

Consumer Information Disclosures

Manhattan Christian College (MCC) has compiled various resources for prospective students, current students, employees, parents, and the community about MCC in accordance with the Higher Education Opportunity Act (2008) and other federal/state regulatory agencies. The information has been organized by the following outline for easier navigation. In some cases links to reference websites are provided.

- I. Student Financial Assistance
 - A. Contact Information
 - B. Financial Aid Programs
 - C. Application Process
 - D. Eligibility for Federal Student Aid
 - E. Price of Attendance
 - F. Net Price Calculator
 - G. Disbursement of Aid and Textbook Purchasing
 - H. Satisfactory Academic Progress for Financial Aid Recipients
 - I. Withdrawals, Refunds and Return of Federal Student Aid
 - J. Private Education Loans Policy
 - K. Student Loan Borrowers and the National Student Loan Data System (NSLDS)
- II. Academic and Student Life Information
 - A. Academic Programs
 - B. Accreditation
 - C. Transfer of Credits
 - D. Privacy of Student Records
 - E. College Navigator Website
 - F. Study Body Diversity
 - G. Retention

- H. Completion and Graduation Rates
 - I. Athletics Participation
- III. Health, Safety and Security
- A. Vaccinations Policy
 - B. Drug and Alcohol Abuse Prevention Program
 - C. Campus Security, Crime Statistics and Fire Safety Report
 - D. Emergency Alert System
 - E. Computer Users Policy and Copyright Infringement
 - F. Missing Person Notification
- IV. Services
- A. Placement in Employment
 - B. Facilities and Service Available for Students with Disabilities (added text)
 - C. Voter Registration
 - D. Constitution Day Observance
 - E. Email Consumer Information Disclosures

I-A. Financial Aid Information Contact

Manhattan Christian College provides information about how students can obtain financial aid. Contact us with any questions or concerns at:

Financial Aid Office
Manhattan Christian College
1415 Anderson Ave.
Manhattan, KS 66502

Telephone: 785.539.3571
Fax: 785.539.0832
Email: finaid@mcccks.edu

I-B. Financial Aid Programs

Institutional Scholarships

Scholarships come in many forms. You may apply for and receive scholarships from your home church, civic organizations, your home state, your parent's employer, maybe even your grandparents. There are many scholarship opportunities available, but you must take the time to explore the options. Manhattan Christian College offers a number of academic scholarships that are available to qualified students who attend MCC. Students in programs with discounted tuition (such as LEAD and on-line degree) are not eligible for MCC scholarships.

Your application for admission to MCC also serves as your application for scholarship unless otherwise noted below. Scholarships are awarded as students are accepted to the college. All MCC scholarships require that the student be seeking a MCC degree, making satisfactory progress toward a MCC degree, and be enrolled full-time. Dual-degree students must enroll full-time at MCC during the freshman year, enroll at MCC for a minimum of 9 hours per semester the sophomore year, enroll for a minimum of 6 hours per semester at MCC during the junior year, and enroll at MCC for a minimum of 3 hours per semester their senior year.

NATIONAL MERIT SCHOLARSHIP

*AWARD - Full Tuition for 8 consecutive semesters
(Currently the award would total over \$43,000)*

Qualifications: Student must be designated a high school National Merit Scholar finalist or semifinalist.
Submit a FAFSA (after January 1).

Requirements: Student must maintain a 3.25 cumulative GPA

HONORS SCHOLARSHIP

AWARD - Up to \$1,000 for one year

Qualifications: ACT score of 30 (SAT of 1340) or higher.
Submit a FAFSA (after January 1).

Requirements: Complete an Application for Admission and submit ACT/SAT score.

PRESIDENT'S SCHOLARSHIP

AWARD - Up to \$14,000 (\$1,750 for 8 consecutive semesters)

Qualifications: High school cumulative GPA of 3.5** or above, **or**
ACT score of 25 or above, SAT score of 1140 or above.
Submit a FAFSA (after January 1).

Requirements: Student must maintain a 3.2 cumulative GPA

*** High school FINAL transcripts must be submitted to the MCC Admissions Department for us to obtain final cumulative GPA and ACT scores. Changes in scores may change scholarship awards.*

TRUSTEES' SCHOLARSHIP

AWARD - Up to \$10,000 (\$1,250 for 8 consecutive semesters)

Qualifications: High school cumulative GPA of 3.0-3.49**, **or**
ACT score of 21-24, SAT score of 990-1139
Submit a FAFSA (after January 1).

Requirements: Student must maintain a 3.0 cumulative GPA.

*** High school FINAL transcripts must be submitted to the MCC Admissions Department for us to obtain final cumulative GPA and ACT scores. Changes in scores may change scholarship awards.*

CRUSADER SCHOLARSHIP

AWARD - Up to \$6,000 (\$750 for 8 consecutive semesters)

Qualifications: High school cumulative GPA of 2.50-2.99**
Submit a FAFSA (after January 1).

Requirements: Student must maintain a 2.50 cumulative GPA.

*** High school FINAL transcripts must be submitted to the MCC Admissions Department for us to obtain final cumulative GPA and ACT scores. Changes in scores may change scholarship awards.*

WORSHIP SCHOLARSHIP

AWARD - Up to \$1,000 for one year

Qualifications: Complete a Worship Audition form (.pdf, or from Admissions) and an audition for the Worship faculty. Auditions are completed by individual appointment with Genilyn McCaffrey .

Deadline: March 1.

Submit a FAFSA (after January 1).

Requirements: Student must be a Worship major.

MINISTRY SCHOLARSHIP

AWARD - Up to \$1,000 for one year

Qualifications: Complete a Ministry Scholarship Application form (.pdf or from Admissions).

Deadline: March 1.

Submit a FAFSA (after January 1).

Requirements: Student must be seeking a B.A. or B.S. ministry degree.

MISCELLANEOUS SCHOLARSHIPS

AWARD - One year awards may be available if you meet one of the criteria below:

Qualifications:	Dependent student of full-time Christian minister - or Dependent student of MCC alumni - or Sibling(s) is currently attending MCC. Submit a FAFSA (after January 1).
Requirements:	Contact your Admissions Counselor for further details.

Federal Assistance

GRANTS

Grants, which are available to students who meet financial need requirements, are funds that do not have to be repaid. The **Federal Pell Grant** has a maximum award of \$5645 and minimum amount of \$574 for qualified undergraduate students per year. Federal Pell Grants are a need-based entitlement for students and are not affected by other aid. The **Federal Supplemental Educational Opportunity Grant (SEOG)** assists qualified undergraduate students who would be unable to attend college without aid. Annual awards are up to \$1000 depending on level of need.

MCC will always consider your eligibility for grants before any of the loan programs.

JOBS

Many students look to part-time employment on the campus to help supplement their money from home and their other financial assistance. Working part-time while in college not only helps pay the bills, but also enhances your resume for that first job. Manhattan Christian College participates in the **Federal Work Study (FWS)** Program. FWS provides jobs for students for up to \$1000 of earnings each semester. To qualify, students must have unmet need in their cost of attendance less expected family contribution less other aid. All qualifying students will receive the award on their financial aid award letter to enable them to have an opportunity to seek employment. Qualifying for FWS money **does not** guarantee the student a job at the college. Qualification is merely the first step as students must apply for limited on-campus jobs. The award is contingent upon the student's applying for and being accepted into a position and then earning the money. Students need to fill out a job application if the award is accepted and employment is desired. Available jobs are posted on the job position bulletin board outside the door to the mail room in Coffin Hall. It is up to applicants to contact the supervisor to schedule an interview. When the supervisor hires the student, he/she will receive notice from the Financial Aid Office and instructions for payroll processing, time cards and other relevant documentation. Students are paid twice monthly by direct deposit or check (picked up at the receptionist desk). This award may be reduced if you receive other awards reducing your need.

LOANS

Loans let you borrow money for college at low interest rates. Most loans are paid back after you finish college.

If you qualify, you may be assisted with a **Federal Perkins Loan**. This loan does not accumulate interest while you are in college, and interest at 5% begins 9 months after you cease to be a half-time student. Depending on financial need, the availability of Perkins Loan funds, and the amount of other aid in a student's package, eligible students may borrow up to \$1500 each semester or \$3000 annually.

Eligible students are offered this loan on their award letters and upon acceptance are sent a Master Perkins Promissory necessary the first year. In subsequent years, eligible students accept Perkins Loan on their award letter. Recipients are given a Disclosure Statement which details cumulative indebtedness and the current amount to be credited to their account. Initially the student must undergo pre-loan counseling available on-line through the MCC web site for the first loan at MCC. When a student leaves MCC or drops below half-time (6 hours) attendance, he or she enters the 9 month grace period after which payment begins for a period of up to 10 years with a minimum monthly payment of \$50. At an exit counseling session, students are informed of their indebtedness and monthly payment schedule. Students may receive the same information at any time during their career at MCC. This award may be reduced if a student receives other aid during the award year.

The **Federal Direct Subsidized Student Loan** provides a low cost borrowing opportunity to students with a financial need. Freshmen may receive up to a maximum of \$3,500 in loan funds during their first year in college, while sophomores may receive up to \$4,500 per year, and juniors and seniors may receive up to \$5,500 per year.

The Direct Subsidized Loan is a need-based loan with an interest rate not to exceed 8.25% made by the federal government. The interest rate is set annually. The first year a student borrows the student is required to complete Entrance Counseling and a Master Promissory Note (MPN). The MPN carries over for subsequent years of borrowing. The federal government pays the interest on the subsidized loan while the student is in school at least half time and during the 6 month grace period following attendance. Students enter repayment at the end of the grace period and may pay on the loan for up to 10 years, with a lender calculated monthly payment of not less than \$50.

The **Federal Direct Unsubsidized Student Loan** is a non-need-based loan available to students who do not qualify for the Federal Subsidized Stafford Loan or may want to borrow in addition to the subsidized loan. Interest rates are up to 8.25 percent, set annually and interest is the responsibility of the student from the date of borrowing. Interest may be paid quarterly or added to the principle of the loan and payment deferred until after the grace period, 6 months after the student ceases to be at least half-time enrolled school.

Dependent Students:

Freshmen: \$2,000 or up to \$5,500 in combination with the subsidized loan.

Sophomores: \$2,000 or up to \$6,500 in combination with the subsidized loan.

Juniors and seniors: to \$2,000 or up to \$7,500 in combination with the subsidized loan.

Independent Students: may qualify for increased borrowing amounts with the Additional Unsubsidized Federal Stafford Loan if their award package allows.

Freshmen: \$6,000 per year or up to \$9,500 with the subsidized loan

Sophomore: \$6,000 per year or up to \$10,500 with the subsidized loan

Junior/Senior: \$7,000 per year or up to \$12,500 with the subsidized loan

When borrowing, students should be aware of the maximum aggregate loan limits. The subsidized aggregate loan limit is \$23,000 with an additional unsubsidized maximum of \$8000 for a total of \$31,000 for dependent students. Independent students may borrow \$57,500 with a maximum of \$23,000 in subsidized loans for their undergraduate studies. Students should always consider their potential ability to repay the loans before borrowing.

Entrance Counseling for Student Loan applicants is required prior to initial loan certification. Exit Counseling for Student Loan recipients is required when students leave MCC. These counseling resources are available from MCC online through the U.S. Department of Education. The counseling provides information on the terms of borrowing, sample loan repayment schedules and the necessity of repaying loans.

Federal Parent Loans for Undergraduate Students (PLUS) makes loans available to parents of students for amounts up to the cost of attendance less any other aid. These allow parents to borrow in addition to other aid received or in lieu of student borrowing. The interest rate is set annually and repayment begins after the loan is made. There are some repayment deferments available.

State Aid for Kansas Residents

KANSAS SCHOLARSHIP PROGRAM

Manhattan Christian College participates in the State of Kansas Scholarship Program as outlined by the Kansas Board of Regents. Awards up to \$1000 annually are made based on merit and need. For details on the Scholarship Program and its requirements please visit: www.kansasregents.org/financial_aid/state. The FAFSA deadline is April 1st. The scholarship application deadline is May 1st.

KANSAS COMPREHENSIVE GRANT

Manhattan Christian College also participates in the Kansas Comprehensive Grant Program (KCG) for private Kansas colleges. Awards up to \$3000 are made based on financial need and other free aid awards. For more information on the KCG program and requirements, please visit: www.kansasregents.org/financial_aid/awards. The FAFSA application deadline is April 1st. There is no additional application form.

I-C. Financial Aid Application Process

As you can see from the variety of financial aid programs, college can be very affordable. While current regulations allow for all of your educational costs to be covered, you must carefully complete the entire student aid application process in order to take advantage of all of the available assistance.

Every student should apply for federal student assistance. **You should never assume, without going through the application process, that you will not qualify for Federal assistance.**

1. Begin your application process by applying for admission to MCC. As you apply for admission, you should start the federal aid application process by completing the Free Application for Federal Student Aid (FAFSA). Apply for FAFSA online at www.fafsa.ed.gov. The student and a parent will need to be assigned a PIN number for signatory and access purposes. The link for applying to receive a PIN is on the FAFSA home page.
2. To be considered for all forms of federal assistance for the following fall and spring semesters, you should submit your completed FAFSA by **MCC's priority deadline of April 1**. If you apply after this date, your chances for receiving the SEOG, Perkins Loan, and Federal College Work Study at MCC may be reduced.
3. Remember to list MCC as a school to which you wish to have your financial aid information sent. MCC's federal school code is **001931**.
4. After your FAFSA is processed, a Student Aid Report will be generated. You will have access to it to review for accuracy. MCC will receive the Student Aid Report also.
5. In some cases, MCC will be required to verify certain data items on the Student Aid Report. The data items usually are household and income information. Please respond promptly to requests for information to fulfill verification.
6. An Estimated Family Contribution (EFC) will be calculated as part of the Student Aid Report. MCC will use the EFC to determine your eligibility for need-based aid.
7. After considering your cost of education and your EFC, MCC will issue you with a Financial Aid award letter. The letter will indicate the types of aid and aid amounts that are being offered to you. You will be asked to respond to the letter by accepting or declining specific aid awards.

I-D. Eligibility Requirements for Federal Student Aid

You must meet certain general eligibility requirements to receive federal aid.

You must:

- Be enrolled, or accepted for enrollment, in an eligible program of study.
- Be a degree-seeking student.
- Be a U.S. citizen or an eligible noncitizen.
- Be registered with the Selective Service, if male and required.
- Not have had your eligibility suspended or terminated due to a drug-related conviction.
- Have a valid Social Security Number.
- Not be in default on a federal student loan or owe an overpayment of a federal student grant or loan.
- Be making satisfactory academic progress, as defined by MCC.
- Be engaged in academic activities for each course upon which your student aid eligibility was determined.

I-E. Price of Attendance

Tuition and Fees

Traditional Programs. Tuition for traditional programs is based on the following payment schedule. For students enrolled in 1 to 11 hours there is a per hour charge assessed. A flat rate is charged for enrollments of 12 to 18 hours. Hours over 18 are assessed at the same rate as the 1 to 11 hour enrollment. A tuition and fee schedule may be obtained from the business office or at the MCC website. The 2013-2014 tuition rate is \$548 per credit hour for 1-11 hours with a flat fee of \$6,576 per semester for 12-18 credit hours.

Degree Completion Programs. Total semester tuition hours are calculated according to the number of credit hours in which a student enrolls. First semester tuition is due at registration. Subsequent semester payments are due the final class session of the preceding semester. Tuition rates remain the same for students who continue their education for 4 semesters without interruption. The 2013-2014 tuition rate for LEAD is \$5052 for the normal semester load of 12 hours. The 2013-2014 tuition rate for MCC Online is \$368 per credit hour. Note: For refund calculations, all modules (classes) in any given semester are considered as starting on the first day of that semester.

***The college reserves the right to adjust pricing at any time without prior notice.**

Yearbook Fee

All students seeking a degree in a traditional program must pay a yearbook fee.

Housing and Dining Fees

All full-time freshmen and sophomore students living in MCC residence halls are required to be on a meal plan. At the beginning of each semester, students choose between a 15-meal or a 10-meal option. Once a meal plan option has been chosen, it may not be changed during the semester. Meal options may not be traded or shared with other students or guests visiting campus. Those not living in a resident hall may purchase meals individually. Housing and Dining fees total \$3,437 (10 meals) and \$3,816 (15 meals) per semester.

Technology Fee

All students are charged a per credit hour technology fee. Internet and e-mail access is available in most campus buildings. On-line data bases and e-books may be reached through the college's web page.

Parking Fee

Students wishing to park in the MCC parking areas designated for student parking must buy a parking permit. Permits are issued at enrollment and may be obtained later from the business office.

Health Service Fees

Full-time students must choose one of the following options:

1. Enroll in the student medical insurance plan approved by the college.
2. Pay for Kansas State University Lafene Health Center for clinic services.
3. Submit proof of health insurance coverage.

The college is not responsible for doctor, hospital, drug charges, or any medical expense incurred by the student.

An example cost of education for an on-campus student

Full-time Tuition (12-18 hours)	\$13,152
Housing & Dining (10 meals per week)	\$6,874
Fees	\$536
Books & Supplies	\$2000
Transportation	<u>\$3000</u>
Total	\$25,562

I-F. Net Price Calculator

The U.S. Department of Education has developed a Net Price Calculator for students and parents to use to get estimated information about financial aid and its application to costs at colleges and universities. The Net Price Calculator for MCC is available from this link:

<http://netpricecalc.com/calc/manhattanchristian>

I-G. Disbursement of Financial Aid and Purchasing Textbooks

Financial Aid awards are made for the academic year that includes the fall semester and spring semester. The annual awards are divided for the two semesters. The semester awards are applied to your student account at the beginning of the semester to pay for your tuition, fees, and housing and dining if you live on-campus. If any aid remains on your account after these expenses are paid, then you may request a book voucher from the Financial Aid Office to use at the private bookstore adjacent to campus. If aid remains after textbooks are charged, then a check refunding you the remainder is processed and distributed to you in campus mail within 14 days after the start of the semester.

I-H. Satisfactory Academic Progress for Financial Aid Recipients

Federal regulations require that financial aid recipients achieve **Satisfactory Academic Progress** in order to be eligible for federal financial aid programs. This includes students who receive aid from any of the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study Program, Federal Perkins Loan, and Federal Direct Subsidized, Unsubsidized, and Parent Loans.

MCC has established guidelines for evaluating a student's efforts to achieve a degree within a given period of time. This includes a quantitative measure (percentage of credit hours earned each semester) and a qualitative measure (grade points earned for hours completed each semester). All recipients of financial assistance programs will be required to meet the minimum standards for Satisfactory Academic Progress. Student records are reviewed each semester.

Students must earn at least 66% of their credit hours attempted and maintain a minimum 2.0 cumulative grade point average. Courses in which an "F," "Incomplete," "Withdrawn" or "Repeat" is recorded count as credit hours attempted but not earned for the 66% completion minimum.

Students receiving federal financial aid are required to complete their degree within a **maximum time frame**—150% of the normal time required to complete the degree. This allows approximately 180 total credit hours attempted for completion of a Bachelors degree. Courses in which an “F,” “Incomplete,” or “Withdrawn” is recorded count as credit hours attempted for the 150% maximum. For a traditional student attending full-time fall and spring semester each year, the maximum time frame is 6 school years.

Transfer students shall receive financial aid for the first semester at MCC and then follow the same standards for Satisfactory Academic Progress as all other students. Transfer grades are not included in the computation of the cumulative grade point average. However, transfer students have their transfer credits subtracted from the total needed for the degree and the maximum time frame is adjusted accordingly.

Students who are deficient in hours or grade points after initial review will be placed on **FINANCIAL AID WARNING** for one semester. At the end of the semester a student’s performance will again be measured, and the student will either be reinstated or placed on **FINANCIAL AID TERMINATION**.

Students on **FINANCIAL AID TERMINATION** are denied financial assistance from any federal program until they can meet the qualifications for satisfactory academic progress. Students who fail to complete enough hours or grade points during one semester will be denied federal financial assistance until they complete the needed credits or grade points to maintain satisfactory academic progress.

Students subject to **FINANCIAL AID WARNING** or **FINANCIAL AID TERMINATION** are notified in writing.

APPEALS can be made in writing to the Financial Aid Appeals Committee. This committee is comprised of a Financial Aid Counselor, the Vice President for Academic Affairs, and the Vice President for Student Life. Students must submit an appeal in writing indicating the circumstances of the appeal on an appeal form included with the termination letter. If the appeal is approved, the student must meet with the Academic Dean to determine a plan for the student to follow to achieve satisfactory academic progress. Deviation from the plan will result in financial aid termination with no further appeals. The Committee is empowered to review all appeals and a Financial Aid Counselor shall inform appealing students of the action taken. The Committee may reject the appeal or may reinstate aid subject to its availability. The committee may stipulate special activities, which a student would be required to do during their coming academic term. Decisions by the Financial Aid Appeals Committee are final and not subject to further review.

An example of a warning and improvement to good standing:

Student, Justin Time, enrolls in 15 credit hours (5 classes) in his first semester at MCC, fall 2012. Justin completes only 6 credit hours at the end of the fall term with a 1.5 cumulative grade point average. His grades are 2 Withdraws “W”, 2 “C”s and 1 “F.” Justin is placed on Financial Aid Warning for the spring 2013 because his grade point average is below the 2.0 requirement and his completion rate of credit hours is 40%, below the 66% requirement. Justin receives a letter notifying him that he is on warning status. Justin meets with his advisor and enrolls in 12 credit hours (4 classes) for the spring semester, repeating the fall class that he failed and the 2 classes he withdrew from in the fall. By attending classes regularly, working with a tutor, managing his study time better, and asking questions of his instructors, Justin completes all 4 his spring classes with “B” grades. Justin’s cumulative grade point average improves to 2.8, above the minimum requirement, and his completion rate improves to 66%, meeting the minimum requirement. He has attempted a total of 27 credit hours toward the maximum time frame. Justin is back in good standing as he prepares for the 2013-14 academic year.

I-I. Withdrawals, Refunds and the Return of Federal Student Aid

Withdrawal Procedures

Whenever a student terminates enrollment at MCC, the student should make sure to do so properly. Upon making a decision to withdraw after consultation with the Vice President of Student Life, a student should notify the registrar’s office of their intent. The student may need to inform other campus offices (i.e. business office, financial aid, housing). If so, the registrar’s office will direct the student through the remainder of this withdrawal process. If all course work is being terminated before the end of the semester (“dropped”), the student is responsible for officially withdrawing from all courses. At the time a student’s enrollment at MCC ends, the student’s academic record is closed, with all incomplete grades converting to “F” and statements of personal and/or academic standing being made on the transcript, as appropriate.

Refund Policy

Various ongoing expenses such as employee salaries and the purchase of materials and equipment are incurred each year in response to a student’s decision to attend Manhattan Christian College. Refunds of tuition and housing/dining charges are made based upon the following schedule in the case of withdrawal from a specific course or from the institution:

On or before the first day of class 100%
1-10% of semester completed 90%
11-25% of semester completed 75%
26-50% of semester completed 50%
51-60% of semester completed 25%

Books and those fees not specifically referred to above are non-refundable. Refund checks will not be written for less than \$1.00 if the credit was made by Title IV funds. Refund checks will not be written for credit balances that are \$5.00 or less on any student account that was paid with other funds. Refund policies for short term programs, including but not limited to inter-sessions and summer sessions may have different refund policies. Such policies are stated in the enrollment materials for these programs. In the case of a total withdrawal during the first 60% of a semester, a portion of student aid provided through MCC scholarship funds will be considered unearned and must be returned by the student.

Return of Federal Student Aid

For federal financial aid recipients who totally withdraw from Manhattan Christian College (MCC), the Financial Aid Office must calculate how much, if any, federal financial aid has been earned and how must be returned to the federal government.

What should I do if I am thinking about withdrawing?

You should read *all* of this information very carefully. Speak to a Financial Aid Counselor to discuss the financial implications of your withdrawal from MCC. You need to know if you will have any costs when a portion of your federal aid is returned to the aid program.

I have withdrawn from classes. What happens next?

The purpose of the required calculation is to determine how much of your federal financial aid must be returned to the federal government. The amount of aid that must be returned is based largely on the date of your withdrawal as determined by the Financial Aid Office.

Generally speaking, the later you withdraw within a given semester the more federal aid you have earned. The unearned portion of your federal aid must be returned to the federal government at the time of your withdrawal.

Once the Financial Aid Office has calculated the amount of unearned federal aid that must be returned, MCC may have to return federal aid used to pay your tuition and fees. If this is the case, MCC will bill you for all or a portion of the returned money. You will receive an updated bill statement. Failure to settle this bill may result in various holds being placed on your student record.

In addition to a bill from MCC, you may also receive a “federal grant overpayment notification” from the Financial Aid Office. If you receive such a notification, you will be given 45 days to make the payment. Failure to make the payment within 45 days will result in your ineligibility for future federal financial assistance at MCC or any other post-secondary education institution.

Can you give me an example of a withdrawal situation?

John initially enrolled at MCC for the fall semester and was assessed tuition and fees. John received the following federal financial assistance: Federal Stafford Unsubsidized Loan, Federal Stafford Subsidized Loan and a Federal Pell Grant.

On September 21, John decided to withdraw from MCC and completed course withdrawal forms for all his classes. Based on John’s withdrawal date, the Financial Aid

Office calculates the unearned aid amount that must be returned to the federal government.

Since MCC must return a portion of the federal aid, which was used to cover John's institutional charges.

To ensure his continued good standing with MCC, John submits payment for the MCC bill.

What if I withdrew before I received all of my awarded federal aid?

The Financial Aid Office may determine at the time of the withdrawal calculation that you had been eligible for federal aid that was never disbursed. In such cases we are permitted to make a "post-withdrawal" disbursement to help pay for remaining institutional charges (tuition, fees, etc.). If the Financial Aid Office is allowed to perform a post-withdrawal disbursement, you will be contacted within 30 days of the calculation to inform you of your rights and options.

What if I had dual enrollment at MCC and Kansas State University (KSU) and withdrew from both? Since your aid and account are handled by MCC, MCC will make the return of aid calculations. You are responsible to inform the MCC Financial Aid Office of your course withdrawal dates from KSU.

Is there anything else I should know?

Withdrawing from MCC may impact your financial aid eligibility in future semesters by affecting your *satisfactory academic progress*. Be sure to read the Standards for Satisfactory Academic Progress and consult a Financial Aid Counselor with your questions and concerns.

Return of Federal Student Aid Procedures

Students receiving federal financial aid (excluding federal work-study money) who withdraw from the institution during the first 60% of a semester are subject to federal "Return of Title IV Funds" calculations. Federal aid is earned on a percentage basis corresponding with the length of time students are enrolled in a semester. Students are considered to have earned 100% of their aid after completing 60% of the semester. Student accounts are credited with 100% of a semester's aid at enrollment. Upon withdrawal, aid must be recalculated and any unearned aid repaid to federal programs in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Perkins Loan
5. Federal Pell Grant
6. Federal SEOG Grant
7. Other federal, state, or private assistance programs.

Pell grants may also be adjusted when courses which have not been attended are dropped within a semester, resulting in a balance due to MCC from the student.

For more information regarding the required return of funds and for specific examples on the return of funds process, see the Director of Financial Aid.

The refund tuition as calculated by the MCC refund policy is a process separate from the federal “return of funds” calculation. It is possible that a student could owe money to MCC and/or the federal government. Because of the personal financial obligation incurred by withdrawing from the institution, a student is strongly advised to visit with a financial aid counselor prior to withdrawal.

The date used to calculate a refund and any required return of funds will be the student’s withdrawal date as processed by the Registrar’s Office. In the case of unofficial withdrawal, the date used will be the later of the midpoint of the semester or the student’s last documented date of attendance.

Please note that all refund and return of funds schedules and policies are subject to revision.

I-J. Private Education Loans Policy

Manhattan Christian College’s (MCC) Financial Aid Office will process an application for a private education loan at a student’s request if all other federal and State financial aid options have been explored. The student is responsible for locating the lender for the private education loan. MCC does not have a preferred lender list of private education loan lenders. MCC has no relationships with private education loan lenders. A small number of private education loans are processed on an annual basis at MCC. These loan applications are submitted at the initiative of the student borrower.

I-K. Student Loan Borrowers and the National Student Loan Data System (NSLDS)

Borrowers of federal student loans will have their loan information submitted to the National Student Loan Data System (NSLDS) and will be accessible by loan guaranty agencies, lenders, and institutions that are authorized users of the data system. You can access NSLDS for this link http://www.nsls.ed.gov/nsls_SA/. NSLDS is a useful tool for borrowers to get information on the status of their loans.

II-A. Academic Programs, Facilities and Faculty

Adult Education Department - LEAD

B.S. Management and Ethics degree-completion

Bible/Theology Department

B.A. or B.S. Bible (Dual-Degree),
Bachelor of Theology, and Certificate of Biblical Literature

Practical Ministries Department

B.A. or B.S. degrees in: Cross-Cultural Ministry, Educational Ministry, Family Ministry,
Pastoral Ministry, Worship Ministry, and Youth Ministry

General Studies Department

A.M. General Studies

Minors

Cross-Cultural Ministry, Educational Ministry, Family Ministry,
Worship Ministry, Pastoral Ministry, and Youth Ministry

MCC Online - Distance Education

Degree-completion programs for a B.S. Biblical Leadership
and B.S. Management and Ethics

Dual Degree Program

The dual degree program is minimally a five year course of study in which a student earns a bachelor degree from Manhattan Christian College and a bachelor degree from Kansas State University or an associate degree or certificate from Manhattan Area Technical College upon confirmation of the completion of all requirements at both institutions. Students in this program are equipped through MCC with a biblical foundation that will enable them to penetrate the world with the gospel of Jesus Christ. Students in this program are also equipped through KSU or MATC with a vocation that will enable them to go anywhere in the world and, as they do, to be Christian leaders both in the church and in their chosen profession.

Instructional Facilities

Classrooms and faculty offices are located in Coffin Memorial Hall. The library and chapel are located in Joliffe Hall. The campus for Kansas State University is located adjacent to MCC's campus. Manhattan Area Technical College is located within 4 miles of MCC's campus.

Faculty

Mark Alterman, Ph.D., *Associate Professor of Bible (2001), Bible/Theology Department Head (2002)* B.S.L., Ozark Christian College, 1980; M.A.R.S., Central Baptist Theological Seminary, 1982; M.A., Kansas University, 1993; Ph.D., Mid-America Baptist Theological Seminary, 1998.

Mary Ann Buhler, *Director of the Library Resources (2006)*
B.Mus. Kansas State University, 1970, M.L.S., Emporia State University, 2005.

Shawn M. Condra, *Athletic Director (1994)*
B.S., Manhattan Christian College, 1994.

Steven B. Davis, Ed.D., *Assistant Professor of Theology (2001)*
B.S.L. & B.Th., Ozark Christian College, 1993; M.A., Bethel Theological Seminary, 1998; Ed.D., Southern Baptist Theological Seminary, 2002.

Gregory A. Delort, Ph.D., *Professor of Family Ministry (1997), Associate Academic Dean*
B.A., Lincoln Christian College, 1994; M.A., Lincoln Christian Seminary, 1997; M.S., Kansas State University, 2002; Ph.D., Kansas State University, 2006.

William (Bill) Jenkins, Ph.D., *Associate Professor of English (2010), General Studies Department Head (2010)* B.A., University of Tulsa, 1984; M.A., University of Tulsa, 1986; Ph.D., University of Arkansas, 1992.

Genilyn McCaffrey, *Associate Professor of Worship Ministry (2006)*
B.B.L., Ozark Christian College, 1997; M.Div., Lincoln Christian Seminary, 2006.

Brian Medaris, *Associate Professor of Educational Ministry (2008)*
B.S., Indiana University, 1986; M.A., Lincoln Christian College, 1998; M.Div., Lincoln Christian Seminary, 2003.

Wesley Paddock, D.Min., *Professor of Old Testament (1995)*
A.B. Intermountain Bible College, 1961; M.Div., Lincoln Christian Seminary, 1971; D.Min., Denver Conservative Baptist Seminary, 1995.

Jeffrey Sagstetter, *Associate Professor of Youth Ministry (2003)*
B.S., Kentucky Christian College, 1986; M.A., Kentucky Christian College, 2002.

Larry B. Sullivan, *Associate Professor of History (1972)*
A.B., Manhattan Christian College, 1957; M.A., Fort Hays State University, 1967.

Rusty D. Thornley, *Associate Professor of Cross- Cultural Ministry (1994)*
B.S.C.E., The Citadel, 1971; M.Div., Emmanuel School of Religion, 1982.

Russell York, D.Min., *Associate Professor of Pastoral Ministry (2008)*
B.S., Memphis State University, 1975; B.S., Creighton University, 1983; M.Th., Harding
Graduate School of Religion, 1981; D.Min., George Fox Seminary, 2011.

II-B. Accreditation

North Central Association of Colleges and Schools (NCA) -- Manhattan Christian College is accredited by the Commission on Institutions for Higher Education of the North Central Association of Colleges and Schools.

*North Central Association of Colleges and Schools
Commission on Institutions of Higher Education
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
Telephone: (800) 621-7440*

The Association for Biblical Higher Education (ABHE, formerly the Accrediting Association of Bible Colleges) -- Manhattan Christian College was initially accredited in 1949 and was reaffirmed for accreditation in 2006 for 10 years. ABHE is a national undergraduate institutional accrediting agency recognized by the Council for Higher Education Accreditation (CHEA). ABHE is listed by the United States Department of Education as the recognized accrediting agency for undergraduate Bible college education. Further AABC is recognized by the Department of Justice, Veterans Administration, and other relevant federal agencies.

*The Association for Biblical Higher Education
5890 South Semoran Boulevard
PO Box 780339 (32878-0339)
Orlando, FL 32822
Telephone: (407) 207-0808*

Students who have a complaint against the college may contact in writing or call NCA or ABHE.

Transfer Credit Practices of Designated Educational Institutions, published by the American Association of collegiate Registrars and Admissions Officers, indicates a general acceptance of MCC credits, for the transfer of courses that are substantially equivalent. Manhattan Christian College is empowered by the State of Kansas to "confer such scholastic degrees or certificates of graduation as are usually conferred by Institutions of Higher Learning."

The Kansas Veterans Commission has approved the college for the training of veterans under Public Law 550, 82nd Congress. The college is authorized under federal law to enroll nonimmigrant alien students.

II-C. Transfer of Credit

Transferring Credit to MCC

Manhattan Christian College accepts credit for equivalent courses bearing a “C” (2.0) or higher grades from institutions accredited by regional accrediting commissions or the Association for Biblical Higher Education. Courses that are determined to be comparable in nature, content, level of credit, and relevant to MCC degree programs will be considered for transfer. Credits from institutions not accredited by associations listed above may be accepted following validation.

Validation consists of the following: (a) Only courses bearing a “B” (3.0) or higher grades will be eligible for transfer; (b) A review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution will be conducted; and, (c) The student must earn a cumulative GPA of 3.0 or higher in the first semester of full-time enrollment at MCC. In some cases, only partial credit may be recognized for work done at colleges operating below conventional college standards. MCC accepts credit by-examination credits for equivalent general education courses that are applicable to the student’s degree program. Examples of recognized national tests are: College Level Examination Program (CLEP) or DANTES Subject Standardized Tests (DSST). A student may petition to demonstrate, for credit, adequate knowledge of an existing college course based on a Challenge Examination administered by MCC faculty. The amount of credit transferable from other institutions may vary according to the student’s selected degree program.

Credit by Examination and Prior Learning

Manhattan Christian College accepts College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), DANTES Subject Standardized Test (DSST), and other recognized credit- by- examination credits for equivalent general education courses. Credits- by- examination may be transferred to MCC if applicable to the student’s specific degree program. Credit for Prior Learning (CPL) is a method of documenting and validating previous college-level work.

Credit may be awarded based on the evaluation of the learning attained in technical or professional training, non-credit classes or work experience. Credit may also be earned for non-collegiate training in the military. Credit will be awarded after receiving appropriate forms (AARTS transcript, DD214, DD295) and will be based upon the recommendations set forth by the American Council on Education as indicated in the Guide to the Evaluation of Educational Experiences in the Armed Forces. MCC will not award credit for national proficiency examinations or credit for prior learning based solely upon the evaluation or transcription of credit by any other university, college, or organization. A maximum of 30% of a student’s chosen degree

program can be completed through non-classroom contact (such as credit-by-examination, credit for prior learning, military experience, et cetera). A tentative evaluation of credits for transfer is usually made as a part of the admissions process. An official transcript of credits is completed after the student has been admitted to a degree program and has begun the first full semester of study at MCC. The opportunities to demonstrate academic competence are being increased and modified continually, so students should inquire about the current possibilities with the MCC registrar's office or their high school counselor.

II-D. Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) set limits on the disclosure of personally identifiable information from school records, and defines the rights of the student to review the records and request a change to the records.

FERPA generally gives postsecondary students the right

- to review their education records,
- to seek to amend inaccurate information in their records, and
- to provide consent for the disclosure of their records.

These rules apply to all education records the school keeps, including admissions records (only if the student was admitted) and academic records as well as any financial aid records pertaining to the student.

Student Records Policy

To protect the privacy of student records and to comply with federal law, MCC has implemented a policy regarding student records. This policy seeks to ensure adequate protection of student records while providing the necessary data for the institution and the community to conduct appropriate pursuits. The college will protect the confidentiality of student records and ensure they remain out of the hands of those who would use it for other than legitimate purposes. All members of the faculty, administration, and clerical staff will respect confidential information they encounter in the work place.

Definitions

Student is defined as one who has attended or is attending Manhattan Christian College.

Educational records do not include files retained by individuals that are not accessible to any other person except a substitute faculty/staff member.

Directory information is defined as a student's name, local address and phone number, permanent mailing address, e-mail address, classification, degree program, dates of attendance, admission or enrollment status, degrees and awards received, date of birth, and hometown.

Confidential information is the remainder of the student record that is not defined as "directory information."

Record means any information or data recorded in any medium, including but not limited to handwriting, print, tapes, file, microfilm, microfiche, and computer.

Release of Directory Information

The registrar's office releases directory information to anyone upon inquiry. A student may request that directory information be withheld by submitting a request for non-disclosure to the registrar's office. A request for non-disclosure of directory information form is available in the registrar's office and must be received one week after registering for classes. The registrar's office will notify other appropriate college offices regarding the student's request. The student must submit the request to withhold directory information each semester of enrollment.

Release of Confidential Information

Each type of student record is the responsibility of a designated college official, and only that person or the vice president to whom that person reports has authority to release the record.

- Academic records: registrar
- Admissions records: director of admissions
- Financial Aid: director of financial aid
- Business records: assistant to vice president for business
- Alumni/Donor records: assistant to the vice president for institutional Advancement

1. Confidential records will not be released without the written consent of the student involved, except in following instances: (a) to other college personnel, (b) concerning the student's application for financial aid, (c) in response to a judicial order or subpoena, (d) in a bona fide health or safety emergency, (e) to other schools at which the student seeks or intends to enroll, or (f) to parents of a dependent student*, or (g) to the U.S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, or state educational authorities.
2. Each student is entitled to a copy of their academic transcript upon written request.
3. Documents submitted in support of a student's application for admission or for transfer credit will not be returned to the student nor sent elsewhere. The student should request another document from the original institution.
4. Faculty and administrative officers of MCC may review the academic records of any student by showing a need to know before an academic record is released.
5. The contents of the official folder of a student will not be sent outside the office of the registrar or other record offices except in circumstances specifically authorized by the registrar or the custodian of the other records.
6. A request for a transcript or other academic information from another institution of learning, which states the reason for the request, may be honored as a matter of institutional courtesy.
7. Requests from research organizations making statistical studies may be honored without prior approval of the student provided no information revealing the student's

identity is to be published. The registrar will decide validity of the study as it applies to education and the privacy rights of students.

*this exception is only applicable if the student meets the definition of a dependent student found in Section 152 of the Internal Revenue Code. If so, documentation must be provided, reviewed and accepted before any release of information is made.

When Records May Be Withheld

Transcripts and future enrollment at MCC will be withheld due to delinquent accounts or official disciplinary action. Removal of the hold only occurs when the registrar's office receives written authorization from the official who originally requested the action.

Review and Challenge of Records

Students have the right to inspect their academic records and are entitled to an explanation of any information recorded on it. A student must submit a written request to the registrar's office to gain approval for the inspection. The student must conduct the examination of the academic record in the registrar's office.

A student has the opportunity to challenge or amend the contents of an academic record. Challenges must be made in writing to the vice president for academic affairs. Written challenges must identify the record in question and provide a brief explanation of the reason for faulting the record. The vice president for academic affairs will decide within 30 days of receiving the written challenge the validity of the challenge and notify the student of the decision. Changes to or comments about the academic record will only be made upon the approval of the vice president for academic affairs.

A hearing may be requested if the student is still dissatisfied. The hearing, conducted by a hearing officer appointed by the president, will be held within two weeks. The student will have the opportunity at the hearing to present any relevant evidence. A decision will be rendered within two weeks after that hearing. The student may place a statement in the file if the result does not satisfy the complainant.

Complaints

A student who believes that the college has not complied with federal law or regulations may send a written complaint to: The Family Educational Rights and Privacy Act Office, Dept. of Education, 400 Maryland, SW, Washington, D.C. 20202.

II-E. The College Navigator Website

The College Navigator website at <http://nces.gov> provides information on a variety of characteristics of colleges and universities and their student bodies. You are encouraged to use it as part of your college search process.

II-F. Student Body Diversity

Total enrollment:	357
Undergraduate enrollment:	357

Percent of enrollment by gender

Men:	59%
Women:	41%

Percent of enrollment by race/ethnicity

American Indian or Alaskan Native:	1%
Asian:	0%
Black or African American:	4%
Hispanic/Latino:	4%
White:	72%
Two or more races:	3%
Race/ethnicity unknown:	7%
Non-resident alien:	9%

Percent of enrollment by age

24 and under	85%
25 and over	15%

Percent of enrollment by state of residence

Kansas residents	74%
Out-of-State residents	25%
Foreign Countries	1%

Federal Pell Grant recipients: 159

*the data is for Fall 2011 as reported on IPEDS.

II-G. Retention

Retention rates measure the percentage of first-time students who are seeking bachelor's degrees who return to the institution to continue their studies the following fall.

For such students who began their enrollment the fall semester of 2011, 71% returned to continue their studies in the fall semester 2012.

II-H. Completion and Graduation Rates

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as **full-time, first-time degree- or certificate-seeking students** to see if they complete a degree or other award such as a certificate within 150% of the "normal time" for completing the program in which they are enrolled.

At Manhattan Christian College, 41% of the students beginning in fall semester 2006 have graduated by the end of spring semester 2012.

Of the percentage of full-time, first-time students who began their studies in fall 2006 and received a degree within 150% of the "normal time" to completion for their program, 35% of the male students completed and 41% of the female students completed.

II-I. Athletics Participation

2010-2011 VARSITY ATHLETES

NCCAA DIVISION II	MEN	WOMEN
Baseball	19	–
Basketball	16	14
Soccer	21	14
Track and Field, X-Country	8	6
Volleyball	–	10

Manhattan Christian College (MCC) offers intercollegiate athletics. There are 4 men's sports and 4 women's sports. MCC does not offer athletic scholarships.

III-A. Vaccinations Policy

The Centers for Disease Control and American College Health Association recommend that young adults consider the following immunizations or screenings cited before entering college at the following websites:

- www.cdc.gov/vaccines/spec-grps/college.htm
- www.cdc.gov/vaccines/who/teens/downloads/hcp-factsheet.pdf
- www.acha.org/Publications/docs/ACHA_RIPI_Mar2011.pdf

These vaccinations/tests can be obtained from your local physician or health department.

Manhattan Christian College (MCC) makes the following vaccination requirement:

Meningitis: Meningitis causes a rare but severe and frequently fatal disease called Meningitis. While this disease is no more common in college students than in the general population (about 1 in 100,000 students), it is five times more common in *freshmen that live in residence halls* (1 in 20,000 students). MCC requires all new students residing in campus housing to be vaccinated for meningitis or to sign a waiver indicating that you refuse to take the vaccine. You must have a medical provider complete your record or sign the waiver that is part of the Residence Hall Application.

MCC recommends that all vaccinations are up to date and suggests the following:

Measles, Mumps, Rubella: Students entering college born after 1957 should have had two vaccinations with the combination vaccine for these diseases (MMR vaccine). There are individual vaccines for each of these diseases. If individual vaccinations were administered, two individual doses of the measles vaccine, one of the mumps vaccine, and one of the rubella vaccine should have been given. The first dose of the MMR or measles vaccine should not be counted if you were younger than 12 months when you received it.

Tetanus-Diphtheria- Pertussis: After the initial series, a Tetanus/Diphtheria (Td) booster is needed every ten years. A dose of Tetanus-Diphtheria-Pertussis (Tdap) is recommended once in adolescence or adulthood in place of the Td booster.

Polio: This vaccine is routinely given to all infants. A booster may be needed for foreign travel after age 18.

Varicella: Chickenpox can be a severe (even fatal) disease in adults. If you have not had the disease, this vaccination is recommended (two injections one month apart). Some persons are immune even though they are not aware they had the disease. If you prefer to see if you are immune, a blood test is available. Persons with a negative result should be vaccinated.

III-B. Drug and Alcohol Abuse Prevention Program

Substance Abuse Prevention Policy for Manhattan Christian College

The DEPARTMENT OF EDUCATION DRUG-FREE SCHOOLS AND CAMPUSES ACT dictates the following;

A copy of the Drug Prevention Policy will be distributed to each student and employee of Manhattan Christian College.

1. Manhattan Christian College prohibits the unlawful possession, use, manufacture, or distribution of alcohol or controlled substances by students and employees on property controlled by the college, or as part of college activities. The college is committed prevent the illegal use of controlled substances and alcohol by students and employees.
2. Any student or employee of the College found to be using, possessing, manufacturing, or distributing controlled substances or alcohol in violation of the law will be subject to disciplinary action in accordance with applicable policies of the State of Kansas and the policies of Manhattan Christian College. Disciplinary action includes, but is not limited to, suspension, expulsion, termination of employment, referral for prosecution and the completion of an appropriate substance abuse rehabilitation program.
3. As a condition of employment, all employees of Manhattan Christian College, including student employees, shall abide by the terms of this policy statement and will notify the Vice President for Business of any criminal drug statute conviction for a violation occurring on property controlled by the College, no later than five days after such conviction. Manhattan Christian College will, in turn, notify, as appropriate, the applicable federal agency of the conviction within ten (10) days of its receipt of notification of the conviction. The College will take appropriate disciplinary action within thirty (30) days of notification of the conviction. For purposes of this policy, “conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
4. The term “controlled substances” as used in this policy means those substances included in Schedules I through V of section 202 of the Controlled Substances Act and as further defined by regulation at 21 CFR 1300.11 through 1300.15. The term does not include the use of a controlled substance pursuant to a valid prescription or other uses authorized by law.
5. Local, state and federal laws provide for a variety of legal sanctions and penalties for the unlawful possession, use or distribution of illicit drugs and alcohol. The

Federal Controlled Substances Act provides penalties of up to 15 years' imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty- one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law. Kansas law provides that any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing, or manufacturing opiates and narcotics, such as cocaine and heroin, shall be guilty of a Class C felony. For a conviction of a Class C felony, the court may sentence a person to a term of imprisonment of a minimum of three to five years, a maximum of 10 to 20 years, and a fine of up to \$15,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class A misdemeanor, with a penalty of up to a year in jail and a fine of \$2,500. Under Kansas law, persons under 21 years of age may be subject to minimum fines of \$200 for possessing, consuming, obtaining, purchasing or attempting to obtain or purchase alcoholic liquor or cereal malt beverages. Persons convicted of driving under the influence of alcohol or drugs are subject to severe fines, imprisonment, and other penalties. The local ordinances of Manhattan, Kansas, also include prohibitions relating to illicit drugs and alcohol. Generally, these local ordinances are similar in content to state law.

6. Students and employees of Manhattan Christian College should be aware that the following health risks have been associated with the use of illicit drugs and the abuse of alcohol: Alcohol: Birth defects, ulcers and gastritis, liver damage, heart disease, cancer, and brain damage. Anabolic Steroids: Acne, cancer, heart disease, liver disease, sterility, jaundice, and kidney stones.

Cocaine/Stimulants: Increased blood pressure, blurred vision, sleeplessness, anxiety, irregular heartbeat, and death.

Hallucinogens: Increased body temperature, increased heart rate, blood pressure, sleeplessness and tremors.

Marijuana: Irritation of the lungs, emphysema, increased heart rate, short-term memory reduced, and cancer.

Opiates/Narcotics: Decreased heart rate, nausea, cold, moist skin, bluish in color, and slowed breathing.

Sedatives: Slowed body function, drowsiness, convulsions, and coma.

Students and employees should note that the above listing is not intended as all inclusive.

7. Drug and alcohol counseling, treatment or re-entry programs are available to students and employees on a national, statewide, and local basis. Alcohol and drug counseling is referred to Cornerstone Counseling at 1408 Poyntz Ave Manhattan, KS 66502. The phone number is (785) 776-4105. The office of the V.P. for Student Life will help students find other avenues for counseling. Lafene Health Center is also available for those students enrolled concurrently with

Kansas State University. Employees may seek help through the State of Kansas Lifeline Program, a 24-hour toll-free assistance line (1-800-284-7575). Other sources of assistance include Kansas Recovery (1-800-586-3690), and the National Institute on Drug Abuse hotline (1-800-662-4357).

8. Manhattan Christian College also presents educational programs thru Orientation, small groups, and the resident halls to inform students of the dangers of substance abuse, and is committed to preventing the illegal use of controlled substances and alcohol by students and employees. Every incoming student will be informed of the dangers and law through the orientation class. Bi-annual reviews of this policy by the Student Life department and assessment of the effectiveness of the programs for prevention and policy will be done.

The DEPARTMENT OF EDUCATION DRUG-FREE SCHOOLS AND CAMPUSES ACT requires Manhattan Christian College to make you aware of the dangers of drugs. Manhattan Christian College has always had a policy against substance abuse.

THE LAW REQUIRES US to make you aware of the dangers of drugs on campus. DRUGS can:

1. Make you feel able to do things you really cannot do.
2. Make you careless and likely to forget important safety habits.
3. Throw off your sense of time, space, and distance.
4. Cause absenteeism and tardiness.

What SPECIFIC ILLEGAL DRUGS can do:

Marijuana

1. Slows your physical reflexes.
2. Cuts your mental powers.
3. Makes you forgetful.
4. Throws off your judgment of space and distance.

Cocaine

1. Causes a temporary feeling of almost superhuman power, impairing your judgment and decision making ability.
2. Causes emotional problems, mood swings, lack of dependability.
3. Damages your respiratory and immune systems.
4. Causes malnutrition, seizures, and loss of brain function.

Heroin

1. Causes total disinterest in safety or anything else except drugs.
2. Expense leads to crime.
3. Damage in interpersonal relationships.
4. Overdose causes coma and death.

Hallucinogens (PCP, LSD, etc.)

1. Causes hallucinations.

2. Loss of memory and concentration.
3. Causes sudden, bizarre changes in behavior.

What SPECIFIC LEGAL DRUGS can do:

Alcohol

1. Causes loss of concentration.
2. Causes loss of judgment.
3. Causes tardiness and absenteeism.
4. Produces the inability to deal realistically with problems.

Amphetamines (Speed, Uppers)

1. Can make you rush around wildly and carelessly.
2. Can cause you to push yourself beyond your physical limits.

Sedatives

1. Slows your mental processes and reflexes.
2. Disrupts your interpersonal relationships.
3. Can cause liver and kidney damage.

Possession or selling of illicit drugs and alcohol under local, state, and federal law can result in sanctions involving fines, court and attorney costs, treatment, counseling, probation or jail time. If you are convicted in a court of law of criminally violating our drug-free campus rules, within 30 days of hearing of it, we must either:

1. Expel you from college.
2. Offer you any help available to combat your involvement with drugs.

In addition, if you are receiving a federally funded Pell Grant, you will forfeit the grant until released by the Department of Education.

YOU ARE RESPONSIBLE FOR BEING AWARE OF OUR DRUG-FREE CAMPUS POLICIES.

Please contact the office of the Vice President of Student Life struggling and need help in these areas.

If you are experiencing a problem with drugs, you can get help by calling:

1-800-662-HELP

This is the number of the DRUG ABUSE HOTLINE. They will give you information about treatment centers in the Manhattan area.

Questions relating to the information in this document should be directed to the V.P. for Student Life.

Kansas Law - Alcohol

- It is illegal for anyone under 21 years of age to possess, purchase, attempt to purchase or consume cereal malt beverage or alcoholic liquor except where specific exemptions are provided by law.

Maximum Penalty:

- 1 month in jail; \$200 minimum fine (18-21 years of age); \$500 fine (under 18 years of age); perform 40 hours of public service; and attend an alcohol education program and up to 1 year suspension of driving privileges.
- It is illegal for anyone to furnish cereal malt beverage or alcoholic liquor to another person under 21 years of age.
Maximum Penalty: 6 months in jail; \$200 minimum fine; and attend an alcohol education program.
- It is illegal for anyone to host a person under 21 in such a manner that permits the minor to consume alcoholic liquor or cereal malt beverages.

Maximum Penalty:

- 1 year in jail, \$1,000 minimum fine; perform community service.

Other

- Possession or display of any fictitious or fraudulently altered driver's license or identification card is a Class B nonperson misdemeanor.
Maximum Penalty: 6 months in jail; \$1,000 fine; completion of alcohol/drug education or training program.
- Lending a driver's license or identification card to a person under 21 years of age for use in obtaining cereal malt beverage and/or alcoholic liquor, is a Class B nonperson misdemeanor (first conviction):
Maximum Penalty: at least 100 hours public service; \$500 fine; 6 months in jail; (severity level and penalties increase with subsequent convictions).
- Other crimes relating to false identification can be more severe. Dealing in false identification documents is a severity level 8 nonperson felony. Penalties will vary based upon factors considered in sentencing guidelines.
Maximum Penalty: 23 months in jail; \$100,000 fine.

Kansas Law - Driving Under the Influence

In Kansas it is illegal for anyone to operate a vehicle under the influence of alcohol, drugs, or both alcohol and drugs, with a breath or blood alcohol content of .08 or more. For anyone under 21, it is illegal to do so with a breath or blood alcohol content of .02 or greater. If convicted, you are subject to the following penalties:

First Conviction (Misdemeanor) Maximum Penalty:

- 6 months in jail (48 hours mandatory) or 100 hours of public service; \$1,000 fine; required completion of an alcohol education program; suspended driver's license for 30 days (then restricted for 330 days); impoundment of vehicle for up to one year, with costs; if alcohol concentration is .15 or greater, license suspended for one year*; for person under 21, with alcohol concentration of .08 or greater, license suspended for one year*.

Second Conviction (Misdemeanor)

Maximum Penalty:

1 year in jail (5 days mandatory); \$1,500 fine; completion of alcohol treatment program; suspended driver's license for 1 year; then use of ignition interlock device or impoundment of vehicle for up to two years, with costs.

Third Conviction (Felony) Maximum Penalty:

1 year in jail (90 days mandatory); \$2,500 fine; completion of alcohol treatment program; suspended driver's license for 1 year; use of ignition interlock device or impoundment of vehicle for up to 2 years (3 years, if alcohol concentration is .15 or greater), with costs.

Fourth & Subsequent Convictions (Felony) Maximum Penalty:

1 year in jail (90 days mandatory); \$2,500 fine; participation in alcohol abuse program; required mental health counseling; 1 year post-release supervision; suspended driver's license for 1 year; (on 5th conviction driver's license is permanently revoked), then use of ignition interlock device or impoundment of vehicle for up to 2 years (4 years, if alcohol concentration is .15 or greater), with costs; revocation for one year of the license plate or temporary registration certificate of the motor vehicle driven during the violation.

Refusal to Submit to Alcohol or Drug Testing (Felony)

Penalty:

1st time - suspended driver's license for 1 year.

2nd time - suspended driver's license for 2 years.

3rd time - suspended driver's license for 3 years.

4th time - suspended driver's license for 10 years.

5th time - driver's license is permanently revoked.

*In addition, at the end of suspension, driving is restricted by ignition interlock device for one year.

City of Manhattan Law

The City of Manhattan has adopted as city ordinances similar laws relating to the control of alcoholic liquor and 3.2% beer. Further, under city ordinance among other matters it is unlawful:

- for persons under 18 years of age to remain in any tavern after the hour of 8:00 p.m. unless employed by the establishment or accompanied by a parent or guardian.
- to willfully disturb the peace and quiet of any person, family or neighborhood or to engage in disorderly conduct.
- to fail to depart from an unlawful assembly after being directed to do so by a law enforcement officer. An unlawful assembly is a meeting or coming together of five or more persons engaging in conduct which constitutes disorderly conduct, a riot, disturbing quietude or disturbing the peace.

Kansas Law - Drugs

The illegal possession or illegal use of drugs may subject individuals to criminal prosecution. The University will refer violations of proscribed conduct to appropriate authorities for prosecution.

Kansas law also mandates for certain offenders a non-prison sanction of placement in drug abuse treatment programs. Certain other offenders, including habitual drug users and those convicted of unrelated felonies, remain subject to punishment of imprisonment.

- The manufacture of a controlled substance is a drug severity level 1 felony.
Maximum Penalty: 17 years imprisonment; \$500,000 fine.
 - Illegal possession or use of opiates, amphetamines and narcotics is a drug severity level 4 felony.
Maximum Penalty: 3 1/2 years imprisonment; \$100,000 fine.
 - Unlawful possession or use of depressants*, stimulants, hallucinogenic drugs (including marijuana and K-2), anabolic steroids, simulated controlled substances and paraphernalia, as well as unlawfully obtaining and distributing prescription drugs is a Class A non-person misdemeanor and may escalate to a level 4 felony.
Maximum Penalty: 1 year imprisonment; \$2,500 fine. With a prior conviction for this offense: 3 1/2 years imprisonment; \$100,000 fine.
 - The sale or distribution of these drugs is a drug severity level 3 felony and may escalate to a level 1 felony.
Maximum Penalty: 4 years & 3 months imprisonment; \$300,000 fine. With prior convictions for this offense: 17 years imprisonment; \$500,000 fine.
- *Depressants include barbiturates and barbital; hallucinogens include LSD and psilocybin.

Federal Law – Drugs

The Federal Controlled Substances Act provides penalties for the following:

- Intentional unlawful distribution or possession with intent to distribute controlled substances. Maximum Penalty: Life imprisonment; \$4,000,000 fine (first conviction). With a prior conviction for this offense: fine amount is \$8,000,000.
- Unlawful possession of a controlled substance. Maximum Penalty: 20 years imprisonment; no maximum fine exists.
- Unlawful distribution of a controlled substance, manufacturing, or employing or persuading a person under 18 to unlawfully distribute a controlled substance on or within 1,000 feet of a school or university.
Maximum Penalty: Up to three times the term of imprisonment and fine otherwise authorized by law.

DISCIPLINARY SANCTIONS

A. Students

A student who is determined to have violated the College's Drug and Alcohol Policy, is subject to sanctions outlined in the Student Handbook, which may include, but are not limited to suspension or expulsion from the College.

The Student Life department oversees all discipline issues. The procedure for discipline is as follows for students;

The student is notified in writing of the offense. Four aspects of the punishment are laid out;

1. Notification of Parents.
2. Suspension for three days.
3. Disciplinary probation for the rest of the semester and the following semester. This means any further violation of the student handbook may result in immediate dismissal proceedings.
4. Counseling for the offense.
 - a. Through referral to Cornerstone Counseling
 - b. Some other counseling referral in cooperation with the V.P. of Student Life.

B. Parental Notification Policy

Parents and/or legal guardians of students under the age of 21 will be notified after the first known violation of the college policy or state law regarding drugs, or after the first known violation involving alcohol that endangered the health or welfare of the student and/or another person. Notification will also be given following a known drug or alcohol violation that results in the cancellation of a student's housing contract, or if the student has been referred for alcohol assessment. Notification for all other offenses involving alcohol will occur after the second known violation.

C. Employees In General;

Any employee found to have abused drugs and alcohol in the workplace shall be subject to disciplinary action set forth in applicable College personnel policies, including, but not limited to: the University Faculty Handbook. Potential disciplinary actions include, but are not limited to, suspension and termination from College service. As a condition of continued employment, the College may require an employee to participate successfully in a drug abuse assistance or rehabilitation program. Violation of this policy may also lead to referral for prosecution to the appropriate federal, state, and or local authorities.

III-C..

Manhattan Christian College 2013 Campus Security, Crime Statistics and Fire Safety Report

Manhattan Christian College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (the Act). This report is prepared in cooperation with Riley County Police Department, the Office of Student Life, and the Office of Business Affairs. Each entity provides updated crime statistics and information on their educational efforts and programs to comply with the Act. The Office of Student Life holds collecting and reporting responsibility to ensure the college is in compliance with the Act. Questions on the annual security report may be directed to:

Rick Wright
Vice President for Student Life
1415 Anderson Ave.
Manhattan, KS 66502
Phone: 785-539-3571 (ext. 332)

REPORTING CRIMINAL ACTIONS AND EMERGENCIES

Manhattan Christian College does not employ security or police personnel. MCC has a positive working relationship with the Riley County Police Department. Police officers regularly patrol the public areas adjacent to and running through the MCC campus.

Any member of the MCC community observing a crime in progress on campus or on public property adjacent to the campus should call 911. Suspicious behavior should be reported to the most appropriate MCC employee. For instance, a report of suspicious behavior in the student parking lot in the evening hours could be reported to a residence hall supervisor.

Within 24 hours of a reported incident as described above, or within 24 hours after becoming aware that a crime has occurred (for instance, an item taken from a room in a residence hall), a report should be made to one of the following individuals:

Vice President for Student Life: e-mail: rwright@mccks.edu
Phone number: 785-539-3571 ext. 332

Vice President for Business Affairs: e-mail: ljstanfield@mccks.edu
Phone number: 785-539-3571 ext. 208

If you are the victim of a crime but do not wish to pursue action within MCC's disciplinary action system or the criminal justice system, you are still encouraged to file a report with one of the above named officials. MCC will make every effort to maintain confidentiality and your report may ensure that similar crimes do not take place in the future. Reports filed in this manner are included in the college's annual crime report. Note that campus counselors are not required to report crimes of which they become aware while they are acting in a counselor capacity.

ADDITIONAL EMERGENCY PHONE CONTACTS

The following contact telephone numbers may be helpful in specific situations:

Manhattan Christian College Contacts:

Main Campus	785-539-3571
Woman's Residence Hall Supervisor	785-577-0524
Men's Residence Hall Supervisor	785-341-8021
After hours Emergency Number	785-477- 1750

Off Campus Resources

Manhattan Police Department (non-Emergency)	785-537-2112
Mercy Health Center (Emergency Services)	785-776-3322
Pawnee Mental Health (for drug abuse and Addiction information and treatment)	785-587-4315
Cornerstone Family Counseling Center	785-776-4105

CAMPUS ACCESS AND SECURITY MEASURES

Manhattan Christian College strives to provide a safe and secure campus for our students and employees. A major part of this is the expectation that all students and employees follow biblical standards of conduct and Christian ideals in the treatment of others. These principles are reinforced in the classroom and throughout campus activities. In addition there are several policies and programs to support a safe and secure environment that are detailed below.

ACCESS TO CAMPUS FACILITIES

During business hours, the college campus (excluding residence halls) is open to students, employees, and guests. During non-business hours, doors are to remain locked and entry is limited to those employees with keys and their guests. Members of the night cleaning staff hold primary responsibility for ensuring doors are locked at the appropriate time. If a door is found to be unlocked during non-business hours, employees are expected to take appropriate measures to ensure the door is locked.

Security lights are situated to provide low level lighting for individuals walking the campus at night. Nonfunctioning lights should be reported using the college's work order system:

mccmaintenance@mccks.edu

The college has no student organizations with off-campus locations.

SECURITY AWARENESS

Residence hall leaders educate their residents on basic common sense practices to use for personal safety. Practices such as walking in pairs in the dark, keeping to well-light areas, asking visitors to identify themselves before providing access to buildings, never propping open exterior doors to residential areas and reporting a suspicious activity or person are stressed. Theft prevention practices include engraving valuable items, always locking bikes and cars, and locking valuables in the resident hall room. This information is part of the new student orientation and is also incorporated into regular resident group meetings.

SECURITY AND SAFETY POLICIES

SEXUAL VIOLENCE

Sexual assault prevention programs are handled by the residence hall supervisors. Students may also attend programs on sexual harassment, sexual violence and assault prevention measures offered through the Women's Center at Kansas State University and publicized in the daily University newspaper distributed on campus.

In the event of a sexual assault, it is important that the victim do the following: refrain from showering, changing clothing, or disturbing the area where the rape occurred (to preserve as much evidence as possible.) The residence hall supervisor (or any other MCC employee with whom the student feels comfortable) should be notified, who will in turn assist the victim in notifying the proper authorities, including the Riley County Police Department and the office of the Vice President for Student Life.

Once notified, the Office of Student Life will assist the victim in finding appropriate counseling. If adjustments in academic or living situations are requested by the victim of a sexual offense, MCC will work with the student to accommodate the change if it is reasonably available.

Campus disciplinary actions in the case of an alleged sex offense involving MCC students ensure that both the accuser and the accused have equal opportunity to have others present during the disciplinary proceedings. MCC will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the college will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

REGISTERED SEX OFFENDERS

Information on registered sex offenders in the Manhattan community may be obtained at:

www.accesskansas.org

(under services, safety and security, registered offender search)

ALCOHOL AND DRUG ABUSE

Manhattan Christian College is a dry campus. The possession, consumption or sale of alcoholic beverages and liquor is prohibited. Students or personnel possessing, consuming or selling alcoholic beverages and/or liquor on campus are subject to disciplinary action. Students or personnel intoxicated on campus are also subject to disciplinary action. Furthermore, the State of Kansas prohibits the consumption of alcoholic beverages and liquor by anyone under the age of 21 and the provision of alcohol by anyone 21 or older to individuals under age 21. These laws are enforced and violators are subject to criminal prosecution. Further information about alcohol abuse prevention is included in MCC's Drug and Alcohol Abuse Prevention Program which is published in the Student Handbook.

MCC has been designated a drug-free workplace, and the possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. These laws are enforced and violators are subject to college disciplinary action and criminal prosecution. Further information about drug abuse prevention is included in MCC's Drug and Alcohol Abuse Prevention Program which is published in the Student Handbook.

MISSING STUDENT POLICY

Any member of the campus community who believes a student to be missing based on changes in his usual routine should immediately notify the office of the Vice President of Student Life. This office will generate a missing person report and initiate an investigation within 24 hours. The following information will be collected at the time of the report: the name and relationship of the person submitting the report, the last date, time and location the missing student was seen, the general habits of the missing student, any recent observed changes in behavior, and the student's current contact information.

The investigation may include disseminating information regarding the missing student to appropriate college employees, interviewing other students, searching the student's residence, and attempting to contact the student by phone or text.

Should the investigation determine that the student has been missing for 24 hours, the student's emergency contact will be notified. A report will also be filed with the Riley County Police Department.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

TIMELY WARNINGS TO THE CAMPUS COMMUNITY

In the event that a situation arises, either on or off campus, that in the judgment of the administrative council constitutes an immediate or impending threat, a campus wide warning will be issued immediately via the college's Leader Alert system. Students and employees must sign up for this warning system via the Leader Alert link on the MCC web site, www.mccks.edu.

The Vice President for Academic Affairs has the responsibility for initiating the notification system after consultation with other members of the administrative council who are available on campus at the time the situation occurs. In the absence of the Vice President for Academic Affairs, the registrar will implement the notification system at the direction of the administrative council.

Depending on the circumstances, important information may also be relayed through group meetings such as residence hall gatherings, chapel, and/or specially called campus meetings. Information of import to the community at large is communicated through local radio stations.

Such information will include the reported occurrence of any crime considered a threat to students and employees that is reported to campus security or local law enforcement agencies. Such crimes include murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, and arson.

EVACUATION PROCEDURES

The College conducts four unannounced evacuation drills per year. These drills are used as a way to educate and train occupants in issues specific to each building such as the location of the nearest exit and where to gather outside of the building. Signage in buildings directs students and staff to the nearest exit. Students are given additional information regarding evacuation procedures during residence hall meetings held at the beginning of each semester.

An additional drill is held each year focusing on procedures to be used when evacuation of a building is inappropriate (for instance, a tornado warning).

CRIME STATISTICS

The Campus Crime statistics outlined below focus on specific crimes outlined in the Clery Act that have been reported to have occurred on the Manhattan Christian College campus or on the public sidewalks and streets adjacent to the campus. These statistics are also reported to the federal government. That report may be accessed at <http://ope.ed.gov/security>

An updated report is available on MCC's web page each September. The MCC Community is notified via e-mail that the updated report is available.

Criminal Offenses - On-campus Student Housing Facilities			
Criminal offense	Total occurrences in On-Campus Student Housing Facilities		
	2010	2011	2012
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0
Caveat:			

Criminal Offenses - Noncampus			
Criminal offense	Total occurrences in or on Noncampus buildings or properties		
	2010	2011	2012
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-Forcible</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

Caveat:

Criminal Offenses - Public Property			
Criminal offense	Total occurrences on Public Property		
	2010	2011	2012
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

Caveat:

FIRE SAFETY REPORT

The Manhattan Christian college campus includes three residence living halls for MCC students; Johnson Hall, Kenoyer Hall, and Rebekah House. This section of the report presents information and statistics regarding fire safety in these residence halls.

FIRE DRILLS

Unannounced fire drills are performed in the residence halls four times each year, twice per semester. These drills are a part of a campus wide fire and emergency safety program. Before each drill, the local fire department is notified and representatives of the fire department may choose to be present to observe the efficiency and effectiveness of the drill.

POLICIES ON PORTABLE ELECTRICAL APPLIANCES, SMOKING, AND OPEN FLAMES

Air conditioners, space heaters, halogen lamps with an exposed bulb, or any appliance with an open heating element (including toaster ovens, hot plates, grilling appliances, sandwich makers, etc.) are not permitted in the non-public spaces of MCC residence halls. However, microwave ovens are allowed. Smoking is not permitted in any area of MCC residence halls. Open flames or any devices that produce an open flame (such as candles and incense) are not allowed in MCC residence halls, regardless of whether or not they are lit.

EMERGENCY EVACUATION PROCEDURES

In the event of a fire, MCC expects that all campus community members will evacuate the building by the closest exit, making sure that others exit with them and closing doors as they leave a room. If the fire alarm system has not already been activated, it is appropriate to trigger the alarm system while leaving the building. Only when safely out of the building should the fire be reported, either by calling 911 or the MCC Emergency Phone at (785) 477-1750.

FIRE SAFETY EDUCATION AND TRAINING POLICIES

Fire Safety in the residence halls is a serious matter. Students and all employees associated with residence hall living are expected to learn the fire safety policies and guidelines as described in this report. The guidelines are discussed at residence hall meetings at the beginning of each semester. At that time, students are also trained on the appropriate use of fire extinguishers. Residents are given direction as to where they should gather in the event of an evacuation and the process for ensuring that no one remains in the building.

REPORTING FIRES

As previously discussed, in the event of a fire, residents are expected to evacuate the building and then call 911 or the MCC Emergency Phone, (785) -477-1750. There may be circumstances in which a fire occurs that does not require the evacuation of the building. In those situations, after the fire has been extinguished, the fire should be reported to the residence hall supervisor who will then report the incident to the Vice President for Student Life. The report should include as much detail about the fire as possible, including the location, date, time, and cause of fire.

For reporting purposes, a fire is defined as “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”

RESIDENCE HALL FIRE STATISTICS

The College is required to disclose information on all fires that occur in on-campus residence halls on an annual basis. There were no reported fires in Manhattan Christian College residence halls during the 2009, 2010, or 2011 calendar years.

FIRE SAFETY SYSTEMS

The following table offers a description of the fire safety and control systems in each of MCC’s residence halls.

Building	Johnson Hall	Kenoyer Hall	Rebekah House
Fire Extinguishers	X	X	X
Fire-rated corridors/fire doors	X	X	
Fire-rated exit stairs	X	X	
Smoke Detectors	X	X	X
Sprinkler system		X	
Audible Fire Alarm	X	X	

FUTURE IMPROVEMENT PLANS

Manhattan Christian College continually strives to improve fire safety programs in its residence halls and across its campus. Currently being discussed are improvements to the fire alarm system in Kenoyer Hall.

III-D. Emergency Alert System

1. What are Manhattan Christian College (MCC) Alerts?

MCC Alerts uses automated phone calls and text messaging to alert you to college closings and crisis situations. MCC Alerts is one strategy of the greater college-wide emergency communications effort. In the event of an emergency, campus authorities are able to dispatch alerts and information directly to you through a variety of services such as e-mail, postings to the MCC homepage, and now, automated phone calls and text messages.

MCC Alert also features the ability for recipients to choose to subscribe to Campus Life or Athletic score updates by clicking on 'Additional Notification Groups' and adding these groups to your account.

[Sign up now!](#)

2. When will the college send me emergency alerts using MCC Alerts?

MCC Alerts will be used to inform recipients when a dangerous condition exists on campus (e.g. active shooter, storm in process, dangerous debris from storm), when a decision to close the campus has been made or when a decision to reopen the campus following a forced closure has been made.

3. What is Leader Alert®?

MCC Alerts is powered by Leader Alert®, a rapid deployment notification platform. MCC partners with Leader Alert® to deliver time-sensitive messages to you in the event of a college emergency.

4. Who is eligible to sign up for MCC Alerts?

Current students, staff, and faculty are eligible to sign up for MCC Alerts. If desired, MCCers could add their parents, children, or spouse's phone numbers when they sign up for MCC Alerts.

5. How often are MCC Alerts tested?

Twice per year on specified days. Tests ensure that the MCC Alerts and Leader Alert® service are functioning properly. You will be notified in advance of the

test. If you do not receive the test alert, please verify you are set to receive emergency alerts and that the saved phone numbers are correct and current. If you need assistance, contact the College .

6. What happens after I graduate or am no longer employed by MCC?

You may disable or delete your MCC Alert account at anytime by logging into your Leader Alert® account.

7. Will I receive unsolicited messages ("SPAM") as a result of giving my phone number to MCC Alerts?

No. Only authorized personnel are permitted to send emergency alerts using MCC Alerts. In addition, MCC will not sell your contact information to third party marketers.

Receive emergency alerts

1. Where do I sign up?

Sign up at: www.leaderalert.com/mcc/. You can also choose to receive campus life and athletic scores alerts. You can also add up to three phone numbers and choose to receive automated phone calls or text messages for each phone number.

2. What do I do if I did not receive an expected alert (confirmation, test, or emergency alert)?

Contact the college for help.

3. If I sign up for automated phone calls, will I receive a confirmation phone call?

No. However, you will receive a confirmation email.

4. If I sign up for text messages, will I receive a confirmation text message?

Yes. A confirmation text message will be sent from Leader Alert® within 24 hours. If you do not receive this confirmation text message, contact the college .

5. What does the confirmation text message say?

When you sign up to receive emergency text messages, you will receive a confirmation message from Leader Alert®. The message will look similar to, "Leader Alert. You are subscribed to Leader Alerts. Std. rates apply. Reply STOP to cancel. www.leaderalert.com/MCC". Note: T-Mobile™ users will receive a different confirmation text message and must reply to the confirmation message to complete the enrollment process. However, T-Mobile™ users that are re-

adding a number that they previously replied YES with, are automatically enrolled and will not receive the confirmation text.

6. T-Mobile™ is my cell phone provider. If I sign up to receive emergency text messages, do I receive a different confirmation message?

To subscribe to a text messaging service, T-Mobile™ requires its users to positively confirm via a reply text message that they intended to enroll with the service. To complete your enrollment with MCC Alerts, you must reply with the word “YES” to the confirmation text message sent by Leader Alert®. After replying “YES”, you will receive another message confirming your enrollment with MCC Alerts. However, T-Mobile™ users that are re-adding a number that they previously replied YES with, are automatically enrolled and will not receive the confirmation text.

7. I have a pre-paid cell phone; can I receive emergency text messages?

No. Pre-paid cell phones are not supported and cannot receive emergency text messages from MCC Alerts. However, pre-paid cell phones can receive automated phone calls from MCC Alerts.

8. Which cell phone carriers can receive emergency text messages?

All cell phone carriers are supported for emergency automated phone calls, however, Leader Alerts® only supports the following cell phone carriers for emergency text messages: AT&T™, Cellular One™, Nextel™, Sprint™, T-Mobile™, US Cellular™, Virgin Mobile™, Verizon™, and Westlink™. There are known issues with registering a 'ported' phone number (numbers that used to be associated with one carrier, but now are with another; e.g. Verizon phone number now on a Sprint account).

Change my number or stop receiving alerts

1. How do I change my emergency contact phone numbers?

Log into your Leader Alerts® account - created when you initially subscribed to MCC Alerts. From the account contact list you can edit any listed number or even add another number. You may also make changes to the type of alert you wish to receive. From your account information you can add or delete any 'additional notification group' alerts (Student Life or Athletic scores).

2. How do I stop receiving alerts?

Log into your Leader Alerts® account - created when you initially subscribed to MCC Alerts. From the account contact list you can delete any listed number as well as make changes to the type of alert you wish to receive. From your account

information you can delete any 'additional notification group' alerts (Student Life or Athletic scores).

3. How do I add an alert type - automated phone calls or text messaging - to an existing phone number?

Log into your Leader Alerts® account - created when you initially subscribed to MCC Alerts. From the account contact list you can add another number. You may also make changes to the type of alert you wish to receive. From your account information you can add or delete any 'additional notification group' alerts (Student Life or Athletic scores).

III-E. Computer Use Policy and Copyright Infringement

Students are responsible to read and adhere to this policy concerning email use and Internet access.

Introduction

Manhattan Christian College aims to provide students with accessible, up-to-date and reliable information to support you in your studies and educational experience. This goal requires us to provide access to the vast information resources of the Internet to help you in your studies and to be well-informed. The Internet is a educational tool for Manhattan Christian College, and is provided to you at a significant cost. Users must understand that this access is for educational purposes and not for non-educational activities. Users must also understand that any connection to the Internet offers an opportunity for non-authorized users to view or access college information. Therefore, it is important that all connections be secure, controlled, and monitored to provide you with accessible, up-to-date and reliable information and learning technology to support you in your work, research, and studies.

Internet Use

Manhattan Christian College provides students with wireless Internet access in the residence halls, library, and Campus Center. MCC also maintains a small computer lab as a part of the library. All students may have on-campus access to the Internet. Students who wish Internet access must read and sign the “Student Internet/Email Usage Policy” form (link below). When the policy form is signed, a technician will make the connection to the wireless network (WLAN). Students are responsible for:

- Obtaining an appropriate wireless card for their computer.
- Maintaining active anti-virus software on any computer connected to the MCC network (WLAN).

Students living on-campus or off-campus should see the campus IT Director for on-campus Internet access. Students with desktops living off-campus do not have wireless access to the MCC network. Internet access is made available to all students through the library computer lab regardless of personal computer ownership or portability.

Authorized Use

Manhattan Christian College's Internet connection is intended primarily for educational use. That means we expect you to use your Internet access primarily for education-related purposes, i.e. to communicate with professors and other students, to research relevant topics, and to obtain useful information. The following are specific provisions regarding authorized use of Manhattan Christian College's Internet connection:

- Users may use the organization's Internet services for personal improvement provided that such use is consistent with professional and educational conduct.
- Internet use should be restricted to sites and materials such as news or information that might be considered reasonable if read as a text publication in a classroom or library environment.

Unauthorized use

Users shall not use Manhattan Christian College's Internet or email services to view, download, save, receive, or send material related to the following:

- Offensive content of any kind, including pornographic material.
- Propagate a virus, worm, Trojan horse, or trap-door program code.
- Disable or overload any computer system or network.
- Circumvent any system intended to protect the privacy or security of another user.
- Promoting discrimination on the basis of race, gender, national origin, age, marital status, or disability.
- Visiting web sites that promote threatening or violent behavior.
- **Using the Internet for illegal activities including the illegal downloading of music, movies, or other copyrighted materials.**
- Distributing commercial messages.
- Gambling web sites.
- Hosting of 'game servers' for online or network gaming.

The above list of prohibited actions is by way of an example only and is not intended to be exhaustive.

User accountability

Users are responsible for their Internet use and are accountable for the following:

- Honoring acceptable use policies of networks accessed through the organization's Internet services.

- To have acceptable anti-virus software installed on any machine connected to the MCC network. Examples of acceptable anti-virus software include products from Norton and McAfee (other software may also be appropriate). The software must have an active definition subscription that exceeds the current academic term.

Privacy and monitoring

Manhattan Christian College has software and systems in place to monitor and record all Internet usage. Our security systems are capable of recording each Web site, email, and instant message into and out of our internal networks. We reserve the right to do so at anytime. No student should have any expectation of privacy as to his or her Internet usage. Our managers will review Internet activity and analyze usage patterns, and they may choose to publicize this data to assure that Manhattan Christian College Internet resources are devoted to maintaining the highest levels of access and integrity. We reserve the right to inspect any and all files stored in private areas of our network in order to assure compliance with this policy.

Accidental/unintended violations

Manhattan Christian College does use independently-supplied software and hardware that provides data to identify inappropriate or sexually-explicit Internet sites. We may block access from within our networks to all such sites. If you find yourself connected accidentally to a site that contains sexually explicit or offensive material, you must disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program. A user who accidentally accesses a prohibited site is encourage to report the incident to the college's IT Department without the threat of incurring a violation penalty.

Violation penalties

Violations will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more use regulations, that user will receive a reprimand from the Student Life or IT Departments and his or her future Internet use will be closely monitored. If a gross violation has occurred, the Director of Student Development will take immediate action. Such action may result in losing Internet privileges, or other discipline as outlined in the Student Handbook.

Reporting

When clear violations of this Internet Usage Policy occur, appropriate IT department staff, the Director of Student Development, and the VP for Student Life will be formally notified. First time offenders will be notified that their Internet usage will be closely monitored and IT staff may review the student's communications for a period of three (3) months. If the user's Internet usage is deemed appropriate during that time, then no further action will be taken. If other abuses of this Internet Usage Policy occur during this

probationary period, the Director of Student Life will be notified to take appropriate action as indicated in the Violation Penalties section of this document.

Email

Required

Manhattan Christian College **requires** all students to have an active MCC email account. MCC will provide all enrolled students a college email account ([request an account here](#)). You are **required** to have an MCC email account for college purposes (including academics, business, and student life). Current MCC email services allow for auto-forwarding from a student's account to another email provider.

This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using email rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, email is considered an official means for communication within MCC.

Implementation of this policy ensures that students have access to this critical form of communication. For the majority of students, this will not represent any change from what is currently done; it will, however, ensure that all students can access, and be accessed by, email as the need arises.

- 1. College use of email**

email is an official means for communication within MCC. Therefore, the college has the right to send communications to students via email and the right to expect that those communications will be received and read in a timely fashion.

- 2. Assignment of student email addresses**

MCC's email Administrator will assign all students an official college email address. It is to this official address that the College will send email communications; this official address will be the address listed in the College's Directory for that student.

- 3. Redirecting of email**

A student may have email electronically redirected to another email address. If a student wishes to have email redirected from his or her official address to another email address (e.g., @aol.com, @hotmail.com, or an address on a departmental server), they may do so, but at his or her own risk. The college will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve a student from the responsibilities associated with communication sent to his or her official email address.

- 4. Expectations regarding student use of email**

Students are expected to check their official email address on a frequent and consistent basis in order to stay current with college communications. The campus recommends checking email once a week at a minimum, in recognition that certain communications may be time-critical.

5. Educational uses of email

Faculty may determine how email will be used in their classes. It is highly recommended that if faculty have email requirements and expectations they specify these requirements in their course syllabus. Faculty may expect that students' official email addresses are being accessed, and faculty may use email for their courses accordingly.

6. Appropriate use of student email

In general, email is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security.

1. Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA.
2. Email shall not be the sole method for notification of any legal action.

Implementation issues:

WHAT YOU NEED TO DO (Storage of email documents)

Remember that in accordance with law, college business documents created or received on email must be saved for the same length of time as their hard copy equivalents. There are two ways to comply with this:

- Create a folder in your email account in which you save these messages. Back up your files appropriately; do not delete these messages. Save the email message to your PC's hard disk as a file; or
- Print out a paper copy and save it in an appropriate file. In this case you do not need to save an electronic copy.

WHAT YOU NEED TO KNOW (Overview of email policies)

The following are provisions reflect issues concerning the adoption of an email Policy (above).

Provision of Service.

- Email services may be provided by college organizational units in support of the college's threefold mission of educate, enrich, and equip Christian leaders.

College Property

- Email services are extended for the sole use of college faculty, staff, students and other appropriately authorized users to accomplish tasks related to and consistent with the college's mission.
- Any email address or account assigned by the college to individuals, subunits, or functions of the college, is the property of the college.

Authorized Service Restrictions

- Email users are required to comply with state and federal law, college policies, and normal standards of professional and personal courtesy and conduct.
- Access to college email services is a privilege that may be wholly or partially restricted by the college without prior notice and without the consent of the email user: a) when required by and consistent with applicable law or policy; b) when there is a reasonable suspicion that violations of policy or law have occurred or may occur; or c) when required to meet time-dependent, critical operational needs. Such access restrictions are subject to the approval of the appropriate college supervisory or management authority (e.g., department heads, systems managers, etc.). The autonomous operational units of the college should establish or identify these authority levels.

Authorized Access and Disclosure

- The college may permit the inspection, monitoring, or disclosure of email in certain circumstances.
- Users are required to comply with college requests for access to and copies of college email records when access or disclosure is required or allowed by applicable law or policy, regardless of whether such records reside on a computer housed or owned by the college. Failure to comply with such requests can lead to disciplinary or other legal action pursuant to applicable law or policy, including but not limited to appropriate college personnel policies or Codes of Conduct.

Misuse

- Using email for illegal activities is strictly prohibited.
- Failure to follow state law with regard to the disposition of mail records can lead to criminal charges.
- College email services may not be used for commercial activities not approved by the appropriate supervisory college personnel consistent with applicable policy.
- Applicable college policies include, but are not limited to, those policies and guidelines regarding personnel, intellectual property, or those regarding sexual or other forms of harassment.
- Email users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the college or any unit of the college unless expressly authorized to do so.

Personal Use

- College email services may be used for incidental personal purposes provided that such use does not: a) directly or indirectly interfere with the College operation of computing facilities or email services; b) interfere with the email users' employment or other obligations to the college; c) violate this Policy, or any other applicable policy or law, including but not limited to use for personal gain, conflict of interest or commitment, harassment, defamation, copyright violation or illegal activities.

Confidentiality

- The confidentiality of email cannot be assured, and such confidentiality may be compromised by access consistent with applicable law or policy, including this Policy, by unintended redistribution, or due to current technologies inadequate to protect against unauthorized access. Users, therefore, should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that their email is private or confidential.
- Users may not access, use, or disclose personal or confidential information without appropriate authorization, and must take necessary precautions to protect confidentiality of personal or confidential information encountered in the performance of their duties or otherwise.

Security and Preservation

- Email to users and operators must follow sound professional practices in providing for the security of email records, data, applications programs, and systems programs under their jurisdiction.
- Users and operators must guard against storage media deterioration and rapid technological changes which render email records inaccessible due to hardware or software obsolescence.
- Users are responsible for safeguarding their identification (ID) codes and passwords, and for using them only as authorized.

Violations

- Suspected or known violations of policy or law should be confidentially reported to the appropriate supervisory level for the operational unit in which the violation occurs.

General Use Cautions

- The ability of a recipient to forward a message, or accidentally respond to a listserv rather than an individual, may broadcast an email message widely.

- Remember that there is no way to guarantee that the purported sender of an email message was in fact the real sender of the message. It is relatively easy to disguise an electronic identity.
- Printed email Official Records should follow the hard-copy record retention and disposition schedules.
- Public Records are much more broadly defined than Official Records and may be considered to include, in certain circumstances, any information including all email produced or received on college provided systems. Public Records, including email, may be subject to disclosure under state public records law; or other applicable law, including by subpoena.
- Do comply with all state and federal laws.
- Do follow the normal standards of professional courtesy and conduct.
- Do follow the Official Records Retention and Disposition policies and schedules.
- Do respect copyright, proprietary rights, privacy laws.

YOU MAY NOT:

- Access, read, use, transfer or tamper with accounts or files that you are not authorized to use.
- Alter system software or hardware configurations without authorization.
- Libel or otherwise defame others via email.
- Participate in illegal activities such as making threats, harassment, theft, breaching security measures, or violating other applicable law or policy.
- Engage in commercial activities not approved by the appropriate authority.
- Engage in activities for personal financial gain except as permitted under applicable academic policies.
- Violate college policies and guidelines.
- Send or forward chain letters, letter-bombs or spam

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, 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 Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

III-F. Missing Person Notification

Anyone who believes a student to be missing based on changes in their usual routine should notify the Vice President of Student Services, Rick Wright. Every report will be immediately investigated once the student has been missing for 24 hours. Parents or guardians of the missing student will be notified by the Vice President of Student Services. The vice president or his designee will collect and document the following information at the time of the report: the name and relationship of the person submitting the report, the date, time and location the missing student was last seen, the general habits of the suspected missing student and recent changes in behavior and the student's cell phone number (if not on file). The vice president or designee will disseminate the information to appropriate college officials, conduct an investigation (including going to the student's room, interviewing roommates, floor mates, etc.) and attempt to contact the student electronically. The Riley County Police Department will be contacted and made aware of the situation and collected information including the make and model of the alleged missing student's vehicle.

IV-A. Placement in Employment

Manhattan Christian College is happy to provide a placement service for both churches and individuals. Listings are updated twice a month and posted during the first and third week. We encourage you to follow up quickly on the leads that are appealing to you.

If you would like to be added to our monthly placement list please call (785-539-3571 ext. 322) or email Jolene Rupe (jrupe@mccks.edu) with your name, address, phone number, and position available or position seeking (churches please also specify a contact person). It is our desire to serve churches and provide individuals with the best possible information to expedite changes of position.

Each position or individual will be listed for 12 months. If during this time the position status changes, please notify us so that the list(s) will be as accurate as possible. After 12 months if you continue to need placement services, it is your responsibility to notify this office so that you may remain on the list.

You might also consider contacting the Ministry Employment Network, a ministry of CrossLink International, for additional leads. Their address is:

CrossLink
P.O. Box 1232
Rapid City, SD 57709-1232.

Inter Cristo also lists hundreds of ministry-related jobs that span over 200 occupational categories. You may contact them at:

Inter Cristo
19303 Fremont Avenue North
Seattle, WA 98133-3800
Or by calling toll-free 1-800-426-1343

Please keep in mind that an individual or church listed through the placement office of Manhattan Christian College does not necessarily imply an endorsement.

You can email Jolene Rupe or call her at (785) 539-3571 ext. 322 to be placed on, or removed from, one of these lists.

IV-B. Facilities and Services Available to Students with Disabilities

Disability Support Services

Manhattan Christian College strives to provide equal opportunity and access for every student. Our Retention and Learning Skills Coordinator provides supportive services in an effort to ensure that the individual needs of each student are met. In addition, the Coordinator functions as an advocate for students with disabilities on campus.

Tutoring

At Manhattan Christian College we want to help you as much as we can when it comes to understanding your classes and preparing for exams. The mission of MCC's tutoring program is *Students tutoring students to foster understanding, confidence, and success in academics*. Our Retention and Learning Skills Coordinator oversees MCC's tutoring program by facilitating student tutoring for exam preparation and general study assistance in several classes each semester. Student tutoring provides an excellent opportunity to develop one-on-one leadership skills.

Students who have demonstrated academic excellence and receive the recommendation of a faculty member are eligible to serve as Student Tutors. Tutoring schedules are posted around campus a couple of weeks after the beginning of each semester. If you have any questions regarding our tutoring program, please contact the Student Development Office.

Accessibility

Classroom buildings Coffin Memorial Hall and Joliffe Hall are multi-story buildings and have elevators and restrooms that accommodate students with physical disabilities.

IV-C. Voter Registration

Manhattan Christian College (MCC) students are encouraged to register to vote and to vote in elections. Please use one of the following links to access a voter registration form that you can download, print, complete and submit. Please follow the directions on the voter registration form. The completed form is not to be returned to MCC.

- Kansas residents

http://www.kssos.org/elections/elections_registration.html

- Non-Kansas residents

http://www.eac.gov/voter_resources/register_to_vote.aspx

IV-D. Constitution Day Observance

Manhattan Christian College (MCC) observes Constitution Day on September 18th each year. Randy Ingmire, Vice President for Academic Affairs coordinates an activity and provides an instructional video related to the constitution, democracy and our government for MCC students, faculty and staff.

IV-E. Email Consumer Information Disclosures

In keeping with U.S. Department of Education guidelines for the disclosure of consumer information to students, the following emails are sent to you in September:

1. Introductory Email about Consumer Information Disclosures
2. Availability of Financial Aid Information
3. Notice of Federal Student Aid Penalties for Drug Law Violations
4. Drug and Alcohol Abuse Prevention Measures
5. Availability of the Security and Crime Report for 2013
6. Availability of the Fire Safety Report and Fire Log
7. Missing Student Notification Procedures
8. Information to Student Loan Borrowers about State Grants, Borrower Rights and Responsibilities and NSLDS