

Hannah E. Mullins School of Practical Nursing

STUDENT CONSUMER INFORMATION DISCLOSURE

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

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

<u>Information</u>	<u>Description</u>	<u>Where This Information Can Be Located</u>
Academic Program	Educational Programs, Instructional Facilities and Faculty	<ul style="list-style-type: none"> • Student Catalog Handbook
Annual Security Report (ASR)	Mandated by the Clery (Campus Security) Act (as recently amended):34 CFR 668.46; DCL GEN-14-13, the ASR details the following items <ul style="list-style-type: none"> • Crime Statistics • Rape and Sexual Assault Prevention • Timely Warning and Emergency Notification • Daily Crime Log • Emergency Response/Evacuation • Missing Student Notification Policy. 	<ul style="list-style-type: none"> • www.hemspn.com • Located in office upon request
Constitution and Citizenship Day	Each educational institution that receives Federal funds for a fiscal year is required to hold an educational program about the U.S. Constitution for its students.	<ul style="list-style-type: none"> • Each year an informational presentation is displayed outside the main office
Drug and Alcohol Policy	This policy describes the institution's expectations of student and employee conduct, defines drug- and alcohol-related offenses, describes the physical effects of alcohol, as well as sanctions against infringement violations. The prevention plan also provides abuse prevention and assistance programs. See also the Drug-Free Schools and Communities Act; Public Law 101-226	<ul style="list-style-type: none"> • www.hemspn.com • Located in office upon request • Student Catalog Handbook
Employment Positions and Placement Rates Available	This disclosure provides a list of the employment positions by field and corresponding program and the placement rate (with a description of the methodology used to obtain the rate) by program.	<ul style="list-style-type: none"> • Admissions Packet presented at Enrollment Information Meeting • Student Catalog Handbook
Facilities and Services Available to those with Disabilities	This is a discussion of the institution's policy and procedure for providing reasonable accommodations to qualified individuals with a disability participating in the school's programs.	<ul style="list-style-type: none"> • Admissions Packet presented at Enrollment Information Meeting • Student Catalog Handbook

<p>Family Education Rights and Privacy Act (FERPA)</p>	<p>This is a discussion of the institution's policy for complying with the Family Educational Rights and Privacy Act of 1974 (FERPA), which gives students the right to:</p> <ul style="list-style-type: none"> • Access their educational records; • Consent to release a record to a third party; • Challenge information in their records, and • Be notified of their privacy rights. <p>Also discusses the disclosure exceptions – including the health and safety emergency exception.</p>	<ul style="list-style-type: none"> • Student Catalog Handbook • www.hemspn.com • http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html • Form signed through Campus Ivy Core system
<p>Financial Assistance</p>	<p>Each school must make available to prospective and enrolled students information about:</p> <ul style="list-style-type: none"> • All the need-based and non-need-based federal, state, local, private and institutional student financial assistance programs (aid) available to students who enroll at the school • Terms and conditions of the Title IV, HEA loans • Criteria for selecting recipients and for determining award amount • Eligibility requirements and procedures for applying for aid • Methods and frequency of disbursements of aid • Rights and responsibilities of students receiving Title IV, HEA student Financial Aid, including criteria for continued student eligibility and standards for Satisfactory Academic Progress • Terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity for repaying loans • Procedures and forms by which students apply for assistance • General conditions and terms applicable to employment provided as part of financial aid package <p>The exit counseling information the school provides and collects</p>	<ul style="list-style-type: none"> • Federal Financial Aid / Consumer Handbook • www.hemspn.com FSA website link • Located in office upon request • During student's Financial Aid Meeting • Entrance/Exit Counseling Sessions
<p>Institutional and Program Accreditation, Approval, or Licensure</p>	<ul style="list-style-type: none"> • Information on the College's accreditation and various programmatic accreditations. 	<ul style="list-style-type: none"> • www.hemspn.com • Student Catalog Handbook

<p>Institutional Information (Miscellaneous)</p>	<p>Institutional information required by 34 CFR Sec. 668.43 and other institutional information</p> <ul style="list-style-type: none"> • Net Price Calculator • Vaccination Policies • Copyright Information - This policy describes the process necessary for legal compliance with Federal, state, and local statutes, and outlines the school’s disciplinary actions for infringement violations. • Penalties – drug-related offenses • College Navigator website • Student Body Diversity • Textbook Information • Voter Registration 	<ul style="list-style-type: none"> • Net Price Calculator link at www.hemspn.com • Admission Packet provided at Enrollment Information Meeting • Student Catalog Handbook • Student’s Financial Aid Meeting • Annual Safety & Security Report located on website • College Navigator link at www.hemspn.com • During Pre-requisite course and Financial Aid Meeting • Student Library
<p>Misrepresentation</p>	<p>The Institution has several formal processes in place to ensure that</p> <ul style="list-style-type: none"> • The Institution does not misrepresent the nature of its educational program. • The Institution does not misrepresent the nature of its financial charges. <p>The Institution it does not misrepresent the employability of its graduates</p>	<ul style="list-style-type: none"> • Student Catalog Handbook
<p>Student Code of Conduct</p>	<ul style="list-style-type: none"> • This document provides a code of ethics and conduct that students are expected to follow while on campus or in attendance at a school sponsored function. 	<ul style="list-style-type: none"> • Student Catalog Handbook
<p>Student Right-to-Know Act</p>	<p>The completion or graduation rate of certificate or degree-seeking, first-time, full-time, undergraduate students. The data are to be available by July 1 each year for the most recent cohort that has had 150 percent of normal time for completion by August 31 of the prior year.</p> <p>If the information is requested by a prospective student, it must be made available prior to the student’s enrolling or entering into any financial obligation with the school. Further the completion or graduation rates are disaggregated by:</p> <ul style="list-style-type: none"> • Gender • Major racial and ethnic subgroup (as defined in IPEDS) • Recipients of a Federal Pell Grant • Recipients of a subsidized Stafford Loan who did not receive a Pell Grant <p>Students who did not receive either a Pell Grant or subsidized Stafford Loan</p>	<ul style="list-style-type: none"> • Net Price Calculator link at www.hemspn.com
<p>Transfer of Credit</p>	<p>The HEMSPN statement of transfer of credit policies.</p>	<ul style="list-style-type: none"> • Student Catalog Handbook
<p>Voter Registration Form</p>	<ul style="list-style-type: none"> • The Institution encourages eligible students to vote 	<ul style="list-style-type: none"> • Student Library