



University of Dallas

**Consumer Information
Policy
Institutional Information**

POLICY AIC-I
Responsible Executive:
General Counsel
Responsible Office:
Office of General Counsel
Issued: 7.1.21
Revised: n/a

1. PURPOSE

This Policy guides the University of Dallas in providing information to prospective and current students, as well as the general public, regarding the programs and activities of the University. Specifically, this Policy contains guidance relating to information required under 34 C.F.R. § [668.43](#).

2. INSTITUTIONAL INFORMATION

The University makes available to current and prospective students institutional information regarding the University including, but not limited to, the information identified in this policy.

3. FINANCIAL INFORMATION

- 3.1. **Cost of Attending.** The cost of attending the institution, including –
 - 3.1.1. Tuition and fees charged to full-time and part-time students;
 - 3.1.2. Estimates of costs for necessary books and supplies;
 - 3.1.3. Estimates of typical charges for room and board;
 - 3.1.4. Estimates of transportation costs for students; and
 - 3.1.5. Any additional cost of a program in which a student is enrolled or expresses a specific interest.
- 3.2. **Refund Policy.** Any refund policy with which the institution is required to comply for the return of unearned tuition and fees or other refundable portions of costs paid to the University.
- 3.3. **Withdrawal Procedures.** The requirements and procedures for officially withdrawing from the University.
- 3.4. **Return of Loans.** A summary of the requirements under 34 C.F.R. § [668.22](#) for the return of title IV grant or loan assistance.
- 3.5. **Study Abroad.** A statement that a student’s enrollment in a program of study abroad approved for credit by the University may be considered enrollment at the University for the purpose of applying for assistance under the title IV, Higher Education Act programs.

4. ACADEMIC POLICIES AND INFORMATION

4.1. Academic Programs.

- 4.1.1. The current degree programs and other educational and training programs;
- 4.1.2. The instructional, laboratory, and other physical facilities which relate to the academic program;
- 4.1.3. The University's faculty and other instructional personnel;
- 4.1.4. Any plans by the University for improving the academic program of the University, upon a determination by the University that such a plan exists; and
- 4.1.5. If an educational program is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation, or is advertised as meeting such requirements, information regarding whether completion of that program would be sufficient to meet licensure requirements in a State for that occupation, including –
 - 4.1.5.1. A list of all States for which the University has determined that its curriculum meets the State educational requirements for licensure or certification;
 - 4.1.5.2. A list of all States for which the University has determined that its curriculum does not meet the State educational requirements for licensure or certification; and
 - 4.1.5.3. A list of all States for which the University has not made a determination that its curriculum meets the State educational requirements for licensure or certification;

4.2. **Accreditation and Licensing.** The names of associations, agencies or governmental bodies that accredit, approve, or license the University and its programs and the procedures by which documents describing that activity may be reviewed;

- 4.2.1. The University must make available for review to any enrolled or prospective student upon request, a copy of the documents describing the University's accreditation and its State, Federal, or tribal approval or licensing. The institution must also provide its students or prospective students with contact information for filing complaints with its accreditor and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle a student's complaint.

4.3. **Student Disability Services.** A description of the services and facilities available to students with disabilities.

4.4. **Transfer Credit.** A description of the transfer of credit policies established by the University, which must include a statement of the University's current transfer of credit policies that includes, at a minimum –

- 4.4.1. Any established criteria the University uses regarding the transfer of credit earned at another institution and any types of institutions or sources from which the University will not accept credits;
 - 4.4.2. A list of institutions with which the University has established an articulation agreement; and
 - 4.4.3. Written criteria used to evaluate and award credit for prior learning experience including, but not limited to, service in the armed forces, paid or unpaid employment, or other demonstrated competency or learning.
- 4.5. **Other Educational Institutions.** A description in the program description of written arrangements the University has entered into in accordance with 34 C.F.R. § [668.5](#), including, but not limited to, information on –
- 4.5.1. The portion of the educational program that the University that grants the degree or certificate is not providing;
 - 4.5.2. The name and location of the other institutions or organizations that are providing the portion of the educational program that the University that grants the degree or certificate is not providing;
 - 4.5.3. The method of delivery of the portion of the educational program that the University that grants the degree or certificate is not providing; and
 - 4.5.4. Estimated additional costs students may incur as the result of enrolling in an educational program that is provided, in part, under the written arrangement.

5. DEMOGRAPHIC INFORMATION

- 5.1. **Student Demographics.** The percentage of those enrolled, full-time students at the University who –
- 5.1.1. Are male;
 - 5.1.2. Are female;
 - 5.1.3. Receive a Federal Pell Grant; and
 - 5.1.4. Are a self-identified member of a racial or ethnic group.
- 5.2. **Placement.** If the University’s accrediting agency or State requires the University to calculate and report a placement rate, the University’s placement in employment of, and types of employment obtained by, graduates of the University’s degree or certificate programs, gathered from such sources as alumni surveys, student satisfaction surveys, the National Survey of Student Engagement, the Community College Survey of Student Engagement, State data systems, or other relevant sources approved by the University’s accrediting agency as applicable.
- 5.3. **Post-Graduate Education.** The types of graduate and professional education in which graduates of the University’s four-year degree programs enrolled, gathered from such sources as alumni surveys,

student satisfaction surveys, the National Survey of Student Engagement, State data systems, or other relevant sources.

- 5.4. **Retention Rate.** The retention rate of certificate- or degree-seeking, first-time, full-time, undergraduate students entering the University.

6. NON-ACADEMIC POLICIES AND INFORMATION

- 6.1. **Designated Employees.** The title of persons designated under 34 C.F.R. § [668.44](#) and information regarding how and where those persons may be contacted. The University will designate one or more employees who shall be available on a full-time basis to assist enrolled or prospective students in obtaining the information specified in Policies AIC-F, AIC-I, AIC-G, and AIC-C.
- 6.2. **Copyright Infringement Policies.** Institutional policies and sanctions related to copyright infringement, including –
- 6.2.1. A statement that explicitly informs its students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities;
 - 6.2.2. A summary of the penalties for violation of Federal copyright laws.
 - 6.2.3. A description of the University’s policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions that are taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the University’s information technology system.
- 6.3. **Fire Safety Report.** The fire safety report prepared by the institution pursuant to Policy AIC-S and 34 C.F.R. § [668.49](#).
- 6.4. **Vaccine Policy.** University policies regarding vaccinations.
- 6.5. **Litigation.** If an enforcement action or prosecution is brought against the University by a State or Federal law enforcement agency in any matter where a final judgment against the University, if rendered, would result in an adverse action by an accrediting agency against the University, revocation of State authorization, or limitation, suspension, or termination of eligibility under title IV, notice of that fact.

7. DEFINITIONS

- 7.1. **“Female”** means a person born as a biological female.
- 7.2. **“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).

- 7.3. **“Male”** means a person born as a biological male.
- 7.4. **“Notice”** means a notification of the availability of information the University is required to disclose, 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 website or an Intranet website does not constitute a notice.
- 7.5. **“Prospective student”** means an individual who has contacted the University requesting information concerning admission to the University.
- 7.6. **“Secretary”** means the Secretary of the Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority.
- 7.7. **“University”** and **“the University”** mean the University of Dallas.

8. RESPONSIBILITIES

Responsible Party	List of Responsibilities
Office of General Counsel	1. Oversee the publication and making available of information pursuant to this policy.
Office of Institutional Effectiveness	1. Gather the information required for compliance with this policy. 2. Make available the information required for compliance with Sections 2-6 of this policy.

9. PROCEDURES

Task	Procedure
Gather Information	1. The Office of Institutional Effectiveness, on at least an annual basis, notify the relevant offices and departments of the information that it will need in order to comply with this policy. 2. The relevant offices and departments will provide the requested information to the Office of Institutional Effectiveness in a timely manner. 3. The Office of Institutional Effectiveness will prepare the information to be made available and distributed.
Make Information Available	1. The Office of Institutional Effectiveness, in conjunction with the relevant offices and/or departments, will make available the information identified in Sections 2-6 of this Policy through the University’s consumer information web page. 2. The Office of General Counsel will monitor the information made available.

10. POLICY ENFORCEMENT

Enforcement	The Office of General Counsel or the Office of Institutional Effectiveness will investigate suspected violations of this Policy, and take appropriate action in accordance with University policy.
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Reporting Violations	Report suspected violations of this Policy to the Office of General Counsel or the Office of Institutional Effectiveness.
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11. RELATED DOCUMENTS

Policy or Document	Web Address
Policy AIC - Consumer Information Policy	https://udallas.edu/about/university-policies/index.php
Policy AIC-F - Consumer Information Policy - Financial Assistance	https://udallas.edu/about/university-policies/index.php
Policy AIC-G - Consumer Information Policy - Graduation Rates	https://udallas.edu/about/university-policies/index.php
Policy AIC-C - Consumer Information Policy - Security and Crime Information	https://udallas.edu/about/university-policies/index.php
Policy AIC-E - Consumer Information Policy - Equity in Athletics Disclosure Act (EADA)	https://udallas.edu/about/university-policies/index.php
Policy ADA-D - Data and Records Policy - Disclosure of Education Records	https://udallas.edu/about/university-policies/index.php
Policy ADA-S - Data and Records Policy - Amendment of Education Records	https://udallas.edu/about/university-policies/index.php
Policy ADA-S - Data and Records Policy - Student Right of Access to Education Records	https://udallas.edu/about/university-policies/index.php

12. CONTACTS

Subject	Office or Position	Telephone Number	Office Email or URL
Policy Clarification	Office of General Counsel	(972) 721-5363	hlachenauer@udallas.edu
Financial Assistance	Office of Financial Aid	(972) 721-5266	finaid@udallas.edu

Institutional Information	Compliance Officer	(972) 721-5120	jaskinner@udallas.edu
Graduation Rates	Office of Institutional Effectiveness	(972) 265-5744	vmorrisdueer@udallas.edu
Security and Crime Information	UD Police Department	(972) 721-5305	cso@udallas.edu
Security and Crime Information	Compliance Officer	(972) 721-5120	jaskinner@udallas.edu
Web Address for this Policy		https://udallas.edu/about/university-policies/index.php	