

College of the Desert Consumer Information/ Documents

Policies and Procedures

Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
Admission/Readmission	X		Academic & Degree Programs
Satisfactory Academic Progress	X	X	Satisfactory Academic Progress Financial Aid Student Handbook Page 6 Standards for Satisfactory Academic Progress Policy and Procedures
Recruiter Compensation/incentive programs			N/A
Attendance	X		What are the academic standards of COD?
Withdrawals	X		Drops, Withdrawals and Repayment of Funds
Leave of Absence	X		How do I earn a certificate, complete a program, graduate and/or transfer from COD?
Return of Title IV funds	X	X	Refunds and Repayment-Return to Title IV Funds (R2T4) Policy Financial Aid Student Handbook Page 19-21
Verification	X	X	Verification Policies and Procedures Financial Aid Student Handbook Page 15-16
Awarding of Title IV funds	X		Cost of Attendance Financial Aid Student Handbook Page 10-18 Financial Aid Student Handbook Page 22-25
Academic Year Definition	X		Course Catalog & Schedules Financial Aid Student Handbook Page 21
Campus Based Programs (FWS community service, FSEOG selection)	X		Work Study Financial Aid Programs Financial Aid Student Handbook Page 14, Page 22-25
Credit Balance	X		Refunds
Professional Judgment	X	X	Professional Judgment Policies and Procedures Financial Aid Student Handbook Page 16-17

Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
Dependency Overrides	X	X	Professional Judgement Policies and Procedures Financial Aid Student Handbook Page 16-17
Course Repeats	X		Course Repeat and Withdrawal Policy Satisfactory Academic Progress
Clock hour programs: clock to credit hour calculation			N/A

Publications

Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
Catalogs	X		Course Catalog & Schedules
Brochures	X		EDGE

Financial Assistance Information

Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
A description of all the Federal, State, local, private and institutional student financial assistance programs (need based and non-need based) available to students who enroll at the institution. [34 C.F.R. § 668.42(a)]	X		General Information Financial Aid Student Handbook Page 10-15
Terms and conditions of the Title IV, HEA loans students receive [34 C.F.R. § 668.42(a)(4)], including information published by the Department [HEOA Sec. 488(c) amended HEA Sec. 485(d)]			N/A
For each program, information must include [34 C.F.R. § 668.42(b)]: <ul style="list-style-type: none"> • Procedures and forms students use to apply for admission or for financial aid • Student eligibility requirements • Criteria for selecting recipients from the group of eligible applicants • Criteria for determining amount of student's award 	X		Award Policies Financial Aid Forms General Information Disbursement Schedule Award Information Scholarship Selection Process
Rights and responsibilities of students receiving financial assistance, to include [34 C.F.R. § 668.42(c) except where indicated]	X		General Information Financial Aid Student Handbook Page 22-23

Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
Contacts for information on financial assistance and institutional issues [34 C.F.R. §§ 668.43(a)(8), 668.44]	X		Staff Info Financial Aid
Information disclosed to students or parents of students who enter into an agreement regarding a Title IV, HEA loan that the loan will be submitted to NSLDS and accessible by authorized agencies, lenders, and institutions [HEOA 489 amended HEA Sec. 485B]			N/A

Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
Availability of a GED program, if the school admits students who do not have a high school diploma or equivalent [34 C.F.R. § 668.14(b)(13)]	X		GED Preparation
Cost of attendance (including estimates of tuition/fees, books and supplies, room and board, transportation costs (such as commuting) if applicable, and any additional costs associated with a program in which the student is enrolled or expressed an interest [C.F.R. § 668.43(a)(1)])	X		Cost of Attendance Financial Aid Student Handbook Page 9-10
Refund policy with which the institution is required to comply for return of unearned tuition and fees or other refundable portions of costs paid to the institution [C.F.R. § 668.43(a)(2)]	X	X	Drops, Withdrawals and Repayment of Funds Refunds
Requirements and procedures for officially withdrawing [C.F.R. § 668.43(a)(3)]	X		Drops, Withdrawals and Repayment of Funds Course Repeat and Withdrawal Policy Financial Aid Student Handbook Page 19-20
Summary of requirements related to return of Title IV funds (grant and loan aid) [C.F.R. § 668.43(a)(4)]	X	X	Refunds and Repayment-Return to Title IV Funds (R2T4) Financial Aid Student Handbook Page 19-21

Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
Academic program information (current degree programs; instructional, lab, or other physical facilities which relate to the program(s); faculty & instructional personnel; and any plans for improving academic programs, if such a plan exists [34 C.F.R. § 668.43(a)(5)])	X		Accreditation Status Directory Degree and Certificate Programs
Names of associations, agencies, and/or governmental bodies that accredit, approve, or license the institution and its programs; and procedures for obtaining or reviewing documents describing accreditation, approval, or licensing [C.F.R. § 668.43(a)(6)]	X		Accreditation Status Accreditation
Services and facilities available to students with disabilities, including students with intellectual disabilities [C.F.R. § 668.43(a)(7)]	X		Disabled Students Programs and Services (DSPS)
Statement that a student's enrollment in a program of study abroad approved for credit by the home institution may be considered enrollment at the home institution for the purpose of applying for assistance under Title IV [34 C.F.R. § 668.43(a)(9)]			N/A

Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
Net Price Calculator [HEOA Sec. 111 amended HEA Title 1, Part C: added HEA Sec. 132(a), Sec. 132(h) (20 U.S.C. 1015a(a), 20 U.S.C. 1015a(h))]	X		Cost of Attendance
Transfer of Credits policies including established criteria on transfer of credit earned at another institution, and a list of institution articulation agreements [34 C.F.R. § 668.43(a)(11)]	X		Transfer Course Equivalencies
Copyright Information Policies and sanctions [34 C.F.R. § 668.43(a)(10)]	X		Administrative Procedure 3710 Board Policy 3710 Administrative Procedure 3720
College Bookstore – ISBN The International Standard Book Number (ISBN) and retail price information of required and recommended textbooks and supplemental materials [HEOA Sec. 112 amended HEA Title I, Part C: added HEA Sec. 133(d) (20 U.S.C. 1015b)]	X		Bookstore
Textbook Information	X		Bookstore
Voter Registration Form Availability [HEOA Sec. 493(a)(1) amended HEA Sec. 487(a)(23) (20 U.S.C. 1094(a)(23)): added HEA Sec. 487(a)(23)(D)]	X		Administrative Procedure 5610

Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
Constitution Day [Division J of Pub. L. 108-447, the "Consolidated Appropriations Act, 2005," Dec. 8, 2004; 118 Stat. 2809, 3344-45 (Section 111)]		X	College of the Desert has a slide show, and poster of the constitution to meet the requirements each year for constitution day.
Written Arrangements Disclosures to prospective and enrolled students regarding blanket written arrangements on a programmatic basis and not for individual arrangements initiated by students. A description of the written arrangement that the institution has entered, including but not limited to: <ul style="list-style-type: none"> • The portion of the educational program provided by the non-degree/certificate granting school • Name and location of the non-degree/certificate granting school • Method of delivery of the portion of the program not being offered by the degree or certificate granting school • Estimated additional costs the student may incur[34 C.F.R. § 668.43(a)(12)] 	X		Non-Credit Student Outcomes Information Warehouse Cost of Attendance High School Completion English As A Second Language Non-Credit (ESLN)

Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
Student Body Diversity Information on diversity of the student body, including percentage of enrolled, full-time students who are male, female, self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients [HEOA Sec. 488(a)(1)(E) amended HEA Sec. 485(a)(1)]	X		Institutional Research Informational Warehouse
Verification To students selected for verification, a written statement explaining: <ul style="list-style-type: none"> • documents required for verification • student's responsibilities (correction procedures, deadlines, consequences of missing deadlines) • notification (how school will notify student of award changes based on verification and the timeframe for the notification) [34 C.F.R. § 668.53]	X		Award Policies How to Apply Financial Aid Deadlines WebAdvisor Financial Aid Student Handbook Page 16-17

Health and Safety

Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
Vaccination Policy [HEA Sec. 485(a)(1)(V)]			<u>Student Health & Wellness Center</u> <u>Vaccine requirements for College of the Desert</u>

Institutional Outcomes

Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
Student Right-To-Know Act	X		Statistics
Completion/graduation rates (for short term programs and if required by accrediting agency or State)	X		Gainful Employment Disclosure Statements Information Warehouse
Completion/graduation rates for student athletes	X		College of the Desert Roadrunners Athletic Counseling
Equity in Athletics Disclosure Act	X		College of the Desert Roadrunners EADA Information

Other

Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
Method of Disclosure Annual notice to enrolled students of the availability of information required to be disclosed that lists and briefly describes the disclosures and how to obtain the information.		X	Email sent by Admissions and Records Office
FERPA Information [34 C.F.R. Part 99, § 668.41(c)]	X		Student Records and Privacy Act
Health and Safety Exemption Requirement			N/A
Establishing and Maintaining an Information Security Program	X		Clery/Annual Reports
Teacher Preparation Report	X		Search Results Degree and Certificate Programs
Misrepresentation			N/A

Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
<p>College Navigator Website Does it include a direct link to the institution's web site that provides in an easily accessible manner:</p> <ul style="list-style-type: none"> • student activities offered by the institution • services offered by the institution for individuals with disabilities (including intellectual disabilities) • career and placement services offered to students during and after enrollment, and • institutional policies related to transfer of credit from other institutions 	X		<p>Student Services Financial Aid Programs</p>
<p>Availability of Employee for Dissemination Purposes</p>	X		<p>Gainful Employment Disclosure Statements</p>
<p>Gainful Employment Disclosures related to programs preparing students for gainful employment [34 C.F.R. § 668.6(b)]. Sample for a Program</p>	X		<p>Gainful Employment Disclosure Statements</p>

Distance Education / Online Learning

Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
A list of all programs that are offered at physical campus locations	X		Degree and Certificate Programs
A list of all programs that includes courses that are offered via distance education, regardless of the percentage (e.g. online)	X		Program of Study Degree and Certificate Programs Student Services Annual Credit Enrollment Report
Please provide whatever materials that explain the faculty role in regards to interaction with students in distance education courses (e.g. faculty contract, handbook, job description, policy, training materials).	X		Administrative Procedure 4105 Distance Education Accessibility Guidelines
Any instructions or materials provided to students for participation in online courses	X		Administrative Procedure 4105 PaCE Catalog

Correspondence Courses

Document	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL and page number) If hardcopy, include title and page number
The percentage of correspondence courses offered in the latest complete award year			N/A
A list of all courses offered in the latest complete award year, identifying those courses that are correspondence	X		New Learning Management System

Marketing Materials

Type	Online Indicate with X	Hardcopy Indicate with X	LOCATION Online (include URL) If hard/soft copy, include title and attach it
Catalog	X		Course Catalog & Schedules
Class Schedule	X		Course Catalog & Schedules
Social Media (Facebook, Twitter, LinkedIn, Google+)	X		Facebook Linkedin Twitter
Digital Signage	X		WebAdvisor
Posters	X		College of the Desert
Emergency Notification System	X		Emergency Notification at COD

Third Party Servicers

Third Party Servicers	Information
List of all Third Party Servicers involved in marketing, recruitment, and admissions and a description of the services they provide	N/A
List of all Third Party Servicers involved in the administration of Title IV	BankMobile, National Student Clearinghouse, I3 Group, Parker, Pierson & Associates, Student Data Warehouse Inc.

Additional Information

Type	Activity	LOCATION
Institutional and Financial Assistance Information for Students	Activity 1	Financial Aid Student Services
Drug & Alcohol Prevention	Activity 2	College Drug and Alcohol Policy Administrative Procedure 3560
Consumer Information for Student Athletes	Activity 3	College of the Desert Roadrunners EADA Information
Student Right-to-Know Act	Activity 4	Gainful Employment Disclosure Statements Catalog Transfer Rates Statistics
Clery/Campus Security Act	Activity 5	CLERY/Annual Reports
FERPA	Activity 6	Student Records and Privacy Act
Safeguarding Customer Information	Activity 7	Change in Authorization to Release Directory Information
Fire Safety Reports and Student Housing	Activity 8	College of the Desert Fire Safety Policy

Type	Activity	LOCATION
Misrepresentation	Activity 9	Accreditation Status Accreditation Student Graduation Options Transfer to Four-Year Colleges & Universities About COD Description of Facilities Master Plan College Planning Council Catalog Gainful Employment Disclosure Statements General Information Award Policies Tuition & Fees
Loan Disclosures	Activity 10	N/A- College of the Desert does not have loans
Gainful Employment Disclosure	Activity 11	Gainful Employment Disclosure Statements