

TTU Directory of Consumer Information – OFA Internal Reference

This directory contains a listing of the information schools are required to disclose; the disclosure recipient; when the information must be disclosed; where information is located; the office to contact for additional information and/or questions; and when last updated. It is grouped by disclosure recipient(s) starting with the broadest target group to the narrowest target group and then alphabetically. It is provided as a quick reference tool for school personnel, including those designated as available to assist students with obtaining consumer information and disclosures. In addition, the rows and columns may be reorganized at the school's discretion and used to monitor the consumer information and disclosure development cycle. (Adapted from NASAA Webinar on Student Consumer Information Regulations)

Disclosure	Disclosure Recipient	When Disclosure Must be Made	Location (e.g. Catalog, Website, etc.)	Office Contact
Academic Programs, Facilities, and Instructional Personnel	Enrolled and prospective students.	Available upon request or published in material.	http://www.ttu.edu http://www.ttu.edu/academics/ http://www.depts.ttu.edu/officialpublications/ - University Catalogs	Office of the Provost
Accountability for Programs that Prepare Teachers	General public	Information must be readily available	http://www.depts.ttu.edu/education/institutional-research/	College of Education
Annual Report on Preferred Lender Arrangements	ED, enrolled and prospective students and their families, and the public	ED: TBD Others: Upon request	Available through ELMSelect https://www.elmselect.com/oll/SchoolLenderList/?schoolId=246	Office of Student Financial Aid & Scholarships
Code of Conduct for Educational Loans	Enrolled and prospective students	Information must be readily available	http://www.depts.ttu.edu/financialaid/PDFs/CodeofConduct_Loans.pdf Conflict of Interest Statement Administered Annually Filed internally in Office of Student Financial Aid & Scholarships	Office of Student Financial Aid & Scholarships
Completion/ Graduation Transfer-out Rates	Enrolled and prospective students	Enrolled students: Information must be readily available Prospective students: Must make information available prior to enrolling or entering into any financial obligation with the institution	http://www.irim.ttu.edu/factbook.php	Institutional Research

Disclosure	Disclosure Recipient	When Disclosure Must be Made	Location (e.g. Catalog, Website, etc.)	Office Contact
Completion/ Graduation and Transfer-out Rates for Students Receiving Athletically Related Student Aid.	Prospective student-athletes, enrolled and prospective students	Prospective student-athletes and their parents, high school coach, high school guidance counselor: When offering athletically-related financial aid unless disclosure waiver applies based on institution's membership in national collegiate athletic association ED: Annually by 7/1	Provided by NCAA under prospective student profile – Initial Eligibility Center	Athletics
Constitution Day	Enrolled students	Annually on September 17	The University promotes campus events with regards to Constitution Day. Announcements are made on Tech Announce.	Institution Wide
Consumer Information on College Navigator Website	Enrolled and prospective students	Information must be readily available	https://www.depts.ttu.edu/irim/IPEDS.php http://nces.ed.gov/collegenavigator/?q=Texas+Tech+University&=all&id=229115	Institutional Research
Contact Information for Assistance in Obtaining Institutional or Financial Aid Information	Enrolled and prospective students	Information must be readily available	Varies – Combination of Contacts Listed in this Directory http://www.ttu.edu/administration/president/unicounsel/ http://www.depts.ttu.edu/studentconduct/right-to-know.php http://www.financialaid.ttu.edu	Institution Wide
Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)	Enrolled and prospective students	Information must be readily available	http://www.depts.ttu.edu/infotech/laws/copyright/	Office of the Chief Information Officer
Disbursement for Books and Supplies	Enrolled and prospective students	Information must be readily available	**Does not apply to TTU. Book loans are offered for all students by Student Business Services. https://www.depts.ttu.edu/studentbusinessservices/loans/loanInfo.php	Student Business Services

Disclosure	Disclosure Recipient	When Disclosure Must be Made	Location (e.g. Catalog, Website, etc.)	Office Contact
Drug and Alcohol Abuse Prevention Program	Enrolled students, employees, ED, and the public	Enrolled students and employees: Annually ED and public: Upon request	OP 70.35 is the university drug and alcohol policy http://www.depts.ttu.edu/opmanual/OP70.35.pdf . OP 70.31 addresses employee conduct pertaining to drugs and alcohol http://www.depts.ttu.edu/opmanual/OP70.31.pdf . OP 10.04 is the University's Drug-Free Schools and Communities Act policy http://www.depts.ttu.edu/opmanual/OP10.04.pdf . OP 61.02 addresses sales and service of alcoholic beverages on campus/at campus events http://www.depts.ttu.edu/opmanual/OP61.02.pdf . https://www.depts.ttu.edu/rise/AOD/aod.php - RISE	Human Resources Risk Intervention & Safety Education (RISE)
Drug-Free Workplace Statement	Employees	Annually	The TTU Police Departments provides the annual Clery Security Report to employees through TechAnnounce. Pages 32-33 of the report include the drug-free workplace information. http://www.depts.ttu.edu/tpd/clery.php	Human Resources and TTU Police Department
Entrance Counseling for Student Loan Borrowers	All "first-time" graduate PLUS borrowers and all "first-time" borrowers of Federal Direct Loans	Prior to first disbursement of loan proceeds	https://studentloans.gov/myDirectLoan/index.action	Office of Student Financial Aid & Scholarships
Exit Counseling for Student Loan Borrowers	All student borrowers of a loan made under the Federal Perkins Loan or Direct Loan	Shortly before the borrower ceases at least half-time enrollment, or within 30 days of the borrower leaving school or completing correspondence or study abroad program	Direct Loan: https://studentloans.gov/myDirectLoan/index.action	Office of Student Financial Aid & Scholarships
Facilities and Services Available to Students with Disabilities	Enrolled and prospective students	Information must be readily available	http://www.depts.ttu.edu/students/sds/mainoffice.asp	Student Disability Services

Disclosure	Disclosure Recipient	When Disclosure Must be Made	Location (e.g. Catalog, Website, etc.)	Office Contact
Fire Log	Open for public inspection	Portion of log for most recent 60-day period: Upon request during normal business hours Portion of log older than 60 days: Within 2 business days of request	Texas Tech University Police Department	Texas Tech University Police Department
Fire Safety Report	Enrolled and prospective students, current and prospective employees	Enrolled students and current employees: Annually by October 1st Prospective students and employees: Upon request	http://www.depts.ttu.edu/tpd/fire.php	Texas Tech University Police Department
Foreign Gifts or Contracts Worth more than \$250,000 within a Calendar Year	Department of Education (ED) and the public	Report to ED by the earlier of 1/31 or 7/31, after the receipt of the gift(s) or the contract date; must make report available for public inspection and copying during business hours	http://www.depts.ttu.edu/opmanual/OP02.03.pdf http://www.give2tech.com/	Office of Institutional Advancement
Gainful Employment	Prospective students and ED	Information must be readily available	Email dated 11/9/2011 – Received by ED FSA. Reviewed 1/6/2015. TTU is not required to submit gainful employment data because TTU does not have gainful employment programs.	N/A
Institutional Disciplinary Action in Cases of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking Information for Crime Victims about Disciplinary Proceedings	Alleged victim or next of kin if alleged victim is deceased Student or employee who is a victim of dating violence, domestic violence, sexual assault, or stalking	Upon written request Upon notification that student or employee was a victim of dating violence, domestic violence, sexual assault, or stalking	Policy and procedure located in the Annual Clery Campus Security Report. http://www.depts.ttu.edu/tpd/clery.php Operating Policy for employees: https://www.depts.ttu.edu/opmanual/OP76.10.pdf Student Code of Conduct http://www.depts.ttu.edu/studentjudicialprograms/	Texas Tech Police Department and Student Judicial Programs
Intercollegiate Athletic Program Participation Rates and Financial Support (Equity in Athletics Disclosure Act)	Enrolled and prospective students, and the public	Report must be made available annually no later than 10/15 Enrolled and prospective students and the public: Upon request	EADA Report - http://ope.ed.gov/athletics/	Athletics

Disclosure	Disclosure Recipient	When Disclosure Must be Made	Location (e.g. Catalog, Website, etc.)	Office Contact
Job Placement Rates	Prospective students	Before or at time of application for enrollment	http://www.investu.ttu.edu/joomla_3_1_5/index.php/return-41073/job-placement	Institution Wide
Lender Assistance in Preparing Educational Counseling, Financial Literacy, or Debt Management Materials	Education loan borrowers	At time educational counseling, financial literacy, or debt materials provided	Utilize ELMSelect: https://www.elmselect.com/oll/SchoolLenderList/?schoolId=246	Office of Student Financial Aid & Scholarships
National Student Loan Data System (NSLDS)	Prospective and enrollment student loan borrowers	On-going	NSLDS information provided on student portal. http://www.depts.ttu.edu/financialaid/directLoanProgram.php	Office of Student Financial Aid & Scholarships
Net Price Calculator	Enrolled and prospective students, their families, and other consumers	On-going	http://www.depts.ttu.edu/financialaid/netCostCalcHome.php	Office of Student Financial Aid & Scholarships
Notice of Availability of Institutional and Financial Aid Information	Enrolled students	Annually	Information is provided to students on the TTU Student Office of Student Conduct Right to Know publication: http://www.depts.ttu.edu/studentconduct/right-to-know.php	Office of Student Conduct (Tech Announce)
Notice of Federal Student Financial Aid Penalties for Drug Law Violations	Enrolled students	Upon enrollment	http://www.depts.ttu.edu/financialaid/PDFs/Notice_of_Federal_Student_Financial_Aid_Penalties.pdf	Student Financial Aid & Scholarships
Placement in Employment	Enrolled and prospective students	Information must be readily available	http://www.investu.ttu.edu/joomla_3_1_5/index.php/return-41073/job-placement	Institution Wide

Disclosure	Disclosure Recipient	When Disclosure Must be Made	Location (e.g. Catalog, Website, etc.)	Office Contact
Preferred Lender Arrangements	Enrolled and prospective student borrowers and their families	Information must be readily available	Utilize ELMSelect: https://www.elmselect.com/oll/SchoolLenderList/?schoolId=246 http://www.depts.ttu.edu/financialaid/privateEducationLoan.php	Office of Student Financial Aid & Scholarships
Preferred Lender List	Enrolled students and their families	For any year in which a preferred lender arrangement exists with a private education loan lender, must annually compile and make available.	Utilize ELMSelect: https://www.elmselect.com/oll/SchoolLenderList/?schoolId=246	Office of Student Financial Aid & Scholarships
Price of Attendance	Enrolled and prospective students	Information must be readily available	http://www.depts.ttu.edu/financialaid/costToAttend.php	Office of Student Financial Aid & Scholarships
Private Education Loans	Prospective private education loan borrowers	When providing private education loan information from a lender so borrower can take the information into account before selecting a lender or applying for a private education loan	Available through ELMSelect https://www.elmselect.com/oll/SchoolLenderList/?schoolId=246	Office of Student Financial Aid & Scholarships
Private Education Loan Disclosures (Including Self-Certification Form)	Enrolled or prospective student borrowers and their families	Information must be readily available.	Available through ELMSelect https://www.elmselect.com/oll/SchoolLenderList/?schoolId=246 http://www.depts.ttu.edu/financialaid/PDFs/SelfCert.pdf - Self Certification Form	Office of Student Financial Aid & Scholarships
Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)	Parents of students currently in attendance or eligible students currently in attendance	Annually	http://www.depts.ttu.edu/registrar/Academic_Information.php	Office of the Registrar

Disclosure	Disclosure Recipient	When Disclosure Must be Made	Location (e.g. Catalog, Website, etc.)	Office Contact
Refund Policy, Requirements for Withdrawal and Return of Title IV Financial Aid	Enrolled and prospective students	Information must be readily available	http://www.depts.ttu.edu/studentbusinessservices/refund/refund.php - Refund Policies http://www.depts.ttu.edu/registrar/withdrawal_information.php - Withdrawal Procedures http://www.depts.ttu.edu/financialaid/PDFs/Return_Title_IV_Funds_WEB_VERSION-16-2.pdf - Return of Title IV Requirements	Student Business Services Office of the Registrar Office of Student Financial Aid & Scholarships
Required Written Arrangement Disclosures	Enrolled and prospective students	Information must be readily available	https://www.depts.ttu.edu/financialaid/policyAndProcedure.php Study Abroad: http://www.depts.ttu.edu/international/studyabroad/	Office of Student Financial Aid & Scholarships Office of International Affairs
Retention Rate	Enrolled and prospective students	Information must be readily available	http://www.irim.ttu.edu/CDS.php	Institutional Research
Rights and Responsibilities of Financial aid Recipients	Enrolled and prospective students	Information must be readily available	https://www.depts.ttu.edu/financialaid/policyAndProcedure.php	Office of Student Financial Aid & Scholarships
School & Program Accreditation, Approval or Licensure	Enrolled and prospective students	Information must be readily available	http://www.ttu.edu/about/accreditation.php www.sacscoc.org	Office of Planning & Assessment
Security report (Including Crime Statistics, Timely Warnings & Emergency Notification, Crime Log, and Emergency Response & Evacuation Procedures)	Enrolled and prospective students, current and prospective employees	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request	http://www.depts.ttu.edu/tpd/clery.php Daily Crime Logs listed by campus and then year. http://www.depts.ttu.edu/tpd/crimealert.php - Campus Crime Alert Notifications and Registered Sex Offenders Information http://www.depts.ttu.edu/communications/emergency/downloads/ttu-emergency-plan.pdf - Emergency Management Plan http://www.depts.ttu.edu/communications/emergency/index.php - Emergency Communication Center	Texas Tech University Police Department Office of Communications & Marketing

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Security Report: Missing Student Notification and Policies	<p>Contact person if one designated, missing student's parent or guardian if student is under 18 years old and not emancipated, and local law enforcement agency with jurisdiction in the area.</p> <p>Enrolled and prospective students, current and prospective employees</p>	<p>Within 24 hours of determination student is missing</p> <p>Enrolled students and current employees: Annually by October 1</p> <p>Prospective students and employees: Upon request</p>	<p>Policy and procedure located in the Annual Clery Campus Security Report.</p> <p>http://www.depts.ttu.edu/tpd/clery.php</p>	Texas Tech University Police Department
Security Report: Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking.	Enrolled and prospective students, current and prospective employees	Annually	<p>Policy and procedure located in the Annual Clery Campus Security Report.</p> <p>http://www.depts.ttu.edu/tpd/clery.php</p>	Texas Tech University Police Department
Shopping Sheet: Principles of Excellence for Educational Institutions, Service Members, Veterans, Spouses, and Other Family Members	N/A	N/A	Texas Tech University adopted the Principles of Excellence Executive Order and utilizes the shopping sheet format for award letters.	Office of Student Financial Aid & Scholarships
State Grant Assistance	All enrolled eligible student borrowers	Timely so borrower can apply for available state aid	<p>http://www.depts.ttu.edu/financialaid/typesOfAid.php</p> <p>Information for grant assistance from other states to borrowers from other states is provided on a case by case basis.</p>	Office of Student Financial Aid & Scholarships
Student Body Diversity	Enrolled and prospective students	Upon request	http://www.irim.ttu.edu/factbook.php	Institutional Research
Student Financial Aid Information	Enrolled and prospective students	Information must be readily available	http://www.depts.ttu.edu/financialaid/	Office of Student Financial Aid & Scholarships

Disclosure	Disclosure Recipient	When Disclosure Must be Made	Location (e.g. Catalog, Website, etc.)	Office Contact
Student Loan Information Published by U.S. Department of Education	Prospective education loan borrowers	Information must be readily available	http://www.depts.ttu.edu/financialaid/directLoanProgram.php	Office of Student Financial Aid & Scholarships
Teacher Education Assistance for College and Higher Education (TEACH) Grant Exit counseling	TEACH Grant recipients	Shortly before student ceases attendance, or within 30 days of leaving school, withdrawing from a TEACH Grant eligible program, or completing correspondence or study abroad program	https://teach-ats.ed.gov/ats/index.action	Office of Student Financial Aid & Scholarships
TEACH Grant Initial & Subsequent Counseling	First-time TEACH Grant recipients and prior TEACH Grant recipients	Prior to first disbursement of first TEACH Grant	https://teach-ats.ed.gov/ats/index.action	Office of Student Financial Aid & Scholarships
Textbook Information	Enrolled students	Each academic period	http://texastech.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=22558&catalogId=10001&langId=-1 Includes course schedule information.	Barnes & Noble at Texas Tech – Official Campus Bookstore
Title IV Eligibility for Study Abroad	Enrolled and prospective students	Information must be readily available	http://www.depts.ttu.edu/international/studyabroad/	Office of International Affairs and Office of Student Financial Aid & Scholarships
Transfer of Credit Policies and Articulation Agreements	Enrolled and prospective students	Information must be readily available	http://www.depts.ttu.edu/registrar/teo/ Institution utilizes a database for transfer equivalencies.	Office of the Registrar
Types of Graduate or Professional Education in Which the School's Graduates Enroll	Enrolled and prospective students	Information must be readily available	http://www.irim.ttu.edu/factbook.php	Institutional Research
Vaccination Policies	Enrolled and prospective students	Upon request	http://www.ttuhsu.edu/studenthealth/	Texas Tech University Student Health Services

Disclosure	Disclosure Recipient	When Disclosure Must be Made	Location (e.g. Catalog, Website, etc.)	Office Contact
Verification Requirements	Applicants selected for verification	Timely so applicant can complete verification by verification deadline	http://www.depts.ttu.edu/financialaid/PDFs/Verification for WEB.pdf Student notified via Missing Information Letters	Office of Student Financial Aid & Scholarships
Voter Registration	Campus community	Information must be readily available	https://techannounce.ttu.edu/client/ViewMessage.aspx?MsgId=189534	Institution Wide