

## **Student Right to Know: Institutional Information**

Taylor University

Fall 2009



### **Institutional Information**

Contact: Stephen Dayton, Institutional Research Analyst, Upland (765-998-4627), [stdayton@taylor.edu](mailto:stdayton@taylor.edu)

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- Academic Programs – Fall 2009
- Study Abroad Programs and Financial Aid
- Services for Students with Disabilities
- Upland Campus Tuition & Fee Schedules: 2009-10 Academic School Year
- Withdrawal Procedures and Refunds to Student
- Return of Financial Aid Funds

### **Available Financial Assistance**

Contact: Tim Nace, director of financial aid, Upland (765-998-5125), [tmnace@taylor.edu](mailto:tmnace@taylor.edu)

- How to Apply, Merit and Need-based Awards, Other Awards, Endowed Scholarships, and Other Information
- Specific Funds Available

### **Family Educational Rights & Privacy Act (FERPA)**

Contact: Janet Shaffer, Registrar, Upland (765-998-5330), [jnshaffer@taylor.edu](mailto:jnshaffer@taylor.edu)

### **Graduation Rate Information**

Contact: Stephen Dayton, Institutional Research Analyst, Upland (765-998-4627), [stdayton@taylor.edu](mailto:stdayton@taylor.edu)

Contact: Janet Shaffer, Registrar, Upland (765-998-5330), [jnshaffer@taylor.edu](mailto:jnshaffer@taylor.edu)

## **ACCREDITATION**

### **Taylor University**

Taylor University is regionally accredited by the Higher Learning Commission of the North Central Association (<http://www.ncahlc.org>, ph. 312.263.0456) -AQIP, the Council on Social Work Education, the National Council for Accreditation of Teacher Education-Indiana, and the Indiana Professional Standards Board and the music program is accredited by the National Association of Schools of Music. Computer Engineering and Engineering Physics programs are accredited by the Engineering Accreditation Commission of ABET ([www.abet.org](http://www.abet.org)). Also, Taylor University is seeking accreditation by the Association of Collegiate Business Schools and Programs. (All Accreditation documents are maintained in the Provost's Office).

## **ACADEMIC PROGRAMS - FALL 2009**

Taylor University offers programs leading to a bachelor of arts degree (BA), bachelor of science degree (BS), bachelor of music degree (BM), associate of arts degree (AA), and pre-professional training. Each student selects a major and meets the requirements for the chosen course of study. In addition, every student meets general requirements and may select from electives to complete his or her studies. The BA degree requires two years of one foreign language. The BA programs may be combined with curriculum requirements in education or systems analysis. Most BS degree programs are only available when combined with curriculum requirements in education or systems analysis. Taylor University graduate programs lead

to the master of business administration (MBA), environmental science (MES), arts in higher education (MAHE) and arts in religious studies (MARS).

## BACCALAUREATE MAJORS

**Bachelor of Arts Degree (BA) Majors**—Must demonstrate the equivalent of two years in one foreign language.

Accounting	Christian World Mission
Art	European Studies
Biblical Literature	French Language and Literature
Biology	Middle East Studies
<i>Optional concentration:</i>	Spanish Language and Literature
Pre-Medicine	World Literature
Chemistry	World Politics and Economics
<i>Optional concentrations:</i>	Management
Biochemistry	Marketing
Pre-Medicine	Mathematics
Christian Educational Ministries	Media Communication
Communication Studies	<i>Select one required concentration:</i>
Computer Science	Media Production
<i>Select one required concentration:</i>	Media Production/Film Emphasis
Graphics	Media Writing
Intelligent Systems	Public Relations
Scientific Computing	Music
Software Studio	Philosophy
Computer Science-New Media	Physics
Developmental Economics	Political Science
Economics	Psychology
Elementary Education	<i>Optional concentration:</i>
English	Pre-Medicine
<i>Select one required concentration:</i>	Sociology
Literature	<i>Select one required concentration:</i>
Writing	Family Studies
Exercise Science	Policy Studies
<i>Select one required concentration:</i>	Sociological Studies
Exercise and Fitness	Urban Studies
Pre-Professional	Social Work
French	Spanish
Geography	Sport Management
Goal-Oriented	Theatre Arts
History	Visual Arts
International Business	<i>Select one required concentration:</i>
International Studies	Graphic Design
<i>Select one required concentration:</i>	Photography
African, Asian, and Latin American Studies	

**Bachelor of Music Degree (BM) Majors**—Emphasizes the development of skill, concepts, and sensitivity essential to the professional life of a musician.

Music

*Select one required concentration:*

    Composition

    Performance

Music Education

**Bachelor of Science Degree (BS) Majors**—Generally requires more upper-division courses, fewer electives, and a practicum or internship experience.

Accounting/Systems	Biology
Art Education	Chemistry
Art/Systems	Computer Engineering
Biblical Literature/Systems	Computer Science
Biology	Economics
<i>Optional concentration:</i>	Engineering Physics
Pre-Medicine	Environmental Science
Biology Science Education	Finance
Biology/Systems	Physics
<i>Optional concentration:</i>	Mathematics/Systems
Pre-Medicine	Media Communications/Systems
Chemistry-Environmental Science	<i>Select one required concentration:</i>
Chemistry Science Education	Media Production
Chemistry	Media Production/Film Emphasis
Chemistry/Systems	Media Writing
<i>Optional concentrations:</i>	Public Relations
Biochemistry	Music
Pre-Medicine	<i>Select one required concentration:</i>
Christian Educational Ministries/Systems	Studies in Management
Communication Studies/Systems	Studies in Marketing
Computer Engineering	Studies in Theatre Arts
Computer Science	Natural Science
<i>Select one required concentration:</i>	<i>Required concentration:</i>
Graphics	Pre-Medical Technology
Intelligent Systems	Philosophy/Systems
Scientific Computing	Physical Science Education
Software Studio	<i>Select one required concentration:</i>
Computer Science/Systems	Chemistry
<i>Select one required concentration:</i>	Physics
Business Information Systems	Physics
Graphics	Physics/Mathematics Education
Intelligent Systems	Physics Science Education
Scientific Computing	Physics/Systems
Software Studio	Political Science/Systems
Computer Science-New Media/Systems	Professional Writing
Developmental Economics/Systems	Psychology/Systems
Economics/Systems	<i>Optional concentration:</i>
Elementary Education	Pre-Medicine
Engineering Physics	Social Studies Education
English Education	<i>Select three required concentrations:</i>
English/Systems	Economics
<i>Select one required concentration:</i>	Geographical Perspectives
Literature	Government and Citizenship
Writing	Historical Perspectives
Environmental Engineering	Psychology
Environmental Science	Sociology
Exercise Science	Sociology/Systems
<i>Select one required concentration:</i>	<i>Select one required concentration:</i>
Exercise and Fitness	Family Studies
Pre-Professional	Policy Studies
Finance	Sociological Studies
French Education	Urban Studies
Goal-Oriented	Social Work
Health and Physical Education	Spanish Education
History/Systems	Sport Management
International Business/Systems	Theatre Arts/Systems
Management/Systems	Visual Arts
Marketing/Systems	<i>Select one required concentration:</i>
Mathematics Education	Graphic Design
Mathematics-Interdisciplinary	Photography
<i>Select one required minor (or 2<sup>nd</sup> major):</i>	
Accounting	

## **Bachelor of Business Administration (BBA Degree)**

**Associate of Arts Degree (AA) Majors**—Requires the completion of at least two academic years of college-level work or the equivalent in an academic or occupationally specific field of study.

Early Childhood Education  
Liberal Arts  
Management Information Systems

### ONLINE

Biblical Studies  
Justice Administration  
Liberal Arts

## **Baccalaureate Minors**

Accounting	History
Applied Missions	Human Resource Management
Applied Music	Intercultural Studies/Missions
Biblical Languages	International Studies
Biblical Literature	Keyboard Pedagogy
Biology	Literature
Business as Mission	Management
Chemistry	Marketing
Christian Educational Ministries	Mathematics
Church Music	Music Composition
Communication Studies	Philosophy
Computer Science	Physics
Corporate Communication	Political Science
Developmental Economics	Pre-Law
Economics	Psychology
English	Public Relations
Entrepreneurship	Sociology
Environmental Law & Policy	Spanish
Environmental Science	Studio Art
Environmental Studies	TESOL ( <i>Teaching English to Speakers of Other Languages</i> )
Ethics	Theatre Arts
Finance	Writing
French	Youth Ministry
Geography	

## **GRADUATE MAJORS**

**Master of Business Administration, Master of Environmental Science, Master of Arts in Higher Education, Master of Arts in Religious Studies**

## RETURN OF FINANCIAL AID FUNDS

Refund policies pertaining to tuition, room, board, and fees charges may be found in the [Taylor University 2009-10 Catalog](#). This policy statement refers to the return of federal aid funds disbursed for students who completely withdraw, stop-out, or are dismissed from the university during the first 60% of the semester and state and institutional funds for students who withdraw during the first six weeks of the semester.

### Length of Enrollment

The university must establish a date of withdrawal or determine the date on which the student has unofficially withdrawn (last day of attendance as documented by the university). This date will be used in conjunction with the official payment period start date (the first day of classes of the term) to determine how long the student was enrolled. For federal aid, the percentage of the period that the student remained enrolled is calculated by dividing the number of days the student attended by the number of days in the enrollment period. Calendar days are used, but breaks of at least 5 days are excluded from both the numerator and the denominator.

### Earned Aid vs. Unearned Aid – Title IV Aid

During the first 60% of the semester, a student “earns” Title IV funds in direct proportion to the length of time he or she remains enrolled. The percentage of the semester for which the student is enrolled is the same percentage of Title IV aid that the student earned. A student who remains enrolled beyond the 60% point earns all aid for the semester.

Unearned aid is the amount of disbursed financial aid that exceeds the amount of earned aid. Unearned Title IV funds, other than Federal Work-Study, must be returned.

For Indiana state aid funds, the student must be enrolled for four weeks before any of the state aid has been earned. If a student withdraws during the fifth and sixth weeks, the percentage of state aid earned will be equal to the percentage of tuition charged to the student. Disbursed financial aid that exceeds the amount of earned state aid must be returned to the State Student Assistance Commission of Indiana (SSACI).

During the first six weeks of the semester, a student “earns” institutional aid in proportion to the length of time he or she remains enrolled. The student will earn the same percentage of institutional aid as he/she is charged for tuition. If a student withdraws after the sixth week, he/she will receive no refund of tuition charges and thus will have “earned” all institutional aid for that semester.

### Late Disbursements – Title IV Aid

A student who earned more aid than was disbursed prior to withdrawal is owed a late disbursement. Late disbursements must be made from available grants before loans. The institution may credit late disbursements towards unpaid institutional charges. Authorizations for current year charges remain valid for late disbursements; authorizations for prior year charges become invalid. Any portion of a late disbursement not credited to the student’s account must be offered as a cash disbursement to the student (or parent in the case of a PLUS Loan).

### Repayment of Unearned Aid – Title IV Aid

The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to possess. The institution’s share is the lesser of the total amount of unearned aid or the institutional charges multiplied by the percentage of aid that was unearned. The student’s share is the difference between the total unearned amount and the institution’s share. The institution’s share is allocated among the Title IV programs, in an order specified by statute, before the student’s share. Title IV funds are returned in this order: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan,

Federal Perkins Loan, PLUS Loan, Federal Pell Grant, FSEOG. After the student's share is fully allocated among the Title IV programs, any amount owed to a grant program is reduced by half.

#### Timeframe for Returning Funds – Title IV Aid

The institution must return its share of unearned Title IV funds no later than 45 days after it determines that the student withdrew. Students return their share of unearned aid attributable to a loan under the terms and conditions of the promissory note. The institution may allow the student to repay unearned aid attributable to a grant (after the 50% reduction) under a payment arrangement satisfactory to the institution.

### **WITHDRAWAL PROCEDURES AND REFUNDS TO STUDENT**

Withdrawal forms may be secured from the Housing Coordinator in the Office of Student Development. Graduate school and Taylor University Online students should contact their respective offices for withdrawal forms.

Refunds are based on the total term bill and on the date the official withdrawal form is completed. The matriculation fee and housing deposit are forfeited for students who complete registration but must withdraw before attending classes. Any deviations from the refund policy are at the discretion of the provost, dean of student development, and the vice president for business and finance.

If a student is receiving financial aid, funds will be returned to the aid source(s) according to the Taylor University Return of Financial Aid Funds policy (see above).

In cases of withdrawal by a student from the university, basic fees are nonrefundable. Refunds of charges for tuition, room, and board are based on the following refund schedule:

#### **Refund Schedule**

<b>Withdrawals to the end of</b>	<b>Tuition</b>	<b>Room</b>	<b>Board</b>
First week through Monday following the first week-end of the term	90%	Prorated	Prorated
Second week	90%	Nonrefundable	Prorated
Third week	75%	Nonrefundable	Prorated
Fourth week	60%	Nonrefundable	Prorated
Fifth week	45%	Nonrefundable	Prorated
Sixth week	20%	Nonrefundable	Prorated
Seventh week to end of semester	0%	Nonrefundable	Prorated

**TUITION & FEE SCHEDULES  
2009-10 ACADEMIC SCHOOL YEAR**

**FULL-TIME STUDENT RATES (12-17 HOUR) – FALL, INTERTERM, SPRING SESSIONS**

**REGULAR RATES:**

	<b>Fall 2009</b>	<b>Interterm 2010</b>	<b>Spring 2010</b>	<b>Total</b>
Tuition	\$12,582	\$0	\$12,582	\$25,164
Room	1,660		1,660	3,320
Board	1,491	406	1,491	3,388
Health Service	70	20	70	160
Fees	36		36	72
Total	\$15,839	\$426	\$15,839	\$32,104

Student health insurance information is mailed to students.

**OTHER FALL/SPRING CHARGES:**

Over 17 Hours: \$385.00 Per Hour  
Audit Hours: \$169.00 Per Hour

**OTHER INTERTERM CHARGES:**

Over 4 Hours: \$385.00 Per Hour  
Audit Hours: \$169.00 Per Hour

**PART-TIME STUDENT RATES (1-11 HOURS) – FALL, INTERTERM, SPRING**

**TUITION & FEES:**

1-6 Hours: \$715.00 Per Hour  
7-11 Hours: \$901.00 Per Hour, *for all hours*  
Audit Hours: \$169.00 Per Hour  
Board: See chart under full-time for meal charges.  
Fees: \$ 36.00 Per semester for students registered for 7 or more hours

**INTERTERM ONLY STUDENTS (1-4 HOURS)**

**TUITION & FEES:**

Tuition (First 4): \$901.00 Per Hour  
Tuition (Each add'l over 4): \$385.00 Per Hour  
Room (Dorm): \$415.00  
Room (Fairlane Apartment): \$382.00  
Board: \$406.00  
Health Services: \$ 20.00

## TAYLOR UNIVERSITY ONLINE

### TUITION & FEES:

Independent Study Online:	\$275.00	Per Credit Hour
Collaborative Study Online/BBA:	\$350.00	Per Credit Hour
BBA Textbook Fee:	\$350.00	Per Semester

## TAYLOR UNIVERSITY GRADUATE PROGRAMS

### TUITION & FEES:

MAHE	\$550.00	Per Credit Hour
MES	\$550.00	Per Credit Hour*
MARS	\$475.00	Per Credit Hour
MBA	\$400.00	Per Credit Hour
Books, course materials, residency costs etc.	\$165.00	Per Course
Global Study Tour (fee is estimated)	\$3,950.00	Per Course

\*MES student's tuition is based on a full-load (pay for 9 hours). This full-load tuition covers the possibility of taking 9-13 credit hours per semester. Interterm is billed separately on a per credit hour basis.

For more information concerning Taylor University Graduate Studies tuition and fees, financial policies and financial aid, link to programs from [http://www.taylor.edu/academics/grad\\_pro\\_studies/](http://www.taylor.edu/academics/grad_pro_studies/).

## SERVICES FOR STUDENTS WITH DISABILITIES

Taylor University complies with the federal mandates outlined in Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990. Reasonable accommodations are provided to give students with documentation of their disabilities an equal opportunity for success. These services are provided through the Academic Enrichment Center located in the Zondervan Library.

## STUDY ABROAD PROGRAMS AND FINANCIAL AID

Students enrolled in Taylor University's established study abroad programs will receive financial aid as though they were on campus. Students may receive institutional financial aid for their first study abroad program. Federal financial aid is available for additional study abroad programs. No financial aid (federal or institutional) will be awarded to students attending study abroad programs not offered through Taylor University.

## **FINANCIAL AID**

### **Contact Person**

The person responsible for institutional and financial assistance disclosure information is Mr. Tim Nace, director of financial aid. He may be reached at 765-998-5125, or at [tmnace@taylor.edu](mailto:tmnace@taylor.edu).

### **HOW TO APPLY, MERIT AND NEED-BASED AWARDS, OTHER AWARDS ENDOWED ANNUAL SCHOLARSHIPS, AND OTHER INFORMATION**

The financial aid programs at Taylor-Upland recognize that it is the basic responsibility of students and their families to finance a college education. However, the rising cost of education has made it necessary for many students to enlist financial assistance outside their personal resources. Financial aid can help many qualified students attend Taylor regardless of financial circumstances.

The financial aid programs offer assistance to students in need in the form of scholarships, grants, loans, and employment. Financial aid is awarded primarily on the basis of financial need, except in the case of merit scholarships, which require superior academic achievement and ability. If the student's aid package is based on financial need, the total aid package (including merit and outside scholarships) cannot exceed the student's financial need.

Financial need is defined as the difference between a family's resources and the total cost of attending college. If there is a difference between the total cost of attending Taylor (including all tuition, fees, room, board, books, supplies, and personal expenses) and the ability of the family to meet these educational costs, the student is determined to have financial need. An evaluation of financial need includes consideration of the parents' and student's income and assets, family size, and number of family members in college.

To determine the extent of the student's financial need and the family's ability to pay for educational expenses, Taylor uses the Free Application for Federal Student Aid (FAFSA). An analysis of this data determines a student's eligibility for need-based grants, loans and work-study and yields the amount that the family is expected to contribute.

It should be noted that many aid programs require that a student be enrolled full time (minimum of 12 credit hours per semester). Students who plan to enroll on a part-time basis should consult the director of financial aid about the availability of financial aid programs.

To continue to receive need-based financial aid, a student must reapply each year. To maintain eligibility for financial aid, a student cannot be on extended academic probation and must meet the criteria established in the Taylor University Satisfactory Academic Progress Policy (<http://www.taylor.edu/admissions/finaid/>). Satisfactory academic progress for financial aid applicants/recipients shall be measured both qualitatively and quantitatively. In order to maintain eligibility to receive financial aid, the maximum time period for a full-time student to complete his/her course of study shall be the equivalent of 160 attempted credit hours (including transfer hours, advanced placement or CLEP credit, and any other credits used to meet degree requirements) or until he/she has completed graduation requirements of a bachelor's degree, whichever period is less.

### **How to Apply for Financial Aid**

Students should begin the application process for financial aid as soon as possible after January 1. Those only interested in merit-based programs need not submit any financial aid forms. The Financial Aid Office automatically awards merit-based scholarships after receiving the students' SAT/ACT scores and class rank information from the Admissions Office.

In order to receive need-based financial aid, these steps must be followed:

1. Be accepted for admission to Taylor University. Students may apply for financial aid prior to their acceptance at Taylor, but financial aid will not be awarded until acceptance is finalized. Please note: Transfer students must indicate Taylor University as a recipient of their FAFSA information and their FAFSA must be received by the federal processor by March 10.

2. Complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1. The FAFSA may be completed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and must be **received by the federal processor by March 10** in order to receive institutional need-based and/or Indiana state aid. If your FAFSA is received by the federal processor after March 10, you will only receive Federal Pell Grant, Federal Stafford Loan, and Federal Parent Loans for Undergraduate Students (PLUS) and merit-based institutional aid as you are eligible. When you complete the FAFSA form on-line, we recommend that you print out the successful transmission acknowledgment.

a. In order to avoid unnecessary delays in processing, the Taylor Financial Aid Office strongly recommends that a family complete income tax returns before completing the FAFSA. However, if this is not possible, the FAFSA must be completed using estimated tax information in order to meet the March 10 deadline.

b. The release of information to Taylor University should be clearly requested on the FAFSA (code # 001838).

c. Students desiring scholarships or grants from the states of Pennsylvania, Vermont, Alaska, Rhode Island, or Massachusetts must complete the FAFSA. There may be additional forms required in order to receive state aid. Please check with your high school guidance officer regarding which forms are required by your state.

d. In order for Indiana residents to be considered for state aid, their FAFSA must be received by the federal processor by March 10. No other form is required.

In order to receive timely consideration in the awarding of financial aid, please submit the indicated forms, and respond promptly to requests for any additional information or documentation.

## **Specific Funds Available**

Institutional Aid Programs: The 2009 TU Aid Grid for students entering Taylor 2009-2010 Academic Year, as well as 2004-2008 TU Aid Grids can be viewed at <http://www.taylor.edu/admissions/finaid/available-aid/>. In addition, the current TU Aid Grid can be found at the end of this Student Right to Know Institutional Information document.

## **Federal Aid**

Anyone may apply for federal aid by completing the FAFSA.

## **Grants**

### **Federal Pell Grant**

- is based on financial need as determined by the FAFSA.
- offers a maximum \$5,350/year (amount subject to change on yearly basis).

#### Federal Supplemental Educational Opportunity Grant

- is based on financial need as determined by the FAFSA
- provides a maximum \$4,000/year.

#### Federal Academic Competitiveness (ACG) Grant

- is based on financial need as determined by the FAFSA
- awarded to freshmen (\$750) and sophomores (\$1300) who qualify for the Federal Pell Grant and have completed an academically rigorous high school program.

#### National Science & Math Access to Retain Talent (SMART) Grant

- is based on financial need as determined by the FAFSA.
- is awarded to juniors and seniors (\$4,000 annually) who qualify for the Federal Pell Grant and major in science or math.

### Loans

#### Federal Perkins Loan

- is based on financial need as determined by the FAFSA.
- loans a maximum of \$1,500/year according to financial need.
- requires beginning repayment nine months after student leaves school.
- charges a 5% interest rate.
- is awarded through Taylor University; must be signed for every year it is received.

#### Direct Subsidized Stafford Loan

- is a loan through the Federal Department of Education and a separate application must be completed on-line at <http://www.taylor.edu/admissions/finaid/student-loans>
- is based on financial need as determined by the FAFSA.
- loans a maximum of \$3,500/year for freshmen, \$4,500/year for sophomores, and \$5,500/year for juniors and seniors depending on financial need.
- requires beginning repayment six months after student leaves school.
- has a fixed interest rate of 5.6%.

#### Direct Unsubsidized Federal Stafford Loan

- is not based on financial need. A separate loan application must be completed online at <http://www.taylor.edu/admissions/finaid/student-loans>
- requires interest payment from the student from the date of disbursement.
- has a fixed interest rate of 6.8%
- operates otherwise same as subsidized loan.
- cannot exceed maximum loan limits when combined with a subsidized loan.

#### Federal Direct PLUS (Parent Loan)

- is a loan through the Federal Department of Education and a separate application must be completed on-line at <http://www.taylor.edu/admissions/finaid/student-loans>
- is not based on financial need.
- may not exceed cost of attendance minus other aid.
- parent begins repaying within 60 days after the loan is fully disbursed. Repayment may be deferred by contacting the Federal Department of Education
- has a fixed interest rate of 7.9%.

### Work

#### Federal Work Study

- is based on financial need as determined by the FAFSA.
- allows up to \$2,400 maximum earning per year.

## **State Aid**

### **Frank O'Bannon Grant Program**

#### **Higher Education Award**

- is based on financial need as determined by the FAFSA.
- provides a maximum \$3,957/year (amount subject to change on yearly basis).

#### **Freedom of Choice Grant**

- is based on financial need as determined by the FAFSA.
- offers a maximum \$7,035/year (amount subject to change on yearly basis).

### **Other States**

Pennsylvania, Massachusetts, Alaska, Rhode Island, and Vermont

- state grants are awarded to students even if they attend out-of-state colleges.
- are based on financial need as determined by the FAFSA and/or on additional form.

## **VA Yellow Ribbon Program**

Taylor University participates in the Yellow Ribbon Program authorized under the Post-9/11 GI Bill. This program provides tuition assistance from Taylor and the VA to cover tuition charges that exceed the highest public in-state undergraduate tuition rate.

## **Deferment of Loan Payments**

Students who borrow money through the Federal Family Education Loan (FFEL) Program or the William D. Ford Federal Direct Loan Program may be eligible for deferment of their loan repayments after they leave Taylor if they serve in the Peace Corps, AmeriCorps or other comparable volunteer service.

## **Contact Person**

The person responsible for institutional and financial assistance disclosure information is Mr. Tim Nace, director of financial aid. He may be reached at 765-998-5125, or at [tmnace@taylor.edu](mailto:tmnace@taylor.edu).

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

Contact: Janet Shaffer, Registrar, Upland (765-998-5330), [jnshaffer@taylor.edu](mailto:jnshaffer@taylor.edu)

The Family Educational Rights & Privacy Act, 34 CFR Part 99, also known as FERPA or the “Buckley Amendment” was enacted on August 21, 1974. Congress passed it in response to a growing public awareness about government record keeping and the dissemination of information commonly considered private in nature. It provides rights of inspection and prohibitions against unauthorized dissemination of education information. The act applies to all public and private institutions of higher education that receive funds made available under programs administered by the Department of Education, including federal grant monies, Pell grants, Guaranteed Student Loan Programs and other such funds. Taylor University receives funds under one or more such programs; therefore, the regulations apply to the university as a whole, including each component or department within the institution. Taylor University annually informs students in attendance of their rights under FERPA. Included in the annual announcement of rights, is the list of items which the institution has designated as directory information, and the right of students for nondisclosure. These announcements are included in the schedule of classes and the student life handbook, and are also available on the University’s websites (Internet: <http://www.Taylor.edu> or Intranet: <http://www.online.Taylor.edu>).

The Family Educational Rights and privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- 1) The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- 2) The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Taylor University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

The University may release without written consent the following items which have been specified as public or directory information for students who are currently enrolled: name, addresses, e-mail address, telephone listings, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, dean's list, most previous educational agency or institution attended.

A student can request, while still enrolled, that the University not release any directory information about him/her. This designation must be furnished in writing to the Registrar by the end of the first week of classes in the semester. Requests for nondisclosure will be honored for one academic year.

At the postsecondary level, the right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances: 1) through the written consent of the student, 2) in compliance with a subpoena, and 3) by submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form.

## GRADUATION RATE INFORMATION

Contact : Stephen Dayton, Institutional Research Analyst, Upland (765-998-4627), [stdayton@taylor.edu](mailto:stdayton@taylor.edu)

The university tracks graduation rates for those first-time, full-time degree-seeking students who enter the university during the fall term of each year. The rates represent the percentage of such students who finish within a time equivalent to 150% of the standard length of their program (e.g., 6 years for a 4 year program). Cohorts of entering groups have been formed each year. The graduation rates of these groups by gender and racial/ethnic background are presented in the following table:

GRADUATION RATES – TAYLOR UNIVERSITY																
	Cohort	Non-Resident Alien		Black, Non-Hispanic		American Indian / Alaskan Native		Asian / Pacific Islander		Hispanic		White, Non-Hispanic		Race / Ethnicity Unknown		Total
		M	W	M	W	M	W	M	W	M	W	M	W	M	W	
Total Cohort	2002	*	*	*		*	*	*	75%	*	*	78%	81%		*	78%
	4-Year Avg.	67%	47%	69%	78%	*	*	*	83%	70%	74%	77%	82%	*	73%	78%
Football	2002			*								64%				67%
	4-Year Avg.	*		*								65%				66%
Basketball	2002			*								*	*			80%
	4-Year Avg.			*								67%	75%		*	68%
Baseball	2002											88%				88%
	4-Year Avg.											90%				90%
Cross-Country & Track	2002											90%	100%			94%
	4-Year Avg.	*		*	*			*				79%	79%	*		79%
All Other Sports	2002											67%	93%		*	77%
	4-Year Avg.			*				*	*		*	76%	86%		*	80%
All Sports	2002			*							*	76%	92%		*	80%
	4-Year Avg.	*		71%	*			*	*		*	74%	82%	*	*	76%

Note: The 4-Year Average is for the cohort years 1999, 2000, 2001 and 2002.

\*Low N: number of students is 5 or less so privacy is protected by FERPA. Contact office of institutional research for more information.