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**POLICY TITLE:**

**Consumer Information Policy**

**APPLIES TO:**

**All Current and Prospective Students, Faculty, and Staff**

**ADMINISTRATIVE AUTHORITY:**

**Office of Institutional Research, Effectiveness, and Compliance**

**APPROVED BY:**

**President Koffi C. Akakpo (Interim Approval)**

**EFFECTIVE DATE:**

**September 26, 2025**

**EXPIRATION DATE:**

**Sixth Months from Approval if Not Renewed or Made Permanent**

**NEXT REVIEW DATE:**

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**POLICY STATEMENT:**

Kentucky State University complies with federal and state regulations requiring the dissemination of consumer information to current and prospective students, employees, and the public. This policy formally establishes the University's framework for ensuring timely, accurate, and accessible disclosure of institutional information, student outcomes, and compliance reports.

Consumer Information includes academic programs, instructional facilities, accreditation, athletic participation, student rights, campus policies, and other compliance-related information required by the U.S. Department of Education and applicable federal and state laws

**DEFINITIONS:**

**Consumer Information:** Disclosures mandated by federal or state regulation to ensure transparency for students, employees, and the public.

**College Navigator:** A federal online tool providing institutional data on enrollment, retention, financial aid, and outcomes.

**Equity in Athletics Disclosure Act (EADA) Report:** Annual report on athletic participation rates, financial support, and resources provided to men's and women's teams.

**Family Educational Rights and Privacy Act (FERPA):** Federal law protecting the privacy of student education records.

**Clery Act / Campus Security Report:** Annual report on campus safety policies and crime statistics.

**Cash Management Policy:** Federal regulation governing handling of Title IV funds.

## **PROCESS:**

### **1. Information Compilation**

- Offices of Academic Affairs, Financial Aid, Athletics, Registrar, and Student Affairs provide required data annually.
- The Office of Institutional Research ensures accuracy, compliance, and accessibility.

### **2. Publication and Distribution**

- Consumer Information is published on the University's website and distributed electronically to all students and employees each academic year.
- Prospective students are provided disclosures upon request and during recruitment activities.

### **3. Compliance Monitoring**

- The Office of Institutional Research coordinates with responsible offices to ensure timely submission of reports, including:
  - Accreditation, approval, and licensure disclosures
  - FERPA and student privacy policies
  - Athletic completion and graduation rates
  - Equity in Athletics Disclosure Act report
  - Financial aid and cash management policies
  - Higher Education Emergency Relief Fund reports
  - Facilities and services for students with disabilities
  - Copyright infringement and computer use policies
  - Foreign gifts or contracts above \$250,000

### **4. Annual Review**

- Consumer Information is reviewed and updated annually prior to the start of the fall semester.
- Updates are reported to the Board of Regents and documented for audit compliance.

## **REFERENCES AND RELATED MATERIALS:**

U.S. Department of Education Consumer Information Regulations  
Family Educational Rights and Privacy Act (FERPA)  
Equity in Athletics Disclosure Act

Higher Education Opportunity Act (HEOA)  
Kentucky State University Student Handbook  
Kentucky State University Academic Catalog

## CONTACTS:

Subject	Office	Telephone	E-mail
General Questions	Institutional Research	(502) 597-6410	<a href="mailto:OIRE@kysu.edu">OIRE@kysu.edu</a>

## HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	September 2025	Office of Institutional Research

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