

**ANNUAL NOTICE OF REQUIRED DISCLOSURES OF STUDENT CONSUMER INFORMATION**

<b>What to Disclose, When, and to Whom</b>	<b>Description of Information to be Disclosed*</b>	<b>Where to Find Information*</b>
<p>What: <b>Institutional Information (§668.43)</b></p> <p><b>When:</b> Upon Request</p> <p><b>To:</b> Enrolled Students; Prospective Students</p>	<ul style="list-style-type: none"> <li>• Cost of attending school, e.g., Tuition and Fees, Uniforms, Supplies, etc.</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 funds</li> <li>• Information regarding the career programs, institutional facilities and faculty</li> <li>• Entities that accredit, license, or approve the school and its career programs 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>Program At-A-Glance Sheets</p> <p>U.S. Dept. of Ed's website:  <a href="https://nces.ed.gov/collegenavigator/?q=eastern&amp;s=all&amp;pg=2&amp;id=418348">https://nces.ed.gov/collegenavigator/?q=eastern&amp;s=all&amp;pg=2&amp;id=418348</a></p>
<p>What: <b>Financial Assistance Information (§668.42)</b></p> <p><b>When:</b> Upon Request</p> <p><b>To:</b> 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>Program At-A-Glance Sheets</p>
<p>What: <b>Family Education Rights and Privacy Act (FERPA) (§99.7)</b></p> <p><b>When:</b> Upon Request</p> <p><b>To:</b> Enrolled Students; Prospective Students; Parents of Enrolled Students under 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</li> </ul>	<p>Student Handbook</p> <p>EOC Tech Board Policy &amp; Procedure Manual</p>

<p>What: <b>Completion/Graduation Rate and Transfer-Out Rate (§668.45)</b></p> <p><b>When:</b> Annually by July 1; Upon Request</p> <p><b>To:</b> Enrolled Students; Prospective Students</p>	<p>consent</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 program within 150% of the normal time (scheduled length of career program) 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>U.S. Dept. of Ed website: <a href="https://nces.ed.gov/collegenavigator/?q=ea&amp;stern&amp;s=all&amp;pg=2&amp;id=418348">https://nces.ed.gov/collegenavigator/?q=ea&amp;stern&amp;s=all&amp;pg=2&amp;id=418348</a></p>
<p>What: <b>Campus Security Report (§669.46)</b></p> <p><b>When:</b> Annually by Oct. 1</p> <p><b>To:</b> Enrolled Students; Current Employees</p> <p><b>When:</b> Upon Request</p> <p><b>To:</b> 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> </ul>	<p>Student Handbook</p> <p>U.S. Dept. of Ed website: <a href="https://nces.ed.gov/collegenavigator/?q=ea&amp;stern&amp;s=all&amp;pg=2&amp;id=418348">https://nces.ed.gov/collegenavigator/?q=ea&amp;stern&amp;s=all&amp;pg=2&amp;id=418348</a></p>
<p>Voter Registration Materials</p>	<p>Online: <a href="https://www.ok.gov/elections/Voter_Info/Register_to_Vote/index.html">https://www.ok.gov/elections/Voter_Info/Register_to_Vote/index.html</a>.</p>	

Grievance/Complaint Policy & Procedures	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links EOC Tech Board Policy & Procedure Manual
Student Behavior & Discipline Policy	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links EOC Tech Board Policy & Procedure Manual
Internet Use Policy	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links EOC Tech Board Policy & Procedure Manual
Social Media/Network Policy	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links EOC Tech Board Policy & Procedure Manual
Absence & Make-Up Work Policy	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links
Satisfactory Progress Policy	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links
Leave of Absence Policy	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links
Academic Contracts (College Credit)	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links Program At-A-Glance Sheets
Drug and Alcohol Prevention Information Pursuant to Public Law 101-226	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links EOC Tech Board Policy & Procedure Manual
Penalties for Drug Law Violations	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links Program At-A-Glance Sheets
Emergency and Evacuation Procedures	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links EOC Tech Board Policy & Procedure Manual
Student Body Diversity	U.S. Dept. of Ed website: <a href="https://nces.ed.gov/collegenavigator/?q=eastern&amp;s=all&amp;pg=2&amp;id=418348">https://nces.ed.gov/collegenavigator/?q=eastern&amp;s=all&amp;pg=2&amp;id=418348</a>
Vaccination Information	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links
Textbook Information	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links Program At-A-Glance Sheets EMT and FAC Admission Packets
Copyright Infringement	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links EOC Tech Board Policy & Procedure Manual
Transfer of Credit (Advanced Standing)	Student Handbook – Available at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links
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 (based on 17-18 information)	Available online at <a href="http://www.eoctech.edu">www.eoctech.edu</a> under Quick Links by October 29, 2018
College Navigator Web Site	<a href="https://nces.ed.gov/collegenavigator/?q=eastern&amp;s=all&amp;pg=2&amp;id=418348">https://nces.ed.gov/collegenavigator/?q=eastern&amp;s=all&amp;pg=2&amp;id=418348</a>
Gainful Employment Links	Program At-A-Glance Sheets

\*Contact Student Services for a paper copy of the Student Handbook, At-A-Glance Sheets, 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 one of the Assistant Directors of Educational Services or Director of Instructional Services 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, age or disability in its programs, or activities. For inquiries concerning this policy, contact Brent Casey at Eastern Oklahoma County Technology Center, 4601 N. Choctaw Road, Choctaw, OK 73020. Tele: (405) 390-9591**

Revised by the Financial Aid Office – April 2018