

Annual Notices and Disclosures Policy

Introduction

Federal statutes and regulations administered by the Department of Education require institutions of higher education participating in federal financial aid programs to annually disclose numerous policies, data, and statistics to students, employees, and prospective students and employees, and certain other federal and state laws require the University to make additional annual disclosures. This purpose of this policy is to help ensure that the University complies with these annual notice and disclosure requirements in a coordinated and easily verifiable manner.

Assignment to Responsible University Areas

Attached to this Policy as Exhibit A is a table outlining the annual notice and disclosure requirements (each a "Disclosure") and indicating University Officers (each a "Responsible Officer") and applicable department heads charged with maintaining the underlying data and/or policy. It shall be the responsibility of each of the identified Responsible Officers to maintain, keep updated and prepare the Disclosure(s) annually, working through department heads as appropriate. As outlined below, the Responsible Office with primary responsibility for each Disclosure shall make the Disclosure(s) available electronically on an appropriate webpage maintained by the applicable department and make its Disclosure(s) available in printed form to persons requesting a copy. With certain disclosures, the Responsible Officer must also designate one or more employees to be available during business hours to assist enrolled or prospective students in obtaining the information.

Posting on Department Webpage

On or before September 1 of each year, each Responsible Officer shall provide any changes or updates to the Disclosures to the Office of the General Counsel for review. On or before September 15, the Responsible Officer shall post the updated Disclosure(s), as approved by the Office of the General Counsel, on the applicable departmental webpage. Because the Disclosures must also be made available upon request in printed form, each Disclosure should be located on a dedicated web page or linked PDF file so that it can readily be made available in printed form. The text on each Responsible Officer's webpage should indicate how a printed copy of the Disclosure may be obtained.

Central "Notices and Disclosures" Webpage

The Office of the Executive Vice President, with the assistance of the Office of Marketing Communications, shall oversee the maintenance of a central webpage that links to each Disclosure maintained by the Responsible Officers. It shall be the responsibility of the Executive Vice President to oversee the timely completion and posting of the Disclosures by the Responsible Officers and to work with the Office of Marketing Communications to verify that the links provided are accurate. To ensure the functionality of the central webpage, Responsible Officers shall promptly inform the Office of Marketing Communications if any changes to the links are required, but in any event should verify that all links are working on or before September 15 each year.

Annual Notice to Students and Employees

The Executive Vice President, with the assistance of the Office of Marketing Communications and the Office of the General Counsel, shall prepare and disseminate (by email, except as noted below) by no later than October 1 each year an annual notice (the "Annual Notice") to all employees and enrolled students containing a link to the central "Notices and Disclosures" page, with a short summary of each required Disclosure and a statement that printed copies of the Disclosures are available. The Annual Notice shall also include a direct link to the web page on which the Campus Security and Fire Safety Report is posted (as outlined in the University's policy entitled "Campus Safety and Security Policies—Required Disclosures"). Printed "flyers" of the Annual Notice shall be mailed to employees without regular access to a workplace computer.

Notices to Prospective Students

Each School or College Dean shall include an Annual Notice in each admissions bulletin, "viewbook" or other application materials routinely provided to prospective applicants. Prior to publication, any changes to the Annual Notice must be approved by the Office of the General Counsel. The Director of Athletics shall ensure that the report on the graduation rates for student athletes is provided to prospective student athletes and their parents upon the offer of athletic financial aid.

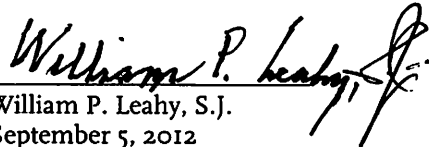
Notices to Prospective Employees

The Vice President for Human Resources shall ensure that prospective employees are provided a notice of the availability of the current Campus Security and Fire Safety Report. The notice must include a brief summary of the report and a link to the relevant website(s) and a statement about how to obtain a printed copy.

Notices to New Employees

The Vice President for Human Resources shall ensure that the University's Discriminatory Harassment policy is provided to all employees at the time of hire (as well as annually to all employees) as provided in the Discriminatory Harassment policy.

Approved:


William P. Leahy, S.J.

Date:

September 5, 2012

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| GENERAL INSTITUTIONAL INFORMATION, CONT. RETENTION RATE 34 CFR 668.41(d)(3) | -description of transfer of credit policies, including criteria used re: accepting credit from other institutions and a list of any articulation agmts. with other institutions -retention rate as reported to IPEDS | Provost/Student Services Director Director, Institutional Research |
| GRADUATION RATE 34 CFR 668.41(d)(4); 34 CFR 668.45 | -graduation/transfer out rates disaggregated by gender, racial and ethnic group, and by type of federal loan | Director, Institutional Research |
| PLACEMENT OF GRADUATES 34 CFR 668.41(d)(5) | -placement of and types of employment by graduates; must identify source of information, any calculated placement rates, methodology and time frames | Director, Institutional Research |
| GRADUATE EDUCATION ENROLLMENT 34 CFR 668.41(d)(6) | -types of graduate education in which graduates of BC's 4-yr. degree programs enroll; including source of information, methodology and time frames | Director, Institutional Research |
| STUDENT DIVERSITY 20 USC 1092(a)(1)(Q) | -student body diversity, including information on the percentage of enrolled, full-time students who: (i) are male; (ii) are female; (iii) receive a Pell Grant; and (iv) are a self-identified member of a major racial or ethnic group | Director, Institutional Research |
| VACCINATION POLICY 20 USC 1092(a)(1)(V) | -institutional policies regarding vaccinations | VP Student Affairs/Health Services Director |
| NET PRICE CALCULATOR SEC. 111 HEOA | -net price calculator to help current and prospective students estimate the net cost of attendance. | Dean for Enrollment Management |
| FERPA 34 CFR 99.7 | -summary of a student's rights under FERPA., including rights to inspect and review, amend records, consent to disclosures, and file a complaint with the DOE. Also must include the procedure for exercising the inspection/review rights, requesting amendments, and institutional definitions of school official and legitimate educational interest. | Director, Student Services |
| GRADUATION RATES FOR ATHLETES 34 CFR 668.48; 668.41(f) | -numbers and graduation rates of undergraduate students receiving athletic aid, broken down by race and gender within each sport, including averages. Report due to DOE by July 1. (*Director of Athletics must disclose report to prospective student athletes and their parents upon offer of aid; Director of Institutional Research must report to DOE by July 1 each year.) | Director, Institutional Research* |

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| <p>ANNUAL SECURITY REPORT</p> <p>34 CFR 668.46</p> | <ul style="list-style-type: none"> -policy re: reporting of crimes; -timely warning policies; -policy for preparing annual disclosure of crime statistics; -policy re: security of and access to campus facilities; -policy re: campus law enforcement, including enforcement/arrest authority and encouraging crime reporting; -description of type and frequency of programs informing students and employees about campus security and -description of programs to inform students and employees about crime prevention; -how to obtain sex offender information; -statements of policy re: possession, use and sale of alcohol & illegal drugs and enforcement of underage drinking laws and Federal and state drug laws; -description of drug/alcohol abuse education programs -campus sexual assault programs and procedures to follow when a sex offense occurs; -crime statistics -emergency response and evacuation procedures; -missing student notification procedures | <p>FVP/Police Chief</p> <p>-input from VP Student Affairs and VP HR</p> <p>-VP Student Affairs</p> <p>-input from VP Student Affairs; GC reports to DOE</p> <p>-input from Director, Emergency Management</p> <p>-input from VP Student Affairs</p> |
| <p>FIRE SAFETY REPORT</p> <p>34 CFR 668.49</p> | <ul style="list-style-type: none"> -description of each on-campus housing facility fire safety system; -number of fire drills held during the previous calendar year; -policies on portable electrical devices, smoking and open flames in housing facilities; -procedures for fire evacuation in student housing; -policies re: fire safety education and training for students and employees, including a description of procedures to follow in the event of a fire; -how to report fires (to whom); -plans for future improvements in fire safety -fire statistics | <p>Director of Environmental Health & Safety</p> <p>-w/ Police Chief</p> |
| <p>DRUG FREE CAMPUS AND WORKPLACE PROGRAM</p> | <p>-institution's drug prevention program must include annual distribution of the following to all employees and students: standards of conduct prohibiting unlawful drug and alcohol possession, use, or distribution; description of legal sanctions; description of health risks; description of available treatment, counseling programs and re-entry; description of specific</p> | <p>VP Student Affairs/VP HR (for employee policies, discipline, and</p> |

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| <p>34 CFR 86.100; 40 USC 701 & 702</p> <p>DRUG FREE CAMPUS & WORKPLACE PROGRAM, CONT.</p> | <p>disciplinary sanctions;</p> <p>-federal contractors/grantees must provide each employee engaged under contract/grant a copy of notice re: the prohibition of the unlawful manufacture, distribution, possession or use of controlled substances and actions that will be taken for violations. Notice must include a statement that employees will abide by notice terms and must notify employer of any criminal drug statute conviction for a violation occurring in workplace within 5 days.</p> | <p>resources) FVP (Disclosure)</p> <p>Director of OSP (notices to fed'l grant participants)</p> |
| <p>ATHLETIC PROGRAM PARTICIPATION RATES & FINANCIAL SUPPORT DATA</p> <p>34 CFR 668.47</p> | <p>-number of full time undergrads attending institution, by gender; -listing of varsity teams; -number of varsity participants, by gender; -operating expenses of each team, by gender; -gender of coaches; -certain athletic revenue information; -certain athletic expenses information; -total of athletic student aid; -ratio of male athlete aid to female athlete aid; -recruiting expenses, by gender; -average salary of coaches, by gender;</p> | <p>FVP (with data from Director of Athletics, Controller, and Provost)</p> <p>Controller must submit to DOE within 15 days of making it available to students, prospective students, and public. *Oct. 15 deadline.</p> |
| <p>DISCRIMINATORY HARASSMENT POLICY</p> <p>M.G.L. ch.151B §3A</p> | <p>a policy against sexual harassment that includes: -statement that sexual harassment in the workplace is unlawful; -statement that it is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of such a complaint; -description and examples of sexual harassment; -statement of range of consequences for employees found to have committed sexual harassment; -process for filing internal complaints and work addresses/phone numbers of persons to whom complaints should be made; and -identity of state and federal employment discrimination enforcement agencies with contact information.</p> <p>copy of policy must be provided to all employees annually and to new employees at time of employment.</p> | <p>VP HR</p> |