

**Annual Notice of Required Disclosures of Student Consumer Information**

What to Disclose, When, and to Whom	Description of Information to be Disclosed*	Where to Find Information*
<p>What: <b>Institutional Information (§668.43)</b></p> <p>When: Upon Request</p> <p>To: Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> <li>• Cost of attending school, e.g., Tuition and Fees</li> <li>• Institutional Refund Policy</li> <li>• Requirements for officially withdrawing from school</li> <li>• Requirements for Return of Title IV, HEA Federal Pell Grant</li> <li>• Information regarding the career majors, institutional facilities and faculty</li> <li>• Entities that accredit, license, or approve the school and its career majors and procedures for reviewing school's accreditation, licensing, or approval documentation</li> <li>• Description of any special services and facilities for disabled students</li> <li>• Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them</li> </ul>	<p>Student Handbook</p> <p>EOC Tech's website: <a href="http://www.eoctech.edu">http://www.eoctech.edu</a></p> <p>Career Majors &amp; Course Catalog: <a href="http://www.eoctech.edu">http://www.eoctech.edu</a></p> <p>U.S. Dept. of Ed's website: <a href="http://nces.ed.gov/IPEDS/COOL">http://nces.ed.gov/IPEDS/COOL</a>. Search for "Eastern Oklahoma County Technology Center".</p>
<p>What: <b>Financial Assistance Information (§668.42)</b></p> <p>When: Upon Request</p> <p>To: Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> <li>• Description of all available federal, state, local, private, and institutional financial assistance, and a description of: (1) application and procedures; (2) student eligibility requirements; (3) verification selection criteria; and (5) criteria for determining the amount of a student's award</li> <li>• Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; and (4) method and frequency of financial aid disbursements</li> </ul>	<p>Student Handbook</p> <p>EOC Tech's website: <a href="http://www.eoctech.edu">http://www.eoctech.edu</a></p> <p>Career Majors &amp; Course Catalog: <a href="http://www.eoctech.edu">http://www.eoctech.edu</a></p> <p>EOC Tech's website: <a href="http://www.eoctech.edu/financialaid.htm">http://www.eoctech.edu/financialaid.htm</a></p>
<p>What: <b>Family Education Rights and Privacy Act (FERPA) (§99.7)</b></p> <p>When: Upon Request</p> <p>To: Enrolled Student Prospective Students Parents of Enrolled Students under the age of 18</p>	<ul style="list-style-type: none"> <li>• Right to and procedures for inspecting and reviewing student's education records</li> <li>• Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights</li> <li>• Right to consent to disclosure of personally identifiable information contained in student's education records</li> <li>• Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements</li> <li>• Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school's or educational agency's policy is to disclose personally identifiable information from a student's education records under <b>§99.31</b> without prior consent</li> </ul>	<p>Student Handbook</p> <p>EOC Tech's website: <a href="http://www.eoctech.edu">http://www.eoctech.edu</a></p> <p>Policy and Procedure Manual #530 and #535</p>
<p>What: <b>Completion/Graduation Rate and Transfer-Out Rate (§668.45)</b></p> <p>When: Annually by July 1 Upon Request</p> <p>To: Enrolled Students Prospective Students</p>	<ul style="list-style-type: none"> <li>• The institution's completion or graduation rate for full-time, first-time, certificate-seeking students enrolled at the post-secondary level who graduated or completed their career major within 150% of the normal time (scheduled length of career major) for graduation or completion</li> <li>• Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 60 clock hours</li> <li>• Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution</li> <li>• Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants</li> <li>• Retention rates of certificate or degree-seeking first-time full-time undergraduate students.</li> </ul>	<p>Student Handbook</p> <p>EOC Tech's website: <a href="http://www.eoctech.edu">http://www.eoctech.edu</a></p> <p>U.S. Dept. of Ed's website: <a href="http://nces.ed.gov/IPEDS/COOL">http://nces.ed.gov/IPEDS/COOL</a>. Search for "Eastern Oklahoma County Technology Center".</p>
<p>What: <b>Campus Security Report (§669.46)</b></p> <p>When: Annually by Oct. 1</p> <p>To: Enrolled Students Current Employees</p> <p>When: Upon Request</p> <p>To: Prospective Students Prospective Employees</p>	<ul style="list-style-type: none"> <li>• Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of following offenses reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-forcible and non-forcible); (4) robbery; (5) aggravated assault; (6) burglary; (7) motor vehicle theft; (8) and arson</li> <li>• Statistics above are also reported by category of prejudice (i.e. offense manifests evidence that victim was intentionally selected because of victim's actual or perceived race, gender, sexual orientation, ethnicity, or disability)</li> <li>• Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of following offenses reported to campus security authority or local police: (1) arrests for liquor law violations, drug law violations, and illegal weapons possession; or (2) persons referred for campus disciplinary action such violations</li> <li>• Policies concerning the security of &amp; access to campus facilities &amp; procedures to report campus crimes</li> <li>• Disciplinary actions imposed for the possession, use, and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws</li> <li>• Plus: Crime Prevention Career majors, Drug/Alcohol Abuse Education Career majors, Sexual Offenses/Harassment and how to report such offenses.</li> </ul>	<p>Student Handbook</p> <p>EOC Tech's website: <a href="http://www.eoctech.edu">http://www.eoctech.edu</a></p> <p>U.S. Dept. of Ed's website: <a href="http://nces.ed.gov/IPEDS/COOL">http://nces.ed.gov/IPEDS/COOL</a>. Search for "Eastern Oklahoma County Technology Center".</p>

### Additional Student Consumer Information

Student Consumer Information	Where to Find
Voter Registration Materials	Student Handbook EOC Tech's website: <a href="http://www.eoctech.edu">http://www.eoctech.edu</a>
GED Information	Student Handbook Adult Career Development Catalog, <a href="http://www.eoctech.edu">http://www.eoctech.edu</a>
Grievance/Complaint Policy & Procedures	Student Handbook Policy & Procedure Manual #205
Student Behavior & Discipline Policy	Student Handbook Policy & Procedure Manual #540 and #544
Internet Use Policy	Student Handbook Policy & Procedure Manual #255
Absence & Make-Up Work Policy	Student Handbook
Satisfactory Progress Policy	Student Handbook
Leave of Absence Policy	Student Handbook
Cooperative Alliance Program (College Credit)	Student Handbook Career Majors & Course Catalog, <a href="http://www.eoctech.edu">http://www.eoctech.edu</a>
Drug and Alcohol Prevention Information Pursuant to Public Law 101-226	Student Handbook Policy & Procedure Manual #240
Penalties for Drug Law Violations	Student Handbook Letter in FAFSA Packet
Emergency Response and Evacuation Procedures	Student Handbook Policy & Procedure Manual #580 Emergency Classroom Operating Procedures Manual
Student Body Diversity	U.S. Dept of Ed's College Navigator website: <a href="http://nces.ed.gov/globallocator/col_info_popup.asp?ID=418348">http://nces.ed.gov/globallocator/col_info_popup.asp?ID=418348</a>
Vaccination Policy	Student Handbook
Textbook Information	Student Handbook Adult Career Development Catalog, <a href="http://www.eoctech.edu">http://www.eoctech.edu</a>
Copyright Infringement	Student Handbook Policy & Procedures Manual #225
Transfer of Credit/Articulation Agreements	Student Handbook Career Majors & Course Catalog, <a href="http://www.eoctech.edu">http://www.eoctech.edu</a>
National Student Loan Data System (NSLDS)	<a href="http://www.nsls.ed.gov/nsls_SA/">http://www.nsls.ed.gov/nsls_SA/</a>
Net Price Calculator	Available online at <a href="http://www.eoctech.edu">www.eoctech.edu</a> by October 29, 2011
College Navigator Web Site	<a href="http://nces.ed.gov/collegenavigator">http://nces.ed.gov/collegenavigator</a>
Gainful Employment SOC Codes	Career Majors & Course Catalog, <a href="http://www.eoctech.edu">http://www.eoctech.edu</a>

\*Contact Student Services for a paper copy of the Student Handbook, Career Majors Course Catalog, and with any questions concerning these publications. Contact the Business Office for a paper copy of EOC Tech's *Policy and Procedure Manual* excerpts. Contact the Director of Educational Services or Director of Instruction & Operations for questions concerning FERPA, Campus Crime & Security Report, Gainful Employment and Drug Awareness.

#### NOTICE OF NONDISCRIMINATION

**Eastern Oklahoma County Technology Center** does not discriminate on the basis of race, color, national origin, sex/gender, age, or disability in admission to its career majors, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The **Eastern Oklahoma County Technology Center** also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated Compliance Coordinators, Brent Casey or Pat Jordan, at Eastern Oklahoma Technology Center, 4601 N. Choctaw Rd., Choctaw, OK 73020.

#### Who to Contact:

- Compliance Coordinator: Brent Casey, Director of Instruction & Operations, (405) 390-9591 x324
- Compliance Coordinator: Pat Jordan, Director of Educational Services, (405) 390-9591 x259
- Adult Student Advisor for Career Majors: Nancy Seeley, Student Services, (405) 390-9591 x244
- Secondary Student Advisor/Counselor: Chris Allen, Student Services, (405) 390-9591 x247
- Secondary Student Advisor/Tech Prep (College Credit): Jennifer Burch, Student Services, (405) 390-9591 x240
- Financial Aid Coordinator: Janie Prior, Student Services, (405) 390-9591 x278
- Academic Center (Testing) Coordinator: Lynn Hicks, (405) 390-9591 x248
- Assessment Specialist: Doris King, (405) 390-9591 x249