

General Institutional Information

Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)

FERPA was designed to protect the privacy of student education records.

Students' Rights Under FERPA:

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, sets forth requirements regarding the privacy of student records. Students' rights include:

- The right to inspect and review education records within 45 days of request.
- The right to amend education records.
- The right to consent to or withhold disclosure of person identifiable information.
- The right to file a complaint with the U.S. Department of Education.

Administrative Guideline #306:

The Southeastern Community College Merged Area XVI collects and maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and their education and may include, but are not limited to, the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, objective counselor or teacher ratings and observations, and external agency reports.

Any student objecting to the public release of such information must file a written objection with the Registrar within fifteen school days following the first day of classes attended. This written objection is valid for one calendar year from the date of objection and must be renewed if desired. A complete policy is maintained in the Administrative Guidelines in the Registrar's office.

Inspecting and Reviewing Education Records:

The records of each student are generally located in the College campus building which he or she is attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each campus. The Registrar is responsible for maintenance of student records.

Student records are reviewed and inappropriate material removed periodically. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

Any student may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained.

Students at SCC retain the right granted under FERPA to inspect and review the education records within 45 days of the day the College receives a request for access. A written request for access must be submitted to the Office of the Registrar at either the West Burlington or Keokuk campus. Said request must identify what record(s) the student wishes to inspect. Once

the request has been received, a representative with the college's Registrar's Office will contact the student to arrange for access and inspection. Students have the right to access and inspect only their own record. When a record contains information about more than one student, disclosure cannot include information regarding other students.

Applicable Forms:

- Before a student may examine his/her records, he/she must complete the "Request for Review of Personal Records" form.
- After the review, he/she must complete the log form "Record of Inspection of Student Records".
- The two forms will then be placed in an envelope and placed in the student folder.

Amending Education Records:

SCC keeps the official academic record (transcript) of enrollment and credit earned in the SCC credit program in perpetuity. All other student record documents are destroyed two years after the student's last enrollment. Students who believe there is any inaccuracy in their official academic transcript must notify the Registrar immediately.

A student or a parent of a dependent student, shall have an opportunity for a hearing to challenge the contents of the student's record, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

A student, or parent of a dependent student, wishing to challenge the content of a student's record shall make written application to the Registrar. Within 10 days or at a time mutually agreed upon, an informal hearing shall be held to determine the validity of the challenge.

The hearing panel shall be appointed by the Vice President of Student Services and consist of an academic advisor or certified counselor, a faculty member, and an administrator (excluding the President). The panel shall hear evidence and testimony relevant to the matter.

The challenging party shall be afforded a full and fair opportunity to present evidence relevant to the issues raised. The decision may include any educationally reasonable action with regard to the challenged portion of the education record and may include alteration and deletion. Grades may be challenged only on the basis of accuracy in recording and not on the basis of evaluation of performance. A written decision shall be rendered as soon as possible, and included in the record, but in no case more than five school days after the hearing. Should the student, or parent of a dependent student, be dissatisfied with the decision of the panel, he/she may within ten days of the written decision appeal to the President to either modify or overrule the decision of the panel. No person with a direct interest in the outcome, or responsible for placing the challenged information in the record, may participate in the rendering of a decision. Should the President have a personal interest in the outcome or if the President was originally responsible for placing the challenged information in the record, the Board of Trustees shall designate a President of another district or an area education agency administrator to review the decision.

The College is not required to consider requests for amendment under FERPA that seek to change a grade, unless the grade was recorded inaccurately, seek to change disciplinary decisions, or seek to change the opinions or reflections of a college official or other person reflected in an education record.

Consent to or Withhold Disclosure of Personally Identifiable Information:

No student information, except "Directory Information" defined below, may be released from the Registrar's Office without the written consent of the student involved, except to the following persons, agencies or organizations who may have restricted access to student records without prior written approval.

- To school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including security personnel); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting other school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- To officials of other institutions where the student intends to enroll.
- To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of U.S. Department of Education, or state and local authorities.
- In connection with the student's application for and receipt of financial aid.
- To state and federal officials, authorities, and agencies specifically exempted from the prior consent requirements by this Act.
- To organizations conducting studies for, or on behalf of, educational agencies or institutions.
- To accrediting organizations to carry out their accrediting functions.
- To parents of a student who have established that student's status as a dependent according to section 152 of the Internal Revenue Code of 1986.
- To comply with a judicial order or lawfully issued subpoena.
- In connection with a health or safety emergency when knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- Of final results of any disciplinary proceedings conducted by the College against alleged perpetrators of a crime of violence or non-forcible sex offense to the alleged victim of that crime.
- To the student.
- To a parent of a student at the College regarding the student's violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the College determines that the student has committed a disciplinary violation with respect to that use or possession and the student is under the age of 21 at the time of the disclosure to the parent.

Except under one of the conditions described above, a student must provide a signed and dated written consent before an education agency or school may disclose personally identifiable information from the student's education records. The written consent must state:

- The purpose of the disclosure;
- Specify the records that may be disclosed;
- Identify the party or class of parties to whom the disclosure may be made; and
- Be signed and dated.

The following "Directory Information" may be released to the public without the prior written consent of the student involved, unless the student has submitted a request, in writing, that the information not be released:

Name, address, telephone number, date and place of birth, major field of study, participation in officially-recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous school or institution attended by the student.

The Registrar may only release "directory information", as defined above, to the public, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances.

Any student objecting to the public release of such information must file a written objection with the Registrar's Office and that information objected to shall not be publicly released. The written objection must be filed with the Registrar within 15 school days following the first day of classes attended. This written objective is valid for one calendar year from date of objection and must be renewed if desired.

If you would like to give certain individuals the right to obtain specific student information such as attendance, grades, or financial information then you must complete the "Student Consent to Release Educational and Financial Records" form and submit it to the Registrar.

Maintaining a record of each request for access to and disclosure of personally identifiable information without written consent from the student:

If a student would like to give certain individuals the right to obtain specific student information such as attendance, grades, or financial information then the student must complete the "Student Consent to Release Educational and Financial Records" form and submit it to the Registrar.

SCC maintains a record of each request (who and why) for access to and disclosure of personally identifiable information without written consent from the student unless the request was from the:

- Student
- School official with legitimate educational interest directory information only
- A party seeking records due to a law enforcement subpoena and criteria that subpoena not be disclosed.

Filing a Complaint with the U.S. Department of Education:

Students who believe that their rights have been abridged may file complaints with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C., 20202-5901 concerning alleged failures of the college to comply with the Act.

Complaints must:

Be timely submitted, not later than 180 days from the date you learned of the circumstances of the alleged violation.

Contain specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:

- Relevant dates, such as the date of a request or a disclosure and the date the parent learned of the alleged violation;
- Names and titles of those school officials and other third parties involved;
- A specific description of the education record around which the alleged violation occurred;

- A description of any contact with school officials regarding the matter, including dates and estimated times of telephone calls and/or copies of any correspondence exchanged between the parent and the school regarding the matter;
- The name and address of the school, school district, and superintendent of the district;
- Any additional evidence that would be helpful in the consideration of the complaint.

Copies of the Act, SCC policies and procedures and forms for use in implementing the Act, are available upon request in the Registrar’s Office.

Facilities and Services for Students with Disabilities

Information concerning SCC disability services is located [here](#)

Student Diversity

Full time students receiving Pell							
	American/Alaskan Native	Asian	Black/African American	Hawaiian/Pacific Islander	Unidentified	White	Total
Male	3	5	33	3	99	211	354
Female	11	7	23	1	276	379	697
Total	14	12	56	4	375	590	1051

Price of Attendance

Cost of Attending SCC:

The cost of attending SCC is calculated for student budgeting purposes by the Financial Aid Office. The following represents the student budgets for 2010 – 2011.

Student Living Off Campus Resident

9 Month

Tuition & Fees	3780
Books	1014
Transportation	874
Personal	1734
Room & Board	<u>6408</u>
Total	13720

Student Living Off Campus Non-Resident

9 Month

Tuition & Fees	3930
Books	1014
Transportation	784
Personal	1734
Room & Board	<u>6408</u>
Total	13870

Student Living On Campus Resident

9 Month

Tuition & Fees	3780
Books	1014
Personal	1734
Room & Board	<u>5420</u>
Total	11948

Student Living On Campus Non-Resident

9 Month

Tuition & Fees	3930
Books	1014
Personal	1734
Room & Board	<u>5420</u>
Total	12098

Student Living With Parent Resident

9 Month

Tuition & Fees	3780
Books	1014
Transportation	784
Personal	1734
Room & Board	<u>2400</u>
Total	9712

Student Living With Parent Non-Resident

9 Month

Tuition & Fees	3930
Books	1014
Transportation	784
Personal	1734
Room & Board	<u>2400</u>
Total	9862

Transportation allowance is calculated at \$.35 per mile for students not residing in Keokuk (for South Campus), West Burlington or Burlington (for North Campus).

Students enrolled for less than a 9 month period or less than full time should have the correct amount used in the tuition and fee category.

Refund Policy & Requirements for Withdrawal and Return of Federal Financial Aid

Tuition Refund Policy:

Tuition refunds shall be made during the first two weeks of a sixteen week class. *A prorated refund schedule will be applied to registrations occurring at times other than the regular registration dates.* Withdrawal dates will be established as the day when official withdrawal procedures are completed and are not influenced by the last day of attendance. Checks for tuition refunds may require 45 days for issuance after the day of drop.

Appeal of Policy: The Special Appeals Committee may approve an exception to the refund policy in situations that are beyond the student's control. Students who feel they have extenuating circumstances that would warrant an exception to the refund policy should appeal in writing

Officially Withdrawing from Courses:

If a student wishes to withdraw from one or more single courses or totally withdraw from the college, he/she must contact an enrollment specialist or drop the course via Web Advisor. If the proper withdrawal procedure is completed by the drop deadline, a "W" (withdraw) grade will be shown on the transcript for each course dropped.

The last day to withdraw is the date that falls two thirds into the class time. For example, the withdrawal deadline for a class that is 30 days in length would be on the 20th day.

Should a student stop attending a class or classes at any time during a semester without following the official withdrawal procedures, he/she will receive a grade that is appropriate to the instructor's grading policy and will forfeit tuition refund rights. Tuition refunds will only be made to students who withdraw in accordance with College policies.

To process a withdrawal, students must contact Enrollment Services at the West Burlington campus, extension 5010, or at the Keokuk campus, extension 1923.

Return of Title IV Funds

By federal law, unearned Title IV funds (Pell, Stafford loans, SEOG, ACG) must be returned to the federal government for a student who totally withdraws (official/unofficial) on or before the 60% point of the enrollment period. The amount of return is determined by the following:

1. Determine percentage of enrollment period student completed.
2. Earned aid = total awarded Title IV aid multiplied by same percentage.
3. Unearned aid = earned aid subtracted from total disbursable aid.
4. Southeastern returns: the total institutional charges incurred by the student multiplied by the unearned percentage of Title IV aid.
5. Student returns: unearned aid - Southeastern's return; If a student received grants, the student's return will be multiplied by 50% after being reduced by the amount of loan funds the student is required to return. This amount is then subtracted from the initial amount of grant funds due from the student.

Examples of these refund policies are available upon request at the SCC Financial Aid Office.

Educational Programs

A comprehensive list of educational and training programs can be found [here](#).

A comprehensive list of continuing education programs and courses can be found [here](#).

Study Abroad Programs and Assistance:
SCC does not offer any study abroad opportunities.

Information concerning the training programs offered through SCC's Center for Business can be found [here](#).

Availability of a GED Program:

SCC also offers special programs for those who want to:

- learn to read
- obtain a G.E.D.
- read the on-line GED testing disclaimer
- learn or reinforce English as a Second Language.
- brush up on math, spelling, or other subjects.

Morning and evening classes are available year-round: Call 319.752.2731 or toll-free 1.866.SCC.IOWA (1.866.722.4692), extension 8126.

Instructional Facilities

Campus maps are provided [here](#).

The two campuses are located at:

West Burlington Campus

1500 West Agency Road
P.O. Box 180
West Burlington, IA 52655-0180

Keokuk Campus

335 Messenger Rd
P.O. Box 6007
Keokuk, IA 52632-6007

In addition to the two campuses, SCC maintains two centers located at Ft. Madison and Mt. Pleasant.

The two centers are located at:

SCC Fort Madison Center

1602 Avenue F
Fort Madison, IA 52627

SCC Mount Pleasant Center

200 North Main Street
Mount Pleasant, IA 52641

SCC also maintains a Center for Business at:

Center for Business

RiverPark Place
610 North 4th Street, Suite 220
Burlington, IA 52601

Faculty

A complete SCC personnel directory is available [here](#).

Transfer of Credit Policies and Articulation Agreements

Credit will be granted for courses taken at other regionally accredited institutions in which the student has earned a grade of "C" (2.00 on a 4.00 point scale) or better. Credit will also be awarded for courses in which a grade of "D" has been earned, providing the student's overall grade point average from the transferring institution is "C" (2.00 on a 4.00 scale) or better. See the Registrar's Office for any possible exceptions to this policy.

Career education credit from other regionally accredited schools may be applicable to the SCC associate of arts and associate of science degrees.

SCC has specific articulation agreements with the following schools:

- Culver Stockton College
- Hannibal-LaGrange College
- Indiana University
- Purdue University
- Iowa State University
- Iowa Wesleyan College
- Mt. St. Clare College
- Northwest Missouri State University
- Palmer College of Chiropractic
- Simpson College
- Southern Illinois University
- University of Iowa
- University of Northern Iowa
- University of Phoenix
- Upper Iowa University
- Western Illinois University
- Waldorf College
- William Penn

Information regarding transfer of SCC courses is available on SCC's website under "Current students". Click on "after SCC" and then the "transferring to a 4 year college".

College information from additional institutions is available in the Enrollment Services Office.

Accreditation, Approval, and Licensure of Institution and Programs

Information concerning SCC accreditation is located [here](#).

A student may request a copy for review of the college's accreditation, licensure, or approval by make such request to the Registrar's Office. The Registrar may be contacted in person in the Enrollment Services Office at the West Burlington campus, or by phone at 1-866-SCC-IOWA ext. 5022.

Copyright Infringement – Policies and Sanctions

It is the policy of Southeastern Community College to create an atmosphere of academic rigor, free from acts of dishonesty. Administrative Guideline 101 outlines the process for governing discipline, grievances and complaints, appeals and remedies related to academic integrity.

Code of Academic Conduct

Academic honesty is a fundamental attribute of higher learning. Evaluation of each student's level of knowledge and understanding is a vital part of the teaching process, and it requires a variety of methods of assessment. Any act that interferes with the process of evaluation by misrepresenting the relationship between the work being evaluated and the student's actual state of knowledge is an act of academic dishonesty. These acts of dishonesty include, but are not limited to:

1. **Fraud:** Acts of dishonesty, which include falsification of documents, fabrication of data and altering solutions to be resubmitted for a grade.
2. **Cheating:** Any deceptive act that involves the submission of academic work purported to be one's own when in fact the work was obtained from someone else. These acts may include copying or attempting to copy from another person's test or assignment, allowing someone else to copy from a test and/or assignment, attempting to use unauthorized aids to complete an assignment, and multiple submission of the same work to be graded as different assignments.
3. **Plagiarism:** Misrepresenting someone else's words, ideas, or data as one's own original work. Students may avoid plagiarism by fully and consistently crediting the person or persons responsible for the original work, including paraphrasing.
4. **Forgery:** Any attempt to misrepresent another person's signature, initials, computer login, or other identifying mark.
5. **Facilitating Dishonesty:** Actions that assist another person in committing a dishonest act.

Discipline Procedure

The primary responsibility for managing the classroom environment rests with the faculty. Faculty are urged to state in their syllabi their policies on plagiarism, fraud, cheating, forgery, and other acts of dishonesty. If an issue arises and the student and faculty member are unable to find resolution, the steps below will be followed:

1. The faculty member in whose class the offense occurs informs his/her division dean.
2. The dean and faculty member agree on the severity of the infraction and prepare a written report signed by both. A master file of student academic misconduct will be kept in the office of the dean.
3. The faculty member may then recommend one of the following discipline choices:
 - a. The student will be given a failing grade for the assignment; or
 - b. The student will be given a failing grade for the course.
4. If the faculty member feels the offense warrants further discipline, the Vice President of Teaching and Learning will be consulted. The result of this action could be either possible dismissal from a program of study, or dismissal from SCC. A record of the action taken will be added to the student's disciplinary file in the Vice President of Student Services' office.

Disciplinary Committee

A Disciplinary Committee will be formed to deal with serious academic dishonesty issues that have failed to be resolved through a meeting of the faculty member, the student and the Vice President of Teaching and Learning. The committee, chaired by the Vice President, will consist of one member from each of the following divisions:

1. Humanities/ Social Sciences
2. Career and Technical Education
3. Health and Natural Sciences
4. Student Services; and
5. A student representative

Copyright infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code).

These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed.

A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov.

Computer Use and File Sharing

Information concerning SCC's Student Internet Usage Policy in the Student Handbook, pages 24 – 26. That policy is located [here](#).

Student Activities

Information of on Student Activities is located [here](#).

Career and Job Placement Services

SCC 2009 Placement Report is located [here](#).

