

## **Alma College: Student Consumer Information Requirements**

The Higher Education Act of 1965, as amended, includes reporting and disclosure requirements for schools participating in Title IV programs. Providing consumer information and making it readily accessible allows students, parents, and employees to make informed decisions about postsecondary education and employment. The U.S. Department of Education requires schools to provide information on a number of subjects, including but not limited to financial aid, completion and graduation rates, campus safety, loan counseling and drug and alcohol abuse prevention.

This information is available to employees as well as both potential and current students and their parents and can be found ONLINE or by request of a paper copy. For additional information, including requesting a paper copy of any materials, please call the appropriate office or visit the indicated websites. To request a paper copy of this list of disclosures, please contact the Financial Aid Office at 989-463-7168.

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### **Cost of Attendance**

The cost of attendance includes not only billing items such as tuition, fees, and room and board but also includes indirect costs such as books and supplies, transportation, miscellaneous and personal allowances. <https://www.alma.edu/financial-aid/undergraduate-costs-and-aid/>

### **Net Price Calculator**

Incoming and/or prospective students can utilize the net price calculator to understand further all of the potential aid the student may be eligible for, including merit- and need-based aid.

<https://www.alma.edu/financial-aid/net-price-calculator/>

### **Textbooks**

Alma College Bookstore works with E-Campus, an online bookstore, in the finding and ordering of books and course materials students need for class: <https://bookstore.alma.edu/>

### **Refund Policies**

Tuition, room and board, and student fees are refunded according to the college policy outlined in the academic catalog. <https://www.alma.edu/offices/registrar/academic-catalogs/>

### **Housing Contract Cancellation Policy**

If the Resident wishes to cancel the agreement before the start of the agreement period, they must submit all cancellation requests in writing to the Residence Life Office by e-mail. Upon move in resident is responsible for all housing and dining costs unless they formally withdraw from the college or receive a residency exemption. If the resident withdraws or receives a residency exemption, room and dining costs will be prorated to the date of checkout, formal withdrawal, or residency exemption approval, whichever is later. No future term charges will apply.

For the purposes of the room and dining cost proration, date of the resident's move-in will be determined by the check-in date and time logged by Residence Life staff in the College's housing management software. Date of departure will be determined by the move-out date and time logged by Residence Life staff in the College's housing management software.

Find further information in the academic catalog and the signed student housing contract (contracts are specific to corresponding academic year): <https://www.alma.edu/about/offices-services/registrar/academic-catalogs/>

### **Official Withdrawal Procedures**

Students considering withdrawing from Alma College must contact the Financial Aid Office as soon as possible and meet with Phil Andre (Director of Student Success) in the Center for Student Opportunity: <https://www.alma.edu/admissions/financial-aid/policies/#fawithdraw>

The official withdrawal process is outlined here: <https://www.alma.edu/admissions/financial-aid/policies/#fawithdraw>

Students that decide to leave Alma during the school year may possibly undergo a few changes to the financial aid award. Alma College will determine the amount of Alma Aid and Federal Aid that the student has earned up to that point in the term when they left.

<https://www.alma.edu/admissions/financial-aid/policies/#fawithdraw>

### **Return of Title IV Funds Requirements**

According to Section 484B of the Higher Education Act of 1965 (as amended) students who withdraw or are withdrawn from all classes in a term may be required to return all or part of their **Title IV aid** received for that term. These policies apply only to students who completely terminate their enrollment or stop attending classes before completing more than 60 percent of the enrollment period (term). This policy does not apply to students who withdraw from individual courses, unless all courses are eventually dropped.

<https://www.alma.edu/admissions/financial-aid/policies/#fawithdraw>

The full R2T4 policy is outlined here: <https://www.alma.edu/admissions/financial-aid/policies/#r2t4>

Please contact the Financial Aid Office with any questions.

### **Academic Programs, Facilities, and Instructional Personnel**

Within the college catalog, academic programs, facilities, and instructional personnel are made available. Any questions in regards to this material, please contact the Registrar's Office at 989-463-7092.

<https://www.alma.edu/offices/registrar/academic-catalogs/>

### **Accreditation and Licensing of the Institution**

Alma College is accredited by The Higher Learning Commission (<https://www.hlcommission.org>).

<https://www.alma.edu/about/>

### **Services and Facilities for Students with Disabilities**

Alma College is committed to ensuring that all students have access to the educational, social, and cultural opportunities that are a part of the Alma experience. Classroom accommodations, housing accommodations, assistive technologies, and advocacy and support are all part of the services we provide to students who self-identify as having a disability and provide the required documentation.

<https://www.alma.edu/academic-support/>

### **Available Financial Aid**

There are a variety of grants (federal, state, and institutional) and scholarships (merit, performance, and other institutional) available to students to help defray the cost of college. Please visit this link to learn more: <https://www.alma.edu/financial-aid/>

Please refer all financial aid related questions to the Financial Aid Office by phone (989-463-7347) or email (finaid@alma.edu).

### **Applying for Financial Aid**

For students to be considered for any need-based aid, whether from the federal government, the state government, or Alma College, the student must file the FAFSA (Free Application for Federal Student Aid). To learn more please visit: <https://www.alma.edu/financial-aid/>

### **Rights and Responsibilities of Financial Aid Recipients**

Students at Alma College have certain rights and responsibilities when receiving financial aid. To learn more about this, please visit: <https://www.alma.edu/financial-aid/policies-forms-and-resources/>

### **Distribution of Student Aid**

With the exception of funds received through campus employment, all aid will be applied directly to the student's account, one half at fall term and one half at winter term. Itemized bills will be sent approximately three weeks prior to the beginning of each term with federal and state aid being disbursed once the semester has begun (pending the completion of all required documents). For further information, please visit: <https://www.alma.edu/financial-aid/receiving-your-aid/>

### **Satisfactory Academic Progress**

Federal regulations require that students make Satisfactory Academic Progress (SAP) towards the completion of their degree and maintain good academic standing. Students who fall behind in their coursework, or fail to achieve minimum standards for grade point average and completion of classes, risk losing their eligibility for federal and state financial aid and external scholarships/grants/loans. To learn more about this policy, please click on the following link:

<https://www.alma.edu/financial-aid/policies-forms-and-resources/>

### **Federal Student Aid Penalties for Drug Law Violations**

Students at Alma College may be denied Federal Title IV aid due to a conviction for possession and/or sale of illegal drugs.

<https://www.alma.edu/college-policies-and-disclosures/>

### **Study Abroad and Financial Aid**

Students looking to complete an off-campus study must review the academic catalog for further information on how federal, state, and institutional aid function: <https://www.alma.edu/college-policies-and-disclosures/>

Students looking to study off campus, please also visit the following link for further information on the programs offered and locations: <https://www.alma.edu/academics/experiential-learning/international-off-campus-study.php>

### **Preferred Lender List and Disclosures**

Alma College has no preferred lender arrangements for private student loans.

### **Code of Conduct if Preferred Lender Arrangement**

Alma College has no preferred lender arrangements for private student loans.

### **Private Education Loan Disclosures if School Provides Information about a Private Education Loan from a Lender to a Prospective Borrower**

Alma College has no preferred lender arrangements for private student loans.

### **Private Education Loan Disclosures if Preferred Lender Arrangement Exists**

Alma College has no preferred lender arrangements for private student loans.

### **Code of Conduct if Participate in Title IV Loan Program**

The Financial Aid Office at Alma College is committed to removing financial barriers for those who wish to pursue postsecondary learning, making every effort to assist students in their college fiscal planning. Alma College does not require the use of particular lenders or in any way limit the choice of lenders. Furthermore, Alma College will process loan applications through any lender a student or parent chooses. For more information on the code of conduct upheld by Alma College please refer to: <https://www.alma.edu/offices/financial-aid/office-code-of-conduct/>

### **Entrance Counseling – Title IV Loan Program**

First time borrowers are required to complete Loan Entrance Counseling (Not the Financial Awareness Counseling) and the MPN. Complete this on the U.S. Department of Education's website <https://studentaid.gov>

<https://www.alma.edu/admissions/financial-aid/loans/federal-direct.php>

### **Exit Counseling – Title IV Loan Program**

The Financial Aid Office contacts borrowers via mail before graduation or shortly after a student ceases at least half-time enrollment regarding exit counseling for both the Perkins Loan and the Federal Direct Loans <https://studentaid.gov/>

### **Verification Requirements**

Verification is the process institutions use to check the student's Free Application for Federal Student Aid (FAFSA) for accuracy. Students are selected for this process by the federal government or by the institution they are planning to attend. For further information on what is needed and required, please view the following two links: <https://www.alma.edu/financial-aid/receiving-your-aid/verification/>

### **State Grant Assistance**

Students may be eligible for assistance from their state of residency. The [state educational agency](#) provides information on these programs.

### **Student Loan Repayment Options and Obligations**

<https://studentaid.gov/manage-loans/repayment/plans>

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

### **Lender Assistance in Preparing Educational Counseling, Financial Literacy, or Debt Management Materials**

Alma College has no lender assistance.

### **Private Education Loan Disclosure Information about a Private Education Loan from a Lender to a Prospective Borrower**

Private educational loan lenders must provide applicants with certain disclosures about their loans. More information is available at <https://www.alma.edu/financial-aid/loans/>

*Because of a change in the law, starting February 14, 2010, lenders will require student applicants to supply a Self-Certification Form as part of the application process. The lender should provide the form to you either online or in the mail.*

### **Campus Employment/Work Study Program**

To learn more about the on-campus job opportunities, including the federal work-study program please visit the following link: <https://alma.joinhandshake.com/login>

### **TEACH Grant Initial Counseling**

The TEACH Grant Program provides grants of up to \$4,000 (max amount will vary each year) a year to students who are completing or plan to complete course work needed to begin a career in teaching. As a condition for receiving a TEACH Grant, you must sign a TEACH Grant Agreement to Serve in which you agree to (among other requirements) teach in a high-need field at an elementary school, secondary school, or educational service agency that serves students from low-income families for at least four complete academic years within eight years after completing (or ceasing enrollment in) the course of study for which you received the grant. In addition, you must remain in a high need field (per: <https://tsa.ed.gov/#/reports> ) and maintain a 3.25 GPA each semester. <https://studentaid.gov/>

Students must complete the entrance/initial counseling prior to completion of this award each year. Further information on TEACH Grant: <https://www.alma.edu/financial-aid/grants/>

The TEACH Grant website: <https://studentaid.gov/understand-aid/types/grants/teach/>

### **TEACH Grant Subsequent Counseling and Agreement to Serve**

Fill out a subsequent counseling, sign a TEACH Grant Agreement to Serve (ATS) and respond to requests by the U.S. Department of Education confirming your continuing intention to meet the teaching obligation each year. The ATS is online at <https://studentaid.gov/>

### **Teacher Education Assistance for College and Higher Education (TEACH) Grant Exit Counseling**

When you leave school, or if you change programs you are required to complete TEACH exit counseling at <https://studentaid.gov/>

### **Reimbursements for Service on Advisory Boards**

Federal regulation requires that an institution report annually reasonable expenses paid or provided under 140(d) of the TILA (see Amendments to Other Laws, Private Student Loan Improvement, the Truth in Lending Act, Preventing Unfair and Deceptive Private Educational Lending Practices and Eliminating Conflicts of Interest) to any employee who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other financial aid of the institution.

Alma College prohibits employees who serve on an advisory board (or commission or group) relating to educational loans established by a lender or group of lenders from receiving anything of value from the lender or group of lenders in connection with serving on such advisory board.

<https://www.alma.edu/offices/financial-aid/office-code-of-conduct/>

### **Preferred Lender Arrangement Annual Report**

Alma College has no preferred lender arrangements for private student loans.

### **FERPA Rights**

Family Education Rights and Privacy Act (FERPA)

In carrying out their assigned responsibilities, many offices at Alma College collect and maintain information about students. Although these records belong to the college, both college policy and federal law accord students a number of rights concerning these records. The Family Education Rights and Privacy Act (FERPA) establishes the rules and regulations regarding access to and disclosure of student records.

FERPA deals specifically with the Educational Records of students, affording them certain rights with respect to those records. For purposes of definition, Educational Records are those records which are: directly related to a student and maintained by an institution or a party acting for the institution.

FERPA gives students who reach the age of 18 or who attend a postsecondary institution the right to inspect and review their own Educational Records. Furthermore, students have other rights, including the right to request amendment of records and to have some control over the disclosure of personally identifiable information from these records.

FERPA applies to the Educational Records of persons who are or have been in attendance in postsecondary institutions, including students in cooperative and correspondence study programs. FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend an institution. Furthermore, rights are not given by FERPA to students enrolled in one component of an institution who seek to be admitted in another component of an institution.

### **Full Alma College FERPA Policy:**



Alma College students have rights under the Family Educational Rights and Privacy Act of 1974, as amended. This act, as amended, is a federal law which states that (1) a written institutional policy must be established; and (2) a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

**Records Access Policy.** Alma College accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose any information from, students' education records without the written consent of students. The only exceptions to this accord are to (1) personnel within the institution, (2) officials of other institutions in which students seek to enroll, (3) persons or organizations providing students financial aid, (4) accrediting agencies carrying out their accreditation function, (5) persons in compliance with a judicial order, and (6) persons in an emergency in order to protect the health or safety of students or other persons. Within the Alma College Community, only those faculty, administrators or support staff who are acting in the students' educational interests are allowed access to student education records. All these exceptions are permitted under the Act.

Alma College looks to federal financial aid standards to determine the independent status of students. That status governs our treatment of student information. To ease the flow of information, students can provide releases to various offices across campus.

**Disclosure Policy.** At its discretion, Alma College may provide Directory Information in accordance with the provisions of the Act. This information includes (1) student name, address, telephone number, and date and place of birth; (2) e-mail address; (3) major field of study; (4) class schedule and class rosters; (5) identity of parents, guardians or next of kin; (6) dates of attendance, and degrees and awards received; (7) the most recent previous educational agency or institution attended by the student; (8) participation in officially recognized activities and sports; (9) photographs; and (10) weight and height of members of athletic teams. Social security numbers are not considered directory information. Typical use of directory information includes but is not limited to media releases, publications, event programs and lists for on-campus office use. As a general rule, Alma College does not release lists of directory information to off-campus vendors or agents unless required by law to do so.

Students may withhold directory information by filing the Non-Disclosure of Directory Information Form with the Director of Communication within two weeks of the first day of class of the Fall or Winter term. Requests for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually in the Communication and Marketing Office. Forms are available in the Communication and Marketing and Registrar's offices.

**Addendum, January 3, 2012.** The U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("federal and state authorities") may allow access to your records and PII without your consent to any third party designated by a federal or state authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, federal and state authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and state authorities

must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, state authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service and migrant student records systems.

**Review Process.** The law provides students with the right to (1) inspect and review information contained in their education records, (2) challenge the contents of their education records, (3) have a hearing if the outcome of the challenge is unsatisfactory, and (4) submit explanatory statements for inclusion in their files if the decision of the hearing panels are unacceptable. The Registrar at Alma College has been designated by the institution to coordinate inspection and review procedures for student education records. These records include admissions, student affairs, academic and financial files, and academic, cooperative education and placement records.

Students wishing to review their education records must make written request to the Registrar listing the item(s) of interest. Only records covered by the Act will be made available within 45 days of the request. Students may have copies made of their records with certain exceptions, (e.g., a copy of the academic record for which a financial “hold” exists, or a transcript of an original or source document which exists elsewhere). These copies will be made at the students’ expense.

Education records do not include (1) records of instructional, administrative and educational personnel, which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; (2) records of the law enforcement unit; (3) student health records; (4) employment records; or (5) alumni records. Health records, however, may be reviewed by physicians of the students’ choosing. The administrative offices at Alma College (Registrar, Financial Aid, Center for Student Opportunity, Communication and Marketing) maintain records of requests for personally identifiable information and permit students to review those records.

**Restricted Information.** Students may not inspect and review the following as outlined by the Act: (1) financial information submitted by their parents; (2) confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or (3) education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

**Challenge Procedures.** A student who believes that the education records contain information that is inaccurate or misleading, or is otherwise in violation of privacy or other rights, may discuss the problems informally with the office in question. If subsequent decisions are made that agree with the student’s requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended and will be informed by that office of the right to a formal hearing. Student requests for formal hearings must be made in writing to the Provost. This administrator will inform the student of the date, place and the time of the hearing within a reasonable period of time after receiving a request. A student may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of his/her

choice, including attorneys, at the student's expense. The hearing panel, which will adjudicate such challenges, will be the Provost, the Vice President for Student Affairs and the Chief Operating Officer. Decisions of the hearing panel will be final and will (1) be based solely on the evidence presented at the hearing, (2) consist of written statements summarizing the evidence and stating the reasons for the decisions, and (3) be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panel, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the education records personal statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. These statements will be placed in the education records, maintained as part of the student's records and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may appeal in writing within 60 days to the President of the College. If the appeal proves to be unsatisfactory, the student may file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920. Revisions and clarifications will be published as experience with the law and institution's policy warrants.

<https://www.alma.edu/about/at-a-glance/ferpa/>

### **Transfer Credit Policies**

Alma College will accept credit earned from regionally accredited colleges or universities in the United States. An evaluation of credit gained is available upon submission of an application and transcripts to the Admissions Office. Limitations are as follows:

1. Only non-developmental courses that are graded "C" (2.0) or higher will be accepted for credit.
2. All transfer students must complete the final 68 credits for the degree in residence at Alma.
3. Transferred credit must be documented by receipt of an official transcript from each institution attended.

Transfer students are encouraged to consult with the Admissions Office to review transfer credit equivalencies.

<http://www.alma.edu/offices/registrar/academic-catalogs/>

### **Course Schedule Information**

The Registrar's Office (989-463-7092) handles the course schedule; Course schedule information can be found at the following website: <https://www.alma.edu/offices/registrar/course-schedule/>

### **Placement Rate Information if Rate Used to Attract Students**

N/A

### **Completion or Graduation Rate, Retention Rate, and Transfer-out Rate of Full Time Undergraduates**

The Alma College statistics and data for graduation/completion rate, retention rate, and transfer-out rate of full-time undergraduate students can be found at the following website:

<http://nces.ed.gov/collegenavigator/?q=alma+college&s=all&id=168591#enrolmt>

### **Graduation Rates by Grant and Loan**

The Alma College graduation rates based on grant and loans can be found at the following website:

<http://nces.ed.gov/collegenavigator/?q=alma+college&s=all&id=168591#enrolmt>

### **Report on Completion or Graduation Rate or Transfer-out Rate of Student Athletes**

As a NCAA Division III school, Alma College is not required to report this information.

### **Report on Athletic Program Participation Rates and Financial Support Data (EADA)**

The Alma College report on athletic program participation rates and financial support data (EADA) can be found at: [Ope.ed.gov](http://ope.ed.gov)

### **Diversity of Student Body**

The Alma College make-up of the student body (diversity) can be found at the following website:

<http://nces.ed.gov/collegenavigator/?q=alma+college&s=all&id=168591#enrolmt>

### **Retention Rate Reported to IPEDS**

Data on retention rate (as reported for IPEDS) can be found at the following website:

<http://nces.ed.gov/ipeds/datacenter/institutionprofile.aspx?unitId=acb1b3b0b4ac>

### **Graduate or Professional Education of Graduates from Institution's 4-year Degree Programs**

For information related to the graduate or professional education of graduates from the institution's 4-year degree programs, please contact Career Services by email ([jensencr@alma.edu](mailto:jensencr@alma.edu)) or phone at 989-463-7421.

### **Placement and Employment Information of Degree or Certificate Program Graduates**

For information related to the placement and employment information of degree or certificate program graduates, please contact Career Services by email ([jensencr@alma.edu](mailto:jensencr@alma.edu)) or phone at 989-463-7421.

### **Drug and Alcohol Abuse Prevention Program Information**

Alma College is a Presbyterian-founded, private liberal arts college dedicated to the education of undergraduate students both intellectually and morally. Realizing that an equal part of education occurs outside of the classroom, we seek to provide students with a supportive campus environment that will enable them to grow into the full possession of the many talents that they have been given.

The College is against the misuse and illegal use of alcohol. The college affirms that the decision to drink alcohol is a matter of personal choice and responsibility and in order to minimize the negative impact alcohol use has on the campus learning environment, the following goals and information is outlined: <https://www.alma.edu/live/files/4605-student-handbook-2021-22> (copy and paste link in web browser)

The possession, use or sale of drugs and narcotics, as specified by the State of Michigan and federal laws and regulations, is prohibited. The possession, use or sale of illegal substances is not condoned by the college. Any individual(s) involved in such actions will be subject to serious disciplinary sanctions. Further information can be found here: <https://www.alma.edu/live/files/4605-student-handbook-2021-22> (copy and paste link in web browser)

### **Copyright and Peer-to-Peer File Sharing Issues**

Alma College upholds copyright laws. Publishers should not infringe upon others' intellectual property rights. Copyright laws apply to electronic publishing as well as to print publishing. Permission must be received to publish information created by another author. Photographs of an individual may not be included without the permission of the individual. For further information please visit: <https://www.alma.edu/live/files/4605-student-handbook-2021-22> (copy and paste link in web browser)

Honesty in academic endeavors is a central tenet of the Alma College philosophy. Disciplinary action following dishonesty is handled by the faculty member. It may result in failure of the course involved. Academic dishonesty includes the following: (1) plagiarism, (2) exchange of information on examinations, (3) assistance in the completion of an exam, writing of essays or laboratory reports, and (4) computer software theft. For further information please click on the following link: <https://www.alma.edu/live/files/4605-student-handbook-2021-22> (copy and paste link in web browser)

### **Vaccination Policies**

In compliance with recommendation from the American College Health Association, Alma College requires that all incoming students provide documented proof of vaccinations before moving into student housing. Click the link below for additional information and a list of required immunizations. <https://www.alma.edu/live/files/259-alma-college-immunization-requirements> (copy and paste link in web browser)

### **Drug-free Workplace Statement**

Alma College hereby notifies all employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited on the Alma College campus or as part of its activities. Employees found to be in violation of this policy will face disciplinary action. To

view more information on the Drug-free workplace policy please refer here (copy and paste below link in web browser):

<https://www.alma.edu/offices/human-resources/current-employees/employment-policies/>

### **Personnel Responsible for Providing Consumer Information**

The consumer information was compiled by:

Shane J JnCharles  
Assistant Director of Financial aid  
[jncharlessj@alma.edu](mailto:jncharlessj@alma.edu)  
989-463-7321

For further information in regards to the information found within the consumer information notice, please contact the following:

Financial Aid Information:  
Bekah Schaub  
Director of Financial Aid  
[schaubrm@alma.edu](mailto:schaubrm@alma.edu)  
989-463-7423

Academic Information:  
Mariah Orzolek  
Registrar  
[orzolekmv@alma.edu](mailto:orzolekmv@alma.edu)  
989-463-7092

Campus Safety Information:  
Damon Brown  
Vice President for Student Affairs  
[browndm@alma.edu](mailto:browndm@alma.edu)  
989-463-7151

College Policy and Institutional Information:  
Becky Robertson  
Director of Human Resources  
[robertsonrj@alma.edu](mailto:robertsonrj@alma.edu)  
989-463-7314

### **Notice to Enrolled Students of the Availability Consumer Information (Annual Notice)**

At the beginning of each fall semester, Alma College sends an email to all enrolled students to notify them of the consumer information available as well as includes a link to this web site. Any new students

to consequently start in the winter, spring or summer terms will also receive the notice at the start of their respective term.

### **Voter Registration**

Institutions of higher education must make a good faith effort to distribute voter registration forms to all enrolled students physically in attendance at the institution for primary elections as well as for general elections. The Higher Education Amendments of 1998 states that the law "shall apply to elections as defined in section 301 (1) of the Federal Election Campaign Act of 1971 and includes the election for Governor or other chief executive within such State."

Please visit the following site to learn more on voting and registration information.

<https://www.usvotefoundation.org/>

### **Annual Security and Fire Safety Report**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute that requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

Copies of Alma College's Annual Security Report are available upon request. Please contact [Kelly Masley](#) to request a copy of the report. Campus Safety Survey can be found here as well:

<https://www.alma.edu/campus-safety/>

### **Emergency Response and Evacuation Procedures**

Students, faculty, and staff can register for a campus alert system through their portal to receive timely alerts in regards to emergencies on campus. In addition, further information on who to call in case of an emergency can be found on the following link: <https://www.alma.edu/campus-safety/>

Any required further information can be obtained by contacting Campus Safety and Security at 989-463-7777.

### **Crime Log**

Click on the following link to search for [Alma College Crime Statistics](#) (Jeanne Clery Student Right To Know and Campus Security Act of 1990): <http://ope.ed.gov/security>.

NOTE: Alma College uses FBI crime definitions. A recent crime classification for burglary vs. larceny resulted in the following: To be considered a burglary, an incident must include evidence of unlawful entry (trespass), regardless of force; the unlawful entry must occur within a structure; and there must be evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if intent cannot be determined, the proper classification is larceny.

<http://ope.ed.gov/security/>

### **Crime Prevention, Campus Security Procedures, and Reporting Crimes**

To view information on the crime prevention and campus security procedures for students and employees, please go here: <https://www.alma.edu/campus-safety/>

Campus Safety and Security personnel do not have law enforcement authority; however, they work closely with local and state law enforcement agencies, which are responsible for investigating alleged crimes on campus. Students are encouraged to report all crimes accurately and promptly to Campus Safety and Security, who will notify local law enforcement agencies. Students are also encouraged to dial 911 directly in case of life-threatening emergencies. <https://www.alma.edu/campus-safety/>

Alma College works closely with the Alma Public Safety Department. The APSD has agreed to provide an established relationship with the college by appointing a full-time officer liaison to the college. Our officer liaison meets regularly with STT as well as the campus safety and security committee.

### **Facility Safety (including on campus housing)**

The college places some restrictions on what you can do with your room to meet health and safety standards. To learn more please visit here: <https://www.alma.edu/live/files/4605-student-handbook-2021-22> (copy and paste link in web browser)

### **Fire Log**

To obtain a copy of the fire log for Alma College, please contact Campus Safety and Security at 989-463-7777 or you can view a portion of the fire log for Alma College by clicking on the following: <http://ope.ed.gov/security/>

Alma College upholds and enforces fire safety regulations (which can be found here): <https://www.alma.edu/live/files/4605-student-handbook-2021-22> (copy and paste link in web browser)

### **Campus Map**

All maps (parking map, buildings map, and accessible routes map): <https://www.alma.edu/about/visiting/parking-maps/>

### **Emergency Notification and Timely Warning**

Alma College participates in a campus alert system called Blackboard Connect. As part of this service, the college has the ability to reach students, faculty and staff with immediate, time-sensitive information or announcements using campus phones, cell phones, email and text messaging. <https://www.alma.edu/campus-safety/campus-alert-system/>

### **Missing Student Notification Policies and Procedures**



Alma College Security investigates all reports of missing persons from our campus. Additionally, Alma College Security believes that every person reported missing will be considered at risk until significant information to the contrary is confirmed.

The purpose of the missing person policy is to establish procedures to be followed if a missing person complaint is made to Alma College Security. If a complaint is made to Alma College Security, they will follow the steps listed on the following link below:

<https://www.alma.edu/live/files/4605-student-handbook-2021-22> (copy and paste link in web browser)

### **Penalties for Drug Violations**

The possession, use or sale of drugs and narcotics, as specified by the State of Michigan and federal laws and regulations, is prohibited. The possession, use or sale of illegal substances is not condoned by the college. Any individual(s) involved in such actions will be subject to serious disciplinary sanctions. Click the following link to read further on the penalties for drug violations:

<https://www.alma.edu/live/files/4605-student-handbook-2021-22> (copy and paste link in web browser)

### **Signs, Symptoms, Effects, and Risks of Substance Abuse**

The following is provided to help identify and lay out further information on substance abuse:

<https://www.alma.edu/student-life/health-and-wellness/alcohol-screening-intervention.php>

### **Resources for Counseling and Treatment for Students**

The counseling and Wellness Center offers counseling and psychiatric services that facilitate students' personal development to participate more successfully in the Alma living and learning community.

Students can learn more by visiting: <https://www.alma.edu/offices/counseling-center/> and for information on resources available please visit: <https://www.alma.edu/offices/counseling-center/counseling-center/resources/>

### **Resources for Counseling and Treatment for Employees**

Alma College (human resource department) offers employees assistance through a free service for confidential counseling and resources: <https://www.alma.edu/offices/human-resources/current-employees/employee-benefits/employee-assistance-program-2020/>

### **Sexual Offense and Harassment Policies and Procedures**

Providing a safe and positive environment for students, faculty and staff is our highest priority at Alma College and we comply with all relevant federal and state laws. Titles VII and IX of the Civil Rights Act are designed to protect equality of educational opportunity for all students and of employment for faculty and employees.

For the full document of Alma College's policy and procedures please visit:

<https://www.alma.edu/civil-rights/policy-quick-guide/>  
<https://www.alma.edu/live/files/4020-civil-rights-082020>

### **Registered Sex Offenders Information**

Please contact Campus Safety and Security for further information on the registered sex offenders (989-463-7777) or click here: <https://mspsor.com/>

-Updated: October 10, 2022