

Title: Annual Notices and Information Disclosures
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Approved: WPL

Purpose

To facilitate Boston College's compliance with the federal and State laws and regulations that govern the disclosure of institutional, financial assistance, and other types of information by setting forth the University's information disclosure procedures, and identifying the individuals and organizational units responsible for them.

Introduction

On October 7, 1998, President Clinton signed into law the Higher Education Amendments of 1998 (1998 Amendments [Public Law 105-244]). The 1998 Amendments added new requirements to the Higher Education Act of 1965, as amended (HEA), regarding the disclosure of institutional and financial assistance information under the Title IV student financial assistance programs authorized by the HEA. The statutory changes made to the HEA by the 1998 Amendments were implemented by the November 1, 1999, Student Assistance General Provisions Final Rule.

The November 1, 1999, Final Rule amended section 668.41 under Title 34 of the Code of Federal Regulations (34 CFR 668.41), Reporting and Disclosure of Information. This section provides definitions, rules for how information must be disseminated to current and prospective students and employees, and an overview of the items that must be disclosed. The new regulations, distinguishing between the provision of notices and the disclosure of information, require institutions to provide enrolled students a notice of the availability of the information to which they are entitled with instructions on how they may obtain it.

Other sections of the HEA, and various other federal and State laws and regulations, also require the disclosure of specific types of information. The general policies and procedures that follow have been formulated to facilitate Boston College's compliance with 34 CFR 668.41 and with other relevant federal and State laws and regulations.

Definitions

Athletically-related student aid is defined by 34 CFR 668.41 as any scholarship, grant, or other form of financial assistance offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution. Other student aid, of which a student athlete simply happens to be the recipient, is not athletically-related student aid.

Eligible student is defined by 34 CFR 99.3 as a student who has reached 18 years of age or is attending an institution of postsecondary education.

Notice is defined by 34 CFR 668.41 as a notification of the availability of information an institution is required by subpart D of the regulations to disclose, that is 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. Posting on an Internet web site or an Intranet web site does not constitute a notice.

Prospective employee is defined by 34 CFR 668.41 as an individual who has contacted an eligible institution for the purpose of requesting information concerning employment with that institution.

Prospective student is defined by 34 CFR 668.41 as an individual who has contacted an eligible institution requesting information concerning admission to that institution.

Policy

Higher Education Act of 1965, As Amended

1. Boston College complies with the information disclosure requirements of section 485 of the HEA, as implemented by 34 CFR 668.41 These requirements are as follows:

- (a) Annual Notice

- (i) An institution annually must distribute to all **enrolled students** a notice of the availability of the information required to be disclosed pursuant to paragraphs (1)(b) through (1)(e), below.
- (ii) The notice must list and briefly describe the information and indicate how the information may be obtained.
- (iii) The description should be sufficient to allow students and others to understand the nature of the information and to make informed decisions about whether to request the information.

- (b) General disclosures for enrolled or prospective students

An institution must make available to any **enrolled student or prospective student**, upon request, through appropriate publications, mailings, or electronic media, information concerning:

- (i) *Financial assistance*, including a description of the federal, state, local, private, and institutional student financial assistance programs available to students who enroll at the University; application forms and procedures; eligibility requirements; criteria for selection; criteria for determining the amount of the award; satisfactory academic progress standards; methods of disbursement; loan terms; conditions and terms for employment provided as part of a student's financial assistance package; and conditions for deferral of federal loan repayments for volunteer service;
- (ii) *The institution*, including the cost of attendance; refund policies; requirements and procedures for officially withdrawing from the University; requirements for the return of Title IV assistance; academic program, faculty, and facilities; accreditation and licensure; special facilities and services for students with disabilities; and a statement that a student's enrollment in a study abroad program approved for credit by the University may be considered enrollment at the University for the purpose of applying for Title IV assistance; and
- (iii) *The institution's completion or graduation rate* and, if applicable, its transfer-out rate. In the case of a request from a prospective student, the information must be made available prior to the student's enrolling or entering into any financial obligation with the institution. (Please see policy [4-700-100](#), Student Right-to-Know Act, for additional information.)

- (c) Notification requirements of the Family Educational Rights and Privacy Act of 1974

(FERPA)

Each institution must annually notify **parents of students** currently in attendance, **or eligible students** currently in attendance, of their rights under FERPA, and the procedures for the inspection, correction, and disclosure of information in student records, pursuant to 34 CFR 99.7. (Please see policy [4-730-005](#), Student Education Records, for additional information.)

(d) Annual security report required by the Crime Awareness and Campus Security Act

- (i) By October 1 of each year, an institution must distribute, to all **enrolled students and current employees**, its annual security report, through appropriate publications and mailings.
- (ii) The institution must provide a notice to **prospective students and prospective employees** of the report's availability, a description of its contents, and an opportunity to request a copy. An institution must provide its annual security report, upon request, to a prospective student or prospective employee
- (iii) Each year, the institution must submit to the **Secretary of Education** the statistics component of the annual security report.
- (iv) The "safety notification" component of the report requires an institution, in a manner that is timely and that will aid in the prevention of similar crimes, to report to the campus community on crimes specified by the Act.

(Please see Campus Safety and Security policies [5-350-200](#), Crime Awareness and Campus Security Act, and [5-350-220](#), Safety Notification Procedure, for additional information.)

(e) Report on athletic program participation rates and financial support data required by the Equity in Athletics Disclosure Act

- (i) An institution subject to the Equity in Athletics Disclosure Act must, not later than October 15 of each year, make available upon request to **enrolled students, prospective students, and the public**, the report produced in compliance with the Act.
- (ii) The institution must make the report easily accessible to students, prospective students, and the public, and must provide the report promptly to anyone who requests it.
- (iii) The institution must provide notice to all **enrolled students**, pursuant to paragraph (a) above, and **prospective students** of their right to request the report.
- (iv) The institution must submit the report to the **Secretary of Education** within 15 days of making it available to students, prospective students, and the public.

(Please see policy [3-300-025](#), Equity in Athletics Disclosure Act, for additional information.)

(f) Report on completion or graduation rates for student athletes required by the Student Right-to-Know Act

- (i) Except under circumstances described in the Student Right-to-Know Act, when an institution offers a prospective student athlete athletically-related student aid, it must provide to the **prospective student athlete, and his or her parents, high school coach, and guidance counselor**, the report on completion or graduation rates for student athletes produced in compliance with the Act.
- (ii) The institution must submit the report to the Secretary of Education by July 1 of each year.

(Please see policy [4-700-100](#), Student Right-to-Know Act, for additional

information.)

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3. Boston College complies with the information disclosure requirements of the Drug-Free Schools and Communities Act Amendments of 1989. Amending section 120 of the HEA regarding drug and alcohol abuse prevention, as implemented by 34 CFR 86.100, the Act requires institutions that participate in the Title IV student financial assistance programs to establish a drug prevention program that includes the following:
 - (a) The annual distribution in writing to **each employee, and to each student** who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study, of the drug and alcohol abuse prevention information required by the Act.
 - (b) The institution must, upon request, make available to the **Secretary of Education and the public**, a copy of the annual distribution and the results of the biennial reviews required by the Act.
4. (Please see policy [1-300-025](#), Drug-Free Schools and Campuses, for additional information.)
5. Boston College complies with the information disclosure requirements of section 489 of the HEA regarding voter registration forms, as implemented by 34 CFR 668.14. Institutions that participate in the Title IV student financial assistance programs must agree to make a good faith effort to distribute a mail voter registration form, requested and received from the State, to **each student enrolled in a degree or certificate program** and physically in attendance at the institution, and to make such forms widely available to students at the institution. The institution is to request the forms from the State 120 days prior to the deadline for registering to vote within the State.

Other Federal and State Laws and Regulations

4. Boston College complies with the information disclosure requirements of the Drug-Free Workplace Act of 1988, as implemented by 34 CFR 85, subpart F, Appendix C. As a recipient of Title IV student financial assistance funds, an institution is considered a "grantee" for purposes of the Act. "Grantees Other Than Individuals" must certify that they provide a drug-free workplace by publishing a statement that notifies **employees (including work-study and nonwork-study students) engaged in the performance of work under a contract or grant** that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition. Each employee engaged in the performance of work under a contract or grant must be given a copy of the statement.

(Please see policy [1-300-020](#), Drug-Free Workplace, for additional information.)
5. Boston College complies with the information disclosure requirements of chapter 51, section 42E of the General Laws of Massachusetts: Voter registration affidavit forms for college, high school and vocational school students. All public and independent colleges, universities, high schools and vocational schools are to make available affidavit of voter registration forms at all locations where **students** may register for classes. Such locations are to be published along with the annual course listing for students or in some other school-wide publication. Every such school is to publicize the availability of such voter registration affidavit forms within the school.

General Responsibilities by Policy

A number of University policies have been formulated to facilitate Boston College's compliance with the federal and State laws and regulations that govern the disclosure of institutional, financial assistance, and other types of information. All of the policies assign to specified individuals and/or organizational units overall responsibility for implementing, monitoring, and enforcing the provisions of the policies. Some of the policies also assign general responsibility for implementing, monitoring, and enforcing specific procedures. The policies that govern the disclosure of required information assign the following general responsibilities:

- [1-300-020, Drug-Free Workplace](#)
The Office of Human Resources has overall responsibility for implementing, monitoring, and enforcing the provisions of this policy. The Office for Sponsored Programs is responsible for implementing, monitoring, and enforcing specific procedures as stipulated by the policy.
- [1-300-025, Drug-Free Schools and Campuses](#)
The Vice President for Student Affairs, the Financial Vice President and Treasurer, and the Vice President for Human Resources are responsible for implementing, monitoring, and enforcing the provisions of this policy.
- [3-300-025, Equity in Athletics Disclosure Act](#)
The Financial Vice President and Treasurer has overall responsibility for implementing, monitoring, and enforcing the provisions of this policy. The Controller, the Academic Vice President, and the Director of Athletics are responsible for implementing, monitoring, and enforcing specific procedures as stipulated by the policy.
- [4-700-100, Student Right-to-Know Act](#)
The Academic Vice President has overall responsibility for implementing, monitoring, and enforcing the provisions of this policy. The Dean for Enrollment Management and the Director of Athletics are responsible for implementing, monitoring, and enforcing specific procedures as stipulated by the policy.
- [4-730-005, Student Education Records](#)
The Academic Vice President has overall responsibility for implementing, monitoring, and enforcing the provisions of this policy. The Director of Student Services and the Vice President for Student Affairs are responsible for implementing, monitoring, and enforcing specific procedures as stipulated by the policy.
- [5-350-200, Crime Awareness and Campus Security Act](#)
The Financial Vice President and Treasurer, in consultation with the Academic Vice President, the Vice President for Human Resources, and the Vice President for Student Affairs, is responsible for implementing, monitoring, and enforcing the provisions of this policy.
- [5-350-220, Safety Notification Procedure](#)
The Financial Vice President and Treasurer is responsible for implementing all safety notification procedures, and for monitoring and enforcing the provisions of this policy.

Specific Responsibilities by VP Area

Financial Vice President and Treasurer

The Financial Vice President and Treasurer is responsible for the following information disclosure procedures:

- [Annual Notice](#) (pursuant to paragraph (1)(a), above)

- (a) By October 1 of each year, prepare, publish, and distribute the IMPORTANT NOTICES AND DISCLOSURES mailing. This mailing comprises the following:
 - (i) Cover letter that notifies enrolled students of the availability of the information to which they are entitled, prepared by the Director of University Policies and Procedures.
 - (ii) CAMPUS SAFETY AND SECURITY PROGRAM, the annual security report required by the Crime Awareness and Campus Security Act, prepared by the Boston College Police Chief.
 - (iii) DRUG-FREE CAMPUS AND WORKPLACE PROGRAM, the drug prevention program required by the Drug-Free Schools and Communities Act Amendments of 1989, prepared by the Vice President for Student Affairs. The DRUG-FREE CAMPUS AND WORKPLACE PROGRAM incorporates the information disclosure requirements of the Drug-Free Workplace Act of 1988.
- (b) The IMPORTANT NOTICES AND DISCLOSURES mailing is to be distributed through the U.S. Postal Service or the campus mail.
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- Annual security report (pursuant to paragraph (1)(d), above)
 - (a) By October 1 of each year, publish and distribute the CAMPUS SAFETY AND SECURITY PROGRAM as a component of the IMPORTANT NOTICES AND DISCLOSURES mailing.
 - (b) Provide a copy of the CAMPUS SAFETY AND SECURITY PROGRAM to prospective students, upon request.
 - (c) Implement all safety notification procedures, as outlined in policy [5-350-220](#), Safety Notification Procedure.
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- Report on athletic program participation rates and financial support data (pursuant to paragraph (1)(e), above)
 - (a) By October 15 of each year, prepare and publish the report produced in compliance with the Equity in Athletics Disclosure Act.
 - (b) In coordination with the Director of Athletics, submit a copy of the report to the Secretary of Education within 15 days of making it available to students, prospective students, and the public.
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- Drug prevention program required by the Drug-Free Schools and Communities Act Amendments of 1989 and information disclosure requirements of the Drug-Free Workplace Act of 1988 (pursuant to paragraphs (2) and (4), above)
 - (a) By October 1 of each year, publish and distribute the DRUG-FREE CAMPUS AND WORKPLACE PROGRAM as a component of the IMPORTANT NOTICES AND DISCLOSURES mailing.
 - (b) Provide a copy of the DRUG-FREE CAMPUS AND WORKPLACE PROGRAM to the public, upon request.

The Boston College Police Chief is responsible for the following information disclosure procedures:

- Annual security report (pursuant to paragraph (1)(d), above)
 - (a) Each year, for publication in the CAMPUS SAFETY AND SECURITY PROGRAM, update the required campus security policies (in coordination with the Director of University Policies and Procedures); update the campus security, crime prevention, and sexual assault program descriptions (in coordination with the Dean for Student Development and the Director of Residential Life); and compile the required campus crime statistics (in accordance with the procedures outlined in the "Policy for Preparing the Annual Disclosure of Crime Statistics" in policy [5-350-200](#), Crime Awareness and Campus Security Act).
 - (b) Forward this information to the Financial Vice President and Treasurer for publication and distribution.
 - (c) Forward the campus crime statistics to the University General Counsel.
 - (d) Implement specific safety notification procedures, as outlined in policy [5-350-220](#), Safety Notification Procedure.

The Controller is responsible for the following information disclosure procedures:

- Report on athletic program participation rates and financial support data (pursuant to paragraph (1)(e), above)
 - (a) Each year, with the Director of Athletics and the Academic Vice President, compile the information necessary to complete the report produced in compliance with the Equity in Athletics Disclosure Act.
 - (b) By October 15 of each year, provide copies of the report to enrolled students, prospective students, and the public upon request. Reports are to be sent to requesters through the U.S. mail, and each request is to be recorded on a tracking form maintained by the Controller's Office.

The Director of Dining Service is responsible for the following information disclosure procedures:

- Annual security report (pursuant to paragraph (1)(d)(iv), above)
 - (a) Implement specific safety notification procedures, as outlined in policy [5-350-220](#), Safety Notification Procedure.

Academic Vice President

The Academic Vice President is responsible for the following information disclosure procedures:

- Annual Notice (pursuant to paragraph (1)(a), above)
 - (a) Each year, publish in the BOSTON COLLEGE BULLETIN and on the Student Services web site, the NOTICE OF INFORMATION DISCLOSURES STATEMENT ([EXHIBIT A](#)), prepared by the Director of University Policies and Procedures.

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- General disclosures (pursuant to paragraph (1)(b)(i) and (ii), above)
 - (a) Each year, publish in the BOSTON COLLEGE BULLETIN and on the Student Services web site the required financial assistance and institutional information.
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- Annual security report (pursuant to paragraph (1)(d), above)
 - (a) Each year, publish in the UNDERGRADUATE ADMISSION BULLETIN and all graduate program ADMISSION BULLETINS the required notice to prospective students, as it appears in policy [5-350-200](#), Crime Awareness and Campus Security Act.
 - (b) Ensure that the appropriate sections of the [FACULTY HANDBOOK](#) reference the CAMPUS SAFETY AND SECURITY PROGRAM and related policies, and indicate where copies of the PROGRAM may be obtained.
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- Report on athletic program participation rates and financial support data (pursuant to paragraph (1)(e), above)
 - (a) Each year, with the Controller and the Director of Athletics, compile the information necessary to complete the report produced in compliance with the Equity in Athletics Disclosure Act.
 - (b) Each year, publish in the UNDERGRADUATE ADMISSION BULLETIN and all graduate program ADMISSION BULLETINS the required notice to prospective students, as it appears in policy [3-300-025](#), Equity in Athletics Disclosure Act.
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- Drug prevention program required by the Drug-Free Schools and Communities Act Amendments of 1989 and information disclosure requirements of the Drug-Free Workplace Act of 1988 (pursuant to paragraphs (2) and (4), above)
 - (a) With the Vice President for Student Affairs, ensure that all students who enroll at the University during the period between annual distributions receive a copy of the DRUG-FREE CAMPUS AND WORKPLACE PROGRAM.
 - (b) With the Vice President for Human Resources, ensure that all new employees who are employed at the University during the period between annual distributions receive a copy of the DRUG-FREE CAMPUS AND WORKPLACE PROGRAM.
 - (c) Ensure that the appropriate sections of the [FACULTY HANDBOOK](#) reference the DRUG-FREE CAMPUS AND WORKPLACE PROGRAM and related policies ([1-300-020](#), Drug-Free Workplace; [1-300-025](#), Drug-Free Schools and Campuses; and [1-300-050](#), Use of Alcohol at Boston College), and indicate where copies of the PROGRAM may be obtained.

The Dean for Enrollment Management is responsible for the following information disclosure procedures:

- General disclosures (pursuant to paragraph (1)(b)(iii), above)

- (a) By July 1 of each year, compile the required completion or graduation rate information and disclose to current and prospective students through publication in the BOSTON COLLEGE BULLETIN and on the Student Services web site.
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- Report on completion or graduation rates for student athletes required by the Student Right-to-Know Act (pursuant to paragraph (1)(f), above)
 - (a) By July 1 of each year, with the Director of Athletics and the Director of Learning Resources for Student Athletes, compile the information necessary to complete the report on completion or graduation rates for student athletes.
 - (b) In coordination with the University Secretary, ensure that the required information is incorporated in the Integrated Postsecondary Education Data Survey's Graduation Rate Survey for submission to the Department of Education by July 1 of each year.

The Office for Sponsored Programs is responsible for the following information disclosure procedures:

- Information disclosure requirements of the Drug-Free Workplace Act of 1988 (pursuant to paragraph (4), above)
 - (a) Complete and file the required certification statement that accompanies each contract and grant proposal submitted to a federal agency, and oversee the process whereby individual recipients of certain grants complete and file a drug-free certification following award of the grant.
 - (b) Inform Principal Investigators that they are to provide contract and grant employees who do not undergo benefits orientation with a copy of the DRUG-FREE CAMPUS AND WORKPLACE PROGRAM upon employment.
 - (c) When notified by the Office of Human Resources of the drug-related, workplace-related criminal conviction of an employee engaged in the performance of work under a contract or grant, report the conviction, in writing, within ten calendar days to the concerned federal funding agency.

The Director of Student Services is responsible for the following information disclosure procedures:

- Notification requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA) (pursuant to paragraph (1)(c), above)
 - (a) Each year, publish in the BOSTON COLLEGE BULLETIN the required notification of rights under FERPA, and the procedures for the inspection, correction, and disclosure of information in student records.
 - (b) Each year, publish in the Schedule of Courses and on the Student Services web site the Confidentiality of Student Records statement, as it appears in policy [4-730-005](#), Student Education Records.
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- Information disclosure requirements of section 489 of the HEA regarding voter registration forms and information disclosure requirements of chapter 51, section 42E of the General Laws of Massachusetts: Voter registration affidavit forms for college.

high school and vocational school students (pursuant to paragraphs (3) and (5), above)

- (a) Publish in the Schedule of Courses and on the Student Services web site information regarding the availability of Voter Registration Forms.
- (b) For two weeks at the start of each semester, ensure that Mail-In Voter Registration Forms are available in the following locations: Lyons basement, McElroy 120, Donaldson House, Murray Graduate Center, Gasson 109, Campion 101, Cushing Hall 202H, the Student Lounge on the first floor of McGuinn, and McGuinn 221.
- (c) Ensure that the Student Services web site maintains a link to the State's Voter Registration Form Request, where students may request either a Massachusetts form, if they are Massachusetts residents, or a National Mail Voter Registration Form, if they are from out of state.

Vice President for Student Affairs

The Vice President for Student Affairs is responsible for the following information disclosure procedures:

- Notification requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA) (pursuant to paragraph (1)(c), above)
 - (a) Each year, publish in the [STUDENT GUIDE](#) the Confidentiality of Student Records statement, as it appears in policy [4-730-005](#), Student Education Records.
- Annual security report (pursuant to paragraph (1)(d), above)
 - (a) Ensure that the appropriate sections of the [STUDENT GUIDE](#) reference the CAMPUS SAFETY AND SECURITY PROGRAM and related policies, and indicate where copies of the PROGRAM may be obtained.
 - (b) In the event that the Financial Vice President and Treasurer is unavailable, implement specific safety notification procedures, as outlined in policy [5-350-220](#), Safety Notification Procedure.
- Drug prevention program required by the Drug-Free Schools and Communities Act Amendments of 1989 and information disclosure requirements of the Drug-Free Workplace Act of 1988 (pursuant to paragraphs (2) and (4), above)
 - (a) Each year, prepare the DRUG-FREE CAMPUS AND WORKPLACE PROGRAM for inclusion in the IMPORTANT NOTICES AND DISCLOSURES mailing.
 - (b) With the Academic Vice President, ensure that all students who enroll at the University during the period between annual distributions receive a copy of the DRUG-FREE CAMPUS AND WORKPLACE PROGRAM.
 - (c) Provide the results of biennial reviews to the public, upon request.
 - (d) Provide a copy of the DRUG-FREE CAMPUS AND WORKPLACE PROGRAM and the results of biennial reviews to the Secretary of Education, upon request.

- (e) Ensure that the appropriate sections of the [STUDENT GUIDE](#) reference the DRUG-FREE CAMPUS AND WORKPLACE PROGRAM and related policies ([1-300-020](#), Drug-Free Workplace; [1-300-025](#), Drug-Free Schools and Campuses; and [1-300-050](#), Use of Alcohol at Boston College), and indicate where copies of the PROGRAM may be obtained.

The Dean for Student Development is responsible for the following information disclosure procedures:

- [Annual security report](#) (pursuant to paragraph (1)(d), above)
 - (a) Each year, for publication in the CAMPUS SAFETY AND SECURITY PROGRAM, update the campus security, crime prevention, and sexual assault program descriptions (in coordination with the Boston College Police Chief and the Director of Residential Life).
 - (b) Implement specific safety notification procedures, as outlined in policy [5-350-220](#), Safety Notification Procedure.

The Director of Residential Life is responsible for the following information disclosure procedures:

- [Annual security report](#) (pursuant to paragraph (1)(d), above)
 - (a) Each year, for publication in the CAMPUS SAFETY AND SECURITY PROGRAM, update the campus security, crime prevention, and sexual assault program descriptions (in coordination with the Boston College Police Chief and the Dean for Student Development).
 - (b) Implement specific safety notification procedures, as outlined in policy [5-350-220](#), Safety Notification Procedure.

The Director of Learning Resources for Student Athletes is responsible for the following information disclosure procedures:

- [Report on completion or graduation rates for student athletes required by the Student Right-to-Know Act](#) (pursuant to paragraph (1)(f), above)
 - (a) By July 1 of each year, with the Dean for Enrollment Management and the Director of Athletics, compile the information necessary to complete the report on completion or graduation rates for student athletes.

Vice President for Human Resources

The Vice President for Human Resources is responsible for the following information disclosure procedures:

- [Annual security report](#) (pursuant to paragraph (1)(d), above)
 - (a) Publish in the DEPARTMENT OF HUMAN RESOURCES JOB OPPORTUNITIES listings and employment applications the required notice to prospective employees, as it appears in policy [5-350-200](#), Crime Awareness and Campus Security Act.

- (b) Provide a copy of the CAMPUS SAFETY AND SECURITY PROGRAM to prospective employees, upon request.
- (c) Ensure that the appropriate sections of the [EMPLOYEE HANDBOOK](#) reference the CAMPUS SAFETY AND SECURITY PROGRAM and related policies, and indicate where copies of the PROGRAM may be obtained.
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- Drug prevention program required by the Drug-Free Schools and Communities Act Amendments of 1989 and information disclosure requirements of the Drug-Free Workplace Act of 1988 (pursuant to paragraphs (2) and (4), above)
 - (a) When notified of the drug-related, workplace-related criminal conviction of an employee engaged in the performance of work under a contract or grant, report the notification to the Office for Sponsored Programs.
 - (b) With the Academic Vice President, ensure that all new employees who are employed at the University during the period between annual distributions receive a copy of the DRUG-FREE CAMPUS AND WORKPLACE PROGRAM.
 - (c) Ensure that the appropriate sections of the [EMPLOYEE HANDBOOK](#) reference the DRUG-FREE CAMPUS AND WORKPLACE PROGRAM and related policies ([1-300-020](#), Drug-Free Workplace; [1-300-025](#), Drug-Free Schools and Campuses; and [1-300-050](#), Use of Alcohol at Boston College), and indicate where copies of the PROGRAM may be obtained.

President

The Director of Athletics is responsible for the following information disclosure procedures:

- Report on athletic program participation rates and financial support data (pursuant to paragraph (1)(e), above)
 - (a) Each year, with the Controller and the Academic Vice President, compile the information necessary to complete the report produced in compliance with the Equity in Athletics Disclosure Act.
 - (b) In coordination with the Financial Vice President and Treasurer, submit a copy of the report to the Secretary of Education within 15 days of making it available to students, prospective students, and the public.
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- Report on completion or graduation rates for student athletes required by the Student Right-to-Know Act (pursuant to paragraph (1)(f), above)
 - (a) By July 1 of each year, with the Dean for Enrollment Management and the Director of Learning Resources for Student Athletes, compile the information necessary to complete the report on completion or graduation rates for student athletes.
 - (b) When offering a prospective student athlete athletically-related student aid, disclose this information to the prospective student athlete and his or her parents, high school coach, and guidance counselor in correspondence that is standard to the recruiting process.

The University General Counsel is responsible for the following information disclosure procedures:

- Annual security report (pursuant to paragraph (1)(d), above)
 - (a) Each year, send responsible Vice Presidents and Directors a memorandum that identifies, by title or function, the campus security authorities within their organizational areas, and requests that they inform these individuals of their responsibility to report immediately all crimes, violations, and other emergencies to the Boston College Police.
 - (b) Each year, submit to the Secretary of Education the statistics component of the annual security report.

The Director of University Policies and Procedures is responsible for the following information disclosure procedures:

- Annual Notice (pursuant to paragraph (1)(a), above)
 - (a) Each year, prepare the cover letter for the IMPORTANT NOTICES AND DISCLOSURES mailing.
 - (b) Each year, prepare the NOTICE OF INFORMATION DISCLOSURES STATEMENT ([EXHIBIT A](#)) for publication in the BOSTON COLLEGE BULLETIN and on the Student Services web site.
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- Annual security report (pursuant to paragraph (1)(d), above)
 - (a) Each year, for publication in the CAMPUS SAFETY AND SECURITY PROGRAM, update the required campus security policies (in coordination with the Boston College Police Chief).

The University Secretary is responsible for the following information disclosure procedures:

- Report on completion or graduation rates for student athletes required by the Student Right-to-Know Act (pursuant to paragraph (1)(f), above)
 - (a) In coordination with the Dean for Enrollment, ensure that the required information is incorporated in the Integrated Postsecondary Education Data Survey's Graduation Rate Survey for submission to the Department of Education by July 1 of each year.

Posted: September 24, 2002

Update: March 30, 2004