

## ANNUAL NOTICE OF REQUIRED DISCLOSURES OF CONSUMER INFORMATION<sup>1</sup>

WHAT TO DISCLOSE & PRIMARY CONTACT	BRIEF DESCRIPTION OF INFORMATION TO BE DISCLOSED	WHERE TO FIND DISCLOSURE INFORMATION
<p>Accreditation and Licensure</p> <p>Contact: <a href="mailto:Kathryn.yerkes@scranton.edu">Kathryn.yerkes@scranton.edu</a></p>	<p>Entities that accredit, approve, or license the institution, and information for reviewing this documentation. Information to file complaint with these entities. If applicable, information about any teach-out plans required by accrediting agencies.</p>	<p><a href="#">Consumer Information web site</a>  <a href="#">University Catalogs</a>  <a href="#">Middle States Accreditation web site</a>  <a href="#">Middle States Accreditation and State Authorizations</a>  <a href="#">Listing of Disciplinary Accreditations</a>                      Academic program web pages (various)</p>
<p>General Institutional Information (<i>additional specific Institutional Information elements detailed below</i>).</p> <p>Contact: <a href="mailto:Kathryn.yerkes@scranton.edu">Kathryn.yerkes@scranton.edu</a></p>	<ul style="list-style-type: none"> <li>• Annual Notice of Availability of Consumer Information</li> <li>• Titles and availability of employees responsible for dissemination of institutional information and how to contact them</li> <li>• Complaint Information: Accreditors and Other Entities</li> <li>• Student Grievance Procedures</li> <li>• If applicable, information about any enforcement action or judgment brought against the institution by a state, federal or law enforcement agency that could result in an adverse action of accreditation, state authorization or Title IV eligibility</li> </ul>	<p><a href="#">Consumer Information web site</a>  <a href="#">Complaints: Accreditor and State</a>  <a href="#">Complaint Information for Online Students</a>                      Annual Notice: Availability of Consumer Information</p>
<p>Student Financial Assistance Information</p> <p>Contact: <a href="mailto:finaid@scranton.edu">finaid@scranton.edu</a>  <a href="mailto:bursar@scranton.edu">bursar@scranton.edu</a></p>	<ul style="list-style-type: none"> <li>• Price of attendance/tuition, typical charges for room and board, and other fees</li> <li>• Net Price Calculator</li> <li>• Estimates of costs necessary for books and supplies and for transportation</li> <li>• Policies regarding disbursement of books and supplies for Title IV eligible students</li> <li>• All need-based and non-need based Federal, state, local, private and institutional financial assistance programs available to enrollees, including private educational loans</li> <li>• Terms and conditions of Title IV loans</li> </ul>	<p><a href="#">Consumer Information web site</a>  <a href="#">Office of Financial Aid</a>  <a href="#">Office of the Bursar</a>  <a href="#">Tuition and Fees</a>  <a href="#">Price of Attendance</a>  <a href="#">Net Price Calculator</a>  <a href="#">Textbook Costs</a>  <a href="#">Loans and Financing Options</a>  <a href="#">Lending Code of Conduct</a>  <a href="#">Preferred Lending Arrangements</a>  <a href="#">Comprehensive Guide to Financial Aid Programs</a>  <a href="#">Cohort Default Rates</a>                      Also: <i>Pennsylvania Act 121 Disclosure</i></p>

<sup>1</sup> As required by the Higher Education Opportunity Act (2008). Information on the Consumer Information page updated annually and as available. Annual notices to students distributed according to required dates and/or most recent updates available.

For paper copies of these documents, or for more information, contact the Office of Planning & Institutional Effectiveness at 570-941-6567, or email [Kathryn.yerkes@scranton.edu](mailto:Kathryn.yerkes@scranton.edu).

	<ul style="list-style-type: none"> <li>• Eligibility requirements and procedures for applying for aid, and, criteria for selecting recipients and determining award amount</li> <li>• Methods and frequency of disbursements of aid</li> <li>• Terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity of repaying loans</li> <li>• Titles and availability of employees responsible for dissemination of institutional and financial assistance information and how to contact them</li> <li>• Student eligibility and standards for Satisfactory Academic Progress</li> <li>• Statement that enrollment in program of study abroad approved for credit by home school may be considered enrollment in home school for purposes of applying for federal student aid</li> <li>• Terms applicable to employment provided as part of financial aid package</li> <li>• Entrance and Exit counseling information</li> <li>• Private educational loan information and preferred lender arrangements and lists</li> </ul>	
<p>Withdrawal &amp; Refund Policies</p> <p>Contact:  <a href="mailto:registrar@scranton.edu">registrar@scranton.edu</a>  <a href="mailto:finaid@scranton.edu">finaid@scranton.edu</a>  <a href="mailto:bursar@scranton.edu">bursar@scranton.edu</a></p>	<ul style="list-style-type: none"> <li>• Institutional policy, requirements, and other information about officially withdrawing from school</li> <li>• Requirements for return of Title IV grant or loan aid</li> <li>• Refund policy</li> </ul>	<p><a href="#">Consumer Information web site</a>  <a href="#">Refund Information</a>  <a href="#">Leave of Absence and Withdrawal Policy</a>  (University Undergraduate Catalog)</p>
<p>Family Educational Rights and Privacy Act (FERPA)</p> <p>Contact:  <a href="mailto:registrar@scranton.edu">registrar@scranton.edu</a></p>	<ul style="list-style-type: none"> <li>• Student rights and procedures for directory information not to be disclosed</li> <li>• Student rights to and procedures for reviewing educational records</li> <li>• Student rights to and procedures for amending educational records believed to be inaccurate or misleading</li> <li>• Right of institution disclose personally identifiable information in student educational record without prior consent</li> <li>• Student rights to file a complaint with DOE for institution's failure to comply with FERPA</li> </ul>	<p><a href="#">Consumer Information web site</a>  <a href="#">Annual Notice: FERPA Rights</a>  <a href="#">University Catalogs</a></p>
<p>Retention Rates</p>	<p>The retention rate of first-time, full time degree seeking students</p>	<p><a href="#">Consumer Information web site</a>  <a href="#">College Navigator</a></p>

<p>Graduation and Completion Rates</p>	<p>Graduation rates for</p> <ul style="list-style-type: none"> <li>• all full-time students;</li> <li>• students by gender,</li> <li>• race/ethnicity,</li> <li>• Pell grant recipients,</li> <li>• Stafford Loan recipients who did not receive a Pell grant,</li> <li>• Students who did not receive either type of aid;</li> <li>• Student athletes and students who receive athletically related aid.</li> </ul>	<p><a href="#">Consumer Information web site</a> <a href="#">College Navigator</a></p>
<p>Student Diversity Data</p>	<ul style="list-style-type: none"> <li>• Percentage of enrolled, full time students in the following categories: male, female, racial/ethnic groups, federal Pell Grant recipients</li> </ul>	<p><a href="#">Consumer Information web site</a></p>
<p>Academic Programs</p>	<ul style="list-style-type: none"> <li>• Information regarding the institution's current degree programs and educational training opportunities,</li> <li>• Instructional, lab, and other facilities that relate to the academic program</li> <li>• Faculty and Instructional Personnel</li> <li>• Any plans for improving academic programs</li> <li>• If applicable, descriptions of any written arrangements the institution has entered into to provide a portion of an educational program</li> </ul>	<p><a href="#">Consumer Information web site</a> <a href="#">University Catalogs</a> <a href="#">College Navigator</a> Academic program and student support services web pages</p>
<p>Professional Licensure and Certification</p>	<ul style="list-style-type: none"> <li>• If an educational program is designed to meet educational requirements for a specific professional licensure or certification required for employment, or is advertised as meeting such requirements, information about whether completion of that program would be sufficient to meet requirements in a state for that occupation, including a list of all states for which the institution has determined the educational program meets, does not meet, or has not been determined to meet, those requirements</li> </ul>	<p><a href="#">Consumer Information web site</a> <a href="#">Listing of Professional Licensure Programs and State Determinations</a> Direct notices to prospective and/or enrolled students in relevant programs, based on determination status</p>
<p>Textbook Information</p>	<p>On the institution's internet course schedule, the ISBN and retail price information of required and recommended text books and supplemental materials.</p>	<p><a href="#">University Bookstore: Course Schedule/Search</a></p>
<p>Transfer of Credit and Articulation Agreements</p>	<ul style="list-style-type: none"> <li>• Any established criteria used to regarding transfer of credit earned at another institution</li> <li>• A list of schools with which the institution has established an articulation agreement</li> </ul>	<p><a href="#">Consumer Information web site</a> <a href="#">University Catalogs</a> <a href="#">Academic Policy Handbook</a> Admissions and program web pages</p>

Student Disability Services	<ul style="list-style-type: none"> <li>• Descriptions of services and facilities for students with disabilities</li> </ul>	<a href="#">Consumer Information web site CTLE</a> Contact: <a href="mailto:ctle@scranton.edu">ctle@scranton.edu</a>
Drug and Alcohol Abuse Policies and Prevention Resources	<ul style="list-style-type: none"> <li>• Drug Free Workplace Policy</li> <li>• Drug and Alcohol Prevention Programming and Resources for Students and Employees</li> <li>• Notice to students of penalties associated with drug-related offences</li> <li>• Notice to student who has lost eligibility for grant, loan, or work study as result of drug-related offence penalties</li> </ul>	<a href="#">Consumer Information web site</a> <a href="#">Drug and Alcohol Prevention Resources for Students</a> <a href="#">Drug and Alcohol Prevention Resources for Faculty and Staff</a> <a href="#">Drug Free Workplace Policy</a> <a href="#">Annual Notice to students and employees</a>
Student Vaccination Policy	Policies regarding vaccinations	<a href="#">Consumer Information web site</a> <a href="#">Student Vaccination Policy</a>
Information Technology and Copyright Infringement	Institutional policies and penalties on copyright infringement, including unauthorized peer-to-peer filesharing.	<a href="#">Consumer Information web site</a> <a href="#">Annual Notice: P2P Filesharing and Copyright Compliance</a> <a href="#">Acceptable Use of Computing Resources and Copyright Infringement Policies</a>
Campus Safety and Security	<ul style="list-style-type: none"> <li>• Annual Security Report, including crime statistics, crime log, and other data</li> <li>• Emergency response and evacuation procedures</li> <li>• Annual Fire Log, fire safety policies and statistics</li> <li>• Missing Student Notifications and Procedures</li> <li>• Statement of policy addressing programs to prevent dating violence, domestic violence, sexual assault, or stalking, and information about disciplinary procedures and actions</li> <li>• Annual notice/distribution of Annual Reports to all enrolled students and employees.</li> <li>• Timely warnings and emergency notifications</li> </ul>	<a href="#">Consumer Information web site</a> <a href="#">Annual Security and Fire Safety Report</a> Annual Notice: Fire Safety and Security Reports Missing Persons Policy <a href="#">Annual Notice: Safety and Security Exercises</a> <a href="#">Sexual Harassment and Sexual Misconduct Policy and Resources</a>
Student Athletics and Equity in Athletics	<ul style="list-style-type: none"> <li>• By July 1 of each year, a report that describes student data, including program participation, demographic and graduation rate data about students who received athletically related aid.</li> <li>• Equity in Athletics Disclosure Act (EADA) Report, including data about athletic program participation and financial data</li> </ul>	<a href="#">Consumer Information web site</a> <a href="#">EADA Report</a> Direct notices to prospective student athletes and their parents

Voter Registration	Good faith effort to distribute a mail voter registration form to each student enrolled in a degree program and physically in attendance.	<a href="#">Consumer Information web site</a> <a href="#">RoyalsVote</a> <a href="https://Vote.pa.gov">https://Vote.pa.gov</a>
Constitution Day	Information pertaining to Constitution Day (September 17).	Annual Notice: Constitution Day <a href="#">Constitution Day Information</a>
Accountability for Programs that Prepare Teachers	School reports and other information that describes teacher preparation. Includes: statement of approval, goals, pass rates, description of preparatory activities, etc).	<a href="#">Consumer Information web site</a> <a href="#">PCPS web site</a> Academic program web pages
Student Outcomes	<ul style="list-style-type: none"> <li>• Licensure pass rates</li> <li>• Post-graduation employment data</li> </ul>	<a href="#">Consumer Information web site</a> Academic program web pages <a href="#">Office of Career Development</a>
Graduate and Professional Education	Information about the types of graduation and professional education in which graduates of 4-year programs enroll.	<a href="#">Consumer Information web site</a> Academic program web pages <a href="#">Office of Career Development</a>