



Board Policies

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BP 5010 Admissions and Concurrent Enrollment

(replaces BP 403: Admissions)

References:

- 34 Code of Federal Regulations Part 668.16(p) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
- NWCCU Standard 2.A.16
- ORS 341.290(7)
- ORS 341.481
- ORS 340.005 to 340.330 (Expanded Options/Dual Credit Programs)

College programs shall be open to all students who have the ability to benefit from those programs, subject to budget limitations. However, the college may require specific academic standards for admission into programs when such standards are necessary for student success. The college has a compelling interest in ensuring student diversity in its programs.

Pursuant to this policy, the College is an open admission institution with limited -entry criteria for programs in Nursing, Health, and Aquarium Science. Additional admission requirements also apply to under-age (18) students who have not earned a high school diploma or GED. High school students, including home schools and charter schools, who are college-ready are eligible for admission. College-ready is defined as having course placement into 100-level or above classes. Most typically these are students at the junior or senior class level. In the case of a student younger than 16 years of age, the college administration shall make the final determination.

Adopted:



BP 5015 Residence Determination

References: Oregon Revised Statute 341.290

A resident, for tuition and fee-paying purposes at Oregon Coast Community College, is a student who has lived in the Oregon Coast Community College district or in the state of Oregon as a permanent resident for no less than 90 continuous days immediately preceding the first day of classes for the quarter in which residency is in question. Permanent residence is defined as the home to which one intends to return after any absence and in which one's dependents reside for an unlimited period of time. A non-resident of the district, but an Oregon resident, is a student who satisfies the above requirements within the state.

Adopted:



BP 5035 Withholding of Student Records

References:

No Oregon statutory requirement

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation may have grades, transcripts, diplomas, and registration privileges withheld.

Adopted:



BP 5040 Education Records, Directory Information, and Privacy

References:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S. Code Section 1232g);
34 Code of Federal Regulations Part 99;
NWCCU Standard 2.D.7
ORS 341.290(17) and OAR 589-004-0100 to -0750

Student records will be managed in accordance with current requirements set forth by the Department of Education, including the Family Education Rights and Privacy Act (FERPA). Student records will be managed using best practices identified by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), the National Association of Student Financial Aid Administrators (NASFAA), and Oregon archiving rules.

All information contained in the college records which is personally identifiable to any student shall be kept confidential and not released except upon prior written consent of the subject student or upon the lawful subpoena or other order of a court of competent jurisdiction. Student information may be shared among college faculty and staff on an official "need to know" basis. The President shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records. The President may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Confidentiality

Students have certain rights with respect to student records. These include:

- The right to inspect the educational records of the student.
- The right to challenge the accuracy of the records if they are believed to be misleading or to violate privacy or other rights of the student.
- Except as may be provided by law, the right to prevent the release of any or all information from the records to any other party. The college will not send transcript or copies of other educational records to any other school, prospective employer or other person without written request of the student.



Solomon Act

Federal law requires OCCC to provide student name, address and telephone number to the military for recruiting purposes. Students must contact Student Services if they wish to request that their name not be shared.

Privacy Rights of Student Educational Records

The Family Educational Rights and Privacy Act of 1974 (Statute: 20 U.S.C. 1232g; Regulations: 34CFR Part 99) also known as the Buckley Amendment is a Federal Law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Educational Records Policy

The Family Educational rights and Privacy Act (FERPA) affords students certain rights regarding their educational records. They are:

- The right to inspect and review the student's records. The student may request to review their records by submitting a written request to Student Services or other school official having custody of such records;
- The right to seek amendment of the student's records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Requests for amendment of records must be in writing and must describe the specific portions or specific record(s) the student wishes to have amended, instructions as to the change desired, and reasons why the change is justified;
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except for when consent is not required by FERPA. FERPA does not require a student's consent when disclosure is to other 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; a person or company with whom the college has contracted or appointed as its agent; or a student serving on an official committee or assisting another school official in performing the official's tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill their professional responsibilities.



- The right to file a complaint with the Department of Education, Family Compliance Office, concerning alleged failures by the college to comply with the requirements of FERPA. Written complaints should be directed to: The Family Policy Compliance Office, U.S. Department of Education, 500 Maryland Avenue SW, Washington, D.C. 20202-5920.

Note: FERPA rights belong to the OCCC student, regardless of the student's age.

Note: While OCCC does not have any directory information, the college may contact a student via the phone and mailing address provided by the student, and may leave a voice mail at the provided number.

Adopted:



BP 5210 Communicable Disease - Students

References:

The **President** shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.

Adopted:



BP 5400 Associated Students Organization

References:

No Oregon statutory requirement

The students of the College are authorized to organize a student body association(s). The Board of Education hereby recognizes The Associated Student Government of Oregon Coast Community College (ASG) as the official organization representing Oregon Coast Community College students. ASG operates under a constitution designed to promote student activities and a student voice. ASG provides an important link to other students, college staff, and the general public through various activities.

The Associated Students activities shall not conflict with the authority or responsibility of the Board of Education or its officers or employees.

The Associated Students shall conduct itself in accordance with state laws and regulations and administrative procedures established by the President.

The Associated Students shall be granted the use of the College's premises subject to such administrative procedures as may be established by the President. Such use shall not be construed as transferring ownership or control of the premises.

Adopted: