# PLNU CONSUMER DISCLOSURE CALENDAR

| Topic | Requirement | How Disclosed | Responsible Office |
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| **JANUARY** | | | |
| **CA Student Aid Commission College Estimates (CCE)**<br>[Cal. *Educ. Code* § 69433.5] | The Cal. Student Aid Commission may require, by the adoption of rules and regulations, the production of reports, accounting, documents or other necessary statements from the award recipient and the college or university of attendance pertaining to the use or application of a Cal Grant Award. According to the Commission, information regarding college cost estimates (CCE) for each qualifying program with unique costs based on a full academic year must be submitted to the Commission via the Web Grants Cost Estimate Screen to permit the Commission to accurately determine a student's eligibility for a Cal Grant award. | Submitted to CA Student Aid Commission | • Student Financial Services |
| **Tuition Payment Credit Statements**<br>[26 *U.S.C.* § 6050S;<br>26 *C.F.R.* § 1.6050S-2T] | ***By January 31***, a Form 1098-T must be furnished to each student who paid tuition and related expenses (or was billed for such expenses, or received reimbursements, refunds or reductions of such amounts) during the preceding calendar year. | Furnished to student | • Business Office<br>• Student Financial Services<br>• ECSI |
| **Student Loan Interest Payment Statements**<br>[26 *U.S.C.* § 6050S;<br>26 *C.F.R.* § 1.6050S-3;<br>26 *C.F.R.* § 1.6050S-4T] | ***By January 31***, a Form 1098-E must be furnished to each student participating in a Perkins Loan Program, Nursing Loan or PLNU institutional loan program who made student loan interest payments of $600 or more during the preceding calendar year. | Furnished to student | • Student Financial Services<br>• ECSI |
| **FEBRUARY** | | | |
| | ***NO DEADLINES*** | | |
| **MARCH** | | | |
| **Student Loan Interest Payment Tax Returns**<br>[26 *U.S.C.* § 6050S;<br>26 *C.F.R.* § 1.6050S-3;<br>26 *C.F.R.* § 1.6050S-4T] | ***By March 1*** (or March 31 if filed electronically), Forms 1098-E for the preceding calendar year must be filed with the IRS. | Filed with IRS | • ECSI |
| **APRIL** | | | |
| **NCAA Financial Aid Report**<br>NCAA Division II Manual Section 15 | ***By April 30,*** athletic department must send final Financial Aid Report for the current academic year ending. The Report is to be signed by PLNU's Financial Aid Director, Athletics Director, Head Coach, Athletic's Compliance Director. | Submitted to NCAA | • Athletics Department |
| **MAY** | | | |
| | ***NO DEADLINES*** | | |

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| **JUNE** | | | |
| | ***NO DEADLINES*** | | |
| **JULY** | | | |
| **Graduation Rates for Students**<br>[20 *U.S.C.* §§ 1092(a)(1)(L), 1982(a)(3);<br>34 *C.F.R.* §§ 668.41(d)(3), 668.45] | ***By July 1***, notice must be distributed to current students of the availability of information about the completion/graduation rates of certificate- or degree-seeking, first-time, full-time, undergraduate students entering PLNU in the one-year period ending August 31 of the preceding year.<br>**http://www.pointloma.edu/sites/default/files/filemanager/Institutional_Research/PLNU_FTF_Persistence.pdf**<br>In addition, such information is to be made readily available to both current and prospective students upon request through appropriate publications, mailings, or electronic media. | Notice to students<br><br>Made readily available to current and prospective students upon request | • Office of Institutional Research |
| **Graduation Rates for Students Receiving Athletically Related Student Aid**<br>[20 *U.S.C.* § 1092(a), (e);<br>34 *C.F.R.* § 668.41(a), (f);<br>34 *C.F.R.* §§ 668.45, 668.48] | ***By July 1***, notice must be distributed to current students of the availability of information about the completion/graduation rates of students receiving athletically related student aid in the one-year period ending August 31 of the preceding year.<br>**http://www.pointloma.edu/sites/default/files/filemanager/Institutional_Research/PLNU_NCAA_Grad_Rates.pdf**<br><br>In addition, such information must be provided to each prospective student athlete and the student's parents, high school guidance counselor, and coach at the time PLNU offers athletically related student aid. If the NCAA provides the information for PLNU to high school coaches and counselors, PLNU is deemed to be in compliance with that requirement. (The IPEDS GRS collects a URL for the disclosure information if it is posted on PLNU's website.)<br><br>The report must also be sent to the U.S. Department of Education. | Notice to students<br><br>Furnished to prospective student athletes, et al<br><br>Submitted to DOE | • Office of Institutional Research<br>• Athletics Department |
| **AUGUST** | | | |
| **Student Records Privacy (FERPA)**<br>[20 *U.S.C.* §§ 1092(a), 1232g;<br>34 *C.F.R.* 668.41(c);<br>34 *C.F.R.* Part 99] | ***By the time of fall registration***, notice must be distributed to current students and parents of a list of information PLNU is required to provide under the Federal Educational Rights and Privacy Act (FERPA), together with a statement of the procedures required to obtain such information.<br><br>**http://catalog.pointloma.edu/content.php?catoid=16&navoid=1166#FERPA** | Distribute to students by any means reasonably likely to inform students | • Undergraduate Student Development<br>• Graduate Records |

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| **General Provisions Relating to Student Assistance Programs (Program Participation Agreements)** | ***On an annual basis,*** notice must be distributed to current students of the availability of the following information:<br>• Institutional and Program Accreditation, Approval or Licensure [Office of Institutional Research]<br>[20 *U.S.C.* §§ 1092(a)(1)-(2); 34 *C.F.R.* § 668.41(a)-(d); 34 *C.F.R.* § 668.43(a)(6), (b)]<br>Click here for Accreditation Information<br>• Academic Program (Programs, Facilities, and Faculty [Office of Institutional Research]<br>[20 *U.S.C.* §§ 1092(a)(1)(G); 34 *C.F.R.* § 668.41(a)-(d); 34 *C.F.R.* § 668.43(a)(5)]<br>Click here for Academics information<br>• Student Body Diversity [Office of Institutional Research] [20 *U.S.C.* § 1982(a)(1)(Q)]<br>Click here for Diversity information<br>• Retention Rates for Students [Office of Institutional Research] [20 *U.S.C.* §§ 1092(a)(1)(U)]<br>Click here for Retention Information<br>• Facilities and Services Available to Disabled Students<br>[20 *U.S.C.* §§ 1092(a)(1)(I)-(2); 34 *C.F.R.* § 668.41(a)-(d), 34 *C.F.R.* § 668.43(a)(7)]<br>Click here for Disability Services Information<br>• Price of Attendance [Undergraduate SFS; and Graduate SFS] [20 *U.S.C.* §§ 1092(a)(1)-(2); 34 *C.F.R.* § 668.41(a)-(d); 34 *C.F.R.* §668.43(a)(1)]<br>Click here for Undergraduate Price of Attendance<br>Click here for Graduate Price of Attendance<br>• Student Financial Aid Information [Undergraduate SFS; Graduate SFS]<br>[20 *U.S.C.* §§ 1092(a)(1)-(2), 1094(a)(9); 34 *C.F.R.* §§ 668.41(a)-(d); 34 *C.F.R.* § 668.42, 34 *C.F.R.* § 668.43(a)(8)-(9), 34 *C.F.R.* § 668.44]<br>Click her for Student Financial Services<br>• Refund Policy [Undergraduate SFS; Graduate SFS]<br>[20 *U.S.C.* §§ 1092(a)(1)-(2); 34 *C.F.R.* § 668.41(a)-(d); 34 *C.F.R.* § 668.43(a)(2)-(4)]<br>Click here for Undergraduate Refund Policy<br>Click here for Graduate Refund Policy<br>• Transfer of Credit Policy [Undergraduate Registrar; Graduate Registrar]<br>[20 *U.S.C.* §§ 1092(a)(1)-(2); 34 *C.F.R.* § 668.41(a)-(d); 34 *C.F.R.* § 668.43(a)(2)-(4)]<br>Click here for Transfer Credit Policy<br>• Copyright Infringement Policies and Sanctions [Copyright Compliance Committee; Information and Media Technology]<br>[20 *U.S.C.* § 1092(a)(1); 34 *C.F.R.* §§ 668.43(a)(10)]<br>Click here for Copyright Infringement Policy | Notice to students<br><br>Made readily available to current and prospective students upon request | • Student Financial Services<br>• Office of Institutional Research<br>• Academic Advising<br>• Records<br>• Student Development<br>• Wellness Center<br>• Public Safety<br>• Human Resources<br>• Career Services/Office of Strengths and Vocation |

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| | • Vaccinations Policy [Student Health Center]<br>[20 *U.S.C.* §§ 1092(a)(1)(V)]<br>Click here for Vaccination Policy<br>• Job Placement for Graduates [Office of Career Services] [20 *U.S.C.* § 1092(a)(1)(R)]<br>• Graduate and Professional Education Placement for Graduates [Office of Career Services]<br>[20 *U.S.C.* § 1092(a)(1)(S)] | | |
| **State Authorization** | An individual may contact the Department of Consumer Affairs of the Bureau for Private Postsecondary Education for review of a complaint. The Bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA , 95833, at their website: http://www.bppe.ca.gov/enforcement/complaint, via email at bppe@dca.ca.gov, or by phone or fax at (916) 431-6959 PH, (916) 263-1897 FAX.<br><br>In addition, such information is to be made readily available to both current and prospective students upon request through appropriate publications, mailings, or electronic media. | Made available upon request | • Vice Provost |
| **Drug and Alcohol Abuse Prevention Program**<br>[20 *U.S.C.* § 1011i;<br>34 *C.F.R.* § 86.100] | ***On an annual basis,*** policies and information on PLNU's drug and alcohol abuse prevention program must be distributed to all students and employees. (Students who enroll or employees who are hired after the annual distribution must also receive the information.)<br><br>In addition, PLNU must make available, upon request, to the U.S. Department of Education and to the public, the above information distributed to students and employees as well as the results of a biennial review of PLNU's drug and alcohol abuse prevention program.<br><br>Click here for Student Drug and Alcohol Abuse Prevention Policy<br>Click here or Employee Drug and Alcohol Abuse Prevention Policy | Furnished to students and employees<br><br>Made available to DOE and public upon request | • Student Development<br>• Human Resources |
| **SEPTEMBER** | | | |
| **Constitution Day and Citizenship Day**<br>[36 *U.S.C.* § 106; § 111 of Division J of Pub. L. 108-447, the "Consolidated Appropriations Act, 2005," Dec. 8 2004; 118 Stat. 2809, 3344-45 (§ 111)] | ***On September 17*** (or during the preceding or following week if September 17 falls on a Saturday, Sunday, or holiday), an educational program on the U.S. Constitution must be implemented commemorating the September 17, 1787 signing of the U.S. Constitution. | Educational program implemented | • Vice Provost for Undergraduate Programs<br>• Student Financial Services |

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| **Voter Registration Info Dissemination**<br>20 *U.S.C.* § 1094(a)(23), (c)(3)] | PLNU must request voter registration forms from California 120 days prior to the voter registration deadline and make the forms "widely available" to each student enrolled in a degree or certificate program and physically in attendance at PLNU. In the alternative, PLNU may send an email containing a voter registration form acceptable for use in California, or an Internet address where such a form can be downloaded, if such information is in an electronic message devoted exclusively to voter registration. Online voter registration information may be provided to students in August or ***September*** for November elections.<br>http://www.sos.ca.gov/elections/voter-registration/ | Distribute to students | • Student Development<br>• Human Resources |
| **OCTOBER** | | | |
| **Fiscal Operation Report & Application to Participate (FISAP)**<br>[20 *U.S.C.* § 1087bb;<br>34 *C.F.R.* § 673.3;<br>42 *U.S.C.* § 2752;<br>34 *C.F.R.* § 673.3;<br>20 *U.S.C.* § 1070b-3;<br>34 *C.F.R.* § 673.3]<br><br>[20 *U.S.C.* § 1094;<br>34 *C.F.R.* § 674.19;<br>34 *C.F.R.* § 675.19;<br>34 *C.F.R.* § 676.19] | To participate in the Federal Perkins Loan, FWS, or FSEOG programs, an application must be filed before the deadline date established annually by the U.S. Department of Education through publication of a notice in the Federal Register in order for the Department to determine APU's allocation or reallocation of funds. According to the Department, this Application to Operate for the upcoming award year July 1 through June 30 must be submitted to the Department ***by October 1***.<br><br>A Fiscal Operations Report plus other information required by the U.S. Department of Education must be submitted annually. According to the Department, this Report for the preceding award year July 1 through June 30 must be submitted to the Department ***by October 1***. | Submitted to U.S. Dept of Education | • Student Financial Services<br>• Business Office |
| **Annual Security Report**<br>[20 *U.S.C.* § 1092(f);<br>34 *C.F.R.* § 668.41(a), (e);<br>34 *C.F.R.* § 668.46;<br>34 *C.F.R.* Part 668, appendix A] | ***By October 1***, a security report containing information regarding campus crime statistics and security measures in the preceding calendar year, or notice of availability of the report, must be distributed to all PLNU students and employees.<br>In addition, PLNU must provide notice to prospective students and prospective employees of the availability of the report. PLNU must also submit the crime statistics by the date and in a form specified by the U.S. Department of Education, and the Department is required to make the statistics available to the public.<br>http://www.pointloma.edu/experience/community/student-life/health-and-safety/public-safety/crime/annual-security-report | Notice to students and employees<br><br>Notice to prospective students and prospective employees<br><br>Submitted to DOE | • Public Safety |

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| **Annual Security Report - *Emergency Response and Evacuation Procedures***<br>[20 *U.S.C.* § 1092(f)(1)(J),<br>34 *C.F.R.* § 668.41(a), (e)] | • The security report must also contain PLNU policies regarding emergency response and evacuation procedures, including procedures for immediate notification of the PLNU campus community, upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of PLNU students or employees on campus, unless issuing the notification would compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency;<br>**http://www.pointloma.edu/experience/community/student-life/health-and-safety/public-safety/emergencies** | Included in security report (see above) | • Public Safety |
| **Annual Security Report - *Missing Person Notification Policy***<br>[20 *U.S.C.* § 1092(j);<br>34 *C.F.R.* § 668.41(a);<br>34 *C.F.R.* § 668.46(b)(14), (h)] | • The security report must also contain a statement of PLNU's policy regarding missing student notification procedures for students who reside in on-campus student housing facilities.<br>**http://catalog.pointloma.edu/content.php?catoid=16&navoid=1170#Missing_Student_Notification_Policy_and_Procedure** | Included in security report (see above) | • Office of Student Life<br>• Public Safety |
| **Annual Fire Safety Report**<br>[20 *U.S.C.* § 1092(a)(1);<br>34 *C.F.R.* § 668.41(a), (e);<br>34 *C.F.R.* § 668.49] | ***By October 1***, a fire safety report containing information regarding PLNU's fire safety practices and standards in the preceding calendar year, or notice of availability of the report, must be distributed to all PLNU students and employees.<br><br>In addition, PLNU must provide notice to prospective students and prospective employees of the availability of the report.<br><br>PLNU must also submit the fire statistics to the U.S. Department of Education, and the Department is required to make the statistics available to the public.<br><br>PLNU must also make an annual report to the PLNU campus community on the fires.<br>Click here for Fire Safety Information<br>Click here for Annual Security Report<br><br>*If PLNU publishes its security and fire safety reports separately, each report must include information about how to access the other report.* | Notice to students and employees<br><br>Notice to prospective students and prospective employees<br><br>Submitted to DOE<br><br>Report to PLNU community | • Public Safety |
| **Equity in Athletics Report**<br>[20 *U.S.C.* § 1092(g);<br>34 *C.F.R.* § 668.41(a)-(b), (g);<br>34 *C.F.R.* § 668.47] | ***By October 15***, PLNU must make information about its intercollegiate athletic program available to current and prospective students and to the public. Current and prospective students must be provided a notice of their right to request such information (included in annual notice to current students). A hard copy of the report must be provided to prospective students.<br><br>Within 15 days of making the report available to students, prospective students, and the public (i.e., no later than October 30), the report must be submitted to the U.S. Department of Education, which will then make the information available to the public and notify all secondary schools of the availability of the information and how it may be accessed. | Notice to students<br><br>Made available to current and prospective students, and the public<br><br>Submitted to DOE | • Athletics Department |

| NOVEMBER | | | |
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| | ***NO DEADLINES*** | | |
| **DECEMBER** | | | |
| | ***NO DEADLINES*** | | |

| PERIODICALLY | | | |
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| **Student Status Confirmation Reports**<br>[34 *C.F.R.* § 610(c)(1), (c)(2)] | Student Status Confirmation Report forms (SSCRs) must be completed and returned within thirty (30) days of receipt from the U.S. Department of Education or guaranty agency. (The National Student Clearinghouse, acting as PLNU's agent, reports enrollment information automatically to participating loan holders after receipt of PLNU's enrollment data report. PLNU is thus required to submit enrollment numbers to the Clearinghouse ***on a quarterly basis***.) | Submit to National Student Clearinghouse | • Records Office |
| **Integrated Postsecondary Education Data System (IPEDS) Surveys**<br>[20 *U.S.C.* § 1094(a)(17);<br>29 *C.F.R.* § 1602.47-49;<br>34 *C.F.R.* § 100.6] | Surveys must be completed as a part of the Integrated Postsecondary Education Data System (IPEDS) or any other Federal postsecondary institution data collection effort, as designated by the U.S. Department of Education, in a timely manner and to the satisfaction of the Department. | Filed with DOE | • Office of Institutional Research<br>• Records Office<br>• Student Financial Services |
| **ANNUALLY** | | | |
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| **EVERY TWO YEARS** | | | |
| **Drug and Alcohol Abuse Prevention Biennial Review (in even years)**<br>[20 *U.S.C.* § 1011i;<br>34 *C.F.R.* § 86.100] | ***Every two years***, a report regarding a biennial review of the effectiveness of PLNU's drug and alcohol prevention program and consistency of sanction enforcement must be prepared and made available to the U.S. Department of Education and the public upon request. | Made available DOE and public upon request | • Student Development<br>• Human Resources |
| **EVERY FIVE+ YEARS** | | | |
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***Examples of how to read reference cites:**
Cal. *Educ. Code* § 69544.6 **=** California *Education Code* section 69544.6
20 *U.S.C.* § 1011f **=** Title 20 of the *United States Code* section 1011f
42 *C.F.R.* § 93.302 **=** Title 42 of the *Code of Federal Regulations* section 93.302