

# POLICIES

## STUDENT EDUCATIONAL RECORDS AND DIRECTORY INFORMATION

Admissions & Records maintains all official academic records of enrolled students including, but not limited to, transcripts, registration forms, transfer credits and degree evaluations. For record-keeping purposes, the College considers web registration as part of a student's official record. Financial Aid maintains all student aid and scholarship records.

Central Oregon Community College follows the Federal Health Education and Welfare Guidelines for the Family Education Rights and Privacy Act of 1974–Pell-Buckley Amendment (FERPA), which gives students attending post-secondary institutions the right to inspect their educational records.

Those rights are:

1. The right to inspect and review their education records within 45 days of the day COCC receives a request for access.

Students must contact the registrar at 541.383.7500 or [welcome@cocc.edu](mailto:welcome@cocc.edu) and submit a written request that specifies the specific records they wish to inspect. The registrar will make arrangements and notify the student of the time and place where the records may be inspected.

The College reserves the right to withhold transcripts from students who are in debt to the institution. Students have the right to discuss the matter with a representative empowered to resolve such disputes.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students should write the registrar, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, COCC will notify and advise the student of the decision and of his or her right to a hearing regarding the request for amendment. The College also will provide additional information regarding the hearing procedures.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by COCC in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom COCC has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational

interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by COCC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

## DIRECTORY/RELEASE OF INFORMATION

The College does not publish a student directory. Requests for directory information must clearly state the student's name.

Central Oregon Community College considers the following information to be directory information and may release it if requested on an individual basis:

- student's full name
- terms of attendance (not daily attendance)
- major field of study
- full- or part-time enrollment status
- degrees, certificates and honors awarded
- address and telephone number
- email address
- participation in officially recognized activities and sports
- most recent previous school attended
- class standing (freshman or sophomore status)

Students who do not wish the above information to be released by the College must submit a signed statement requesting that this information be withheld. Contact Admissions and Records for the necessary form and additional information. The request to withhold information remains in effect until the student submits a signed statement indicating that directory information may be released. Students should keep the College notified of current addresses and telephone numbers. Students can update this information through their Bobcat Web Account.

Information such as grades, progress in coursework, financial aid status and class schedule will not be released, except as authorized by law. If students wish to have this information released to parent/guardians, employers or other non-college entities, students must submit a Release of Information form to Admissions and Records in the Boyle Education Center. The release is valid until the student requests in writing to have it revoked.

## RELEASE OF DIRECTORY INFORMATION FOR MILITARY RECRUITING PURPOSES

Under the Solomon Amendment Interim Rule to implement the National Defense Authorization Act of 1995 and of 1996,

and the Omnibus Consolidated Appropriations Act, 1997, schools receiving Title IV funding must provide military access to directory information for students 17 years of age or older. For purposes of the act, directory information is defined as name, address, telephone listing, date and place of birth, level of education, degrees received and the educational institution in which the student was most recently enrolled. Students who have formally requested COCC to withhold all directory information from third parties will not be included.

## SOCIAL SECURITY NUMBER/ INFORMATION CONSENT

The College adheres to the following policy statement:

“Providing your social security number is voluntary. If you provide it, the College will use your social security number for keeping records, doing research, aggregate reporting, extending credit and collecting debts. Your social security number will not be given to the general public. If you choose not to provide your social security number, you will not be denied any rights as a student. Providing your social security number means that you consent to use of the number in the manner described.”

OAR 589-004-0400 authorizes Central Oregon Community College to ask students to provide their social security numbers. The numbers will be used by the college for reporting, research and record keeping. The numbers will also be provided by the college to D4A (Data for Analysis), which gathers information about students and programs to meet state and federal reporting requirements. It also helps colleges plan, research and develop programs. This information helps the College to support the progress of students and their success in the workplace and other education programs.

D4A or the College may provide a student’s social security number to the following agencies or match it with records from the following systems:

- State and private universities, colleges and vocational schools, to find out how many community college students go on with their education and to find out whether community college courses are a good basis for further education.
- The Oregon Employment Department, which gathers information, including employment and earnings, to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available.
- The Oregon Department of Education, to provide reports to local, state and federal governments. The information is used to learn about education, training and job market trends for planning, research and program improvement.
- The Oregon Department of Revenue and collection agencies only for purposes of processing debts and only if credit is extended to the student by the College.

State and federal law protects the privacy of student records. The social security number will be used only for the purposes listed above. However, there may be times when solicitation and disclosure of a student’s social security number is mandated by federal law.

## PHOTO/VIDEO CONSENT

COCC assumes consent of students and staff to use their likeness in photos and/or videos, unless otherwise requested.

## STUDENT CONCERNS PROCESS

COCC has a college concerns procedure designed to provide employees, students and community members a way to appeal decisions made within the College. Contact Student Life at 541.383.7590 for a copy of the procedure, or view it online at [cocc.edu/human-resources/employment/equal-opportunity](http://cocc.edu/human-resources/employment/equal-opportunity).

## CONCERNS REGARDING GENDER DISCRIMINATION, SEXUAL HARASSMENT, OR MISCONDUCT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING

Students or employees who believe they have experienced or witnessed discrimination, sexual harassment, or misconduct, dating violence, domestic violence, or stalking are encouraged to report this information to the College’s EEO/Title IX Officer, 541.383.7216 or the Director of Student Life, 541.383.7592. These staff can provide assistance and resources and discuss possible responses for the situation. Do not wait to report concerns until the situation becomes too serious (i.e. severe, pervasive or persistent). Off-campus harassment, misconduct or violence by members of the College community should be brought promptly to the attention of the College staff listed above.

## NO RETALIATION STATEMENT

No one at the College may reprimand, discriminate or otherwise retaliate against an individual for initiating an inquiry or complaint in good faith, nor against other individuals who share information related to the complaint.

## TITLE IX STATEMENT

Title IX protects people from discrimination based on sex in education programs and activities. This includes conduct such as: gender discrimination (includes males, females, transgender, gender identity, etc.), sexual harassment, sexual assault, stalking, intimate partner/relationship violence, bullying and cyberbullying, retaliation, the failure to provide equal opportunity in athletics and discrimination based on pregnancy. Persons having questions about Title IX should contact the Title IX Officer at 541.383.7218.

## STUDENT RIGHTS AND RESPONSIBILITIES

In order to provide for the maximum safety, convenience and well-being of the total College community, certain standards of behavior have been established at COCC. Upon admission

to the College, all students accept an unqualified commitment to adhere to such standards and to conduct themselves in a manner appropriate to an educational environment, one which reflects respect for themselves and the College. Such actions as academic dishonesty, abuse of property, harassment, any violation of federal or state law, possession of alcoholic beverages and possession of illegal drugs are in violation of the College's standards and are cause for disciplinary action. The disciplinary action taken by the College covers a range of possibilities up to and including dismissal from college. A comprehensive Student Rights and Responsibilities guide is available online at [cocc.edu/student-life/student-policies](http://cocc.edu/student-life/student-policies).

## ALCOHOL AND DRUG POLICY

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), it shall be the policy of Central Oregon Community College to maintain a drug-free campus for all employees and students. It is the responsibility of the College to notify students and staff of college policy. In accordance with this intent, the following policy is in effect:

### **Drug-free campus**

The unlawful possession, use or distribution of illicit drugs and alcohol is prohibited on the College campus, in all College facilities or as part of any College-sponsored activity. Violators of this policy will be prosecuted to the full extent of state and federal law and, in addition, there are specific consequences for employees and for students which are stated in the College Drug-Free Campus Procedures.

Employees and students can find assistance, abuse prevention resources and health risks information associated with the use of illicit drugs and the abuse of alcohol and warning signals, online at [cocc.edu/student-life/student-resources/abuse-prevention-information](http://cocc.edu/student-life/student-resources/abuse-prevention-information).

## NONDISCRIMINATION POLICY

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran status or any other classes protected under Federal and State statutes in any education program, activities or employment. Persons having questions about equal opportunity and non-discrimination should contact the Equal Employment Officer c/o COCC's Human Resources office at 541.383.7216.

Faculty, staff and students are protected from discrimination and harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Persons attending classes or events who need accommodation for a specific disability should contact the office of Services for Students with Disabilities at 541.383.7583. Persons needing physical accommodation for a College special event should contact the ADA Coordinator at 541.383.7775. Further inquiries may be directed to the Affirmative Action Officer, c/o COCC's Human Resources office at 541.383.7216.

## SMOKING POLICY

Smoking is banned in all of the buildings of Central Oregon Community College. Smoking or the use of smokeless tobacco is limited to campus parking lots unless otherwise noted. Use in parking lots adjacent to buildings must be 25 feet away from any portion of the building. During high fire danger periods, smoking will be banned completely.

## STUDENT RIGHT-TO-KNOW ACT

In order for students to make more informed decisions about attending college, Central Oregon Community College makes the following information available in accordance with the federal Student Right-to-Know Act and related regulations:

- General Institutional Information: services for disabled students, cost of attendance and additional program costs, student diversity, students' rights under the Family Education Rights and Privacy Act (FERPA), student concerns procedure, copyright infringement, net price calculator, non-discrimination policy and annual student demographic information.
- Financial Aid Information: withdrawal and refund policy and associated financial aid implications, return of financial aid due to withdrawal, types of aid, how to apply for aid, how aid is disbursed, rights and responsibilities of students receiving aid, financial aid penalties for drug law violations, work-study terms and conditions, satisfactory academic progress criteria, study abroad financial aid opportunities and loan repayment options.
- Student loan information: initial loan counseling for students, exit loan counseling for students, deferment options for Peace Corp and related service organizations.
- Academic information: academic warning standards, accreditation, articulation agreements, degree options, academic programs, adult basic skills programs, campus academic facilities, faculty and staff contact information, transfer credit policy, international baccalaureate credit and out-of-state academic student complaint procedure.
- Health and Safety Information: campus crime report/safety, alcohol/drug policy, drug and alcohol abuse prevention information, emergency procedures, sex offender information, vaccination policies, mandatory reporting-child protection policy.
- Student outcomes: graduation and transfer rates, retention rates, graduate employment status.

Student Right-To-Know information is available on the College's website at [cocc.edu/srtk](http://cocc.edu/srtk).