NOTIFICATION OF STUDENT RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

• The right to inspect and review education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

• The right to request the amendment of education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Students may ask the College to amend a record that they believe is inaccurate or misleading. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

• The right to provide written consent before the College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is the disclosure to school officials with legitimate educational interests. A school official is defined as 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 as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, information technology contractor, consultant, or collection agent); a person serving on the Board of Regents; 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 responsibilities for the College. Upon request, the College may also disclose education records without consent to officials of another school in which a student seek or intends to enroll.

• The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

STUDENT INFORMATION

Release of Academic Information

Academic information for each student is on file in the Office of Records. It will be released to third parties only upon the written request of the student or in compliance with the Family Educational Rights and Privacy Act.

Official transcripts may be obtained on request at no charge. Students may also request and receive letters of good standing, verification of enrollment and other academic documentation. For further information, contact the Office of Records.

Change of Name, Address or Telephone Number

Students who wish to change the name, mailing address, or telephone number may do so by notifying the Office of Records. Appropriate documentation will be required for any name change. Address changes may also be made on MineOnline, at mineonline.occc.edu. It is the student’s responsibility to inform the College of any change of address. Communication from the College that is mailed to the name and address on record is considered to have been properly delivered.

Directory Information

At its discretion, Oklahoma City Community College may provide “directory information” in accordance with the provisions of the Family Education rights and Privacy Act of 1974 (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Oklahoma City Community College includes the following: student’s name, address, college email address, photograph, major field of study and degree program, dates of attendance (defined as first and last date of term), grade level, enrollment status (full-time or part-time), participation in officially recognized activities or sports, degrees, honors and awards received, and the educational institution most recently attended before admission to OCCC. Students may block the public disclosure of directory information by notifying the Office of Records in writing.

Please consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for Oklahoma City Community College not to release any or all of this “directory information;” thus, any future requests for such information from non-institutional persons or organizations will be refused.

Oklahoma City Community College will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, Oklahoma City Community College assumes no liability as a result of honoring your instructions that such information be withheld.

Although the initial request may be filed at any time, requests for non-disclosure will be honored by the College until removed, in writing, by the student.
Students who have a concern regarding access to facilities, programs, and services at Oklahoma City Community College because of a disability may call (405) 682-7520 (V/TTY) or go to Student Support Services Office.

Student Conduct

Student Conduct and Discipline

The College is committed to providing an environment where people can study and learn. To maintain such an environment, procedures have been developed to protect the rights, health, and safety of students, staff and faculty. Information on the Student Conduct Code and the Student Disciplinary Procedures is available in the Student Handbook and through staff in the Office of the Vice President for Enrollment and Student Services.

Student Grievance Procedures

If a student believes that an action has been taken against him or her by a member of the College staff that misrepresents a College policy or a College procedure and/or violates the student’s rights to education, the student can request that the action be reviewed through the Student Grievance Procedures.

Any student who has a complaint of this nature should consult the Student Handbook to obtain the procedures to follow for filing a grievance. The first step of the process involves speaking with the faculty or staff person involved in an attempt to directly resolve the situation. If the matter is not resolved at that level, the second step includes making an appointment to speak to the faculty or staff person’s supervisor. If further assistance is needed, please make an appointment to speak to the Director of Student Life at (405) 682-7523. Efforts to resolve the concern should be done quickly because of deadlines specified in the procedure.

Student Safety

Bloodborne Pathogens

Certain college coursework may have the potential of exposing students, to some degree, to bloodborne pathogens. The particular college courses that may present the potential for exposure to bloodborne pathogens have been identified in the Course Descriptions area of the College Catalog. The following is some general information concerning bloodborne pathogens.

Bloodborne pathogens are viruses, bacteria, and other microorganisms that are “borne” (carried) in a person’s bloodstream or body fluids and can cause disease.

If a person is exposed (comes in contact with) to blood or body fluids infected with a bloodborne pathogen, the person may become infected.

OCCC has implemented various means of decreasing the potential exposure to bloodborne pathogens. Some of the ways that potential exposure has been decreased are by engineering controls, safe laboratory work practices, and the required wearing of personal protective devices. Also, OCCC promotes and encourages the practice of “Universal Precautions,” when applicable. Universal Precautions means treating everyone’s blood and certain other body fluids as infectious at all times.

Those students who are enrolled in class coursework that may have a potential of being, to some degree, exposed to bloodborne pathogens may choose to consult their personal physician for advisement concerning the additional protection provided by taking the Hepatitis B Virus (HBV) vaccine. The HBV vaccine provides protection against the Bloodborne Pathogen - Hepatitis B virus.

The HBV vaccine is given in a series of shots (usually three over a six-month period of time). A person must take all three shots for the vaccine to be the most effective. Please note that if a student chooses to take the HBV vaccine series, the cost of the vaccine is the responsibility of the student.

Copies of OCCC’s Bloodborne Pathogen Exposure Control Plan are available in the Office of Risk Management. The Exposure Control Plan provides detailed information on the prevention and control of exposure to bloodborne pathogens.

Campus Police Department

The Campus Police Department is located on the first floor of the Main Building, Room 1K8, and is staffed continuously during all building operating hours. The Campus Police Department has the responsibility to provide a college environment that is both safe and secure. The Campus Police Department is the immediate point of contact to report criminal behavior or for any other emergency on campus. The department officers are Basic Life Support qualified and manage the College’s traffic and parking operations, which includes ensuring compliance with state laws and college rules for parking and traffic flow. Routine services provided by the Campus Police Department include motorist assistance and parking lot escorts when requested.

Emergencies on Campus

Any emergency should be handled by dialing College extension 7747 or by pressing the emergency button on any college phone, or using the emergency call boxes located at most building exits and in the parking lots for assistance. Dialing 911 connects callers with Oklahoma City Emergency Services. This may delay the arrival of assistance for several minutes as OCCC Campus Police Officers are unaware of your need for assistance.

Emergency Procedures for Persons with Disabilities

Persons in wheelchairs on the buildings’ upper levels that have no direct exit other than stairs will evacuate to a stairwell marked “safer refuge”. An emergency phone is at each location to contact Campus Police. Campus Police and/or Oklahoma City Fire personnel will provide safe departure from those locations.

Students with a visual impairment should be escorted to the exit or safe refuge. Students with a hearing loss respond to visual alerts and exit if no interpreter is present.

Health Emergencies

The College’s Basic Life Support system is designed to provide immediate emergency medical care to persons on campus. Should a medical emergency arise, dial College extension 7747 or press the emergency button on any college phone, give the location of the emergency and, if possible, the nature of the emergency. The police dispatcher will then dispatch an officer and contact appropriate outside agencies for emergency medical assistance.

Fire

Emergency fire exits, manual fire alarm stations and fire extinguishers are provided throughout the campus. These fire safety devices are clearly marked and you should become familiar with their locations. Should a fire occur:
• Activate the manual alarm system. Manual alarm stations are at most exits.
• Dial College extension 7747 or by press the emergency button on any college phone and notify the police dispatcher of the location and severity of the fire.
• Evacuate the building.