

RIGHTS AND RESPONSIBILITIES

Student Handbook

The College maintains an online Student Handbook (<https://www.dccc.edu/campus-life/helpful-links/student-handbook/>), which provides links to academic information and policies, student resources, and other useful information.

Delaware County Community College Academic Guarantee

Delaware County Community College believes that its instructional programs meet the needs of both graduates and employers by providing appropriate job entry skills and the competency levels required to transfer to baccalaureate institutions.

To assure this level of performance, the College allows our graduates the opportunity to enroll for up to fifteen (15) additional credit hours of coursework without tuition charge if their skills or competencies do not meet stated expectations of employers or transfer baccalaureate institutions. This guarantee applies to graduates earning their degree on or after May 2001. Time constraints apply for both when retraining commences and is completed, and is limited to coursework regularly offered by Delaware County Community College for which the student earned a minimum grade of C.

A copy of the academic guarantee, along with appropriate documents required for retraining, is available from the Office of Student and Academic Affairs.

Delaware County Community College Policy on Student Confidentiality

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

As outlined in the Family Education Rights and Privacy Act (FERPA), a student has the right to have his or her educational records remain confidential. FERPA affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives request for access. Students must submit to the Student Records Office a written request specifying the record(s) they want to inspect. The Registrar will make arrangements for access and notify the student of the time and place to inspect the record. If the Student Records Office does not maintain the records the student requested, the Registrar will advise the student of the correct official to contact.
2. The right to request the amendment of education records that students believe are inaccurate. Students may ask the College to amend a record they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate. FERPA was not intended to provide a process to question substantive judgments, which are properly recorded. The rights of challenge do not apply, for example, to an argument that a student deserved a higher grade in a course if the grade recorded is the grade submitted by the faculty member. See the Student Handbook for policies applying to grade appeals. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Students who wish to appeal the decision should direct their request for an appeal to the Office of the Associate Vice President for Enrollment Management. The College will provide the student with specific information regarding the hearing procedures upon the receipt of a request for a hearing.
3. The right to consent to disclosures of personally identifiable information contained in a student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, insurance agent, or official of the National Student Loan Clearing House); 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 another 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. The College may disclose education records without consent in certain other circumstances:
 - to comply with a court order or certain types of subpoenas
 - to appropriate parties in a health or safety emergency
 - to officials of another school, upon written request, in which a student seeks or intends to enroll
 - 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
 - to certain officials of the U.S. Department of Education, the Comptroller general, to state and local educational authorities, in connection with certain state or federally supported programs
 - to accrediting organizations to carry out their functions
 - to organizations conducting studies for or on behalf of the College
 - the results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence may be released to the alleged victim of that crime with respect to that crime
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures of the College to comply with the requirements of FERPA. Contact the office that administers FERPA at: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington DC, 20202-4605.
5. The College designates the following as public or Directory Information that may be released without a student's written consent, unless the student specifies to the contrary as described below:
 - student name, address, phone number and email address
 - major field of study and degree sought or completed dates of attendance degrees and awards received
 - expected date of completion of degree requirements and graduation

- full or part time enrollment status and classification (freshman or sophomore)
- most recent previous education agency or institution attended
- participation in officially recognized activities and sports
- height and weight of athletic team members
- date of birth

Delaware County Community College will release only the following directory information to telephonic requests: student name, degree sought or completed, expected dates of completion of degree requirements or graduation and enrollment status.

6. Students may restrict the release of Directory Information, except to school officials with legitimate educational interest and those listed in #3 above. A student must make the request in writing at the Student Records Office within two weeks of the beginning of the semester. Requests are valid for one year from the date of submission. Students must understand that withholding directory information prevents the College from verifying attendance or graduation to potential employers, publishing the student's name in a graduation program or dean's list and makes athletes ineligible to participate in any activity requiring publication of a team roster.

For purposes of compliance with FERPA, the College considers all students independent.

Notification of Rights under FERPA

The College notifies students of their rights under FERPA through the Delaware County Community College Catalog, the Delaware County Community College Student Handbook and communications to new students from the Vice President for Student and Instructional Support Services. FERPA information is also on the College's website: www.dccc.edu (<http://www.dccc.edu>).

Notice of Publication of Campus Crime Statistics and Graduation Rates

As required by the College and University Security Information Act, security information and campus crime statistics are published every year. They are also available from the Security Office.

In addition, as required by Student Right to Know legislation, graduation and transfer rates are available on the College's website.

Refund to Federal Programs When the Student Withdraws

The Higher Education Amendments of 1998, Public Law 105-244 creates a formula to determine the amount of Federal Student Financial Aid (FSA) Funds a student has earned when he or she completely ceases attendance without finishing the payment period (semester or summer term) for which the funds were awarded. Federal funds are: the Federal Pell Grant, Federal SEOG Program, Federal Work/Study Program and the Direct Loan Program. Up through the 60% point in each payment period, this formula (see "amount of federal student assistance earned" below) is used to determine how much federal financial assistance the student has earned at the time of withdrawal. After the 60% point in the payment period, a student is considered to have earned 100% of the federal financial aid program funds.

This schedule applies only to the amount of FSA funds that a student, who withdraws from all courses they enrolled in during any payment

period, may keep. The schedule does not apply to how much the College may charge for these courses.

The student's withdrawal date shall be:

- The date the student began the College's official withdrawal process, or
- The date the College registrar received official notification from the student of her/his intent to withdraw. This can be in the form of a letter from the student, or another individual with written authorization from the student.
- Or if the student does not follow the College's official withdrawal process nor provide satisfactory official notification of withdrawal, then the date of withdrawal shall be set as the mid-point of the payment period.

The calculation of amount of federal assistance earned shall be:

- If the student's withdrawal date is on or before the 60% point of the payment period for which financial assistance was awarded, the percentage of total FSA earned is equal to the percentage of the payment period that was completed. The amount not earned must be returned to the U.S. Department of Education.
- If the day the student's withdrawal date occurs after the student has completed 60% of the payment period, the percentage earned is 100%.

The calculation of the percentage of the payment period completed shall be:

- Total number of calendar days in the payment period for which the assistance is awarded divided into the number of calendar days completed as of the day the student withdrew.

The calculation to determine who pays the repayment:

- If the student has not received a refund of FSA funds, the College repays the entire amount due.
- If the student has received FSA funds, the College must repay the lesser of:
 - a. The full amount of the unearned funds or
 - b. The total institutional charges multiplied by the "unearned percentage."

The student pays the remainder.

Order of the return of FSA funds:

- Unsubsidized Direct Loan
- Subsidized Direct Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant

Breathe Easy

TOBACCO-FREE CAMPUS

Delaware County Community College has joined numerous other colleges in the region and beyond in an effort to promote health and wellness by going tobacco-free. The policy prohibits the use of any tobacco product (cigarettes, cigars, pipes, snuff, chewing tobacco, etc.), on College owned or leased property. It is intended to eliminate exposure to secondhand smoke and provide an environment supportive of tobacco-free lifestyles.

More information and resources are available at: www.dccc.edu/tobacco-free (<http://www.dccc.edu/tobacco-free/>)