



STUDENT CONSUMER INFORMATION

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<p>NOTICE OF AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION</p> <p>Disclosure Requirement: Notice is distributed to each enrolled student</p> <p>Regulations: 34 CFR 668.41 (a)-(d), 34 CFR 668.42, 34 CFR 668.43</p>	<p>St. Gregory's University is committed to providing access to information that will allow consumers to make informed decisions about postsecondary education. This document provides a single access point to all federally mandated reports and disclosures and is updated and distributed annually to all enrolled students, and posted on the University's web site.</p>
<p>Each school must annually distribute to all enrolled students a notice of the availability of the information that is required to be made available to students under the Family Educational Rights and Privacy Act of 1974 (FERPA) and under Section 485(a)(1), Section 485(f), Section 485(g), Section 485(h) and Section 485(j)</p> <p>The notice must list and briefly describe the information and include a statement of the procedures required to obtain the information. For information listed in the notice that is disclosed on a school's website, the notice must include the exact electronic address and a statement that the school will provide a paper copy upon request.</p>	
<p>CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION</p> <p>Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media</p> <p>Regulations: 34 CFR 668.43; 34 CFR 668.44</p>	<p>Prospective and enrolled students may obtain institutional or financial aid information by contacting one of the following departments:</p> <p>Admission Office, (405) 878-5444 Office of the Registrar, (405) 878-5433 Dean of Students, (405) 878-5152 Business Office, (405) 878-5415 Security, (405) 765-8563 Office of the Vice President of Academic Affairs/Provost, (405) 878-5351</p> <p>The Financial Aid staff is located in the Financial Aid Office on the garden level of Benedictine Hall. The office phone is (405) 878-5396 and e-mail is fas@stgregorys.edu.</p> <p>Financial Aid Staff includes:</p> <ul style="list-style-type: none"> • Lori Deardorff, Director of Financial Aid • Mindy Stufflebeam, Financial Aid Counselor I • Melissa Thornton, Financial Aid Counselor II • Kathryn Stockton, Financial Aid Counselor I
<p>Each school must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Section 485(a)(1), Section 485(f), Section 485(h), and Section 485(j).</p>	
<p>STUDENT FINANCIAL AID INFORMATION</p> <p>Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media</p>	<p>Student Financial Aid Information may be accessed at: http://www.stgregorys.edu/academics/academic-catalogues</p> <p>Additional information may be found in the Department of Education's Federal Student Aid Handbook: http://www.ifap.ed.gov/ifap/byAwardYear.jsp?type=fsahandbook&awardyear=2014-2015</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance:</p> <p>Financial Aid Office, (405) 878-5396</p>

<p>Regulations: 34 CFR 668.41 (a)-(d), 34 CFR 668.42, 34 CFR 668.43</p>	
<p>Each school must make available to prospective and enrolled students information about:</p> <ul style="list-style-type: none"> • All the need-based and non-need-based federal, state, local, private and institutional student financial assistance programs available to students who enroll at the school • Terms and conditions of the Title IV, HEA loans • Criteria for selecting recipients and for determining award amount • Eligibility requirements and procedures for applying for aid • Methods and frequency of disbursements of aid • Rights and responsibilities of students receiving Title IV, HEA student Financial Aid, including criteria for continued student eligibility and standards for Satisfactory Academic Progress • Terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity for repaying loans 	
<p>FACILITIES AND SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES</p> <p>Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media</p> <p>Regulations: 34 CFR 668.41 (a)-(d); 34 CFR 668.43; 34 CFR 668.231</p>	<p>Information about facilities and services available to students with disabilities, including students with intellectual disabilities (as defined in 34 CFR 668.231), is available in the Student Handbook under Disability Services or by contacting St. Gregory’s Accommodations Officer.</p> <p>St. Gregory’s Student Handbook may be accessed at: http://www.stgregorys.edu/student-handbook</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact St. Gregory’s Accommodations Officer directly for assistance:</p> <p>Accommodations Officer, Anne Machado, (405) 878-5155, aemachado@stgregorys.edu</p>
<p>Each school must make available to prospective and enrolled students information about facilities and services available to students with disabilities, including students with intellectual disabilities</p>	
<p>PRICE OF ATTENDANCE</p> <p>Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media</p> <p>Regulations: 34 CFR 668.41(a) – (d); 34 CFR 668.43</p>	<p>Information regarding the price of attendance at St. Gregory’s University, including tuition and fees, books and supplies, room and board, transportation costs, and any additional costs for a program in which the student is enrolled or has expressed an interest may be accessed at: http://www.stgregorys.edu/admissions/traditional-learning/net-price-calculator</p> <p>The Cost of Attendance may be accessed at: http://www.stgregorys.edu/sites/default/files/page-attachments/Cost%20of%20Attendance%202013-14.pdf</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following offices directly for assistance:</p> <p>Financial Aid Office, (405) 878-5396</p> <p>Admission Office, (405) 878-5444</p>
<p>Each school must make available to prospective and enrolled students information about the price of attendance, including tuition and fees, books and supplies, room and board, transportation costs, and any additional costs for a program in which the student is enrolled or expresses an interest</p>	

<p>REFUND POLICY, REQUIREMENTS FOR WITHDRAWAL, AND RETURN OF TITLE IV FINANCIAL AID</p> <p>Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media</p> <p>Regulations: 34 CFR 668.41(a) –(d); 34 CFR 668.43</p>	<p>Information regarding St. Gregory’s refund policy, requirements and procedures for official withdrawal, and requirements for return of Title IV, HEA grant, or loan aid may be accessed at: http://www.stgregorys.edu/academics/academic-catalogues</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following offices directly for assistance:</p> <p>Office of the Registrar, (405) 878-5187</p> <p>Financial Aid Office, (405) 878-5396</p>
<p>Each school must make available to prospective and enrolled students information about:</p> <ul style="list-style-type: none"> • Any refund policy the school must comply with for the return of unearned tuition and fees or other refundable portions of costs paid to the school. • Requirements and procedures for official withdrawal <p>Requirements for Return of Title IV, HEA grant or loan aid</p>	
<p>ACADEMIC PROGRAMS (EDUCATIONAL PROGRAMS, INSTRUCTIONAL FACILITIES, AND FACULTY)</p> <p>Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media</p> <p>Regulations: 34 CFR 668.41(a) –(d); 34 CFR 668.43</p>	<p>Information regarding St. Gregory’s academic programs may be accessed at: http://www.stgregorys.edu/academics http://www.stgregorys.edu/academics/academic-catalogues</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following offices directly for assistance:</p> <p>Office of the Vice President of Academic Affairs/Provost, (405) 878-5351</p>
<p>Each school must make available to prospective and enrolled students information about the academic program of the school, including:</p> <ul style="list-style-type: none"> • Current degree programs and other educational and training programs • Instructional, laboratory, and other physical plant facilities that relate to the academic program • Faculty and other instructional personnel <p>Any plans by the school for improving the academic program [upon determination by the school that such a plan exists]</p>	

<p>TRANSFER OF CREDIT POLICIES AND ARTICULATION AGREEMENTS</p> <p>Disclosure Requirement: Publicly disclosed and made available through appropriate publications, mailings, or electronic media</p> <p>Regulations: 34 CFR 668.43</p>	<p>Information regarding St. Gregory's established criteria for the transfer of credit earned at another institution and the institutions with which it has established an articulation agreement is available in the Academic Catalog, which may be assessed at http://www.stgregorys.edu/academics/academic-catalogues.</p> <p>Currently St. Gregory's holds Articulation Agreements with the following entities:</p> <ul style="list-style-type: none"> • Autry Technology Center • Francis Tuttle Technology Center • Gordon Cooper Technology Center • Northeast Technology Center • Seminole State University • Southern Oklahoma Technology Center • State of Oklahoma Certified Public Managers Program • Tulsa Community College • Tulsa Technology Center <p>Additionally, St. Gregory's also has the following MOA/MOU Agreements:</p> <ul style="list-style-type: none"> • MOA with Little Rock Theology Institute • MOA with Oklahoma Aviation • MOA with Oklahoma Baptist University • MOA with St. Mary College, Japan • MOU with the Archdiocese of Oklahoma City • MOU with St. John Health System • MOU with Universidad Technological Oteima, Panama <p>If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance:</p> <p>Office of the Vice President of Academic Affairs/Provost, (405) 878-5351</p>
<p>Each school must disclose and make available to prospective and enrolled students a statement of the school's transfer of credit policies that includes, at a minimum:</p> <ul style="list-style-type: none"> • Any established criteria the school uses regarding the transfer of credit earned a another school • A list of schools with which the school has established an articulation agreement 	

<p>COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS (INCLUDING COMPUTER USE AND FILE SHARING)</p> <p>Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media</p> <p>Regulations: 34 CFR 668.43(a)(10)</p>	<p>Information regarding St. Gregory’s policies and sanctions related to copyright infringement may be accessed in St. Gregory’s Student Handbook at: http://www.stgregorys.edu/student-handbook</p> <p>Additional information about respecting copyrights may be accessed at: http://www.respectcopyrights.org/highered.html or see the website of the U.S. Copyright Office at www.copyright.gov.</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following offices directly for assistance:</p> <p>Office of the Vice President of Academic Affairs/Provost, (405) 878-5351</p>
<p>Schools must readily make available to current and prospective students the school’s policies and sanctions related to copyright infringement, including:</p> <ul style="list-style-type: none"> • A statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities • A summary of the penalties for violation of federal copyright laws • The school’s policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school’s information technology system <p>*The Department of Education publishes in the Federal Student Aid Handbook a summary of the civil and criminal penalties for violation of federal copyright laws: http://www.ifap.ed.gov/ifap/byAwardYear.jsp?type=fsahandbook&awardyear=2014-2015</p>	
<p>REQUIRED WRITTEN ARRANGEMENT DISCLOSURES</p> <p>Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media</p> <p>Regulations: 34 CFR 668.43(a)(12)</p>	<p>The University participates in the Online Consortium of Independent Colleges and Universities (OCICU) in which member institutions collaborate in sharing online, credit-bearing courses and programs.</p> <p>If you need additional information you may contact the following offices directly for assistance:</p> <p>Office of the Vice President of Academic Affairs/Provost, (405) 878-5351</p>
<p>Required disclosures to prospective & enrolled students applicable to all schools where program is designed to be offered by another entity; Portion of program not being offered by the degree/certificate granting school, name and location of the other school/organization, method of delivery not being offered by the degree/certificate granting school and estimated additional costs that may incur due to arrangement</p>	

<p>SCHOOL AND PROGRAM ACCREDITATION, APPROVAL OR LICENSURE</p> <p>Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media</p> <p>Regulations: 34 CFR 668.41(a) –(d); 34 CFR 668.43</p>	<p>The names of associations, agencies, or governmental bodies that accredit, approve, or license St. Gregory’s University and its programs are as follows:</p> <ul style="list-style-type: none"> • St. Gregory’s University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, the web link is http://www.ncahlc.org/HLC-Institutions/resources-for-the-public.html • St. Gregory’s University is approved by the Oklahoma State Regents for Higher Education. • St. Gregory’s University has received a Letter of Exemption from Certification issued by the Arkansas Department of Higher Education to offer non-academic or church-related courses and grant non-academic awards or church-related degrees. • St. Gregory’s University is approved by the U. S. Department of Justice for the admission of international students. • St. Gregory’s University is approved by the State Accrediting Agency of Oklahoma for the admission of eligible veterans. • The baccalaureate degree in nursing at St. Gregory’s University is accredited by the Commission on Collegiate Nursing Education, One DuPont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791. www.ccneaccreditation.org • St. Gregory’s University Department of Nursing has been approved to offer the Bachelor of Science in Nursing by the Oklahoma Board of Nursing, 2915 N. Classen Blvd, Suite 524, Oklahoma City, Oklahoma 73106, 405-962-1800. <p>If you are unable to locate the information you need from the links set forth above, you may contact the following offices directly for assistance:</p> <p>Office of the Vice President of Academic Affairs/Provost, (405) 878-5351</p>
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Each school must make available to prospective and enrolled students:

- Names of associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs
- Procedures for obtaining or reviewing documents describing accreditation, approval, or licensing

<p>NOTICE OF FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS</p> <p>Disclosure Requirement: Information provided to each student in a separate written notice (Student Handbook)</p> <p>Regulations: 34 CFR 668.40 ; DCL GEN 08-12, pages 101 through 102</p>	<p>St. Gregory’s provides to each student, upon enrollment a student handbook that includes, a separate, clear, and conspicuous written notice that advises the student that a conviction for any offense, during a period of enrollment for which the student was receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1))</p> <p>St. Gregory’s University provides notice in a timely manner to each student who has lost eligibility for Title IV, HEA assistance as a result of the penalties under HEA Sec. 484(r)(1). The notice is a separate, clear, and conspicuous written notification of the loss of eligibility and advises the student of the ways in which the student can regain eligibility under HEA Sec. 484(r)(2); (20 U.S.C. 1091(r)(2)).</p> <p>St. Gregory’s Student Handbook may be accessed at: http://www.stgregorys.edu/student-handbook</p> <p>Additional information regarding St. Gregory’s Drug and Alcohol Policies may be accessed at: https://www.stgregorys.edu/campus-life/security/campus-policies</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following offices for assistance:</p> <p>Dean of Students, (405) 878-5152</p> <p>Financial Aid Office, (405) 878-5396</p>
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Each school must provide to every student upon enrollment a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA.

It also requires the school to provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA a separate clear, and conspicuous written notice that notifies the

<p>student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA (20 U.S.C. 1091(r)(2)).</p>	
<p>VACCINATION POLICY</p> <p>Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media</p> <p>Regulations: HEOA Section 488(a)(1)(E); amended HEA Section 485(a)(1) (20 U.S.C. 1092(a)(1)); added HEA Section 485(a)(1)(V) HEOA amendment effective August 14, 2008; DCL GEN 08-12, page 96</p>	<p>St. Gregory's University makes available to current and prospective students information about institutional policies regarding vaccinations. That information may be accessed at: http://www.stgregorys.edu/sites/default/files/page-attachments/SGU-IMMUNIZATION-FORM-df1_2d9.pdf</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following offices directly for assistance:</p> <p>Admission Office, (405) 878-5444</p>
<p>Schools must make available to current and prospective students information about school policies regarding vaccinations</p>	
<p>CONSUMER INFORMATION ON COLLEGE NAVIGATOR WEBSITE</p> <p>Disclosure Requirement: Made available on the institution's website. The URL for the institution's website is reported to the National Center for Education Statistics (NCES) in the Integrated Postsecondary Education Data System (IPEDS) for posting on College Navigator website.</p> <p>Regulations: HEOA Section 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (20 U.S.C. 1015a(i)(1)(V)); DCL GEN 08-12, pages 31 through 34</p>	<p>The Department of Education's posting for St. Gregory's University may be accessed at: http://nces.ed.gov/collegenavigator/?s=OK&pg=8&id=207689</p> <p>For additional information from the Department of Education, please see: http://nces.ed.gov/ipeds and http://nces.ed.gov/collegenavigator</p> <p>St. Gregory's Student Handbook may be accessed at: http://www.stgregorys.edu/student-handbook</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following offices directly for assistance:</p> <p>Office of the Registrar, (405) 878-5433</p> <p>Dean of Students, (405) 878-5152</p>
<p>The U.S. Department of Education is required to post 26 items on the College Navigator website for each institution of higher</p>	

<p>education, including a link to each institution's website that provides the following information:</p> <ul style="list-style-type: none"> • student activities offered by the institution • services offered by the institution for individuals with disabilities • career and placement services offered to students during and after enrollment • policies of the institution related to transfer of credit from other institutions 	
<p>STUDENT BODY DIVERSITY</p> <p>Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media</p> <p>Regulations: HEOA Section 488(a)(1)(E) amended HEA Section 485(a)(1) (20 U.S.C. 1092 (a)(1)): added HEA Section 485(a)(1)(Q) HEOA amendment effective August 14, 2008; DCL GEN 08-12, page 95</p>	<p>Information about student body diversity at St. Gregory's University, including the percentage of enrolled, full-time students who are male, female, self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients, is collected annually by the Registrar's Office and provided to the Department of Education.</p> <p>The race/ethnicity and the gender data are collected in the Integrated Postsecondary Education Data System (IPEDS) Fall Enrollment Survey. Information about Pell Grant recipients is collected for the prior year in the IPEDS Student Financial Aid Survey. This information may be accessed at the IPEDS website: http://nces.ed.gov/ipeds/datacenter/InstitutionByName.aspx, using the name Saint Gregorys University.</p> <p>Student diversity data is also disclosed by the Department of Education on its College Navigator web site: http://nces.ed.gov/collegenavigator/?q=St. Gregory's+University&s=all&id=207689</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance:</p> <p>Office of the Registrar, (405) 878-5433</p>
<p>Schools must make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories:</p> <ul style="list-style-type: none"> • Male • Female • Self-identified members of a major racial or ethnic group • Federal Pell Grant recipients 	
<p>NET PRICE CALCULATOR</p> <p>Disclosure Requirement: Made publicly available on the institution's website</p> <p>Regulations: 20 U.S.C. 1015a(a); 20 U.S.C. 1015a(h); DCL GEN 08-12, page 33</p>	<p>St. Gregory's net price calculator allows prospective students to calculate an estimated net price of attendance utilizing the following basic formula: price of attendance minus grant aid. The estimates generated by the net price calculator do not represent a final determination, or actual award, of financial assistance or a final net price. The estimates are based only on price of attendance and financial aid provided to students in a given year; the estimates are not binding. St. Gregory's net price calculator may be accessed at: http://www.stgregorys.edu/admissions/traditional-learning/net-price-calculator</p> <p>Students must complete the Free Application for Federal Student Aid (FAFSA) to be eligible for and receive Federal student aid funds. The FAFSA website link is: https://fafsa.ed.gov/.</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following offices directly for assistance:</p> <p>Financial Aid Office, (405) 878-5396</p> <p>Admission Office, (405) 878-5444</p>
<p>Schools must make available on their websites by October 29, 2011 a net price calculator. The school may use the template provided by the U.S. Department of Education or may develop a customized version that must include, at a minimum, the same elements as the Department's version. Individual net price estimates must be accompanied by a prominent disclaimer noting that the estimate is not final, is not binding, and may change. Further, the disclaimer must note that the student must complete the Free Application for Federal Student Aid (FAFSA) to be eligible for and receive Federal student aid funds. A link to the Department's FAFSA website must be included.</p>	

<p>TEXTBOOK INFORMATION</p> <p>Disclosure Requirement: Internet Course Schedule; notice in written course schedule, if applicable</p> <p>Regulations: (20 U.S.C. 1015b); HEOA amendment effective July 1, 2010; DCL GEN 08-12, page 35</p>	<p>St. Gregory's University discloses, on a course schedule available online, the International Standard Book Number (ISBN) and retail price information of required and recommended textbooks and supplemental materials for each course listed, to the extent the disclosure of the information is determined to be "practicable".</p> <p>In addition, a listing of selected books for upcoming terms is available on St. Gregory's website at http://www.stgregorys.edu/news/virtual-bookstore.</p> <p>For information regarding textbooks, you may contact the St. Gregory's Online Bookstore directly at: http://bookstore.mbsdirect.net/stgregorys.htm or call (800) 352-3252.</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance:</p> <p>Business Office, (405) 878-5415</p>
<p>To the maximum extent practicable, and in a manner of the school's choosing, each school must disclose on the school's internet course schedule used for preregistration and registration purposes, the International Standard Book Number (ISBN) and retail price information of required and recommended textbooks and supplemental materials for each course listed. If the ISBN is not available, the school must include in the Internet course schedule the author, title, publisher, and copyright date for the textbook or supplemental material. If the school determines that the disclosure of the information is not practicable for a textbook or supplemental material, the school shall use the designation "To Be Determined."</p> <p>If applicable, the school must include on the school's written course schedule a notice that textbook information is available on the Internet course schedule and the Internet address for the schedule.</p> <p>Note: The HEOA Conference Report states that the provisions of this section do not require schools that do not offer Internet course schedule to create them, and that schools may provide a link to another appropriate website rather than providing the information directly in the Internet course schedule. The link must be clearly and prominently located on the Internet course schedule.</p> <p>Upon the require of a college bookstore operated by or affiliated with the school, the school must make available as soon as practicable the most accurate information available regarding:</p> <ul style="list-style-type: none"> • The school's course schedule for the subsequent academic period • The information provided for students regarding the required recommended textbooks and supplemental materials for each course or class • The number of students enrolled in each course or class and the maximum student enrollment for each course or class 	
<p>DISBURSEMENT FOR BOOKS AND SUPPLIES</p> <p>Disclosure Requirement: Information provided to students</p> <p>Regulations: 668.164(i)</p>	<p>College of Arts and Science students enrolled 30 days prior to the start of the semester will be emailed a book voucher of \$50 per credit hour. In the event of a late enrollment, a student may request a voucher or an increase of their voucher by contacting the Business Office.</p> <p>College of Continuing Studies students awaiting financial aid may also be eligible for a book voucher. To obtain a voucher they should contact the Shawnee or Tulsa Business Office.</p> <p>Vouchers are NOT additional financial aid. Books purchased with a voucher will be charged to the student's account, will need to be paid by the student and will reduce any financial aid refund.</p> <p>If you have additional questions please contact the following office directly for assistance:</p> <p>Business Office, (405) 878-5415</p>
<p>Disbursement of books and supplies policy for Pell eligible students must be provided to students in their consumer information</p>	
<p>ACCOUNTABILITY FOR PROGRAMS THAT PREPARE TEACHERS</p>	<p>St. Gregory's provides an Annual Institutional Report on Teacher Preparation to the State of Oklahoma and to the general public. The State submits to the Department of Education, and makes available to the public, an annual report containing institutional and state-level information. The Department of Education makes the state reports available to the public.</p>

<p>Disclosure Requirement: Provide Report to general public</p> <p>Regulations: 20 U.S.C. 1022d-1022g; DCL GEN 08-12, page 48</p>	<p>You may access these annual reports by contacting the Office below:</p> <p>Department of Education, (405) 878-5298</p> <p>Additional information about St. Gregory’s Education Department is available online: http://www.stgregorys.edu/academics/academic-departments/department-education</p> <p style="text-align: center;">http://www.stgregorys.edu/sites/default/files/page-attachments/TEACHER%20EDUCATION%20HANDBOOK%202013-14.pdf</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following offices directly for assistance:</p> <p>Department of Education, (405) 878-5298</p>
<p>Each school must provide a report annually to the state and to the general public. The states must submit to the U.S. Department of Education, and make available to the public, an annual report containing school and state-level information. The Department makes the state reports available to the public.</p> <p>The school reports include:</p> <ul style="list-style-type: none"> • Goals- information about whether goals have been met, activities implemented to achieve goals, and steps taken to improve performance in meeting goals • Assurances – description of activities the school has implemented to meet assurances • Pass rates and scaled scores for the most recent year for which information is available on assessments used by state for teacher certification or licensure that have been taken by students who are enrolled in the teacher preparation program and students who have completed the program during the prior 2 years • Program information – admission criteria; enrollment disaggregated by race, ethnicity, and gender; average number of hours of supervised clinical experience; number of full-time equivalent faculty and students in the supervised clinical experience; total number of students who have been certified or licensed as teachers, disaggregated by subject and area of certification or licensure • Statement of approval or accreditation of program (if required by the state) • Whether the state has designated the program as low-performing • Description of activities that prepare teachers to effectively use technology in instruction and to collect, manage, and analyze data <p>Description of activities that prepare teachers to teach effectively students with disabilities and students who have limited English proficiency</p>	

<p>VOTER REGISTRATION FORMS</p> <p>Disclosure Requirement: Voter registration forms made widely available and provided to each enrolled student</p> <p>Regulations: 20 U.S.C. 1094(a)(23); DCL GEN 08-12, page 68; HEOA Section 493(a)(1) amended HEA Section 487(a)(23) (20 U.S.C. 1094(a)(23)): added HEA Section 487(a)(23)(D); DCL GEN 08-12, page 68</p>	<p>The Oklahoma Secretary of State Voter Registration page may be accessed at: http://www.ok.gov/elections/documents/vrform.pdf</p> <p>or through a University website link: http://www.stgregorys.edu/campus-life/student-activities</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance:</p> <p>Dean of Students, (405) 878-5152</p>
<p>Each school must:</p> <ul style="list-style-type: none"> • make a good faith effort to distribute a mail voter registration form (for federal elections and state elections for governor or other State chief executive) to each student enrolled in a degree or certificate program and physically in attendance at the school. • Make the voter registration form widely available to students at the school • Request the forms from the state 120 days prior to the deadline for registering to vote within the state. <p>The HEOA (Sec. 493(a)(1)) added the provision that an institution will be considered to comply with the distribution requirement if the institution electronically distributes the voter registration form or an Internet address where such a form can be downloaded. The information must be in an electronic message devoted exclusively to voter registration.</p>	

<p>DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM</p> <p>Disclosure Requirement: Distributed in writing to each student and each employee</p> <p>Regulations: 34 CFR 86</p>	<p>St. Gregory's Campus Security Policy, Campus Crime Statistics, and Annual Fire Safety Report are available to all students and employees online at: http://www.stgregorys.edu/campus-life/security/crime-statistics</p> <p>St. Gregory's Student Handbook may be accessed at: http://www.stgregorys.edu/student-handbook</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance or a paper copy:</p> <p>Dean of Students, (405) 878-5152</p> <p>St. Gregory's Personnel Policies and Procedures Manual is provided to each employee. Its Drug Free Workplace policy may be found on the secured intranet: http://intranet.stgregorys.edu/HRforms/Forms/handbook/FacultyStaffHandbook.pdf</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance or a paper copy:</p> <p>Human Resources Office, (405) 878-5416</p> <p>Upon request, St. Gregory's University will make available to the Department of Education and to the public the information distributed to students and employees as set forth above and the results of a biennial review of its program that:</p> <ul style="list-style-type: none"> • determines the effectiveness of the program and implements needed changes • determines the number of drug and alcohol-related violations and fatalities that occur on the institution's campus (as defined in HEA Sec. 485(f)(6), see "Security Report (Including Emergency Response and Evacuation Procedures) Timely Warnings, and Crime Log") or as part of the institution's activities, and are reported to campus officials • determines the number and type of sanctions that are imposed ensures that sanctions are consistently enforced. (See also related requirement in "Security Report (Including Emergency Response and Evacuation Procedures), Timely Warnings, and Crime Log".)
<p>Each institution must annually distribute in writing to each student and each employee:</p> <ul style="list-style-type: none"> • standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities • description of applicable legal sanctions under state, local, and federal law • description of health risks • description of available counseling, treatment, rehabilitation, or re-entry programs • clear statement that institution will impose sanctions for violation of standards of conduct and a description of the sanctions • Note: Students who enroll or employees who are hired after the annual distribution must receive the information. <p>Each school must make available, upon request, to the U.S. Department of Education and to the public, the information distributed to students and employees and the results of a biennial review of the school's program that:</p> <ul style="list-style-type: none"> • Determines the effectiveness of the program and implements needed changes • Determines the number of drug and alcohol-related violations and fatalities that occur on the school's campus or as part of the school's activities, and are presorted to campus officials • Determines the number and type of sanctions that are imposed <p>Ensures that sanctions are consistently enforced</p>	

<p>COMPLETION/GRADUATION AND TRANSFER-OUT RATES FOR STUDENTS RECEIVING ATHLETICALLY RELATED STUDENT AID</p> <p>Disclosure Requirement: Provided to prospective student athletes and others at time offer is made of athletically-related student aid</p> <p>Regulations: 34 CFR 668.41(a); 34 CFR 668.41(f); 34 CFR 668.45; 34 CFR 668.48</p>	<p>The University is Please contact the following offices directly for a copy and/or assistance:</p> <p>Athletics Department, (405) 878-5693</p> <p>Office of the Registrar, (405) 878-5433</p>
<p>Each school must produce by July 1 each year a report that is provided to a prospective student athlete and the student’s parents, high school guidance counselor, and coach at the time the school offers athletically related student aid.</p> <p>If the NCAA provides the information for the school to high school coaches and counselors, the school is deemed to be in compliance with that requirement. The report must also be sent to the U.S. Department of Education.</p> <p>Note: The provisions in 34 CFR 668.45 regarding transfer-out disclosures; determining cohorts; defining completion, graduation, and transfer-out; exclusions; and disaggregation of completion/graduation rates apply also to the requirements for disclosing completion/graduation and transfer-out information for students receiving athletically related student aid.</p> <p>The report must contain:</p> <ul style="list-style-type: none"> • The number of students, by race and gender, who attended the school in the prior year • The number of students who attended in the prior year and who received athletically related aid, categorized by race and gender within each sport (basketball, football, baseball, cross-country and track combined, and all other sports combined). • The completion or graduation rate, and if applicable, the transfer-out rate, of the certificate or degree-seeking first-time, full-time undergraduates, categorized by race and gender for the most recently completing class. • The completion or graduation rate, and if applicable, the transfer-out rate, of the certificate or degree-seeking first-time, full-time undergraduates who received athletically related student aid, categorized by race and gender within each sport. (These data need not be disclosed for a category in which the number of students is five or fewer). • Average completion of graduation rate, and, if applicable, transfer-out rate, of the four most recently completing or graduating classes, by race and gender. • Average completion of graduation rate, and, if applicable, transfer-out rate, of the four most recently completing or graduating classes for students who received athletically related student aid, categorized by race and gender within each sport. 	

<p>INTERCOLLEGIATE ATHLETIC PROGRAM PARTICIPATION RATES AND FINANCIAL SUPPORT DATA</p> <p>How Disclosed: Made available through appropriate publications, mailings, or electronic media. Notice of report provided to students.</p> <p>Regulations: 34 CFR 668.41(g); 34 CFR 668.47; 34 CFR 668.41(g); 34 CFR 668.47</p>	<p>This information is disclosed by the Department of Education on its Equity in Athletics Data Analysis Cutting Tool: http://ope.ed.gov/athletics/, using the name Saint Gregory's University.</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance:</p> <p>Athletics Department, (405) 878-5693</p>
<p>The Equity in Athletics Disclosure Act (EADA) is intended to make prospective students aware of a school's commitment to providing equitable athletic opportunities for its men and women students. Any coeducational school of higher education that participates in an FSA program and has an intercollegiate athletic program must prepare an annual EADA report. The report contains participation rates, financial support, and other information on men's and women's intercollegiate athletic programs. Officially, it is The Report on Athletic Program Participation Rates and Financial Support Data. It is commonly referred to as the EADA Report.</p> <p>By October 15 each year, a co-educational school that has an intercollegiate athletic program must make information about the program available to current and prospective students and to the public. The school must make the report easily accessible to students, prospective students, and the public and must provide the report promptly to anyone who requests it. The school must provide notice to all enrolled students and prospective students of their right to request the report. If the school chooses to make this report available by posting the disclosure on an Internet website or an Intranet website, it must provide in the notice the exact electronic address at which the report is posted, a brief description of the report, and a statement that the school will provide a paper copy of the report upon request. For prospective students, the school may not use an Intranet website for this purpose.</p> <p>Schools must submit their Equity in Athletics reports to the Department via the Athletic Disclosure Web site annually within 15 days of making them available to students, prospective students, and the public.</p> <p>The school must designate its reporting year. A reporting year may be any consecutive 12 month period of time. For its designated reporting year, a school must report the information contained in 34 CFR 668.47.</p> <p>The report must include, for the preceding year:</p> <ul style="list-style-type: none"> • the number of male and the number of female full-time undergraduates enrolled • unduplicated head count of participants on at least one varsity team, by gender • list of the varsity teams that competed in intercollegiate athletic competition, and for each team <ul style="list-style-type: none"> ○ total number of participants, the number of participants who also participated on another varsity team, and the number of other varsity teams on which they participated ○ total operating expenses ○ whether the head coach was male or female and whether the head coach was assigned to the team on a full-time or part-time basis, and for part-time head coaches whether the coach was a full- or part-time employee of the institution ○ number of male and the number of female assistant coaches, and the number of male and the number of female assistant coaches who were full-time or part-time employees of the institution ○ the number of part-time assistant coaches who were full-time and part-time employees of the institution • total revenues attributable to intercollegiate athletic activities, and the revenues from football, men's basketball, women's basketball, all other men's sports combined, and all other women's sports combined 	

- total revenues generated across all men's teams and across all women's teams
- total amount of money spent on athletically related student aid, separately for men's and women's teams overall
- ratio of athletically related student aid awarded to male athletes to athletically related student aid awarded to female athletes
- total amount of expenditures on recruiting, separately for men's teams and women's teams overall
- average annual institutional salary of head coaches of men's teams and of women's teams, across all offered sports
- average annual institutional salary of the assistant coaches of men's teams and of women's teams, across all offered sports
- total expenses attributable to intercollegiate athletic activities, and the expenses attributable to football, men's basketball, women's basketball, all other men's sports combined, and all other women's sports combined

COMPLETION / GRADUATION AND TRANSFER-OUT RATES

Disclosure

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

Regulations: 34 CFR 668.41(a) - (d); 34 CFR 668.45; 34 CFR 668.8(b)(1)(ii)

St. Gregory's Office of the Registrar collects the required data annually and provides it to the Department of Education.

This information is also disclosed by the Department of Education on its College Navigator web site: <http://nces.ed.gov/collegenavigator/?q=St. Gregory's+University&s=all&id=207689>

If you are unable to locate the information you need from the links set forth above, you may contact the following offices directly for assistance:

Office of the Vice President of Academic Affairs/Provost, (405) 878-5351

Office of the Registrar, (405) 878-5433

Each school must annually make available to prospective and enrolled students the completion or graduation rate of certificate or degree-seeking, first-time, full-time, undergraduate students. The data are to be available by July 1 each year for the most recent cohort that has had 150 percent of normal time for completion by August 31 of the prior year.

If the information is requested by a prospective student, it must be made available prior to the student's enrolling or entering into any financial obligation with the school.

Note: Schools may add other information to their completion/graduation rate disclosures (e.g., graduation rates for other timeframes, but the HEA-required information must be identifiable and separate from any additional information).

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

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

Note: These data are collected in the IPEDS Graduation Rate Survey (GRS).
For more information: <http://nces.ed.gov/ipeds>

Disaggregated Completion/Graduation Rates:

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

- Gender
- Major racial and ethnic subgroup (as defined in IPEDS)
- Recipients of a Federal Pell Grant
- Recipients of a subsidized Stafford Loan who did not receive a Pell Grant
- Students who did not receive either a Pell Grant or subsidized Stafford Loan

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

term or full year.

The disaggregated rates are to be disclosed only if the number of students in each group is sufficient to yield statistically reliable information and not reveal personally identifiable information about an individual student. The requirement for disaggregation does not apply to 2-year degree-granting schools until academic year 2011-2012.

Exclusions:

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

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

<p>PLACEMENT IN EMPLOYMENT</p> <p>Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media</p> <p>Regulations: 34 CFR 668.41(d)</p>	<p>Schools must make available to current and prospective students information regarding the placement in employment of, and types of employment obtained by, graduates of the school's degree or certificate programs.</p> <p>Schools must identify the source of the placement information, and any timeframes and methodology associated with it.</p> <p>Under this provision, schools are not required to calculate placement rates, but a school must disclose any placement rates it calculates for the school or any program.</p>
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St. Gregory's does not place students in jobs and does not calculate or advertise placement rates as trade schools do.

If you have any questions regarding placement in employment, you may contact the following office directly for assistance:

Office of the Vice President of Academic Affairs/Provost, (405) 878-5351

<p>JOB PLACEMENT RATES</p> <p>Disclosure Requirement: Information made available to prospective students</p> <p>Regulations: 34 CFR 668.14(b)(10)</p>	<p>A school that advertises job placement rates as a means of recruiting students to enroll must make available to prospective students, at or before the time the prospective student applies for enrollment:</p> <ul style="list-style-type: none">• The most recent available data concerning employment statistics and graduation statistics• Any other information necessary to substantiate the truthfulness of the advertisements• Relevant state licensing requirements of the state in which the school is located for any job for which the course of instruction is designed to prepare students.
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St. Gregory's University does not advertise job placement rates as a means of recruiting students to enroll.

If you have any questions, you may contact the following office directly for assistance:

Office of the Vice President of Academic Affairs/Provost, (405) 878-5351

<p>TYPES OF GRADUATE AND PROFESSIONAL EDUCATION IN WHICH THE INSTITUTION'S GRADUATES ENROLLED</p> <p>Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media</p> <p>Regulations: 34 CFR 668.41(d)</p>	<p>Information regarding the types of graduate and professional education in which graduates of St. Gregory's 4-year degree programs are enrolled can be obtained by contacting the following offices directly:</p> <p>Office of the Vice President of Academic Affairs/Provost, (405) 878-5351</p>
<p>Schools must make available to current and prospective students information regarding the types of graduate and professional education in which graduates of the institution's 4-year degree programs enroll. Schools must identify the source of the information, and any timeframes and methodology associated with it.</p>	
<p>RETENTION RATES</p> <p>Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media</p> <p>Regulations: 34 CFR 668.41</p>	<p>St. Gregory's Office of the Provost collects annually the data regarding the retention rate of certificate or degree-seeking, first-time, undergraduate students at St. Gregory's, and provides that data to the Department of Education.</p> <p>This information is disclosed by the Department of Education on its College Navigator web site: http://nces.ed.gov/collegenavigator/?q=St. Gregory's+University&s=all&id=207689</p> <p>(The information above is collected in the IPEDS Fall Enrollment Survey.)</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following offices directly for assistance:</p> <p>Office of the Vice President of Academic Affairs/Provost, (405) 878-5351</p> <p>Office of the Registrar, (405) 878-5433</p>
<p>Schools must make available to current and prospective students the retention rate of certificate or degree seeking, first-time, undergraduate students as reported to IPEDS.</p> <p>This information is collected in the IPEDS Fall Enrollments Survey. For more information: http://nces.ed.gov/ipeds</p> <p>If the retention rate information is requested by a prospective student, the information must be made available prior to the student's enrolling or entering into any financial obligation with the school.</p>	

<p>SECURITY REPORT (INCLUDING CRIME STATISTICS, TIMELY WARNINGS AND EMERGENCY NOTIFICATION, CRIME LOG AND EVACUATION PROCEDURES)</p> <p>Disclosure Requirement: Report or notice of report mailed or delivered to each enrolled student and employee.</p> <p>Prospective students and prospective employees receive notice of report and receive report upon request.</p> <p>Regulations: 34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A</p>	<p>St. Gregory’s University distributes to all current students and employees, by October 1 each year, notice of its Annual Security Report, which is posted on St. Gregory’s website. The notice includes a statement of the report’s availability, the exact electronic address, a brief description of the report’s contents, and a statement that the University will provide a paper copy upon request.</p> <p>http://www.stgregorys.edu/campus-life/security</p> <p>If you are unable to locate the information you need from the link set forth above, or if you would like a paper copy of the report, you may contact the following offices directly for assistance:</p> <p>Security- (405) 765-8563</p> <p>Dean of Students, (405) 878-5152</p>
<p>Schools must distribute, by October 1 each year, a security report or a notice of the report to all current students and employees. If the school distributes the report by posting it on the school’s website, the school must provide a notice by October 1 that includes a statement of the report’s availability, the exact electronic address, a brief description of the report’s contents, and a statement that the school will provide a paper copy upon request.</p> <p>The school must provide a notice to prospective students and employees that includes a statement of the report’s availability, a description of its contents, and an opportunity to request a copy. If the report is posted on a website the notice must include the exact electronic address and a statement that the school will provide a paper copy of the report upon request.</p> <p>A school may combine the publication of the security report and the fire safety report if the title of the combined report clearly states that both reports are included. If the security and fire safety reports are published separately, each report must include information about how to access the other report.</p> <p>The report must contain information about:</p> <ul style="list-style-type: none"> • The crime statistics required in 34 CFR 668.46(c) • A statement of policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus. This statement includes the school’s policies concerning its response to these reports, including: <ul style="list-style-type: none"> ○ Policies for making timely warning reports to members of the campus community, as required by 34 CFR 668.46(e), regarding the occurrence of crimes described in 34 CFR 668.46(c)(1) ○ Policies for preparing the annual disclosure of crime statistics ○ A list of the titles of each person or organization to whom students and employees should report the criminal offenses described in 34 CFR 668.46(c)(1) for the purposes of making timely warning reports and the annual statistical disclosure; and ○ Policies or procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics • A statement of policies concerning security of and access to campus facilities, including campus residences and security 	

considerations used in the maintenance of campus facilities

- A statement of policies concerning campus law enforcement that:
 - Addresses the enforcement authority and jurisdiction of security personnel
 - Addresses the working relationship of campus security personnel with State and local police agencies, including:
 - Whether those security personnel have the authority to make arrests; and
 - Any agreements, such as written memoranda of understanding between the school and such agencies, for the investigation of alleged criminal offenses
 - Encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report; and
 - Describes procedures, if any, that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for including in the annual disclosure of crime statistics
- A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others
- A description of programs designed to inform students and employees about the prevention of crimes
- A statement of policy concerning the monitoring and recording through local police agencies of criminal activity by students at noncampus locations of student organizations officially recognized by the school, including student organizations with noncampus housing facilities
- A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws
- A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws
- A description of any drug or alcohol-abuse education programs, as required under Section 120(a) through (d) of the HEA, otherwise known as the Drug-Free Schools and Communities Act of 1989. For the purpose of meeting this requirement, the school may cross-reference the materials the school uses to comply with Section 120(a) through (d) of the HEA
- A statement of policy regarding the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking, as defined in 34 CFR 668.46(a), and of procedures that the school will follow when one of these crimes is reported. The statement must include:
 - A description of the school's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking, as required by 34 CFR 668.46(j)
 - Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about:
 - The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order
 - How and to whom the alleged offense should be reported
 - Options about the involvement of law enforcement and campus authorities, including notification of the victim's option to:
 - Notify proper law enforcement authorities, including on-campus and local police
 - Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses
 - Decline to notify such authorities
 - Where applicable, the rights of victims and the school's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the school.
 - Information about how the school will protect the confidentiality of victims and other necessary parties, including how the school will:
 - Complete publicly available recordkeeping, including Clergy Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in Section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20))
 - Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures
 - A statement that the school will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the school and in the community

- A statement that the school will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The school must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement
- An explanation of the procedures for school disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as required by 34 CFR 668.46(k)
- A statement that, when a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the school will provide the student or employee a written explanation of the student's or employee's rights and options as described in 34 CFR 668.46 (b)(11)(ii) through (vi)
- A statement advising the campus community where law enforcement agency information provided by a State under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), concerning registered sex offenders may be obtained, such as the law enforcement office of the school, a local law enforcement agency with jurisdiction for the campus, or a computer network address
- A statement of policy regarding emergency response and evacuation procedures, as required by 34 CFR 668.46(g)
- A statement of policy regarding missing student notification procedures, as required by 34 CFR 668.46(h)

Timely Warning and Emergency Notification:

Your school must, in a manner that is timely and that withholds as confidential the names and other identifying information of victims, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (U.S.C.13925(a)(20)) and that will aid in the prevention of similar crimes, report to the campus community on the following crimes:

- Criminal homicide
 - Murder and no negligent manslaughter
 - Negligent Manslaughter
- Sex Offenses
 - Rape
 - Fondling
 - Incest
 - Statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests and referrals for disciplinary actions, including:
 - Arrests for liquor law violations, drug law violations, and illegal weapons possession
 - Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession
- Hate crimes, including:
 - The number of each type of crime in 34 CFR 668.46(c)(1)(i) that are determined to be hate crimes
 - The number of the following crimes that are determined to be hate crimes:
 - Larceny-theft
 - Simple assault
 - Intimidation
 - Destruction/damage/vandalism of property
 - Dating violence, domestic violence, and stalking as defined in 34 CFR 668.46(a)
- Crimes that are reported to campus security authorities as defined under the school's statement of current campus policies pursuant to 34 CFR 668.46(b)(2) or local police agencies
- Crimes that are considered by the school to represent a threat to students and employees
- The school is NOT required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor
- If there is an immediate threat to the health or safety of students or employees occurring on campus, as described in 34 CFR 668.46(g)(1), the school must follow its emergency notification procedures. A school that follows its emergency

notification procedures is not required to issue a timely warning based on the same circumstances; however, the school must provide adequate follow-up information to the community as needed

Crime Log:

- If your school maintains a campus police or security department, it must maintain a written, easily understood daily crime log that records, by the date the crime was reported, any crime that occurred within its Clery geography, as described in paragraph (ii) of the definition of Clery geography in paragraph (a) of 34 CFR 668.46, and that is reported to the campus police or the campus security department. This log must include:
 - The nature, date, time, and general location of each crime
 - The disposition of the complaint, if known
 - The school must make an entry or an addition to an entry to the log within two business days, as defined in 34 CFR 668.46(a), of the report of the information to the campus security department, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim
 - The school may withhold information required under 34 CFR 668.46(f)(1) and (2) if there is clear and convincing evidence that the release of the information would:
 - Jeopardize an ongoing criminal investigation or the safety of an individual
 - Cause a suspect to flee or evade detection
 - Result in the destruction of evidence
 - The school must disclose any information withheld under 34 CFR 668.46(f)(3) once the adverse effect described in that paragraph is no longer likely to occur
 - The school may withhold under 34 CFR 668.46(f)(2) and (3) only that information that would cause the adverse effects described in that section
 - The school must make the crime log for the most recent 60-day period open to public inspection during normal business hours. The school must make any portion of the log older than 60 days available within two business days of a request for public inspection

Emergency Response and Evacuation Procedures:

The school must include a statement of policy regarding emergency and response evacuation in the annual security report. This statement must include:

- The procedures the school will use to immediately notify campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus
- A description of the process the school will use to:
 - Confirm that there is a significant emergency or dangerous situation as described in 34 CFR 668.46(g)(1)
 - Determine appropriate segment(s) of campus community to receive a notification
 - Determine the content of the notification
 - Initiate the notification system
- A statement that the school will (w/o delay and taking into account the safety of the community) determine the content of the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency
- A list of the titles of the person or persons or organization or organizations responsible for carrying out the actions described in 34 CFR 668.46(g)(2)
- The school's procedures for disseminating emergency information to the larger community
- The school's procedures to test the emergency response and evacuation procedures on at least an annual basis, including:
 - Tests that may be announced or unannounced
 - Publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year
 - Documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced

<p>SECURITY REPORT – MISSING PERSON NOTIFICATION POLICY</p> <p>Disclosure Requirement: Information included in annual security report (see "Security Report (Including Emergency Response and Evacuation Procedures), Timely Warnings, and Crime Log)</p> <p>Regulations: 34 CFR 668.41(a); 34 CFR 668.46(b)(14); 34 CFR 668.46(h)</p>	<p>St. Gregory’s University includes in its annual Campus Safety & Security Guide and Annual Fire Safety Report a statement of policy regarding missing student notification procedures for students who reside in on-campus student housing facilities.</p> <p>St. Gregory’s University Missing Student Policy is available at: http://www.stgregorys.edu/campus-life/security/missing-student-policy</p> <p>If you are unable to locate the information you need from the link set forth above, or if you would like to request a paper copy of the report, you may contact the following offices directly for assistance:</p> <p>Security- (405) 765-8563 Dean of Students, (405) 878-5152</p>
<p>A school that provides any on-campus student housing facility must include a statement of policy regarding missing student notification procedures for students who reside in on-campus housing in its annual security report. The statement must:</p> <ul style="list-style-type: none"> • Indicate a list of titles of the persons or organizations to which students, employees, or other individuals should report that a student has been missing for 24 hours • Require that any missing student report must be referred immediately to the school’s police or campus security department, or, in the absence of an institutional police or campus security department, to the local law enforcement agency that has jurisdiction in the area • Contain an option for each student to identify a contact person or persons whom the school shall notify within 24 hours of the determination that the student is missing, if the student has been determined missing by the institutional police or campus security department, or the local law enforcement agency • Advise students that their contact information will be registered confidentially, that this information will be accessible only to authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation • Advise students that if they are under 18 years of age and not emancipated, the school must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student • Advise students that the school will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing 	

<p>SECURITY REPORT – PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING POLICY</p> <p>Disclosure Requirement: Information included in annual security report</p> <p>Regulations: 34 CFR 668.46(b)(11); 34 CFR 668.46(j)</p>	<p>St. Gregory’s University includes in its annual Campus Safety & Security Guide and Annual Fire Safety Report a statement of policy regarding programs to prevent dating violence, domestic violence, sexual assault and stalking policy.</p> <p>St. Gregory’s University annual Campus Safety & Security Guide is available at: http://www.stgregorys.edu/campus-life/security/missing-student-policy</p> <p>If you are unable to locate the information you need from the link set forth above, or if you would like to request a paper copy of the report, you may contact the following offices directly for assistance:</p> <p>Security- (405) 765-8563</p> <p>Dean of Students, (405) 878-5152</p>
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As required by 34 CFR 668.46(b)(11), a school must include in its annual security report a statement of policy that addresses the school’s programs to prevent dating violence, domestic violence, sexual assault, and stalking.

The statement must include:

- A description of the school’s primary prevention and awareness programs for all incoming students and new employees, which must include:
 - A statement that the school prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in 34 CFR 668.46(a)
 - The definition of “dating violence,” “domestic violence,” “sexual assault,” and “stalking” in the applicable jurisdiction
 - The definition of “consent,” in reference to sexual activity, in the applicable jurisdiction
 - A description of safe and positive options for bystander intervention
 - Information on risk reduction
 - The information described in 34 CFR 668.46(b)(11) and (k)(2)
- A description of the school’s ongoing prevention and awareness campaigns for students and employees, including information described in 34 CFR 668.46(j)(1)(i)(A) through F

Other required information:

- The school must ensure that the proper implementation of Awareness programs, Bystander intervention, Ongoing prevention and awareness campaigns, Primary prevention programs, and Risk reduction is done according to the definitions outlined in 34 CFR 668.46(j)(2)(i)-(v)
- The school’s programs to prevent dating violence, domestic violence, sexual assault, and stalking must include, at a minimum, the information described in 34 CFR 668.46(j)(1)
- As required in 34 CFR 668.46 (b)(11)(vi), the school must include in its annual security report a clear statement of policy that addresses the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking as defined in 34 CFR 668.46(a) that:
- Describes each type of disciplinary proceeding used by the school; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the school determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking
- Describes the standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking
- Lists all of the possible sanctions that the school may impose following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking
- Describes the range of protective measures that the school may offer to the victim following an allegation of dating violence, domestic violence, sexual assault, or stalking

Provides that the proceedings will:

- Include a prompt, fair, and impartial process from the initial investigation to the final result
- Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability
- Provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice
- Not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however the school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties

An institution must provide simultaneous notification, in writing, to both the accuser and the accused, of:

- The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking
- The school’s procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available
- Any change to the result
- When such results become final

<p>INSTITUTIONAL DISCIPLINARY ACTION IN CASES OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING</p> <p>Disclosure Requirement: Information distributed in annual security report</p> <p>Information provided to victim of crime</p> <p>Regulations: 34 CFR 668.46(k)</p>	<p>St. Gregory’s Campus Security Policy and Campus Crime Statistics, which includes related policies and procedures, may be accessed at: http://www.stgregorys.edu/campus-life/security/crime-statistics</p> <p>St. Gregory’s Student Handbook, which includes related policies and procedures, may be accessed at: http://www.stgregorys.edu/sites/default/files/page-attachments/SGU%20Handbook%20Final%202014-2015.pdf</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following offices directly for assistance:</p> <p>Security- (405) 765-8563</p> <p>Dean of Students, (405) 878-5152</p>
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As required in 34 CFR 668.46 (b)(11)(vi), the school must include in its annual security report a clear statement of policy that addresses the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking as defined in 34 CFR 668.46(a) that:

- Describes each type of disciplinary proceeding used by the school; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the school determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking
- Describes the standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking
- Lists all of the possible sanctions that the school may impose following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking
- Describes the range of protective measures that the school may offer to the victim following an allegation of dating violence, domestic violence, sexual assault, or stalking

Provides that the proceedings will:

- Include a prompt, fair, and impartial process from the initial investigation to the final result
- Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability
- Provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice
- Not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however the school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties

An institution must provide simultaneous notification, in writing, to both the accuser and the accused, of:

- The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking
- The school's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available
- Any change to the result
- When such results become final

<p>PRIVACY OF STUDENT RECORDS – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)</p> <p>Method of Disclosure: Any means reasonably likely to inform students of their rights 34 CFR 668.41(c); 34 CFR Part 99</p> <p>Regulations:</p>	<p>St. Gregory’s University has designated the following information as Directory Information and will release this information unless the student has submitted a request for non-disclosure:</p> <ul style="list-style-type: none"> • student name • major field of study • dates of attendance (including current enrollment) • degrees & awards received • Extracurricular activities, height/weight of athletic team members, awards received, most recent previous educational agency or institution attended. • visual image • University email address <p>St. Gregory’s does not publish a student directory. However, in compliance with the Solomon Amendment, St. Gregory’s is required to supply student names, addresses, phone listing, date/place of birth, level of education, and degrees received to military recruiters if properly requested.</p> <p>According to FERPA, a student can request that the institution not release any directory information about them. Institutions must comply with this request, once received, if the student is still enrolled.</p> <p>Students who wish to restrict directory information should realize that their names would not appear in the commencement bulletin and other college publications. In addition, employers, loan agencies, scholarship committees and the like will be denied any of the student’s directory information and will be informed that we have no information available about such a person at St. Gregory’s University.</p> <p>Students who wish to block the release of their directory information may do so by providing a written notice to the Registrar’s office. Please note this authorization will only remain in effect for one year from the time it is provided. You must provide St. Gregory’s with written notice each year you are enrolled if you wish to continue the block on your directory information.</p> <p>St. Gregory’s Student Handbook may be accessed at: http://www.stgregorys.edu/student-handbook</p> <p>For additional information from the Department of Education regarding FERPA: http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance:</p> <p>Office of the Registrar, (405) 878-5433</p>
<p>Each school must annually provide a notice to all enrolled students concerning:</p> <ul style="list-style-type: none"> • The right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information, and to file complaints with the Department of Education • Procedures for reviewing education records and requesting amendment of the records • If applicable, information about the school’s policy regarding disclosures to school officials with a legitimate educational interest in the educational records. <p>In order to disclose directory information without prior consent, a school must provide to students a notice of directory information that includes:</p> <ul style="list-style-type: none"> • The types of information the school has designated as directory information • The student’s right to refuse to allow any or all such information about the student to be designated as directory information, and the time period the student has for notifying the school in writing 	

<p>FIRE SAFETY REPORT</p> <p>Disclosure Requirement: Fire safety report, or notice of report, distributed to each student and current employee</p> <p>Prospective students and prospective employees receive a notice of the report's availability</p> <p>Regulations: 34 CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.49</p>	<p>St. Gregory's University distributes to all current students and employees, by October 1 each year, notice of its Campus Safety & Security Guide and Annual Fire Safety Report, which is posted on St. Gregory's website. The notice includes a statement of the report's availability, the exact electronic address, a brief description of the report's contents, and a statement that the institution will provide a paper copy upon request.</p> <p>The statistics are also submitted to the Department of Education. The Department must make the statistics publicly available.</p> <p>St. Gregory's Campus Security Policy and Campus Crime Statistics, which includes the Annual Fire Safety Report, are available online at: http://www.stgregorys.edu/campus-life/security/crime-statistics</p> <p>If you are unable to locate the information you need from the link set forth above, or if you would like to request a paper copy of the report, you may contact the following offices directly for assistance:</p> <p>Security (405) 765-8563</p> <p>Dean of Students (405) 878-5152</p>
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By October 1 of each year (beginning with the October 1, 2010, report containing data from the 2009 calendar year), a school that maintains any on-campus student housing facility must distribute an annual fire safety report, or notice of the report, to all enrolled students and current employees. If the school distributes the report by posting the report on its website, it must provide a notice by October 1 that includes a statement of the report's availability, the exact electronic address at which the report is posted, a brief description of the report's contents, and a statement that the school will provide a paper copy upon request.

Schools must provide a notice to prospective students and prospective employees that includes a statement of the report's availability, a description of its contents, and an opportunity to request a copy. If the school posts the report on its website, the notice must include the exact electronic address at which the report is posted and a statement that the school will provide a paper copy upon request.

A school may combine the publication of the first safety report and the security report if the title of the combined report clearly states that both reports are included. If the security and fire safety reports are published separately, each report must include information about how to access the other report.

The fire safety report must include, for each on-campus student housing facility:

- Statistics for the three most recent calendar years (three year requirement begins with the October 1, 2012 report) for which data are available for:
 - The number of fires and the cause of each fire
 - The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center
 - The number of deaths related to a fire, and
 - The value of property damage caused by a fire
 - The fire statistics described in 668.49(c)
 - A description of each on-campus student housing facility fire safety system
 - The number of fire drills held during the previous calendar year
 - Policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility
 - Procedures for student housing evacuation in case of fire
 - Policies regarding fire safety education and training programs provided to students and employees. In these policies, the school must describe the procedures that students and employees should follow in case of a fire
 - For the purposes of including a fire in the statistics, in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred.
 - Plans for future improvements in fire safety, if determined necessary by the school.

<p>FIRE SAFETY LOG</p> <p>Disclosure Requirement: Open for public inspection</p> <p>Regulations: 34 CFR 668.49(d)</p>	<p>St. Gregory's University maintains a fire log that records, by the date that a fire was reported, any fire that occurred in an on-campus student housing facility. The log includes the nature, date, time, and general location of each fire.</p> <p>An entry to the log, or an addition to an entry, is made within 2 business days of the receipt of the information. The log for the most recent 60-day period is open to public inspection during normal business hours. St. Gregory's makes older portions of the log available within 2 business days of a request for public inspection.</p> <p>St. Gregory's Campus Security Policy and Cam765pus Crime Statistics, which includes the Annual Fire Safety Report, are available online at: http://www.stgregorys.edu/campus-life/security/crime-statistics</p> <p>If you are unable to locate the information you need from the link set forth above, or if you would like to request a paper copy of the report, you may contact the following offices directly for assistance:</p> <p>Security (405) 765-8563</p> <p>Dean of Students (405) 878-5152</p>
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- A school that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire
- The school must make an entry or an addition to an entry to the log within two business days, as defined under [668.46\(a\)](#), of the receipt of the information
- The school must make the fire log for the most recent 60-day period open to public inspection during normal business hours. The school must make any portion of the log older than 60 days available within two business days of a request for public inspection
- The school must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report described in [668.49\(b\)](#)

<p>GAINFUL EMPLOYMENT (GE)</p> <p>Disclosure Requirement: Disclosure to Prospective Students in promotional materials and on its Web site</p> <p>Regulations: 34 CFR 668.6(b)</p>	<p>St. Gregory's does not offer certificate and other non-degree credential programs to lead to gainful employment as trade schools do.</p> <p>If you have any questions regarding this disclosure requirement, you may contact the following office directly for assistance:</p> <p>Vice President of Academic Affairs/Provost- 405-878-5351</p>
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The October 29, 2010, regulations effective July 1, 2011, include a provision, at [34 CFR 668.6\(b\)](#), that requires institutions to disclose, for each of their GE Programs, certain information about the programs to prospective students. The school must include the information required in promotional materials it makes available to prospective students and on its Web site. The regulations also provide that the school must "Use the disclosure form issued by the Secretary to provide the information ... when that form is available" ([34 CFR 668.6\(b\)\(2\)\(iv\)](#)). Schools are responsible for meeting these disclosure requirements each year using the Department's form.

Note: Institutions must, no later than January 31, 2014, use the output document produced from the GE Disclosure Template to

meet the currently effective GE disclosure regulatory requirements. To access the disclosure template application, the institution must go to the following website: <http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/negreg-summerfall.html>.

The following is a summary of the information that must be disclosed by an institution for each of its GE Programs. Institutions must review the final regulations as published in the [Federal Register](#) to ensure that they are in compliance with this and all other gainful employment requirements:

- The name and U.S. Department of Labor's Standard Occupational Classification (SOC) code of the occupations that the program prepares students to enter, along with links to occupational profiles on the U.S. Department of Labor's O*NET Web site or its successor site.
- The on-time graduation rate for students completing the program.
- Normal time to complete the program (in weeks, months or years).
- The tuition and fees the institution charges a student for completing the program within normal time.
- The typical costs for books and supplies (unless those costs are included as part of tuition and fees), and the cost of room and board, if applicable.
- The job placement rate for students completing the program , if required by the state or accreditor.
- The median loan debt incurred by students who completed the program (separately by Title IV loans, private loans, and institutional debt).
- Other information the Secretary provided to the institution about the program.

<p>VETERANS AND SERVICE MEMBERS SHOPPING SHEET</p> <p>Disclosure Requirement: "Shopping Sheet" Information provided to prospective students who are eligible to receive Federal military and veterans educational benefits</p> <p>Regulations: Executive Order 13607; DCL GEN-12-10; DCL GEN-12-12; DCL GEN-12-17; Education Secretary Duncan's July 24, 2012 Letter; Annotated Shopping Sheet</p>	<p>Please contact the following offices directly for assistance in obtaining a Shopping Sheet:</p> <p>Financial Aid Office, (405) 878-5396</p> <p>Admission Office, (405) 878-5444</p>
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In carrying out the principles of E.O. 13607, an institution commits to provide the Shopping Sheet to veterans and service members before they decide to attend the institution. This might be accomplished most easily by providing the Shopping Sheet to all students. An institution may make appropriate modifications by deleting items that are not relevant for particular groups of students (e.g., graduate students).

In the case of an institution subject to E.O. 13607, the Annotated Shopping Sheet indicates that institutions that agree to comply with E.O. 13607 are expected to provide the Shopping Sheet to undergraduate students who are eligible to receive Federal military or veterans education benefits.

The Annotated Shopping Sheet indicates that Institutions are expected to provide the Shopping Sheet (as appropriately modified) to

graduate students who are eligible to receive Federal military or veterans education benefits OR to provide the information that is included in the Shopping Sheet in a format of their choosing.

Note: Schools that have not agreed to adopt the Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members set forth in [E.O. 13607](#) are requested to voluntarily adopt the "Shopping Sheet" for prospective students.

<p>VETERANS AND SERVICE MEMBERS FINANCIAL AID</p> <p>Disclosure Requirement: Information presented in an easy to understand format on the institution's Web site where financial aid information is located and in all financial aid related materials distributed (in both written and electronic formats) to the veteran, service member, or family member.</p> <p>Regulations: Executive Order 13607; DCL GEN-12-10</p>	<p>Financial aid information for students using military education benefits can be found online at: http://www.stgregorys.edu/veterans-resources-college-arts-and-science-students</p> <p>If you are unable to locate the information you need from the link set forth above, you may contact the following office directly for assistance: Financial Aid Office, (405) 878-5396</p>
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A postsecondary institution fulfills the notification requirement outlined in E.O. 13607 by providing the following information:

- Information about the maximum amount of Title IV, HEA aid available to students
- An explanation that the borrower may qualify for Title IV, HEA loans
- An explanation that the terms and conditions of Title IV, HEA loans may be more favorable than the provision of private education loans; and
- A brief explanation* about the education benefit programs offered by the Department of Veterans Affairs and Department of Defense.
- Information regarding private student loans must be presented in a way that is distinct from the information regarding Title IV, HEA loans.

* See Sample Brief Explanation about the education benefit programs offered by the Department of Veterans Affairs and Department of Defense in [DCL GEN-12-10](#).

<p>VETERANS AND SERVICE MEMBERS DEGREE PROGRAMS</p> <p>Disclosure Requirement: Information presented in an easy to understand format on the institution's Web site where financial aid information is located and in all financial aid related materials distributed (in both written and electronic formats) to the veteran, service member, or family member.</p> <p>Regulations: Executive Order 13607; DCL GEN-12-10</p>	<p>Degree program information for students using military education benefits can be found online at: http://www.stgregorys.edu/academics/academic-catalogues</p> <p>If you are unable to locate the information you need from the link set forth above, you may contact the following office directly for assistance:</p> <p>Admission Office, (405) 878-5444 Office of the Registrar, (405) 878-5433 Vice President of Academic Affairs/Provost- 405-878-5351</p>
<p>An institution provides educational plans for all individuals using Federal military and veterans educational benefits that detail how those individuals will fulfill all the requirements necessary to graduate and the expected timeline of completion by disclosing general degree requirements* for the service member, family members, and veteran's educational program (education plan*) to the member and his or her Service.</p> <p>These requirements, typically articulated in the institution's course catalog, should:</p> <ul style="list-style-type: none"> • Include the total number of credits needed for graduation. • Divide the coursework students must complete in accordance with institutional academic policies into general education, required, and elective courses. • Articulate any additional departmental or graduate academic requirements, such as satisfying institutional and major field grade point average requirements, a passing grade in any comprehensive exams, or completion of a thesis or dissertation. <p>In addition to providing degree requirements, the institution provides to service members, veterans, and their family members who have previous coursework from other accredited institutions and relevant military training and experiential learning an evaluated educational plan that indicates how many, if any, transfer credits it intends to award and how these transfer credits will be applied toward the student's educational program. The evaluated educational plan* will be provided within 60 days after the individual has selected a degree program and all required official transcripts have been received. *See Definitions in DCL GEN-12-10.</p>	

<p>STATE GRANT ASSISTANCE</p> <p>Disclosure Requirement: Information provided to borrowers</p> <p>Regulations: 34 CFR 668.14(b)(11)</p>	<p>St. Gregory's University provides information to all eligible borrowers enrolled in the University about the availability of, and their eligibility for, grant assistance from the State of Oklahoma, and provides sources of information about grant assistance from other states to borrowers from other states.</p> <p>Information concerning availability and eligibility for grant assistance from the State of Oklahoma may be found at: www.okcollegestart.org/home.aspx</p> <p>Information about grant assistance from states other than Oklahoma may be accessed at: http://wdcrocolp01.ed.gov/Programs/EROD/org_list.cfm?category_ID=SHE</p> <p>Information about Student Financial Aid is included in the Academic Catalog, which may be accessed at: http://www.stgregorys.edu/academics/academic-catalogues</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance:</p> <p>Financial Aid Office, (405) 878-5396</p>
<p>School must inform all eligible borrowers enrolled in the school about the availability of and their eligibility for grant assistance from the state in which the school is located, and provide sources of information about grant assistance from other states to borrowers from other states.</p>	
<p>STUDENT LOAN INFORMATION PUBLISHED BY DEPARTMENT OF EDUCATION</p> <p>Disclosure Requirement: Information provided to prospective student borrowers</p> <p>Regulations: HEOA Section 488 (c) amended HEA Section 485(d) (20 U.S.C. 1092(d))</p>	<p>St. Gregory's University provides information published by the Department of Education to students at any time that information regarding loan availability is provided, including information about rights and responsibilities of students and institutions under Title IV, HEA loan programs. (See also "Exit Counseling for Student Loan Borrowers", below)</p> <p>Information published by the Department of Education about rights and responsibilities of students and institutions under Title IV, HEA loan programs may be accessed at: http://www.stgregorys.edu/sites/default/files/page-attachments/Rights%20and%20Responsibilities.pdf</p> <p>http://www.nslds.ed.gov/nslds_SA/SaEcTour.do?page=SaEcFs2</p> <p>https://studentloans.gov/myDirectLoan/index.action</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance:</p> <p>Financial Aid Office, (405) 878-5396</p>
<p>Schools are required to provide information published by the U.S. Department of Education to students at any time that information regarding loan availability is provided. The publication includes information about rights and responsibilities of students and schools under Title IV, HEA loan programs.</p>	

<p>NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)</p> <p>Disclosure Requirement: Information provided to borrowers</p> <p>Regulations: HEOA Sec. 489 amended HEA Sec. 485B(d)(4) (20 U.S.C. 1092(b))</p>	<p>Students and parents of students are advised that if they enter into a Title IV, HEA loan, the loan data will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.</p> <p>The NSLDS Privacy Impact Assessment may be accessed at: http://www.nsls.ed.gov/nsls_SA/SaFaqDetail.do?faqpage=faq7</p> <p>Additional information regarding the National Student Loan Data System may be accessed at: http://www.nsls.ed.gov/nsls_SA/</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance:</p> <p>Financial Aid Office, (405) 878-5396</p>
<p>Schools that enter into an agreement with a potential student, student, or parent of a student regarding a Title IV, HEA loan are required to inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.</p>	
<p>ENTRANCE COUNSELING FOR STUDENT LOAN BORROWERS</p> <p>Disclosure Requirement: Information provided to each borrower</p> <p>Regulations: 34 CFR 685.304(a)</p>	<p>Prior to first disbursement, St. Gregory's University provides to each first-time FFELP or Federal Direct Loan borrower (other than borrowers of consolidated or Parent PLUS loans) access to required information regarding the terms and conditions of the loan and of the borrower's responsibilities.</p> <p>Information regarding entrance counseling may be accessed at: https://studentloans.gov/myDirectLoan/index.action</p> <p>Information about Student Financial Aid is included in the Academic Catalog, which may be accessed at: http://www.stgregorys.edu/academics/academic-catalogues</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance:</p> <p>Financial Aid Office, (405) 878-5396</p>
<p>Prior to the first disbursement, each school must provide to a first-time borrower of a Federal Direct Loan (other than consolidated or Parent PLUS loans) comprehensive information on the terms and conditions of the loan and of the borrower's responsibilities. The information is to include:</p> <ul style="list-style-type: none"> • the effect of the loan on the eligibility of the borrower for other forms of aid • an explanation of the use of the Master Promissory Note • the seriousness and importance of the student's repayment obligation • information on the accrual and capitalization of interest • borrowers of unsubsidized loans have the option of paying interest while in school • definition of half-time enrollment and the consequences of not maintaining half-time enrollment • importance of contacting appropriate offices if student withdraws prior to completion of program of study • sample monthly repayment amounts • obligation of the borrower to repay the full amount of the loan regardless of whether the borrower completes program or completes within regular time for completion, is unable to obtain employment upon completion, or is otherwise dissatisfied with or does not receive the education or other services the borrower purchased from the school • the consequences of default • information about the National Student Loan Database (NSLD) to access borrower's records • name and contact information for individual the borrower may contact with questions about the borrower's rights and responsibilities or the terms and conditions of the loan 	

<p>EXIT COUNSELING FOR STUDENT LOAN BORROWERS</p> <p>Disclosure Requirement: Information provided to each student borrower</p> <p>Regulations: 34 CFR 685.304(b); 34 CFR 668.42; 34 CFR 674.42(b)</p>	<p>St. Gregory's University provides counseling to borrowers of loans under the FFEL, Federal Direct Loan, or Perkins Loan programs (other than consolidated or Parent PLUS loans) shortly before the student borrower ceases at least half-time study at the institution as required.</p> <p>Information regarding exit counseling may be accessed at: https://studentloans.gov/myDirectLoan/index.action</p> <p>http://www.nslds.ed.gov/nslds_SA/SaFaqDetail.do?faqpage=faq7</p> <p>Information about Student Financial Aid is included in the Academic Catalog, which may be accessed at: http://www.stgregorys.edu/academics/academic-catalogues</p> <p>In addition, the University has contracted with Inceptia to provide Grace Counseling Outreach and Default Prevention Outreach.</p> <p>If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance:</p> <p>Financial Aid Office, (405) 878-5396</p>
<p>Each school must provide counseling to borrowers of loans under the Federal Direct Loan (other than consolidated or Parent PLUS loans) shortly before the student borrower ceases at least half-time study at the school. The counseling will provide information on:</p> <ul style="list-style-type: none"> • average anticipated monthly repayment amount • repayment plan options • options to prepay or pay on shorter schedule • debt management strategies • use of Master Promissory Note • the seriousness and importance of student's repayment obligation • terms and conditions for forgiveness or cancellation • copy of information provided by the Department of Education (see "Student Loan Information Published by Dept. of Education") • terms and conditions for deferment or forbearance • consequences of default • options and consequences of loan consolidation • terms and conditions of deferments for service in the Peace Corps, service under the Domestic Volunteer Service Act of 1973, and comparable volunteer service for tax-exempt organizations of demonstrated effectiveness in the field of community service • tax benefits available to borrowers • the obligation of the borrower to repay the full amount of the loan regardless of whether the borrower completes program or completes within regular time for completion, is unable to obtain employment upon completion, or is otherwise dissatisfied with or did not receive the educational or other services the borrower purchased from the institution • availability of the Student Loan Ombudsman's office • information about the NSLDS. The Department of Education is required to provide a disclosure form for students and prospective students about the NSLDS 	

<p>PRIVATE EDUCATION LOAN DISCLOSURES (INCLUDING SELF-CERTIFICATION FORM)</p> <p>Disclosure Requirement: Information provided to prospective borrowers</p> <p>Form and information provided upon request to loan applicant</p> <p>Regulations: 34 CFR 601.2; 34 CFR 601.11; 34 CFR 601.30; 34 CFR 668.14(b)(29)</p>	<p>St. Gregory’s Private Education Loan Disclosure is shown below:</p> <p>St. Gregory’s University does not participate in any preferred lender arrangements. All students are encouraged to apply for and attain information concerning their eligibility for federal student loans (Title IV, HEA Program loans) before seeking approval for a private loan. The terms and conditions of Title IV, HEA program loans may be more favorable than the provisions of private education loans.</p> <p>Private education loans are offered by many lending institutions to assist students and their families with meeting college expenses. These programs are designed for undergraduate and graduate students, parents, and international students. Students considering a private education loan program should carefully consider the terms and conditions of the loan. The Department of Education has provided the “Private Education Loan Self-Certification” form and can be sent to the student upon request.</p> <p>The maximum amount a student may borrow per academic period is the total cost of attendance budget minus all financial aid received. It is recommended that borrowers use their potential federal loan eligibility prior to exploring private education loans.</p> <p>St. Gregory’s Private Education Loan Self Certification Form is available in the Financial Aid Office.</p> <p>For additional information, St. Gregory’s University Financial Aid Counselors may be contacted directly at: Financial Aid Office, (405) 878-5396</p>
<p>Schools or school-affiliated organizations (e.g., alumni organizations, foundations) that provide information regarding a private education loan from a lender to a prospective borrower must provide information to the prospective borrower, including:</p> <ul style="list-style-type: none"> • information required under Sec. 128(e) of the Truth in Lending Act (15 U.S.C. 1638(e)); • that the prospective borrower may qualify for loans or other assistance under Title IV, HEA programs; and • that the terms and conditions of Title IV, HEA program loans may be more favorable than the provisions of private education loans. <p>The information regarding private education loans must be presented in a manner that makes it distinct from information regarding Title IV, HEA program loans.</p> <p>The school must, upon request provide in written or electronic form to an enrolled or admitted student applicant for a private education loan the self-certification form for private education loans required under Section 128(e)(3) of the Truth in Lending Act (15 U.S.C. 1638(e)(3)), and the information required to complete the form, to the extent the school possesses the information. The U.S. Department of Education is required to develop the form. The self-certification form for private education loans is published in DCL-GEN-10-01</p>	

<p>CODE OF CONDUCT FOR EDUCATION LOANS</p> <p>Disclosure Requirement: Published on website</p> <p>Regulations: 34 CFR 601.2; 34 CFR 601.21; 34 CFR 668.14(b)(27)</p>	<p>St. Gregory’s Code of Conduct regarding student loans is as follows:</p> <ol style="list-style-type: none"> 1. St. Gregory’s University shall not enter into any revenue sharing arrangement with any student loan lender. This is defined as any arrangement between St. Gregory’s University and a lender that results in the lender paying a fee or other benefits, including a share of the profits, to the school, its officer, employees or agents, as a result of the school recommending the lender to its students or families of those students. 2. No officer or employee who is employed in the Financial Aid Office at St. Gregory’s University or who otherwise has responsibilities with respect to education loans shall solicit or accept any gift from a lender, guarantor or servicer of educational loans. The term “gift” means any gratuity, favor, discount, entertainment, hospitality, loan or other item having a monetary value or more than a nominal amount. 3. An officer or employee who is employed in the Financial Aid Office at St. Gregory’s University or who otherwise has responsibilities with respect to education loans shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans. 4. St. Gregory’s University shall not for any first time borrower, assign, through award packaging or other methods, the borrower’s loan to a particular lender or refuse to certify, or delay certification of any loan based on the borrower’s selection of a particular lender or guaranty agency. 5. St. Gregory’s University shall not request or accept from any lender any offer of funds to be used for private education loans to students in exchange for the institution providing concessions or promises regarding providing the lender with a specified number of loans made, a specified loan volume, or a preferred lender arrangement for such loans. 6. St. Gregory’s University shall not request or accept from any lender any assistance with call center staffing or Financial Aid Office staffing. 7. Any employee who is employed in the Financial Aid Office at St. Gregory’s University or who otherwise has responsibilities with respect to education loans or other student financial aid at St. Gregory’s University and who serves on an advisory board, commission, or group established by a lender guarantor, or group of lenders or guarantors shall be prohibited from receiving anything of value from the lender, guarantor or group of lenders or guarantors except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group. <p>For additional information, St. Gregory’s University Financial Aid Counselors may be contacted directly at: Financial Aid Office, (405) 878-5396</p>
<p>Each school must prominently publish on the school’s website a code of conduct that prohibits a conflict of interest with the responsibilities of an agent of the school with respect to FFELP or private education loans. All agents with responsibility for loans must be informed annually of the provisions of the code. The code of conduct must prohibit:</p> <ul style="list-style-type: none"> • Revenue-sharing arrangements with any lender • Receiving gifts from a lender, a guarantor, or a loan services • Contracting arrangement providing financial benefit from any lender or affiliate of a lender • Directing borrowers to particular lenders, or refusing or delaying loan certifications • Offers of funds for private loans • Call center or financial aid office staffing assistance • Advisory board compensation 	

<p>PREFERRED LENDER LISTS AND ARRANGEMENTS</p> <p>Disclosure Requirement: Made available to students and families in print or other medium</p> <p>Published on website. All relevant agents must be annually informed of the provisions of the code of conduct</p> <p>Published on website. Provided in publications mailings, or electronic messages or materials that are distributed to prospective or current students and their families</p> <p>Regulations: 34 CFR 601.2; 34 CFR 601.10; 34 CFR 668.14(b)(28)</p> <p>34 CFR 601.2; 34 CFR 601.10; 34 CFR 601.12; 34 CFR 601.20; 34 CFR 601.21</p>	<p>St. Gregory’s University does not have any preferred lender arrangements nor does it maintain preferred lender lists. This historical list of lenders includes:</p> <ul style="list-style-type: none"> • https://studentloans.gov/myDirectLoan/index.action • https://www.salliemae.com/SmartLoan • https://www.salliemae.com/landing/smartoption/?go=y&dtd_cell=SMLRBFOWB01&CoBrandingID=820238&InstLndrId=900928 • Commercebank.com/SmartOption • SallieMae.com/SmartOption/Bancfirst
<p>Each school must annually make available in print or other medium to students attending the institution and their families a list of the specific lenders for private education loans or for Title IV, HEA loans that the institution recommends, promotes, or endorses in accordance with a preferred lender arrangement. The list must prominently disclose the method and criteria used by the institution in selecting lenders for preferred lender arrangements to ensure that such lenders are selected on the basis of the best interests of the borrower. The list must also clearly and fully disclose:</p> <ul style="list-style-type: none"> • the minimum information determined by the Department of Education (HEA Sec. 153(a)) (see "Preferred Lender Arrangements"); • why the institution participates in a preferred lender arrangement with each lender, particularly with respect to terms and conditions or provisions favorable to the borrower; and • that the students or their families do not have to borrow from a lender on the list. <p>The list must have at least three FFELP lenders who are not affiliates of each other. If the list includes private loans, there must be at least two lenders who are not affiliates. The list must indicate for each lender whether it is or is not an affiliate of the other lenders on the list. The details of each affiliation are to be disclosed. The Department of Education is required to provide to institutions a list of the lender affiliates of all eligible lenders.</p> <p>A school or school-affiliated organization (e.g. alumni organizations, foundations) that participates in a preferred lender arrangement must comply with the code of conduct provisions in HEA Section 487(a)(25) and HEA Section 487(h). School-affiliated organizations are required to prominently publish the code of conduct on their websites (if any) and annually inform agents with</p>	

responsibility for education loans of the provisions of the code.

By February 14, 2010, the U.S. Department of Education is required to determine the minimum information to be disclosed to current and prospective students regarding preferred lender arrangements. The Department is also required to then develop model disclosure forms for FFELP and Federal Direct Loans that may be used by schools or school-affiliated organizations.

In addition to the information required for the Preferred Lender Lists, each school or school-affiliated organization in a preferred lender arrangement must disclose information on its website and in publications, mailings, or electronic messages, or materials that are distributed to prospective or current students and their families that describe the financial aid opportunities available to students attending the school and that describe or discuss education loans.

The information must include:

- The maximum amount of Title IV, HEA grant and loan aid available to students
- The information on the model disclosure form provided by the U.S. Department of Education (described above) for each type of loan offered pursuant to a preferred lender arrangement
- A statement that the school is required to process documents for a FFELP loan from any eligible lender the student selects

PRIVATE EDUCATION LOANS

St. Gregory's University does not have any preferred lender arrangements.

Disclosure Requirement:
Published on website.
Provided in publications mailings, or electronic messages or materials that are distributed to prospective or current students and their families

Regulations: 34 CFR 601.2; 34 CFR 601.10; 34 CFR 601.12; 34 CFR 601.20; 34 CFR 601.21

Each school must provide on its website, and in publications, mailings, or electronic messages, or materials that are distributed to prospective or current students and their families that describe the financial aid opportunities available to students attending the school and that describe or discuss private education loans, the information required to be disclosed under Section 128(e)(11) of the Truth in Lending Act ([15 U.S.C. 1638\(e\)\(11\)](#)) for each type of private loan offered pursuant to a preferred lender arrangement.

Each school-affiliated organization must provide on its website, and in publications, mailings, or electronic messages, or materials distributed to students and families that describe private education loans and the information required to be disclosed under Section 128(e)(1) of the Truth in Lending Act ([15 U.S.C. 1638\(e\)\(1\)](#)) for each type of private loan offered pursuant to a preferred lender arrangement.

The name of the lender must be displayed in all information and documentation related to private education loans.

The information in the model disclosure form and the Truth in Lending Act information must be provided annually in a manner that allows students and families to take the information into account before selecting a lender or applying for an education loan.

<p>ANNUAL REPORT ON PREFERRED LENDER ARRANGEMENTS</p> <p>Disclosure Requirement: Made available to the public and provided to current students and students planning to attend the school and their families.</p> <p>Regulations: 34 CFR 601.2; 34 CFR 601.10; 34 CFR 601.12; 34 CFR 601.20; 34 CFR 601.21</p>	<p>St. Gregory's University does not have any preferred lender arrangements.</p>
<p>Each school and school-affiliated organization must make an annual report to the U.S. Department of Education that includes for each lender in a preferred lender arrangement with the school or school-affiliated organization</p> <ul style="list-style-type: none"> • The minimum information the Department determines must be disclosed • Information required for private loans under the Truth in Lending Act • Detailed explanation of the reasons a school or school-affiliated organization participates in a preferred lender arrangement with the lender, including why the terms, conditions, and provisions of each type of loan are beneficial to the school's students or their families. <p>The information in the report must be made available to the public and provided to current students and students planning to attend the school and their families.</p>	

**INFORMATION
SECURITY PROGRAM**

To ensure that all customer information is safeguarded, St. Gregory's University uses available industry standard security platforms and networking techniques to protect against any intrusion into our network. To establish and maintain a comprehensive information security system, we separate the network between staff and student users so that no data can be peered by non-contracted St. Gregory's staff. Our backed-up data is delivered by authorized St. Gregory's staff to an off-site safety deposit box. Only the vice president of operations and the Director of IT have keys to the safety deposit box

The Administrative Data Manager provides access to the student information system and other customer related databases only have receiving authorization from owners of that databases and a vice president. We keep all of this up to date to insure the security and confidentiality of customer information, protect against anticipated hazards and threats to that security and protect against unauthorized use that could result in harm or inconvenience to the customer.

Since our databases are hosted off campus, few personnel have access to or touch the actual client data that mixed in with our physical and software based security systems that we understand at all times who controls this data and has access to it. Any physical work done to the network is managed by licensed and bonded contractors who have contracts that also protect our data. Our hosting company is audited each year and the University is informed of any problems or issues that might arise from that audit. In addition, an annual network security audit is conducted by a qualified third party network auditing company.

Additional information related to a student's role in information security can be found in the Student Handbook.

St. Gregory's Student Handbook may be accessed at: <http://www.stgregorys.edu/student-handbook>

If you are unable to locate the information you need from the links set forth above, you may contact the following office directly for assistance:

Vice President of Operations, (405) 878-5164