

Students may attempt a course only three times—including the first attempt, repeat grades, and withdrawals. Permission for a fourth attempt will be granted only through the academic appeals process. Permission will be granted only to students who can document major extenuating circumstances. Students who wish to begin the academic appeals process should contact the appropriate campus Dean of Student Services. Grades for the third and all subsequent attempts will be included in calculating grade point averages.

Note: Some colleges and universities may not accept grades earned for repeated courses; some might use only the grades originally earned. Students receiving financial assistance of any type should speak with a financial aid counselor to ensure that any repeat attempts will qualify for aid.

STUDENT RECORDS

CONFIDENTIALITY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) govern the confidentiality of student records. (Records are defined as all records, files and data directly related to students that are created, maintained, and used by HCC.)

HCC students have the right to

- inspect and review their educational reports and records;
- have privacy of their educational reports and records maintained;
- require the college to obtain written consent prior to disclosing personally identifiable information except in those instances specifically noted in the statute;
- challenge and request a hearing on requiring the college to amend any portion of the students' records that are inaccurate, misleading or otherwise in violation of the students' privacy.

RIGHT OF ACCESS

Students and parents or guardians of dependent students (per Section 152 of the Internal Revenue Code) are entitled to these rights and to access to students' records. Parents or guardians of students will not be given access to the students' records without the written consent of the student or documentation that the student is a dependent.

Students and eligible parents or guardians may request a list of the types of student records maintained by HCC. These records include but are not limited to:

- academic records, i.e., application, transcript, enrollment verification, course records, grades, etc. (Direct requests to the appropriate campus admissions, registration and records office.);
- disciplinary records (Direct requests to the appropriate campus dean of student services.);
- financial aid records (Direct requests to the appropriate financial aid office.); and
- student account and fee records (Direct requests to the College financial services department.).

Eligible individuals may inspect or review student records and reports and receive copies for the cost of producing such copies. College employees may review student records when the reason for their review serves a legitimate educational or administrative purpose. Unless conducting approved research, faculty members may review the records only of students currently enrolled in their classes.

RIGHT OF WAIVER OF ACCESS TO CONFIDENTIAL LETTERS OR STATEMENTS

A student, eligible parent, or guardian may waive the right of access to evaluations, confidential letters, or letters of recommendation. When requested, HCC will provide the names of individuals who have submitted such letters and evaluations. Moreover, HCC will endeavor to ensure the recommendations and evaluations are used only for the purpose(s) intended.

CORRECTIONS

HCC maintains student records electronically, on paper, and on microfilm. In order to provide students the opportunity to correct errors and appeal discrepancies, the College will maintain the original documents on which the records are based for one year. After one year, the source documents may no longer be available and documenting errors will become the student's responsibility.

RIGHT TO CHALLENGE AND HEARING

Students and eligible parents or guardians have the right to challenge the content and request amendment of records and reports they believe to be inaccurate or misleading. To present such a challenge, students, eligible parents or guardians should contact the appropriate campus admissions, registration and records office.

Challenges may be settled informally by a written agreement. If challenges cannot be settled informally, either party may request, within a reasonable period of time, that a formal hearing be held to settle the dispute. If a request is made, the appropriate campus president will appoint an administrator, without an interest in the outcome, to serve as the hearing officer. Students, eligible parents or guardians, and college employees whose testimony is relevant to the issue may present evidence. After reviewing all available evidence and testimony, the hearing officer will make a written recommendation to the appointing campus president. The Campus President will issue a written decision.

Students and eligible parents or guardians have the right to appeal decisions of campus presidents' rulings on FERPA challenges to the Vice President for Education and Student Development.

RIGHT TO PRIVACY

Students have the right to privacy with respect to the educational records maintained by the College. Personally identifiable student records or reports are confidential and will not be released without the written consent of students, eligible parents or guardians. However, there are exceptions. HCC will release directory information on students unless students submit written requests to the appropriate campus admissions, registration & records office requesting that directory information be withheld. Directory information includes students'

- names, addresses and listed telephone numbers;
- date and place of birth;
- majors;
- participation in officially recognized activities and sports;
- weight and height (of members of athletic teams);
- dates of attendance;
- degrees and awards received; and
- most recent previous educational institution.

COMPLAINTS

Individuals who believe their privacy rights have been violated may petition the Family Educational Rights and Privacy Acts Office at the Department of Health & Welfare in Washington, D.C. or file suit in Circuit Court to request enforcement of the rights they believe to have been violated.

RULE AND PROCEDURE

Students may obtain a copy of the administrative rule and procedure on student records, including the requirements of the federal and state laws, from their campus dean of student services or at the campus libraries.

RELEASE OF INFORMATION

Upon request, HCC will prepare and certify statements relating to students' degrees earned, GPA, enrollment dates, etc. If students do not provide forms on which to report the information, it will be reported in a letter signed by a College official. Since the federal government requires educational institutions to take precautions to prevent the misuse of student data, HCC will release student information only upon receipt of a signed, written request by the student or other authorized requestor.

Parties requesting information should submit their requests, and any accompanying forms, to the campus office of admissions, registration and records. The College will try to process requests for information within ten working days.

SAFETY AND SECURITY

CAMPUS DISTURBANCES

State law prohibits the disruption of or interference with the administration, function or activities of an educational institution. In addition, the law prohibits individuals from encouraging students to disrupt the educational process or to interfere with the attendance of any student or employee.

Individuals who violate this law will be charged with a second-degree misdemeanor and, upon conviction, be fined up to \$500, imprisoned for up to 60 days, or both. In addition, students who violate this law will be subject to College disciplinary procedures.

EMERGENCY PROCEDURES

HCC personnel are familiar with the use of fire alarms, procedures for notifying fire departments, exit from College buildings, locations of fire extinguishers and other procedures for ensuring safety during emergencies. Instructors should brief students on emergency procedures, routes of evacuation, location of assembly points, and location of emergency rescue areas at the beginning of the term.

EMERGENCY RESCUE AREAS*

Emergency Rescue areas have been designated and marked with red and white signs on floors above ground level to be used when escape routes are blocked or when a disabled person(s) cannot be evacuated safely. Emergency response personnel will be notified to check "Emergency Rescue" areas when they arrive on the scene.

**Note: An Emergency Rescue area should only be used when evacuation by any other means is not possible. If at all possible, tell another person to notify security of where you are located. When in a rescue area, keep communication to others by voice or other signals such as waving an item of clothing until you are sure that you are being helped.*