

3.9.1 The institution publishes a clear and appropriate statement of student rights and responsibilities and disseminates the statement to the campus community. **(Student rights)**

Compliance Partial Compliance Non-Compliance

Narrative:

Chattahoochee Valley Community College (CVCC) publishes a clear and appropriate statement of student rights and responsibilities and disseminates the statement to the campus community.

The primary sources of information regarding student rights and responsibilities related to student records are prescribed under the headings: [Student Services: Records](#), and [Student Records](#). The *College Catalog and Student Handbook* is available to all current and prospective students both on the institution's website, under the [Current Students tab](#). Hardcopies are also available throughout the major divisions of Student Services, including Financial Aid, Counseling, Advising, Testing, Admissions, Recruiting, and Student Development.

The Student Services Records section of the [College Catalog and Student Handbook](#) clarifies student rights as defined under the [Family Education Rights and Privacy Act \(FERPA\) of 1974](#). In addition, the section outlines the process and regulations regarding the release of student records, what constitutes student directory information, and the process for withholding any part listed in directory information. Institution advisor and student responsibilities are presented clearly within the [Counseling and Advising](#) section. The [Student Development and Student Services](#) section also clarifies student rights and responsibilities regarding testing, student development, student honors, library resources, learning labs and services for students with disabilities as outlined by the [Americans with Disabilities Act of 1990](#).

The *Student Handbook*, located in the back of the [College Catalog and Student Handbook](#) communicates a clear statement of student rights and responsibilities in the *Introduction* section. Policy and procedures related to student complaints is also addressed in [FR4.5](#).

Additionally, general student rights are further outlined in the preliminary pages of the [College Catalog and Student Handbook](#). Specifically, the College actively engages in a policy of nondiscrimination as directed under Title VI and Title VII of the Civil Rights Act of 1964; Title IX Education Amendments of 1972; Sections 503 and 504, Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990. Further, the College recognizes additional basic rights as outlined in the Universal Human Rights Pledge adapted from the Birmingham Pledge and the Universal Declaration of Human Rights.

The [Student Conduct Code](#) governs the expectations the College has in regard to student behavior. During a policy review in Fall 2012, it was determined that the Student Conduct Code required updates. The new Student Conduct Code was approved by Cabinet on [November 27, 2012](#). In order to ensure that the entire community was aware of changes to these procedures, a presentation was given to all faculty and staff during a Campus Meeting on [January 3, 2013](#). In addition, an addendum to the *College Catalog and Student Handbook* was [e-mailed](#) to all students at the beginning of the Spring 2013 academic semester. The updated information was also posted on the College [website](#).

The updated Student Conduct Code defines conduct authority, lists possible violations with which students may be charged, describes the hearing process, provides appeal guidelines, lists the rights of individual student and student organizations during the hearing process, and

defines victim's rights. In addition, the Student Conduct Code includes administrative regulations and grievance procedures.

SUPPORT DOCUMENTATION
<u>College Catalog and Student Handbook, Student Services: Records – Pages 43-44</u>
<u>College Catalog and Student Handbook, Student Records – Pages 230-234</u>
<u>College Website – College Catalog</u>
<u>College Catalog and Student Handbook, Student Services: Records – Page 43</u>
<u>Family Education Rights and Privacy Act (FERPA) of 1974</u>
<u>College Catalog and Student Handbook, Counseling and Advising – Pages 44-46</u>
<u>College Catalog and Student Handbook, Student Development and Student Services – Pages 46-49</u>
<u>Americans with Disabilities Act of 1990</u>
<u>College Catalog and Student Handbook, Student Handbook – Pages 221-253</u>
<u>College Catalog and Student Handbook, Introductory Survey – Page ii</u>
<u>Student Conduct Code</u>
<u>Cabinet Meeting November 27, 2012</u>
<u>Campus Meeting January 3, 2013</u>
<u>Email to Students Regarding Policy Changes</u>
<u>College Website – Code of Conduct</u>