The U.S. Department of Education requires institutions of higher education to disclose, annually, certain information to the public, to all enrolled and prospective students, and to current and prospective employees. The information in this notice provides the required disclosures and the exact location where the information is located.

If you need assistance with accessing any of the information referenced, or if you would like a paper copy of this notice or any of the referenced materials, please contact the Dean of Students on your campus.

SCC Title IV Code of Conduct
The federal Department of Education requires all schools that participate in an FSA loan program to publish and enforce a Code of Conduct.

SCC does not participate in any revenue-sharing arrangements with any lender. SCC does not steer students or parent to any particular lender offering private loans, nor does SCC delay private loan certification based on lender choice. SCC further, does not offer private loan funds to students in exchange for providing certain concessions to lenders, such as promises of a certain number of loans, a specified loan volume, or a preferred lender arrangement.

SCC does not have a preferred lender arrangement with any outside lenders. If students seek alternative, or private, student loans, they must research lenders and make the necessary arrangements for those loans.

The SCC Financial Aid Office and other staff members with responsibilities toward education loans may not accept compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender, or for any service on an advisory board, commission or group established by lenders or guarantors, except for reimbursement for reasonable expenses.

Family Educational Rights and Privacy Act (FERPA)
FERPA is a federal law protecting the privacy of student educational records. For more information about federal guidance and SCC policies:
https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html and
https://catalog.southeast.edu/content.php?catoid=3&navoid=262#privacy-of-educational-records-ferpa

Annual Safety, Security and Crime/Fire Statistics Report
SCC discloses this report individually, no later than October 1 of each year. The current report may be accessed at https://www.southeast.edu/annual-safety-report.pdf
Drug Prevention Materials
SCC’s policies expressly prohibit the unlawful or unauthorized possession, use, or distribution of drugs and alcohol by students and employees on College property, in College-owned vehicles, or as part of any College-related activity or event.

For a description of sanctions for the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of drug and alcohol counseling, treatment or rehabilitation programs, and the health risks associated with drug and alcohol abuse: https://catalog.southeast.edu/content.php?catoid=3&navoid=319#drug-and-alcohol-awareness-and-prevention

**SCC will impose sanctions on students and employees who violate these policies.**

Academic Programs
- Programs of Study: https://catalog.southeast.edu/content.php?catoid=3&navoid=344 and https://www.southeast.edu/academics/
- Information about Academics, Grades and Transcripts: https://catalog.southeast.edu/content.php?catoid=3&navoid=333
- Faculty and instructional personnel information: https://catalog.southeast.edu/content.php?catoid=3&navoid=315
- Information about locations and facilities: https://www.southeast.edu/mapsanddirections/

Accreditation, Approval and Licensure Information
The Higher Learning Commission (HLC) is SCC’s primary accreditor: https://www.southeast.edu/hlc/

Some of SCC’s programs have additional program-specific accreditors. For information on all the entities providing accreditation, approval, or licensure of SCC and its programs: https://www.southeast.edu/consumer-information/ under General Institutional Information.

Career and Placement Services
Information on placement and types of employment obtained by SCC graduates: https://www.southeast.edu/WorkArea/DownloadAsset.aspx?id=23189

Completion, Graduation, and Transfer-Out Rates
The IPEDS Data Feedback Report has completion or graduation rates for degree or diploma seeking, first time, full-time, undergraduate students: https://www.southeast.edu/WorkArea/DownloadAsset.aspx?id=23189

Retention Rates
Student Retention Rates are found in the Student Right to Know section of the College website: https://www.southeast.edu/WorkArea/DownloadAsset.aspx?id=16888
Student Diversity

Transfer of Credit Policies and Articulation Agreements
SCC’s policies for transferring credit to SCC: https://www.southeast.edu/transferring-credit-to-scc/

SCC has many program and transfer agreements with other colleges. A listing of current articulation agreements, and information on requesting a transcript for transfer to another institution: https://www.southeast.edu/transfer-information/

Copyright Infringement Policies and Sanctions
SCC’s policies regarding copyright infringement and sanctions for non-compliance: https://www.southeast.edu/copyright-infringement-and-responsible-computing/

Disability Services
Information regarding services and facilities provided to students with disabilities is found at the following locations:

- Disability resources: https://www.southeast.edu/Resources/
- Information regarding reasonable accommodations: https://www.southeast.edu/reasonableaccommodations/
- Academic accommodation information: https://catalog.southeast.edu/content.php?catoid=3&navoid=321&hl=%22disability%22&returnto=search

Refund Policy, Withdrawal, and Return of the Title IV Financial Aid.
Federal guidelines and SCC policies regarding refunds, withdrawals and Return of Title IV Funds is found on the SCC website.

- SCC’s withdrawal, drop, and refund policies: https://www.southeast.edu/withdrawal-refunds-returns/
- Return of Title IV Funds information: https://www.southeast.edu/financial-aid-policies/

Student Financial Aid Information
Contact information for the Financial Aid Office:

Lincoln Campus
402-437-2610
800-642-4075 Ext 2610
Fax: 402-437-2402
financialaid@southeast.edu

Beatrice Campus
402-437-2610
800-233-5027 Ext 2610
Fax: 402-228-8935
financialaid@southeast.edu

Milford Campus
402-437-2610
800-933-7223 Ext 2610
Fax: 402-761-2324
financialaid@southeast.edu
For financial assistance available to students including need-based and non-need-based federal, state, local, private and institutional based student financial aid programs go to:

- Loans and Grants: https://catalog.southeast.edu/content.php?catoid=3&navoid=270#financial-aid-programs-

- Scholarships: https://catalog.southeast.edu/content.php?catoid=3&navoid=270#financial-aid-programs-

- Types of federal student loans and the terms of the loans: https://studentaid.ed.gov/sa/types/loans

- Repayment options: https://studentaid.ed.gov/sa/repay-loans/understand/plans


- The Department of Education’s Repayment Estimator: https://studentaid.gov/loan-simulator/

- The criteria used for selecting award recipients and how the award amount is determined: https://catalog.southeast.edu/content.php?catoid=3&navoid=270#financial-aid-programs-

- Procedures for applying for aid and eligibility requirements
  - How to apply for aid: https://www.southeast.edu/financialaidprocess/
  - Eligibility requirements: https://www.southeast.edu/financial-aid-policies/

- Information regarding the disbursement of financial aid: https://www.southeast.edu/financial-aid-disbursements/

- The student’s rights and responsibilities in receiving financial aid: https://www.southeast.edu/rights-of-students-on-financial-aid/

- General conditions and terms applicable to employment provided as part of the financial aid package (Federal Work Study): https://www.southeast.edu/federal-work-study/

- Entrance counseling information required before a student may receive a federal student loan: https://studentaid.gov/app/counselingInstructions.action?counselingType=entrance

- Exit counseling information SCC must collect when a student drops to less than halftime enrollment: https://studentaid.gov/h/manage-loans.

**General costs of attending SCC**
The tuition and fees rates for 2019-2020: https://www.southeast.edu/tuitionandfees/

**Satisfactory Academic Progress (SAP)**
All students must make progress toward their educational goals in order to continue to receive federal financial aid: https://www.southeast.edu/financial-aid-policies/
To help students stay on track with academic progress, SCC makes GPA and PACE calculators available: https://www.southeast.edu/financial-aid-policies/

**Equity in Athletics**
SCC is committed to providing equitable athletic opportunities for its male and female students. The information SCC reports to the Department of Education regarding athletics: https://www.southeast.edu/WorkArea/DownloadAsset.aspx?id=26190

**Vaccination Policy**
While SCC does not have a policy regarding vaccinations, some programs require current vaccinations. The Center for Disease Control recommends the following vaccinations for adults: https://www.cdc.gov/vaccines/hcp/acip-recs/index.html

**Access/Equity/Diversity – Nondiscrimination and Title IX**
It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy.

Southeast Community College strongly encourages any person subjected to sexual misconduct to report the conduct to law enforcement and to the College’s Title IX office. Information on how to file a report: https://catalog.southeast.edu/content.php?catoid=3&navoid=320&hl=%22Title+IX%22&returnto=searc h

Information regarding complaint and grievance processes: https://catalog.southeast.edu/content.php?catoid=3&navoid=319&hl=%22grievance%22&returnto=sear ch

The Access, Equity and Diversity (AED) office provides oversight in compliance with federal and state regulations. For more information, contact:

**Jose J. Soto**
Vice President for Access/Equity/Diversity SCC Area Office  
301 S. 68th Street Place 
Lincoln, NE 68510  
402-323-3412  
jsoto@southeast.edu