

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 |
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| 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 FASTChoice https://choice.fastproducts.org/FastChoice/loan/options | 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 |

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| 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 regard 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&s=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 |

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| 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 |

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| 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 |

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| 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 | Available through FASTChoice https://choice.fastproducts.org/FastChoice/loan/options | 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: https://nsls.ed.gov/nsls/nsls_SA/ 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 |

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| Preferred Lender Arrangements | Enrolled and prospective student borrowers and their families | Information must be readily available | Available through FASTChoice https://choice.fastproducts.org/FastChoice/loan/options | 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. | Available through FASTChoice https://choice.fastproducts.org/FastChoice/loan/options | 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 FASTChoice https://choice.fastproducts.org/FastChoice/loan/options | 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 FASTChoice https://choice.fastproducts.org/FastChoice/loan/options http://www.depts.ttu.edu/financialaid/PDFs/PrivateEducationLoanApplicantSelfCertification.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 |
| 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 https://www.depts.ttu.edu/financialaid/PDFs/ReturnofTitle_IV_FundsWE-VERSION2-18.pdf - Return of Title IV Requirements | Student Business Services Office of the Registrar Office of Student Financial Aid & Scholarships |

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| Required Written Arrangement Disclosures | Enrolled and prospective students | Information must be readily available | https://www.depts.ttu.edu/financialaid/PDFs/Consortium-AgreementsV2017-1.pdf 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 | http://www.depts.ttu.edu/financialaid/PDFs/2018-19Rights-Responsibilities-wrv.pdf | 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 | 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. Enrolled and prospective students, current and prospective employees | Within 24 hours of determination student is missing Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request | Policy and procedure located in the Annual Clery Campus Security Report. http://www.depts.ttu.edu/tpd/clery.php | 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 | Policy and procedure located in the Annual Clery Campus Security Report. http://www.depts.ttu.edu/tpd/clery.php | 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 Authorization | Enrolled and prospective students in distance courses. | Timely | http://www.depts.ttu.edu/elearning/state-authorization/index.php | Texas Tech University eLearning & Academic Partnerships |
| State Grant Assistance | All enrolled eligible student borrowers | Timely so borrower can apply for available state aid | http://www.depts.ttu.edu/financialaid/typesOfAid.php Information for grant assistance from other states to borrowers from other states is provided on a case by case basis. | Office of Student Financial Aid & Scholarships |
| Student Body Diversity | Enrolled and prospective students | Upon request | http://www.irim.ttu.edu/factbook.php | Institutional Research |

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| 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 |
| 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://studentloans.gov/myDirectLoan/teachExitCounseling.action#!/teachExit/launch | 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://studentloans.gov/myDirectLoan/launchTeach.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 |

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| Vaccination Policies | Enrolled and prospective students | Upon request | http://www.ttuhs.edu/studenthealth/ | Texas Tech University Student Health Services |
| Verification Requirements | Applicants selected for verification | Timely so applicant can complete verification by verification deadline | http://www.depts.ttu.edu/financialaid/PDFs/Verification_Web-20160927.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=26190 | Institution Wide |