

Procedure: 6.4.1p.

Summary of Student Notification Requirements

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I. PURPOSE:

Each technical college shall create and publish, electronically or otherwise, on a regular basis a student handbook. The handbook shall incorporate, either directly or by reference, all appropriate information regarding student life at the technical college. It shall also contain all information necessary to meet state and federal regulatory requirements for informing students of their rights pertaining to, among other things, privacy of their student records, campus security and safety, freedom from illegal discrimination, and tuition refunds.

The Student Handbook may be contained in the College Catalog.

II. RELATED AUTHORITY:

State Board Policy 6.4.1. Student Handbooks
 Consumer Information Checklist:
<https://ifap.ed.gov/fsa-assessments/05-22-2017-consumer-information>

III. APPLICABILITY:

All technical colleges associated with the Technical College System of Georgia.

IV. DEFINITIONS: None

V. ATTACHMENTS: None

VI. PROCEDURE:

A. Student Notification Requirements Table

Student Notification Requirement	Deadline
I. Voter Registration, 20 U.S.C. §1094(a)(23)(A)	Institution must request forms from the state at least 120 days prior to the state's voter registration deadline.
II. Drug Free Schools & Communities Act, 20 U.S.C. §1011(i); 34 C.F.R. §86.1 et seq.	Annual written notice.
III. Financial Aid, Programs, and Athletics Information, if applicable, 20 U.S.C. §1092; 34 C.F.R. §668	

A. Financial Assistance Information, 34 C.F.R. §668.42	Must be made available to all current students and to all prospective students before they enroll or enter into any financial obligation with the institution.
B. Institutional Information, 34 C.F.R. §668.43 & 668.44; DCL GEN 08-12	Must be made available to all current students and to all prospective students before they enroll or enter into a financial obligation with the institution.
C. Completion/Graduation Rate Information, 34. C.F.R. §668.45; 668.47; 668.48; 668.41	Annually by July 1; must be made available, to all students, and to all prospective students before they enroll or enter into any financial obligation with the institution.
IV. Annual Security Report and Annual Fire Safety Report, 34 C.F.R. §668.46; 20 U.S.C. §1092(f)	Annually to all current and prospective students and all current and prospective employees by October 1. Submit to Department of Education per electronic reporting procedure established by Department.
V. Family and Educational Rights and Privacy Act, 20 U.S.C. §1232g;34C.F.R.§99.1 et seq.	Annual notice
VI. Fire Safety Reports on Student Housing, 34 C.F.R. §668.49; 20 U.S.C. §1092	Annual notice
VII. Loan Disclosures, 34 C.F.R. §668.14; Section 685.304; 668.42; 674.42; & Sections within 601; U.S.C. 424, 1087, 1019, & 1094.	Must provide information to students as set forth in Code Sections.
VIII. Annual Notice of Disclosures, 34 C.F.R. 668.41(C)	Annual notice

B. Voter Registration, 20 U.S.C. §1094(A)(23)(A).

1. The 1998 Higher Education Act requires all post-secondary institutions to make a good-faith effort to distribute voter registration forms to each degree or certificate-seeking student that attends classes on campus, and to make such forms widely available to students.
2. The institution must request forms from the state 120 days prior to the deadline for registering to vote in the state.
3. In Georgia, the deadline for registering is usually the fifth Monday prior to the date of the primary or election. The law applies to all general and special elections for federal office (i.e. President, Vice President, Senator, and Representative to the U.S. Congress, see 2 U.S.C §431(3)) and includes elections for Governor and other state chief executives.

C. Drug Free Schools and Communities Act, ("DFSCA"), 20 U.S.C. §1011(I), 34 C.F.R. § 86.1 Et Seq.

1. The DFSCA requires institutions receiving federal financial assistance to establish drug and alcohol prevention programs for students and employees. At a minimum, each institution must distribute to all students and employees annually:
 - a. Information on preventing drug and alcohol abuse

- b. Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school property or as part of any school activities;
 - c. A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
 - d. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
 - e. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees and students; and
 - f. A clear statement that the institution will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.
2. The law further requires an institution of higher education to conduct a biennial review of its program to:
- a. Determine the program's effectiveness and implement changes if they are needed.
 - b. Ensure that the sanctions developed are consistently enforced.
 - c. Determine 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 reported to campus officials.
 - d. Determine the number and type of sanctions that are imposed.
- Note: See 34 C.F.R. § 86.100.**
3. Institutions are required to certify to the Secretary of Education that the school has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. See 34 C.F.R. §86.6.
4. The biennial review of the program and any other records relating to the drug prevention program certification must be retained for three (3) years after the fiscal year in which the record was created. Records relating to any litigation, claim, audit or other action involving the records must be retained for three (3) years after the fiscal year in which the record was created or until completion of the action and resolution of all issues that arise from such litigation, claim, audit, etc., whichever is later. See 34 C.F.R. §86.103

D. Financial Aid, Programs And Athletics Information, 20 U.S.C. §1092; 34 C.F.R. §668.

1. Detailed information is required under the Higher Education Amendments regarding financial aid, tuition, fees and other costs of attendance, academic programs, accreditation, handicapped services/facilities, study abroad and completion/graduation, transfer-out rates, and athletic program information.
2. Financial Assistance Information, 34 C.F.R. §668.42.
- a. Institutions must publish and make readily available to all current students and all prospective students a description of all federal, state, local, private and institutional student financial assistance programs available to students, including both need-based and non-need-based programs. For each financial aid program described, the information must include:
 - i. procedures and forms by which students apply for assistance;
 - ii. student eligibility requirements;
 - iii. the criteria for selecting recipients; and
 - iv. the criteria for determining the amount of a student's award.

- b. These materials must be made available to students via appropriate publications and mailings before they enter into a financial obligation with the institution. 34 C.F.R. §668.42(b).
 - c. The institution must describe the rights and responsibilities of students that receive financial assistance under the Title IV, HEA Programs, including specific information regarding:
 - i. the criteria for continued student eligibility under each program;
 - ii. standards which the student must maintain in order to be considered to be making satisfactory progress for purpose of receiving financial assistance and the criteria by which the student who has failed to maintain satisfactory progress may re-establish their eligibility for financial assistance;
 - iii. the method by which financial assistance disbursements are made to students and the frequency thereof;
 - iv. the terms of any loan received by a student, a sample loan repayment schedule and the necessity for repaying loans;
 - v. the general conditions and terms that apply to any employment which is part of a students' financial assistance package;
 - vi. the institution must provide and collect exit counseling information as required by 34 C.F.R. 674.42 for Perkins Loan Program borrowers by 34 C.F.R. 685.304 for William D. Ford Federal Direct Student Loan Program borrowers and by 34 C.F.R. 682.604 for Federal Stafford Loan Program borrowers.
3. Institutional Information, 34 C.F.R. §668.43 and DCL GEN 08-12.
- a. Certain required institutional information must be published and made readily available to enrolled or prospective students via appropriate publications, mailings or electronic media before the student enters into a financial obligation with the institution. 34 C.F.R. §668.41(d).
 - b. The required institutional information must include:
 - i. Costs of attendance, including tuition and fees, estimates of necessary books and supplies, estimates of typical charges for room and board, transportation costs for students, and any additional costs of a program in which a student is enrolled or has expressed an interest;
 - ii. A statement of the refund policy for return of unearned tuition and fees or other costs paid to the institution;
 - iii. The procedures for officially withdrawing from the college;
 - iv. A summary of the requirements (under 34 C.F.R. §668.22) for the return of Title IV grant or loan assistance;
 - v. A list of the academic programs of the institution, including current degree programs and other educational and training programs, the instructional laboratory and other physical facilities that relate to the academic program, and the institution's faculty and instructional personnel;
 - vi. The names of any entities which accredit, approve or license the institution in its programs, and the procedures by which documents describing that activity can be reviewed pursuant to 34 C.F.R. §668.43(b);
 - vii. A description of any special facilities and services for students with disabilities, including students with intellectual disabilities;
 - viii. The titles of persons designated under 34 C.F.R. §668.44 and information regarding how and where those persons may be contacted;
 - ix. A statement that enrollment in a study-abroad program approved for credit by the home institution may be considered enrollment at the home institution for purposes of applying for assistance under Title IV, HEA Programs.
 - x. Institutional policies and sanctions related to copyright infringement, including:

1. a statement that explicitly informs its students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities;
 2. a summary of the penalties for violation of Federal copyright laws;
 3. A description of the institution's policies with respect to unauthorized peer- to-peer file sharing, including disciplinary actions that are taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system.
- xi. A description of the transfer of credit policies established by the institution which must include a statement of the institution's current transfer of credit policies that includes, at a minimum:
1. any established criteria the institution uses regarding the transfer of credit earned at another institution; and
 2. a list of institutions with which the institution has established articulations agreements; and
- xii. A description of written arrangements the institution has entered into in accordance with §668.5, including, but not limited to, information on:
1. the portion of the educational program that the institution that grants the degree or certificate is not providing;
 2. the name and location of the other institutions or organizations that are providing the portion of the educational program that the institution that grants the degree or certificate is not providing;
 3. the method of delivery of the portion of the educational program that the institution that grants the degree or certificate is not providing; and
 4. estimated additional costs students may incur as the result of enrolling in an educational program that is provided, in part, under the written arrangement.
- xiii. The institution must also make available for review to any enrolled or prospective student, a copy of the documents describing the institution's accreditation, and its State, Federal, or tribal approval or licensing. The institution must also provide its students or prospective students with contact information for filing complaints with its accreditor and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle a student's complaint.
- xiv. Schools must annually make available on their websites a net price calculator. The school may use the template provided by the U.S. Department of Education or they may develop a customized version that includes, at a minimum, the same elements as the Department's version. 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 website must be included. If schools use the Department's template, this information is included.
- xv. The school is required to report information to NCES in IPEDS for posting to the College Navigator Website. In return the U. S. Department of Education is required to post 26 items on the College Navigator Website for the school, including a link to the school's website that provides the following in an easily accessible manner:
1. Student activities offered by the school; and
 2. Services offered by the school for individuals with disabilities; and

3. Career and placement services offered to students during and after enrollment; and
 4. Policies of the school related to transfer of credit from other schools.
- xvi. The school must make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in categories such as male, female, self-identified members of major racial or ethnic groups, and Federal Pell Grant recipients.
 - xvii. To the maximum extent practicable, and in a manner of the school's choosing, each school must disclose on the school's website, the 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." 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.
 - xviii. Upon a request 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:
 1. The school's course schedule for the subsequent academic period
 2. The information provided for students regarding the required and recommended textbooks and supplemental materials for each course or class
 3. The number of students enrolled in each course or class and the maximum student enrollment for each course or class.
 - xix. A Disbursement of Books and Supplies Policy for Pell eligible students must be provided to students in the college's consumer information.
 - xx. Unless a waiver has been granted (pursuant to 34 C.F.R. §668.44(b)), the institution must designate an employee or group of employees that must be available on a full-time basis to assist enrolled or prospective students in obtaining the financial aid or institutional information specified in 34 C.F.R. §668.42, §668.43, §668.44, 668.45, and 668.46.
 - xxi. Each educational institution shall hold an educational program on the United States Constitution on September 17th of each year for students served by the institution. When September 17th falls on a Saturday, Sunday, or holiday, Constitution Day is held during the preceding or following week.
 - xxii. The College Financing Plan (formerly College Shopping Sheet) is a resource to help consumers understand educational costs and the aid available to meet those costs. The document is not required to be sent to all students, but is required to be sent to all students who are utilizing military and Veterans educational benefits. Providing the College Financing Plan document to all students who are using military and Veterans educational benefits will meet the disclosure requirements under Executive Order 13607.
 - xxiii. The Equity in Athletics Disclosure (EADA) requires a school that has an intercollegiate athletic program to make prospective students aware of its commitment to providing equitable athletic opportunities for its male and female students. Annually by October 15th, colleges with athletic programs are required to post on their website the EADA with all required information specified in 34 C.F.R 668.41(g), 668.47

4. Completion or Graduation Rate Information, 34 C.F.R. §668.45; 668.47; 668.48; 668.41.
 - a. An institution is required to prepare annually information regarding completion or graduation rates of certificate or degree-seeking first time, full-time undergraduate students.
 - i. Institutions whose mission is to prepare students to enroll in another institution must compile information on its transfer-out rate.
 - ii. Guidance on the methods for determining the completion/graduation rate and transfer-out rate is provided in 34 C.F.R. §668.45.
 - iii. An institution must disclose its completion or graduation rate and, as applicable, transfer-out rate information no later than the July 1 immediately following the 12-month period ending August 31 during which 150% of the normal time for completion or graduation has elapsed for all of the students in the group on which the institution bases its completion or graduation rate and, if applicable, the transfer-out rate calculations.
 - iv. In addition, institutions may, but are not required to calculate a completion or graduation rate for students who transfer in and/or completion or graduation and transfer-out rates for students who leave to serve in the Armed Forces, on official church missions, with foreign aid service of the U.S. or who become totally disabled.
 - v. Institutions whose mission does not involve preparing students to enroll in another institution may, if they wish, calculate a transfer-out rate.
 - vi. The Secretary of Education may grant a waiver of the requirements in this Section to any institution that is a member of an athletic association or conference that has voluntarily published the completion or graduation rate data which the Secretary determines substantially comparable to the data required by this Section. 34 C.F.R. §668.45(e).
 - b. An institution that participates in any Title IV, HEA program and has an intercollegiate athletic program must report program participation rates and financial support data as described in 34 C.F.R. §668.47.
 - c. An institution that is attended by students receiving athletically related student aid must produce a report containing information as described in 34 C.F.R. §668.48.
 - d. An institutions retention rates must be reported to the Integrated Postsecondary Education Data System (IPEDS) and be made available to any enrolled or prospective student through appropriate publications, mailings, or electronic media.
 - e. An institutions placement rates must be made available to any enrolled or prospective student through appropriate publications, mailings, or electronic media. The institution must disclose any placement rate it calculates. Information for compliance with this part may be gathered from:
 - i. School's placement rate for any program if it calculates such a rate
 - ii. State data systems
 - iii. Alumni or student satisfaction surveys
 - iv. Other relevant sources

E. Annual Security Report, 20 U.S.C. §1092; 34 C.F.R. §668.46.

1. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal statute requiring all colleges and universities participating in federal student aid programs to publish an annual security report that accurately discloses campus crime statistics and security information.
2. The institution must make this report available to the campus community including current and prospective students, faculty, and staff.

- a. In addition, the institution must annually submit to the U.S. Department of Education its campus crime statistics, which are compiled using the FBI's Uniform Crime Reporting Handbook (UCR) and Hate Crime Data Collection Guidelines or the UCR National Incident-Based Reporting System (NIBRS). These statistics are made available to the public at: <http://ope.ed.gov/security/> .
3. A handbook on Campus Crime Reporting and links to other resources on this topic can be found at: <https://www2.ed.gov/admins/lead/safety/campus.html> . A guide on the Clery Act including specific requirement for the Annual Security Report can be found at: <https://ifap.ed.gov/sites/default/files/attachments/2020-10/CleryAppendixFinal.pdf>
4. Under Section 668.46 an institution must issue timely warnings of reportable crimes where those warnings may aid in the prevention of similar crimes, or where the crimes are considered by the institution to represent a threat to students and employees.
5. Under Section 668.46, an institution must, regardless of size, create, maintain, and make available a daily crime log as described in the Clery Handbook referenced above.

F. Family Educational Rights and Privacy Act Of 1974 ("FERPA" Or "Buckley Amendment"), 20 U.S.C. §1232g; 34 C.F.R. §99.1 Et. Seq.

1. FERPA regulates the disclosure and maintenance of student records at all institutions that receive federal funds. Since the focus of this summary is notification requirements, the various requirements and prohibitions of FERPA are not discussed. For detailed information and discussion of the requirements imposed by FERPA see:
 - a. Department of Education Family Compliance Office website: <http://www.ed.gov/offices/OM/fpco/>
 - b. American Association of Collegiate Registrars and Admissions Officers: <http://aacrao.com>
 - c. Association for Student Conduct Administration: <https://www.theasca.org/>
2. FERPA's notification provision (34 C.F.R. §99.7) requires post-secondary institutions to give students an annual notice describing their rights under FERPA. This annual notice must inform students that they have right to:
 - a. Inspect and review their education records; and
 - b. Request changes to their education records that they believe are inaccurate, misleading or in violation of the student's privacy rights; and
 - c. Consent to disclosure of personally identifiable information from their education records, except to the extent FERPA and 99.31 allows disclosure without consent; and
 - d. File a complaint with the Department of Education about the institution's alleged failure(s) to comply with FERPA under §99.63 and 99.64.
3. The annual FERPA notice to students must also include:
 - a. The procedure for exercising the right to inspect and review their education records; and
 - b. The procedure for requesting amendment of their education records under §99.20; and
 - c. The institution's policy on disclosing education records to school officials (under 34 C.F.R. §99.31(a)(1)) whom the institution has determined have a legitimate educational interest in such records.
4. The required annual notice may be made "by any means that are reasonably likely to inform the parents or eligible students of their rights." 34 C.F.R. §99.7(b). Institutions must use effective means to notify students with disabilities. 34 C.F.R. §99.7(b).

G. Fire Safety Reports on Student Housing; 34 C.F.R. §668.49; 20 U.S.C. §1092.

1. If your institution maintains on-campus housing facilities, the school must publish an annual fire safety report that contains information about fire safety practices and standards of the school. The report must contain the following information:
 - a. A description of each on-campus student housing facility fire safety system.
 - b. The number of fire drills held during the previous calendar year
 - c. Policies or rules on portable electrical appliances, smoking and open flames in a student housing facility.
 - d. Procedures for evacuation in case of a fire.
 - e. Policies regarding fire safety education and training programs provided to students, faculty and staff. These policies should include the procedures that students and employees should follow in case of a fire.
 - f. For purposes of including a fire in the statistics in the annual fire safety report, institutions should make available a list of the titles of each person or organization to which students and employees should report that a fire occurred.
 - g. Plans for future improvements in fire safety if determined necessary by the school. In addition, the report must also include statistics for each on-campus student housing facility during the most recent calendar year for which data is available concerning each of the following categories
 - i. The number of fires and cause of each fire
 - ii. The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center
 - iii. The number of deaths related to a fire
 - iv. The value of property damage caused by a fire
2. The report can be published with the annual security report. As with the security report, the distribution of the fire safety report can be done through direct mailings to each student or employee, publications provided to each, or posting to an Internet or intranet website.
3. An institution must maintain a written, easily understood fire log. The fire log is described in Section 668.49(d) of the Code.

H. Loan Disclosures, 34 C.F.R. §668.14; Section 685.304; 668.42; 674.42; and Sections within 601; U.S.C. 424, 1087, 1019, & 1094.

1. The institution is required to provide information published by the Department of Education to students at any time that information regarding loan availability is provided. The publication would include information about rights and responsibilities of students and schools under the Title IV, HEA loan programs.
2. The institution, when and if entering into an agreement with a student regarding a loan, must inform the student 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.
3. Prior to the first disbursement of a student loan, the institution must provide to a first-time borrower of a Federal Direct Loan comprehensive information on the terms and conditions of the loan and the borrower's responsibilities which is referred to as Entrance Counseling for Student Loan Borrowers. The information must include all information as set forth in 34 C.F.R. §685.304.
4. Shortly prior to student ceasing at least half time enrollment at the institution, the institution must provide to the borrower of a Federal Direct Loan comprehensive information on the terms and conditions of the loan and the borrower's responsibilities

for repayment which is referred to as Exit Counseling for Student Loan Borrowers. The information must include all information as set forth in 34 C.F.R. §685.304.

5. Institutions that provide information regarding a private education loan from a lender to a prospective borrower must provide information to the prospective borrower as set forth in 34 C.F.R. §601 including:
 - a. Information required under Section 128(e) of the Truth in Lending Act (15 U.S.C. 1638(e))
 - b. That the prospective borrower may qualify for loans or other assistance under the Title IV, HEA programs.
 - c. That the terms and conditions of the Title IV, HEA program loans may be more favorable than the provisions of the private education loans.
Information regarding private education loans must be presented in a manner that makes it distinct from information regarding Title IV, HEA program loans.
6. All institutions that provide private loan resources must adhere to all requirements set forth in the referenced Codes including Self-Certification form disclosures, Code of Conduct disclosures, Preferred Lender Lists, and Preferred Lender Arrangements.
7. Each school must provide on its website, publications, mailings, materials, and/or electronic messages information to current and prospective students describing the financial aid opportunities available to students attending the institution and describe or discuss private education loans.
If an institution has a Preferred Lender Arrangement as described in 34 C.F.R. §601, the school must make an annual report to the U. S. Department of Education that includes for each lender information as set forth in 34 C.F.R. §601.20.

I. Annual Notice of Disclosures 34 C.F.R. 668.41(C)

1. Each year a school must distribute to all enrolled students a notice of the availability of the information it must provide in the following general categories:
 - a. general disclosures for enrolled or prospective students
 - b. annual security report and annual fire safety report
 - c. report on athletic program participation rates and financial support data (EADA); and
 - d. FERPA information
2. The notice must list and briefly describe the information, and tell students how to obtain it.

VII. RECORD RETENTION:

All records must be retained in accordance with the TCSG Student Records Retention Schedule or applicable Federal Regulations.