

Otis College of Art and Design

Consumer Information Guide

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This public consumer information directory is based on current Department of Education requirements. Individuals who wish to have a paper form of this content or any notice on this form can contact the school and one will be printed out for you.

Each school must annually distribute to all enrolled students a notice of the availability of the information that is required to be made available to students under the Family Educational Rights and Privacy Act of 1974 (FERPA) and under Section 485(a)(1), Section 485(f), Section 485(g), Section 485(h) and Section 485(j).

I. General Institutional Information

A. **Academic Program (Educational Program, Instructional Facilities, and Faculty)**

Each school must make available to prospective and enrolled students information about the academic program of the school, including:

- Current degree programs and other educational and training programs
- Instructional, laboratory, and other physical plant facilities that relate to the academic program
- Faculty and other instructional personnel
- Any plans by the school for improving the academic program [upon determination by the school that such a plan exists]

B. **Transfer of Credit Policies and Articulation Agreements**

Each school must disclose and make available to prospective and enrolled students a statement of the school's transfer of credit policies that includes, at a minimum:

- Any established criteria the school uses regarding the transfer of credit earned at another school
- A list of schools with which the school has established an articulation agreement: Rice University, University of New Mexico, University of Southern California, University of California Irvine, Woodbury University, Santa Monica College, West Los Angeles College, San Diego Mesa College, Pasadena City College, El Camino College, Fashion Institute of Design and Merchandise.

C. **School and Program Accreditation, Approval or Licensure**

Each school must make available to prospective and enrolled students:

- Names of associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs
- Procedures for obtaining or reviewing documents describing accreditation, approval, or licensing

D. **Consumer Information on College Navigator Website**

The U.S. Department of Education is required to post 26 items on the College Navigator website for each school, including a link to the school's website that provides in an easily accessible manner:

- Student activities offered by the school
- Services offered by the school for individuals with disabilities
- Career and placement services offered to students during and after enrollment
- Policies of the school related to transfer of credit from other schools

Resources

34 CFR 668.41(a) –(d); 34 CFR 668.43

www.otis.edu/programs-study

<http://www.otis.edu/labs-shops>

www.otis.edu/faculty

34 CFR 668.43

www.otis.edu/transfer-students

www.otis.edu/registration-records/transfer-credits

34 CFR 668.41(a) –(d); 34 CFR 668.43

www.otis.edu/accreditation

<http://www.otis.edu/institutional-effectiveness-assessment>

HEOA Section 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (20 U.S.C. 1015a(i)(1)(V)); DCL GEN 08-12, pages 31 through 34

<http://nces.ed.gov/collegenavigator/?q=otis&s=all&id=120403>

E. Student Body Diversity

School must make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories:

- Male
- Female
- Self-identified members of major racial or ethnic group
- Federal Pell Grant recipients

F. Textbook Information

To the maximum extent practicable, and in a manner of the school's choosing, each school must disclose on the school's internet course schedule used for preregistration and registration purposes, the International Standard Book Number (ISBN) and retail price information of required and recommended textbooks and supplemental materials for each course listed. If the ISBN is not available, the school must include in the Internet course schedule the author, title, publisher, and copyright date for the textbook or supplemental material. If the school determines that the disclosure of the information is not practicable for a textbook or supplemental material, the school shall use the designation "To Be Determined."

If applicable, the school must include on the school's written course schedule a notice that textbook information is available on the Internet course schedule and the Internet address for the schedule.

Note: The HEOA Conference Report states that the provisions of this section do not require schools that do not offer Internet course schedule to create them, and that schools may provide a link to another appropriate website rather than providing the information directly in the Internet course schedule. The link must be clearly and prominently located on the Internet course schedule.

The college bookstore operated by or affiliated with the school, the school must make available as soon as practicable the most accurate information available regarding:

- The school's course schedule for the subsequent academic period
- The information provided for students regarding the required recommended textbooks and supplemental materials for each course or class
- The number of students enrolled in each course or class and the maximum student enrollment for each course or class

HEOA amendment effective August 14, 2008; **DCL GEN 08-12, page 95**

www.otis.edu/common-data-set

<http://nces.ed.gov/collegenavigator/?q=otis&s=all&id=120403>

(20 U.S.C. 1015b); HEOA amendment effective July 1, 2010; DCL GEN 08-12, page 35

www.otis.edu/books-readers

<http://www.otis.edu/estimated-price-lists>

<https://www.otis.edu/sites/default/files/The-Hoot-Otis-Catalog-and-Handbook-2018-19.pdf>

G. Disbursement for Books and Supplies

Disbursement of books and supplies policy for Pell eligible students must be provided to students in their consumer information.

H. Voter Registration

Each school must:

- Make a good faith effort to distribute a mail voter registration form (for federal elections and state elections for governor or other State chief executive) to each student enrolled in a degree or certificate program and physically in attendance at the school
- Make the voter registration form widely available to students at the school
- Request the forms from the state 120 days prior to the deadline for registering to vote within the state

This requirement does not apply to schools in states that do not have a voter registration requirement or that allow voters to register at the time of voting.

The HEOA (Section 493(a)(1)) added the provision that a school will be considered to be in compliance with the distribution requirement if the school electronically distributes the voter registration form from an Internet address where such a form can be downloaded. The information must be in an electronic message devoted exclusively to voter registration.

I. Facilities and Services Available to Student with Disabilities

Each school must make available to prospective and enrolled students information about facilities and services available to students with disabilities, including students with intellectual disabilities.

J. Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)

Schools must annually make available to current and prospective students the school's policies and sanctions related to copyright infringement, including:

- A statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities
- A summary of the penalties for violation of federal copyright laws
- The school's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system

668.164(i)

<https://my.otis.edu/student/finances/Documents/Financial%20Aid%20Policies%206-23-2017.pdf>

20 U.S.C. 1094(a)(23); DCL GEN 08-12, page 68

Voter Registration Forms are provided on campus in the Student Activities Office as well as outside of the library during voting season.

34 CFR 668.41 (a)-(d); 34 CFR 668.43; 34 CFR 668.231

www.otis.edu/disability-services

34 CFR 668.43(a)(10)

www.otis.edu/library/copyright-fair-use-guidelines

<http://www.otis.edu/library/heoa-copyright-notice>

www.otis.edu/computer-center/responsible-use-policies

<https://www.otis.edu/sites/default/files/The-Hoot-Otis-Catalog-and-Handbook-2018-19>
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K. Constitution Day

Section 111 requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

Section 111 of Division J of Pub. L. 108-447, the "Consolidated Appropriations Act, 2005," Dec. 8, 2004;

<http://www.otis.edu/campus-life>

Otis Community email is sent out to notify students of the event.

II. Graduation, Completion and Placement Rates Information

A. Completion/Graduation and Transfer-out Rates (Including Disaggregated Completion/Graduation Rates) (Student Right-to-Know Act)

Each school must annually make available to prospective and enrolled students the completion or graduation rate of certificate or degree-seeking, first-time, full-time, undergraduate students. The data are to be available by July 1 each year for the most recent cohort that has had 150 percent of normal time for completion by August 31 of the prior year.

If the information is requested by a prospective student, it must be made available prior to the student's enrolling or entering into any financial obligation with the school.

Note: Schools may add other information to their completion/graduation rate disclosures (e.g., graduation rates for other timeframes, but the HEA-required information must be identifiable and separate from any additional information).

A school that determines that its mission includes providing substantial preparation for students to enroll in another Title IV, HEA-eligible school must disclose a transfer-out rate for each cohort.

A student shall be counted as a completion or graduation if the student earns a degree or certificate or completes a transfer-preparatory program within 150 percent of normal time for the student's program.

Note: These data are collected in the IPEDS Graduation Rate Survey (GRS). For more information: <http://nces.ed.gov/ipeds>

Disaggregated Completion/Graduation Rates:

The HEOA (Section 488(a)(3)) added a provision requiring that the completion or graduation rates must be disaggregated by:

- Gender
- Major racial and ethnic subgroup (as defined in IPEDS)
- Recipients of a Federal Pell Grant
- Recipients of a subsidized Stafford Loan who did not receive a Pell Grant
- Students who did not receive either a Pell Grant or subsidized Stafford Loan

Students are to be considered to have received a grant or loan if they received it for the period used for determining the cohort – fall term or full year.

The disaggregated rates are to be disclosed only if the number of students in each group is sufficient to yield statistically reliable information and not

34 CFR 668.41(a) - (d); 34 CFR 668.45; 34 CFR 668.8(b)(1)(ii)

<http://nces.ed.gov/college-navigator/?q=otis&s=all&iid=120403>, click on Retention and Graduation Rates

https://www.otis.edu/sites/default/files/IPEDS%20Grad%20Retention%20Rates%20Website_110917_FINAL.pdf

<https://www.otis.edu/student-outcomes/retention-graduation-rates>

<http://www.otis.edu/sites/default/files/New%20and%20Transfer%20Grad%20%26%20Retention%20Rates%20Website%2010.2.16.pdf>

reveal personally identifiable information about an individual student. The requirement for disaggregation does not apply to 2-year degree-granting schools until academic year 2011-2012.

Exclusions:

Schools are allowed to exclude from completion/graduation or transfer-out rate calculations those students who leave school to serve in the Armed Forces, on official church missions, or with a federal foreign aid service, or are deceased or totally and permanently disabled.

The HEOA (Section 488(a)(2)) added a provision that applies to schools for which students who leave school to serve in the Armed Forces, on official church missions, or with a recognized federal foreign aid service represent 20 percent or more of the certificate-or degree-seeking, full-time undergraduates at the school. Those schools may include the students who leave for such service in their completion/graduation rate calculation but allow for the time the students were not enrolled due to their service by adding the time period the students were not enrolled due to their service to the 150 percent of normal time used in the calculations.

B. Retention Rate

Schools must make available to current and prospective students the retention rate of certificate or degree seeking, first-time, undergraduate students as reported to IPEDS.

This information is collected in the IPEDS Fall Enrollments Survey. For more information: <http://nces.ed.gov/ipeds>

If the retention rate information is requested by a prospective student, the information must be made available prior to the student's enrolling or entering into any financial obligation with the school.

C. Placement in Employment

Schools must make available to current and prospective students information regarding the placement in employment of, and types of employment obtained by, graduates of the school's degree or certificate programs.

Schools must identify the source of the placement information, and any timeframes and methodology associated with it.

Under this provision, schools are not required to calculate placement rates, but a school must disclose any placement rates it calculates for the school or any program.

34 CFR 668.41

<http://nces.ed.gov/collegenavigator/?q=otis&s=all&id=120403>

https://www.otis.edu/sites/default/files/Graduation%20%26%20Retention%20Rates_Charts_11122018_FINAL_0.pdf

34 CFR 668.41(d)

<http://www.otis.edu/career-services/careers-academic-department>

D. Types of Graduate and Professional Education in Which the School's Graduates Enroll

Schools must make available to current and prospective students information regarding the types of graduate and professional education in which graduates of the institution's 4-year degree programs enroll. Schools must identify the source of the information, and any timeframes and methodology associated with it.

Per Career Services 10/21/16, Graduate School Information from the Class of 2015 Alumni Survey.

The Class of 2015 was surveyed using Formstack during the months of February to May 2016. Out of 218 alumni who were sent the survey 85 or 38.9% responded. This response rate was slightly lower than last year's response rate of 40.7% but higher than the 2012 and 2013 response rate of 34%

Graduate or Professional Schools

Architecture Association School of Architecture
Yale, UCLA, NYU, or other
Cal Arts
Cal Berkeley
Otis College of Art & Design
St. Martins (London)
Parsons
FIT

E. Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)

Each school must annually provide a notice to all enrolled students about:

- The right to review their educational records, to request amendment of records, to consent to disclosures or personally identifiable information, and to file complaints with the U.S. Department of Education
- Procedures for reviewing educational records and requesting amendment of records
- If applicable, information about the school's policy regarding disclosures to school officials with a legitimate educational interest in the educational records.

In order to disclose directory information without prior consent, a school must provide to students a notice of directory information that includes:

- The types of information the school has designated as directory information
- The student's right to refuse to allow any or all such information about the student to be designated as directory information, and the time period the student has for notifying the school in writing

34 CFR 668.41(d)

(See information listed under section D.)

34 CFR 668.41(c); 34 CFR Part 99

<http://www.otis.edu/ferpa-policy>

III. Health and Safety Information

A. Drug and Alcohol Abuse Prevention Program

Each school must annually distribute in writing to each student and each employee:

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school's property or as part of any of the school's activities
- Descriptions of applicable legal sanctions under state, local, and federal law
- Description of health risks
- Description of available counseling, treatment, rehabilitation, or re-entry programs
- Clear statement that the school will impose sanctions for violation of standards of conduct and a description of sanctions
 - i. Note: Students who enroll or employees who are hired after the annual distribution must receive the information.
 - ii. Each school must make available, upon request, to the U.S. Department of Education and to the public, the information distributed to students and employees and the results of a biennial review of the school's program that:
 - Determines the effectiveness of the program and implements needed changes
 - Determines the number of drug and alcohol-related violations and fatalities that occur on the school's campus or as part of the school's activities, and are presorted to campus officials
 - Determines the number and type of sanctions that are imposed
 - Ensures that sanctions are consistently enforced

B. Security Report (Including Crime Statistics, Timely Warnings and Emergency Notification, Crime Log, and Emergency Response and Evacuation Procedures)

Schools must distribute, by October 1 each year, a security report or a notice of the report to all current students and employees. If the school distributes the report by posting it on the school's website, the school must provide a notice by October 1 that includes a statement of the report's availability, the exact electronic address, a brief description of the report's contents, and a statement that the school will provide a paper copy upon request.

The school must provide a notice to prospective students and employees that include a statement of the report's availability, a description of its contents, and an opportunity to request a copy. If the report is posted on a website the notice must include the exact electronic address and a statement that the school will provide a paper copy of the report upon request.

34 CFR 86

FACULTY HANDBOOK
<https://www.otis.edu/faculty-handbook>

Page 66, 67

<https://www.otis.edu/sites/default/files/The-Hoot-Otis-Catalog-and-Handbook-2018-19.pdf>
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<https://www.otis.edu/campus-safety/annual-security-report>

https://www.otis.edu/sites/default/files/Otis%20College%20ASR%202017%20Final%20Draft_0.pdf

34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A

www.otis.edu/annual-crime-report

www.otis.edu/campus-safety

<http://nces.ed.gov/collegenavigator/?q=otis&s=all&id=120403#crime>

www.otis.edu/emergency-information-students

A school may combine the publication of the security report and the fire safety report if the title of the combined report clearly states that both reports are included. If the security and fire safety reports are published separately, each report must include information about how to access the other report.

The report must contain information about:

- The crime statistics required in 34 CFR 668.46(c)
- A statement of policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. This statement includes the school's policies concerning its response to these reports, including:
 - i. Policies for making timely warning reports to members of the campus community, as required by 34 CFR 668.46(e), regarding the occurrence of crimes described in 34 CFR 668.46(c)(1)
 - ii. Policies for preparing the annual disclosure of crime statistics
 - iii. A list of the titles of each person or organization to whom students and employees should report the criminal offenses described in 34 CFR 668.46(c)(1) for the purposes of making timely warning reports and the annual statistical disclosure; and
 - iv. Policies or procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics
- A statement of policies concerning security of and access to campus facilities, including campus residences and security considerations used in the maintenance of campus facilities
- A statement of policies concerning campus law enforcement that:
 - i. Addresses the enforcement authority and jurisdiction of security personnel
 - ii. Addresses the working relationship of campus security personnel with State and local police agencies, including:
 - Whether those security personnel have the authority to make arrests; and
 - Any agreements, such as written memoranda of understanding between the school and such agencies, for the investigation of alleged criminal offenses
 - iii. Encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report; and
 - iv. Describes procedures, if any, that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for including in the annual disclosure of crime statistics

<http://www.otis.edu/campus-safety/annual-security-report>

- A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others
- A description of programs designed to inform students and employees about the prevention of crimes
- A statement of policy concerning the monitoring and recording through local police agencies of criminal activity by students at non-campus locations of student organizations officially recognized by the school, including student organizations with non-campus housing facilities
- A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws
- A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws
- A description of any drug or alcohol-abuse education programs, as required under Section 120(a) through (d) of the HEA, otherwise known as the Drug-Free Schools and Communities Act of 1989. For the purpose of meeting this requirement, the school may cross-reference the materials the school uses to comply with Section 120(a) through (d) of the HEA

• A statement of policy regarding the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking, as defined in 34 CFR 668.46(a), and of procedures that the school will follow when one of these crimes is reported. The statement must include:

- i. A description of the school's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking, as required by 34 CFR 668.46(j)
- ii. Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about:
 - The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order
 - How and to whom the alleged offense should be reported
 - Options about the involvement of law enforcement and campus authorities, including notification of the victim's option to:
 - Notify proper law enforcement authorities, including on-campus and local police
 - Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses
 - Decline to notify such authorities
 - Where applicable, the rights of victims and the school's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the school

<https://www.otis.edu/campus-safety/annual-security-report>

<https://my.otis.edu/student/campussecurity/Pages/default.aspx>

- iii. Information about how the school will protect the confidentiality of victims and other necessary parties, including how the school will:
 - Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in Section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20))
 - Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures
- iv. A statement that the school will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the school and in the community
- v. A statement that the school will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The school must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement
- vi. An explanation of the procedures for school disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as required by 34 CFR 668.46(k)
- vii. A statement that, when a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the school will provide the student or employee a written explanation of the student's or employee's rights and options as described in 34 CFR 668.46 (b)(11)(ii) through (vi)
 - A statement advising the campus community where law enforcement agency information provided by a State under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), concerning registered sex offenders may be obtained, such as the law enforcement office of the school, a local law enforcement agency with jurisdiction for the campus, or a computer network address
 - A statement of policy regarding emergency response and evacuation procedures, as required by 34 CFR 668.46(g)
 - A statement of policy regarding missing student notification procedures, as required by 34 CFR 668.46(h)

34 CFR 668.46(k)

<http://www.otis.edu/campus-safety/annual-security-report>

<http://www.otis.edu/title-ix>

Timely Warning and Emergency Notification:

Your school must, in a manner that is timely and that withholds as confidential the names and other identifying information of victims, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 ([U.S.C.13925\(a\)\(20\)](#)) and that will aid in the prevention of similar crimes, report to the campus community on the following crimes:

- Criminal homicide
 - i. Murder and non-negligent manslaughter
 - ii. Negligent Manslaughter
- Sex Offenses
 - i. Rape
 - ii. Fondling
 - iii. Incest
 - iv. Statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests and referrals for disciplinary actions, including:
 - i. Arrests for liquor law violations, drug law violations, and illegal weapons possession
 - ii. Persons not included in [34 CFR 668.46\(c\)\(1\)\(ii\)\(A\)](#) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession
- Hate crimes, including:
 - i. The number of each type of crime in [34 CFR 668.46\(c\)\(1\)\(i\)](#) that are determined to be hate crimes
 - ii. The number of the following crimes that are determined to be hate crimes:
 - Larceny-theft
 - Simple assault
 - Intimidation
 - Destruction/damage/vandalism of property
 - iii. Dating violence, domestic violence, and stalking as defined in [34 CFR 668.46\(a\)](#)
- Crimes that are reported to campus security authorities as defined under the school’s statement of current campus policies pursuant to [34 CFR 668.46\(b\)\(2\)](#) or local police agencies
- Crimes that are considered by the school to represent a threat to students and employees
- The school is NOT required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor

- If there is an immediate threat to the health or safety of students or employees occurring on campus, as described in 34 CFR 668.46(g)(1), the school must follow its emergency notification procedures. A school that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the school must provide adequate follow-up information to the community as needed

Crime Log:

- If your school maintains a campus police or security department, it must maintain a written, easily understood daily crime log that records, by the date the crime was reported, any crime that occurred within its Clery geography, as described in paragraph (ii) of the definition of *Clery geography* in paragraph (a) of 34 CFR 668.46, and that is reported to the campus police or the campus security department. This log must include:
 - The nature, date, time, and general location of each crime
The disposition of the complaint, if known
 - The school must make an entry or an addition to an entry to the log within two business days, as defined in 34 CFR 668.46(a), of the report of the information to the campus security department, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim
 - The school may withhold information required under 34 CFR 668.46(f)(1) and (2) if there is clear and convincing evidence that the release of the information would:
 - i. Jeopardize an ongoing criminal investigation or the safety of an individual
 - ii. Cause a suspect to flee or evade detection
 - iii. Result in the destruction of evidence
 - The school must disclose any information withheld under 34 CFR 668.46(f)(3) once the adverse effect described in that paragraph is no longer likely to occur
 - The school may withhold under 34 CFR 668.46(f)(2) and (3) only that information that would cause the adverse effects described in that section
 - The school must make the crime log for the most recent 60-day period open to public inspection during normal business hours. The school must make any portion of the log older than 60 days available within two business days of a request for public inspection

Emergency Response and Evacuation Procedures:

34 CFR 668.46(g)(1)

<http://www.otis.edu/campus-safety/emergency-information-students>

34 CFR 668.46

<http://www.otis.edu/campus-safety/crime-fire-log>

<http://www.otis.edu/campus-safety/emergency-information-students>

34 CFR 668.46(b)(11); 34 CFR 668.46(j)

www.otis.edu/annual-crime-report

www.otis.edu/campus-safety

The school must include a statement of policy regarding emergency and response evacuation in the annual security report. This statement must include:

- The procedures the school will use to immediately notify campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus
- A description of the process the school will use to:
 - i. Confirm that there is a significant emergency or dangerous situation as described in 34 CFR 668.46(g)(1)
 - ii. Determine appropriate segment(s) of campus community to receive a notification
 - iii. Determine the content of the notification
 - iv. Initiate the notification system
- A statement that the school will (w/o delay and taking into account the safety of the community) determine the content of the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency
- A list of the titles of the person or persons or organization or organizations responsible for carrying out the actions described in 34 CFR 668.46(g)(2)
- The school's procedures for disseminating emergency information to the larger community
- The school's procedures to test the emergency response and evacuation procedures on at least an annual basis, including:
 - i. Tests that may be announced or unannounced
 - ii. Publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year
 - iii. Documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced

C. Security Report – Programs to prevent dating violence, domestic violence, sexual assault, and stalking policy

As required by 34 CFR 668.46(b)(11), a school must include in its annual security report a statement of policy that addresses the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking.

The statement must include:

- A description of the school's primary prevention and awareness programs for all incoming students and new employees, which must include:
 - i. A statement that the school prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in 34 CFR 668.46(a)

- ii. The definition of “dating violence,” “domestic violence,” “sexual assault,” and “stalking” in the applicable jurisdiction
- iii. The definition of “consent,” in reference to sexual activity, in the applicable jurisdiction
- iv. A description of safe and positive options for bystander intervention
- v. Information on risk reduction
- vi. The information described in 34 CFR 668.46(b)(11) and (k)(2)

- A description of the school’s ongoing prevention and awareness campaigns for students and employees, including information described in 34 CFR 668.46(j)(1)(i)(A) through F

Other required information:

- The school must ensure that the proper implementation of *Awareness programs, Bystander intervention, Ongoing prevention and awareness campaigns, Primary prevention programs, and Risk reduction* is done according to the definitions outlined in 34 CFR 668.46(j)(2)(i)-(v)
- The school’s programs to prevent dating violence, domestic violence, sexual assault, and stalking must include, at a minimum, the information described in 34 CFR 668.46(j)(1)

As required in 34 CFR 668.46 (b)(11)(vi), the school must include in its annual security report a clear statement of policy that addresses the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking as defined in 34 CFR 668.46(a) that:

- Describes each type of disciplinary proceeding used by the school; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the school determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking
- Describes the standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking
- Lists all of the possible sanctions that the school may impose following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking
- Describes the range of protective measures that the school may offer to the victim following an allegation of dating violence, domestic violence, sexual assault, or stalking

Provides that the proceedings will:

34 CFR 668.40 ; DCL GEN 08-12, pages 101 through 102

<https://www.otis.edu/sites/default/files/The-Hoot-Otis-Catalog-and-Handbook-2018-19.pdf>
PAGE 53

HEOA Section 488(a)(1)(E): amended HEA Section 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Section 485(a)(1)(V)

HEOA amendment effective August 14, 2008; DCL GEN 08-12, page 96

- Include a prompt, fair, and impartial process from the initial investigation to the final result
- Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability
- Provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice
- Not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however the school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

An institution must provide simultaneous notification, in writing, to both the accuser and the accused, of:

- The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking
- The school's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available
- Any change to the result
- When such results become final

D. Notice of Federal Student Financial Aid Penalties for Drug Law Violations

Each school must provide to every student upon enrollment a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA.

It also requires the school to provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA a separate clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA (20 U.S.C. 1091(r)(2)).

E. Vaccination Policy

Schools must make available to current and prospective students information about school policies regarding vaccinations.

[https://www.otis.edu/
student-health-
wellness-center/
immunizations-
screenings](https://www.otis.edu/student-health-wellness-center/immunizations-screenings)

IV. Financial Aid Information

A. Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Each school must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Section 485(a)(1), Section 485(f), Section 485(h), and Section 485(j).

B. Student Financial Aid Information

Each school must make available to prospective and enrolled students information about:

- All the need-based and non-need-based federal, state, local, private and institutional student financial assistance programs available to students who enroll at the school
- Terms and conditions of the Title IV, HEA loans
- Criteria for selecting recipients and for determining award amount
- Eligibility requirements and procedures for applying for aid
- Methods and frequency of disbursements of aid
- Rights and responsibilities of students receiving Title IV, HEA student Financial Aid, including criteria for continued student eligibility and standards for Satisfactory Academic Progress
- Terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity for repaying loans
- A statement that enrollment in a program of study abroad approved for credit by the home school may be considered enrollment in the home school for purposes of applying for federal student financial aid
- General conditions and terms applicable to employment provided as part of financial aid package
- The exit counseling information the school provides and collects

C. Price of Attendance

Each school must make available to prospective and enrolled students information about the price of attendance, including tuition and fees, books and supplies, room and board, transportation costs, and any additional costs for a program in which the student is enrolled or expresses an interest.

D. Refund Policy, Requirements for Withdrawal and Return of Title IV Financial Aid

Each school must make available to prospective and enrolled students information about:

- The school's refund policy
- Requirements and procedures for official withdrawal
- Requirements for Return of Title IV, HEA grant or loan aid

34 CFR 668.43; 34 CFR 668.44

<https://www.otis.edu/financial-aid/contact>

<https://my.otis.edu/student/finances/Documents/Financial%20Aid%20Policies%206-23-2017.pdf>

34 CFR 668.41(a) - (d), 34 CFR 668.42, 34 CFR 668.43

<http://www.otis.edu/financial-aid-office/student-loans>

<https://www.otis.edu/financial-aid>

<https://www.otis.edu/financial-aid-office/student-loans>

<https://studentloans.gov/myDirectLoan/index.action>

<https://my.otis.edu/student/finances/Documents/Financial%20Aid%20Policies%206-23-2017.pdf>

FR 668.41(a) – (d); 34 CFR 668.43

<https://www.otis.edu/financial-aid/cost-attendance>

34 CFR 668.41(a) –(d); 34 CFR 668.43

<https://my.otis.edu/student/finances/Documents/Financial%20Aid%20Policies%206-23-2017.pdf>

E. Net Price Calculator

Schools must make available on their websites by October 29, 2011 a net price calculator. The school may use the template provided by the U.S. Department of Education or may develop a customized version that must include, at a minimum, the same elements as the Department's version. Individual net price estimates must be accompanied by a prominent disclaimer noting that the estimate is not final, is not binding, and may change. Further, the disclaimer must note that the student must complete the Free Application for Federal Student Aid (FAFSA) to be eligible for and receive Federal student aid funds. A link to the Department's FAFSA website must be included.

F. State Grant Assistance

Schools must inform all eligible borrowers enrolled in the school about the availability of and their eligibility for grant assistance from the state in which the school is located, and provide sources of information about grant assistance from other states.

G. Student Loan Information Published by the U.S. Department of Education

Schools are required to provide information published by the U.S. Department of Education to students at any time that information regarding loan availability is provided. The publication includes information about rights and responsibilities of students and schools under Title IV, HEA loan programs.

H. National Student Loan Data System (NSLDS)

Schools that enter into an agreement with a potential student, student, or parent of a student regarding a Title IV, HEA loan are required to inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

I. Entrance Counseling for Student Loan Borrowers

Note: The final regulations include the entrance counseling requirements separately for each loan program. See the program regulations for complete information.

Prior to the first disbursement, each school must provide to a first-time borrower of the FFELP or Federal Direct Loan (other than consolidated or Parent PLUS loans) comprehensive information on the terms and conditions of the loan and of the borrower's responsibilities. The information is to include:

- An explanation of the use of the Master Promissory Note
- The seriousness and importance of the students' repayment obligation
- Information on half-time enrollment and the consequences of not maintaining half-time enrollment

https://otiscollege.formstack.com/forms/loa_withdrawal_form

20 U.S.C. 1015a(a), 20 U.S.C. 1015a(h); DCL GEN 08-12, page 33

<https://www.otis.edu/otis-net-price-calculator>

34 CFR 668.14(b)(11)

<https://www.otis.edu/financial-aid/grants>

HEOA Section 488 (c) amended HEA Section 485(d) (20 U.S.C. 1092(d))

<http://www.otis.edu/financial-aid-office/student-loans>

<https://studentaid.ed.gov/sa/types/loans>

<https://my.otis.edu/student/finances/Documents/Financial%20Aid%20Policies%206-23-2017.pdf>

HEOA Section 489 amended HEA Section 485B(d)(4) (20 U.S.C. 1092b)

www.otis.edu/financial-aid-office/repayment

<https://studentaid.ed.gov/sa/repay-loans>

34 CFR 685.304(a)

<https://www.otis.edu/financial-aid>

- Borrowers of unsubsidized loans have the option of paying interest while in school
- Definition of half-time enrollment and the consequences of not maintaining half-time enrollment
- Importance of contacting appropriate offices if student withdraws prior to completion of program of study
- Sample monthly repayment amounts
- The obligation of the borrower to repay the full amount of loan regardless of whether the borrower complete program or completes within regular time for completion, is unable to obtain employment upon completion, or is otherwise dissatisfied with or does not receive the educational or other services the borrower purchased from the school
- Consequences of default
- Information about the NSLDS and how the borrower can access the borrower's records
- Name and contact information for individual the borrower may contact with questions about the borrower's rights and responsibilities or the terms and conditions of the loan

J. **Exit Counseling for Student Loan Borrowers**

Note: The final regulations include the entrance counseling requirements separately for each loan program. See the program regulations for complete information.

Each school must provide counseling to borrowers of loans under the FFEL, Federal Direct Loan, or Perkins Loan programs (other than consolidated or Parent PLUS loans) shortly before the student borrower ceases at least half-time study at the school. The counseling will provide information on:

- Average anticipated monthly repayment amount
- Repayment plan options
- Options to prepay or pay on shorter schedule
- Debt Management Strategies
- Use of Master Promissory Note
- The seriousness and importance of student's repayment obligation
- Terms and conditions for forgiveness or cancellation
- Copy of information provided by the U.S. Department of Education
- Terms and conditions for deferment or forbearance
- Consequences of default
- Options and consequences of loan consolidation
- Tax benefits available to borrowers
- The obligation of the borrower to repay the full amount of the loan regardless of whether the borrower completes program or completes within regular time for completion, is unable to obtain unemployment upon completion, or is otherwise dissatisfied with or did not receive the educational or other services the borrower purchased from the school
- Availability of the Student Loan Ombudsman's office

34 CFR 685.304(b); 34 CFR 668.42; 34 CFR 674.42(b)

<http://www.otis.edu/financial-aid-office/student-loans>

<https://studentaid.ed.gov/sa/repay-loans/understand/exit-counseling>

Exit Counseling is mandatory for seniors the first semester of their senior year. Students must complete both Online AND In-person Counseling. Notice is sent via email and to Department Chairs.

- Information about NSLDS. The U.S. Department of Education is required to provide a disclosure form for students and prospective students about NSLDS

K. Private Education Loan Disclosures (Including Self-Certification Form)

Schools or school-affiliated organizations (e.g., alumni organizations, foundations) that provide information regarding a private education loan from a lender to a prospective borrower must provide information to the prospective borrower, including:

- Information required under Section 128(e) of the Truth in Lending Act ([15 U.S.C. 1638\(e\)](#))
 - That the prospective borrower may qualify for loans or other assistance under the Title IV, HEA programs
 - That the terms and conditions of the Title IV, HEA program loans may be more favorable than the provisions of the private education loan
- The information regarding private education loans must be presented in a manner that makes it distinct from information regarding Title IV, HEA program Loans.

L. Self-Certification Form

The school must, upon request provide in written or electronic form to an enrolled or admitted student applicant for a private education loan the self-certification form for private education loans required under Section 128(e)(3) of the Truth in Lending Act ([15 U.S.C. 1638\(e\)\(3\)](#)), and the information required to complete the form, to the extent the school possesses the information. The U.S. Department of Education is required to develop the form. The self-certification form for private education loans is published in [DCL-GEN-10-01](#).

M. Code of Conduct for Education Loans

Each school must prominently publish on the school's website a code of conduct that prohibits a conflict of interest with the responsibilities of an agent of the school with respect to FFELP or private education loans. All agents with responsibility for loans must be informed annually of the provisions of the code. The code of conduct must prohibit:

- Revenue-sharing arrangements with any lender
- Receiving gifts from a lender, a guarantor, or a loan services
- Contracting arrangement providing financial benefit from any lender or affiliate of a lender
- Directing borrowers to particular lenders, or refusing or delaying loan certifications
- Offers of funds for private loans
- Call center or financial aid office staffing assistance
- Advisory board compensation

34 CFR 601.2; 34 CFR 601.11; 34 CFR 601.30; 34 CFR 668.14(b)(29)

www.otis.edu/financial-aid-office/private-loans

<https://choice.fastproducts.org/FastChoice/home/125100>

34 CFR 601.2; 34 CFR 601.11; 34 CFR 601.30; 34 CFR 668.14(b)(29)

www.otis.edu/financial-aid-office/private-loans

<https://choice.fastproducts.org/FastChoice/home/125100>

Provided directly to students upon request.

34 CFR 601.2; 34 CFR 601.21; 34 CFR 668.14(b)(27)

<https://my.otis.edu/student/finances/Documents/Financial%20Aid%20Policies%206-23-2017.pdf>

N. Private Education Loans

Each school must provide on its website, and in publications, mailings, or electronic messages, or materials that are distributed to prospective or current students and their families that describe the financial aid opportunities available to students attending the school and that describe or discuss private education loans, the information required to be disclosed under Section 128(e)(11) of the Truth in Lending Act ([15 U.S.C. 1638\(e\)\(11\)](#)) for each type of private loan offered pursuant to a preferred lender arrangement.

Each school-affiliated organization must provide on its website, and in publications, mailings, or electronic messages, or materials distributed to students and families that describe private education loans and the information required to be disclosed under Section 128(e)(1) of the Truth in Lending Act ([15 U.S.C. 1638\(e\)\(1\)](#)) for each type of private loan offered pursuant to a preferred lender arrangement.

The name of the lender must be displayed in all information and documentation related to private education loans.

The information in the model disclosure form and the Truth in Lending Act information must be provided annually in a manner that allows students and families to take the information into account before selecting a lender or applying for an education loan.

O. Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members

In carrying out the principles of E.O. 13607, an institution commits to provide the Shopping Sheet to veterans and service members before they decide to attend the institution. This might be accomplished most easily by providing the Shopping Sheet to all students. An institution may make appropriate modifications by deleting items that are not relevant for particular groups of students (e.g., graduate students).

In the case of an institution subject to E.O. 13607, the Annotated Shopping Sheet indicates that institutions that agree to comply with E.O. 13607 are expected to provide the Shopping Sheet to undergraduate students who are eligible to receive Federal military or veterans education benefits.

The Annotated Shopping Sheet indicates that Institutions are expected to provide the Shopping Sheet (as appropriately modified) to graduate students who are eligible to receive Federal military or veterans education benefits OR to provide the information that is included in the Shopping Sheet in a format of their choosing.

34 CFR 601.2; 34 CFR 601.10; 34 CFR 601.12; 34 CFR 601.20; 34 CFR 601.21

<https://www.otis.edu/financial-aid/student-loans>

<https://choice.fastproducers.org/FastChoice/home/125100/1>

12-17; Education Secretary Duncan's July 24, 2012 Letter; Annotated Shopping Sheet

<http://www.otis.edu/veterans>

Executive Order 13607; DCL GEN-12-10; DCL GEN-12-12; DCL GEN-

Shopping sheets are sent to all NEW military students.

Note: Schools that have not agreed to adopt the Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members set forth in [E.O. 13607](#) are requested to voluntarily adopt the “Shopping Sheet” for prospective students.

A postsecondary institution fulfills the notification requirement outlined in E.O. 13607 by providing the following information:

- Information about the maximum amount of Title IV, HEA aid available to students
- An explanation that the borrower may qualify for Title IV, HEA loans
- An explanation that the terms and conditions of Title IV, HEA loans may be more favorable than the provision of private education loans; and
- A brief **explanation*** about the education benefit programs offered by the Department of Veterans Affairs and Department of Defense
- Information regarding private student loans must be presented in a way that is distinct from the information regarding Title IV, HEA loans

* See **Sample Brief Explanation about the education benefit programs offered by the Department of Veterans Affairs and Department of Defense** in [DCL GEN-12-10](#).

An institution provides educational plans for all individuals using Federal military and veterans educational benefits that detail how those individuals will fulfill all the requirements necessary to graduate and the expected timeline of completion by disclosing general **degree requirements*** for the service member, family members, and veteran’s educational program (**education plan***) to the member and his or her Service.

These requirements, typically articulated in the institution’s course catalog, should:

- Include the total number of credits needed for graduation
- Divide the coursework students must complete in accordance with institutional academic policies into general education, required, and elective courses
- Articulate any additional departmental or graduate academic requirements, such as satisfying institutional and major field grade point average requirements, a passing grade in any comprehensive exams, or completion of a thesis or dissertation

In addition to providing degree requirements, the institution provides to service members, veterans, and their family members who have previous coursework from other accredited institutions and relevant military training and experiential learning an evaluated educational plan that indicates how many, if any, transfer credits it intends to award and how these transfer credits will be applied toward the student's educational program. The **evaluated educational plan*** will be provided within 60 days after the individual has selected a degree program and all required official transcripts have been received. *See **Definitions in** [DCL GEN-12-10](#).

www.otis.edu/registration-records/course-catalog-student-handbook