College of the Desert: Consumer Disclosures

POLICIES AND PROCEDURES			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, include title and page number
Admission/Readmission, institution and academic programs	X		Board Policy 5010 Administrative Procedure 5010 Administrative Procedure 5011 Admission Admission/Readmission Procedures Application for Admission Concurrent Enrollment of High School Students High School Concurrent Enrollment Procedures and Application International Applicants Admissions Procedures for International Students International Student Application Registered Nursing AS Degree RN Multi-Criteria Selection Process Worksheet Vocational Nursing AS Degree LVN to RN Transition Program Application LVN to RN Multi-Criteria Selection Process Worksheet
Satisfactory Academic Progress (e.g. Undergraduate / Graduate / program specific, appeal process, academic plan, the treatment of Withdrawals or Incompletes)	X	X	Board Policy 4250 Probation, Disqualification, & Reinstatement; Catalog (2018-2019) Satisfactory Academic Progress Financial Aid Student Handbook Page 6, 11-19, 29-31 Internal Standards for Satisfactory Academic Progress Policy and Procedures (Hard Copy)

POLICIES AND PROCEDURES			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, include title and page number
Recruiter Compensation/incentive programs			N/A, College of the Desert is a public institution that does not have recruiter compensation or incentive programs.
Attendance Policies and Procedures (e.g. administrative withdrawals, tardiness)	X		Administrative Procedure 5070 Attendance Catalog Rights
Withdrawals, official and unofficial, drop/add policy	X		Enrollment Procedures; Catalog (2018-2019) Course Repeat and Withdrawal Policy Non-Evaluation Symbols; Catalog (2018-2019) Drops, Withdrawals and Repayment of Funds
Return of Title IV funds	X	X	Internal Refunds and Repayment-Return to Title IV Funds (R2T4) Policy (Hard Copy) Drops, Withdrawals and Repayment of Funds Financial Aid Student Handbook Page 24-27
Verification	X	X	Internal Verification Policies and Procedures (Hard Copy) Financial Aid Student Handbook Page 20-21
Awarding of Title IV funds (e.g. COA calculation, campus based policy, packaging)	X	X	Cost of Attendance Financial Aid Student Handbook Page 9-22 Rights, Responsibilities & General Information Internal Awarding and Packaging Policy (Hard Copy) Internal Pell LEU Policy and Procedure (Hard Copy) Year Round Pell Policy (Hard Copy)
Statements regarding the Institutional Educational Programs	X		Education Program Offerings

POLICIES AND PROCEDURES			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, include title and page number
A description of the salary structure and compensation packages offered to personnel engaged in admissions, or in supervising the admissions process, including any bonuses, incentive payments, or profit sharing arrangements; copies of employment contracts for each admissions position.			N/A, there are no incentive payments or any type of profit sharing arrangements offered within College of the Desert.
Academic Year Definition	X		Board Policy 4010 Administrative Procedure 4010 Academic Calendar; Catalog (2018-2019) page 11 Financial Aid Student Handbook Page 21-22
Campus Based Programs (FWS community service, FSEOG selection)	X	X	Work Study Financial Aid Programs Financial Aid Student Handbook Page 19, Page 27-30

POLICIES AND PROCEDURES			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, include title and page number
			Internal Federal and Alumni Work-Study Policy and Procedure (Hard Copy) Internal Awarding of Federal Supplemental Educational Opportunity Grant (FSEOG) (Hard Copy)
Pell Grant Formula for each program			All programs at College of the Desert are Formula 1.
Leave of Absence policies and procedures			N/A, College of the Desert is an open enrollment institution.
Credit Balance	X		Refunds Rights, Responsibilities & General Information
Professional Judgment	X	X	Internal Professional Judgment Policies and Procedures (Hard Copy) Financial Aid Student Handbook Page 21-23
Dependency Overrides	X	X	Internal Professional Judgement Policies and Procedures (Hard Copy) Financial Aid Student Handbook Page 21-23
Course Repeats	X		Board Policy 4225 Repeating Courses Course Repeat and Withdrawal Policy Satisfactory Academic Progress

Publications			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, include title and page number
Catalogs (e.g. Undergraduate, Graduate, program specific) Include information on academic calendar, program starts, use of modules	X		Catalog Archived Catalogs
Brochures *Provide at least 2 samples*		X	Brochures (Hard Copy)

Consumer Information / Disclosures			
Financial Assistance Information			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, 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		Financial Aid Student Handbook Page 10-20 Financial Aid Programs
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)]			Financial Aid Student Handbook Page 15-18 Financial Aid Programs

For each program, information must include [34 C.F.R. § 668.42(b)]: • 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	X	Board Policy 5010 Administrative Procedure 5010 Administrative Procedure 5011 Admission Admission/Readmission Procedures Application for Admission Concurrent Enrollment of High School Students High School Concurrent Enrollment Procedures and Application International Applicants Admissions Procedures for International Students International Student Application Registered Nursing AS Degree RN Multi-Criteria Selection Process Worksheet Vocational Nursing AS Degree LVN to RN Transition Program Application LVN to RN Multi-Criteria Selection Process Worksheet Applying for Financial Aid How to Apply for Financial Aid Financial Aid Forms Award Information Financial Aid Programs Scholarship Selection Process Financial Aid Student Handbook Internal Verification Policy (Hard Copy) Internal Federal and Alumni Work-Study Policy and Procedure (Hard Copy) Internal Awarding of Federal Supplemental Educational Opportunity Grant (FSEOG) (Hard Copy)
Rights and responsibilities of students receiving financial assistance, to include [34 C.F.R.	X	X	Rights, Responsibilities & General Information Financial Aid Student Handbook Page 30-32 Satisfactory Academic Progress

Consumer Information / Disclosures			
Financial Assistance Information			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, include title and page number
§ 668.42(c) except where indicated]			Disbursement Information Internal Satisfactory Academic Progress Policy (Hard Copy)
Information regarding private education loans	X		Outside Resources - Private Loans
Contacts for information on financial assistance and institutional issues [34 C.F.R. §§ 668.43(a)(8), 668.44]	X		Staff Info Financial Aid Availability for dissemination purposes
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, College of the Desert does not participate in the Federal Loan Program.
Institutional and financial aid student consumer publications	X		Institutional and financial aid student consumer disclosure publications

Consumer Information / Disclosures			
Financial Assistance Information			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, include title and page number
URL's for all financial aid consumer information	X		Financial Aid Student Handbook Satisfactory Academic Progress Drops, Withdrawals and Repayment of Funds Cost of Attendance Award Policies Work Study Financial Aid Programs Rights, Responsibilities & General Information Financial Aid Forms Disbursement Schedule Award Information Scholarship Selection Process Outside Resources - Private Loans Staff Info Financial Aid Net Price Calculator How to Apply Financial Aid Deadlines Financial Aid Consumer Information

Consumer Information / Disclosures			
Institutional Information			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, 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		Adult Basic Education
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 Tuition and Fees
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		Refund Policy
Requirements and procedures for officially withdrawing [C.F.R. § 668.43(a)(3)]	X		Enrollment Procedures Non-Evaluation Symbols Drops, Withdrawals and Repayment of Funds Course Repeat and Withdrawal Policy

Consumer Information / Disclosures			
Institutional Information			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, include title and page number
Summary of requirements related to return of Title IV funds (grant and loan aid) [C.F.R. § 668.43(a)(4)]	X	X	Internal Refunds and Repayment-Return to Title IV Funds (R2T4) (Hard Copy) Financial Aid Student Handbook Page 24-27 Drops, Withdrawals and Repayment of Funds
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)] Include information regarding required internships and externships	X		Current degree programs Course Descriptions Libraries, Labs & Activities College Libraries Intensive English Academy Math/Science Study Center Online Classes Tutoring & Academic Skills Center Faculty, Instructional Personnel and Administration Plans for Improving Academic Programs There are no internships and externships required at College of the Desert.

Consumer Information / Disclosures			
Institutional Information			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, include title and page number
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	X	Accreditation 2017-2024 Accreditations and Certifications College Planning Council Handbook (2020-2021) College Planning Council Agendas (2020-2021) College Planning Council Minutes (2020-2021) Academic Senate College of the Desert Educational Master Plan (2017-2022)
Services and facilities available to students with disabilities, including students with intellectual disabilities [C.F.R. § 668.43(a)(7)]	X	X	Disabled Students Programs and Services Facilities Disabled Students Programs and Services Accommodations & Services Guide Students with Disabilities (2020-2021) Disabled Students Programs and Services Catalog (2020-2021) Page 39 Disabled Students Programs and Services Student Handbook
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, College of the Desert does not offer study abroad.

Consumer Information / Disclosures			
Institutional Information			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, 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		Net Price Calculator
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		Board Policy 4050 Administrative Procedure 4050 Articulation (High School) Articulation Agreements Transfer Equivalency System http://catalog.collegeofthedesert.edu/college-credit-without-taking-classes/transfer-from-other-colleges/ General Education Patterns Transfer of Credit from Other Colleges Transfer to Four-Year Colleges & Universities Connection between School & Career
Copyright Information Policies and sanctions [34 C.F.R. § 668.43(a)(10)] • Did the institution provide a website link that provided the information in an "easily accessible manner"?	X		Computer and Network Use Board Policy Computer and Network Use Administrative Procedure Acceptable Use Guidelines Easily Accessible Website to Resources College of the Desert main page

Consumer Information / Disclosures			
Institutional Information			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, include title and page number
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 website
Textbook Information	X		Textbooks and course materials by course and term College of the Desert Bookstore main webpage
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 Admissions & Records WebAdvisor for Students Menu
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 PowerPoint posted on canvas to meet the requirements each year for constitution day.

Consumer Information / Disclosures			
Institutional Information			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, include title and page number
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: • 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)]			N/A, College of the Desert does not participate in written arrangements for non-degree and certificate granting schools.

Consumer Information / Disclosures			
Institutional Information			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, 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	Student Body Diversity (Hard Copy)
Verification To students selected for verification, a written statement explaining: • 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	X	How to Apply Financial Aid Deadlines Financial Aid Self-Service Financial Aid Student Handbook Page 20-21 Internal Verification Policy (Hard Copy)

Consumer Information / Disclosures			
Health and Safety			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, include title and page number
Vaccination Policy [HEA Sec. 485(a)(1)(V)]	X		Vaccination services
Drug and Alcohol Abuse Prevention Program • Penalties associated with drug related offenses • Links to 2 most recent program disclosures / distribution • biennial review [HEA Sec. 120, 34 C.F.R. Part 86]	X	X	**Students** Biannual Review Drug-Free Workplace & Campus Policy Catalog (2020-2021) Student Conduct Standards (2020-2021) Student Disciplinary Sanctions (2020-2021) Student Health Services for Drug and Alcohol Prevention and Intervention (2020-2021) Student Health and Wellness Center Brochure (Hard Copy) College of the Desert Biannual Email **Employees** Employee Assistance Program (Hard Copy) Drug Free Environment & Drug Free Prevention Program Board Policy (2018-2019) (Hard Copy) Drug Free Environment & Drug Free Prevention Program Administrative Procedure (2018-2019) (Hard Copy) Biannual Review for students and employees College of the Desert Biannual Email

Consumer Information / Disclosures			
Health and Safety			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, include title and page number
Clery (Campus Security Act) – Two most recent Annual Security Reports	X		Clery/Annual Reports
Crime Statistics	X		Clery/Annual Reports
Timely Warning and Emergency Notification	X		Emergency Notification Timely Warning
Daily Crime Log	X		Clery/Annual Reports
Emergency Response/Evacuation	X	X	Emergency Response Plan Board Policy Emergency Response Plan Administrative Procedure Emergency Response Guide Emergency Response email (Hard Copy)
Missing Person Notification			N/A; no student housing available.
Fire Safety Reports on Student Housing (two most recent)	X		N/A; no student housing available. Fire Safety Policy

Consumer Information / Disclosures			
Institutional Outcomes			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, include title and page number
Student Right-To-Know Act	X		Clery/Annual Reports Student Right to Know Disclosure 2020-2021 **Completion and Graduation Rates** **Student Right to Know Act**
Completion/graduation rates (for short term programs and if required by accrediting agency or State)	X		**Completion and Graduation Rates**
Completion/graduation rates for student athletes		X	Completion Graduation Rates for Student Athletes (Hard Copy)

Consumer Information / Disclosures			
Institutional Outcomes			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, include title and page number
Equity in Athletics Disclosure Act	X	X	[Equity in Athletics Disclosure Act (2018)](#) Equity in Athletics Data Survey Submission (2018; Hard Copy)
Institution's retention rate of certificate or degree-seeking, first-time, full-time undergraduate students (as reported to IPEDS		X	Retention Rates Reports in IPEDs (Hard Copy)
Placement in and types of employment obtained by graduates, with the source of the information, to current and prospective students	X		N/A, Gainful Employment regulations no longer in place
If institution advertises job placement rates to recruit students, data on employment and graduation statistics, relevant state licensing requirements, and information necessary to substantiate truth of the claims at or prior to the time the student applies to enroll			N/A, College of the Desert does not advertise job placement rates to recruit students.

Consumer Information / Disclosures			
Institutional Outcomes			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, include title and page number
For institutions with 4-year degree programs, information on types of graduate and professional education in which graduates enroll, to current and prospective students, including the source, methodology, and timeframes of the information			N/A; College of the Desert is a two-year institution.

Consumer Information / Disclosures			
Other			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, 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	FERPA emails (Hard Copy)
FERPA Information [34 C.F.R. Part 99, § 668.41(c)]	X	X	Board Policy 5040 Administrative Procedure 5040 Student Records & Privacy Act (FERPA); Catalog (2018-2019) FERPA Authorization
Health and Safety Exemption Requirement	X		Student Records & Privacy Act (FERPA) Notice of Privacy Practices
Establishing and Maintaining an Information Security Program	X		Computer and Network Use Board Policy Computer and Network Use Administrative Procedure Acceptable Use Policy for Vendors and Contractors Technology Confidentiality Agreement Form

Consumer Information / Disclosures			
Other			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, include title and page number
College Navigator Website Does it include a direct link to the institution's web site that provides in an easily accessible manner: - 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		Student Activities Disabled Students Programs and Services Career and Placement Services Transfer Center College Navigator Website
Teacher Preparation Program Report			N/A, College of the Desert does not offer teacher preparation programs
Availability of Employee for Dissemination Purposes	X		Availability of Employee for Dissemination Purposes

Consumer Information / Disclosures			
Distance Education / Online Learning			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, include title and page number
A list of all programs that are offered at physical campus locations	X		Programs of Study
A list of all programs that includes courses that are offered via distance education, regardless of the percentage (e.g. online)		X	A list of distance education courses (Hard Copy)
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	X	Welcome to COD's Distance Education Program Introduction to Distance Education Federal and State Guidelines for Distance Education Federal Regulations State Regulations College of the Desert Distance Education Policies Regular Effective Contact Hours Accessibility Requirements 1 Accessibility Requirements 2 Best Practices Instructor Certification Online Education Initiative Canvas Resources Participation in the Course Design Academy Conferzoom in Canvas (Hard Copy)

Consumer Information / Disclosures			
Distance Education / Online Learning			
Document	**Online** Indicate with X	**Hard Copy** Indicate with X	**LOCATION** Online (include URL and page number) If hard copy, include title and page number
Any instructions or materials provided to students for participation in online courses (including Web links)	X		Online Classes Welcome to CANVAS! CANVAS Resources Accessing an Online Course Online Learning at College of the Desert Are you ready to be an online student? Introduction to Online Learning Getting Tech Ready Organization is key to online success Online study skills and time management Communication skills for Online Learning Online Reading Strategies What technology do I need in order to be successful in an online course? Career Planning Educational Planning Instructional Support Personal Support Financial Planning Getting Started

Third Party Servicers	
List of all Third Party Servicers involved in marketing, recruitment, and admissions and a description of the services they provide	List of Third-Party Services are included (Hard Copy)
List of all Third Party Servicers involved in the administration of Title IV	National Student Clearinghouse, I3 Group, Customers Bank, Student Data Warehouse Inc.

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		Welcome to COD's Distance Education Program Introduction to Distance Education Federal and State Guidelines for Distance Education Federal Regulations State Regulations College of the Desert Distance Education Policies Regular Effective Contact Hours Accessibility Requirements 1 Accessibility Requirements 2 Best Practices Instructor Certification Online Education Initiative ConferZoom in Canvas Canvas Resources Participation in the Course Design Academy
Any instructions or materials provided to students for participation in online courses	X		Online Classes Welcome to CANVAS! CANVAS Resources Accessing an Online Course Online Learning at College of the Desert Are you ready to be an online student? Introduction to Online Learning

| | | | Getting Tech Ready
Organization is key to online success
Online study skills and time management
Communication skills for Online Learning
Online Reading Strategies
What technology do I need in order to be successful in an online course?
Career Planning
Educational Planning
Instructional Support
Personal Support
Financial Planning
Getting Started |