

## C-7a PROCEDURE Consumer Information

### INTRODUCTION

To provide the public with fair, accurate and complete information in accordance with Higher Learning Commission Policy FDCR.A.10.070 and 34 CFR 668.41-49, the College annually publishes a College Catalog/Student Handbook as well as a Consumer Information website and distributes an Annual Notice which contain the policies, procedures, rules, regulations, student rights and responsibilities, and general information pertaining to the educational programs of Southeast Community College.

### ANNUAL UPDATE PROCESS

The Vice President of Student Affairs or their designee(s) administers the updates of Consumer information in the College Catalog/Handbook, College Website, and Annual Notice. The Office of Institutional Compliance annually reviews the updated information on the website, in the catalog/handbook, and Annual Notice and makes revision recommendations to the responsible administrator.

At a minimum, the College's Consumer Information is checked for accuracy/updated annually. When a regulatory change is made or guidance is issued, the information on the website is updated immediately with the approval of the SCC departments affected by the change. For printed materials, the updated information would be added to the next printing.

Maintaining the Crime and Fire logs and compiling/submitted statistics is the responsibility of the College's Safety and Security Office. The Safety, Security and Crime/Fire Statistics Report is authored by the Institutional Compliance Office in cooperation with campus leaders. The Institutional Compliance Office disseminates the Safety, Security and Crime/Fire Statistics Report, along with the Annual Notice to current students and employees. The report and notice are also made available to prospective students and employees.

Information regarding Student Achievement is updated by the Institutional Research Department who also submits the information to IPEDS and updates the Net Price Calculator. This information is also contained in the Consumer Information portion of the website and in the Annual Notice.

Information regarding accreditation and current status with HLC is updated as necessary, is reviewed annually, and is the responsibility of Accreditation Liaison Officer or their designee.

### ADMINISTRATIVE AUTHORITY

The Vice President for Student Affairs or their designee(s) is responsible for implementing, monitoring, and proposing revisions to these administrative procedures. Any proposed revisions to these procedures will be presented to the Area Administrative Team for consideration and approval.

**Related Policy:** C-7

**Adopted:** 3/21/22-Administrative Team

**Reviewed/Revised:** 2/28/22, 3/21/22, 4/7/22

**Created:** 2/15/22

**Web link:**

**Tags:** consumer information

Table Of Contents

Policy C-7 approved by Board of Governors

05.17.2022

Effective 06.17.2022