

1. Consult with the Dean of Student Services Office to discuss the nature of the publication and request approval.
2. Submit in writing the materials to be published and the time frame for publication.
3. Agree to be regulated by the procedures governing clubs and organizations on campus. (This information may be obtained from the Dean of Student Services Office.)

The Dean of Student Services, or his/her designee, at the request of a student and/or group of students, will review the materials presented for publication and make recommendations and suggestions. After the recommendations and suggestions have been reviewed with the student(s), the Dean of Student Services or his/her designee will channel the materials to the Student Government Association for approval when required. The Dean of Student Services will present the request to the Vice President/Dean of the College for consideration and final approval. After the request has received final approval, the Dean of Student Services or his/her designee will contact the requesting student(s) and make arrangements for publication and/or distribution.

Student records

General policy

CVCC maintains information about students that enhances the educational development of students and the effective administration of the College. To guarantee the rights of privacy and access provided by the Family Educational Rights Privacy Act of 1974 (the Buckley Amendment), CVCC has adopted the following policies and procedures:

Information from records, files, or data directly related to a student, other than “directory” information, as defined below, will not be disclosed to persons or agencies outside the College without the written consent of the student, except pursuant to a lawful subpoena or court order, or if educational or governmental officials have a lawful need for the information. However, information contained in such records may be disclosed within the College to College officials and staff members with a need for the particular information. Students have access to all such information on themselves with the exceptions set out below, in accordance with procedures outlined in this policy statement.

For the purposes of this policy, a student’s educational records are defined as files, documents, and other materials that contain information directly related to a student and are maintained by the College or a person acting on behalf of the College. Specifically excluded from the definition of “educational records” and not open to inspection by students are the following materials:

1. Records of instructional, supervisory, and administrative personnel that are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker.
2. Records of campus security, except when they have been transmitted within the College for administrative purposes.
3. Records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in a professional or para-professional capacity or assisting in that capacity, and which are created, maintained, or used only in connection with the provision of diagnosis or treatment to the student and are not avail-

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 file, 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.

A request for such a hearing should identify the item(s) the file that are being challenged and state the grounds for the challenge, e.g., inaccuracy, tendency to mislead, inappropriateness, or incompleteness. The Dean and the appropriate records official will examine the contested item(s), hear from the person(s) responsible for placing the item(s) in the file, and examine document(s) and hear any testimony the student wishes to present in support of making a change to the file. The Dean of Student Services and the appropriate records official will issue a written decision within 10 days of the conclusion of the hearing as to whether the challenged item(s) should be retained, deleted, or revised. If it is determined that the item should remain in the file, the student will have the option to place into his/her file, along with the challenged item, a brief written commentary or explanation of his/her challenge.

Waiver of access

CVCC may request that a student waive his/her right to inspect confidential recommendations regarding his/her application for admission, application for employment, or the receipt of honor or other recognition. If a student receives a request for waiver, the student may sign and return the waiver, may request a list of the names of persons who will be asked for recommendation before signing, or refuse to waive the right of access. Such a waiver will not be a condition of admission to the institution, financial aid assistance, or any other benefit available to students at CVCC.

Providing records to third parties

It is the general policy of CVCC to refuse access to student records by third parties without written consent from the respective student. If a student wishes to have such records released or reviewed by a third party, the student must submit a written consent to the proper records official and, in such consent, specify the records to be released or reviewed, the person or persons to whom records are to be released or by whom the records are to be reviewed, and, if desired, a request for copies of the respective records to be made available to the student. After receipt of such written consent, CVCC will then grant appropriate access to the information to the party or parties designated by the student. A service fee will be charged for producing photocopies of records that are requested to be copied by the student or by the person to whom the student gives permission to request photocopies.

Notwithstanding the above requirements, student records may be made available to the following persons through the conditions noted without written consent of the student: appropriate College officials, official representatives of federal departments or agencies or state education authorities, financial aid officers, recognized educational accrediting organizations, organizations conducting studies for administrative evaluations, etc.; and other appropriate persons in emergency situations when such disclosure is necessary, or reasonably presumed to be necessary, to protect the health or safety of the student or any other person employed by or attending the College.

Records officials will place in each student's file a record of all requests for access to the file, the name of each person making a request for information from the file, the agency or institution represented by each person making a request, and the action taken by the records official in response to the request. However, such a record will not necessarily be kept for requests made by CVCC officials who have a need for access to the respective student file.

An inspection of individual student records will be supervised by the appropriate records official, and the student's record file will not be removed from the designated records official's office.

written request to CVCC. An unofficial copy is defined as a copy that does not bear the official seal of the College, but is otherwise a true copy. Records officials will not photocopy or otherwise reproduce copies of student transcripts or other information obtained from transfer students pursuant to official transfer requirements.

Changes in policy

CVCC policies are subject to change when necessitated by federal or state statute, regulation, guideline, or court order. Changes in policy will be included in subsequent appropriate College publications.

Encumbering student records

A student's record may be encumbered for any debt the student owes the College for tuition, fees, fines, unpaid damages, bad checks, unpaid loans, bookstore holds, or any other appropriate charge to the student by the College. The student may not receive a grade report, have a transcript sent, or register at CVCC for another academic term until the debt has been resolved.

Withholding diplomas and transcripts

CVCC's administration believes that a College degree or certificate has true merit and meaning only if it is granted after a student has demonstrated a level of effort and responsibility indicative of a worthy graduate. Therefore, CVCC's policy is that a student earns entitlement to a degree, diploma, or certificate only by successfully completing a prescribed course of study; paying all tuition, fees, and other appropriate charges; and fully abiding by the College's rules, policies, and regulations. If a student fails to meet any of these basic requirements for graduation, the College reserves the right to withhold official graduation and awarding of the degree, diploma, or certificate until the student corrects the deficiency, and to include a notation on the student's official transcript that the student is ineligible for graduation.

A student who fails to make timely payment of any tuition, fees, or other appropriate charges will not receive official notice of grades for a current academic term and may not re-enroll at the College, except with special permission from the President, until full payment is made. The College may also refuse to issue the official transcript of any student who fails to make timely payment of tuition, fees, or other appropriate charges, until full payment is made.

The Dean of Student Services has the authority to withhold official graduation, diplomas, certificates, and/or release of official transcripts in a manner consistent with the intent of this policy.

When the College intends to withhold official graduation from a student; withhold the awarding of a degree, diploma, or a certificate to a student; withhold the official transcript; or declare a student ineligible for further enrollment, the Dean of Student Services will give written notice to the student. The notice will be delivered in person or mailed to the student's last-known home address. The notice will state the type of action the College intends to take. A copy of the notice will be sent to the Admissions Office.

A student who receives notice that any of the above described actions has the right to meet with the Dean of Student Services or his/her designee and request that the action not be taken. If the student shows that the stated basis for the action is erroneous, or if the student satisfies the Dean that the respective problem will be resolved within a time frame acceptable to the Dean, or if the Dean determines for any other appropriate reason that the intended action should

be rescinded or modified, the Dean may withdraw or modify the action. The Dean or his/her designee will give written notice to the student and the Admissions Office of such a decision or modification. The Dean may also base such a decision or modification on conditions that the student meets certain stated requirements and, in such cases, the Dean may reimpose the action if the student does not meet stated conditions.

Students' right to know

CVCC students and prospective students have the right to review certain relevant information concerning CVCC's graduation rates and any instance(s) of on-campus criminal activity. Information related to CVCC graduation rates is available through the Admissions Office. Information obtained and retained under the Federal Crime Awareness and Campus Security Act of 1990 may be obtained from the CVCC website under Consumer Information.

Student code of conduct

Substance abuse

Drugs

Manufacturing, distributing, dispensing, possessing, or using controlled substances is prohibited by CVCC on any property owned, leased, or controlled by CVCC, or during any activity conducted, sponsored, or authorized by or on behalf of CVCC. A "controlled substance" shall include any substance defined as a controlled substance under applicable federal or state law.

Alcohol

Manufacturing, distributing, dispensing, possessing, or using alcoholic beverages is prohibited by CVCC on any property owned, leased, or controlled by CVCC, or during any activity conducted, sponsored, or authorized by or on behalf of CVCC.

Intoxication

Students are prohibited by CVCC from being in a state of alcohol or drug intoxication on any property owned, leased, or controlled by CVCC, or during any activity conducted, sponsored, or authorized by CVCC. A student who is deemed by a CVCC official or security officer to be intoxicated will be moved from campus immediately or, if off-campus, from the respective site or College activity.

Awareness effort

CVCC endeavors to inform its students and employees of the dangers of drug and alcohol abuse. Specific information about the College's substance abuse policies and the availability of substance abuse counseling, rehabilitation, and assistance is available through the Office of the Dean of Student Services, as well as the publication of the Alabama Department of Postsecondary Education entitled Drug and Alcohol Abuse Prevention Program. This publication discusses law enforcement and legal sanctions regarding the unlawful use, possession, or distribution of alcoholic beverages and illicit drugs. It also lists sources of assistance for persons who are in need of counseling or other substance-abuse-related services, including national toll-free hotlines.