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year

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|    |   |  | <ul style="list-style-type: none"> <li>○ Documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced</li> <li>• A description of the process the school will use to: <ul style="list-style-type: none"> <li>○ Confirm that there is a significant emergency or dangerous situation as described in <u>34 CFR 668.46(q)(1)</u></li> <li>○ Determine appropriate segment(s) of campus community to receive a notification</li> <li>○ Determine the content of the notification</li> <li>○ Initiate the notification system</li> </ul> </li> <li>• 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</li> <li>• A list of the titles of the person or persons or organization or organizations responsible for carrying out the actions described in <u>34 CFR 668.46(q)(2)</u></li> <li>• The school's procedures for disseminating emergency information to the larger community</li> <li>• 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"> <li>○ Tests that may be announced or unannounced</li> <li>○ Publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year</li> <li>○ Documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced</li> </ul> </li> </ul>   |   |  |           |                                 |  |
| 42 | Security Report- Missing Person Notification Policy   | Schools That Participate in Title IV, HEA Programs and Provide On-Campus Housing | <u>34 CFR 668.41(a); 34 CFR 668.46(b)(14); 34 CFR 668.46(h)</u><br>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: <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> </ul> | Information distributed in annual security report | Readily available on website and in annual security report | October 1 | University Police, Police Chief |  |
| 43 | Security Report- Programs to prevent dating violence, | All Participating Title IV Schools   | <u>34 CFR 668.46(b)(11); 34 CFR 668.46(i)</u><br>As required by <u>34 CFR 668.46(b)(11)</u> , 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. The statement must include:  | Information distributed in annual security report | Readily available on website and in annual security report | October 1 | University Police, Police Chief |  |

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|    | domestic violence, sexual assault, and stalking Policy |                                     | <ul style="list-style-type: none"> <li>A description of the school's primary prevention and awareness programs for all incoming students and new employees, which must include: <ul style="list-style-type: none"> <li>A statement that the school prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in <u>34 CFR 668.46(a)</u></li> <li>The definition of "dating violence," "domestic violence," "sexual assault," and "stalking" in the applicable jurisdiction</li> <li>The definition of "consent," in reference to sexual activity, in the applicable jurisdiction</li> <li>A description of safe and positive options for bystander intervention</li> <li>Information on risk reduction</li> <li>The information described in <u>34 CFR 668.46(b)(11) and (k)(2)</u></li> </ul> </li> <li>A description of the school's ongoing prevention and awareness campaigns for students and employees, including information described in <u>34 CFR 668.46(i)(1)(i)(A) through F</u></li> </ul> <p>Other required information:</p> <ul style="list-style-type: none"> <li>The school must ensure that the proper implementation of <i>Awareness programs, Bystander intervention, Ongoing prevention and awareness campaigns, Primary prevention programs, and Risk reduction</i> is done according to the definitions outlined in <u>34 CFR 668.46(j)(2)(i)-(v)</u></li> <li>The school's programs to prevent dating violence, domestic violence, sexual assault, and stalking must include, at a minimum, the information described in <u>34 CFR 668.46(i)(1)</u></li> </ul> |   |  |        |   |  |
| 44 | Drug and Alcohol Abuse Prevention Program              | Schools Receiving Any Federal Funds | <p><u>34 CFR 86</u><br/>Each school must annually distribute in writing to each student and each employee:</p> <ul style="list-style-type: none"> <li>Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school's property or as part of any of the school's activities</li> <li>Descriptions of applicable legal sanctions under state, local, and federal law</li> <li>Description of health risks</li> <li>Description of available counseling, treatment, rehabilitation, or re-entry programs</li> <li>Clear statement that the school will impose sanctions for violation of standards of conduct and a description of sanctions</li> </ul> <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"> <li>Determines the effectiveness of the program and implements needed changes</li> <li>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</li> <li>Determines the number and type of sanctions that are imposed</li> <li>Ensures that sanctions are consistently enforced</li> </ul>  | Distributed in writing to each student and each employee; provided upon request to the public | Readily available on website and in annual security report<br><br><b>Email message sent to employees and currently enrolled students every term by census date</b> | July 1 | University Services, Assistant Vice President | <p>Topic: Drug and Alcohol Abuse Prevention Program (Consumer Information)</p> <p>McNeese strives to foster a healthy campus community and is committed to compliance with the Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226, Executive Order 12564, Public Law 100-71 and subsequent regulations including the Drug-Free Workplace Act.</p> <p>The resources listed below inform students and employees of:<br/> --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;<br/> --Descriptions of applicable legal sanctions under state, local, and federal law;<br/> --Description of health risks; and<br/> --Description of available counseling, treatment, rehabilitation, or re-entry programs.</p> <p>Drug and Alcohol Annual Notification<br/> <a href="http://www.mcneese.edu/f/c/cf347fc5">http://www.mcneese.edu/f/c/cf347fc5</a></p> <p>Drug and Alcohol Abuse Prevention Program<br/> <a href="http://www.mcneese.edu/shd/aod">http://www.mcneese.edu/shd/aod</a></p> <p>Alcohol and Other Drug Policy<br/> <a href="http://www.mcneese.edu/policy/alcohol_and_other_drug_policy">www.mcneese.edu/policy/alcohol_and_other_drug_policy</a></p> <p>Code of Student Conduct<br/> <a href="http://www.mcneese.edu/policy/student_handbook">www.mcneese.edu/policy/student_handbook</a></p> |

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| 45 | Voter Registration Forms                       | All Participating Title IV Schools   | <p><u>20 U.S.C. 1094(a)(23); DCL GEN 08-12, page 68</u></p> <p>Each school must:</p> <ul style="list-style-type: none"> <li>• Make a good faith effort to distribute or mail a voter registration form (for federal elections and state elections for governor or other State chief executive) to each student enrolled in a degree or certificate program and physically in attendance at the school.</li> <li>• Make the voter registration form widely available to students at the school</li> <li>• Request the forms from the state 120 days prior to the deadline for registering to vote within the state.</li> </ul> <p>This requirement does not apply to schools in states that do not have a voter registration requirement or that allow voters to register at the time of voting.</p> <p>The HEOA (Section 493(a)(1)) added the provision that a school will be considered to be in compliance with the distribution requirement if the school electronically distributes the voter registration form from an Internet address where such a form can be downloaded. The information must be in an electronic message devoted exclusively to voter registration.</p> | Voter registration forms made widely available and provided to each enrolled student  | Readily available on website, University Services office, and Disability Services office | July 1      | University Services, Assistant Vice President<br><br>Disability Services, Director | <p><b>Topic:</b> Voter Registration Information (Consumer Information)</p> <p>Several important elections are coming up. Louisiana residents that are not registered to vote can get more information from the Louisiana Secretary of State's website at <a href="http://onlinevoterregistration.sos.la.gov">onlinevoterregistration.sos.la.gov</a>.</p> <p>Residents of other states who want to learn more about voter registration information or wish to register to vote can get more information from USA.gov at <a href="http://www.usa.gov/register-to-vote">www.usa.gov/register-to-vote</a>.</p> <p>On campus, the offices of University Services and Disability Services can assist in the voter registration process:<br/>-University Services, Holbrook Student Union Room 108, 337-475-5706<br/>-Disability Services, Drew Hall Room 200, 337-475-5916</p> |
| 46 | Constitution Day                               | Students attending schools receiving Federal funds   | <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.</p>   | Educational Program held each year on September 17 for students served by the school  | Readily available on website   | September 1 | University Services, Assistant Vice President                                      | N/A  |
| 47 | Annual report on Preferred Lender Arrangements | Schools Receiving Any Federal Funding That Participate in a Preferred Lender Arrangement   | <p><u>34 CFR 601.2; 34 CFR 601.10; 34 CFR 601.12; 34 CFR 601.20; 34 CFR 601.21</u></p> <p>Each school and school-affiliated organization must make an annual report to the U.S. Department of Education that includes for each lender in a preferred lender arrangement with the school or school-affiliated organization</p> <ul style="list-style-type: none"> <li>• The minimum information the Department determines must be disclosed</li> <li>• Information required for private loans under the Truth in Lending Act</li> <li>• Detailed explanation of the reasons a school or school-affiliated organization participates in a preferred lender arrangement with the lender, including why the terms, conditions, and provisions of each type of loan are beneficial to the school's students or their families.</li> </ul> <p>The information in the report must be made available to the public and provided to current students and students planning to attend the school and their families.</p>  | Made available to the public and provided to current students and students planning to attend the school and their families | N/A  | N/A         | N/A  | N/A  |
| 48 | Job Placement Rates                            | All Participating Title IV Schools Advertising Job Placement Rates for Student Recruitment | <p><u>34 CFR 668.14(b)(10)</u></p> <p>A school that advertises job placement rates as a means of recruiting students to enroll must make available to prospective students, at or before the time the prospective student applies for enrollment:</p> <ul style="list-style-type: none"> <li>• The most recent available data concerning employment statistics and graduation statistics</li> <li>• Any other information necessary to substantiate the truthfulness of the advertisements</li> <li>• 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.</li> </ul>   | Information made available to prospective students  | N/A  | N/A         | N/A  | N/A  |
| 49 | Preferred Lender Arrangements                  | Schools Receiving Any Federal Funding That Participate in a Preferred Lender Arrangement   | <p><u>34 CFR 601.2; 34 CFR 601.10; 34 CFR 601.12; 34 CFR 601.20; 34 CFR 601.21</u></p> <p>A school or school-affiliated organization (e.g. alumni organizations, foundations) that participates in a preferred lender arrangement must comply with the code of conduct provisions in <u>HEA Section 487(a)(25)</u> and <u>HEA Section 487(h)</u>. School-affiliated organizations are required to prominently publish the code of conduct on their websites (if any) and annually inform agents with responsibility for education loans of the provisions of the code.</p> <p>By February 14, 2010, the U.S. Department of Education is required to determine the minimum information to be disclosed to current and prospective students regarding preferred lender</p>  | Published on website. All relevant agents must be annually informed of the provisions of the code of conduct                | N/A  | N/A         | N/A  | N/A  |

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|    |                         |  | <p>arrangements. The Department is also required to then develop model disclosure forms for FFELP and Federal Direct Loans that <b>may</b> be used by schools or school-affiliated organizations.</p> <p>In addition to the information required for the Preferred Lender Lists, each school or school-affiliated organization in a preferred lender arrangement must disclose information on its website and in publications, mailings, or electronic messages, or materials that are distributed to prospective or current students and their families that describe the financial aid opportunities available to students attending the school and that describe or discuss education loans.</p> <p>The information must include:</p> <ul style="list-style-type: none"> <li>• The maximum amount of Title IV, HEA grant and loan aid available to students</li> <li>• The information on the model disclosure form provided by the U.S. Department of Education (described above) for each type of loan offered pursuant to a preferred lender arrangement</li> <li>• A statement that the school is required to process documents for a FFELP loan from any eligible lender the student selects</li> </ul>   | <p>Published on website.<br/>Provided in publications mailings, or electronic messages or materials that are distributed to prospective or current students and their families</p> |     |     |     |     |
| 50 | Preferred Lender Lists  | Schools Participating in Title IV, HEA Programs That Participate in a Preferred Lender Arrangement | <p><u>34 CFR 601.2; 34 CFR 601.10; 34 CFR 668.14(b)(28)</u></p> <p>Each school must annually make available in print or other medium to students attending the school and their families a list of the specific lenders for private education loans or for Title IV, HEA loans that the school recommends, promotes, or endorses in accordance with a preferred lender arrangement. The list must prominently disclose the method and criteria used by the school in selecting lenders for preferred lender arrangements to ensure that such lenders are selected on the basis of the best interests of the borrower. The list must also clearly and fully disclose:</p> <ul style="list-style-type: none"> <li>• The minimum information determined by the U.S. Department of Education (HEA Section 153(a))</li> <li>• Why the school participates in a preferred lender arrangement with each lender, particularly with respect to terms and conditions or provisions favorable to the borrower</li> <li>• That the students or their families do not have to borrow from a lender on the list</li> </ul> <p>The list must have at least three FFELP lenders that are not affiliates or each other. If the list includes lenders of private education loans, there must be at least two lenders who are not affiliates. The list must indicate for each lender whether it is or is not an affiliate of the other lenders on the list. The details of each affiliation are to be disclosed. The U.S. Department of Education is required to provide to schools a list of the lender affiliates of all eligible lenders.</p> | Made available to students and families in print or other medium   | N/A | N/A | N/A | N/A |
| 51 | Private Education Loans | Schools Receiving Any Federal Funding That Participate in a Preferred Lender Arrangement           | <p><u>34 CFR 601.2; 34 CFR 601.10; 34 CFR 601.12; 34 CFR 601.20; 34 CFR 601.21</u></p> <p>Each school must provide on its website, and in publications, mailings, or electronic messages, or materials that are distributed to prospective or current students and their families that describe the financial aid opportunities available to students attending the school and that describe or discuss private education loans, the information required to be disclosed under Section 128(e)(11) of the Truth in Lending Act (<u>15 U.S.C. 1638(e)(11)</u>) for each type of private loan offered pursuant to a preferred lender arrangement.</p> <p>Each school-affiliated organization must provide on its website, and in publications, mailings, or electronic messages, or materials distributed to students and families that describe private education loans and the information required to be disclosed under Section 128(e)(1) of the Truth in Lending Act (<u>15 U.S.C. 1638(e)(1)</u>) for each type of private loan offered pursuant to a preferred lender arrangement.</p> <p>The name of the lender must be displayed in all information and documentation related to private education loans.</p> <p>The information in the model disclosure form and the Truth in Lending Act information must be provided annually in a manner that allows students and families to take the information into account before selecting a lender or applying for an education loan.</p>   | <p>Published on website.<br/>Provided in publications mailings, or electronic messages or materials that are distributed to prospective or current students and their families</p> | N/A | N/A | N/A | N/A |

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| 52 | Required Written Arrangements Disclosures | All Participating Title IV Schools that have Written Arrangements | <u>34 CFR 668.43(a)(12)</u><br>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. | Made available to prospective and enrolled students where program is designed to be offered by another entity | N/A | N/A | N/A | N/A |
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\*Topics and text for student and campus digest email notifications will be sent by the Associate Vice President for Enrollment Management to the Office of Public Relations for distribution every term, with the exception of Voter Registration Information. The Assistant Vice President for University Services will monitor upcoming federal, state, and local elections and will send the written notification for Voter Registration Information to the Office of Public Relations for distribution 30 days prior to voter registration deadlines. Revisions and updates to written notifications will be the responsibility of the Associate Vice President for Enrollment Management in consultation with other appropriate University personnel. Evidence of distribution of written notifications will be archived by the Office of Enrollment Management in the University's document imaging system.