



**CONSUMER INFORMATION GUIDE
DISCLOSURES UNDER
THE HIGHER EDUCATION ACT OF 1965,
(AS AMENDED BY THE
HIGHER EDUCATION OPPORTUNITY ACT OF 2008)**

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**CONSUMER INFORMATION DISCLOSURES
UNDER
THE HIGHER EDUCATION ACT OF 1965,
AS AMENDED BY
THE HIGHER EDUCATION OPPORTUNITY ACT OF 2008**

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements. A disclosure requirement is information that an institution of higher education is required to distribute or make available to another party, such as students or employees. A reporting requirement is information submitted to the U.S. Department of Education or other governmental agencies. Disclosure and reporting requirements sometimes overlap. For certain topics, institutions are required to make information available to students or others and to submit information to the Department of Education.

Ameritech College is committed to providing access to information that will allow consumers such as students, parents, counselors, researchers, and legislators to make informed decisions about postsecondary education. The Ameritech.edu website includes a link to the *Consumer Information Guide*, which provides a single access point to all federally-mandated reports and disclosures.

INSTITUTIONAL AND FINANCIAL ASSISTANCE INFORMATION

Disclosure Requirement: Notice is distributed to each enrolled student

HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)). Not changed by HEOA 34 CFR 668.41(a)-(d), 34 CFR 668.42, 34 CFR 668.43

Institutions of higher education must annually provide to all enrolled students a notice setting forth the information required to be made available to students under the Family Education Rights and Privacy Act of 1974 (FERPA) and under the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA). The notice must list and briefly describe the information and include a statement of the procedures required to obtain the information. Financial aid information is posted on Ameritech College's website under the Financial Aid section and a link to the *Consumer Information Guide*. Paper copies are available upon request from the office of Financial Aid.

Ameritech College's Financial Aid Program offers assistance to those who can demonstrate need. All students should apply to determine their eligibility. Each program has its own rules and regulations and as a result, the student aid application process is complicated. Students who have questions are encouraged to contact the College's Financial Aid Department.

Federal, private, and institutional financial assistance programs offered by Ameritech College

- PELL Grant
- Federal Direct Subsidized Loans
- Federal Direct Unsubsidized Loans
- Federal Direct PLUS Loan (for parents)
- Mountain America Credit Union
- Ameritech High School Scholarship
- Ameritech Dental Lab Referral Scholarship
- Ameritech MA to RN Scholarship
- Ameritech RN to BSN Scholarship

- Ameritech Partnership Hospital Scholarship
- Ameritech BSN Referral Scholarship
- Cash Payments

DESCRIPTION OF FINANCIAL ASSISTANCE PROGRAMS

Disclosure requirement: publicly disclosed and made available through appropriate publications, mailings, or electronic media

A description of all the Federal, State, local, private and institutional student financial assistance programs (need based and non-need based) available to students who enroll at the institution. [34 C.F.R. § 668.42(a)]

Federal Pell Grant Program

The Federal Pell Grant Program provides grants to undergraduate students who have financial need and meet other requirements for Federal Student Aid (FSA) assistance. FSA pays Pell funds to all eligible students, and formulas determine how much each student receives.

Although FSA calculates the student's Expected Family Contribution (EFC) and performs certain eligibility matches, we are responsible for ensuring that a student is eligible for any aid they disburse. Based on the student's EFC they can be awarded \$290 to \$5775 for the (2015-2016) academic year. Not all students qualify for Pell Grant.

The department provides formulas for calculating the amount of a Pell Grant award. Ameritech reports Pell disbursements to FSA using the Common Origination and Disbursement (COD) system.

Federal Direct Stafford Loans

The Department of Education provides these loans. These loans are guaranteed against default by the federal government.

All Stafford Loans are either *subsidized* (the government pays the interest while a student is in school) or *unsubsidized* (a student pays all the interest, although the interest can be deferred until after graduation). To receive a subsidized Stafford Loan, a student must be able to demonstrate financial need.

With the unsubsidized Stafford Loan, the student can defer the payments until after graduation by capitalizing the interest. This adds the interest payments to the loan balance, increasing the size and cost of the loan. All students, regardless of need, are eligible for the unsubsidized Stafford Loan.

Stafford Loans allow dependent undergraduate students to borrow up to \$3,500 their freshman year, \$4,500 their sophomore year and \$5,500 for each remaining year (independent students and students whose parents have been denied a PLUS Loan can borrow an additional unsubsidized loan up to \$6,000 the first two years and \$7,000 the remaining years). The aggregate loan limits for undergraduate students are \$57,500 (of which only \$23,000 can be subsidized.)

A parent of a dependent student can take out a loan to supplement their child's aid package. The Federal Direct Parent Loan for Undergraduate Students (PLUS) allows parents to borrow money to cover any costs not already covered by the student's financial aid package, up to the full cost of attendance. PLUS loans are the financial responsibility of the parents, not the student.

Some Alternatives to Federal Title IV Aid

If federal programs do not meet students borrowing needs, lenders offer a variety of supplemental borrowing programs known as Private/Alternative Loans or Ameritech Institutional Scholarships. Below is a description of the alternative loan options and institutional scholarships that are available.

Mountain America Loan

The Mountain America Loan is for undergraduate students who are:
Enrolled in a degree or certificate program

Enrolled full-time, half-time or less than half-time
U.S. citizens or permanent residents

Scholarships

Ameritech High School Scholarship

Program: MA, DLT, RN

Scholarship Amounts: \$1,500 (MA), \$3,000 (DLT), \$5,000 (RN)

Eligibility Requirements: High School Seniors; GPA >3.0 (RN Only)

The Ameritech High School Scholarship is offered to high school seniors that enroll at Ameritech during their senior year and start classes no later than September after the student's graduation. A maximum award of \$1,500 for MA, \$3,000 for DLT and \$5,000 for RN is available. A minimum GPA of 3.0 for RN applicants is required for eligibility (transcripts required). Ameritech will also match any scholarship awards given by the state of Utah or district for early high school graduation. Eligible students must submit a completed application.

Ameritech Dental Lab Referral Scholarship

Program: DLT

Scholarship Amounts: \$1,000

Eligibility Requirements: Referred by Dental Lab or Professional

The Ameritech Dental Lab Referral Scholarship is offered to any students that were referred to the Ameritech DLT program by specific dental labs or professionals. A maximum award of \$1,000.00 is available. Referral card must be submitted with the completed application.

Ameritech MA to RN Scholarship

Program: RN

Scholarship Amounts: 20% of Tuition

Eligibility Requirements: Ameritech MA Graduate; GPA >2.5

The Ameritech MA to RN Scholarship is offered to students that have graduated from the Ameritech MA program after September of 2015 and enroll into the RN program within 12 months after graduation. Award amounts are equal to 20% of tuition billed. A minimum GPA of 2.5 from the MA program is required for eligibility. Transcripts must be submitted with the completed application.

Ameritech RN to BSN Scholarship

Program: BSN

Scholarship Amounts: 25% of Tuition

Eligibility Requirements: Ameritech RN Graduate; GPA >2.5

The Ameritech RN to BSN Scholarship is offered to students that have graduated from the Ameritech RN program and enroll into the BSN program within 12 months after graduation. Award amounts are equal to 25% of tuition billed. A minimum GPA of 2.5 from the RN program is required for eligibility. Transcripts and RN license must be submitted with completed application.

Ameritech Partnership Hospital Scholarship

Program: BSN

Scholarship Amounts: 20% of Tuition

Eligibility Requirements: Employed at Partnership Hospital

The Ameritech Partnership Hospital Scholarship is offered to students that enroll into the BSN program and are actively employed as an RN at a hospital group that has an active partnership agreement with Ameritech. Award amounts are equal to 20% of tuition billed. Proof of employment, official transcripts and RN license must be submitted with completed application.

Ameritech BSN Referral Scholarship

Program: BSN

Scholarship Amounts: 20% of Tuition

Eligibility Requirements: Referred by Approved Sources

The Ameritech BSN Referral Scholarship is offered to students that enroll into the BSN program and were exclusively referred to Ameritech from previously approved sources. Award amounts are equal to 20% of tuition billed. Proof of employment, official transcripts and RN license must be submitted with completed application.

Cash Payments

Students, who have a remaining balance after Title IV funding has been calculated, have the option to make cash payments to the school. Cash payments are set up on a semester basis. The amount of the cash payment per semester is determined by:

Semester Cost – Title IV Aid – Other Funding = Cash Payment. Cash payments are due the first week of every semester. Students who have cash payments must have a zero balance by the end of the program.

TERMS AND CONDITIONS OF TITLE IV, HEA LOANS

Disclosure requirement: publicly disclosed and made available through appropriate publications, mailings, or electronic media.

[34 C.F.R. § 668.42(a)(4)], including information published by the Department [HEOA Sec. 488(c) amended HEA Sec. 485(d)]

If you have not previously received a Direct Loan or Federal Family Education Loan (FFEL), the Federal Government requires you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming.

If you are completing entrance counseling to borrow a loan as an [undergraduate student](#), then the entrance counseling will fulfill counseling requirements for Direct Subsidized Loans and Direct Unsubsidized Loans.

Entrance Counseling: To complete Entrance Counseling as an undergraduate student, you will need:

- Approximately 20-30 minutes to complete.
- Entrance Counseling must be completed in a single session.
- Your [FSA ID](#) (If you are a new user or have forgotten your FSA ID, click [here](#))

Entrance Counseling can be completed at <https://studentloans.gov/myDirectLoan/index.action>

Students must log in using their own FSA ID to complete Entrance Counseling. **Use of another person's FSA ID constitutes fraud. Use only your own FSA ID information.**

Parents borrowing a Direct PLUS Loan to pay for their child's education are not required to complete entrance counseling

For each program, information must include [34 C.F.R. § 668.42(b)]:

- The procedures and forms students use to apply for admission or for financial aid
- The student eligibility requirements
- The criteria for selecting recipients from the group of eligible applicants
- The criteria for determining amount of student's award

Application Procedures for Financial Aid

Prospective students interested in applying for Federal Title IV Student Financial Assistance Programs must complete the Free Application for Federal Student Aid (FAFSA). Students can complete their FAFSA by creating an FSA ID at <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid> then completing their FAFSA at <https://fafsa.ed.gov/>

All financial aid paperwork must be completed prior to the beginning of any given start date. All students must meet with a Financial Aid Counselor (FAC) to determine their eligibility for Title IV funds, complete loan application, receive entrance counseling, and receive an award letter.

Student Eligibility Requirements

1. Academic Qualifications

HEA Section 484(d), 34 CFR 668.32(e)

A person must be enrolled as a regular student in an eligible program in order to receive Federal Student Aid (FSA) funds. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the school.

To receive FSA funds, a student must be qualified to study at the postsecondary level. A student qualifies if he/she;

- Has a high school diploma;
- Has the recognized equivalent of a high school diploma, typically a general education development or GED certificate; (34 CFR 600.2)
- Has completed home schooling; or (HEA Section 484(d)(3), 34 CFR 668.32(e)(4))

2. Satisfactory Academic Progress (SAP)

HEA Section 484(c), 34 CFR 668.16(e), 668.32(f), 668.34

To be eligible for aid a student must make satisfactory academic progress, which the FAC at each campus must check, a minimum of one time per year. This minimum standard will assure that Ameritech complies with federal regulations. However, Ameritech has increased the standard to include checking SAP every semester.

3. Enrollment Status

34 CFR 668.2 (Full-time student definition) – HEA Section 428 (b)(1)(A), 34 CFR 668.32 (a)(2), 682.200 (Half-time)

A student must be enrolled at least halftime to receive assistance from the Stafford and PLUS loan programs. The Pell programs do not require half-time enrollment, but the student's enrollment status does affect the amount of Pell they will be eligible to receive.

4. Students Convicted of Possession or Sale of Drugs

HEA Section 484(r) (1) 34 CFR 668.40

A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he is eligible; you're not required to confirm this unless you have conflicting information.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult.

A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make them ineligible again.

Criteria for Determining the Amount of the Award

Applicants are offered financial aid award packages composed of grants, loans, and scholarships. The College determines which programs to include in your package, based on your NEED and the availability of funds.

Pell Grant is determined by a student's individual EFC.

Subsidized Loans – Cost of Attendance - Estimated Family Contribution = NEED

Unsubsidized Loans – Cost of Attendance - Estimated Financial Assistance = NEED

Parent Plus Loans – Cost of Attendance - Estimated Financial Assistance =NEED

RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL ASSISTANCE

Disclosure requirement: publicly disclosed and made available through appropriate publications, mailings, or electronic media

Rights and responsibilities of students receiving financial assistance, to include [34 C.F.R. § 668.42(c) except where indicated]

What are my rights as a financial aid recipient?

The offer and acceptance of financial aid is a contract between the College and the student. The contract is based on certain conditions and expectations that you should understand clearly before you can apply for or accept financial assistance. For information on the terms

and conditions under which students receiving education loan deferments, forbearances and study abroad see the Student Guide on-line located at:

http://studentaid.ed.gov/students/publications/student_guide/index.html

Student Eligibility Requirements for Financial Aid

Financial aid eligibility is awarded according to federal guidelines. Students who are not able to meet the cost of their education may apply for financial aid if they have been accepted for admission or are presently enrolled. Funds are awarded according to need, making it possible for the greatest number of students, regardless of their financial circumstances, to continue their education. Need is defined as the difference between the student's cost of education and the amount that the student and student's family, if applicable, can afford to pay (known as the Expected Family Contribution or EFC).

Student Progress

A student who repeats courses or withdraws frequently and is not making satisfactory progress toward graduation is subject to loss of eligibility for financial aid. Additional charges will be added for those courses that are repeated by the student. Students on academic probation are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the college and are ineligible for any aid. Reinstatement of financial aid eligibility will occur only after re-admittance following suspension or in the event that the student's appeal results in re-admittance.

Financial Aid Probation

Upon review, a student not maintaining the minimum GPA or not successfully completing the minimum percentage of credit hours will be placed on financial aid probation for the next increment or assessment period. A student on probation may continue to receive Title IV funding. If the minimum GPA or percentage of cumulative credit hours is not successfully completed at the end of the probationary increment, the student is not eligible to receive Title IV funding or state funding for a minimum of one grading period.

How and when will Financial Aid be disbursed?

Your financial aid award may be applied for tuition and books/supplies through electronic disbursements. These electronic disbursements are made out to the college and credited to your account every 15 weeks of eligibility.

Exit Counseling

Prior to graduating or leaving college, Direct Loan borrowers must complete exit counseling. The Direct Loan Exit Counseling will explain your rights and responsibilities as a Direct Loan borrower, and help you with repayment information and options.

Sample Subsidized Loan Repayment:

| Loan Data | |
|-----------------------------|----------------------|
| Loan Amount | 10,250.00 USD |
| Annual Interest Rate | 4.29% |
| Loan Period in Years | 10 |
| Number of Payments Per Year | 12 |
| Start Date | 1-Jan-2016 |

| Summary | |
|------------------------------|----------------------|
| Average Payment (per period) | 105.19 USD |
| Number of Payments | 120 |
| Total Interest Paid | 2,373.31 USD |
| Total Extra Payments | - USD |
| Total Payment | 12,623.32 USD |

| Payment No. | Payment Date | Payment | Interest Rate | Principal | Interest | Extra Payments | Balance |
|-------------|--------------|------------|---------------|-----------|-----------|----------------|---------------|
| | | | | | | | 10,250.00 USD |
| 1 | 1-Feb-2016 | 105.20 USD | | 68.56 USD | 36.64 USD | | 10,181.44 USD |

Sample UnSubsidized Loan Repayment:

| Loan Data | |
|-----------------------------|----------------------|
| Loan Amount | 15,000.00 USD |
| Annual Interest Rate | 4.29% |
| Loan Period in Years | 10 |
| Number of Payments Per Year | 12 |
| Start Date | 1-Jan-2016 |

| Summary | |
|------------------------------|----------------------|
| Average Payment (per period) | 153.94 USD |
| Number of Payments | 120 |
| Total Interest Paid | 3,473.17 USD |
| Total Extra Payments | - USD |
| Total Payment | 18,473.17 USD |

| Payment No. | Payment Date | Payment | Interest Rate | Principal | Interest | Extra Payments | Balance |
|-------------|--------------|------------|---------------|------------|-----------|----------------|---------------|
| | | | | | | | 15,000.00 USD |
| 1 | 1-Feb-2016 | 153.95 USD | | 100.32 USD | 53.63 USD | | 14,899.68 USD |

Financial Aid Tools

Feel free to visit these other sites for additional information regarding your education plans. These applications will launch in a new browser. You may return to this page at any time.

[UHEAA Online Calculators](#)

Calculator

<https://www.studentloans.gov/myDirectLoan/mobile/repayment/repaymentEstimator.action>

Repayment Plans

<https://studentaid.ed.gov/sa/repay-loans/understand/plans>

INFORMATION DISCLOSED TO STUDENTS REGARDING THE NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

Disclosure requirement: publicly disclosed and made available through appropriate publications, mailings, or electronic media.

Information disclosed to students or parents of students who enter into an agreement regarding a Title IV, HEA loan that the loan will be submitted to NSLDS and accessible by authorized agencies, lenders, and institutions [HEOA 489 amended HEA Sec. 485B]

Students and parents of students are advised that if they enter into a Title IV, HEA loan, the loan data will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

The NSLDS Privacy Impact Assessment may be accessed at:
http://www.nsls.ed.gov/nsls_SA/SaFaqDetail.do?faqpage=faq7

Additional information regarding the National Student Loan Data System may be accessed at:
http://www.nsls.ed.gov/nsls_SA/

2015-16 STANDARD COST OF ATTENDANCE

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEA Sec. 485(a)(1)-(2) (20 U.S.C. 1092(a)(1)-(2)). Not changed by HEOA. 34 CFR 668.41(a) (d), 34 CFR 668.43

Cost of attendance (including estimates of tuition/fees, books and supplies, room and board, transportation costs (such as commuting) if applicable, and any additional costs associated with a program in which the student is enrolled or expressed an interest [C.F.R. § 668.43(a)(1)])

Information regarding the cost of attendance at Ameritech College, including tuition and fees, books and supplies, room and board, transportation costs, and any additional costs for a program in which the student is enrolled or has expressed an interest may be accessed in the Financial Aid section on the College's website and in the *Consumer Information Guide* located on the College website:

<http://Ameritech.edu/financial-aid/>

Note: Amounts below are for full-time enrollment for an academic year. Less than full-time enrollment may change your award amount.

| Program | Tuition | Books and Equipment | Supplies and Fees | Registration Fee |
|--------------------------------------|----------|---------------------|-------------------|------------------|
| Nursing | \$48,456 | \$2,520 | \$3,850 | \$50 |
| RN to BSN Degree Completion | \$16,800 | \$850 | \$550 | \$50 |
| Medical Assistant | \$12,255 | \$890 | \$760 | \$50 |
| Dental Lab Technician | \$20,406 | \$881 | \$1,288 | \$50 |
| | | Living with parents | Living off campus | |
| *Room and Board | \$2,966 | | \$11,865 | |
| *Transportation (on-ground programs) | \$2,384 | | \$2,384 | |
| *Miscellaneous, personal | \$400 | | \$400 | |
| Total academic year | \$5,750 | | \$14,649 | |

**Costs are subject to change without notice*

If you need additional assistance, you may contact the following offices directly for assistance: *Financial Aid Office* 801-816-1444, *Admission Office*: 801-816-1444

INSTITUTIONAL REFUND POLICY

Disclosure requirement: publicly disclosed and made available through appropriate publications, mailings, or electronic media

Refund policy with which the institution is required to comply for return of unearned tuition and fees or other refundable portions of costs paid to the institution [C.F.R. § 668.43(a)(2)]

Withdrawal after the student's first day of class will result in a proration of tuition charge equal to the percentage of the semester completed. This is calculated by dividing the number of calendar days from the semester start date to the student's last date of attendance by the total number of calendar days in the semester. For example, if a student completed 25 days out of a 100 day semester, the student will be charged 25% (twenty five percent) of total tuition billed for the semester. Once a student completes 60% (sixty percent) or more of the semester, full tuition is charged. Students that have received books are liable for the entire cost of the books. Refunds for returned books will be evaluated on a case-by-case basis.

Refund Time Line And Refund Allocation

The Bursar's Office will perform the calculation of earned financial aid and the tuition proration, using the last day of attendance, once notified that a student has withdrawn. If the student has unearned financial aid funds, they will be returned no later than 45 days after the College determines the student withdrew. The unearned financial aid will be returned in the following order:

- a. Direct Unsubsidized Stafford Loan
- b. Direct Subsidized Stafford Loan
- c. Direct PLUS Loan
- d. Federal Pell Grant

If all tuition is paid in cash, excess funds will be refunded to the student. If a third-party agency pays for the student's tuition and fees, excess funds will be refunded to the proper agency.

WITHDRAWAL POLICY

Disclosure requirement: publicly disclosed and made available through appropriate publications, mailings, or electronic media

HEA Sec. 485(a)(1)-(2) (20 U.S.C. 1092(a)(1)-(2)). Not changed by HEOA. 34 CFR 668.41(a)-(d), 34 CFR 668.43 6

Requirements and procedures for officially withdrawing [C.F.R. § 668.43(a)(3)]

Official Withdrawal: Occurs when the student requests to be withdrawn from the program. This must be made either in person (student then signs withdrawal form) or in writing. The "date of determination" of withdrawal is the date of the initial withdrawal request.

The *Last Date of Attendance* is determined by the last day a student participated in an academically related activity including classroom attendance, projects, clinical experience, or examinations, posting to a discussion board, submitting an assignment, or completing a quiz or exam.. For a student who officially withdraws (i.e., notified the Campus Administration Office in writing, of his/her intent to withdraw) the "date of determination" of withdrawal is the date administration becomes aware the student ceased attending.

Unofficial Withdrawal: Occurs when the student fails to attend for fourteen consecutive calendar days, fails to meet Satisfactory Academic Progress (SAP) minimums, does not return from Leave of Absence, or violates the Academic Integrity or Student Code of Conduct policy OR if the student is unavailable for signature, Ameritech will consider the student to have unofficially withdrawn.

- *14 Days of Non-Attendance:* Student fails to attend classes for 14 consecutive calendar days. The date of determination of withdrawal shall be following the 14th consecutive day of absence.
- *Failure to Make Satisfactory Academic Progress:* Student either fails to meet SAP minimums after one payment period on FA Warning status (*See Financial Aid Warning, Suspension, and Withdrawal Page*), cannot meet Satisfactory Academic Progress (SAP) minimums within one payment period, or has a second course failure (AS and RN - BSN Completion Nursing Programs only). The date of determination of withdrawal shall be the date that grades were entered and Satisfactory Academic Progress (SAP) calculated.
- *Did Not Return from Leave of Absence:* If a student fails to return from an approved Leave of Absence by the stated date and does not elect to extend the Leave (if applicable; leaves cannot extend beyond 180 days per federal regulations), the student shall be withdrawn. The date of determination of withdrawal shall be the expected date of return while the last date of attendance shall be the date prior to the Leave. If a student fails to return to the College after a Leave of Absence, the effective date and the refund calculations will be based on the last date of attendance.
- *Academic Integrity/ Code of Conduct Violation:* If a student is found by a committee to be in violation of the College's Academic Integrity or Code of Conduct policies, the date of determination of withdrawal shall be the date the committee notifies the registrar of the offense.

RETURN OF FEDERAL FINANCIAL AID FUNDS

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEA Sec. 485(a)(1)-(2) (20 U.S.C. 1092(a)(1)-(2)). Not changed by HEOA. 34 CFR 668.41(a)-(d), 34 CFR 668.43 6

Summary of requirements related to return of Title IV funds (grant and loan aid) [C.F.R. § 668.43(a)(4)]

The College is required to calculate the amount of federal financial aid a withdrawn student earns for a semester. Students can officially withdraw from the College by providing a written or email notice to the Registrar's Office. Students are unofficially withdrawn by the College for failing to attend for fourteen consecutive days, failing to meet the minimum satisfactory progress standards, and other policy violations.

Financial aid is awarded for an entire semester and when the student withdraws, a portion may need to be returned. This calculation is separate from the Institutional Refund Policy, stated above, which only determines the student's tuition and fee obligation. The College is required to return unearned financial aid, and the student may owe the College a remaining balance originally paid by financial aid funds after the return of such financial aid. The student may also be required to return financial aid funds previously released to them for living expenses. The College will determine the amount of financial the student has earned for the semester by determining the percentage of the semester the student completed from the first day of the semester to the last day of attendance. The days completed is divided by the total days in the semester to arrive at the percentage. Weekends and non-class days are included in the determination of the percentage. Scheduled breaks of 5 or more days are not included in the determination of the percentage. Regardless of the reason the student's official or unofficial withdrawal, the last day of attendance will be used to determine the amount of financial aid earned.

Once calculated, the percentage is applied to the amount of financial aid disbursed for the semester to determine the amount of financial aid earned. The unearned portion must be returned to the appropriate financial aid program. For example, if a student completed 25 days out of a 100 day semester, the student would have earned 25% (twenty five percent) of his/her eligible financial aid for the semester. The unearned portion or 75% of the financial aid for the semester must be returned to the financial aid programs by the College. A student who remains enrolled more than 60% (sixty percent) of the semester is considered to have earned 100% (one hundred percent) of the financial aid received for the semester.

If at the time of withdrawal, not all awarded financial aid has been disbursed, the student may be eligible for a “post-withdrawal” disbursement. Certain funds may not be eligible for disbursement due to other eligibility reasons. If the student is eligible for a Pell Grant post-withdrawal disbursement, it will be disbursed and credited to the student’s account. If the student is eligible for a Direct Stafford Loan and/or Direct PLUS Loans post-withdrawal disbursement, the borrower will be notified within 30 days and must approve the disbursement within 14 days. If a response is not received within 14 days of the notification, the post-withdrawal Direct Loan disbursements will not be credited to the student’s account.

If the student received financial aid in excess of institutional charges for living expenses, the College is only required to return the unearned portion of financial aid that was used to pay institutional charges. Any unearned financial aid that is part of the funds the student received will be returned by the student to the appropriate financial aid program. This is called an overpayment and the student will be notified if this type of return of funds is required. Loan overpayments are generally paid in the normal course of loan repayment. Pell Grant overpayments are rare, but can occur. These types of overpayments can be paid within the first 30 days to the College. However, if no payment is received within the 30-day period, the College will refer the overpayment to the U.S. Department of Education Student Credit Management Collections. Once the overpayment is reported, the student will be ineligible for additional financial aid until the overpayment is repaid.

NET PRICE CALCULATOR

Disclosure Requirement: Made publicly available on the institution's website

HEOA Sec. 111 amended HEA Title I, Part C: added HEA Sec. 132(a), Sec. 132(h) (20 U.S.C. 1015a(a), 20 U.S.C. 1015a(h))

Ameritech College’s net price calculator allows prospective students to calculate an estimated net price of attendance utilizing the following basic formula: price of attendance minus grant aid. The estimates generated by the net price calculator do not represent a final determination, or actual award, of financial assistance or a final net price. The estimates are based only on price of attendance and financial aid provided to students in a given year; the estimates are not binding. Ameritech College’s net price calculator may be accessed at: <http://Ameritech.edu/wp-content/uploads/2014/05/npcalc.htm> Students also have access to the net price calculator on the website and can be accessed at: <http://Ameritech.edu/financial-aid/>

If you are unable to locate the information you need from the link set forth above, you may contact the Financial Aid Office directly for assistance: *Financial Aid Office*: 801-816-1444.

VERIFICATION

Disclosure requirement: publicly disclosed and made available through appropriate publications, mailings, or electronic media

To students selected for verification, a written statement explaining: documents required for verification student’s responsibilities (correction procedures, deadlines, consequences of missing deadlines) notification (how school will notify student of award changes based on verification and the timeframe for the notification) [34 C.F.R. § 668.53]

Students who are selected for verification will receive communication via email requesting required verification documents, responsibilities, and an updated award letter if applicable. Below is a sample of an email a student who is selected for verification will receive.

Dear Student,

We have received your 2016/2017 FAFSA information. I have awarded your Financial Aid and attached the necessary documentation needed to complete the Financial Aid Process.

Your FAFSA was selected for a process called verification. Before we can request your Financial Aid, we need a little more information from you.

Please submit the following documents to the Financial Aid office as soon as possible:

- 2016/2017 Independent Verification Worksheet (attached)
- *Your 2015 Federal Tax Return Transcript (instructions below)
- Signed Award Letter (attached)
- Loan Entrance Counseling and Master Promissory Note (complete on-line, instructions below)
- Clear legible copy of your state issued ID or Driver's License

*2015 IRS Tax Return Transcripts may be obtained through the:

- Online Request - Go to www.irs.gov, under the Tools heading on the IRS homepage, click "Get a Tax Transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."

- IRS2Go App – Apple Online Store at <https://itunes.apple.com/us/app/irs2go/id414113282?mt=8>
Google Play at <https://play.google.com/store/apps/details?id=gov.irs>

- Telephone Request - 1-800-908-9946

- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

The last step in the Financial Aid process is to finalize your federal student loans by completing Loan Entrance Counseling and a Master Promissory Note. It is imperative that both the entrance counseling and promissory note are completed ASAP.

Without entrance counseling and the promissory note, your federal loans cannot be disbursed to the school.

Both of these items can be completed online at www.studentloans.gov. You will log into the site using your personal information and Department of Education

FSA ID. Once you enter the site you will see options to "Complete Entrance Counseling" and "Complete Master Promissory Note". You must complete both of these items. Make sure that you provide Ameritech College as your school so the results will be sent to the school electronically.

Your verification document, 2015 tax return transcripts, award letter, entrance counseling, master promissory note, and copy of your ID are due no later than: (date here)

If the requested documents are not received by the above due date, this may result in being ineligible for title IV funds. If the information received initiates an update to your FAFSA, this may cause an award change and you will be notified by your financial aid representative of any changes.

Please submit these documents by fax to 1-800-711-7764, or by email to this address.

We appreciate your prompt attention to this matter. Please do not hesitate to contact me if you have any questions or concerns.

CONTACT INFORMATION FOR DISSEMINATION PURPOSES AND ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEA Sec. 485(a)(1)-(2) (20 U.S.C. 1092(a)(1)-(2)). 34 CFR 668.43, 34 CFR 668.44
Financial aid information required to be disclosed under HEA Sec. 485(a).

The college's Financial Aid Program offers assistance to those who can demonstrate need. All students should apply to determine their eligibility. Each program has its own rules and regulations and as a result, the student aid application process is complicated. Students who have questions are encouraged to contact the College's Financial Aid Department during operational hours.

Associate Corporate Director of Financial Aid 801-816-8609
Nursing Financial Aid Consultant: 801-816-8617, 801-816-8617
Medical Assistant and Dental Lab Technician Financial Aid Consultant: 801-816-5826
RN to BSN Degree Completion Financial Aid Consultant: 801-816-5826
Financial Aid Processor: 801-816-8624

Other resources available to students include but are not limited to: admissions consultants, student and career services representatives, the office of academics, and the campus security officer.

Vice President of Student Services: 801-816-8611
Vice President of Academics: 801-816-8603
Campus Security Officer: 801-816-8603
Director of Career Services: 801-816-8623
Admissions Consultants: 801-816-1444

GENERAL INSTITUTIONAL INFORMATION PRIVACY OF STUDENT RECORDS - FAMILY RIGHTS AND PRIVACY ACT FERPA

Disclosure Requirement: Any means reasonably likely to inform students of their rights

HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)), 20 U.S.C. 1232g. Not changed by HEOA. 34 CFR 668.41(c), 34 CFR Part 99

Each institution must annually provide a notice to all enrolled students concerning:

- the right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information, and to file complaints with the Department of Education
- procedures for reviewing education records and requesting amendment of the records
- information about Ameritech's policy regarding disclosures to school officials with a legitimate educational interest in the education records

Ameritech College has designated the following information as Directory Information and will release this information unless the student has submitted a request for non-disclosure:

- student name
- local address and telephone
- permanent address and telephone
- e-mail address
- place of birth
- major field of study

- dates of attendance
- full or part time enrollment status
- year in school (class)
- degree(s) received
- other educational institutions attended
- visual image

A student may request that directory information not be released by completing the “FERPA Opt-out” Form and submitting it to the Registrar’s Office. The form is available in the Admissions Department and the Registrar’s Office.

Information regarding student privacy and FERPA may be accessed in the Ameritech student catalog at: [Ameritech College Catalog](#) p.35

FERPA: HEALTH AND SAFETY EXEMPTION REQUIREMENT

Disclosure Requirement: Any means reasonably likely to inform students of their rights

FERPA permits non-consensual disclosure of education records, or personally identifiable, non-directory information from education records, in connection with a health or safety emergency under CFR 99.31(a)(10) and § 99.36 of the FERPA regulations. In particular, CFR 99.36 (a) and (c) provide that educational institutions may disclose information from an education record “to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals” and that the exception will be “strictly construed.” Congress’ intent that the applicability of this exception be limited is reflected in the *Joint Statement in Explanation of Buckley/Pell Amendment*, 120 Cong. Rec. S21489 (Dec. 13, 1974).

This exception is temporally limited to the period of the emergency and generally will not allow for a blanket release of personally identifiable information from a student’s education records.

Patriot Act Changes to FERPA: In response to the terrorist attacks on the United States that took place on September 11, 2001, Congress made changes to FERPA. Section 507 of the USA Patriot Act amended FERPA, which now contains 16 exceptions to the general rules. [Public Law 107-56](#); [DCL April 12, 2002](#) Information regarding student privacy and FERPA may be accessed in the Ameritech student catalog at:

[Ameritech College Catalog](#) p.35

For additional information from the Department of Education regarding FERPA:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Family Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance: *Office of the Registrar*: 801-816-1444

ESTABLISHING AND MAINTAINING AN INFORMATION SECURITY PLAN

Disclosure requirement: Any means reasonably likely to inform students of their rights

Postsecondary educational institutions participating in the FSA programs are subject to the information security requirements established by the Federal Trade Commission for financial institutions. FTC regulations 16 CFR 313.3(n) and 16 CFR 314.1-5, Gramm-Leach Billey Act: Sections 501 and 505(b)(2), U.S. Code 15 USC 6801(b), 6805(b)(2).

Ameritech College of Healthcare uses precautions to safeguard all non-public personally identifiable financial information that is obtained about a consumer in conjunction with providing a financial product or service. This includes information provided during any financial transaction (e.g. institutional short-term loans), whether the transaction be on paper or if it is transmitted or stored electronically. These precautions pertain to our students, their parents, family members, or other individuals with whom Ameritech has a relationship or if it pertains to the customers of other financial institutions that have provided such information to the school.

Customer information is safeguarded through the domain security for users. In order to electronically access information, users are required to have a physical connection to the network and domain account credentials with the appropriate permissions. A logical connection can work as well, however this is also safeguarded with domain credentials. External electronic access is safeguarded through the firewall.

The School Establishes and Maintains A Comprehensive Information Security Program.

The Ameritech College of Healthcare's Information Security Plan is in compliance with the GLB Act and ensures that employees of Ameritech are trained upon being hired by their direct supervisor to insure the security, integrity, and confidentiality of non-public customer information by protecting it against any anticipated threats, unauthorized access to confidential information that could result in substantial harm or inconvenience to any customer, or hazards to the security or integrity of such information. Covered under the plan are administrative, technical, and physical safeguards used in the collection, distribution, processing, protection, storage, use, transmission, handling, or disposal of non-public customer information. The plan covers actions by both employees of the College and outside service providers.

Administrative information is any data related to the business of the College including, but not limited to, financial, personnel, student, and alumni. Employees are charged with safeguarding the security, confidentiality, integrity, and accuracy of this information as part of the condition of employment. Access to the administrative systems is granted based on the employee's need to know specific data, as defined by job duties, and subject to appropriate approval. Employees should not share, transfer, or give out any information that has been granted to them. Failure to protect these resources may result in disciplinary measures being taken against the employee, up to and including termination.

Technical Safeguards

The College relies on an independent outside hired Information Technology Company, Netwize to provide network security and administrative software password access security according to industry standards in order to protect non-public customer information that is accessed electronically but stored outside of a department.

Departmental desktop computers and other electronic devices storing non-public customer information are protected by physical safeguards.

Physical Safeguards

Ameritech College's non-public personally identifiable financial information, that is stored in either paper form or electronically is collected, processed, transmitted, distributed, maintained, stored, and otherwise handled under the direct supervision of an employee of the College. Conversations concerning non-public personally identifiable financial information are held in private. Papers with non-public personally identifiable financial information is mailed via official campus mail, US mail, or private mail carrier. Non-public information that is no longer needed, but may contain any confidential and/or sensitive data, is shredded or stored securely until it can be shredded.

Confidential material is kept secure. Most offices have locked windows and locked doors with restricted access. For those that do not, materials are kept in locked filing cabinets or other locked storage areas. When offices are open, confidential information is kept out of sight from visitors, and computer screens are not visible to visitors. Offices and/or computers are locked when the office will be vacant for an extended length of time. Key and key card access is limited to authorized employees only.

The School Includes All Required Elements of An Information Security Program:

Designated Coordinators All College employees, including part-time, temporary employees, and volunteers are given training by their departmental supervisors about issues of security, sensitive, and confidential material used in their respective offices. Employees are held accountable to know that although they have access to non-public personally identifiable financial information in order to perform their duties for the College, they are not permitted to access it for unapproved purposes or disclose it to unauthorized persons. Employees are trained to detect and not respond to "pretext calling" or e-mail "phishing" which occurs when someone attempts to obtain confidential information via unauthorized calls or electronic means in order to commit identity theft.

Risk assessment safeguards are in place and maintained through the firewall, domain user security, and backup systems to protect the internal servers, networks, firewall, and VPN connections. These systems show the security of the networks, storage of electronic data, and the transmission security of electronic data. The firewalls show the detection and prevention of attempted breaches or attempts to gather information for vulnerabilities. The support tools used provide monitoring of the computer systems to help predict computer hardware system failures.

- **Employee Training and Management**
 - Customer information is limited to only those employees who have a business reason for handling the information and to only such an extent that they need it to do their jobs.
 - Employees are trained to identify and properly collect and maintain customer information.
 - Basic steps include:
 - using password protected screensavers;
 - changing passwords frequently;
 - not posting passwords at or near computers;
 - locking rooms and file cabinets where paper records are maintained; and
 - referring requests for customer information to designated employees.
- **Information systems, including network and software design, as well as information processing, storage, transmission, and disposal.**
 - To avoid risks in operations concerning information systems (including network and software design, as well as information processing, storage, transmission and disposal), the FTC suggests, in part, that Colleges:
 - Store records in a secure area. For example: Store paper records in a locked room when such records are unattended;
 - Keep archived data secure by keeping them in a physically secure area or storing them off-line;

- Ensure that storage areas are protected against physical hazards such as floods and fire;
 - Don't store customer information on a computer with an internet connection. If you are connected the internet, encrypt and password protect the file.
 - When collecting or transmitting customer information, provide for easy to understand and secure data transmission
 - Use a Secure Sockets Layer (SSL) or other secure connection for transmitting and collecting sensitive financial information (such as credit card information);
 - If an employee must use e-mail to transmit sensitive financial information, ensure that the content is encrypted and password protected;
 - Caution customers against transmitting sensitive financial information via electronic mail.
 - Dispose of customer information appropriately and securely.
 - For example: Shred customer information and store it in a secure area until it is disposed of;
 - Erase all customer information from computers, diskettes, hard drives or other electronic media when disposing of these items;
 - Destroy all hardware that is to be disposed of.
- **Detecting, Preventing, and Responding To Attacks, Intrusions, or Other Systems Failures.**
 - Maintain up-to-date and appropriate programs and controls through:
 - Computer security incident response plans;
 - Installing security patches on computer systems;
 - Using anti-virus software that updates automatically;
 - Using firewalls where appropriate;
 - Centrally managed intrusion detection systems;
 - Back up all customer and financial data regularly.

Safeguards Testing/Monitoring

Electronic data on the servers is managed by backup tools that are tested daily to ensure they are working correctly. The server hardware and the operating system are monitored through the support tools. The operating system security logging monitors the access attempts.

Evaluation & Adjustment

The College will evaluate and adjust its information security program based on the results of the required testing and monitoring, as well as for any material changes to its operations or business arrangements or any other circumstances that it has reason to know may have a material impact on the school's information security program. Responsibility for evaluation and recommendations for adjustment rests with Netwize.

<http://Ameritech.edu/privacy/>

CONSUMER INFORMATION ON COLLEGE NAVIGATOR WEBSITE

Disclosure Requirement: Made available on the institution's website

The URL for the institution's website is reported to the National Center for Education Statistics (NCES) in the Integrated Postsecondary Education Data System (IPEDS) for posting on College Navigator website. HEOA Section 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) ([20 U.S.C. 1015a\(i\)\(1\)\(V\)](#)); [DCL GEN 08-12, pages 31 through 34](#)

The U.S. Department of Education is required to post 26 items on the College Navigator website for each institution of higher education, including a link to each institution's website that provides the following information:

- student activities offered by the institution
- services offered by the institution for individuals with disabilities
- career and placement services offered to students during and after enrollment
- policies of the institution related to transfer of credit from other institutions

Ameritech College's student activities calendar can be accessed at:

http://Ameritech.edu/wp-content/uploads/2016/02/2015-16-Student-Activity-Calendar_Revision_2.29.16.pdf

Ameritech College's services for students with disabilities may be accessed at:

[Ameritech College Catalog](#) p.32

The Department of Education's posting for Ameritech College may be accessed at:

<http://nces.ed.gov/collegenavigator/?id=447263>

For additional information from the Department of Education, please see:

<http://nces.ed.gov/ipeds> and <http://nces.ed.gov/collegenavigator>

Ameritech College's Student Catalog may be accessed at:

[Ameritech College Catalog](#)

Ameritech College's transfer of credit policies may be accessed at:

http://Ameritech.edu/Student_Catalog p.23. Articulation agreements are found in the Consumer Information Guide.

If you are unable to locate the information you need from the links set forth above, you may contact the *Office of the Academic Vice President*: 801-816-1444.

FACILITIES AND SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEA Sec. 485(a)(1)-(2) (20 U.S.C. 1092(a)(1)-(2)). Not changed by HEOA. 34 CFR 668.41(a)-(d), 34 CFR 668.43; October 29, 2009 FR notice (revised 34 CFR 668.43, added 34 CFR 668.231)

Information about facilities and services available to students with disabilities, including students with intellectual disabilities (as defined in 34 CFR 668.231), is available in the Ameritech College Student Catalog accessed online at: [Ameritech College Catalog](#) p. 32

If you are unable to locate the information you need from the links set forth above, you may contact the *Vice President of Student Services*: 801-816-1444.

STUDENT BODY DIVERSITY

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEOA Sec. 488(a)(1)(E) amended HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Sec. 485(a)(1)(Q) HEOA amendment effective August 14, 2008

Information about student body diversity at Ameritech College, including the percentage of enrolled, full-time students who are male, female, self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients, is collected annually and provided to the Department of Education which discloses this information on its College Navigator web site. This data may be accessed at:

<http://nces.ed.gov/collegenavigator/?id=447263#enrolmt>

<http://nces.ed.gov/collegenavigator/?id=447263#findaid>

The race/ethnicity and the gender data are also collected in the Integrated Postsecondary Education Data System (IPEDS) Fall Enrollment Survey. Information about Pell Grant recipients is collected for the prior year in the IPEDS Student Financial Aid Survey. This information may be accessed at the IPEDS website: <http://nces.ed.gov/ipeds/datacenter/Default.aspx>

If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance: *Office of the Academic Vice President: 801-816-1444.*

ACADEMIC PROGRAMS (EDUCATIONAL PROGRAMS, INSTRUCTIONAL FACILITIES, AND FACULTY)

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEOA Sec. 488(a)(1)(A) amended HEA Sec. 485(a)(1)(G) (20 U.S.C. 1092(a)(1)(G)): added HEA Sec. 485(a)(1)(G)(iv). HEOA amendment effective August 14, 2008

34 CFR 668.41(a)-(d), 34 CFR 668.43

October 29, 2009 FR notice (revised 34 CFR 668.43)

Information regarding Ameritech's academic programs, including

- Current degree programs and other educational and training programs
- Faculty and other instructional personnel for each program
- Plans for improving academic programs

Information about Ameritech College's academic programs may be accessed at

[Ameritech College Catalog](#) p.54-61

[Ameritech College Catalog](#) p.60

[Ameritech College Catalog](#) pp.34, 54, Addendum p.5

Information regarding instructional, laboratory, and other physical plant facilities relating to academic programs may be obtained from the relevant department.

If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance: *Office of the Academic Vice President:801-816-1444..*

TRANSFER OF CREDIT POLICIES AND ARTICULATION AGREEMENTS

Disclosure Requirement: Publicly disclosed and made available through appropriate publications, mailings, or electronic media

HEOA Sec. 488(g) amended HEA Sec. 485 (20 U.S.C. 1092): added HEA Sec. 485(h)
HEOA amendment effective August 14, 2008
October 29 2009 FR notice (revised CFR 668.43)

Information regarding Ameritech College's established criteria for the transfer of credit earned at another institution can be located in the student catalog:

[Ameritech College Catalog](#) p.23

The College has the following **articulation agreements** for the associate degree registered nurse graduates to complete their baccalaureate degree:

- National American University
- Western's Governor's University
- Grand Canyon University
- American Sentinel University

The College has the following **articulation agreements** for the baccalaureate registered nurse graduates to complete their master's and doctoral degrees:

- Chamberlain College of Nursing
- Chatham University
- Rocky Mountain University

For more information regarding articulation agreements, you may contact the *Office of the Academic Vice President* or the *Office of the Registrar* for assistance: 801-816-1444.

INSTITUTIONAL AND PROGRAM ACCREDITATION, APPROVAL, OR LICENSURE

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEA Sec. 485(a)(1)-(2) (20 U.S.C. 1092(a)(1)-(2)). Not changed by HEOA. 34 CFR 668.41(a)-(d), 34 CFR 668.43

The names of associations, agencies, or governmental bodies that accredit, approve, or license Ameritech College and its programs may be found at: [Ameritech College Catalog](#) p.7

For information about the procedure for obtaining or reviewing documents describing accreditation, approval, or licensing for specific programs, and accreditation in general, you may contact the following office: *Office of the Academic Vice President*: 801-816-1444.

COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS (INCLUDING COMPUTER USE AND FILE SHARING)

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEOA Sec. 488(a)(1)(E) amended HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Sec. 485(a)(1)(P) HEOA amendment effective August 14, 2008
October 29, 2009 FR notice (added 34 CFR 668.43(a)(10))

Institutions must annually make available to current and prospective students the institution's policies and sanctions related to copyright infringement, including:

- a statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities
- a summary of the penalties for violation of federal copyright laws*
- the institution's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system

*The Department of Education publishes in the *Federal Student Aid Handbook* a summary of the civil and criminal penalties for violation of federal copyright laws:

<http://www.ifap.ed.gov/ifap/byAwardYear.jsp?type=fsahandbook&awardyear=2010-2011>

Information regarding Ameritech College's policies and sanctions related to copyright infringement is below:

What is Copyright?

Copyright is a form of protection provided by the laws of the United States to the authors of "original works of authorship", including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works.

Section 106 of the 1976 Copyright Act gives the owner of copyright the exclusive right to do and to authorize others to do the following:

- To reproduce the work in copies or phonorecords;
- To prepare derivative works based upon the work;
- To distribute copies or phonorecords of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
- To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works;
- To display the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and
- In the case of sound recordings, to perform the work publicly by means of a digital audio transmission.

The Law:

The Copyright Act of October 19, 1976. This is the copyright law of the United States, effective January 1, 1978 (title 17 of the United States Code, Public Law 94-553, 90 Stat. 2541).

1. There shall be no copying of or from copyrighted works without the express written permission of the author(s).
2. Copying of copyright works for classroom use must meet the guidelines set forth by The Copyright Act of October 19, 1976, which is the copyright law of the United States, effective January 1, 1978 (title 17 of the United States Code, Public Law 94-553, 90 Stat. 2541).

These guidelines include:

A. Single Copying for Teachers: a single copy may be made by or for a teacher at his/her individual request for his/her scholarly research or use in teaching or preparation to teach a class.

B. Multiple Copies for Classroom Use: Multiple copies (not to exceed more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

- 1) Each copy includes a notice of copyright;
- 2) Copying shall not be a substitute for the purchase of the book;
- 3) It shall not be directed by higher authority;
- 4) The copied material shall not be used more than one semester; and
- 5) Students can be charged only the costs of copying.

3. Of work created while employed at Ameritech College, the College is considered to be the author, and therefore, the holder of the copyright. This includes the following:

- A. A contribution to a collective work;
- B. A part of a motion picture or other audiovisual work;
- C. A translation;
- D. A supplementary work;
- E. A compilation;
- F. An instructional text;
- G. A test;
- H. Answer materials for a test; and
- I. An atlas.

4. Liability for infringement of the copyright laws includes actual and statutory damages, ranging from \$500 to \$100,000 per violation.

Copyright protection subsists from the time the work is created in fixed form. The copyright in the work of authorship immediately becomes the property of the author who created the work. Only the author or those deriving their rights through the author can rightfully claim copyright.

In the case of works made for hire, **the employer** and not the employee is considered to be the author.

Section 101 of the copyright law defines a "work made for hire" as:

1. A work prepared by an employee within the scope of his/her employment; or
2. A work specially ordered or commissioned for use as:
 - a. A contribution to a collective work;
 - b. A part of a motion picture or other audiovisual work;
 - c. A translation;
 - d. A supplementary work;
 - e. A compilation;
 - f. An instructional text;
 - g. A test;
 - h. Answer material for a test; or
 - i. An atlas.

Fair Use:

The law allows for reproduction of copyright materials for some specific purposes, such as: criticism, comment, news reporting, **teaching (including multiple copies of classroom use)**, scholarship, or research, and these purposes are not considered an infringement of the copyright. However, in determining whether the use of a copyrighted work is a **fair use**, the following factors need to be considered and these include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantially of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

Guidelines:

1. Single Copying for Teachers: a single copy may be made of the following by or for a teacher at his/her individual request for his/her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book;
- B. An article from a periodical or a newspaper;
- C. A short story, short essay or short poem, whether or not from a collective work;
- D. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

2. Multiple Copies for Classroom Use: Multiple copies (not to exceed more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; *provided that:*

- A. The copying meets the tests of brevity and spontaneity as defined below; *and*
- B. Meets the cumulative effect test as defined below; *and*
- C. Each copy includes a notice of copyright.

3. Test of Spontaneity:

- A. The copying is at the instance and inspiration of the individual teacher, and
- B. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

4. Test of Brevity:

- A. Poetry: a complete poem if less than 250 words and if printed on no more than two pages, or from a longer poem, an excerpt of not more than 250 words.
- B. Prose: either a complete article, story or essay of less than 2,500 words, or an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event, less than 500 words.
- C. Illustration: one chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

5. Cumulative Effect:

- A. The copying of the material is for only one course in the school in which the copies are made.
- B. Not more than one short poem, article, story, essay or two excerpts may be copied from neither the same author, nor more than three from the same collective work or periodical volume during one class term.
- C. There shall be not more than nine instances of such multiple copying for one course during one class term.

Prohibitions:

1. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works.
2. There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
3. Copying shall not:
 - A. Substitute for the purchase of books, publishers’ reprints or periodicals;
 - B. Be directed by higher authority;
 - C. Be repeated with respect to the same item by the same teacher from term to term; and
 - D. No charge shall be made to the student beyond the actual cost of the photocopying.

Liability for Infringement: Remedies for infringement- Damages and profits.

1. An infringer of a copyright is liable for either –
 - a. The copyright owner's actual damages and any additional profits of the infringer, or
 - b. Statutory damages.
2. Actual Damages and Profits: The copyright owner is entitled to recover the actual damages suffered by him/her as a result of the infringement, and any profits of the infringer that are attributable to the infringement.
3. Statutory Damages: Instead of actual damages and profits, an award of statutory damages for all infringements involved in an action, with respect for any one work, for which any one infringer is liable individually, or for which any two or more infringers are liable jointly, in a sum of not less than \$500 or more than \$20,000.
4. In a case where the copyright owner sustains the burden of proving, and the court finds, that infringement was committed willfully, the court in its discretion may increase the award of statutory damages to a sum of not more than \$100,000.

Warnings of Copyright: An “Order Warning of Copyright”:

1. Must be displayed on all printers and copiers.
2. The contents and format of the order is below.

NOTICE

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright laws of the United States (Title 17, United States Code) govern the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives (and schools), are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or

reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If the user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

Ameritech College reserves the right to refuse to accept a copying order (if in its judgment), fulfillment of the order would involve a violation of the copyright law.

3. Format and Manner of Use: The display of warning of copyright (above) shall be printed on heavy paper or other durable material in type at least 18 points in size, and shall be displayed prominently to be clearly visible, legible, and comprehensive to a casual observer within the immediate vicinity.

<http://www.respectcopyrights.org/highered.html> Summary of Civil and Criminal Penalties for Violation of

Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504 and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

If you are unable to locate the information you need from the links set forth above, you may contact the following offices directly for assistance: Office of the Academic Vice President: 801-816-1444.

HEALTH AND SAFETY DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Disclosure Requirement: Distributed in writing to each student and each employee

HEOA Sec. 107 amended HEA Sec. 120 (20 U.S.C. 1011i): new HEA Sec. 120(a)(2)(B)-(C).

HEOA amendment effective August 14, 2008

34 CFR 86

Each institution must annually distribute in writing to each student and each employee:

- standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities
- description of applicable legal sanctions under state, local, and federal law
- description of health risks
- description of available counseling, treatment, rehabilitation, or re-entry programs
- clear statement that institution will impose sanctions for violation of standards of conduct and a description of the sanctions

Ameritech College annually distributes to each employee and to each student the Drug and Alcohol Abuse Prevention Program which contains the following:

1. STANDARDS OF CONDUCT that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
2. A description of the applicable legal sanctions under local, state or federal laws for the unlawful possession or distribution of illicit drugs and alcohol.
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

4. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.

5. A clear statement that the IHE will impose disciplinary sanctions on student and employees (consistent with local, state, or federal law) and a description of those sanctions up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by paragraph (a)(1) of this section. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Ameritech College conducts a biennial review of its drug and alcohol abuse prevention program to

1. Determine the effectiveness of and implement changes to the program as needed.
2. Ensure that the disciplinary sanctions described in paragraph (a)(5) of this section are consistently enforced.

The faculty, staff and students at Ameritech College, which by law is an Institution of Higher Education (IHE), are subject to 86.100 of the Federal Register 34 CFR Part 86, published August 16, 1990 under the heading DRUG-FREE SCHOOLS AND CAMPUSES. This particular paragraph describes the drug prevention program that must be implemented by each IHE in the United States by October 1, 1990.

STANDARDS OF CONDUCT

Ameritech College faculty, staff and students are hereby informed that the unlawful possession, use or distribution of illicit drugs and alcohol by employees and students at Ameritech College is strictly prohibited. For persons found in violation or suspected violation of this policy or any legal sanctions regarding drug and alcohol use, possession, manufacture or distribution, disciplinary sanctions will be employed up to and including termination or expulsion. Ameritech College is required to report any infractions to the necessary authorities and such cases will be referred for prosecution and handled according to the laws and regulations outlined by the Utah State Code and/or the Federal Bureau of Investigation.

Controlled Substances

The Controlled Substances Act (CSA), Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970 lists a schedule of controlled substances. The following is an explanation of these schedules and the level of regulation associated with each.

Schedule I

- (A) The drug or other substance has a high potential for abuse.
- (B) The drug or other substance has no currently accepted medical use in treatment in the United States.
- (C) There is a lack of accepted safety for use of the drug or other substance under medical supervision.

Schedule II

- (A) The drug or other substance has a high potential for abuse.
- (B) The drug or other substance has a currently accepted medical use in treatment in the United States or a currently accepted medical use with severe restrictions.
- (C) Abuse of the drug or other substances may lead to severe psychological or physical dependence.

Schedule III

- (A) The drug or other substance has a potential for abuse less than the drugs or other substances in schedules I and II.
- (B) The drug or other substance has a currently accepted medical use in treatment in the United States.
- (C) Abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence.

Schedule IV

- (A) The drug or other substance has a low potential for abuse relative to the drugs or other substances in schedule III.
- (B) The drug or other substance has a currently accepted medical use in treatment in the United States.

(C) Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in schedule III.

Schedule V

(A) The drug or other substance has a low potential for abuse relative to the drugs or other substances in schedule IV.

(B) The drug or other substance has a currently accepted medical use in treatment in the United States.

(C) Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in schedule IV.

Schedule I drugs and substances are used for research only. They are supplied only by a limited number of firms to properly registered and qualified researchers. The Drug Enforcement Agency (DEA) limits the quantity of Schedule I and II controlled substances that may be produced in the United States in any given calendar year.

A practitioner may dispense some controlled substances by direct administration, by prescription, or by controlled substances from office supplies. Careful records must be kept by practitioners of all dispensing of controlled substances from office supplies and of certain administration. In some states practitioners are required to use multiple copy prescriptions of Schedule II and other specified controlled substances.

Whether a drug is to be labeled a controlled substance for which a prescription is required is determined by the Federal Drug Administration (FDA).

Schedule II prescriptions must be written and signed by a practitioner. They may not be telephoned into the pharmacy except in an emergency. A Schedule II prescription may not be refilled. The patient must see the physician again in order to obtain additional doses of that prescription.

Schedule III and IV drugs may be ordered by written or oral (i.e. by telephone to the pharmacy) prescription. Also, the patient may, if so authorized by the doctor, have the prescription refilled on his own up to five times at any time within six months from the date of the initial dispensing.

Schedule V drugs include some prescription drugs and many over-the-counter narcotic preparations, including antistressives and anti-diarrheals. There are, however, some restrictions. The patient must be 18 years of age, must offer some form of identification, and have his/her name entered into a specified log that his maintained by the pharmacist as part of a record for the dispensing of these drugs.

In addition to the CSA, the State of Utah enforces the drug schedule and the penalties associated with the violation of the regulations set by the CSA and other legislative bodies regarding the illegal production, use, manufacturing, dispensing or possession of the drugs identified in the schedule.

PENALTIES

The CSA provides penalties for unlawful manufacturing, distribution, and dispensing of controlled substances.

The United States Code prohibits the following acts and enforces the corresponding penalties: *Manufacture or Distribute*. The illegal manufacture or distribution of a controlled substance or a counterfeit controlled substance, or the possession of a controlled substance with the intent to do any of the forgoing carries a penalty, upon conviction, *ranging from not less than ten years to life imprisonment and/or a fine of up to \$4,000,000*, depending upon the quantity of substance involved; whether death or injury results, and whether the offender has prior convictions for drug use. 21 U.S.C. Section 844(a).

Simple Possession. It is illegal for any person to knowingly or intentionally possess an un-prescribed controlled substance. Violations are punishable *by imprisonment of up to one year and a fine of not more than \$1000 or both*. 21 U.S.C. Section 844.

Drug paraphernalia. It is unlawful for any person to sell or offer to sell any drug paraphernalia, or to use the mails or any other facility of interstate commerce to transport drug paraphernalia. The violation of this law carries a penalty *of up to three years in prison and/or a fine*. Any drug paraphernalia involved is subject to seizure and forfeiture. 21 U.S.C. Section 863.

If a violator has a history of prior drug related offenses, the punishment imposed can be substantially enhanced.

Civil penalties up to \$10,000 per violation may be assessed against any individual who knowingly possesses a controlled substance as listed in Section 401 (b) (1) (A) of the Controlled Substances Act, where the amount in possession is determined to be a personal use amount. 21 U.S.C. Section 844a. Where a person at least 18 years of age distributes a controlled substance to any person under 21 years of age, or where a person possesses with intent to distribute, distributes or manufactures a controlled substance in or on, or within 100 feet of a public or private elementary, secondary, vocational or public or private college, junior college or university, or within 100 feet of a playground, youth center, public swimming pool or video arcade facility, *the punishment shall be a term of imprisonment of twice the amount of time and a fine of twice the amount above-provided.* 21 U.S.C. Sections 859, 860.

Any person who attempts to commit any drug offense shall be subject to the same penalties as those prescribed for the offense. 21 U.S.C. Section 846.

Any person convicted of a drug offense under these federal laws shall *forfeit to the government any property derived from or obtained directly or indirectly as a result of the violation, or any property used to commit or facilitate the violation.* Section 853. Even if there is no criminal charge or conviction, a person's property is subject to civil forfeiture if the property is used to manufacture, process, store or deliver a controlled substance in violation of federal law. 21 U.S.C. Section 881.

Any person who is convicted of any federal or state offense consisting of the distribution of controlled substances *may be ineligible for any and all federal benefits for a minimum of five years for the first conviction; ten years upon a second conviction; and permanently ineligible for a third or subsequent conviction.* 21 U.S.C. Section 862. "Federal benefit" includes any grant, contract, or loan provided by an agency of the U.S. or by appropriated funds of the U.S. 21 U.S.C. 862.

There are three authorities that enforce the law, the municipal (i.e. city or county), state and federal courts. In the state of Utah the Utah Code provides the basis for penalties imposed by the city and county courts. Trafficking, manufacturing, and distribution cases involving multiple states are investigated by the FBI and tried in Federal courts.

In the state of Utah, controlled substances are regulated by the Utah Controlled Substances Act.

58-37-8(1). Except as authorized, it is unlawful for any person to knowingly and intentionally:

(i) produce, manufacture, or dispense, or to possess with intent to produce, manufacture, or dispense, a controlled or counterfeit substance;

(ii) distribute a controlled or counterfeit substance, or to agree, consent, offer, or arrange to distribute a controlled or counterfeit substance;

(iii) possess a controlled or counterfeit substance with intent to distribute or

(iv) engage in a continuing criminal enterprise where controlled or counterfeit substances are involved. Any person convicted of one of the above crimes is guilty of a felony in the first, second or third degree depending upon the Schedule the drug in question is categorized by and the quantity of the drug in questions. For more specific information regarding the penalties see the Utah Code 58-37.

This list is NOT all inclusive. Additional local, state and federal sanctions and penalties apply.

Alcohol Abuse Prevention

The consumption of alcohol while on Ameritech College campuses or while representing Ameritech College off-campus is strictly prohibited. Any person found in violation or suspected violation of this policy is subject to disciplinary action up to and including termination or expulsion. All federal, state and local

laws will be strictly adhered to by Ameritech College administration and any violation of such laws will be reported to the appropriate authorities and will be recommended for prosecution.

In the state of Utah, the Alcoholic Beverage Control Act regulates alcohol use.

41-6a-502. A person may not operate or be in actual physical control of a vehicle within the state if the person has a blood or breath alcohol concentration of .08 grams or higher or who is under the influence of alcohol, any drug, or the combined influence of alcohol and any drug to a degree that renders the person incapable of safely operating a vehicle.

76-5-207. (a) Criminal homicide is automobile homicide, a third degree felony, if the person operates a motor vehicle in a negligent manner causing the death of another and:

(i) has sufficient alcohol in his body that a subsequent chemical test shows that the person has a blood or breath alcohol concentration of .08 grams or greater at the time of the test;

(ii) is under the influence of alcohol, any drug, or the combined influence of alcohol and any drug to a degree that renders the person incapable of safely operating a vehicle; or

(iii) has a blood or breath alcohol concentration of .08 grams or greater at the time of operation.

(b) A conviction for a violation of this Subsection (2) is a second degree felony if it is subsequent to a conviction as defined in Subsection [41-6a-501](#).

(3) (a) Criminal homicide is automobile homicide, a second degree felony, if the person operates a motor vehicle in a criminally negligent manner causing the death of another and:

(i) has sufficient alcohol in his body that a subsequent chemical test shows that the person has a blood or breath alcohol concentration of .08 grams or greater at the time of the test;

(ii) is under the influence of alcohol, any drug, or the combined influence of alcohol and any drug to a degree that renders the person incapable of safely operating a vehicle; or

(iii) has a blood or breath alcohol concentration of .08 grams or greater at the time of operation.

32A-12-216. A person may not permit any other person to become intoxicated or any intoxicated person to consume any alcoholic beverage in:

(a) any premises of which the person is the owner, tenant, or occupant.

32A-12-220. (1) A person may not consume liquor in a public building, park, or stadium, except as provided by this title.

(2) A violation of this section is a class C misdemeanor.

Description of Health Risks

Below is information regarding the health risks generally associated with drug and alcohol use and abuse. This is meant to provide an overview only, any questions regarding this information should be directed to a public health professional. The following information can be located at www.health.org/pubs/catalog and www.nida.nih.gov.

Alcohol: Liquid distilled product of fermented fruits, grains and vegetables. Alcohol is a depressant that decreases responses of the central nervous system. Alcohol is often used to enhance the effect of other drugs. As little as two beers/drinks can impair coordination and thinking. Alcohol continues to be the most frequently abused substance among young adults. Excessive drinking can cause liver damage and psychotic behavior.

Marijuana: Green or gray mixture of dried, shredded flowers and leaves of the hemp plant (*cannabis sativa*). The main active chemical in marijuana is THC (delta-9-tetrahydrocannabinol). Most commonly used illegal drug in the United States. Marijuana may impair short-term memory, shorten attention span and delay reflexes. During pregnancy, marijuana may cause birth defects. Marijuana may cause a fast heart rate, pulse and lead to breathing problems. Long-term users may develop psychological dependence and require more of the drug to achieve the same effect.

Ecstasy: A synthetic, mind-altering drug that can produce both stimulant and psychedelic effects. This drug is considered a “club drug” meaning it is a drug generally used by young adults at raves or nightclubs.

Ecstasy may cause a release of emotions the person may be unprepared to deal with. Physical symptoms may include muscle tension, teeth clenching, nausea, chills or sweating. Ecstasy increases heart rate and blood pressure. Use may cause long-term damage to parts of the brain critical to thought and memory.

Cocaine: A strong central nervous system stimulant that interferes with the reabsorption process of dopamine, a chemical messenger associated with pleasure and movement. Cocaine is extracted from the leaves of the coca plant. Cocaine use may cause severe "mood swings" and irritability. A "cocaine high" lasts only five to twenty minutes. More and more cocaine is needed each time a person seeks a high. A crash follows the high and includes symptoms of depressions, dullness, irritability and paranoia. One use can cause death.

Crack: The street name given to cocaine that has been processed from cocaine hydrochloride to a free base for smoking. Crack is almost instantly addictive. Repeated use may cause insomnia, hallucinations, seizures and paranoia. There are more hospitalizations per year resulting from crack and cocaine use than any other illicit substance. One use can cause a fatal heart attack.

Methamphetamine: A synthetic, addictive stimulant drug that speeds up the central nervous system. Methamphetamine is referred to as "speed" when it is swallowed or sniffed; "crank" when it is injected and "ice" when it is smoked. All forms of methamphetamine are extremely dangerous with a high potential for abuse and dependence. Methamphetamine can cause convulsions, heart irregularities, high blood pressure, tremors and severe fatigue. An overdose can cause coma and death. Prolonged abuse can resemble schizophrenia and characterized by paranoia, hallucinations and formication (delusions of parasites or insects on the skin). Meth-induced paranoia can result in homicidal or suicidal thoughts. Meth users develop a tolerance quickly, needing more and more to get high. Athletes and students sometimes begin using methamphetamines because of the initial heightened physical and mental performance the drug produces. Meth enables people to work around the clock, often for days. Binge users have gone 3-15 days without sleep.

Heroin: A drug processed from morphine that usually appears as a white or brown powder. Street names for heroin include "smack," "H," "skag," and "junk." Other names may refer to types of heroin produced in a specific geographical area, such as "Mexican black tar."

Heroin is a highly addictive drug and its use is a serious problem in America.

Chronic users may develop collapsed veins, infection of the heart lining and valves, abscesses, cellulitis, and liver disease. With regular heroin use tolerance develops. This means the abuser must use more heroin to achieve the same intensity or effect. Heroin abuse is associated with serious health conditions, including fatal overdose, spontaneous abortion, collapsed veins and infectious diseases, including HIV/AIDS and hepatitis.

RESOURCES

Institute of Change
958 East 11190 South
Sandy, UT 84094 (801) 487-0487

Turning Point Centers
616 East 11000 South
Sandy, UT 84070 (801) 576-0745

A D Psychotherapy and Clinical Counseling
8465 South 700 East Street
Sandy, UT 84070 (801) 233-8577

Changes Counseling/Consultation LLC
7370 South Creek Road, Suite 102
Sandy, UT 84093

Alcoholics Anonymous
Hotline: 801-484-7871
www.saltlakeaa.org

A list of meeting locations and schedules are available at the website and via the hotline.

Narcotics Anonymous
Hotline: 801-296-4044
www.na.org

A list of meeting locations and schedules are available at the website and via the hotline. The NA recommends calling as meeting times and places may change unexpectedly.

VACCINATION POLICY

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEOA Sec. 488(a)(1)(E): amended HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Sec. 485(a)(1)(V) HEOA amendment effective August 14, 2008; [DCL GEN 08-12, page 96](#)

Ameritech College makes available to current and prospective students information about institutional policies regarding vaccinations. A list of health requirements for nursing students is below:

- Current CPR Certification
- Two-Step TB skin test
- Hepatitis B series or positive antibody titer
- Measles, Mumps, and Rubella or positive antibody titer
- Varicella immunizations or positive antibody titer
- Tetanus, Diphthia, and Pertussis (Tdap) – one Tdap after the age of 19
- A current flu shot annually (required by acute care facilities)

Health requirements are subject to change depending on the requirements of the healthcare facilities.

For detailed information on the required immunizations, you may contact the *Admissions Department* directly for assistance: 801-816-1444.

SECURITY POLICY (INCLUDING TIMELY WARNING AND EMERGENCY NOTIFICATION)

Disclosure Requirement: Report or notice of report mailed or delivered to each enrolled student and employee

HEOA Sec. 488(e)(1)(B)-(D) amended HEA Sec. 485(f) (20 U.S.C. 1092(f)): revised HEA Sec.485(f)(1)(C); revised HEA Sec. 485(f)(1)(F); added HEA Sec. 485(f)(1)(J) HEOA amendments effective August 14, 2008
34 CFR 668.41(a), 34 CFR 668.41(e), 34 CFR 668.46, 34 CFR Part 668 Subpart D, appendix A.
October 29, 2009 FR (revised 34 CFR 668.41(a), 34 CFR 668.41(e), 34 CFR 668.46, 34 CFR Part 668 Subpart D, appendix A)

Ameritech College distributes (by email) to all current students and employees, notice of its *Campus Safety Policy and Safety & Security Statistics*. The notice includes a statement of the report's availability, a brief description of the report's contents, and a statement that the institution will provide a paper copy upon request.

The report contains information about:

- campus policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus, including policies regarding the institution's response to such reports
- policies for making timely warning reports (see below)
- policies for preparing the annual disclosure of crime statistics
- policies concerning security of and access to campus facilities and security considerations used in the maintenance of campus facilities
- list of the titles of persons or organizations to whom students and employees should report criminal offenses for the purpose of making timely warning reports and statistics disclosures
- statement of whether the institution has policies or procedures regarding confidential crime reporting (for inclusion in statistics), and if so, a description of those policies and procedures
- statement of the law enforcement authority of campus security personnel and their relationship with state and local law enforcement agencies
- policies that encourage accurate and prompt reporting of all crimes to the campus police and appropriate police agencies
- procedures, if any, that encourage pastoral counselors and professional counselors to inform persons they are counseling about procedures for confidential crime reporting (for inclusion in statistics)
- type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others
- programs designed to inform students and employees about the prevention of crimes
- policy concerning the monitoring and recording through local police agencies of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the institution
- policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws
- policy regarding the possession, use, and sale of illegal drugs and enforcement of federal and state drug laws
- description of drug or alcohol prevention programs as required under HEA Sec. 120 (20 U.S.C. 1011i) (see "Drug and Alcohol Abuse Prevention Program" for more information)
- statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained
- policy regarding campus sexual assault prevention programs and the procedures to be followed once a sex offense has occurred, including
 - educational programs
 - options for and assistance in notifying law enforcement agencies
 - available on- and off-campus services for victims
 - options regarding changes to a victim's academic and living situation
 - procedures for campus disciplinary action, including sanctions the institution may impose, and a statement that both the accuser and accused are entitled to the same opportunities to have others present during disciplinary proceedings, and both must be informed of the outcome of any disciplinary proceeding (see "Information for Crime Victims about Disciplinary Proceedings" for related requirement)
- missing student notification policies and procedures. (See "Security Report - Missing Person Policy" for more information)
- policies regarding emergency response and evacuation procedures, including:
 - procedures for immediate notification of the campus community
 - a description of the process the institution will use to confirm the emergency or dangerous situation, determine the appropriate segment/s of the campus community to be notified, determine the content of the notification, and initiate the notification system unless issuing the notification would compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency
 - a statement that the institution will take the actions described above without delay
 - list of the titles of person/s or organization/s responsible for carrying out the actions described above
 - the institution's procedures for disseminating emergency information to the larger community
 - the institution's procedures to test the emergency response and evacuation procedures on at least an annual basis

- Statistics for the most recent 3 calendar years:
 - Crimes reported to a campus security authority or local police agencies: murder and non-negligent manslaughter; negligent manslaughter; forcible and non-forcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; and arson
 - For the crimes listed above and for crimes of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and any other crimes reported to a campus security authority or to local police agencies involving bodily injury to any person in which the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. These data are to be reported according to category of prejudice
 - Arrests and persons referred for campus disciplinary action, for liquor law violations, drug law violations, and illegal weapons possession.

CAMPUS SECURITY POLICIES AND PROCEDURES

I. DEFINITIONS

Clery Geography includes buildings and properties that are part of the institution's campus and public property within and immediately adjacent to or accessible from the campus, which includes parking lots surrounding the campus.

Consent is permission for something to happen or agreement to do something.

Draper Campus Location:
12257 Business Park Dr Suite 108, Draper, Utah 84020

Employee is an individual who is currently employed by Ameritech College.

On-campus includes any building or property owned or controlled by Ameritech College within the same contiguous area and used by the college in direct support of or related to its educational purposes.

Provo Campus Location:
2035 North 550 West Provo, UT 84604

Public Property includes thoroughfares, streets, sidewalks, and parking facilities that is within the campus, or immediately adjacent to and accessible from the campus.

Reasonable Person means a person under similar circumstances and with similar identities to the victim.

Referred for Campus Disciplinary Action is the referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Student is an individual who is currently enrolled in a program at Ameritech College.

II. CAMPUS SECURITY PERSONNEL

Designated Campus Security Officers are as follows:

Executive Director, Provo Campus, is located in the main office on the Provo Campus.

Executive Director, Draper Campus, is located in Suite 100, Draper Campus.

Alternative Contact: Provo Campus, Dean of Academic Affairs, located in the main office.

Alternative Contact: Draper Campus, Dean of Academic Affairs, located in the main office, Suite 108.

All incidents that occur after regular business hours will be reported to the Campus Security Officer.

These individuals do not have the authority to make arrests, but rather will receive information concerning an incident, assist with the completion of the Incident Report Form, and notify the appropriate authorities, if needed.

III. POLICY STATEMENT

Ameritech College of Healthcare (Ameritech College) is committed to providing a learning environment that ensures the safety and encourages the personal health and productivity of its students and employees. Ameritech College recognizes crimes against any student or employee (i.e., murder, sex offenses, dating violence, domestic violence, hate crimes, sexual assault, stalking, robbery, aggravated assault, burglary, and motor vehicle theft), substance abuse and weapons possession at College to be a threat to the safety, health, and job performance of all students and employees. It is, therefore, the policy of Ameritech College that the following activities are strictly prohibited during College hours, on College property, at College-sponsored activities, and when performing College business, regardless of the time or location.

DRUG AND ALCOHOL POLICY

Any activity involving an illegal substance, including use (defined as the presence of an illegal substance in a person's system, per NIDA standards), possession, manufacture, or distribution (purchasing, giving away, or otherwise dispensing) on College property, on a clinical/externship, or on the job, will have a direct bearing on a student's or an employee's standing within the organization. Any conviction by a law enforcement agency for illegal drug activity is cause for dismissal from the College.

The abuse of a legal substance including alcohol, prescription, and over-the counter drugs includes the following:

The use, possession, distribution, or being under the influence of alcohol or drugs that are legally obtainable, but have not been obtained legally; and use of a drug in a manner, or for a purpose other than that for which it was intended or prescribed.

Use of a prescription drug that has been prescribed by a student's or an employee's physician is permissible during work hours, but may require certification by the physician as to the ability of the student or the employee to perform his/her job in a safe manner. The student should notify his/her instructor and the employee should notify his/her supervisor if use of a properly prescribed drug will affect school or work performance. If a student or an employee is found to be under the influence of any substance mentioned above (except prescription drugs) on campus, the Campus Security Officer will notify local enforcement officials.

VIOLENCE, HATE CRIMES, AND STALKING POLICIES

The College also strictly prohibits the following activities during College hours, on College property, at College-sponsored activities, and when performing College business, regardless of the time and location.

Any violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim (dating violence). The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence applies to both student-to-student and employee-to-employee relationships.

Any violence committed –

By a current or former spouse or intimate partner of the victim;

By a person with whom the victim shares a child in common;

By a person who is cohabitating with, or who has cohabitated with, the victim as a spouse or intimate partner:

By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

A crime reported to local police agencies that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim (hate crime). The categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress (stalking).

SEXUAL ASSAULT POLICIES

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used by FBI's Uniform Crime Reporting (UCR) program. The UCR is a nationwide, cooperative statistical effort in which city, university and college, county, State, Tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention.

Students wishing to obtain a report of registered sex offenders in the area may do so through the Utah Department of Corrections website: <http://corrections.utah.gov>.

HARASSMENT AND SEXUAL MISCONDUCT POLICY

One of the goals of Ameritech College is to ensure that all students, faculty, staff and guests can work, study, and enjoy the society of the college community without being subjected to harassment or sexual misconduct. Harassment is a type of discrimination prohibited by College policy and by federal laws such as Title VII and Title IX. The College affirms every individual's right to freedom of expression, and fosters the culture of tolerance and civility necessary to fulfill its educational goals.

Ameritech College is a community that values freedom of speech and expression. As conveyed by the U.S. Constitution, these rights have limitations. Limitations on free speech include: 1) endangering or threatening someone, 2) inciting violence, using speech directed at an individual or group that directly provoke violence, 3) defamation, 4) obscenity, and 5) discrimination that limits someone's educational or employment access and/or opportunities. Ameritech College does not consider visual and/or aural demonstrations, depictions, or conduct to be sexual harassment when there is a legitimate pedagogical context, such as material having an appropriate connection to course subject matter.

Ameritech College believes in a zero tolerance policy for sexual misconduct. When a person is found to have violated this policy, serious sanctions will be imposed. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Ameritech College Harassment Policy, see the College Catalog, has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated.

- **Harassment** is verbal or physical conduct based on a person's race, color, religion, creed, ethnicity, gender or gender identity, age, sexual orientation/associations, or mental/physical disabilities that is sufficiently severe, pervasive/persistent or patently offensive that it has the purpose or effect of unreasonably interfering with that person's work or academic performance, or that creates an intimidating, hostile, or offensive working, educational, or living environment, from both a subjective (the alleged victim's) and an objective (any reasonable person's) viewpoint
- **Sexual Harassment** is gender-based verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or that creates an intimidating, hostile, or offensive working, educational, or living environment. *Quid pro quo* sexual harassment exists when submission to or rejection of unwelcome sexual advances, requests for

sexual favors or other verbal or physical conduct of a sexual nature results in adverse educational or employment action, or the threat of such adverse action, or when submission is made a condition of educational or employment advancement.

- **Zero tolerance** extends to those who retaliate for complaints of harassment. Ameritech College views retaliatory harassment to be just as severe as the initial harassment itself.

VIOLATIONS

Any student or employee who violates this policy is subject to penalties of the law as well as disciplinary action, which may include termination from the College or employment.

IV. PROCEDURES

PROCEDURES FOR REPORTING DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING CRIMES

The College has a formal policy and procedure for reporting any dating violence, domestic violence, sexual assault, or stalking crimes that occur on the Ameritech College campus. A student or employee, who is a victim or witness to any of these crimes, will immediately report the crime to the Campus Security Officer or other College administrator as necessary. The crime is reported on the Ameritech College of Healthcare Incident Report Form (see Appendix A) by the person(s) reporting the crime as well as any witness(es). The Campus Security Officer and/or College administrator will follow the procedures, as listed below. The Incident Report Form is filed in the Incident Report File which is confidentially maintained by the campus Office Manager.

For a victim of these crimes, the first step is to get to a place of safety. Next, obtain medical treatment. It is vital that a report is made in a timely manner. Time is a critical factor for evidence collection and preservation. It is vital that evidence be preserved that may assist in proving that the alleged criminal offense occurred, or it may be helpful in obtaining a protection order. Completion of the Incident Report to the Campus Security Officer will:

Ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim.
Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of dating violence, domestic violence, or sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal examination).
Assure the victim has access to free confidential counseling from counselors specifically trained in the area of violence and sexual assault crisis intervention.

At the time of reporting, the Campus Security Officer or other College administrator will review with the victim the options about the involvement of local law enforcement including the option to:

Notify proper law enforcement authorities on the victim's own volition;
Be assisted by campus authorities in notifying local law enforcement authorities if the victim so chooses;
or
Decline to notify such authorities.

The College will notify only the appropriate staff, such as front desk personnel, to help enforce any orders of protection such as: "no contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court. All such orders will be kept in strict confidence to preserve the victim's dignity and anonymity.

PROCEDURES FOR REPORTING ALL OTHER CRIMES

The Ameritech College employee who is informed, witnesses, or is a participant in an incident on campus, will complete the attached Incident Report Form.
The completed form is given to a campus administrator for any required follow-up.

The form is filed in the Incident Report File maintained by the campus Office Manager. Information reported by victims of, or witnesses to an incident/crime will be held in strict confidence. The Campus Security Officer or other College administrator will assist the reporting party in contacting the local police or medical professional if necessary.

V. RESOURCES

The Student Services Department provides information to students and employees about the availability of external resources on counseling, health, mental health, victim advocacy, and assistance with rape, violence, and abuse. Some of the information is available by handout from the Student Services Department as well, students are provided with website addresses and contact information on a variety of resources is available.

Victims of dating violence, domestic violence, sexual assault, and stalking will be provided written notification about options for, available assistance with, and how to request changes in academic course schedules as well as assistance with any protective orders. Even though Ameritech College is a commuter College, upon request, the Student Services Department will provide assistance to victim's with respect to changing their living and transportation circumstances. These requests will be honored regardless of whether the victim chooses to report the crime to local law enforcement.

Ameritech College will provide support and guidance in cases of dating violence, domestic violence, sexual assault, or stalking. There are also counseling and support services outside of the Ameritech College system.

The following information pamphlets are available from the Provo Police Department and the Draper City Police Department: "Got a Minute? A Safe Campus Starts with You"; "Vehicle Theft is a Big Problem"; "Aid to Victims of Spouse Abuse"; "Battering and Rape/ Sexual Assault"; and "Learn the Facts About Rape and Prevent a Tragedy".

Local Facilities and Hotlines:

Utah County Division of Substance Abuse, (801) 370 8429; Utah State Division of Substance Abuse and Mental Health (801)538 3939; Salt Lake Country Division of Substance Abuse, (801) 468 2009.

The Center for Women and Children in Crisis, Provo, UT (801)377-5500
Rape Recovery Center, Salt Lake City, UT (801)467-7282, **24-Hour Hotline: (801) 467 7273**
Family Support and Treatment Center, Orem, UT (801) 229 1181
Division of Child and Family Services, Draper, UT (801) 281 5151
Intermountain Specialized Abuse Center, Provo, UT (801) 373-0210
Wasatch Mental Health Center, Provo, UT (801) 373-4760
Valley Mental Health, Salt Lake City, UT (801) 235-7100
Provo Police Department (801) 852-6210
Utah County Dispatch (801) 375-3601
Draper City Police Department (801) 840-4000

VI. INSTITUTIONAL DISCIPLINARY PROCEDURES

When a student or employee as a victim brings an allegation of dating violence, domestic violence, sexual assault, or stalking against another student or employee of the College, the following procedures shall be adhered to.

1. The victim is asked to complete an Incident Report Form.
2. If not already reported, the victim is encouraged to contact local law officials to commence an investigation of the alleged crime.
3. The Campus Security Officer will form a Disciplinary Committee composed of five unbiased employees who can render an impartial decision.

4. The victim will be notified in writing of the Disciplinary Committee meeting to be held as soon as practical, but not later than three business days. That notification will include information regarding the victim's rights to have any witnesses and or an advisor attend the proceedings together with any restrictions on participation from these additional attendees. During the Committee meeting, the victim will present details of the alleged crime together with any evidence, as defined in Section III, paragraph 2 of this document, to support the allegations.
5. After meeting with the victim, the Campus Security Officer will notify the accused in writing of the allegations brought forward as well as a request to attend a Disciplinary Committee meeting. Again, this meeting will be scheduled as soon as practical, but not later than three business days. That notification will include information regarding the rights of the accused to have any witnesses and or an advisor attend the proceedings together with any restrictions on participation from these additional attendees.
6. Time frames provided in sections in sections four and five are based on College policy and may be extended for good cause upon written request from either party. If an extension is warranted, parties will be simultaneously notified of the delay and the reason for the delay.
7. Following the meeting with both the victim and the accused, the Committee will deliberate the statements and evidence to determine institutional actions, including possible sanctions. Sanctions may include one or more of the following: short or long term suspension, course failures, reassignment of duties and/or position, and/or termination or expulsion. Sanctions can and may be imposed even if it is a first offense.
8. Depending upon the duration of the deliberations and the proximity of the victim and the accused, both may be asked to remain off campus, with no contact, until a decision is rendered. The victim and the accused will be simultaneously notified in writing regarding the decision of the Committee as soon as practical, but not later than three business days following the decision. The notification will include details of any sanctions to be imposed up to and including termination from the College. The notification will also include information regarding the College appeal process.
9. In the event the victim has obtained a protective order against the accused, the College would likely terminate the accused. Due to the small size and structure of the College, it would not be practical to uphold the protective order without interfering with the studies or job duties of the accused.
10. If a legal investigation results in a conviction against the accused, the College would terminate the accused immediately.
11. If the victim has not obtained a protective order and if the Committee determined that the accused could remain as a student or an employee, the College would make any reasonable accommodations such as changing class or work schedules and possibly physical office location for the victim to eliminate or at least severely limit any contact between the victim and the accused.

APPEAL OF DISCIPLINARY ACTIONS

Once a Disciplinary Committee decision has been rendered, either the victim or the accused may appeal that decision. The following procedures govern the appeal process.

1. A written appeal must be received as soon as practical, but not later than three business days. The appeal must include the reason(s) for the appeal, including documentation or evidence applicable to the request.
2. The Campus Security Officer would convene a Disciplinary Committee meeting with five new unbiased members. The Campus Security Officer would chair the Committee, but would act as a non-voting member.
3. Written notification of the appeal meeting would be sent to both the victim and the accused as soon as practical, but not later than three business days.
4. The Committee meets with the petitioner to discuss the details of the appeal.
5. Following the meeting with the petitioner, if deemed necessary, the Committee will meet with the other party in the action.
6. The Committee will deliberate the statements and evidence to determine the result of the appeal.

7. Both parties will be simultaneously notified, in writing, of the outcome of the appeal, as soon as practical but not later than three business days.
8. If the original Disciplinary Committee decision is upheld, no further action is needed.
9. In the event that the original Disciplinary Committee decision is overturned, the new decision could lead to either reversal of or an addition to the original sanctions, up to and including termination or expulsion.

NOTICE REGARDING RETALIATION

An institution, or an officer, employee, or agent of an institution, or a student of an institution, may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities related to allegations of and/or proceedings on dating violence, domestic violence, sexual assault, or stalking.

VII. CRIME PREVENTION PROGRAM

Students receive a copy of the Ameritech College Drug and Alcohol Prevention Program and the Campus Security Policies and Procedures at orientation. The same information is given to new employees. As well, annually students and employees have access through the College's website to the Campus Security Policies and Procedures report. The College collects data on crimes committed on the campus each year. This data is reported on an annual Campus Safety and Security Survey and is also available on the College's website. The College discloses in its annual security report statistics for the most recent three years for the following crimes:

Criminal Homicide

- a) Murder and non-negligent manslaughter
- b) Negligent manslaughter

Sex Offenses

- a) Rape
- b) Fondling
- c) Incest
- d) Statutory rape

Robbery

Aggravated assault

Burglary

Motor vehicle theft

Arson

Arrests and referrals for disciplinary actions

- a) Arrests for liquor law violations, drug law violations, and illegal weapons possession
- b) Persons who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession

Hate Crimes including

- a) The number of each type of crime listed above
- b) The number of the following crimes that are determined to be hate crimes
 1. Larceny- theft
 2. Simple assault
 3. Intimidation
 4. Destruction/damage/vandalism of property
 5. Dating violence, domestic violence, and stalking

The Incident Report File is reviewed annually by the Campus Security Administrator (CSA) to gather data on any crimes to be reported on the institution's Campus Security Report. The CSA makes a reasonable, good-faith effort to obtain statistics for crimes within the institutions' Clery geography from the local police.

The Campus Security Report only includes statistics on reportable crimes committed during the recent calendar year. The information contained in the File and reported is kept confidential without the inclusion of personally identifying information about the victim or the accused.

Ameritech College has established the following safety rules for all students and employees:
Only students and employees are allowed in the lunchroom or break areas.
All windows are to be locked and blinds are to be closed in all classrooms after sundown.
When classrooms are unoccupied, the lights are to be turned off and the doors locked.
Anyone waiting for students (for rides, emergencies, etc.,) will wait in the designated waiting area only.
Only students and employees are allowed in the classroom and lab areas.

POLICY ON ALCOHOLIC BEVERAGES

Ameritech College supports the Utah State Department of Alcohol and Beverage Control rules and regulations that govern the possession, sale or the provision of alcoholic beverages on the Ameritech College campus, as well as the enforcement of the State underage drinking laws. The Ameritech College campus has been designed as both a drug-free and alcohol-free area. Please refer to the Ameritech College Drug and Alcohol Prevention Program policy.

SEXUAL ASSAULT PREVENTION AND RESPONSE

Ameritech College offers sexual assault education and information to students during new student orientation. The College also assembles all students and staff on an annual basis for training on prevention of dating violence, domestic violence, sexual assault, and stalking. Finally, once per year the College hosts a "Crime Prevention Week" during which students and employees are provided with information, brochures, tips, and activities to increase awareness and knowledge of crime prevention. Additional information is available through the local government enforcement agencies.

BYSTANDER INTERVENTION

Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Bystander Intervention is encouraged and discussed during all College crime prevention trainings and activities.

VIII. TIMELY WARNING

In the event that a situation arises on campus, that, in the judgment of the Campus Security Officer constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The timely warning must be related to a crime that is reportable under the Clery Act, or that represents a threat to the campus community, i.e. arson, burglary, aggravated assault, criminal homicide, motor vehicle theft, robbery, and sex offenses. Timely warnings may also be issued for other crimes as deemed appropriate.

The decision to issue a timely warning shall be decided on a case by case basis and in an effort to prevent similar crimes from occurring. When a determination has been made that a timely warning should be issued, the Campus Security Officer will inform the campus community by taking all appropriate steps to ensure timely notification of all members. Options for the notification of students, faculty and staff include email, voicemail, text messaging, the website, and written bulletins. Such warnings may include, but are not limited to, the following information: type of crime, date, time and location of crime, as well as available suspect information.

Anyone with information warranting a timely warning should report the circumstances to the office of the Campus Security Officer, by phone or in person.

IX. EMERGENCY RESPONSE, COMMUNICATIONS AND EVACUATION PROCEDURES

In the event a situation arises on campus that, in the judgment of the Campus Security Officer constitutes a significant emergency or dangerous situation involving immediate threat to the health or safety of students or employees, the campus community will be notified immediately. The College will, without delay, and taking into account the safety of the community, determine the content of the notification and will initiate the institution's notification system, unless the notification will, in the professional judgment of the Campus Security Officer and other members of the campus management team, compromise the efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The decision to notify the campus community and/or family members of an emergency shall be decided on a case by case basis. After an assessment of the situation, the Campus Security Officer will confirm that there is a significant emergency and will determine who to notify, determine the content of the notification, and initiate the notification system. In the event the emergency poses a health risk to the campus community, the Campus Security Officer will confer with the Director of the Nursing Program (Draper Campus), or the Director of the Medical Assistant Program (Provo Campus) to determine if there is a significant health emergency and will determine who to notify, determine the content of the notification, and initiate the notification system. If the community at large may be affected by the College emergency, the Campus Security Officer will disseminate the pertinent information following the media guidelines discussed in section XI.

When a determination has been made that an emergency notification should be issued, the Campus Security Officer will inform the campus community and/or family members by taking all appropriate steps to ensure timely notification of all members. Options for the notification of students, faculty, staff and family members include email, voicemail, text messaging, the College website, and written bulletins. Such notifications may include, but are not limited to, the following information: type of emergency, date, time and location of the emergency, and extent of damage and/or risk associated with the emergency.

Once emergency notification has been given, all students and employees must exit the building immediately and in an orderly manner, following the emergency exit routes posted in various locations throughout the building. Once outside the building, assemble at least one hundred (100) feet away from the exit. Remain at that site and report to a designated staff member so that all persons may be accounted for. Only when an emergency or law enforcement official gives the "all clear" message may individuals return to the building.

The institution shall conduct a test of its emergency response and evacuation procedures on an annual basis. Students, faculty, and staff will be notified of the annual test, together with the procedures to follow when responding to the emergency evacuation, by email and announcements given in classes and in staff and faculty meetings.

The College shall maintain documentation of annual emergency response and evacuation tests, which includes a description of the exercise, date and time of the exercise and whether it was announced or unannounced.

In the event of a student specific emergency, the administration will attempt to contact the student's emergency contact as listed in their student file. Upon the resolution of a campus incident, the College will notify the appropriate individuals affected by the same manner that it issues the alert.

X. RISK ASSESSMENT

Ameritech College has a Safety Committee that consists of the campus Executive Director and five additional members of the campus representing the various departments including Administration, Academics, Faculty and Human Resources. The Safety Committee meets on a quarterly basis and will review the results of a campus assessment.

XI. MEDIA RELATIONS

Media Relations will respond according to the level of crisis using the following rankings:

1. Crisis media response
2. Timely media response
3. Routine or non-media response

Response level 1 will always be in effect when major, community or state/national emergencies are in effect. Response level 2 will be in effect in most cases for minor emergencies. By definition, response level 3 would not be used in any case in which the Emergency Response Plan is activated.

1. Crisis Media Response

These incidents are certain to have a high media interest and an expectation for immediate reporting, along with a concomitant impact on College public image. Immediate notification must be made to Media Relations and immediate action taken, 24 hours a day, 365 days a year.

Every reasonable effort should be made to release an alert to the news media within an hour, or less, giving bare minimum details of the time, place and nature of the event with an assurance that the alert will be followed as quickly as possible with a more detailed report. In the highest level of crisis operations, immediate communications may be limited to on-campus and local media, as well as to wire services, but will be expanded as quickly as possible. Follow-up news releases will be made as needed and as quickly as essential ***confirmed*** details can be compiled. Depending on the nature of the event and the media's interest, continued follow-up reporting will be done as information becomes available and as official statements can be prepared. For major events, this stage of crisis response may continue for days or even weeks. Technical support may be requested from elsewhere on campus to prepare and process communications to the on-campus and off-campus communities. Crisis communications will take precedence over other activities as needed, until the crisis is over or the urgency moves to a lower level.

2. Timely Media Response

These incidents can generally be handled on a next-business-day basis. Good faith efforts will be made to meet media deadlines and to report in a timely manner as defined by journalistic standards. News releases will be processed and disseminated according to regular policy.

3. Routine or Non-Media Response

These incidents pose no need for crisis communications, either by their nature or magnitude, and therefore will not involve activation of the Emergency Response Plan. The matter will be handled by the Chief Executive Officer (CEO), who will use best judgment on whether reporting to the media is needed. News releases will be processed and disseminated according to regular policy.

NEWS MEDIA COMMUNICATIONS PROTOCOLS & PROCEDURES

As soon as possible, the Executive Director will prepare basic facts, clearly and concisely. News people will always want to know: who, what, when, where, why and how. The same facts must be communicated to all news media so access to the information is consistent.

News media personnel should be directed to the pre-designated News Media Center.

The Executive Director will identify staff members to go to the News Media Center in a field team capacity.

This team will:

- Manage onsite news media relations.
- Check social media sources (Google Realtime, Facebook, or Twitter)
- Allow law enforcement and system administrator to recover and secure the site.
- Coordinate with any joint information center established by police, fire and any other public agencies before Ameritech College gives any releases to the news media.
- Maintain a communications log including date, time, message and audience. Track all questions and answers to ensure consistency in message.

- Schedule follow-up briefings to communicate new information.
- The Executive Director or designee will prepare a release for the news media, including:
Script a draft statement in advance of the media briefing. Include information that will assist the campus in communicating important information (e.g., campus closing, cancellation of campus activities, relocation to emergency shelter, public health information, counseling services, etc.).
- Script messages to address all audiences including the community, parents, news media, faculty, staff, regulators and others. Consider how to communicate to a multilingual community.

The Executive Director or CEO will present the news media release in person. All questions that are directed to other faculty, staff or students, should be referred to the Executive Director or CEO.

XII. EMERGENCY MANAGEMENT AND PREPAREDNESS

Emergency management and preparedness training presentations are offered to faculty, staff, students and affiliated community members upon request. Additionally students receive training for proper emergency response during orientation and how to properly document any issues. Staff members when hired also review emergency procedures while reviewing the employee handbook.

Additional trainings for staff are recommended by the Safety Committee for specific needs that they have identified.

ARMED INTRUDER/ACTIVE SHOOTER PROCEDURES:

The likelihood of an active shooter is extremely remote, however, if the unthinkable happens, it's essential to be prepared. Know your surroundings, stay calm, plan for evacuation. The first objective is to remove yourself from the situation as quickly and safely as possible, run. If escape is not possible, your next plan is to hide from the intruder. Lastly, if an armed intruder/active shooter discovers your hiding area, you must prepare to fight.

A. Run:

If the unthinkable happens, every second counts. Not sure if it's gun fire? Check for crowd reactions, shouts, screams; trust your intuition, if it sounds like it could be a gun, react as if it is.

- Planning could save your life. Be familiar with your environment and remember the plan doesn't have to be complicated.
- Scan and assess your situation.
- Consider your options.
- If you can get out do so, always try to escape or evacuate even when others encourage you not to.
- Encourage others to leave with you, but don't let them slow you down with indecision.
- Remember what's important, you, not your stuff.
- Follow the directions of police.
- Choose a safe exit.
- Don't attract the shooter's attention.
- Protect yourself first before helping others.
- Get out safely, trying to get yourself out of harm's way needs to be your top priority.
- Once you are out of the line of fire try to prevent others from walking into the line of fire and call 911.

Active shooter situations are unpredictable and evolve quickly. You will need to act fast. If you believe you can escape safely, do so immediately. Then Call 911!

B. Hide:

- If you can't get out safely you need to find a place to hide. Act quickly and quietly. Silence your ringer and vibration mode on your cell phone.
- Find a secure room or space.
- Hide behind large objects, under desks and under tables.
- Lock the door and barricade your hiding place (i.e. flip up the tables to block the door and cover the windows.).
- Turn off the lights, cover windows, and hide out of sight away from doors and windows.
- Mute phone and be quiet.
-

C. Fight:

AS A LAST RESORT, YOU MAY NEED TO FIGHT. Whether you are alone or working together as a group, mentally prepare yourself to fight:

- Be ready to fight for your life and commit to an aggressive course of action.
- Improvise weapons from nearby objects.
- Disarm and incapacitate the shooter anyway you can.
- Stop the threat.
- Try to be aware of your environment, always have an exit plan, know that victims are generally chosen at random, and that the event is unpredictable and may evolve quickly.

The first responders are not there to evacuate or to attend to the wounded. They are well trained and are there to stop the shooter; then and only then can they attend to any casualties. If you are safe in your hiding place, stay there and let police come to you. Remain calm and follow instructions. Keep your hands visible at all times. Avoid pointing or yelling.

- Responding Police will have their weapons drawn and ready for use. They do not know exactly who the shooter is and will probably point weapons at you. Just remain calm and follow any directions they may give you. You may be asked questions, patted down, and given orders to exit certain ways.
- If you come into possession of a weapon, do NOT, carry or brandish it! Police may think you are the Active Shooter. If possible, put it in a trashcan and carry it with you. If you come across Police, calmly tell them what you are carrying and why. Follow their commands.

Know that help for the injured is on its way.

LOCKDOWN GENERAL GUIDELINES/PROCEDURES

- Utilize the following lockdown announcements to inform faculty and staff to go into the lockdown mode defined as follows:
 - **LOCKDOWN: "Students, faculty and staff, we are in a LOCKDOWN mode. Please lockdown immediately."**
 - **This means there is an immediate threat to the campus. This is a complete campus lockdown.**
- Faculty and Staff will immediately begin locking the entry and classroom doors, and assist, as the situation allows, in ushering persons in open spaces and corridors into the facilities before the doors are locked, but without jeopardizing the safety of those already inside those facilities.
- All faculty, staff and students working in individual or shared offices, as well as faculty and students in classrooms, should immediately lock entry doors, turn off lights, close blinds or shades, obscure windows embedded in entry doors, and take cover and remain quiet in a remote corner of the room, away from windows and doors as much as possible.

- Anyone in interior or exterior open spaces should seek shelter/cover immediately.
- Everyone should crouch down and remain quiet. People who are physically unable to crouch down may use a low chair.
- If necessary, moveable furniture can be used as a buffer between people and doors/windows.
- No one should allow entry into locked spaces until an “all clear” is issued by Public Safety or the Incident Commander.
- Doors that are not lockable should be barricaded with desks, chairs or other objects close by and/or tied or held closed with items such as a belt.

APPENDIX A

**Ameritech College of Healthcare
Incident Report Form**

(Please print legibly or type)

Date of Incident: _____ **Report Date:** _____

Name(s) of Person(s) Reporting Incident:

| |
|-----------------|
| Name: |
| Address: |
| Phone: |

Witness (es):

| |
|-----------------|
| Name: |
| Address: |
| Phone: |

Location of Incident: (room#/building): _____ **Campus:** _____

Time: _____ a.m. /p.m. **Police contacted?** **Yes** **No**
If yes, please provide case #: _____

Name of Officer(s): _____

Medical treatment required? If yes, please provide the following information:

Name of treatment facility: _____
Briefly describe type of treatment: _____
Was medical treatment refused? _____

Details of Incident: *(Please print legibly in black ink or type and be as specific as possible stating the facts. There is more space available on the back of this form or you may submit additional pages)*

Ameritech College students and employees must fully cooperate with the local government enforcement official reporting and gathering of information in reported crimes. The College makes timely reports to the campus community of crimes considered to be a threat to students and employees that are reported to campus security authorities or to local police agencies. Institutions are not required to issue a timely warning based on the same circumstances that lead to an emergency notification.

Ameritech College crime statistics are submitted to the Department of Education. The Department is required to make the statistics available to the public.

For access to the campus security reports: <http://ope.ed.gov/security/>

Click on "Get information for one institution/campus"

On Step 1 of the search page, type Ameritech College in the "Name of Institution" field

Click search

Select which campus data to review

If you are unable to locate the information you need from the link set forth above, or if you would like a paper copy of the report, you may contact the following offices directly for assistance:
Campus Public Safety and Security Officer 801-816-1444.

STUDENT OUTCOMES STUDENT RIGHT-TO-KNOW ACT

Disclosure Requirement: Notice is distributed to each enrolled student

HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)). Not changed by HEOA 34 CFR 668.41(a)-(d), 34 CFR 668.42, 34 CFR 668.43

Institutions of higher education must annually provide to all enrolled students a notice setting forth the information required to be made available to students under the Family Education Rights and Privacy Act of 1974 (FERPA) and under the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA). The notice must list and briefly describe the information and include a statement of the procedures required to obtain the information. Financial aid information is posted on Ameritech College's website under the Financial Aid section: <http://Ameritech.edu/about-Ameritech/>

Additional information can be found on the *College Navigator website*:
<http://nces.ed.gov/collegenavigator/?s=UT&z=84020&z=0&of=3&id=447263>

RETENTION RATES

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEOA Sec. 488(a)(1)(E) amended HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Sec. 485(a)(1)(U): HEOA amendment effective August 14, 2008
October 29, 2009 FR notice (revised 34 CFR 668.41(d))

Ameritech College collects annually the data regarding the retention rate of certificate- or degree-seeking, first-time, undergraduate students, and provides that data to the Department of Education. This data may be accessed at: <http://Ameritech.edu/wp-content/gedts/NUR-Gedt/gedt.html>

This information is also disclosed by the Department of Education on its College Navigator web site:
<http://nces.ed.gov/collegenavigator/?id=447263>

(This information is collected in the IPEDS Fall Enrollment Survey.) If the retention rate information is requested by a prospective student, the information is made available prior to the student's enrolling or entering into any financial obligation with the institution.

If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance: *Office of the Academic Vice President: 801-816-1444*

COMPLETION/GRADUATION RATES

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEOA Sec. 488(a)(2) amended HEA Sec. 485(a) (20 U.S.C. 1092(a)): new HEA Sec. 485(a)(4) HEOA Sec. 488(a)(3) amended HEA Sec. 485(a) (20 U.S.C. 1092(a)): added HEA Sec. 485(a)(7) HEOA amendments effective August 14, 2008 (see exception below)
34 CFR 668.41(a)-(d), 34 CFR 668.45, 34 CFR 668.8(b)(1)ii
October 29, 2009 FR notice (revised 34 CFR 668.45)

Institutions must annually make available to prospective and enrolled students the completion or graduation rate of certificate- or degree-seeking, first-time, fulltime, undergraduate students. The data is to be available by July 1 each year for the most recent cohort that has had 150 percent of normal time for completion by August 31 of the prior year. If the information is requested by a prospective student, it must be made available prior to the student's enrolling or entering into any financial obligation with the institution.

An institution that determines that its mission includes providing substantial preparation for students to enroll in another Title IV, HEA-eligible institution must disclose a transfer-out rate for each cohort.

A student shall be counted as a completion or graduation if the student earns a degree or certificate or completes a transfer-preparatory program within 150 percent of normal time for the student's program.

The HEOA (Sec. 488(a)(3)) added a provision requiring that the completion or graduation rates must be disaggregated by:

- gender
- major racial and ethnic subgroup (as defined in IPEDS)
- recipients of a Federal Pell Grant;
- recipients of a subsidized Stafford Loan who did not receive a Pell Grant
- students who did not receive either a Pell Grant or a subsidized Stafford Loan

Students are to be considered to have received a grant or loan if they received it during the period used for determining the cohort – fall term or full year.

Institutions are allowed to exclude from completion/graduation or transfer-out rate calculations those students who leave school to serve in the Armed Forces, on official church missions, or with a federal foreign aid service, or are deceased or totally and permanently disabled.

The HEOA (Sec. 488(a)(2)) added a provision that applies to institutions for which students who leave school to serve in the Armed Forces, on official church missions, or with a recognized federal foreign aid service represent 20 percent or more of the certificate- or degree-seeking, full-time undergraduates at the institution. Those institutions may include the students who leave for such service in their completion/graduation rate calculations but allow for the time the students were not enrolled due to their service by adding the time period the students were not enrolled due to their service to the 150 percent of normal time used in the calculations.

Ameritech College collects the required data annually and provides it to the Department of Education.

This data may be accessed at: <http://Ameritech.edu/wp-content/gedts/NUR-Gedt/gedt.html>

This information is also disclosed by the Department of Education on its College Navigator web site:

<http://nces.ed.gov/collegenavigator/?id=447263>

If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance: *Office of the Academic Vice President: 801-816-1444.*

JOB PLACEMENT RATES

Disclosure Requirement: Information made available to prospective students

HEA Sec. 487(a)(8) (20 U.S.C. 1094(a)(8)) (34 CFR 668.14(b)(10))

An institution that advertises job placement rates as a means of recruiting students to enroll must make available to prospective students, at or before the time the prospective student applies for enrollment:

- the most recent available data concerning employment statistics and graduation statistics
- any other information necessary to substantiate the truthfulness of the advertisements
- relevant state licensing requirements of the state in which the institution is located for any job for which the course of instruction is designed to prepare students

Ameritech College does *not* advertise job placement rates as a means of recruiting students to enroll. The College does, however, participate in a number of student, alumni, and faculty surveys. Please contact the College's *Director of Career Services* for survey information regarding employment of University graduates: 801-816-1444.

MISREPRESENTATION

Disclosure requirement: Information made available to prospective students

34 CFR 668.72 (Nature of Education Program), 34 CFR 668.73 (Nature of Financial Charges), 34 CFR 668.74 (Employability of Graduates).

The College has procedures to ensure that it does not misrepresent the nature of its educational programs. The College does not provide false, erroneous or misleading statements concerning its accreditation status, transfer credit policy, licensure examination requirements, resources, faculty, counseling or tutoring services, course prerequisites, cost of attendance, or financial assistance. Information about Ameritech College's academic programs may be accessed at:

[Ameritech College Catalog](#) p.54-61

[Ameritech College Catalog](#) p.60

The College has procedures to ensure that it does not misrepresent the nature of its financial charges. The procedures include assurances that the College does not provide false, erroneous or misleading statements concerning offers of scholarships, the cost of the program and the institution's refund policy, the availability of financial assistance offered to students, including the student's responsibility to repay loans. Information regarding Ameritech College's financial aid procedures can be found on the website and accessed at: <http://Ameritech.edu/financial-aid/>

The College has procedures to ensure that it does not misrepresent the employability of its graduates. The procedures include assurances that the school does not provide false, erroneous or misleading statements concerning job placement services, employment opportunities for graduates, government job market statistics, or other requirements that could be needed for a graduate to obtain successful employment.

Information about Ameritech College's job placement rates can be accessed at: <http://Ameritech.edu/wp-content/gedts/NUR-Gedt/gedt.html>

Ameritech College does *not* advertise job placement rates as a means of recruiting students to enroll. The College does, however, participate in a number of student, alumni, and faculty surveys. Please contact the College's *Director of Career Services* for survey information regarding employment of University graduates: 801-816-1444.

VOTER REGISTRATION FORMS

How Disclosed: Voter registration forms made widely available and provided to each enrolled student

HEOA Sec. 493(a)(1) amended HEA Sec. 487(a)(23) (20 U.S.C. 1094(a)(23)): added HEA Sec. 487(a)(23)(D) HEOA amendment effective August 14, 2008

Each institution must:

- make a good faith effort to distribute a mail voter registration form (for federal elections and state elections for governor or other State chief executive) to each student enrolled in a degree or certificate program and physically in attendance at the institution
 - make the voter registration form widely available to students at the institution
 - request the forms from the state 120 days prior to the deadline for registering to vote within the state
- The HEOA (Sec. 493(a)(1)) added the provision that an institution will be considered to be in compliance with the distribution requirement if the institution electronically distributes the voter registration form or an Internet address where such a form can be downloaded. The information must be in an electronic message devoted exclusively to voter registration.

Ameritech College provides a copy of the voter registration form to all students during student orientation. In addition, the students have access to the Utah voter registration page at:
<https://secure.utah.gov/voterreg/index.html>

CONSTITUTION AND CITIZENSHIP DAY

How disclosed: Educational Program held each year on September 17 for students served by the school.

This Congressional initiative is authorized by Section 111 of Division J of [Pub. L. 108-447](#), the "Consolidated Appropriations Act, 2005," Dec. 8, 2004; 118 Stat. 2809, 3344-45 (Section 111). Section 111(b) states "each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. The following are resources used to commemorate Constitution Day:

- The National Archives web site provides Constitution Day activities and materials.
<http://www.archives.gov/education/lessons/constitution-day/> and
<http://www.archives.gov/education/lessons/constitution-workshop/>
- The Library of Congress American Memory site provides numerous resources on the Constitution. These two links provide access:
<http://memory.loc.gov/ammem/amlaw/lawhome.html> and
<http://thomas.loc.gov/teachers/constitution.html>
- The National Endowment for the Humanities provides content on the Constitution through the EDSITEMENT web site: <http://edsitement.neh.gov/constitution-day>
- The Office of Personnel Management (OPM) has put relevant materials on its Web site at http://opm.gov/constitution_initiative. **Note: The information on the OPM website is archived.**
- The U.S. Senate has posted material from the Legislative Branch: <http://www.senate.gov/artandhistory/history/common/generic/ConstitutionDay.htm>