

STUDENT PRIVACY RIGHTS AND ACCESS TO RECORDS

Family Educational Rights and Privacy Act (FERPA)

Release of Information

The Copper Mountain Community College District (CMCCD) does not release student record information without the written consent of the student, except as outlined below under Disclosure of Education Records.

STUDENT RECORDS AND DIRECTORY INFORMATION

Board Policy 5040

The district may permit access to student records to any person for whom the student has executed written consent specifying the records to be released and identifying the party or class of parties to whom the records may be released.

The district may not permit access to student records to any person without the written consent of the student or under judicial order except:

1. Officials and employees of the district who have a legitimate educational interest to inspect a record. A school official is defined as:
 - A person employed by the district in an administrative, supervisory, academic, research, support staff, or security position;
 - A person elected to the Board of Trustees;
 - A student government officer conducting student elections; and/or
 - A person employed by or under contract to the district to perform a special task, such as the attorney or auditor.School officials have a legitimate educational interest if they are:
 - Performing a task that is specified in their position description or by a contract agreement;
 - Performing a task related to a student's education;
 - Performing a task related to the discipline of a student; and/or
 - Providing a service or benefit relating to the student such as counseling, job placement or financial aid.
2. To officials of another school or school system, upon request, in which a student seeks, intends, or is directed to enroll, including local, county or state correctional facilities where educational programs are provided.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for, or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
6. To organizations conducting studies for, or on behalf, of the college.

7. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, student aid programs, and improving instruction.
8. To accrediting organizations in order to carry out their accrediting functions.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons.
11. To an alleged victim of any crime of violence of the results of an institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

Directory Information

The Copper Mountain Community College District (CMCCD) does not release student record information without the written consent of the student, except as outlined below under Disclosure of Education Records. The law allows the college to release student directory information, except when students have specifically requested that directory information be kept confidential. However, CMC Board Policy 5040 considers only the following items as "directory information", open to disclosure if requested:

1. Name
2. Electronic mail (E-mail) address
3. Major field of study
4. Awards and degrees received (including President's list recognition)
5. Degree(s) received/conferred (including dates)
6. Participation in college activities

Only these items are "directory information" at CMC and OK to share, unless the student gives permission in writing. Should the student decide he/she does not want his/her "directory information" shared, then a Full Suppression form must be signed and provided to Admissions & Records. Please note: To protect your privacy Copper Mountain College's policy is "All or Nothing". When you ask for your records to be suppressed, all Directory Information will become unavailable for the public to see and we will be unable to acknowledge that you attend Copper Mountain College. The student must come in person to Admissions & Records to complete any college transactions, such as: registration, billing, transcripts, grades, etc. The suppression will stay in effect until this form is again completed to allow CMC to release your Directory Information. Even if this is signed and the Directory Information is suppressed, parents of dependent children (according to IRS rules) still have the right to view all of their student's records.

Right to Inspect and Review Records

All currently enrolled or former students have a right to inspect and review all student records relating to them. Student record is defined according to the Family Educational Rights and Privacy Act (FERPA). To access their transcripts, students must file a letter of request with the Office of Student Services. To obtain access to other documents, students must submit a letter of request to the Associate Dean of Student Services.

Access shall be granted no later than 15 school days following the date the written request is received. Within the same 15 school days, the student will be notified of the location of all official student records if not centrally located and qualified personnel will be made available to interpret records where appropriate.

Right to Request Amendment of Student Records

Students may file a written request with the Superintendent/President to correct or remove information recorded in their student records which they allege to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted.

Within thirty (30) calendar days of receipt of such request, the Superintendent/President, or designee, shall meet with the student and the employee who recorded the information in question, if such employee is presently employed by the district. The Superintendent/President, or designee, shall then sustain or deny the allegations.

If any or all allegations are sustained, the Superintendent/President, or designee, shall order the correction or removal and destruction of the information. If any or all of the allegations are denied, the student may appeal the decision in writing to the Board of Trustees within thirty (30) calendar days of denial.

Within thirty (30) days of the receipt of an appeal, the Board of Trustees shall, in closed session with the student and employee who recorded the information in question, if presently employed by the District, determine whether to sustain or deny the allegation(s). If the Board sustains any or all of the allegations, it shall order the immediate correction or removal and destruction of the information. The decision of the Board shall be final.

Records of these administrative proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the Board, unless the student initiates legal proceedings relative to the disputed information within the prescribed period.

If the decision of the Board is unfavorable to the students, or the student accepts an unfavorable decision by the Superintendent/President, he or she shall have the right to submit a written statement of his or her objections which shall become part of his or her student record until such time as the information to which the objection is made is corrected or removed.

RIGHT TO FILE COMPLAINTS WITH THE DEPARTMENT OF EDUCATION

Copper Mountain College students have the right to file complaints with the U.S. Department of Education concerning alleged failures by the college to comply with the Family Educational Rights and Privacy Act. Written complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605; (202) 260-3887; FAX (202) 260-9001.

CAMPUS SERVICES AND POLICIES

AUTOMATIC TELLER MACHINE

An automatic teller machine (ATM) is located inside Bruce's Place.

BOOKSTORE

The General Ernie Reid Bookstore, managed by Follett Higher Education Group, carries new and used course textbooks, a variety of essential classroom and student supplies, reference books, and other campus-oriented items. The Bookstore welcomes nonstudents. See the current schedule for hours of operation. Located in the 300 Quad, by Office of Student Services or visit online at www.bkstr.com

FOOD SERVICES

Bruce's Place menu items include soup, hot entrees, grill service, desserts, and beverages. Hours of operation are published in the current class schedule each semester. Located in the 300 Quad, by Office of Student Services. Visit online at www.brucesplacecatering.com

HOUSING

There are no facilities for on-campus housing at Copper Mountain College. Information regarding off-campus housing is available through local Realtors. The college does not inspect or approve facilities and assumes no responsibility for agreements between landlords and the students.

PARKING

Administrative Procedure 6750

Parking Permits

Vehicles parked in Copper Mountain College parking areas shall display a valid CMCCD parking permit at all times.

The Cashier's Office sells student-parking permits for \$20.00 each for autos and \$10.00 each for motorcycles for the Spring and Fall semesters. Parking permits for the summer session is \$5.00 for all vehicles. The owner assumes responsibility for any lost or stolen permit. A \$5.00 fee will be charged to replace the permit.

Students who voluntarily withdraw from CMCCD should consult the refund dates for their classes for refund of parking fees. They will be required to return their parking permit with the application requesting an enrollment fee refund.

Faculty/staff permits shall be issued annually prior to the beginning of the fall semester. Student workers will be issued one student parking permit for the semester in which they work.

Temporary Parking Permits

A temporary permit is available free of charge to visitors from the Office of Student Services or Cashier's Office.

Students who have purchased a parking permit but who need a temporary parking permit because their vehicle is unavailable may obtain a temporary permit at no cost from the Office of Student Services or Cashier's Office.

ADA Accessible Parking

Accessible parking for an individual with a DMV placard or plate are available in the Main, Office of Student Services, Library and Bell Center lots. These spaces are identified with the standard symbol.

All disabled students, verified by a valid State of California placard, will not be charged for parking permits.