

# GUIDE TO STUDENT CONSUMER INFORMATION 2016-2017

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended by the Higher Education Opportunity Act (HEOA) of 2008, the guide is provided to enrolled and prospective students to inform them of the availability of specific types of consumer information. This guide contains important information about LaGrange College, available financial aid assistance, enrollment demographics, graduation rates, Family Educational Rights and Privacy Act (FERPA), student rights and responsibilities, study abroad, academic programs, and voter registration. Specific information about programs and services is available from the appropriate College departments. Printed copies of this information may be requested from **Office of Institutional Effectiveness at (706) 880-8299**.

## About LaGrange College

Since 1831 LaGrange College has been challenging students' minds, inspiring their souls—and transforming lives. Today, LaGrange is a four-year liberal arts and sciences college offering more than 55 academic and pre-professional programs, including graduate degrees in education.

Affiliated with the United Methodist Church, the college is consistently ranked in the top 10 and as a "best value" among Southern colleges by U.S. News & World Report. The campus covers more than 120 acres in the heart of the city of LaGrange and is home to 1,000 students. Information on the history and mission of LaGrange College is available at <http://www.lagrange.edu/about/index.html>.

## Accreditation

LaGrange College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the degrees of Bachelor of Arts, Bachelor of Music, Bachelor of Science, Bachelor of Business Administration, Bachelor of Science in Nursing, Master of Education, Master of Arts in Teaching, the Specialist in Education degree in Curriculum and Instruction, and the Master of Arts in Organizational Leadership.

Accreditation information is given in order for interested constituents to (1) learn about the accreditation status of LaGrange College, (2) file a third-party comment at the time of the institution's decennial review, or (3) file a complaint against the institution for alleged non-compliance with a standard or requirement. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 or visit [www.sacscoc.org](http://www.sacscoc.org) for questions about the accreditation of LaGrange College. Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc. should be addressed directly to LaGrange College and not to the Commissions of College's Office. For more information on LaGrange College's accreditation and individual program accreditation visit our website at <http://www.lagrange.edu/about/index.html>.

Documentation of the above accreditations is located in the Office of the Provost.

## Academic Programs

Descriptions of academic programs, degree offerings, program admission requirements, facilities, and faculty are available in the LaGrange College Bulletin at <http://www.lagrange.edu/academics/catalogs.html>. Information on

## Articulation Agreements and Transfer of Credit Policy

LaGrange College has articulation agreements with the following institutions: Andrew College, West GA Technical College, Technical College System of Georgia, and Georgia Military College. Also, Dual Degree Engineering programs have been established with Georgia Institute of Technology and Auburn University. Information on the scope of these agreements is available in the Office of the Provost at (706) 880-8236.

General admission information for undergraduate and graduate study is available in the Office of Admission at (706) 880-8005 or at <http://www.lagrange.edu/admission/index.html>.

The Transfer of Credit Policy outlining the criteria used in evaluation transfer work for other colleges and university is available in the Registrar's Office at (706) 880-8024 or at <http://www.lagrange.edu/resources/documents/Financialaid/TransferCreditPolicy.pdf>

## Authority to Operate

LaGrange College is authorized to conduct business in the State of Georgia by The State of Georgia Executive Order. Documentation of this authority may be found at

<http://www.lagrange.edu/resources/pdf/sacs/IndependentCollegeAuthorization.pdf>

## Campus Security and Safety

LaGrange College's policies, procedures, programs concerning safety and security, and statistics are published annually and are available for all current and prospective students, as well as current and prospective employees in the Student Handbook at <http://www.lagrange.edu/resources/pdf/2016-2017-Student-Handbook.pdf>. The College's policies regarding the handling of a residential student who are considered missing is also published in the Student Handbook. Crime statistics for the most recent academic year are available at

<http://www.lagrange.edu/about/safety.html>. For more information contact the Office of Student Engagement at (706) 880-8975.

## College Navigation Website

Colleges and universities are required to submit annually a report to the U.S. Department of Education containing general information on the accreditation, degree programs, faculty, student services, enrollment, campus security, student body diversity, financial aid, admission, graduation and retention rates and other information to aid prospective and transfer students in their college search. Information report to College Navigator is available at

<http://nces.ed.gov/collegenavigator/?q=Lagrange+College&s=all&id=140234>.

### **Copyright Infringement and Responsible Use of Information Technology**

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

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <http://www.copyright.gov/>.

LaGrange College Policy for Responsible Use of Information Technology is published in the LaGrange College Bulletin at <http://www.lagrange.edu/academics/catalogs.html>. For more information contact the Office of Information Technology at (706) 880-8050.

### **Drugs and Alcohol Policies**

LaGrange College prohibits the unlawful possession, use or distribution of drugs and alcohol by students, student organizations, and staff. The College's policies and sanctions on alcohol and drug abuse and offenses are published in the Student Handbook at <http://www.lagrange.edu/resources/pdf/2016-2017-Student-Handbook.pdf>.

### **Emergency Response and Evacuation Procedures**

Effective communication is one of the major challenges in emergency management. LaGrange College has a comprehensive emergency notification system including sirens, campus-wide e-mail and a notification system. Details on these methods of communication and the College's emergency response and evacuation procedures are available in the Security Department at (706) 880-8911. LaGrange College's Emergency Preparation Plan can be viewed by [clicking here](#) and Crisis Management Plan can be viewed by [clicking here](#).

### **Financial Aid**

Descriptions of financial aid assistance available from federal, state, institutional, and private sources, financial aid application process and eligibility criteria, awarding criteria and award amount, terms and conditions of Federal Loan Programs and Work-Study, satisfactory academic progress standards for continued financial aid eligibility, and contact information for Financial Aid Office personnel are

available at the Office of Financial Aid, LaGrange College, 601 Broad Street, LaGrange, GA 30240; phone number (706) 880-8217; or at [www.lagrange.edu/finaid](http://www.lagrange.edu/finaid).

A breakdown of the estimated cost of attendance budget used to determine student eligibility for federal student aid is available at [www.lagrange.edu/admission/finaid/costofattendance.html](http://www.lagrange.edu/admission/finaid/costofattendance.html).

Information on student financial aid rights and responsibilities is available in the "What You Should Know" brochure that accompanies your award notification and available in the Financial Aid Office or by clicking <https://selfserv.lagrange.edu:8893/studocs/2015-2016%20What%20you%20Should%20Know.pdf>.

### **Financial Aid Disbursement Policies and Procedures**

Financial aid funds are disbursed and applied to your student account by the Business Office on the first day of classes of each semester as payment toward tuition, room and board, if applicable, and other authorized discretionary charges. Before financial aid is disbursed, the student must submit all required documents, be registered for classes, and be maintaining Satisfactory Academic Progress.

If you should have residual funds after all charges are paid, usually from a Federal student loan, you will receive a refund within 14 days of the first day of classes or from the date the credit balance occurred. The Business Office issues and disburses refund checks. If your parent borrowed from a PLUS Loan during the academic year and the loan funds have been applied to your student account, any credit balance will be issued to the parent loan borrower.

Information on disbursement requirement is available in the "What You Should Know" brochure that accompanies your award notification and in the Financial Aid Office or by clicking <https://selfserv.lagrange.edu:8893/studocs/2015-2016%20What%20you%20Should%20Know.pdf>.

### **Family Education Rights and Privacy Act (FERPA)**

The Family Education Rights and Privacy Act (FERPA) affords certain rights to students with respect to their educational records. They include the right to review their educational records; request an amendment to the records; consent to or restrict disclosure of personally identifiable information; and file a complaint with the U.S. Department of Education concerning the College's alleged failure to comply with FERPA requirements. Copies of LaGrange College's policies and procedures for reviewing educational records and requests for amendment of the records may be obtained from the Registrar's Office at Banks Hall, 601 Broad Street, LaGrange, GA 30240. LaGrange College's FERPA Policy is available on pages 81 – 82 of the LaGrange College Bulletin at <http://www.lagrange.edu/resources/pdf/bulletins/2016-2017-LaGrange-College-Bulletin.pdf>.

### **Graduation Rates**

Graduation rates for first-time, full-time freshmen cohorts are available from the Department of Institutional Effectiveness at (706) 880-8339 or by [clicking here](#). Graduation rates for financial aid recipients who received Federal Pell Grant, Subsidized Loans, and students who did not receive Federal Pell Grant or Subsidized Loans are available in the Financial Aid Office or by [clicking here](#).

### Graduation Rates for Students-Athletes

LaGrange College is an NCAA Division III institution and does not award athletic related aid; however, graduation statistics for athletes are available through the Department of Institutional Effectiveness at (706) 880-8339 or by [clicking here](#).

### Intercollegiate Athletic Program Participation Rates and Financial Support Data

The annual Equity in Athletics Disclosure Act Report that contains participation rates, financial support and other information on women's and men's intercollegiate athletic programs is available from the Office of the Vice President for Finance and Operations at (706) 880-8232 or the report can be viewed at <http://ope.ed.gov/athletics/>.

### Missing Person Notification

LaGrange College's policies regarding the handling of a residential student who is considered missing for more than 24 hours are available in the 2014-2015 Student Handbook at <http://www.lagrange.edu/resources/pdf/2016-2017-Student-Handbook.pdf>. For more information, contact the Office of Student Engagement at (706) 880-8975.

### Net Price Calculator

The U.S. Department of Education requires institutions to provide prospective students with information on scholarship and financial aid options they may have at the institution. LaGrange College's Net Cost Estimator, a net price calculator, is designed to provide a prospective student with an initial estimate of scholarship and grant assistance the student may qualify for at LaGrange College. Our Net Cost Estimator is available at <http://netprice.lagrange.edu/>.

### Penalties for Drug Violations

A financial aid recipient who is found guilty of a federal or state law involving the possession or sale of a controlled substance **during a period of enrollment for which the student was receiving financial aid** shall not be eligible to receive any federal, state, or institutional grant, loan, or work assistance for a specific period of time. The penalties for a drug-related conviction are available in the "What You Should Know" Brochure by clicking <https://selfserv.lagrange.edu:8893/studocs/2015-2016%20What%20you%20Should%20Know.pdf>

### Placement Information

Information on the types of employment obtained by LaGrange College graduates and graduate schools that the graduating class plans to attend is available in the Career Development Center at (706) 880-8185. The information is obtained using a survey

instrument given upon graduation and follow-up surveys one, two, and three years after graduation. The 2014-2015 Report is available through the Career Development Center or by [clicking here](#).

### Price of Attendance

Information about the price of attendance at LaGrange College, including a breakdown based on tuition, fees, room, and board, is available in the Business Office at (706) 880-8278 or may be viewed by clicking <http://www.lagrange.edu/admission/cost.html>.

### Refund Policies

A student who begins attending class and subsequently completely withdraws from all classes before the 60% point of the semester/quarter measured in calendar days receives a prorated refund of institutional charges as outlined in the College's refund policy.

A student who receives financial aid and begins attending class but subsequently reduces his enrollment status or completely withdraws is subject to federal and state refund and repayment regulations. In the event of a complete withdrawal before the 60% point of the semester/quarter, a financial aid recipient may not have earned all of the funds disbursed for the term and may owe a repayment to federal, state, and institutional aid programs. The College's refund policy is published in the LaGrange College Bulletin at <http://www.lagrange.edu/academics/catalogs.html> or at <http://www.lagrange.edu/resources/documents/ReturntoTitleIVRefundandLaGrangeCollegeFeeRefundPolicies.pdf>. Questions regarding the refund policy may be directed to the Office of Financial Aid at (706) 880-8217 or Business Office at (706) 880-8278.

### Retention Rates

Information on the retention rates of first-time, full-time, undergraduate degree-seeking students is available in from the Office of Institutional Effectiveness at (706) 880-8339 or by [clicking here](#).

### Scholarship Scams

The Federal Trade Commission (FTC) web site contains important information for students and parents about scholarship scams. The FTC cautions the use of scholarship service agencies that say:

- "The scholarship is guaranteed or your money back."
- "You can't get this information anywhere else."
- "I just need your credit card or bank account number to hold this scholarship."
- "We'll do all the work."
- "The scholarship will cost some money."
- "You've been selected by a 'national foundation' to receive a scholarship" or "You're a finalist" in a contest you never entered.

If you believe you have been the victim of scholarship fraud, wish to file a complaint, or want more information, call 1(877) 382-4357 or see <http://www.ftc.gov/>.

## **Services and Facilities for Students with Disabilities**

The Counseling Center works to ensure that educational accommodations are accessible to all qualified students in accordance with the provisions of Section 504 of the Rehabilitation Act of 1973 and expanded by Title III of the Americans with Disabilities Act of 1990. Reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids are determined on a case-by-case basis for otherwise qualified students who have a demonstrated need for these services. More information on the services offered through the Counseling Center is available from Pamela Tremblay, Section 504 coordinator, at (706) 880-8313 or at <http://www.lagrange.edu/campus-life/counseling-center/index.html>.

## **Student Activities**

The Office of Student Engagement exists to provide students with involvement opportunities outside of the classroom. Such involvement opportunities can include social, cultural, intellectual, spiritual, athletic, recreational, artistic, political, and service activities. Information on student activities is available in the Office of Student Activities and Service at (706) 880-8776 or at <http://www.lagrange.edu/campus-life/activities-service/index.html>.

## **Student Body Diversity**

Statistics on the diversity of the study body at LaGrange College, which includes breakdown by gender and race/ethnicity, is available from the Office of Institutional Effectiveness at (706) 880-8339 or by [clicking here](#).

Information on the student body diversity in the categories of gender and ethnicity of enrolled full-time Federal Pell Grant recipients can be found by [clicking here](#).

## **Student Complaint Policy**

LaGrange College encourages students to address complaints relating to College policies with personnel within the office or department that the complaint originated. Senior administration will be involved, as needed, to resolve the complaint at the institutional level. LaGrange College's Student Grievance Procedures are available in the Student Handbook at <http://www.lagrange.edu/resources/pdf/2016-2017-Student-Handbook.pdf>.

Complaints that are not successfully resolved by following the above grievance procedures can be forwarded to our accrediting agency, Southern Association of Colleges and Schools Commission on College (SACS). Guidelines and procedures on filing a complaint with the Southern Association of Colleges and Schools Commission on Colleges are available at <http://www.lagrange.edu/about/index.html> or the Georgia Office of the Inspector General at <http://oig.georgia.gov/>.

## **Study Abroad**

Students enrolled in a degree program at LaGrange College may receive financial aid, if they are otherwise eligible, for any study abroad program that is approved and acceptable for credit towards

their degree program. Contact Dr. Sarah Beth Mallory, Associate Provost for Global Engagement & General Education for information on eligible study abroad programs at (706) 880-8338. For financial aid information contact the Office of Financial Aid at (706) 880-8217.

## **Teacher Preparation Program Report**

The 1998 Title II Federal Higher Education Amendments (HEA) (Sections 207 and 208) require all institutions of higher education that prepare students for careers in education and all states to prepare an annual report card for the U.S. Department of Education about the quality of educator preparation and certification. The Georgia Professional Standards Commission (GaPSC) is the agency that must prepare and submit the Georgia report card. Accountability for Educator Preparation in Georgia focuses on the quality of the candidates who are recommended for state certification. It also focuses on the performance of the education units' capacities approved by the GaPSC to prepare teacher candidates for state certification. The 2013 State Report is available at <https://title2.ed.gov/View.asp>.

## **Textbook Information**

Information regarding textbook requirements for individual courses including ISBN, title, author, and edition as well as pricing and purchase options is available through LaGrange College's virtual bookstore at <http://bookstore.mbsdirect.net/lagrange.htm>.

## **Vaccination Policy**

The LaGrange College Vaccination policy for all students attending regularly scheduled classes or living on campus is made available in the LaGrange College Student Handbook and can be found at <http://www.lagrange.edu/resources/pdf/2016-2017-Student-Handbook.pdf>.

## **Verification**

A student who applies for financial aid and completes the Free Application for Federal Student Aid (FAFSA) may be selected for verification, which requires the student and his/her parents/spouse to provide specific income, asset, and other relevant information to the Financial Aid Office. Verification must be completed before a financial aid award can be made. The requested information must be submitted in a timely manner. The Verification Policy is available in the Financial Aid Office at (706) 880-8217 or at <http://www.lagrange.edu/admission/finaid/completing-process.html>.

## **Voter Registration**

Applications for voter registration for Georgia residents are available in the Office of Student Engagement or at the Secretary of State website, [www.sos.georgia.gov/Elections](http://www.sos.georgia.gov/Elections). Residents of other states may find voter registration information for their state through the U.S. Election Assistance Commission at [www.eac.gov](http://www.eac.gov).

## **Withdrawal Procedures**

The College's withdrawal policy for courses is published in the LaGrange College Bulletin at <http://www.lagrange.edu/academics/catalogs.html>. It is the student's

responsibility to initiate the withdrawal by contacting the Source Center at (706) 880-8925. Students should consult with their academic advisor and the Office of Financial Aid at (706) 880-8241 regarding the impact of a withdrawal on academic standing and financial aid eligibility.