



# **Student Right-to-Know**

## ***Institutional Information***

Fall 2023

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## INSTITUTIONAL INFORMATION

### Accreditation

Taylor University is accredited by the [Higher Learning Commission](#) (HLC) and has held this status since 1947. Following reaffirmation of accreditation in 2018, Taylor University transitioned from HLC's Academic Quality Improvement Program (AQIP) to the Open Pathway for accreditation. This change was prompted by HLC's decision to discontinue AQIP. The University had followed the AQIP pathway from 2004 to 2018. Taylor was approved to offer online associate degrees in 1998 and graduate programs in 2003.

The University was accredited by the [National Council for Accreditation of Education Preparation](#) (CAEP)-Indiana Professional Standards Board (IPSB) in 1962, the [National Association of Schools of Music](#) (NASM) in 1970, the [Council on Social Work Education](#) (CSWE) in 1980, and the [Accreditation Council for Business Schools and Programs](#) (ACBSP) in 2016. The Computer Engineering and Engineering programs are accredited by the Engineering Accreditation Commission (EAC) of the [Accreditation Board for Engineering and Technology](#) (ABET) since 2007. Taylor University's Chemistry (BS) is certified by the [American Chemical Society](#) (ACS). All accreditation documents are maintained in the Office of the Provost.

### Academic Programs - Fall 2023

Taylor University offers programs leading to a Bachelor of Arts degree (BA), Bachelor of Science degree (BS), Bachelor of Music degree (BM), Bachelor of Fine Arts (BFA), 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. Many 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 Arts in Higher Education (MA) and Master of Arts in Ministry (MA). Please view the academic [catalog](#) to find information and lists of majors and minors, including concentrations.

### Services for Students with Disabilities

Contact: Academic Enrichment Center (765-998-5524), <https://www.taylor.edu/offices/academic-enrichment-center/contact>

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.

## TUITION & FEE SCHEDULES: 2023 – 2024

### Undergraduate—Student Tuition & Program Costs

A document containing costs, fees, and tuition is available from the Taylor University website's [Financial Aid](#) section entitled *Taylor Costs Before Financial Aid* or the [Student Accounts Office](#).

#### FULL-TIME UNDERGRADUATE TUITION & FEES (11+ CREDIT HOURS)

	Fall 2023 (12-17 credit hours)	Interterm 2024 (1-4 hours)	Spring 2024 (12-17 credit hours)	TOTAL
<b>Tuition</b>	\$19,070	\$0	\$19,070	<b>\$38,140</b>
<b>Housing</b>	\$2,684	\$0	\$2,684	<b>\$5,368</b>
<b>Food</b>	\$2,429	\$662	\$2,429	<b>\$5,520</b>
<b>Health Service</b>	\$87	\$26	\$87	<b>\$200</b>
<b>Fees</b>	\$50	\$664*	\$50	<b>\$764</b>
<b>TOTAL</b>	<b>\$24,320</b>	<b>\$1,352</b>	<b>\$24,320</b>	<b>\$49,992</b>
<b>Additional Charges (PER ADDITIONAL CREDIT HOUR)</b>				
	Fall 2023 (12-17 credit hours)	Interterm 2024 (1-4 hours)	Spring 2024 (12-17 credit hours)	
<b>Over 17 Hours Fall/Spring (Over 4 in Interterm)</b>	\$575	\$575	\$575	
<b>Audit Hours</b>	\$252	\$252	\$252	

\*The J-Term Fee is charged to ALL students participating in J-Term activity, including sports trips, J-Term trips, and on-campus courses. New 2024.

#### PART-TIME UNDERGRADUATE TUITION & FEES: FALL & SPRING (1-11 hours)

<b>1-6 credit hours</b>	\$1,068 per credit hour
<b>7-11 credit hours</b>	\$1,344 per credit hour
<b>Audit hours</b>	\$252 per credit hour
<b>Fees</b>	\$50 per semester (registered for 7 or more hours)
<b>Food</b>	See Meal Plan Options below

#### MEAL PLANS

Meal Plan Fall/Spring	Cost	Dining Dollars Included <sup>2</sup>
19 Meal Plan <sup>1</sup>	\$2,429	\$150
14 Meal Plan	\$2,233	\$75
10 Meal Plan	\$1,503	\$25
7 Meal Plan	\$1,056	\$25

<sup>1</sup>Freshmen are required to take the 19 meal plan for the full year.

<sup>2</sup>Dining Dollars may be used to purchase value meals or single items at the Campus Center or Dining Commons.

#### Withdrawal Procedures and Refunds to Students

Taylor University's refund and withdrawal policies are found in the *Finance* section of the [Academic Catalog](#) under the headings *Refund Schedule* and *University Withdrawal Procedures*, while the return of Title IV/HEA financial aid policy is found on the [Additional Financial Aid Resources webpage](#), under the heading *Policies and Procedures*.

The withdrawal process is initiated by contacting the Coordinator of Academic Success in the Academic Enrichment Center. Graduate school and Taylor University Online students should contact their respective offices for withdrawal procedures.

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 May 1. Any deviations from the refund policy are at the discretion of the Accounts Receivable Manager, Dean, and Vice President for Student Development.

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](#).

In cases of withdrawal by a student from the university in the fall or spring, basic fees are nonrefundable. Refunds of charges for tuition, housing, and food are based on the following [refund schedule](#):

Withdrawals through the end of	Tuition	Housing	Food
First week –First five class days of the Fall/Spring terms	90%	Prorated	Prorated
Second week	90%	Prorated	Prorated
Third week	75%	Prorated	Prorated
Fourth week	60%	Prorated	Prorated
Fifth week	45%	Prorated	Prorated
Sixth week	20%	Prorated	Prorated
Seventh week— end of the semester	0%	Prorated	Prorated

**TAYLOR UNIVERSITY ONLINE**

<https://www.taylor.edu/online/programs-licensure/index.shtml>

**ONLINE TUITION:**

Course of Study	Cost Per Credit Hour
Associate of Arts	\$400.00
Transition to Teaching Licensure Program	\$450.00
Intense Intervention Licensure Program	\$450.00
Mild Intervention Licensure Program	\$450.00
TESOL Licensure Program	\$450.00
Independent Study Online	\$400.00
Collaborative Study Online	\$400.00

**APPLICATION, EXTENSION, or LICENSURE FEES:**

Associate of Arts                      \$40.00

Extension fee                              \$250.00

**Transition to Teaching, Intense Intervention, Mild Intervention, or TESOL Licensure:**

Application Fee                          \$100.00

**Graduate—Student Tuition & Program Costs: 2023-2024**

**MASTER OF ARTS IN MINISTRY (MAM)**

<https://www.taylor.edu/ma-ministry/admissions/tuition-funding>

The information below is intended to assist students as they plan for the total cost of the MAM program.

MAM Program Costs and Scholarships	Term 1 (4 credits)	Term 2 (7 credits)	Term 3 (7 credits)	Term 4 (7 credits)	Term 5 (7 credits)	Term 6 (4 credits)	Totals
<b>Tuition (\$500 per credit)</b>	\$2,000	\$3,500	\$3,500	\$3,500	\$3,500	\$2,000	\$18,000
<b>Estimated Books</b>	\$75	\$125	\$125	\$125	\$125	\$75	\$650
<b>Estimated Trip Fees</b>	-	-	\$500	-	\$500	-	\$1,000
<b>TU Scholarship (\$175 off per credit)</b>	(\$700)	(\$1,225)	(\$1,225)	(\$1,225)	(\$1,225)	(\$700)	(\$6,300)
<b>Graduation Fee</b>	-	-	-	-	-	\$100	\$100
<b>Estimated MAM Program Costs</b>	<b>\$1,375</b>	<b>\$2,400</b>	<b>\$2,900</b>	<b>\$2,400</b>	<b>\$2,900</b>	<b>\$1,475</b>	<b>\$13,450</b>

**MASTER OF ARTS IN HIGHER EDUCATION (MAHE)**

<https://www.taylor.edu/ma-higher-education/admissions/tuition-financial-aid>

The information below is intended to assist students as they plan for the total cost of the MAHE program. **Estimated costs (subject to change) are based on a full-time load of 10 hours for terms 1 and 3, 9 hours for terms 2 and 4, and 2 hours during J-term of Year 2, for a total of 40 credit hours.** The cost per credit hour is \$635. Tuition will not increase between a student’s first and second year in the program.

**MAHE Tuition and Program Costs: 2023-2025**

Tuition and Other Costs	Term 1 (10 hours)	Term 2 (9 hours)	Term 3 (10 hours)	J-Term Year 2 (2 hours)	Term 4 (9 hours)	Totals
Tuition	\$6,350	\$5,715	\$6,350	\$ 1,270	\$5,715	\$ 25,400
Fees	\$50 (TSO)	\$50 (TSO)	\$50 (TSO)	-	\$50 (TSO) \$100 (grad)	\$280
<b>Total Program Cost</b>	<b>\$6,400</b>	<b>\$5,765</b>	<b>\$6,400</b>	<b>\$1,270</b>	<b>\$5,865</b>	<b>\$25,700</b>
Estimated Books and Materials	\$200	\$200	\$200	\$50	\$200	\$850
Assistantship Stipend	-\$3,750 to -\$4,500	-\$3,750 to -\$4,500	-\$3,750 to -\$4,500	-	-\$3,750 to -\$4,500	-\$15,000 to -\$18,000
<b>Net Program Cost</b>	<b>\$2,100 to \$2,850</b>	<b>\$1,465 to \$2,215</b>	<b>\$2,100 to \$2,850</b>	<b>\$1,320</b>	<b>\$1,465 to \$2,215</b>	<b>\$8,550 to \$11,550</b>

\***Assistantship stipends** range from \$7,500 per year to \$9,000. Please note, in addition to the \$7,500 stipend, residence life graduate assistants also receive housing and seven meals per week. The net program cost provides the bottom-line cost for the **full two years**, including tuition, fees, and estimated book costs, **minus** the assistantship stipend, if students choose to apply it directly to tuition costs.

Students who choose to participate in the international trip will pay an additional trip fee of \$4,250 during the 2nd year of the program.

This information can be found at: [https://www.taylor.edu/ma-higher-education/documents/2022-2024 MAHE Tuition and Program Costs.pdf](https://www.taylor.edu/ma-higher-education/documents/2022-2024%20MAHE%20Tuition%20and%20Program%20Costs.pdf)

For more information concerning Taylor University Graduate Studies tuition and fees, financial policies, and financial aid, visit <https://www.taylor.edu/academics/graduate>.

## FINANCIAL AID

Contact: Robert Sommers, Executive Director of Financial Aid (765-998-5125), [finaid@taylor.edu](mailto:finaid@taylor.edu)

Please visit Taylor University's Financial Aid website (<https://www.taylor.edu/admissions/tuition-and-funding/index.shtml>) for access to TU Institutional Financial Aid Programs, information on how to apply, Terms of Agreement, and Satisfactory Academic Progress.

The federal Department of Education states 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 based on 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, living expenses (housing & food), books, course materials, supplies, equipment, transportation, and miscellaneous 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, assets, and family size.

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.

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 financial aid office 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. Satisfactory academic progress for financial aid applicants/recipients shall be measured both qualitatively and quantitatively. 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 October 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/CLT scores and high school GPA information from the Admissions Office.

Please refer to <http://www.taylor.edu/admissions/tuition-and-funding/index.shtml> for step-by-step instructions on how to apply.

***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 April 15.
2. ***Complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after October 1.*** The FAFSA may be completed online at [www.studentaid.gov](http://www.studentaid.gov) and must be received by the federal processor by April 15 to receive institutional need-based and/or Indiana state aid. If your FAFSA is received by the federal processor after April 15, you may 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 online, we recommend that you print out the successful transmission acknowledgment.
  - a. To avoid unnecessary delays in processing, the Taylor Financial Aid Office strongly recommends that a family complete federal income tax returns before completing the FAFSA so the tax information can flow through the [Future Act Direct Data Exchange \(FADDX\)](#).
  - b. The release of information to Taylor University should be clearly requested on the FAFSA (Code # 001838).
  - c. For Indiana residents to be considered for state aid, their FAFSA must be received by the federal processor by April 15. No other form is required.
  - d. Students desiring scholarships or grants from the states of Vermont or Rhode Island 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.

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: Please view the institutional aid program information at the Taylor University Financial Aid website <http://www.taylor.edu/admissions/tuition-and-funding/index.shtml>.

## **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 of \$7,395/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 of \$4,000/year.

## **Loans**

### **Direct Subsidized Stafford Loan**

- is a loan through the Federal Department of Education with a requirement to complete online loan counseling and promissory note.
- 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 the student leaves school.
- has a fixed interest rate of 5.50%.

### **Direct Unsubsidized Federal Stafford Loan**

- is through the Federal Department of Education and is not based on financial need, but still has a requirement to complete an online loan counseling and promissory note.
- requires interest payment from the student from the date of disbursement.
- has a fixed interest rate of 5.50% for undergraduate and 7.05% for graduate students.
- operates otherwise same as a 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 online.
- is not based on financial need.
- may not exceed the cost of attendance minus other aid.
- parent begins repaying within 60 days after the loan is fully disbursed, unless the deferment option is selected.
- has a fixed interest rate of 8.05%.

## **Work**

### **Federal Work-Study**

- is based on financial need as determined by the FAFSA.
- estimate possible earnings around \$2,400 per year.

## **State Aid**

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

#### **21st Century Scholarship**

- is based on financial need as determined by the FAFSA

- amount determined by Indiana Commission for Higher Education each year currently ranges between \$9,256 to \$13,300).

### **Freedom of Choice Grant**

- is based on financial need as determined by the FAFSA.
- amount determined by Indiana Commission for Higher education each year currently ranges from \$900 to \$13,300).

## **Other States**

### ***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 an 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 and fee charges that exceed \$27,120.

## **Deferment of Loan Payments**

Students who borrow money through the 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.

## **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. Information regarding Study Abroad Programs and Financial Aid is also available on Taylor University's Financial Aid website.

<https://www.taylor.edu/academics/study-abroad/index.shtml>

## **RETURN OF FINANCIAL AID FUNDS**

(Information is also available on the Taylor University Financial Aid website:

<https://www.taylor.edu/admissions/tuition-and-funding/index.shtml>)

Refund policies pertaining to tuition, fees, housing, and food charges may be found in the [Taylor University 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, IN State Aid, and Institutional 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 through the census date of the term before any of the state aid has been earned. Students who withdraw on or after the census date have earned all of their Indiana state aid for the term. Disbursed financial aid that exceeds the amount of earned state aid must be returned to the Indiana Commission for Higher Education (CHE).

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.

### **System to Determine Withdrawal Date for Official and Unofficial Withdrawals**

The Financial Aid Office will perform a Return of Title IV calculation if your currently scheduled classes are all or any combination of the following: officially withdrawn, dropped within the refund period, unofficially withdrawn (stop attending), your instructor will report an F as your final grade with a date of last attendance, and never attended. Note: If you receive financial aid and never attend any of your scheduled classes, you will be required to repay all of the aid received, including any state funds. For official withdrawals, the withdrawal date listed on the withdrawal form will be used. For unofficial withdrawals, either the 50% point of the enrollment period or the last date of attendance or academically-related activity as recorded by the faculty member will be used, whichever is later.

### **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).

### **Post-Withdrawal Disbursements – Title IV Aid**

Students who completely withdraw, drop out, or stop attending before their financial aid is disbursed for the semester may be eligible to receive a Post-Withdrawal disbursement. A Post-Withdrawal disbursement is for students that were eligible to receive a disbursement, but the aid was unable to disburse before they stopped attending. The Financial Aid Office will determine if any aid was earned by using the calculation above, i.e. the number of days enrolled divided by the number of days in the enrollment period.

### **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.

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

Contact: Janet Rogers, Registrar (765-998-5129), [registrar@taylor.edu](mailto:registrar@taylor.edu)

The rights listed below can also be found in the [Compliance Section](#) of the [Taylor University Catalog](#).

The Family Educational Rights and 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 website <http://www.taylor.edu>. Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- 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 University official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed. At the post-secondary level, the right to inspect is limited solely to the student. Records may be released to parents only under one of the following circumstances: 1) through the written consent of the student; 2) in compliance with a subpoena; or 3) if the University agrees to the release of records following submission of evidence that the parents declare the student as a dependent on the most recent year's Federal Income Tax form.
- 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 to 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, as well as to the U.S. Department of Education

and accrediting agencies. The University shall attempt to notify the student in advance of complying with a court order or subpoena, unless disclosure is prohibited.

- 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

Phone: 202-260-3887

Web site address:

<https://www2.ed.gov/about/offices/list/om/pirms/index.html>

Taylor University may release, without written consent, the following items which have been specified as public or directory information for current and former students: name, address, email address, telephone listing, gender, photograph, video image and sound, field of study, grade level, enrollment status, month and day of birth, dates of attendance, actual and anticipated graduation date, degree, honors and awards, previous educational agency or institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

A current student can request that the University not release any directory information about him or her. This designation must be furnished in writing to the Registrar by the end of the first week of classes in the semester. Request to withhold prevents the disclosure of all directory information and remains in place until rescinded, in writing, by the student. Regardless of the effect upon the student, the institution assumes no liability for honoring the student's instructions that such information be withheld.



## Graduation Rates for the Fall 2017 Entering Cohort

<b>2017 Cohort Group</b>	<b>Total #</b>	<b>1st Year Retention</b>	<b>Graduated in 4 Yrs</b>	<b>% in 4 Yrs</b>	<b>Graduated in 5 Yrs</b>	<b>% in 5 Yrs</b>	<b>Graduated in 6 Yrs</b>	<b>% in 6 Yrs</b>
All Students	448	383	309	69%	340	76%	343	77%
<b>Gender</b>								
Males	200	164	125	63%	143	74%	146	73%
Females	248	219	184	74%	197	79%	197	79%
<b>Ethnicity/Race Group</b>								
	<b>Total#</b>	<b>1st Year Retention</b>	<b>Graduated in 4 Yrs</b>	<b>% in 4 Yrs</b>	<b>Graduated in 5 Yrs</b>	<b>% in 5 Yrs</b>	<b>Graduated in 6 Yrs</b>	<b>% in 6 Yrs</b>
Nonresident	16	15	11	69%	13	81%	13	81%
Hispanic/Latino	17	14	13	76%	13	76%	13	76%
American Indian or Alaska Native	*	*	*	*	*	*	*	*
Asian	17	15	12	71%	13	76%	14	82%
Black or African-American	15	12	9	60%	10	67%	10	67%
Native Hawaiian or Other Pacific Islander	*	*	*	*	*	*	*	*
White	381	325	262	69%	289	76%	291	76%
Two or More Races	*	*	*	*	*	*	*	*
Race/Ethnicity Unknown	*	*	*	*	*	*	*	*
<b>Financial Aid Group</b>								
Students who were recipients of only a <a href="#">Pell Federal Grant</a>	101	78	68	67%	71	70%	71	70%
Students who did not receive a Federal Pell Grant but did receive a <a href="#">subsidized Stafford/Direct Loan</a>	130	111	86	66%	97	75%	97	75%
Students who <a href="#">did NOT receive a Pell Grant or a subsidized Stafford/Direct Loan</a>	217	194	155	71%	172	79%	175	81%

\*Low N: number of students is 5 or less so privacy is protected by FERPA. Contact the [Office of Institutional Research](#) for more information.