



University of Dallas

**Consumer Information
Policy**

Disclosures and Notices

POLICY AIC

Responsible Executive:
General Counsel
Responsible Office:
Office of General Counsel
Issued: 7.1.21
Revised: n/a

1. PURPOSE

This Policy guides the University of Dallas in providing information to prospective and current students, as well as the general public, regarding the programs and activities of the University. This Policy is intended as part of the University’s compliance with 34 C.F.R. § [668.41](#) and 34 C.F.R. § [99.7](#).

2. INFORMATION TO MAKE AVAILABLE TO STUDENTS

The University will make available to any enrolled student or prospective student through appropriate publications, mailings or electronic media, information concerning –

- 2.1. **Financial Assistance.** Financial assistance available to students enrolled at the University (see Policy AIC-F and 34 C.F.R. § [668.42](#));
- 2.2. **Institutional Information.** The University (see Policy AIC-I and 34 C.F.R. § [668.43](#));
- 2.3. **Retention Rate.** The University’s retention rate as reported to the Integrated Postsecondary Education Data System (IPEDS).
 - 2.3.1. In the case of a request from a prospective student, the information will be made available prior to the student’s enrolling or entering into any financial obligation with the University.
- 2.4. **Graduation Rate.** The University’s undergraduate completion or graduation rate and, if applicable, its transfer-out rate (see Policy AIC-G and 34 C.F.R. § [668.45](#)).
 - 2.4.1. In the case of a request from a prospective student, the information will be made available prior to the student’s enrolling or entering into any financial obligation with the University.
- 2.5. **Placement.** The placement of, and types of employment obtained by, graduates of the University’s degree or certificate programs.
- 2.6. **Post-graduate Education.** The types of graduate and professional education in which graduates of the University’s four-year degree programs enroll.
 - 2.6.1. The information provided pursuant to Sections 2.5 and 2.6 may be gathered from the University’s placement rate for any program, if it publishes or uses in advertising such a rate; State data systems; alumni or student satisfaction surveys; or other relevant sources.

- 2.6.2. The University will identify the source of the information provided in compliance with Sections 2.5 and 2.6 of this Policy, as well as any time frames and methodology associated with it.

3. INFORMATION TO MAKE AVAILABLE PUBLICLY

- 3.1. **Equity in Athletics Disclosure Information.** The University will, not later than October 15 of each year, make available to enrolled students, prospective students, and the public, the report produced pursuant to Policy AIC-E and 34 C.F.R. § [668.47](#)(c). The University must make the report easily accessible to students, prospective students, and the public and will provide the report promptly to anyone who requests it.
- 3.2. **Graduation and Transfer-Out Reports.** The University will make available its completion or graduation rate and, if applicable, transfer-out rate, no later than the July 1 immediately following the 12-month period ending August 31 during which 150 percent of the normal time for completion or graduation has elapsed for all of the students in the group on which the University bases its completion or graduation rate and, if applicable, transfer-out rate calculations.

4. NOTICE OF INFORMATION

- 4.1. **Contents of Notices.** If the University discloses or distributes information under this section by posting the information on an Internet website, it will include in the notice –
- 4.1.1. A statement of the information or reports availability;
 - 4.1.2. A brief description of the information or report;
 - 4.1.3. The exact electronic address at which the information is posted; and
 - 4.1.4. A statement that the University will provide a paper copy of the information on request.
- 4.2. **Consumer Information.** The University annually will distribute to all **enrolled students** a notice of the availability of information required to be disclosed under Sections 2, 4.3, 4.4, and 4.5 of this Policy (see 34 C.F.R. § [668.41](#)(c)(1) and 34 C.F.R. § [99.7](#)).
- 4.3. **Safety and Security Reports.**
- 4.3.1. **Enrolled Students and Current Employees.** By October 1 of each year, the University will distribute to all enrolled students and current employees its annual security report described in University Policy AIC-C – Consumer Information Policy – Security and Crime Information (see 34 C.F.R. § [668.46](#)(b)), and, if the University maintains an on-campus student housing facility, its annual fire safety report described in University Policy AIC-S – Consumer Information Policy – Fire Safety Information (see 34 C.F.R. § [668.49](#)(b)), through appropriate publications and mailings, including –
 - 4.3.1.1. Direct mailing to each individual through the U.S. Postal Service, campus mail, or electronic mail;

- 4.3.1.2. A publication or publications provided directly to each individual; or
- 4.3.1.3. Posting on an Internet Web site, subject to the requirements in Section 4.1.
- 4.3.2. **Prospective Students and Prospective Employees.** For each of the reports, the University will provide a notice to prospective students and prospective employees that includes a statement of the report's availability, a description of its contents, and an opportunity to request a copy. The University will provide its annual security report and annual fire safety report, upon request, to a prospective student or prospective employee.
- 4.3.3. **Concurrent Publication.** The University may publish its annual fire safety report concurrently with its annual security report only if the title of the report clearly states that the report contains both the annual security report and the annual fire safety report. If the University chooses to publish the annual fire safety report separately from the annual security report, it must include information in each of the two reports about how to directly access the other report.
- 4.4. **Equity in Athletics Disclosure Information.** The University will provide notice to all **enrolled students**, pursuant to Section 4.1 of this Policy, and **prospective students** of their right to request the report described in Section 3 of this Policy.
- 4.5. **Privacy of Educational Records.** The University will annually notify **students currently in attendance** of their rights under the Family Educational Rights and Privacy Act (FERPA) and 34 C.F.R. § [99.7](#) (see also Policy ADA-S and ADA-D).
 - 4.5.1. The notice will inform students that they have the right to –
 - 4.5.1.1. Inspect and review the student's education records;
 - 4.5.1.2. Seek amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
 - 4.5.1.3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and 34 C.F.R. § [99.31](#) authorize disclosure without consent; and
 - 4.5.1.4. File with the Department a complaint under 34 C.F.R. §§ [99.63](#) and [99.64](#) concerning alleged failures by the University to comply with the requirements of FERPA and 34 C.F.R. § [99.7](#).
 - 4.5.2. The notice must include all of the following:
 - 4.5.2.1. The procedure for exercising the right to inspect and review education records (see Policy ADA-S).
 - 4.5.2.2. The procedure for requesting amendment of records under 34 C.F.R. § [99.20](#) (see Policy ADA-A).

4.5.2.3. If the University has a policy of disclosing education records under 34 C.F.R. § [99.31](#)(a)(1), a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest (see Policy ADA-D).

4.5.3. The University may provide this notice by any means that are reasonably likely to inform the students of their rights.

4.5.3.1. The University will effectively notify students who are disabled.

4.6. **Licensure and Certification Determinations.**

4.6.1. **Prospective Students.** If the University has made a determination under Section 4.1.5 of Policy AIC-I that the program's curriculum does not meet the State educational requirements for licensure or certification in the State in which a prospective student is located, or if the University has not made a determination regarding whether the program's curriculum meets the State educational requirements for licensure or certification, the University must provide notice to that effect to the student prior to the student's enrollment in the program.

4.6.2. **Enrolled Students.** If the University makes a determination under Section 4.1.5 of Policy AIC-I that a program's curriculum does not meet the State educational requirements for licensure or certification in a State in which a student who is currently enrolled in such program is located, the University must provide notice to that effect to the student within 14 calendar days of making such determination.

4.6.3. **Method of Notification.** Disclosures under Section 4.6 of this Policy must be made directly to the student in writing, which may include through email or other electronic communication.

4.6.3.1. **Determination of Student Location.** For purposes of Section 4.6 of this Policy, the University must make a determination regarding the State in which a student is located in accordance with the University's policies or procedures, which must be applied consistently to all students.

4.6.3.2. **Documentation of Determination.** The University must, upon request, provide the Secretary with written documentation of its determination of a student's location under Section 4.6 of this Policy, including the basis for such determination.

4.6.3.3. **Obligation to Update Determination.** The University must make a determination regarding the State in which a student is located at the time of the student's initial enrollment in an educational program and, if applicable, upon formal receipt of information from the student, in accordance with the University's procedures under Section 4.6.3.1 of this Policy, that the student's location has changed to another State.

5. SUBMISSION TO UNITED STATES SECRETARY OF EDUCATION

5.1. **Crime and Fire Statistics.** Each year, by the date and in a form specified by the Secretary, an institution must submit the statistics required by Section 5 (crime statistics) of University Policy AIC-

C and Section 3 (fire statistics) of University Policy AIC-S (see 34 C.F.R. §§ [668.46\(c\)](#) and [668.49\(c\)](#)) to the Secretary.

- 5.2. **Equity in Athletics Disclosures.** The University will submit the report described in Section 2 of University Policy AIC-E to the Secretary within 15 days of making it available to students, prospective students, and the public.

6. TIMELY WARNING AND EMERGENCY NOTIFICATION

- 6.1. The University will, in a manner that is timely and that withholds as confidential the names and other identifying information of victims, and that will aid in the prevention of similar crimes, report to the campus community on crimes that are –
- 6.1.1. Described in Section 4 of Policy AIC-C;
 - 6.1.2. Reported to campus security authorities as identified under the University’s statement of current campus policies pursuant to Section 3.4 of Policy AIC-C or local police agencies; and
 - 6.1.3. Considered by the University to represent a threat to students and employees.
- 6.2. The University is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.
- 6.3. If there is an immediate threat to the health or safety of students or employees occurring on campus, as described in Section 9 of Policy AIC-C, the University will follow its emergency notification procedures. If the University follows its emergency notification procedures, it is not required to issue a timely warning based on the same circumstances; however, the University will provide adequate follow-up information to the community as needed.

7. DEFINITIONS

- 7.1. **“Female”** means a person born as a biological female.
- 7.2. **“Male”** means a person born as a biological male.
- 7.3. **“Notice”** means a notification of the availability of information the University is required to disclose, provided to an individual on a one-to-one basis through an appropriate mailing or publication, including direct mailing through the U.S. Postal Service, campus mail, or electronic mail. Posting on an Internet website or an Intranet website does not constitute a notice.
- 7.4. **“On-campus student housing facility”** means a dormitory or other residential facility for students that is located on an institution’s campus, as defined in § [668.46\(a\)](#).
- 7.5. **“Prospective employee”** means an individual who has contacted the University for the purpose of requesting information concerning employment with the University.
- 7.6. **“Prospective student”** means an individual who has contacted the University requesting information concerning admission to the University.

7.7. “Secretary” means the Secretary of the United States Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority.

7.8. “University” and “the University” mean the University of Dallas.

8. RESPONSIBILITIES

Responsible Party	List of Responsibilities
Office of General Counsel	1. Oversee the publication and making available of information pursuant to this policy.
Office of Institutional Effectiveness	<ol style="list-style-type: none"> 1. Gather the information required for compliance with this policy. 2. Make available the information required for compliance with Sections 2 and 3 of this policy. 3. Provide the required notices in accordance with Section 4 of this policy. 4. Submit information to the Secretary of Education in accordance with Section 5 of this policy.

9. PROCEDURES

Task	Procedure
Gather Information	<ol style="list-style-type: none"> 1. The Office of Institutional Effectiveness, on at least an annual basis, notify the relevant offices and departments of the information that it will need in order to comply with this policy. 2. The relevant offices and departments will provide the requested information to the Office of Institutional Effectiveness in a timely manner. 3. The Office of Institutional Effectiveness will prepare the information to be made available and distributed.
Make Information Available	<ol style="list-style-type: none"> 1. The Office of Institutional Effectiveness, in conjunction with the relevant offices and/or departments, will make available the information identified in Sections 2, 3, and 4 through the University’s consumer information web page. 2. The Office of General Counsel will monitor the information made available.
Provide Required Notices	<ol style="list-style-type: none"> 1. The Office of Institutional Effectiveness, in conjunction with the relevant offices and/or departments, will provide the required notices to current and prospective employees, as well as current and prospective students. 2. The Office of General Counsel will monitor the notices
Submit Information to Secretary of Education	<ol style="list-style-type: none"> 1. The Office of Institutional Effectiveness, in conjunction with the relevant offices and/or departments, will submit the information identified in Section 5 to the Secretary of Education. 2. The Office of General Counsel will monitor the information submitted to the Secretary of Education.

10. POLICY ENFORCEMENT

Enforcement	The Office of General Counsel or the Office of Institutional Effectiveness will investigate suspected violations of this Policy, and take appropriate action in accordance with University policy.
Reporting Violations	Report suspected violations of this Policy to the Office of General Counsel or the Office of Institutional Effectiveness.

11. RELATED DOCUMENTS

Policy or Document	Web Address
Policy AIC-I - Consumer Information Policy - Institutional Information	https://udallas.edu/about/university-policies/index.php
Policy AIC-F - Consumer Information Policy - Financial Assistance	https://udallas.edu/about/university-policies/index.php
Policy AIC-G - Consumer Information Policy - Graduation Rates	https://udallas.edu/about/university-policies/index.php
Policy AIC-C - Consumer Information Policy - Security and Crime Information	https://udallas.edu/about/university-policies/index.php
Policy AIC-C - Consumer Information Policy - Equity in Athletics Disclosure Act (EADA)	https://udallas.edu/about/university-policies/index.php
Policy ADA-D - Data and Records Policy - Disclosure of Education Records	https://udallas.edu/about/university-policies/index.php
Policy ADA-S - Data and Records Policy – Student Right of Access to Education Records	https://udallas.edu/about/university-policies/index.php
Policy ADA-S - Data and Records Policy – Amendment of Education Records	https://udallas.edu/about/university-policies/index.php

12. CONTACTS

Subject	Office or Position	Telephone Number	Office Email or URL
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Policy Clarification	Office of General Counsel	(972) 721-5363	hlachenauer@udallas.edu
Implementation	Compliance Officer	(972) 721-5120	jaskinner@udallas.edu
Implementation	Office of Institutional Effectiveness	(972) 265-5744	vmorrisdueer@udallas.edu
Web Address for this Policy		https://udallas.edu/about/university-policies/index.php	