

# WENTWORTH MILITARY ACADEMY AND COLLEGE

## Student Consumer Information

### **Athletic Programs**

#### **Athletic Program Participation and Financial Support**

The Equity in Athletics Disclosure Act Report contains participation rates, financial support, and other information on men's and women's intercollegiate athletic programs. This report is available online at <http://ope.ed.gov/athletics/>

#### **Graduation Rates for Student Athletes**

This information is provided to student athletes, their parents, high school coaches, and guidance counselors when an athletically related student aid offer is made. The NJCAA distributes this information directly to high schools. It is also available from the Wentworth Athletic Director.

### **Campus Contacts**

The university offices listed below may be contacted for assistance with the following:

#### **Admissions Information:**

Office of Admissions, Administration Building, Wentworth Military Academy and College, (660) 259-2221 Ext 1100

#### **Academic Information:**

Student Services, Groendyke Hall, Wentworth Military Academy and College  
(660) 259-2221 Ext 1308

#### **Financial Assistance:**

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

#### **Athletics Information:**

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

#### **Completion and Graduation Rates:**

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

#### **Security Policies and Crime Statistics:**

Vice President for Operations, Second Floor, Administration Building, Wentworth Military Academy and College, (660) 259-2221 Ext 1304

#### **Informal Complaints and Concerns:**

Vice President for 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. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires all postsecondary institutions participating in the Title IV federal student aid programs to disclose campus crime and security information. The 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 the College; and on public property within the campus, or immediately adjacent to and accessible from campus. The report also includes institutional policies concerning the reporting of crimes, crime prevention strategies, fire safety, alcohol and drug use, sexual assault, and related resources. The report is available by accessing the following web site: <http://nces.ed.gov/collegenavigator/>

### **Emergency Response and Evacuation Procedures**

The Emergency Response and Evacuation Plan establishes 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 procedures 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 methods in place for communication 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 Vice President for Operations, Second Floor, Administration Building, Wentworth Military Academy and College, (660) 259-2221.

### **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 Vice President for Operations, the Superintendent, and law enforcement officials will be contacted immediately. The complete policy is available from the Vice President for Operations, Second Floor, Administration Building, Wentworth Military Academy and College, (660) 259-2221.

### 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 or is employed at an institution of higher education, and must also notify the state of any change in enrollment or employment status. 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 Missouri Highway Patrol Registry Sex Offenders List is available at: <http://www.msdp.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 found in the Personnel Policy Manual or obtained from the Human Resources/Business Office, Administration Building, Wentworth Military Academy and College, (660) 259-2221.

### 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 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 federally defined disabilities is an obligation of the College under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students should contact the Registrar’s Office, Groendyke Hall, (660) 259-2221, in order to request reasonable accommodations.

## **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 in the Personnel Policy Manual or obtained at the Human Resources/Business Office, Administration Building, Wentworth Military Academy and College, (660) 259-2221. Fliers are also provided to students as part of their enrollment packet.

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

Wentworth Military Academy and College observes the rules 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. This includes the right to: 1) inspect and review related records; 2) request an amendment to the records; 3) consent to or restrict disclosures of personally identifiable information in the records; 4) file a complaint with the U.S. Department of Education concerning the alleged failure to comply with FERPA. Copies of the FERPA policy may be obtained from the Registrar's Office, Groendyke Hall, (660) 259-2221.

## **Financial Aid**

Information regarding federal and state financial aid programs, institutional scholarships, and veteran's benefits can be obtained at the Office of Student Financial Aid, Administration Building, Wentworth Military Academy and College, or by contacting (660) 259-2221 Ext 1244.

Student who enter into an agreement regarding Title IV, HEA Loans will have that information submitted to National Student Loan Data System (NSLDS) and will be assessable by authorized agencies, lenders, and institutions.

## **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 U.S. Department of Education, colleges and universities are required to provide graduation rates that are disaggregated by gender, each major racial and ethnic subgroups (as defined in IPEDS) by recipients of a Federal Pell Grant, by recipients of a Federal Family Education Loan or a Federal Direct Loan (other than Unsubsidized Stafford Loan made under the Federal Family Education Loan Program or a Federal Direct Unsubsidized Loan) to current and prospective students. The Wentworth Military Academy and College graduation rate report can be obtained online at: <http://nces.ed.gov/collegenavigator/>

## **Health Disclosures**

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

The Health Insurance and Portability and Accountability Act of 1996 (HIPAA) requires all students seeking treatment by the Infirmary to sign the Release of Information form. The Release of Information form is included in the student's acceptance for admission papers, and is maintained in the Infirmary upon completion. The Infirmary must comply with HIPAA unless this violates other federal or state laws, such as the Family Educational Rights and Privacy Act (FERPA). Additional information about the HIPAA policy is available from the WMAC Infirmary, 660-259-2221 Ext 1421.

### **Vaccinations**

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

## **Institutional Information**

### **Academic Programs**

Descriptions of WMAC academic courses, academic programs, and degree offerings are available online in the College Catalog at <http://www.wma.edu/college-course-catalog>

### **Textbooks**

A list of textbooks for the current term (including ISBN and cost) can be found online and ordered at <http://www.ecampus.com/wentworth>

### **Accreditation**

WMAC is regularly evaluated and accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (online at <http://www.ncahlc.org/> )

### **Admission Information**

The student must submit an application for admission, ACT/SAT scores (if completed) demonstrating the ability to achieve passing grades, official high school transcript providing proof of graduation or a GED certificate, and official transcripts from previous colleges attended. Official transcripts must be mailed directly to the Wentworth Military Academy and College Registrar's Office.

### Cooperative Programs

Wentworth maintains cooperative programs with Park University and Missouri Valley College. Information is available through the Office of the Academic Dean, Wentworth Military Academy and College, 660-259-2221.

### Facilities

Campus-based courses are taught in classrooms and laboratories on the main campus in Lexington, Missouri. A campus map with building identifications is included on page 47 of the College Catalog at <http://www.wma.edu/college-course-catalog>. Information about Wentworth Military Academy and College's remote sites is available online at <http://www.wma.edu/college-campus-locations>.

### **Placement Information**

Wentworth is currently developing employment and school placement information. For more on this subject, contact the Academic Dean, Groendyke Hall, (660) 259-2221.

### **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 fee assessment if all fees have not been paid), provided they complete the formal drop or withdrawal process by the published semester deadlines.

#### Housing and Meal Plan Refund Policies

Cadets live on campus and have a meal plan included as part of their room and board charges. Cadets are issued a contract which details costs and explains the refund policy. Copies of the cadet contract 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 College before completing at least 60% of the enrollment period, federal regulations require that the unearned portion of aid received be returned to the appropriate federal aid source. Details of this process are available from the Financial Aid Office, Administration Building, (660) 259-2221 Ext 1244 or at <http://www.wma.edu/college-financial-aid/>

### **Retention Rates**

Wentworth Military College retention rates of undergraduate students can be found at <http://nces.ed.gov/collegenavigator/>. For additional information, contact the Registrar's Office, Groendyke Hall, (660) 259-2221.

## **Student Rights and Responsibilities**

All WMAC students possess certain rights and privileges together with corresponding responsibilities. These rights and responsibilities are described on pages 7–11 in the Student Handbook and College Catalog at <http://www.wma.edu/college-course-catalog/>

In addition, the Financial Aid Information booklet (pages 8 and 9) identifies rights and responsibilities specific to student financial aid recipients. It is available online at <http://www.wma.edu/college-financial-aid/>

## **Voter Registration**

Wentworth Military Academy and College strongly encourages students meeting voter registration guidelines to vote. Voter registration qualifications include: 18 years of age by election day, U.S. citizenship, and Missouri residency. Information on voting in local, state, and federal elections may be accessed at <http://www.sos.mo.gov/elections/>

## **Withdrawal Policy**

Students may drop one or more of their courses in person at the Office of the Registrar, Groendyke Hall. If withdrawing from classes at Cameron, Hermitage, or Lamar, contact the respective site coordinator for instructions. Students who withdraw from all classes but return the following semester do not need to apply for readmission. A Change of Status Form must be signed by the student for the drop/withdrawal to be considered official. The date of the drop will be used to determine any refund of tuition, effects on financial aid disbursement, and the assignment of grades. Course changes will not be allowed over the telephone. Please refer to the current class schedule for specific deadline dates. For additional information, the complete policy is explained in the College Catalog (pages 15 and 16) at <http://www.wma.edu/college-course-catalog/>

## **Effect of Withdrawal on Title IV Aid**

The law specifies how Wentworth Military Academy and College determines the amount of Title IV program assistance that a student has earned if withdrawing from school. The programs covered by this regulation include the Federal Pell Grant, Federal Direct Stafford and PLUS Loans, and Federal Supplemental Educational Opportunity Grant.

When a student withdraws from all classes during a term, the amount of Title IV program assistance that has been earned up to that point is determined by a specific formula. That formula incorporates a last date of attendance. Wentworth College requires its instructors to take attendance for each class session. Attendance is recorded and is used to determine the date the student last attended. If the student or parent received (or WMA received on their behalf) less financial aid than the amount that was earned, it may be possible to receive those additional funds. However, if the student received more aid than was earned, the excess funds must be returned by the school.

If the student did not receive all of the financial aid that was earned, a post-withdrawal disbursement may be available. If this includes loan funds, Wentworth must obtain permission before disbursement. The student may choose to decline some or all of the loan funds rather than incur additional debt. Wentworth may use all or a portion of post-withdrawal grant aid to cover remaining school tuition, fees, and room/board charges.



There may be Title IV program funds scheduled for disbursement that cannot be received after the student's withdrawal because of other requirements. For example, first-time borrowers who did not complete 30 days of the term prior to withdrawal, will not receive any Direct Loan funds.

If the student or parent receives (or Wentworth receives on their behalf) excess Title IV program funds that must be returned, Wentworth must return a portion of the excess aid that is equal to the lesser of:

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

Using the Return to Title IV Funds (R2T4) formula required by the U.S Department of Education, the Financial Aid Office will determine the respective aid amounts to be returned and inform the student by letter. Any amount of unearned grant funds to be returned is called an overpayment. The maximum amount of a grant overpayment that must be repaid is one half of the grant funds received. The student must make arrangements with the school or the Department of Education to return unearned grant funds. Loan funds (including PLUS) are repaid in accordance with the terms of the promissory note.

Students who have financial aid questions can contact the Wentworth Financial Aid Office or call the Federal Student Aid Information Center at 1-800-433-3243. Information is also available online at <http://studentaid.ed.gov/>

### **Wentworth Refund Policy / Amounts Owed**

The Return to Title IV Funds (R2T4) calculation is separate from the Wentworth College refund policy. Therefore, students may still owe money to Wentworth for unpaid institutional charges. Wentworth may also charge the student for any federal aid funds that the school was required to return, resulting in an outstanding account balance.

### **Student Loan Information**

Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education (the Department), though most of the contact will be with your loan servicer. A student or parent that enters into an agreement with the Department of Education by receiving a loan(s) will have that information submitted to NSLDS and it will be accessible by authorized agencies, lenders, and institutions.

### **Student's Right to Know**



Information regarding WMA including recipients of Title IV can be found at <http://nces.ed.gov/collegenavigator/?q=wentworth+military+academy+and+college&s=all&id=179919>