

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008 (HEOA), St. Andrews provides this notice which contains relevant consumer information and the procedures for obtaining this consumer information. St. Andrews does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service or any other protected class in its administration of education policies, programs, activities or services; admissions and housing policies; scholarship and loan programs; or employment; except where exemption is appropriate and allowed by law. Inquiries or complaints should be directed to the Office of Administration.

INFORMATION ABOUT ST. ANDREWS

St. Andrews University, a branch of Webber International University (Babson Park, Florida), is a student and teaching-focused University located in Laurinburg, North Carolina. It offers a broad range of undergraduate liberal arts and sciences majors, to both traditional residential students and adult learners, in a curriculum that is global in scope and practical in its application. The quality of the St. Andrews educational experience has been recognized by *U.S. News and World Report*, *The Princeton Review*, and *GI Jobs* among others. In addition to its many academic programs, St. Andrews has numerous men's and women's athletic teams, an acclaimed university press, a nationally competitive equestrian program, opportunities for international study, and an award-winning pipe band. St. Andrews is military-friendly.

Classes challenge the student to think critically and to express ideas clearly and effectively. Emphasis on interdisciplinary study and the acquisition and mastery of communication skills, analytical techniques, problem-solving strategies, leadership skills and creative expression are focal points of the curriculum. Members of the faculty work cooperatively as teachers, mentors, and advisors while maintaining a commitment to scholarship and professional development.

Mission

The University's mission is to offer students an array of pre-professional and liberal arts and sciences programs of study that create a life transforming educational opportunity which is practical in its application, global in its scope, and multi-disciplinary in its general education core. Students will acquire depth of knowledge and expertise in their chosen field of study, balanced by breadth of knowledge across various disciplines. Special emphasis is placed on enhancing oral and written communication, and critical thinking skills.

The University awards degrees at the associate, bachelor and master levels, and offers students educational opportunities at locations in Florida and North Carolina. Traditional classroom, online, and hybrid learning environments are available. Opportunities exist for students to draw on the courses and programs of study at both locations through online courses and/or periods of residence at

either campus. Webber's programs in Florida focus on the worldwide business environment, and emphasize development of skills in administration and strategic planning, applied modern business practices, and entrepreneurship. The St. Andrews locations offer an array of traditional undergraduate liberal arts and sciences and pre-professional programs of study.

Administrative approval: November 17, 2011
Approved by the Webber and St. Andrews Boards of Trustees: December 19,
2011

General information about the University is available through www.sapc.edu and <http://nces.ed.gov/collegenavigator/?s=all&zc=28352&zd=0&of=3&id=199698>.

St. Andrews is a branch of Webber International University (1201 N. Scenic Highway, Babson Park, Florida, telephone 1-800-741-1844). Webber International University is accredited by the Commission on Colleges, Southern Association of Colleges and Schools, (1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500) to award degrees at the associate, bachelor, and master level.

In addition to institution-level accreditation, the Elementary Education program at St. Andrews is accredited by both the North Carolina Department of Public Instruction (NCDPI) and the National Council for Accreditation of Teacher Education (NCATE). And the Therapeutic Riding Program has been granted Premier Accredited Center status by NARHA (the North American Riding for the Handicapped Association), which has recently changed its name to [PATH, the Professional Association of Therapeutic Horsemanship International](http://www.path-international.com).

Information about each of these accreditations can be found on the University website at <http://www.sapc.edu/aboutsa/accreditation.php>.

Information regarding requirements for admission to an academic program, the transfer student application process and the criteria St. Andrews uses regarding transfer credits earned at another institution is available in the Admissions Office, 1700 Dogwood Mile, Laurinburg, NC 28352, phone 910-277-5555 or 1-800-763-0198, or <http://www.sapc.edu/Admissions/requirements.php>

Descriptions of academic programs, degree offerings, instructional facilities and labs and instructional personnel are available at <http://www.sapc.edu/academics/academ.php>.

For more information about St. Andrews go to <http://www.sapc.edu/aboutsa/index.php>.

NATIONAL SURVEY OF STUDENT ENGAGEMENT (NSSE)

Each year the National Survey of Student Engagement (NSSE) asks students at hundreds of colleges and universities to reflect on the time they devote to various

learning activities. The topics explored are linked by previous research on student success in college. With the results from this independent survey, NSSE can provide prospective students with insights into how they might learn and develop at a given college. For more information on NSSE, visit <http://nsse.iub.edu>.

St. Andrews students routinely rank their experiences at St. Andrews, in and out of the classroom, higher than the NSSE national average. Key areas included in the survey are: level of academic challenge, active and collaborative learning, student-faculty interaction, supportive campus environment, and enriching educational experiences.

To see the benchmark data for the 2011 NSSE survey, go to <http://www.sapc.edu/aboutsa/achievementdata/images/NSSE2011.pdf>.

To see the benchmark data for the 2010 NSSE survey, go to <http://www.sapc.edu/aboutsa/images/NSSE2010BenchmarkData.pdf>.

For a summary of the responses provided by 113 randomly selected SAPC students on the 2009 NSSE survey go to <http://www.sapc.edu/Admissions/personalizedvist/images/nsse09studentexperiences.pdf>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. No one outside the institution shall have access to students' education records nor will the institution disclose any information from those records without the written consent of student. There are exceptions, such as allowing certain personnel within the institution with legitimate educational interest to view the records, or releasing in an emergency in order to protect the health or safety of students or other persons. More information about FERPA can be found at <http://www.sapc.edu/studentlife/docs/ferpastudentform.php> and <http://www.sapc.edu/studentlife/docs/directoryinfoform.php>.

Disclosure of Educational Records under the Provisions of FERPA The Family Educational Rights and Privacy Act Guidance for Eligible Students (February 2011) US DOE

“Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. However, there are a number of exceptions to FERPA's prohibition against nonconsensual disclosure of personally identifiable information from education records. Under these exceptions, schools are *permitted* to disclose personally identifiable information

from education records without consent, though they are not *required* to do so. Following is general information regarding some of these exceptions.

One of the exceptions to the prior written consent requirement in FERPA allows “school officials,” including teachers, within a school to obtain access to personally identifiable information contained in education records provided the school has determined that they have “legitimate educational interest” in the information. Although the term “school official” is not defined in the statute or regulations, this Office generally interprets the term to include parties such as: professors; instructors; administrators; health staff; counselors; attorneys; clerical staff; trustees; members of committees and disciplinary boards; and a contractor, volunteer or other party to whom the school has outsourced institutional services or functions.

A school must inform eligible students of how it defines the terms “school official” and “legitimate educational interest” in its annual notification of FERPA rights. A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.” (FERPA Guidance, page 3)

Pursuant to the above FERPA Guidance, St. Andrews University designates the following (and any other individuals as may be designated by the CEO under special circumstances) as “school officials” having a “legitimate educational interest” in the information contained in a student’s education records in order to fulfill their professional responsibilities:

- President & members of the Administrative Council
- The University’s attorney
- Faculty and members of the staff of the VP for Academic Affairs (Assoc. and Asst. Deans, Registrar, Coordinator for Disability Services, Director of St. Andrews at Sandhills, and Director of the Center for Academic Success)
- Dean of Students & Assoc. Dean of Students
- Assoc. & Asst. Athletic Director
- Members of committees and disciplinary boards with a need to know
- Health Staff and Counselors
- Athletic Trainers are designated school officials for the **sole purpose** of treating injuries and dealing with athletic emergencies.
- Financial Aid personnel

Approved by the Administrative Council: October 18, 2011

VOTER REGISTRATION

Detailed voter registration information for North Carolina residents can be found within the North Carolina Secretary of State website at <http://www.sboe.state.nc.us/items.aspx?id=1&s=1>. Nonresident students may find voter information about their specific states through the U.S. Election Assistance Commission at <http://www.eac.gov/voter/states>.

FINANCIAL AID AVAILABILITY

St. Andrews is committed to assisting students and their families in meeting their financial obligations to the University. Admissions decisions are based on the applicant's academic qualifications, not on ability to pay. And, every year, St. Andrews awards financial aid to approximately 90% of its students. The goal of the Office of Financial Aid at St. Andrews is to help students make their St. Andrews education affordable. For more information, contact the Office of Financial Aid, in person in the Morgan Liberal Arts Building on campus, or by phone at 910-277-5560, or by email at finaid@sapc.edu. Office hours are 8:30 a.m. to 5 p.m. Monday- Friday.

St. Andrews University's main sources for financial aid are 1) grants, (2) federal loans, (3) part-time employment, and (4) scholarships. Scholarships and grants are portions of the financial aid award that do not have to be repaid, and are made possible by special gifts and income from the College, various state programs, and the federal government. Any student who wishes to receive financial aid from any of the programs administered by the University must complete the Free Application for Federal Student Aid (FAFSA). Supplemental information maybe required for some scholarship programs. More information about the scholarship programs at St. Andrews is available at <http://www.sapc.edu/Admissions/finaid/scholarshipopportunities.php>.

GRANTS INFORMATION

St. Andrews awards federal and state grants based on financial need. These grants include federal sources such as the Federal Pell Grant and state resources such as the State Contractual grant. Additionally, St. Andrews administers need-based grants to qualified individuals.

All qualified, full-time North Carolina students may receive the Legislative Tuition Grant. Information about these grants may be obtained from guidance counselors, independent educational consultants and St. Andrews. The St. Andrews website provides additional information at <http://www.sapc.edu/Admissions/finaid/financialassistance.php>

STUDENT LOAN INFORMATION

St. Andrews participates in the Federal Direct Lending Program. This program, administered by the US Department of Education, provides for Stafford loans for students and PLUS loans for parents. The Stafford loan may be subsidized (need-based) or unsubsidized (non need-based). These loans are determined

after the Office of Student Financial Planning receives a student's FAFSA. Loan levels are set by the US Department of Education and awarded based on the number of University credits a student has completed. The St. Andrews website provides a variety of additional information at <http://www.sapc.edu/Admissions/finaid/financialassistance.php> including information about lenders, counseling for student borrowers and the Institutional Code of Conduct for Education Loans.

MAINTAINING ELIGIBILITY FOR STUDENT FINANCIAL AID

St. Andrews adheres to the terms of the Higher Education Act of 1965 (as amended by Congress) that require institutions of higher education to establish minimum standards of "Satisfactory Progress" for students receiving financial aid. A student's eligibility to receive financial aid from federal or state sources is verified upon the initial award. Subsequently, his/her grades and percentage of credits completed are evaluated by the Office of Financial Aid at the end of each semester to ensure that a student has met the St. Andrews definition of satisfactory progress. A student has progressed satisfactorily if he/she has a cumulative grade point average (GPA) at or above a minimum of a 2.0 cumulative GPA and completes the required number of credit hours for the academic year. If a student does not meet these criteria then financial aid may be removed, however there is a process where a student can appeal any loss of aid decision. This policy is available in the Office of Financial Aid. Individuals in this circumstance will receive written notification of the action to cancel their aid as well as information regarding the appeal process.

Any conviction for any offenses under any federal or state law involving the possession or sale of illegal drugs during their enrollment will result in the student's loss of eligibility for any financial aid, regardless of the source, including all grants, loans, scholarships and work-study assistance.

TOTAL COST OF ATTENDANCE

Information regarding cost of attending St. Andrews can be found at <http://www.sapc.edu/Admissions/finaid/costofattendance.php>

In accordance with federal law, St. Andrews University provides access to a net price calculator at <http://www.sapc.edu/Admissions/finaid/NetPriceCalculator/npcalc.htm>.

It is important to note that the estimate provided using this calculator does not represent a final determination, or actual award, of financial assistance, or a final net price; it is an estimate based on price of attendance and financial aid provided to students in a previous year. Price of attendance and financial aid availability change year to year. The estimates shall not be binding on the Secretary of Education, the institution of higher education, or the State. Students must complete

the Free Application for Federal Student Aid (FAFSA) in order to be eligible for, and receive, an actual financial aid award that includes Federal grant, loan, or work-study assistance.

St. Andrews subscribes to the principle that the amount of financial aid granted to a student should be based on demonstrated need, which is the difference between the student's cost of attending the University and the family's ability to pay. FAFSA uses financial aid data to determine eligibility. Upon receipt of the financial information from the US Department of Education, the St. Andrews Office of Financial Aid estimates the student's need by subtracting the amount of the family's contribution from the total estimated educational expenses of the student, including indirect expenses such as books, personal expenses, and transportation. For additional information, contact Office of Financial Aid, St. Andrews, 1700 Dogwood Mile, Laurinburg, NC 28352, phone 910-277-5562 or finaid@sapc.edu.

REFUNDS/ADJUSTMENTS POLICY

A student who withdraws or takes a leave of absence from the University within the first 60% of the semester will receive a student account adjustment: a percentage that represents the amount of time remaining in the semester, the total institutional charges assessed the student and the Title IV financial aid applied to the student's account is calculated. See refund policy at <http://www.sapc.edu/catalog/pdf/1112acadcat4web.pdf>. For additional information, contact Office of Financial Aid, St. Andrews, 1700 Dogwood Mile, Laurinburg, NC 28352, phone 910-277-5562 or email at finaid@sapc.edu.

REFUND CALCULATIONS

If a refund is due a student under St. Andrews University's institutional refund policy and the student has received financial aid under any Title IV student financial aid program other than the Federal University Work-Study Program, a portion of the refund will be returned to the Title IV student assistance programs using the following formula:

- Total amount of Title IV aid less FWS earnings
- Total amount of aid less FWS earnings

The resulting percentage will be applied to the refund based upon refund policy.

After the total dollar amount has been determined, each Title IV program will be credited with its proportionate share, according to the dollar amount each program contributes toward the student's aid. The same formula will be used to return to the student's lender any portion of a refund from a loan made under the FFELP or FPLUS for undergraduate students by substituting total FFELP or FPLUS for total amount of Title IV aid less FCWS earnings. Information can be found on the St. Andrews website at <http://www.sapc.edu/catalog/pdf/1112acadcat4web.pdf>.

SERVICES AND FACILITIES FOR STUDENTS WITH DISABILITIES

The Disability Services Office coordinates and provides various academic and support services to students with disabilities as defined by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Information is available in the Academic Support Center, located in Pate Hall, phone (910) 277-5667; or at <http://www.sapc.edu/access/index.php>

STUDY ABROAD

Full time degree seeking students are encouraged to enrich their educational experience through study abroad. Financial aid is available, however, financial institutional aid funded by the University is not necessarily applicable in all cases, and when it is applicable there may be other conditions that must also be met. Students who are planning to study abroad should see the Financial Aid Office for the specific information regarding their personal financial aid package prior to making a commitment to study abroad. For more information see <http://www.sapc.edu/catalog/documents/FinancialAidforForeignStudy.pdf>

TEACHER PREPARATION

Information coming soon.

COURSE AND TEXTBOOK INFORMATION

Course schedules with recommended textbook information, including the ISBN, author, title, publisher, copyright date and price for each course are available at <http://www.sapc.edu/academics/registrar/pdf/fall2011textbooks.pdf>

STUDENT DIVERSITY

Information regarding student diversity, including race/ethnicity, economics and gender, is located in the Office of Registrar, Institutional Research, St. Andrews, 1700 Dogwood Mile, Laurinburg, NC 28352 . Phone 910-277-5221 or at <http://nces.ed.gov/collegenavigator/?s=all&zc=28352&zd=0&of=3&id=199698>

RETENTION AND GRADUATION RATES

Retention and graduation rates for first-time full-time freshman cohorts from 1998-2007 are located in the Office of Registrar, Institutional Research, St. Andrews, 1700 Dogwood Mile, Laurinburg, NC 28352, Phone 910-277-5221 or at <http://nces.ed.gov/collegenavigator/?s=all&zc=28352&zd=0&of=3&id=199698>.

STUDENT ATHLETE INFORMATION

St. Andrews offers student athletes the following opportunities:

WOMEN: Basketball, Cross Country, Golf, Lacrosse, Softball, Soccer, Track and Field, and Volleyball
MEN: Baseball, Basketball, Cross Country, Golf, Lacrosse, Soccer, and Wrestling

Information regarding athletic program participation rates and financial support is available at <http://ope.ed.gov/athletics/InstList.aspx>

The Higher Education Act of 1992 mandated that all U.S. institutions receiving Title IV funding complete the IPEDS (Integrated Postsecondary Education Data System) Survey each year to the National Center for Education Statistics. The IPEDS graduation rate survey data is based on a 6-year graduation rate for each cohort of full-time, first-time degree seeking undergraduates. Each April, in conjunction with the Office of Institutional Studies and Planning, the Office of the Registrar prepares and reports on the graduation rates of student-athletes receiving athletically-related financial aid in a specific cohort. Interested parties can obtain copies of the graduation rates of the current cohort of full-time, first-time degree seeking undergraduate and student-athletes that have received athletic financial aid, from the Office of the Director of Athletics, 1700 Dogwood Mile, Laurinburg, NC 28352, phone 910-277-5274. The information can also be found on the IPEDS website at <http://nces.ed.gov/ipeds/>.

While reviewing this information, please know:

All graduation rates are based upon 6 years of attendance which equates to 150% of the normal completion time of our longest program. (For example, the 2003 cohort is comprised of all first-time, full-time degree seeking students who entered in the fall 2003 semester; and had through the summer 2009 semester to graduate in order to be considered a completer for the IPEDS survey.)

These charts do not identify the reasons why our students withdrew; therefore, students who withdrew for personal or medical reasons are included.

Graduation rates do not include students who left school: to serve in the armed forces, on official church missions, with a foreign aid service of the federal government or students who died or were totally disabled.

The University also sponsors competitive opportunities in its equestrian program:

Competitive opportunities with hunter/jumper, dressage, western, Show Team, and Schooling Team.

Competition is through the Intercollegiate Horse Show Association (IHSA), American National Riding Commission (ANRC), Intercollegiate Dressage Association (IDA)

PLACEMENT INFORMATION

Information on placement and on the types of employment obtained by graduates of St. Andrews' degree programs is located in the Final Destinations Survey Report. This report also includes information on the graduate and professional schools St. Andrews graduates are attending. For more information, contact Career Services, Belk Center, St. Andrews. 1700 Dogwood Mile, Laurinburg, NC 28352, phone 910-277-5331; or online at

<http://www.sapc.edu/aboutsa/achievementdata/index.php#placement>

IMMUNIZATION REQUIREMENTS

All students enrolled in more than 3 credit hours must provide proof of immunizations as required by North Carolina statute G.S. 130A-155. Requirements for students entering St. Andrews can be found at <http://www.immunizenc.com/college.htm> . St. Andrews Health and Wellness, in conjunction with the Scotland County Health Department, can assist students in obtaining necessary immunizations.

A copy of the Health Information Summary and Physical may be printed from <http://www.sapc.edu/studentlife/docs/pdf/healthform.pdf>

The Health Information Summary and Physical must include a health history, current immunization records and a physical and be completed, signed by the student's doctor and returned to the Health Center before registering for classes. Students who participate in the athletic or equestrian programs must provide additional activity related medical information, found at <http://www.sapc.edu/studentlife/StudentPortal.php#HealthForm> . More information is available at the website listed above or by contacting the Health and Wellness Center, Pate Hall, 1700 Dogwood Mile, Laurinburg, NC28352; phone (910) 277-5040.

COMPUTER USE ON CAMPUS

Students have access to the campus computer network. Policies exist to protect one's right to privacy and allow for a free exchange of ideas and information. Specific policies are outlined in the student handbook, *The Saltire*, at <http://www.sapc.edu/studentlife/docs/pdf/saltire1011.pdf> .

COPYRIGHT INFRINGEMENT

St. Andrews respects copyright laws and will not tolerate any unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, illegal downloading, or other inappropriate use of the University's information technology system. Civil and criminal penalties for violation of federal copyright laws are applicable. Additionally, specific University policies are outlined in the student handbook, *The Saltire*, at <http://www.sapc.edu/studentlife/docs/pdf/saltire1011.pdf>

INSTITUTIONAL DRUG AND ALCOHOL POLICY

St. Andrews University Policy on Alcohol and Other Drugs is published annually in the Student Handbook, *The Saltire*. St. Andrews student conduct regulations prohibit the unlawful use, possession, sale, delivery, manufacturing, consumption or distribution of alcoholic beverages or illegal drugs by students and student organizations. Other alcohol-related and drug-related misconduct is also prohibited. Sanctions are detailed for students who violate this policy. These policies may be found in the student handbook, *The Saltire*, at

<http://www.sapc.edu/studentlife/docs/pdf/saltire1011.pdf>

St. Andrews is also committed to maintaining a drug-free workplace and educational environment. A full statement is available in the Academic Catalog, which can be viewed at

<http://www.sapc.edu/aboutsa/images/drugfreeworkplace.pdf>.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Effective communication is one of the major challenges in emergency management. St. Andrews has a comprehensive emergency notification system including on campus phone voicemail and email. Details are available through the Department of Campus Safety and Security, 1700 Dogwood Mile, Laurinburg, NC 28352, phone (910) 277-5112 or at

<http://www.sapc.edu/studentlife/CampusSafety.php>, as well as, in the student handbook, *The Saltire*, at at

<http://www.sapc.edu/studentlife/docs/pdf/saltire1011.pdf>

CAMPUS SAFETY

The primary concern of the St. Andrews Department of Campus Security is the safety and security of all members of the campus community. In compliance with U.S. Department of Education Rules and Regulations CFR 34, Part 668.46 which is commonly referred to as the Jeanne Clery Act, St Andrews posts its crime statistics and other important information such as current campus policies concerning security of and access to campus facilities, programs offered to inform students and employees about crime prevention, the reporting of crimes, sexual assault, and other matters. This website contains complete on-campus crime statistics as well as the number of reports of alcohol, drug and weapons violations referred to the St. Andrews Student Judicial system. Paper copies of this report are available upon request from the St. Andrews University Department of Campus Safety and Security, 1700 Dogwood Mile, Laurinburg, NC 28352, (910)277-5112. More information is available at

<http://www.sapc.edu/studentlife/CampusSafety.php> or in the Student Handbook at <http://www.sapc.edu/studentlife/docs/pdf/saltire1011.pdf>

FIRE SAFETY

Fire alarm systems are installed in all residential halls. Fire safety is addressed on campus with regular fire drills, and there are lists of approved appliances, with compliance expected. Details are available through the Department of Campus Safety and Security at <http://www.sapc.edu/studentlife/CampusSafety.php> as well as, the Office of Student Affairs and at

<http://www.sapc.edu/studentlife/HousingResidenceLife.php> as well as, the student handbook, *The Saltire*, at at

<http://www.sapc.edu/studentlife/docs/pdf/saltire1011.pdf>

MISSING PERSONS

Any individual on campus who has information that a residential student may be missing must notify Campus Safety and Security as soon as possible. Campus Safety and Security will contact the Office of Student Affairs if during office hours; or will call the resident director on duty if after hours. Office of Student Affairs Staff and Campus Safety and Security Staff will gather information about the residential student from the reporting person and from any of the student's acquaintances:

- Description
- Clothes last worn
- Where student might be
- Who student might be with
- Vehicle description
- Information about the physical and mental well being of the student
- Up-to-date photograph
- Class schedule

Appropriate campus staff will be notified to aid in the search for the student. If the above actions are unsuccessful in locating the student within 24 hours of the report or if it is immediately apparent that the student is a missing person (i.e., witnessed abduction), Campus Safety and Security will contact the Laurinburg Police Department to report the student as a missing person and Laurinburg Police Department will take over the investigation.

No later than 24 hours after determining that a residential student is missing, the Dean of Students or a designee will notify the emergency contact (*for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing. ***Contact is contingent upon the correct emergency contact information being made available by the student.**

Senior University Administration will be notified in accordance with this policy.

COMPARISON INSTITUTIONS

The comparison institutions represent a diverse mix of characteristics:

a) All offer liberal arts and sciences programs b) Some are single-sex, and others co-educational Most are colleges, but some are universities d) Many have a religious heritage, while others do not e) Some offer only undergraduate degrees, while others also offer graduate degrees f) They represent a wide range of enrollments

Institution

St. Andrews Presbyterian College
Barton College
Belmont Abbey College
Brevard College
Chowan University

Web Address

www.sapc.edu
www.barton.edu
www.belmontabbeycollege.edu
www.brevard.edu
www.chowan.edu

Coker College (SC)	www.coker.edu
Davis & Elkins College (WV)	www.davisandelkins.edu
Erskine College (SC)	www.erskine.edu
Gardner-Webb University	www.gardner-webb.edu
Greensboro College	www.greensborocollege.edu
Lees-McRae College	www.lmc.edu
Meredith College	www.meredith.edu
Peace College	www.peace.edu
Queens University of Charlotte	www.queens.edu
Warren Wilson College	www.warren-wilson.edu
Wingate University	www.wingate.edu

UNIVERSITY ASSESSMENT AND PLANNING

Mission

In all cases, it is to be understood that the institutional mission is the point of departure for planning (all activities / plans / objectives / outcomes support and advance the mission of the institution in some appropriate way).

Many disciplines, units, offices or programs will also have their own mission statement indicating the way(s) in which they support and advance the University's Mission.

The focus of institutional effectiveness is on a shared commitment to continuous improvement over time – a commitment to keep trying to do a better job of (a) helping students master desired learning outcomes; or (b) delivering services in ever more effective ways, etc.

The Assessment and Planning Cycle

mission > plan with desired objectives or outcomes > assessment > specific improvements where assessment indicates the need > new plan > another assessment > more improvements > and the cycle continues on a permanent, ongoing basis

This process reflects, facilitates, and documents, the College's commitment to continuous quality improvement over time in all academic and administrative areas of the College.

Planning and Evaluation Process

From Department / Discipline / Office through Institutional Review:

A planning and evaluation process that is ongoing, integrated, institution-wide, systematic and research-based.

It is a continuous, cyclical process that includes all programs, services and constituencies.

The process is linked to decision-making and budgeting up to the institutional level.

Information-driven decision-making is vital (informed by research & data).

The focus is on continuous improvement over time.

Documentation and linking of every stage in the process.

Learning Outcomes

The focus of assessment (especially academic) is on outcomes, not processes. In the academic area, that means learning outcomes – the assessment of what students are actually learning. Learning outcomes are determined by each academic discipline /program of study / major, and are consonant with and supportive of the institution's Mission.

A Schematic of the Basic Planning and Evaluation Cycle

SCHOLARSHIP SCAMS

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

“This scholarship is guaranteed or your money back.”

“You can't get this information anywhere else.”

“I need your credit card number or bank account number to hold your scholarship.”

“We'll do all the work.”

“The scholarship will cost some money.”

“You've been selected by a 'national foundation' to receive a scholarship.” • “You're a finalist” in a contest you never entered.

If you believe you have been a victim of scholarship fraud, wish to file a complaint, or want more information, call 1(877)382-4357 or see

www.ftc.gov/scholarshipscams

AVAILABILITY OF INFORMATION

St. Andrews STUDENT CONSUMER INFORMATION GUIDE is produced by and available through the University's website.