

able to anyone other than the persons providing such treatment or to such other persons as may be authorized in writing by the student to receive such information from such records.

Directory information

The following is a list of student information that may be made available by the College without prior consent of the student:

1. Name
2. Address (local and permanent)
3. Telephone number
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities, clubs, organizations, and athletics
7. Dates of attendance
8. Degree and awards received
9. The previous institution most recently attended by the student
10. The height and weight of varsity athletes

Much of the information listed above is routinely published in College publications. However, if any student desires for any of the above listed information to not be published on the respective student, the College will refrain from making public such information on that student, provided that the student makes a request for the information to be withheld, and the request is made prior to the end of the late registration for the given academic term. A request for non-disclosure of directory information may be completed in the Office of Admissions and renewed each academic year.

Disclosure of student records to a student

Each student may inspect, in the presence of the appropriate records official, records, files, and data primarily related to the respective student. To inspect one's files, a student should go to the office of the appropriate records officials (either the Office of Admissions, Director of Financial Aid, or Dean of Student Services) and submit a written request. If the student cannot personally appear, the student must submit a notarized request to the appropriate records official. The request for inspection will be granted within a reasonable period of time not to exceed

45 days from the time the College received the request. If, in the opinion of the appropriate records official, inspection can reasonably be accomplished by providing copies of documents, such copies will be made and provided to the student.

Challenging the contents of a record

CVCC will respond to any reasonable request from a student for an explanation or interpretation of any item in the student's file. Requests for such explanation or interpretation should be addressed in writing to the Dean of Student Services. If, after inspecting a record, a student wishes to challenge any part of the file's contents, a written request for a hearing should be addressed to the Dean of Student Services, who will set a date and time for a hearing within 45 days of receiving the written request.