



UNIVERSITY of HAWAII[®]
MAUI COLLEGE

CONSUMER INFORMATION
POLICY & PROCEDURES
JULY 2018

Prepared in compliance with Title I and Part F of Title IV of the Higher Education Act of 1965,
as amended, 20 U.S.C. §§ 1070 et seq.; 34 C.F.R. Part 668, Subpart D.

I. INTRODUCTION AND COMPLIANCE STATEMENT

In accordance with Title I and Part F of Title IV of the Higher Education Act of 1965, as amended (HEA), and federal regulations issued thereunder, UH Maui College (UHMC) is committed to publishing and making readily available certain consumer information to current students, prospective students, current employees, prospective employees, and other parties, as applicable. These disclosures broadly include information about the availability of institutional and financial aid information, student financial assistance information, general institutional information, health and safety information, and student outcomes information. (UHMC has no intercollegiate athletics program; therefore, the disclosures contain no information relating to intercollegiate athletics.)

The purpose of this UHMC Consumer Information Policy and Procedures is to ensure compliance with HEA disclosure provisions and provide information that is timely, accurate, and accessible to current students, prospective students, current employees, prospective employees, and others so as to allow them to make informed decisions about postsecondary education.

II. DEFINITIONS

In accordance with 34 C.F.R. § 668.41(a), the following definitions shall apply to this Policy:

Certificate or degree-seeking student means a student enrolled in a course of credit who is recognized by UHMC as seeking a degree or certificate.

First-time undergraduate student means an entering undergraduate who has never attended any institution of higher education. It includes a student enrolled in the fall term who attended a postsecondary institution for the first time in the prior summer term, and a student who entered with advanced standing (college credit earned before graduation from high school).

Notice means a notification of the availability of information an institution is required to disclose under the HEA, 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 (email). Posting on an Internet website or an Intranet website does not constitute a notice.

Prospective employee means an individual who has contacted UHMC for the purpose of requesting information concerning employment with UHMC.

Prospective student means an individual who has contacted UHMC requesting information concerning admission to UHMC.

III. NOTICES AND DISCLOSURES

A. Notice to Enrolled Students of Availability of Consumer Information.

Each Fall semester, Spring semester, and Summer Session, UHMC shall distribute to all enrolled students a notice of the availability of the information required to be disclosed pursuant to paragraphs (d), (e), and (g) of 34 C.F.R. § 668.41, and pursuant to 34 C.F.R. § 99.7 (pertaining to notification requirements of the Family Educational Rights and Privacy Act of 1974). This notice shall list and briefly describe the information and tell students how to obtain the information. The notice shall also provide the exact electronic address at which the information is posted on the UHMC Internet website and shall state that UHMC will provide a paper copy of the information on request.

B. General Disclosures for Enrolled or Prospective Students.

UHMC shall make available to any enrolled student or prospective student through appropriate publications, mailings, or electronic media (including the UHMC Internet website), information concerning:

1. Financial assistance available to students enrolled in UHMC.
2. General institutional information regarding UHMC.
3. UHMC's retention rate as reported to the Integrated Postsecondary Education Data System (IPEDS). In the case of a request from a prospective student, this information shall be made available prior to the student's enrolling or entering into any financial obligation with UHMC.
4. UHMC's completion or graduation rate and its transfer-out rate of certificate- or degree-seeking, first-time, full-time undergraduate students. In the case of a request from a prospective student, this information shall be made available prior to the student's enrolling or entering into any financial obligation with UHMC.
5. The placement of, and types of employment obtained by, graduates of UHMC's degree or certificate programs. This information may be gathered from UHMC's placement rate for any program (if UHMC calculates such a rate), State data systems, alumni or student satisfaction surveys, or other relevant sources. UHMC shall identify the source of the information provided and any time frames and methodology associated with it.
6. The types of graduate and professional education in which graduates of UHMC's four-year degree programs enroll. This information may be gathered from State data systems, alumni or student satisfaction surveys, or other relevant sources. UHMC shall identify the source of the information provided and any time frames and methodology associated with it.

C. Annual Security Report.

By October 1 of each year, UHMC shall distribute to all enrolled students and current employees its annual security report described in 34 C.F.R. § 668.46(b). (UHMC currently does

not maintain on-campus student housing; therefore, no annual fire safety report is distributed.) The annual security report may be distributed through appropriate publications and mailings, including: direct mailing to each individual through the U.S. Postal Service, campus mail, or electronic mail; a publication or publications provided directly to each individual; or posting on the UHMC Internet website.

If distribution of the UHMC annual security report to enrolled students and current employees is made by posting the report on the UHMC Internet website, UHMC shall issue a notice that includes a statement of the report's availability, the exact electronic address at which the report is posted, a brief description of the report's contents, and a statement that UHMC will provide a paper copy of the report upon request. In the case of enrolled students, this notice may be included in the annual notice to enrolled students. In the case of current employees, the notice shall be distributed by October 1 of each year.

In the case of prospective students and prospective employees, UHMC shall provide a notice that includes a statement of the annual security report's availability, a description of its contents, and an opportunity to request a copy. UHMC shall provide its annual security report, upon request, to a prospective student or prospective employee. If UHMC provides its annual security report to prospective students and prospective employees by posting the report on its Internet website, the notice provided to prospective students and prospective employees shall also include the exact electronic address at which the report is posted, a brief description of the report, and a statement that the institution will provide a paper copy of the report upon request.

IV. UHMC CONSUMER INFORMATION WEBPAGE COMMITTEE

A. Establishment of Committee.

To ensure consistency of access to HEA disclosure information on the UHMC Internet website, the accuracy of information posted, and compliance with federal requirements, there shall be established a UHMC Consumer Information Webpage Committee (Committee). The Committee shall consist of the following members:

- Special Assistant to the Chancellor, Chair
- Vice Chancellor of Academic Affairs
- Vice Chancellor of Administrative Affairs
- Vice Chancellor of Student Affairs
- Chief of Security
- UHMC Webmaster
- Financial Aid Director
- Human Resources Director
- Marketing Director
- Institutional Researcher
- Registrar

B. Meetings of the Committee.

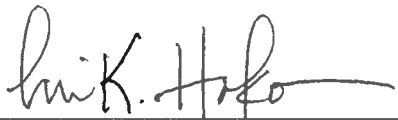
The Committee shall meet at least semi-annually.

C. Responsibilities of the Committee.

Working in conjunction with the UHMC Information Technology Department and the UHMC Webmaster, the Committee shall help oversee, and periodically review, UHMC's consumer information webpage to ensure accessibility to HEA-required disclosure information and the accuracy and updating of such information. In performing its responsibilities, the Committee shall observe the following guidelines:

- The consumer information webpage shall be a single portal page that provides a distinct entrance point on UHMC's website for HEA-required disclosure information.
- The webpage shall include disclosures that are required to be provided under HEA Sec. 485(a)(see *Appendix B*) and other disclosures that are web-appropriate.
- The webpage shall provide hyperlinks as necessary to HEA disclosure information
- To improve consumer access to HEA disclosure information, information shall be placed so as to minimize the amount of searching necessary to locate the information. Information should be positioned so that it can be reached by clicking through no more than three web pages (starting from the UHMC home page).
- The webpage should make use of consumer-friendly labels and language whenever possible and avoid institutional and technical jargon. The webpage may use pop-up or hover-over boxes that spell out acronyms used in the webpage and provide definitions for terms used.
- Information should be labeled with the timeframe for the information (for example, the calendar year(s) relating to a particular security report, or the beginning and end dates for graduation rate calculations).
- The webpage should use a common set of content titles and headings suggested for use on HEA disclosure portal pages so as to help consumers find and compare information across institutions.
- To comply with 34 C.F.R. § 668.44, pertaining to availability of employees for information dissemination purposes, the webpage shall include the names of employees, or group of employees, who shall be available on a full-time basis to assist enrolled or prospective students in obtaining HEA information.

Approved:



Lui K. Hokoana, EdD
Chancellor

August 24, 2018

Date