

## WENTWORTH MILITARY ACADEMY AND COLLEGE

### Student Consumer Information Annual Notice

January 2011  
Updated May 25, 2011

#### **ATHLETIC PROGRAM INFORMATION**

##### Athletic Program Participation and Financial Support

The annual Equity in Athletics Disclosure Act Report that contains participation rates, financial support, and other information on men's and women's intercollegiate athletic programs will be available through the Athletic Director at a future date. Wentworth's College Athletic Program is currently under development and will not have data to report until the summer of 2012.

##### Equity in Athletics Disclosure Act Reports

This annual report contains participation rates, financial support, and other information on men's and women's intercollegiate athletic programs and will be available through the Athletic Director at a future date. Wentworth's College Athletic Program is currently under development and will not have data to report until the summer of 2012.

##### Graduation Rates for Student Athletes

This information must be provided to student athletes, their parents, high school coaches, and guidance counselors when an athletically-related student aid offer is made. The NCAA provides this information directly to high schools. It will also be available from the Athletic Director at a future date. Wentworth's College Athletic Program is currently under development and will not have data to report until the summer of 2012.

#### **Campus Contacts**

The following university officials may be contacted to assist enrolled or prospective students with the following:

##### **Institutional Information:**

Academic Dean, Groendyke Hall, Wentworth Military Academy and College – (660) 259-2221 Ext 1302

##### **Financial Assistance Information:**

Office of Student Financial Aid, Administration Building, Wentworth Military Academy and College – (660) 259-2221 Ext 1244

**Athletics**

Athletic Director, Athletic Center, Wentworth Military Academy and College – (660) 259-2221 Ext 1314

**Completion or graduation rates:**

Academic Dean, Groendyke Hall, Wentworth Military Academy and College – (660) 259-2221 Ext 1302

**Security policies and crime statistics:**

Director of Operations, Second Floor, Administration Building, Wentworth Military Academy and College – (660) 259-2221 Ext 1304

**Informal complaints and Academic concerns:**

Director of Operations, Second Floor, Administration Building, Wentworth Military Academy and College – (660) 259-2221 Ext 1304

**CAMPUS SAFETY****Annual Security Report**

Wentworth Military Academy and College is committed to supporting the welfare of its students, faculty, staff, and visitors. Wentworth Military Academy and College's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Wentworth Military Academy and College; and on public property within the campus, or immediately adjacent to and accessible from campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and other drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Superintendent, Second Floor, Administration Building, Wentworth Military Academy and College – (660) 259-2221 Ext 1206 or by accessing the following web site:

<http://nces.ed.gov/collegenavigator/?q=wentworth+military&s=all&id=179919>

**Emergency Response and Evacuation Procedures**

The Emergency Response and Evacuation Plan establishes policies and procedures that will be employed when there exists the potential for an emergency condition, such as severe weather; an emergency situation has occurred or is occurring; or in any situation where it is necessary and beneficial for the operations of WMA to be conducted out of a single location. In order to ensure the various plans at WMA will work in an emergency situation, WMA participates in drills and exercises that include campus personnel as well as local, county, and state public safety agencies.

The college has several procedures in place to communicate with faculty, staff, students and media regarding any emergency on campus and has established an emergency mass notification system, known as “Wentworth Alert” on WMA’s home campus and at each of its remote attendance sites. Complete details about the Emergency

Response Plan and the Wentworth Alert System are available from the Director of Operations, Director of Operations, Second Floor, Administration Building, Wentworth Military Academy and College – (660) 259-2221 Ext 1304 or by accessing the following web site: <http://www.wma.edu/docs/erep.pdf>

#### Missing Person Policy

In accordance with the Higher Education Act of 2008, all students who reside in on-campus housing may identify an individual who will be contacted by College or law enforcement personnel after it has been determined that the student is missing. If campus security officials determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours, they must: notify the individual identified by the student to be contacted in this circumstance; notify a parent or guardian if the student is under 18 years old; and notify law enforcement. If at any time foul play is suspected or suspicious circumstances are uncovered, the Director of Operations, the Superintendent, and law enforcement officials will be contacted immediately. The complete policy is available from the Director of Operations, Second Floor, Administration Building, Wentworth Military Academy and College – (660) 259-2221 Ext 1304 or by accessing the following web site:

<http://www.wma.edu/docs/mpp.pdf>

#### Sex Offender Registration and Community Notification

Under provisions of the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (Wetterling Act), any person who is required to register under a state sex offender registration program must notify the state when he or she enrolls at an institution of higher education or is employed at such an institution, and must notify the state of any change in enrollment or employment at an institution of higher education. Sex offender registration information is to be transmitted from each state to the law enforcement entities where the registered sex offenders reside. In Missouri, the sex offender list is maintained at the county level.

The Office of Safety and Security is managed by the Director of Operations, Second Floor, Administration Building, Wentworth Military Academy and College – (660) 259-2221 Ext 1304.

Following is a link to the Missouri Highway Patrol Registry Sex Offenders List: <http://www.mshp.dps.mo.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>. It is the best source for those wishing to be informed of registered sex offenders who reside in or near Lafayette County.

#### Sexual Harassment and Amorous Relationships Policies

The Sexual Harassment and Amorous Relationships Policies can be obtained from the Human Resources Office/Business Office, Administration Building, Wentworth Military Academy and College – (660) 259-2221 Ext 1242 or by accessing the following web site: <http://www.wma.edu/docs/sharp.pdf>

## **COPYRIGHT INFRINGEMENT**

Wentworth Military Academy and College prohibits the unauthorized distribution of copyrighted materials. The specific policy and more information can be found by contacting the Director of Information Technology, Second Floor, Administration Building (660) 259-2221 Ext 1238 or can be found online at <http://www.wma.edu/uploads/IT.pdf>

In addition, unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject a student or employee to civil and criminal liabilities summarized below:

*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 attorney’s 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.*

## **DISABILITIES RESOURCES**

Wentworth Military Academy and College is committed to providing an accessible and supportive environment for students with disabilities. WMAC does not discriminate on the basis of disability against otherwise qualified individuals in any program at the college. Equal access for qualified students with disabilities is an obligation of the College under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. More information is available by contacting the Academic Dean, Groendyke Hall, (800) 962-7682, page 7 of the College Course Catalog, or online at <http://www.wma.edu/uploads/Course%20Catalog%202009%20-%202011.pdf>

## **DRUG AND ALCOHOL POLICY**

Wentworth Military Academy and College’s Alcohol and Drug policy is annually distributed to every employee and student of Wentworth out of concern for their welfare and in compliance with the Drug Free Schools and Communities Act. WMAC is committed to providing a healthy, safe, and learning environment for its students, faculty, staff, and guests. Abuse of alcohol and other drugs disrupts personal and professional development of College employees. This policy can be found at <http://www.wma.edu/docs/dap.pdf> ; a hard copy can be obtained at Human Resources Office/Business Office, Administration Building, Wentworth Military Academy and

College – (660) 259-2221 Ext 1242 or Academic Dean, Groendyke Hall, (800) 962-7682. Fliers are also provided to each enrolled student as part of their enrollment packet.

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

Wentworth Military Academy and College adheres to and observes the rules, regulations, and guidelines of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. FERPA affords students certain rights with respect to their educational records. They include the right to: 1) inspect and review these records; 2) request an amendment to the records; 3) consent to or restrict disclosures of personally identifiable information in the records; and 4) file a complaint with the U.S. Department of Education concerning the College's alleged failure to comply with FERPA. Copies of the complete FERPA policies and procedures may be obtained from the Registrar's Office, Groendyke Hall, (800) 962-7682, page 7 of the College Course Catalog, or online at <http://www.wma.edu/uploads/Course%20Catalog%202009%20-%202011.pdf>

### **FINANCIAL AID**

Financial aid and its availability to students can be obtained at the Office of Student Financial Aid, Administration Building, Wentworth Military Academy and College – (660) 259-2221 Ext 1244 or <http://www.wma.edu/docs/FA%20Info%20Booklet-2011-12.pdf>

#### **Student Loan Forgiveness Opportunities**

Borrowers in the Federal Direct Loan Program may be eligible for deferred payment provisions for service in the Peace Corps, service under the Domestic Volunteer Service Act of 1973, or comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service. Details are available from the Office of Student Financial Aid and may also be found at: <http://studentaid.ed.gov/PORTALSWebApp/students/english/PSF.jsp>

### **GRADUATION RATES**

Under regulations developed by the United States Department of Education, colleges and universities are required to report graduation rates to current and prospective students. The WMAC graduation rate report can be obtained from the Registrar's Office, Groendyke Hall, (800) 962-7682, or at: <http://nces.ed.gov/collegenavigator/?q=wentworth+military&s=all&id=179919#retgrad>

## **HEALTH DISCLOSURES**

### **Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

Wentworth Military Academy and College is designated under the Health Insurance and Portability and Accountability Act of 1996 (HIPAA) to require all students seeking treatment by the Infirmary to sign the Release of Information form. The Release of Information form is distributed in the students' acceptance papers, and when completed, kept in the Infirmary. The Infirmary must comply with HIPAA unless completing violates other federal or state laws, such as the Family Educational Rights and Privacy Act (FERPA). More information about WMAC's HIPAA Policies, procedures, Forms, Privacy Officers and Security Officers is available from the Wentworth Military Academy and College's Infirmary, 660-259-2221, ext 1421.

### **Vaccinations**

Immunization requirements for students entering Wentworth Military Academy and College are distributed in the students' acceptance papers. Records are kept in the WMAC Infirmary. Questions regarding immunizations should be forwarded to the Wentworth Military Academy and College's Infirmary, 660-259-2221, ext 1421.

## **INSTITUTIONAL INFORMATION**

### **Academic Programs**

Descriptions of WMAC academic courses, academic programs, and degree offerings are available in the College Catalog, which can be accessed online at <http://www.wma.edu/uploads/Course%20Catalog%202009%20-%202011.pdf> or by contacting the Academic Dean, Groendyke Hall, (800) 962-7682.

### **Textbooks**

A list of textbooks, for the current term (including ISBN and cost) can be found online at <http://wma.edu/College/page.php?page=Schedule>, posted in the Student Services Office or by contacting the Student Services Coordinator, Groendyke Hall, (800) 962-7682.

### **Accreditation**

WMAC is regularly evaluated and accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (<http://www.ncahlc.org/>). For more information refer to page 6 of the College Course Catalog or online at <http://www.wma.edu/uploads/Course%20Catalog%202009%20-%202011.pdf> or contact the Academic Dean, Groendyke Hall, (800) 962-7682.

### **Admission Information**

The Cadet/Student must provide a completed application form, ACT/SAT scores (if completed) showing evidence of the ability to achieve passing grades, official transcript showing proof of graduation from high school or a GED certificate, and official

college transcripts of previous colleges attended. Official transcripts must be mailed directly to the Wentworth Military Academy and College Registrar's Office. Source: 2009-2011 WMA College Course Catalogue, page 6, which can be accessed online at <http://www.wma.edu/uploads/Course%20Catalog%202009%20-%202011.pdf>

#### Cooperative Programs

Cooperative programs exist between Park University and Missouri Valley College. Information is available through the Office of the Academic Dean, Wentworth Military Academy and College, 1880 Washington Ave, Lexington, MO 64067.

#### Facilities

Campus-based courses are taught in classrooms and laboratories on the main campus in Lexington Missouri. A campus map with building identifications can be found on page 38 of the College Catalog, online at <http://www.wma.edu/uploads/Course%20Catalog%202009%20-%202011.pdf> or contact the Academic Dean, Groendyke Hall, (800) 962-7682.

Information about WMAC's remote sites is available at <http://wma.edu/College/page.php?page=Campus%20Locations>

### **PLACEMENT INFORMATION**

At this time, WMAC does not maintain specific job or school placement information. For more about this topic, contact the Academic Dean, Groendyke Hall, (800) 962-7682.

### **REFUND POLICIES**

#### Refund policy for Drops and Withdrawals

Students who withdraw from the College or drop a course may receive a partial refund of tuition (or a change in their fee assessment if all fees have not been paid) provided they complete the formal drop or withdrawal process by the established deadlines provided by the college.

#### Housing and Meal Plan Refund Policies

Only Cadets live on campus and have a meal plan included as part of room and board payments to the college. Cadets are presented with and sign a detailed "Refund Policy and Agreement." This details "contracted" costs and spells out the refund process. Copies of the "Refund Policy and Agreement" form are available in the Business Services Office, Administration Building, (660) 259-2221 Ext 1241.

### Financial Aid Withdrawal and Refund Policy

If a financial aid recipient withdraws from the university before completing at least 60% of the enrollment period, federal regulations require that the “unearned” portion of any federal aid received be returned to the appropriate federal aid source. Details of this process are available from the Student Financial Aid Office, Administration Building, (660) 259-2221 Ext 1244 or on-line at <http://wma.edu/College/page.php?page=Financial%20Aid> (Wentworth Military College Financial Aid Information Booklet.)

### **RETENTION RATES**

Wentworth Military College retention rates of undergraduate students can be found at <http://nces.ed.gov/collegenavigator/?q=wentworth+military&s=all&id=179919#retgrad> For more information, contact the Registrar’s Office, Groendyke Hall, (800) 962-7682,

### **STUDENT RIGHTS AND RESPONSIBILITIES**

All WMAC students possess certain rights and privileges together with corresponding duties and responsibilities. These rights, privileges, duties and responsibilities are explained on pages 8 – 15 in the College Course Catalog, online at <http://www.wma.edu/uploads/Course%20Catalog%202009%20-%202011.pdf> or for more information contact the Academic Dean, Groendyke Hall, (800) 962-7682.

Additionally, the “Wentworth Military College Financial Aid Information Booklet,” pg. 8 and 9, identifies rights and responsibilities specific to student financial aid. It is available on line at <http://wma.edu/College/page.php?page=Financial%20Aid>

### **COLLEGE WITHDRAWAL POLICY**

Students may withdraw from one or more of their courses in person at the Office of the Registrar, Groendyke Hall. Students who drop all their courses for a given semester who wish to return the following semester do not need to apply for readmission. It is mandatory that a Change of Status Form be signed by the student for the drop to be considered official. The date of the drop will be used to determine refund of tuition/effects on financial aid disbursement and the assignment of grades. Class transactions will not be allowed over the telephone. See the current Policies & Procedures for specific deadline dates. For additional important information, visit the Registrar’s Office, Groendyke Hall, or online at: <http://www.wma.edu/uploads/Course%20Catalog%202009%20-%202011.pdf>

Please also read the following taken from our Wentworth Military College Financial Aid Information Booklet:

### **TOTAL WITHDRAWAL FROM CLASSES**

A student may verbally notify the financial aid office that they are withdrawing from classes. This kind of withdrawal only affects your financial aid status; you are still required to follow official withdrawal procedures as follows when withdrawing from all classes. For the Lexington campus, contact the Registrar's Office for instructions. If withdrawing from classes at Cameron, Heritage, or Lamar, contact the respective site-coordinator for instructions.

### **EFFECT OF EARLY WITHDRAWAL ON TITLE IV AID**

The law specifies how Wentworth Military Academy and College must determine the amount of Title IV program assistance that you earn if you withdraw from school. The programs that are covered by this law at Wentworth include Federal Pell Grant, Federal Direct Stafford and PLUS Loans, and Federal Supplemental Educational Opportunity Grant (FSEOG).

When you withdraw during a term, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or WMA or your parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you. If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If it includes loan funds, Wentworth must get permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Wentworth may use all or a portion of your post-withdrawal grant funds to cover remaining school tuition, fees, and room/board charges.

There may be some Title IV Funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days or your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day

If you receive (or, on your behalf, Wentworth receives or your parent receives) excess Title IV program funds those must be returned. Wentworth must return a portion of the excess equal to the lesser of:

- 1) your institutional charges multiplied by the unearned percentages of your funds, or
- 2) the entire amount of excess funds

If you have remaining excess funds, you must return those. The calculation done within the financial aid office (using the Department of Education's formula) will identify the respective amounts and that information will be provided to you.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

Loan funds (including PLUS loans that your parent may have) are returned or repaid in accordance with the terms of the promissory note.

If you have any questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

**Wentworth Refund Policy - Amounts Owed That are Separate from Title IV**

The requirements for Title IV program funds when you withdraw are separate from the Wentworth refund policy. Therefore, you may still owe funds to Wentworth to cover unpaid institutional charges. Wentworth may also charge you for any Title IV program funds that the school was required to return but had already been applied to your account.