

## REGULATIONS

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### STUDENT RECORD POLICY

Student records are maintained in accordance with the Family Educational Rights of Privacy Act of 1974, which is available for inspection in the Learning Resources Center and in Student Services.

All questions concerning student records and all requests for record inspection should be directed to the Registrar. A current or former student may secure a transcript of his grades by completing a Transcript Release Form and submitting it to the Registrar's office. In compliance with the Privacy Act, student transcripts will not be released to a third party without the signature of the student.

Information identified as public or directory information may be released without the student's consent. Directory information includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photography, date and place of birth, major field of study, dates of attendance, grade level, enrollment status participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent education agency or institution. The policy should be reviewed by all students attended.

Also, SCC complies with the USA Patriot's Act of 2001.

- I. Southwestern Community College, in accordance with existing state and federal laws, reaffirms the rights of students to access their official educational records and to challenge the accuracy of such information. The college limits the release of personally identifiable data, other than directory information, without explicit student consent.
- II. Student records include, but are not limited to, a copy of the original application for admission, transcript(s) of previous educational records, statement of residency (on application form), and test results for students in programs requiring preadmission/ placement tests. The official transcript of a student's courses, credits, grades earned, total grade points earned, and cumulative grade point average to date is maintained in the registrars office.
- III. Information identified as public or directory information may be released without the student's consent for purpose deemed beneficial to the student by the president or designees. Directory information is defined as the student's name, local address, e-mail address, major field of study, participation in officially recognized activities and sports, degrees and honors received, dates of enrollment and current enrollment status. Students who do not wish any or all of the above directory information released to outside agencies must notify the registrar in writing within thirty (30) days after their initial registration. No records, other than directory information, shall be available to unauthorized persons within the school or to any unauthorized persons or groups outside the school without the written consent of the student involved except under legal compulsion.
- IV. The following persons or groups are authorized access to official records without student consent:
  - A. College faculty and other college officials with legitimate educational interests.
  - B. College officials of other institutions in which the student seeks or intends to enroll.
  - C. Authorized representatives of federal, state, or local government.
  - D. Authorized organizations conducting studies or determining eligibility related to testing, financial aid or instruction.
  - E. Accrediting organizations in order to carry out their accrediting functions.
  - F. In emergencies, appropriate persons if necessary to protect the health or safety of the student or others.

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- G. Information about deceased students may be released to a spouse, parents or executors of a student's estate for a period of six (6) months after the death. Beyond six months, deceased student information is rated the same as other student directory information. The request for deceased student information must be in writing accompanied by an official death certificate.
- V. Students may request permission to review their records through the registrar's office. The college reserves the right to require appointments for examination of records. Students questioning the content of their records shall first review the records with the Registrar, Dean of Student Services or Vice President for Instruction and Student Services. Upon written request by the student, all unresolved questions shall be reviewed by a committee appointed by the president. The final review shall rest with the president.
- VI. A hold may be applied to the release of grade reports, an official transcript, diploma, or other information requested from an official record, a student who has an overdue indebtedness to the college. Such a student continues to have the right to see and photocopy his official record upon request.
- VII. Requests for additional information and questions regarding student records procedures or student rights under the Family Education Rights and Privacy Act of 1974 should be addressed to the Registrar.

### STUDENT DRUG-FREE POLICY

- I. Southwestern Community College is committed to providing each of its students a drug-free environment in which to attend classes and study. From a safety perspective, the users of drugs or alcohol may impair the well-being of students, interfere with the college educational environment, and result in damage to college property. Therefore, it is the policy of SCC that the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, other controlled substances or alcohol is prohibited on college premises or as part of any college sponsored activity. Any student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The policy is as follows:
  - A. No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other "controlled substance" before, during, or after school hours on college premises or at any other college location.
  - B. "Controlled substance" means any drug listed in Title 21 of the United States Code and other federal regulations, as well as those listed in Chapter 90 of the North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse and include "legal drugs" which are not prescribed by a licensed physician. Student use of drugs as prescribed by a licensed physician is not a violation of policy; however, individuals shall be held strictly accountable for their behavior while under the influence of prescribed drugs.
  - C. "College location" means in any college building or on any college premises; in any college owned vehicle or in any college-approved vehicle used to transport students to and from college or college activities; and off college property at any college-sponsored or college-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the college.