

These charts provide a summary of School Disclosure Requirements (Non Loan Related and Loan Related), Related Activities from the FSA Assessments are also linked in the first column, if applicable. This document should be used in conjunction with the current [FSA Handbook, Vol. 2, Chapters 6 & 7](#)

Non Loan Related Disclosure Requirements

Topic/Related Activity	Recipient of the Requirement	Required Information/Regulatory, Law Resource Links	Method of Disclosure	Responsible COA Staff/Division	COA Method/ Location Compliance	Last Reviewed
Notice of Availability of Institutional and Financial Aid Information Activity 1	All Participating Title IV Schools	34 CFR 668.41 (a)-(d), 34 CFR 668.42, 34 CFR 668.43 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). 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.	Notice distributed to each enrolled student	Kris Burris-VP SSEM, Andrea Dance-Registrar, Emma Boyce-Financial Aid	Information found in COA Monthly Notification - Consumer Information https://www.albemarle.edu/student-resources/student-consumer-information/ with links to FERPA website page: https://www.albemarle.edu/student-resources/advising/ferpa/	Emma Boyce 6/12/23, Andrea Dance 7/17/23 Kris Burris 07/13/2023
Contact Information for Assistance in Obtaining Institutional or Financial Aid Information Activity 1	All Participating Title IV Schools	34 CFR 668.43; 34 CFR 668.44 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	Kris Burris-VP SSEM, Emma Boyce-Financial Aid	COA Monthly Notification - Consumer Information https://www.albemarle.edu/student-resources/student-consumer-information/ with links to the Financial Aid Office contact page: https://www.albemarle.edu/costs-paying-for-college/financial-aid-office/	Emma Boyce 6/12/23 Kris Burris 07/13/2023

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Student Financial Aid Information Activity 1	All Participating Title IV Schools	<p>34 CFR 668.41 (a)-(d), 34 CFR 668.42, 34 CFR 668.43</p> <p>Each school must make available to prospective and enrolled students information about:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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 <input type="checkbox"/> Terms and conditions of the Title IV, HEA loans <input type="checkbox"/> Criteria for selecting recipients and for determining award amount <input type="checkbox"/> Eligibility requirements and procedures for applying for aid <input type="checkbox"/> Methods and frequency of disbursements of aid <input type="checkbox"/> Rights and responsibilities of students receiving Title IV, HEA student Financial Aid, including criteria for continued student eligibility and standards for Satisfactory Academic Progress <input type="checkbox"/> Terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity for repaying loans 	Made available through appropriate publications, mailing, or electronic media	Kris Burris-VP SSEM, Emma Boyce-Financial Aid	<p>COA Monthly Notification - Consumer Information https://www.albemarle.edu/student-resources/student-consumer-information/ with links to each requirement listed.</p> <p>1. https://www.albemarle.edu/costs-paying-for-college/types-of-aid/</p> <p>2. NA</p> <p>3. https://www.albemarle.edu/costs-paying-for-college/award-information/</p> <p>4. https://www.albemarle.edu/costs-paying-for-college/apply-financial-aid/eligibility-requirements/</p> <p>5. https://www.albemarle.edu/costs-paying-for-college/award-information/#pay-schedule</p> <p>6. https://coal.wpenginepowered.com/wp-content/uploads/Code-of-Conduct-Handbook-2022-23_updated-5-23.pdf</p>	Emma Boyce 6-26-23 Kris Burris 07/13/2023

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Student Financial Aid Information Activity 1 (continued)	All Participating Title IV Schools	<u>34 CFR 668.41 (a)-(d), 34 CFR 668.42, 34 CFR 668.43</u> <input type="checkbox"/> Procedures and forms by which students apply for assistance <input type="checkbox"/> 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 <input type="checkbox"/> General conditions and terms applicable to employment provided as part of financial aid package <input type="checkbox"/> The exit counseling information the school provides and collects	Made available through appropriate publications, mailing, or electronic media	Kris Burris-VP SSEM, Emma Boyce-Financial Aid	COA Monthly Notification - Consumer Information https://www.albemarle.edu/student-resources/student-consumer-information/ 1. 2. https://www.albemarle.edu/student-resources/north-carolina-global-distinction-program/study-abroad/ 3. https://www.albemarle.edu/costs-paying-for-college/types-of-aid/federal-work-study/ 4. NA	
Facilities and Services Available to Students with Disabilities Activity 1	All Participating Title IV Schools	<u>34 CFR 668.41 (a)-(d); 34 CFR 668.43; 34 CFR 668.231</u> 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	Must be made available on the school’s website. Note: In addition, this information can also be distributed by other means, but at a minimum it must be made available on the school’s website	Kris Burris-VP SSEM, Todd Wagner - Accessibility and Student Conduct	This information is distributed monthly via the COA Monthly Notification Consumer Information email. The email contains a link to Accessibility Services. https://www.albemarle.edu/student-resources/disability-support-services/	Kris Burris 06/12/2023

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Cost of Attendance Activity 1	All Participating Title IV Schools	<p>34 CFR 668.41(a) – (d); 34 CFR 668.43 Each school must make available to prospective and enrolled students information about the cost of attendance, including tuition and fees, books and supplies, room and board, transportation costs, and any additional costs for a program in which the student is enrolled or expresses an interest</p>	Made available through appropriate publications, mailings, or electronic media	Kris Burris-VP SSEM, Emma Boyce-Financial Aid	Information found in COA Monthly Notification - Consumer Information https://www.albemarle.edu/student-resources/student-consumer-information/ with links to Cost of Attendance on the website page: https://www.albemarle.edu/costs-paying-for-college/tuition-fees/cost-of-attendance/ Additional cost for programs should be reflected on the programs page on the website	Emma Boyce 7/6/23 Kris Burris 07/13/2023
Refund Policy	All Participating Title IV Schools	Each school must make available to prospective and enrolled students information about: <input type="checkbox"/> 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.		Kris Burris-VP SSEM, Andrea Dance-Registrar, Emma Boyce-Financial Aid	Information found in COA Monthly Notification - Consumer Information https://www.albemarle.edu/student-resources/student-consumer-information/ with links to Refunds on the website page: https://www.albemarle.edu/apply-register/add-audit-drop-withdrawal-policies/	Emma Boyce 6/12/23 Kris Burris 07/13/2023

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Requirements for Withdrawals and Return of Title IV Financial Aid Activity 1	All Participating Title IV Schools	34 CFR 668.41(a)–(d); 34 CFR 668.43 Each school must make available to prospective and enrolled students information about: <input type="checkbox"/> Requirements and procedures for official and unofficial withdrawal; as well as administrative withdrawals. <input type="checkbox"/> Requirements for Return of Title IV, HEA grant or loan aid	Made available through appropriate publications, mailings, or electronic media	Kris Burris-VP SSEM, Andrea Dance-Registrar, Emma Boyce-Financial Aid	Withdrawing from classes - https://www.albemarle.edu/costs-paying-for-college/refund-withdrawal-policy/	Andrea Dance 6/12/23 Kris Burris 07/13/2023
Academic Program (Educational Program, Instructional Facilities, and Faculty) Activity 1	All Participating Title IV Schools	34 CFR 668.41(a)–(d); 34 CFR 668.43 Each school must make available to prospective and enrolled students information about the academic program of the school, including: <input type="checkbox"/> Current degree programs and other educational and training programs <input type="checkbox"/> Instructional, laboratory, and other physical plant facilities that relate to the academic program <input type="checkbox"/> Faculty and other instructional personnel <input type="checkbox"/> Any plans by the school for improving the academic program [upon determination by the school that such a plan exists]	Made available through appropriate publications, mailings, or electronic media	Dr. Carter-VP DOL	Information has been updated.	Evonne Carter July 5, 2023
Academic Program (Educational Program, Instructional Facilities, and Faculty) (continued) Activity 1	All Participating Title IV Schools	34 CFR 668.41(a)–(d); 34 CFR 668.43 Each school must make available to prospective and enrolled students information about the academic program of the school, including: <input type="checkbox"/> Current degree programs and other educational and training programs <input type="checkbox"/> Instructional, laboratory, and other physical plant facilities that relate to the academic program <input type="checkbox"/> Faculty and other instructional personnel <input type="checkbox"/> Any plans by the school for improving the academic program [upon determination by the school that such a plan exists] <input type="checkbox"/> If an educational program is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation, or is advertised as meeting such requirements, information regarding whether completion of that program would be sufficient to meet licensure requirements in a State for that occupation, including a list of all States for which the school has determined that its curriculum meets the State educational requirements for licensure or certification, a list of all States for which the school has determined that its curriculum does not meet the State educational requirements for licensure or certification, and a list of all States for which the school has not made a determination that its curriculum meets the State educational requirements for licensure or certification.	Made available through appropriate publications, mailings, or electronic media	Dr. Carter-VP DOL	Information has been updated.	Evonne Carter July 5, 2023
Transfer of Credit Policies and Articulation Agreements Activity 1	All Participating Title IV Schools	34 CFR 668.43 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: <input type="checkbox"/> Any established criteria the school uses regarding the transfer of credit earned at another school <input type="checkbox"/> A list of schools with which the school has established an articulation agreement	Publicly disclosed on the institution’s website	Dr. Carter-VP DOL	Information has been updated.	Evonne Carter July 5, 2023

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<p>Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing) <i>Activity 1</i></p>	<p>All Participating Title IV Schools</p>	<p>34 CFR 668.43(a)(10) Schools must readily make available to current and prospective students the school’s policies and sanctions related to copyright infringement, including: <input type="checkbox"/> 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 <input type="checkbox"/> A summary of the penalties for violation of federal copyright laws <input type="checkbox"/> The school’s policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school’s information technology system</p>	<p>Made available through appropriate publications, mailings, or electronic media</p>	<p>Dr. Roughton-VP IRPET, Wayman White-IT Department</p>	<p>Published policy and procedure 03-17: Copyright Compliance availalbe at https://www.albemarle.edu/policy-and-procedures-manual/ Copyright Infringement and Peer-to-Peer (P2P) File Sharing informaiton also appears at https://www.albemarle.edu/student-resources/student-consumer-information/ Link to this content also appear in a monthly Consumer Information Newsletter emailed to students, faculty, and staff</p>	<p>Dean Roughton, Wayman White 6/8/23</p>
<p>Required Written Arrangements Disclosures <i>Activity 1</i></p>	<p>All Participating Title IV Schools that have Written Arrangements</p>	<p>34 CFR 668.43(a)(12) Required disclosures to prospective & enrolled students applicable to all schools where program is designed to be offered by another entity; Portion of program not being offered by the degree/certificate granting school, name and location of the other school/organization, method of delivery not being offered by the degree/certificate granting school and estimated additional costs that may incur due to arrangement</p>	<p>Made available to prospective and enrolled students where program is designed to be offered by another entity</p>	<p>Dr. Carter-VP DOL</p>		<p>Evonne Carter July 5, 2023</p>

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School and Program Accreditation, Approval, or Licensure <i>Activity 1</i>	All Participating Title IV Schools	<p>34 CFR 668.41(a)–(d); 34 CFR 668.43 Each school must make available to prospective and enrolled students:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Names of associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs <input type="checkbox"/> Procedures for obtaining or reviewing documents describing accreditation, approval, or licensing 	Made available through appropriate publications, mailings, or electronic media	Dr. Roughton-VP IRPET	<p>Accreditation information is listed at https://www.albemarle.edu/about-us/accreditation-college-initiatives/</p> <p>Accreditation information also appears at https://www.albemarle.edu/student-resources/student-consumer-information/</p> <p>Link to this content also appear in a monthly Consumer Information Newsletter emailed to students, faculty, and staff</p>	Dean Roughton 6/8/23
Vaccinations Policy <i>Activity 1</i>	All Participating Title IV Schools	<p>HEOA Section 488(a)(1)(E); amended HEA Section 485(a)(1) (20 U.S.C. 1092(a)(1)); added HEA Section 485(a)(1)(V) 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	Kris Burris-VP SSEM	<p>Emailed Monthly via the COA Monthly Consumer Information Report with a link to the information located on the website. https://www.albemarle.edu/student-resources/student-consumer-information/</p>	Kris Burris 06/12/2023

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Consumer Information on College Navigator Website Activity 1	All Participating Title IV Schools	<p>HEOA Section 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (20 U.S.C. 1015a(i)(1)(V)) 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"> <input type="checkbox"/> Student activities offered by the school <input type="checkbox"/> Services offered by the school for individuals with disabilities <input type="checkbox"/> Career and placement services offered to students during and after enrollment <input type="checkbox"/> Policies of the school related to transfer of credit from other schools 	Must be made available on the school’s website. Note: In addition, this information can also be distributed by other means, but at a minimum it must be made available on the school’s website	Dr. Roughton-VP IRPET, Joshua Alcocer	<p>Link to College Navigator website appears at https://www.albemarle.edu/about-us/institutional-research/</p> <p>Also appears at https://www.albemarle.edu/student-resources/student-consumer-information/</p> <p>Link to this content also appear in a monthly Consumer Information Newsletter emailed to students, faculty, and staff</p>	Dean Roughton, Joshua Alcocer 6/8/23
Student Body Diversity Activity 1	All Participating Title IV Schools	<p>HEOA Section 488(a)(1)(E) amended HEA Section 485(a)(1) (20 U.S.C. 1092 (a)(1)): added HEA Section 485(a)(1)(Q) 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"> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Self-identified members of a major racial or ethnic group <input type="checkbox"/> Federal Pell Grant recipients 	Made available through appropriate publications, mailings, or electronic media	Dr. Roughton-VP IRPET, Joshua Alcocer	<p>Appears at https://www.albemarle.edu/about-us/student-body-diversity/</p> <p>Also appears at https://www.albemarle.edu/student-resources/student-consumer-information/</p> <p>Link to this content also appear in a monthly Consumer Information Newsletter emailed to students, faculty, and staff</p>	Dean Roughton, Joshua Alcocer 6/8/23

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Net Price Calculator Activity 1	All Participating Title IV Schools	<p>20 U.S.C. 1015a(a); 20 U.S.C. 1015a(h); https://nces.ed.gov/ipeds/report-your-data/resource-center-net-price</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.</p> <p>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	Kris Burris-VP SSEM, Emma Boyce-Financial Aid	Appears as link from Consumer Information page https://www.albemarle.edu/student-resources/student-consumer-information/NPC specifically located at https://www.albemarle.edu/wp-content/uploads/NetPrice-Calculator21-22.html	Emma Boyce 7/26/23 Kris Burris 07/27/2023
Textbook Information Activity 1 Information for Students Activity 1 Information For College Bookstores Activity 1	Schools Receiving Any Federal Funds	<p>(20 U.S.C. 1015b)</p> <p>To the maximum extent practicable, and in a manner of the school’s choosing, each school must disclose on the school’s internet course schedule used for preregistration and registration purposes, the International Standard Book Number (ISBN) and retail price information of required and recommended textbooks and supplemental materials for each course listed. If the ISBN is not available, the school must include in the Internet course schedule the author, title, publisher, and copyright date for the textbook or supplemental material. If the school determines that the disclosure of the information is not practicable for a textbook or supplemental material, the school shall use the designation “To Be Determined.”</p> <p>If applicable, the school must include on the school’s written course schedule a notice that textbook information is available on the Internet course schedule and the Internet address for the schedule.</p> <p>Note: The HEOA Conference Report states that the provisions of this section do not require schools that do not offer Internet course schedule to create them, and that schools may provide a link to another appropriate website rather than providing the information directly in the Internet course schedule. The link must be clearly and prominently located on the Internet course schedule.</p> <p>In the event that a college bookstore operated by or affiliated with the school, the school must make available as soon as practicable the most accurate information available regarding:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The school’s course schedule for the subsequent academic period <input type="checkbox"/> The information provided for students regarding the required recommended textbooks and supplemental materials for each course or class <input type="checkbox"/> The number of students enrolled in each course or class and the maximum student enrollment for each course or class 	Internet Course Schedule Notice in written course schedule (if applicable) Information provided to bookstores upon request	Dr. Carter-VP DOL, and Deans	Information has been updated.	Evonne Carter July 5, 2023

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Disbursement For Books and Supplies Activity 1	All Participating Title IV Schools	668.164(m); 668.16(h); 668.42; 668.165(a)(1) <u>Disbursement of books and supplies policy for title IV eligible students must be provided to students in their consumer information</u>	Information provided to students	Kris Burris-VP SSEM, Emma Boyce-Financial Aid	<u>Information found in COA Monthly Notification - Consumer Information with links to FERPA website page:</u> https://coal.wpenginepowered.com/wp-content/uploads/books-supplies.pdf	Emma Boyce 6/19/23 Kris Burris 07/13/2023
Accountability For Programs that Prepare Teachers Activity 1	Schools that Prepare Teachers for Initial State Certification or Licensure	20 U.S.C. 1022d-1022g <u>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.</u> <u>The school reports include:</u> <input type="checkbox"/> <u>Goals- information about whether goals have been met, activities implemented to achieve goals, and steps taken to improve performance in meeting goals</u> <input type="checkbox"/> <u>Assurances – description of activities the school has implemented to meet assurances</u> <input type="checkbox"/> <u>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</u> <input type="checkbox"/> <u>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</u> <input type="checkbox"/> <u>Statement of approval or accreditation of program (if required by the state)</u> <input type="checkbox"/> <u>Whether the state has designated the program as low-performing</u> <input type="checkbox"/> <u>Description of activities that prepare teachers to effectively use technology in instruction and to collect, manage, and analyze data</u> <input type="checkbox"/> <u>Description of activities that prepare teachers to teach effectively students with disabilities and students who have limited English proficiency</u>	Provide Report to general public	Dr. Carter VP DOL	COA offers some introductory courses as part of the Associated in Teacher Prep programs. No certification for teaching is provided and there is no licensure component of these courses.	Evonne Carter July 5, 2023
Voter registration Forms Activity 1	All Participating Title IV Schools	20 U.S.C. 1094(a)(23) <u>Each school must:</u> <input type="checkbox"/> <u>Make a good faith effort to distribute a mail voter registration form (for federal elections and state elections for governor or other State chief executive) to each student enrolled in a degree or certificate program and physically in attendance at the school.</u>	Voter registration forms made widely available and provided to each enrolled student	Kris Burris-VP SSEM, Dawn Allen-Student Life and Leadership	Linked in the monthly COA Monthly Notification Consumer Information Email. https://vote.gov/register/nc/	Kris Burris, Dawn Allen 06/12/2023

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Voter registration Forms (Continued)	All Participating Title IV Schools	<p>HEOA Section 493(a)(1) amended HEA Section 487(a)(23) (<i>20 U.S.C. 1094(a)(23)</i>): added HEA Section 487(a)(23)(D)</p> <p><input type="checkbox"/> Make the voter registration form widely available to students at the school</p> <p><input type="checkbox"/> Request the forms from the state 120 days prior to the deadline for registering to vote within the state.</p> <p><u>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.</u></p> <p><u>The school must make the voter registration forms widely available to its students and must individually distribute the forms to its degree- or certificate-seeking (FSA-eligible) students. The school can mail paper copies, or it may send an electronic message to each student with a voter registration form or with an Internet address where the form can be downloaded.</u></p> <p><u>The message must be devoted exclusively to voter registration.</u></p>	Voter registration forms made widely available and provided to each enrolled student	Kris Burris-VP SSEM, Dawn Allen-Student Life and Leadership	Linked in the monthly COA Monthly Notificaton Consumer Information Email. https://vote.gov/register/nc/ It is also listed on the Consumer Information page on the COA website.(under "Other Institutional Requirements")	Kris Burris 06/12/2023 Dawn Allen 6/12/23
Constitution Day Activity 1	Students attending schools receiving Federal funds	<p>Section 111 of Division J of Pub. L. 108-447, the "Consolidated Appropriations Act, 2005," Dec. 8, 2004; https://www.constitutionday.com/</p> <p><u>Section 111 requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. Some informational resources pertaining to the Constitution are listed in Consumer Information Activity 1 (see link in the left column).</u></p>	Educational Program held each year on September 17 for students served by the school	Kris Burris-VP SSEM, Dawn Allen-Student Life and Leadership	We do a Student Acitivityevery fall and it is linked in the monthly COA Monthly Nofication Consumer Information on the website https://www.constitutionday.com/	Dawn Allen, Kris Burris 07/17/23 06/12/2023

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Drug and Alcohol Abuse Prevention Program Activity 2	Schools Receiving Any Federal Funds	<p>34 CFR 86.100 Each school must annually distribute in writing to each student and each employee:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Information on preventing drug and alcohol abuse <input type="checkbox"/> 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 <input type="checkbox"/> Descriptions of applicable legal sanctions under state, local, and federal law <input type="checkbox"/> Description of health risks <input type="checkbox"/> Description of available counseling, treatment, rehabilitation, or re-entry programs <input type="checkbox"/> Clear statement that the school will impose sanctions for violation of standards of conduct and a description of sanctions 	Distributed in writing to each student and each employee	Ella Bunch-HR, Kris Burris-VP SSEM, Jim Davison-COO, Dennis Smith-Facility Operations, Safety and Security	Distributed via the COA Monthly Notification Consumer Information Report to students and employees each month. Email contains a link titled Drug-Free Schools and Campuses Act of 1989 which contains all required information. https://www.albemarle.edu/student-resources/substance-abuse-policy/	Kris Burris, Ella Bunch 6/29/23 06/12/2023 Jim Davison 7-10-2023
Drug and Alcohol Abuse Prevention Program Activity 2 (continued)	Schools Receiving Any Federal Funds	<p>34 CFR Part 86 Note: Students who enroll or employees who are hired after the annual distribution must receive the information. 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"> <input type="checkbox"/> Determines the effectiveness of the program and implements needed changes <input type="checkbox"/> 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 <input type="checkbox"/> Determines the number and type of sanctions that are imposed <input type="checkbox"/> Ensures that sanctions are consistently enforced 	Provided upon request to the public	Ella Bunch-HR, Kris Burris-VP SSEM, Jim Davison-COO, Dennis Smith-Facility Operations, Safety and Security	Review of the school’s program was conducted on 06/19/2023 with Ella Bunch, Kris Burris and Dennis Smith. The program was determined to be effective. No reported incidents within the last year. Policies and procedures have been updated and will go live on August 1, 2023.	Kris Burris 06/19/2023 Ella Bunch 06/29/23 Jim Davison 7-10-2023

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Non Loan Related Disclosure Requirements

Topic/Related Activity	Recipient of the Requirement	Required Information/Regulatory, Law Resource Links	Method of Disclosure	Responsible COA Staff/Division	COA Method/ Location Compliance	Last Reviewed
Completion/ Graduation and Transfer-out Rates for Students Receiving Athletically Related Student Aid (Including Disaggregated Completion/ Graduation Rates) (Student Right-to-Know Act) <i>Activity 3</i>	All Schools Participating in the Title IV, HEA Student Financial Aid Programs That Enroll Students who Receive Athletically Related Student Aid	34 CFR 668.41(a); 34 CFR 668.41(f); 34 CFR 668.45; 34 CFR 668.48 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. 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. 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. The report must contain: <input type="checkbox"/> The number of students, by race and gender, who attended the school in the prior year <input type="checkbox"/> 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).	Provided to prospective student athletes and others at the time offer is made of athletically related student aid		Not applicable. As of Fall 2015, COA has no active athletic teams.	
Completion/ Graduation and Transfer-out Rates for Students Receiving Athletically Related Student Aid (Including Disaggregated Completion/ Graduation Rates) (Student Right-to-Know Act) <i>Activity 3</i> (Continued)	All Schools Participating in the Title IV, HEA Student Financial Aid Programs That Enroll Students who Receive Athletically Related Student Aid	<ul style="list-style-type: none"> • 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. • 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). • Average completion of graduation rate, and, if applicable, transfer-out rate, of the four most recently completing or graduating classes, by race and gender. • 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. 	Provided to prospective student athletes and others at the time offer is made of athletically related student aid		Not applicable. As of Fall 2015, COA has no active athletic teams.	
Intercollegiate Athletic Program Participation Rates and Financial Support (Equity in Athletics Disclosure Act) <i>Activity 3</i>	All Co- Educational Schools Participating in Title IV, HEA Programs that have an Inter- collegiate Athletic Program	34 CFR 668.41(g); 34 CFR 668.47 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.	Made available through appropriate publications, mailings, or electronic media. Notice of report provided to students.		Not applicable. As of Fall 2015, COA has no active athletic teams.	

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Intercollegiate Athletic Program Participation Rates and Financial Support (Equity in Athletics Disclosure Act) Activity 3	All Co- Educational Schools Participating in Title IV, HEA Programs that have an Inter- collegiate Athletic Program	<p>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.</p> <p>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. It must be submitted online at: http://surveys.ope.ed.gov/athletics.</p> <p>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 34 CFR 668.47.</p>	Made available through appropriate publications, mailings, or electronic media. Notice of report provided to students.		Not applicable. As of Fall 2015, COA has no active athletic teams.	
Intercollegiate Athletic Program Participation Rates and Financial Support Data (Equity in Athletics Disclosure Act) Activity 3 (continued)	All Co- Educational Institutions Participating in Title IV, HEA Programs That Have an Inter- collegiate Athletic Program	<p>34 CFR 668.41(g); 34 CFR 668.47</p> <p>The report must include, for the preceding year:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The number of male and the number of female full-time undergraduates enrolled <input type="checkbox"/> Unduplicated head count of participants on at least one varsity team, by gender <input type="checkbox"/> List of the varsity teams that competed in intercollegiate athletic competition, and for each team: <ul style="list-style-type: none"> o 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 o Total operating expenses o 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 o 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 o The number of part-time assistant coaches who were full-time and part-time employees of the school <input type="checkbox"/> 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 <input type="checkbox"/> Total revenues generated across all men’s teams and across all women’s teams <input type="checkbox"/> Total amount of money spent on athletically related student aid, separately for men’s and women’s teams overall <input type="checkbox"/> Ratio of athletically related student aid awarded to male athletes to athletically related student aid awarded to female athletes <input type="checkbox"/> Total amount of expenditures on recruiting, separately for men’s teams and of women’s overall <input type="checkbox"/> Average annual school salary of head coaches of men’s teams and of women’s teams, across all offered sports <input type="checkbox"/> Average annual school salary of the assistant coaches of men’s teams and of women’s team, across all offered sports <input type="checkbox"/> 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 	Made available through appropriate publications, mailings, or electronic media. Notice of report provided to students		Not applicable. As of Fall 2015, COA has no active athletic teams.	

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<p><u>Completion/ Graduation and Transfer-out Rates (Including Disaggregated Completion/ Graduation Rates) (Student Right-to-Know Act) Activity 4</u></p>	<p>All Participating Title IV Schools that enroll First-time, Full-time undergraduate students</p>	<p>34 CFR 668.41(a) - (d); 34 CFR 668.45; 34 CFR 668.8(b)(1)(ii) 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. 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. 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). 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. 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. Note: These data are collected in the IPEDS Graduation Rate Survey (GRS). For more information: http://nces.ed.gov/ipeds Disaggregated Completion/Graduation Rates: The HEOA (Section 488(a)(3)) added a provision requiring that the completion or graduation rates must be disaggregated by: <input type="checkbox"/> Gender <input type="checkbox"/> Major racial and ethnic subgroup (as defined in IPEDS) <input type="checkbox"/> Recipients of a Federal Pell Grant <input type="checkbox"/> Recipients of a subsidized Stafford Loan who did not receive a Pell Grant <input type="checkbox"/> Students who did not receive either a Pell Grant or subsidized Stafford Loan 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>Made available through appropriate publications, mailings, or electronic media</p>	<p>Dr. Roughton-VP IRPET, Joshua Alcocer</p>	<p>Appears at https://www.albemarle.edu/student-resources/program-handbooks/student-outcomes/ Also appears at https://www.albemarle.edu/student-resources/student-consumer-information/ Link to this content also appear in a monthly Consumer Information Newsletter emailed to students, faculty, and staff</p>	<p>Dean Roughton 6/8/23</p>

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Completion/ Graduation and Transfer-out Rates (Including Disaggregated Completion/ Graduation Rates) (Student Right-to-Know Act) (Continued) Activity 4	All Participating Title IV Schools	34 CFR 668.41(a) - (d); 34 CFR 668.45; 34 CFR 668.8(b)(1)(ii) 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. Exclusions: 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. 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.	Made available through appropriate publications, mailings, or electronic media	Dr. Roughton-VP IRPET, Joshua Alcocer	Appears at https://www.albemarle.edu/student-resources/program-handbooks/student-outcomes/ Also appears at https://www.albemarle.edu/student-resources/student-consumer-information/ Link to this content also appear in a monthly Consumer Information Newsletter emailed to students, faculty, and staff	Dean Roughton, Joshua Alcocer 6/8/23
Placement in Employment Activity 4	All Participating Title IV Schools	34 CFR 668.41(d) 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.	Made available through appropriate publications, mailings, or electronic media	-May not be applicable		
Job Placement Rates Activity 4	All Participating Title IV Schools Advertising Job Placement Rates for Student Recruitment	34 CFR 668.14(b)(10) 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: <input type="checkbox"/> The most recent available data concerning employment statistics and graduation statistics <input type="checkbox"/> Any other information necessary to substantiate the truthfulness of the advertisements <input type="checkbox"/> 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.	Information made available to prospective students	-May not be applicable		
Types of Graduate and Professional Education in Which the School's Graduates Enroll Activity 4	All Participating Title IV Schools that have 4-Year Degree Programs	34 CFR 668.41(d)(6) 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		Not Applicable-COA Does Not Offer Graduate Degrees	

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Retention Rate Activity 4	All Participating Title IV Schools	<p>34 CFR 668.41 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: http://nces.ed.gov/ipeds 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	Dr. Roughton-VP IRPET, Joshua Alcocer	Appears at - https://www.albemarle.edu/student-resources/program-handbooks/student-outcomes/ Also appears at https://www.albemarle.edu/student-resources/student-consumer-information/ Link to this content also appear in a monthly Consumer Information Newsletter emailed to students, faculty, and staff	Dean Roughton, Joshua Alcocer 6/8/23
Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency response and Evacuation Procedures) Activity 5	All Participating Title IV Schools	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A; Handbook for Campus Crime Reporting 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. 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. 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>	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	Jim Davison-COO, Dennis Smith-Facility Operations, Safety and Security	Appears at - http://www.albemarle.edu/student-resources/campus-safety-security/ Link to this content also appear in a monthly Consumer Information Newsletter emailed to students, faculty, and staff	Dennis Smith 6/19/2023 Jim Davison 7-10-2023

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Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency response and Evacuation Procedures) (continued) Activity 5	All Participating Title IV Schools	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <p>The report must contain information about:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The crime statistics required in 34 CFR 668.46(c) <input type="checkbox"/> A statement of policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. This statement includes the school's policies concerning its response to these reports, including: <ul style="list-style-type: none"> <input type="checkbox"/> Policies for making timely warning reports to members of the campus community, as required by 34 CFR 668.46(e), regarding the occurrence of crimes described in 34 CFR 668.46(c)(1) <input type="checkbox"/> Policies for preparing the annual disclosure of crime statistics <input type="checkbox"/> A list of the titles of each person or organization to whom students and employees should report the criminal offenses described in 34 CFR 668.46(c)(1) for the purposes of making timely warning reports and the annual statistical disclosure; and <input type="checkbox"/> Policies or procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics <input type="checkbox"/> 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 <input type="checkbox"/> A statement of policies concerning campus law enforcement that: <ul style="list-style-type: none"> <input type="checkbox"/> Addresses the enforcement authority and jurisdiction of security personnel <input type="checkbox"/> Addresses the working relationship of campus security personnel with State and local police agencies, including: <ul style="list-style-type: none"> <input type="checkbox"/> Whether those security personnel have the authority to make arrests; and <input type="checkbox"/> Any agreements, such as written memoranda of understanding between the school and such agencies, for the investigation of alleged criminal offenses <input type="checkbox"/> 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 <input type="checkbox"/> Describes procedures, if any, that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for including in the annual disclosure of crime statistics <input type="checkbox"/> 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 	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	Jim Davison-COO, Dennis Smith-Facility Operations, Safety and Security	Appears At - Campus Safety & Security College of The Albemarle	Dennis Smith 6/19/2023 Jim Davison 7-10-2023

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Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency response and Evacuation Procedures) (continued) Activity 5	All Participating Title IV Schools	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <ul style="list-style-type: none"> <input type="checkbox"/> A description of programs designed to inform students and employees about the prevention of crimes <input type="checkbox"/> A statement of policy concerning the monitoring and recording through local police agencies of criminal activity by students at noncampus locations of student organizations officially recognized by the school, including student organizations with noncampus housing facilities <input type="checkbox"/> A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws <input type="checkbox"/> A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws <input type="checkbox"/> 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 <input type="checkbox"/> A statement of policy regarding the school’s programs to prevent dating violence, domestic violence, sexual assault, and stalking, as defined in 34 CFR 668.46(a), and of procedures that the school will follow when one of these crimes is reported. The statement must include: <ul style="list-style-type: none"> <input type="checkbox"/> A description of the school’s educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking, as required by 34 CFR 668.46(j) <input type="checkbox"/> 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"> <input type="checkbox"/> 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 <input type="checkbox"/> How and to whom the alleged offense should be reported <input type="checkbox"/> Options about the involvement of law enforcement and campus authorities, including notification of the victim’s option to: <ul style="list-style-type: none"> <input type="checkbox"/> Notify proper law enforcement authorities, including on-campus and local police <input type="checkbox"/> Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses <input type="checkbox"/> Decline to notify such authorities <input type="checkbox"/> 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 	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	Jim Davison-COO, Dennis Smith-Facility Operations, Safety and Security	Appears at - http://www.albemarle.edu/student-resources/campus-safety-security/	Dennis Smith 6/19/2023 Jim Davison 7-10-2023

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Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency response and Evacuation Procedures) (continued) Activity 5	All Participating Title IV Schools	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <ul style="list-style-type: none"> ○ 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"> □ 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 (<i>42 U.S.C. 13925(a)(20)</i>) □ 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 ○ 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 ○ 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 ○ An explanation of the procedures for school disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as required by 34 CFR 668.46(k) ○ 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 34 CFR 668.46 (b)(11)(ii) through (vi) □ 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 (<i>42 U.S.C. 16921</i>), concerning registered sex offenders may be obtained, such as the law enforcement office of the school, a local law enforcement agency with jurisdiction for the campus, or a computer network address □ A statement of policy regarding emergency response and evacuation procedures, as required by 34 CFR 668.46(g) □ A statement of policy regarding missing student notification procedures, as required by 34 CFR 668.46(h) 	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	Jim Davison-COO, Dennis Smith-Facility Operations, Safety and Security	<p>Appears at - http://www.albemarle.edu/student-resources/campus-safety-security/</p> <p>http://www.albemarle.edu/student-resources/student-consumer-information/</p>	Dennis Smith 6/19/2023, Jim Davison 7-10-23

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Non Loan Related Disclosure Requirements

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Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency response and Evacuation Procedures) (continued) <i>Activity 5</i>	All Participating Title IV Schools	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <p>Timely Warning and Emergency Notification: 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 (<i>U.S.C.13925(a)(20)</i>) 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"> <input type="checkbox"/> Criminal homicide <ul style="list-style-type: none"> o <u>Murder and nonnegligent manslaughter</u> o <u>Negligent Manslaughter</u> <input type="checkbox"/> Sex Offenses <ul style="list-style-type: none"> o <u>Rape</u> o <u>Fondling</u> o <u>Incest</u> o <u>Statutory rape</u> <input type="checkbox"/> Robbery <input type="checkbox"/> Aggravated assault <input type="checkbox"/> Burglary <input type="checkbox"/> Motor vehicle theft <input type="checkbox"/> Arson <input type="checkbox"/> Arrests and referrals for disciplinary actions, including: <ul style="list-style-type: none"> o <u>Arrests for liquor law violations, drug law violations, and illegal weapons possession</u> o <u>Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession</u> 	Report provided to students and employees	Jim Davison-COO, Dennis Smith-Facility Operations, Safety and Security	Appears at - http://www.albemarle.edu/student-resources/campus-safety-security/ http://www.albemarle.edu/student-resources/student-consumer-information/	Dennis Smith 6/19/2023 Jim Davison 7-10-2023

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Non Loan Related Disclosure Requirements

Topic/Related Activity	Recipient of the Requirement	Required Information/Regulatory, Law Resource Links	Method of Disclosure	Responsible COA Staff/Division	COA Method/ Location Compliance	Last Reviewed
Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency response and Evacuation Procedures) (continued)	All Participating Title IV Schools	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <p>Timely Warning and Emergency Notification (continued):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hate crimes, including: <ul style="list-style-type: none"> <input type="radio"/> The number of each type of crime in 34 CFR 668.46(c)(1)(i) that are determined to be hate crimes <input type="radio"/> The number of the following crimes that are determined to be hate crimes: <ul style="list-style-type: none"> <input type="checkbox"/> Larceny-theft <input type="checkbox"/> Simple assault <input type="checkbox"/> Intimidation <input type="checkbox"/> Destruction/damage/vandalism of property <input type="checkbox"/> Dating violence, domestic violence, and stalking as defined in 34 CFR 668.46(a) <input type="checkbox"/> Crimes that are reported to campus security authorities as defined under the school’s statement of current campus policies pursuant to 34 CFR 668.46(b)(2) or local police agencies <input type="checkbox"/> Crimes that are considered by the school to represent a threat to students and employees <input type="checkbox"/> The school is NOT required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor <input type="checkbox"/> If there is an immediate threat to the health or safety of students or employees occurring on campus, as described in 34 CFR 668.46(g)(1), the school must follow its emergency notification procedures. A school that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the school must provide adequate follow-up information to the community as needed <p>Crime Log:</p> <ul style="list-style-type: none"> <input type="checkbox"/> If your school maintains a campus police or security department, it must maintain a written, easily understood daily crime log that records, by the date the crime was reported, any crime that occurred within its Clery geography, as described in paragraph (ii) of the definition of <i>Clery geography</i> in paragraph (a) of 34 CFR 668.46, and that is reported to the campus police or the campus security department. This log must include: <ul style="list-style-type: none"> <input type="checkbox"/> The nature, date, time, and general location of each crime <input type="checkbox"/> The disposition of the complaint, if known 	Report provided to students and employees Open For Public Inspection	Jim Davison-COO, Dennis Smith-Facility Operations, Safety and Security	<p>Appears at - http://www.albemarle.edu/student-resources/campus-safety-security/</p> <p>http://www.albemarle.edu/student-resources/student-consumer-information/</p> <p>Daily Crime Log: http://www.albemarle.edu/student-resources/campus-safety-security/public-safety-report/</p>	Dennis Smith 6/19/2023 Jim Davison 7-10-2023

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Non Loan Related Disclosure Requirements

Topic/Related Activity	Recipient of the Requirement	Required Information/Regulatory, Law Resource Links	Method of Disclosure	Responsible COA Staff/Division	COA Method/ Location Compliance	Last Reviewed
Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency response and Evacuation Procedures) (continued)	All Participating Title IV Schools	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <p>Crime Log (continued):</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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 <input type="checkbox"/> 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: <ul style="list-style-type: none"> <input type="checkbox"/> Jeopardize an ongoing criminal investigation or the safety of an individual <input type="checkbox"/> Cause a suspect to flee or evade detection <input type="checkbox"/> Result in the destruction of evidence <input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> The school must make the crime log for the most recent 60-day period open to public inspection during normal business hours. The school must make any portion of the log older than 60 days available within two business days of a request for public inspection <p>Emergency Response and Evacuation Procedures:</p> <p>The school must include a statement of policy regarding emergency and response evacuation in the annual security report. This statement must include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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 	Open For Public Inspection 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	Jim Davison-COO, Dennis Smith-Facility Operations, Safety and Security	Daily Crime Log Appears at - http://www.albemarle.edu/student-resources/campus-safety-public-safety-report/	Dennis Smith 6/19/2023 Jim Davison 7-10-2023
Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency response and Evacuation Procedures) (continued)	All Participating Title IV Schools	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p> <p>Emergency Response and Evacuation Procedures (Continued):</p> <ul style="list-style-type: none"> <input type="checkbox"/> A description of the process the school will use to: <ul style="list-style-type: none"> <input type="checkbox"/> Confirm that there is a significant emergency or dangerous situation as described in 34 CFR 668.46(g)(1) <input type="checkbox"/> Determine appropriate segment(s) of campus community to receive a notification <input type="checkbox"/> Determine the content of the notification <input type="checkbox"/> Initiate the notification system <input type="checkbox"/> 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 <input type="checkbox"/> 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) <input type="checkbox"/> The school's procedures for disseminating emergency information to the larger community <input type="checkbox"/> 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"> <input type="checkbox"/> Tests that may be announced or unannounced <input type="checkbox"/> Publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year <input type="checkbox"/> Documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced 	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	Jim Davison-COO, Dennis Smith-Facility Operations, Safety and Security	Appears at - http://www.albemarle.edu/student-resources/campus-safety-security/	Dennis Smith 6/19/2023 Jim Davison 7-10-2023

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Non Loan Related Disclosure Requirements

Topic/Related Activity	Recipient of the Requirement	Required Information/Regulatory, Law Resource Links	Method of Disclosure	Responsible COA Staff/Division	COA Method/Location Compliance	Last Reviewed
Security Report-Missing Person Notification Policy Activity 5	Schools That Participate in Title IV, HEA Programs and Provide On-Campus Housing	<p>34 CFR 668.41(a); 34 CFR 668.46(b)(14); 34 CFR 668.46(h)</p> <p>A school that provides any on-campus student housing facility must include a statement of policy regarding missing student notification procedures for students who reside in on-campus housing in its annual security report. The statement must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> 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 	Information distributed in annual security report	Jim Davison-COO, Dennis Smith-Facility Operations, Safety and Security	Not Applicable-COA Does Not Offer on campus housing	Dennis Smith 6/19/2023 Jim Davison 7-10-2023
Security Report-Programs to prevent dating violence, domestic violence, sexual assault, and stalking Policy Activity 5	All Participating Title IV Schools	<p>34 CFR 668.46(b)(11); 34 CFR 668.46(j)</p> <p>As required by 34 CFR 668.46(b)(11), a school must include in its annual security report a statement of policy that addresses the school’s programs to prevent dating violence, domestic violence, sexual assault, and stalking. The statement must include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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"> o A statement that the school prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in 34 CFR 668.46(a) o The definition of “dating violence,” “domestic violence,” “sexual assault,” and “stalking” in the applicable jurisdiction o The definition of “consent,” in reference to sexual activity, in the applicable jurisdiction o A description of safe and positive options for bystander intervention o Information on risk reduction o The information described in 34 CFR 668.46(b)(11) and (k)(2) <input type="checkbox"/> A description of the school’s ongoing prevention and awareness campaigns for students and employees, including information described in 34 CFR 668.46(j)(1)(i)(A) through F <p>Other required information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The school must ensure that the proper implementation of <i>Awareness programs, Bystander intervention, Ongoing prevention and awareness campaigns, Primary prevention programs, and Risk reduction</i> is done according to the definitions outlined in 34 CFR 668.46(j)(2)(i)-(v) <input type="checkbox"/> The school’s programs to prevent dating violence, domestic violence, sexual assault, and stalking must include, at a minimum, the information described in 34 CFR 668.46(j)(1) 	Information distributed in annual security report	Jim Davison-COO, Dennis Smith-Facility Operations, Safety and Security	Appears at - http://www.albemarle.edu/student-resources/campus-safety-security/	Dennis Smith 6/19/2023 Jim Davison 7-10-2023

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<u>Institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking</u> <u>Information for Crime Victims about Disciplinary Proceedings</u> Activity 5	All Participating Title IV Schools	<u>34 CFR 668.46(k)</u> 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: <ul style="list-style-type: none"> <input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> 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 Provides that the proceedings will: <ul style="list-style-type: none"> <input type="checkbox"/> Include a prompt, fair, and impartial process from the initial investigation to the final result <input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> 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 	Information distributed in annual security report Information provided to victim of crime	Jim Davison-COO, Dennis Smith-Facility Operations, Safety and Security	Appears at- http://www.albemarle.edu/student-resources/campus-safety-security/	Dennis Smith 6/19/2023 Jim Davison 7-10-2023
<u>Institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking</u> <u>Information for Crime Victims about Disciplinary Proceedings</u> Activity 5 (continued)	All Participating Title IV Schools	<u>34 CFR 668.46(k)</u> An institution must provide simultaneous notification, in writing, to both the accuser and the accused, of: <ul style="list-style-type: none"> <input type="checkbox"/> The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking <input type="checkbox"/> The school's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available <input type="checkbox"/> Any change to the result <input type="checkbox"/> When such results become final 	Information distributed in annual security report Information provided to victim of crime	Jim Davison-COO, Dennis Smith-Facility Operations, Safety and Security	Appears at - http://www.albemarle.edu/student-resources/campus-safety-security/	Dennis Smith 6/20/2023 Jim Davison 7-10-2023

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Privacy of Student Records – family Educational Rights and Privacy Act (FERPA) Activity 6	Schools Receiving Funds for any U.S. Department of Education Program (including student financial aid)	<p>34 CFR 668.41(c); 34 CFR Part 99</p> <p>Each school must annually provide a notice to all enrolled students about:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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 <input type="checkbox"/> Procedures for reviewing educational records and requesting amendment of records <input type="checkbox"/> If applicable, information about the school’s policy regarding disclosures to school officials with a legitimate educational interest in the educational records. <p><u>In order to disclose directory information without prior consent, a school must provide to students a notice of directory information that includes:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The types of information the school has designated as directory information <input type="checkbox"/> 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 	Any means reasonably likely to inform students of their rights	Kris Burris-VP SSEM, Andrea Dance-Registrar	<p>Appears at - https://www.albemarle.edu/student-resources/advising/ferpa/</p> <p>Link to this content also appear in a monthly Consumer Information Newsletter emailed to students, faculty, and staff</p>	<p>Andrea Dance 6/12/23</p> <p>Kris Burris 07/13/2023</p>
Fire Safety report Activity 8	Schools That Participate in Title IV, HEA Programs and Maintain On-Campus Student Housing Facilities	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.49; Handbook for Campus Crime Reporting</p> <p>By October 1 of each year (beginning with the October 1, 2010, report containing data from the 2009 calendar year), a school that maintains any on-campus student housing facility must distribute an annual fire safety report, or notice of the report, to all enrolled students and current employees. If the school distributes the report by posting the report on its website, it must provide a notice by October 1 that includes a statement of the report’s availability, the exact electronic address at which the report is posted, a brief description of the report’s contents, and a statement that the school will provide a paper copy upon request.</p>	Fire safety report, or notice of report, distributed to each student and current employee Prospective students and prospective employees receive a notice of the report’s availability	Jim Davison–COO, Dennis Smith–Facility Operations, Safety and Security	Not Applicable-COA Does Not have on-campus housing	Dennis Smith 6/8/2023 Jim Davison 7-10-2023
Fire Safety report Activity 8	Schools That Participate in Title IV, HEA Programs and Maintain On-Campus Student Housing Facilities	<p>34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.49</p> <p>Schools must provide a notice to prospective students and prospective employees that includes a statement of the report’s availability, a description of its contents, and an opportunity to request a copy. If the school posts the report on its website, the notice must include the exact electronic address at which the report is posted and a statement that the school will provide a paper copy upon request.</p> <p><u>A school may combine the publication of the first safety report and the security report if the title of the combined report clearly states that both reports are included. If the security and fire safety reports are published separately, each report must include information about how to access the other report.</u></p> <p><u>The fire safety report must include, for each on-campus student housing facility:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 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"> <input type="checkbox"/> The number of fires and the cause of each fire <input type="checkbox"/> The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center <input type="checkbox"/> The number of deaths related to a fire, and <input type="checkbox"/> The value of property damage caused by a fire 	Fire safety report, or notice of report, distributed to each student and current employee Prospective students and prospective employees receive a notice of the report’s availability	Jim Davison–COO, Dennis Smith–Facility Operations, Safety and Security	Not Applicable-COA Does Not have on-campus housing	Dennis Smith 6/8/2023 Jim Davison 7-10-2023

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Fire Safety report Activity 8 (Continued)	Schools That Participate in Title IV, HEA Programs and Maintain On-Campus Student Housing Facilities	34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.49 <input type="checkbox"/> The fire statistics described in 668.49(c) <input type="checkbox"/> A description of each on-campus student housing facility fire safety system <input type="checkbox"/> The number of fire drills held during the previous calendar year <input type="checkbox"/> Policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility <input type="checkbox"/> Procedures for student housing evacuation in case of fire <input type="checkbox"/> 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 <input type="checkbox"/> 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. <input type="checkbox"/> Plans for future improvements in fire safety, if determined necessary by the school.	Fire safety report, or notice of report, distributed to each student and current employee Prospective students and prospective employees receive a notice of the report's availability	Jim Davison-COO, Dennis Smith-Facility Operations, Safety and Security	Not Applicable-COA Does Not have on-campus housing	Dennis Smith 6/8/2023 Jim Davison 7-10-2023
Fire Log Activity 8	Schools That Participate in Title IV, HEA Programs and Maintain On-Campus Student Housing Facilities	34 CFR 668.49(d) <input type="checkbox"/> 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 <input type="checkbox"/> The school must make an entry or an addition to an entry to the log within two business days, as defined under 668.46(a) , of the receipt of the information <input type="checkbox"/> 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 log older than 60 days available within two business days of a request for public inspection <input type="checkbox"/> 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 668.49(b)	Open for public inspection	Jim Davison-COO, Dennis Smith-Facility Operations, Safety and Security	Not Applicable-COA Does Not have on-campus housing	Dennis Smith 6/8/2023 Jim Davison 7-10-2023
State Grant Assistance Activity 10	Schools Participating in the Title IV, HEA FFEL or Direct Loan Programs	34 CFR 668.14(b)(11) 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.	Information provided to borrowers	Kris Burris-VP SSEM, Emma Boyce-Financial Aid	Not applicable. COA does not participate in the Title IV, HEA Loan Program.	Emma Boyce 6/19/23 Kris Burris 07/13/2023
Student Loan Information Published by the U.S. Department of Education Activity 10	All schools Participating in the Title IV, HEA Loan Programs	HEOA Section 488 (c) amended HEA Section 485(d) (20 U.S.C. 1092(d)) 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.	Information provided to prospective student borrowers	Kris Burris-VP SSEM, Emma Boyce-Financial Aid	Not applicable. COA does not participate in the Title IV, HEA Loan Program.	Emma Boyce 6/19/23 Kris Burris 07/13/2023
National Student Loan Data System (NSLDS) Activity 10	All schools Participating in the Title IV, HEA Loan Programs	HEOA Section 489 amended HEA Section 485B(d)(4) (20 U.S.C. 1092(b)) 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.	Information provided to borrowers	Kris Burris-VP SSEM, Emma Boyce-Financial Aid	Not applicable. COA does not participate in the Title IV, HEA Loan Program.	Emma Boyce 6/19/23 Kris Burris 07/13/2023

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Non Loan Related Disclosure Requirements

Topic/Related Activity	Recipient of the Requirement	Required Information/Regulatory, Law Resource Links	Method of Disclosure	Responsible COA Staff/Division	COA Method/ Location Compliance	Last Reviewed
Entrance Counseling for Student Loan Borrowers Activity 10	Schools Participating in the Title IV, HEA Direct Loan Programs	34 CFR 685.304(a) ; 34 CFR 685.304(a)(7) ; https://studentaid.gov/entrance-counseling/ ; https://studentaid.gov/teach-grant-program 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. Refer to 34 CFR 685.304(a) for specific information and requirements. Entrance counseling for graduate or professional student Direct PLUS Loan borrowers must include the information outlined in 34 CFR 685.304(a)(7) .	Information provided to each borrower	Kris Burris-VP SSEM, Emma Boyce-Financial Aid	Not applicable. COA does not participate in the Title IV, HEA Loan Program	Emma Boyce 6/19/23 Kris Burris 07/13/2023
Exit Counseling for Student Loan Borrowers Activity 10	Schools Participating in the Title IV, HEA Direct Loan Programs	34 CFR 685.304(b) A school must ensure that exit counseling is conducted with each Direct Subsidized Loan or Direct Unsubsidized Loan borrower and graduate or professional student Direct PLUS Loan borrower shortly before the student borrower ceases as least half-time study at the school. Refer to 34 CFR 685.304(b) for specific information and requirements.	Information provided to each borrower	Kris Burris-VP SSEM, Emma Boyce-Financial Aid	Not applicable. COA does not participate in the Title IV, HEA Loan Program	Emma Boyce 6/19/23 Kris Burris 07/13/2023
Private Education Loan Disclosures (Including Self-Certification Form) Activity 10	Schools Receiving Any Federal Funds That Provide Information to Prospective Borrowers About Private Education Loans	34 CFR 601.2 ; 34 CFR 601.11 ; 34 CFR 601.30 ; 34 CFR 668.14(b)(29) 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: <input type="checkbox"/> Information required under Section 128(e) of the Truth in Lending Act (15 U.S.C. 1638(e)) <input type="checkbox"/> That the prospective borrower may qualify for loans or other assistance under the Title IV, HEA programs <input type="checkbox"/> That the terms and conditions of the Title IV, HEA program loans may be more favorable than the provisions of the private education loans. The information regarding private education loans must be presented in a manner that makes it distinct from information regarding Title IV, HEA program Loans.	Information provided to prospective borrowers	Kris Burris-VP SSEM, Emma Boyce-Financial Aid	Not applicable. Our school is not the lender.	Emma Boyce 7/24/23 Kris Burris 07/27/2023
Self-Certification Form Activity 10	Schools Receiving Any Federal Funds That Provide Information to Prospective Borrowers About Private Education Loans	34 CFR 601.2 ; 34 CFR 601.11 ; 34 CFR 601.30 ; 34 CFR 668.14(b)(29) 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 (15 U.S.C. 1638(e)(3)), 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 DCL- GEN-10-01	Form and information provided upon request to loan applicant	Kris Burris-VP SSEM, Emma Boyce-Financial Aid	Information found in COA Monthly Notification - Consumer Information https://www.albemarle.edu/student-resources/student-consumer-information/ https://www.albemarle.edu/private-education-loan-self-certificatio	Emma Boyce 6/19/23 Kris Burris 07/13/2023

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Non Loan Related Disclosure Requirements

Topic/Related Activity	Recipient of the Requirement	Required Information/Regulatory, Law Resource Links	Method of Disclosure	Responsible COA Staff/Division	COA Method/Location Compliance	Last Reviewed
Code of Conduct for Education Loans Activity 10	Schools Participating in the Title IV, HEA Loan Programs	<p>34 CFR 601.2; 34 CFR 601.21; 34 CFR 668.14(b)(27)</p> <p>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:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Revenue-sharing arrangements with any lender <input type="checkbox"/> Receiving gifts from a lender, a guarantor, or a loan services <input type="checkbox"/> Contracting arrangement providing financial benefit from any lender or affiliate of a lender <input type="checkbox"/> Directing borrowers to particular lenders, or refusing or delaying loan certifications <input type="checkbox"/> Offers of funds for private loans <input type="checkbox"/> Call center or financial aid office staffing assistance <input type="checkbox"/> Advisory board compensation 	Published on website All relevant agents must be annually informed of the provisions of the code of conduct	Kris Burris-VP SSEM, Emma Boyce-Financial Aid	Not applicable. COA does not participate in the Title IV, HEA Loan Program	Emma Boyce 6/19/23 Kris Burris 07/13/2023
Preferred Lender Lists Activity 10	Schools Participating in Title IV, HEA Programs That Participate in a Preferred Lender Arrangement	<p>34 CFR 601.2; 34 CFR 601.10; 34 CFR 668.14(b)(28)</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"> <input type="checkbox"/> The minimum information determined by the U.S. Department of Education (HEA Section 153(a)) (20 U.S.C.1019b) <input type="checkbox"/> 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 <input type="checkbox"/> That the students or their families do not have to borrow from a lender on the list <input type="checkbox"/> 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 	Made available to students and families in print or other medium	Kris Burris-VP SSEM, Emma Boyce-Financial Aid	College does not offer a Preferred Lender Arrangement List Not applicable. COA does not participate in the Title IV, HEA Loan Programs.	Emma Boyce 6/19/23 Kris Burris 07/13/2023
Preferred Lender Lists Activity 10 continued	Schools Participating in Title IV, HEA Programs That Participate in a Preferred Lender Arrangement	<p>34 CFR 601.2; 34 CFR 601.10; 34 CFR 668.14(b)(28)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prominently disclose the method and criteria used by the institution in selecting lenders with which to participate in preferred lender arrangements to ensure that such lenders are selected on the basis of the best interests of the borrowers, including: <input type="checkbox"/> Payment of origination or other fees on behalf of the borrower; <input type="checkbox"/> Highly competitive interest rates, or other terms and conditions or provisions of Title IV, HEA program loans or private education loans; <input type="checkbox"/> High-quality servicing for such loans; or <input type="checkbox"/> Additional benefits beyond the standard terms and conditions or provisions for such loans; <input type="checkbox"/> Exercise a duty of care and a duty of loyalty to compile the preferred lender list under paragraph (d) of this section without prejudice and for the sole benefit of the students attending the institution, or the families of such students; and <input type="checkbox"/> Not deny or otherwise impede the borrower’s choice of a lender or cause unnecessary delay in loan certification under title IV of the HEA for those borrowers who choose a lender that is not included on the preferred lender list. 	Published on website All relevant agents must be annually informed of the provisions of the code of conduct	Kris Burris-VP SSEM, Emma Boyce-Financial Aid	College does not offer a Preferred Lender Arrangement List Not applicable. COA does not participate in the Title IV, HEA Loan Programs.	Emma Boyce 6/19/23 Kris Burris 07/13/2023

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Non Loan Related Disclosure Requirements

Topic/Related Activity	Recipient of the Requirement	Required Information/Regulatory, Law Resource Links	Method of Disclosure	Responsible COA Staff/Division	COA Method/ Location Compliance	Last Reviewed
Preferred Lender Arrangements Activity 10	Schools Receiving Any Federal Funding That Participate in a Preferred Lender Arrangement	<p>34 CFR 601.2; 34 CFR 601.10; 34 CFR 601.12; 34 CFR 601.20; 34 CFR 601.21</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 HEA Section 487(a)(25) and HEA Section 487(h). 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>Note: The Secretary, together with the Federal Reserve has developed a model disclosure form. The Federal Register published August 14, 2009 by the Federal Reserve System covering Truth in Lending contains a model disclosure form: https://www.govinfo.gov/content/pkg/FR-2009-08-14/pdf/E9-18548.pdf. (If the pdf link does not open, copy and paste the link into a browser other than Explorer)</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>	Published on website. All relevant agents must be annually informed of the provisions of the code of conduct Published on website. Provided in publications mailings, or electronic messages or materials that are distributed to prospective or current students and their families	Kris Burris-VP SSEM, Emma Boyce-Financial Aid	Not applicable. COA does not participate in the Title IV, HEA Loan Program and does not provide a list of potential lenders.	Emma Boyce 6/19/23 Kris Burris 07/13/2023
Preferred Lender Arrangements Activity 10 continued	Schools Receiving Any Federal Funding That Participate in a Preferred Lender Arrangement	<p>34 CFR 601.2; 34 CFR 601.10; 34 CFR 668.14(b)(28)</p> <p>The information must include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The maximum amount of Title IV, HEA grant and loan aid available to students <input type="checkbox"/> 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 <input type="checkbox"/> A statement that the school is required to process documents for a FFELP loan from any eligible lender the student selects 	Published on website All relevant agents must be annually informed of the provisions of the code of conduct	Kris Burris-VP SSEM, Emma Boyce-Financial Aid	Part of above Preferred Lender Arrangements	Part of above Preferred Lender Arrangements
Private Education Loans Activity 10	Schools Receiving Any Federal Funding That Participate in a Preferred Lender Arrangement	<p>34 CFR 601.2; 34 CFR 601.10; 34 CFR 601.12; 34 CFR 601.20; 34 CFR 601.21</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 (15 U.S.C. 1638(e)(11)) 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 (15 U.S.C. 1638(e)(1)) 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>	Published on website. Provided in publications mailings, or electronic messages or materials that are distributed to prospective or current students and their families	Kris Burris-VP SSEM, Emma Boyce-Financial Aid	Not applicable. COA does not participate in the Title IV, HEA Loan Program and does not provide a list of potential lenders.	Emma Boyce 6/19/23 Kris Burris 07/13/2023

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Non Loan Related Disclosure Requirements

Topic/Related Activity	Recipient of the Requirement	Required Information/Regulatory, Law Resource Links	Method of Disclosure	Responsible COA Staff/Division	COA Method/Location Compliance	Last Reviewed
Annual report on Preferred Lender Arrangements Activity 10	Schools Receiving Any Federal Funding That Participate in a Preferred Lender Arrangement	<p>34 CFR 601.2; 34 CFR 601.10; 34 CFR 601.12; 34 CFR 601.20; 34 CFR 601.21</p> <p><u>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</u></p> <p><input type="checkbox"/> <u>The minimum information the Department determines must be disclosed</u></p> <p><input type="checkbox"/> <u>Information required for private loans under the Truth in Lending Act</u></p> <p><input type="checkbox"/> <u>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.</u></p> <p><u>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.</u></p>	Made available to the public and provided to current students and students planning to attend the school and their families	Kris Burris-VP SSEM, Emma Boyce-Financial Aid	Not applicable. COA does not participate in the Title IV, HEA Loan Programs and does not provide a list of potential lenders.	Emma Boyce 6/19/23 Kris Burris 07/13/2023