
POLICIES GOVERNING STUDENT LIFE

Academic Honesty

San Juan College believes that the basis for personal and academic development is honesty. Personal commitment, honest work, and honest achievement are necessary characteristics for an educated person. Dishonesty is unacceptable.

Cheating, fabrication, and plagiarism are unacceptable at San Juan College. The process of determining the consequences of academic dishonesty begins with the instructor, and may proceed to include the Vice President for Learning or Vice President for Student Services. A complete copy of the policy is available in the student handbook.

Americans with Disabilities Act

Health and Safety: There may be health and safety conditions which require notification to school officials, and specifically, any conditions which may affect the health and safety of the student or of others. These conditions, although they may be reflective of disabilities, may be disclosed to school officials with legitimate educational interests.

A student with a disability may request in writing that his/her disability not be disclosed to other school officials. The disabled student will make the request in writing to the Director of the Students with Disabilities on Campus Program. The Director, and the Faculty Advisor, will review the request for the non-disclosure of the disability. If the committee deems that the disability does not pose a health or safety problem, and that there is not a risk of violations of the Americans with Disabilities Act, then the request of the student may be honored. The review is done separately for each individual course in which the student enrolls. Unless the request for non-disclosure is approved, the Director of the Students with Disabilities Program will advise appropriate school officials of the disability and of any necessary accommodations for the student.

Records for a student that are made or maintained by a psychotherapist for the purpose of diagnosis or treatment of the student are available to the person providing the diagnosis or treatment and to others as authorized by the student, or by court order. For purposes of this policy, a psychotherapist is:

1. a person authorized to practice medicine, engaged in the diagnosis or treatment of a mental or emotional condition, and
2. a person licensed or certified as a psychologist and similarly engaged. Counseling records are subject to disclosure to school officials with a legitimate education interest.

Attendance

Students are expected to attend all regularly scheduled classes for which they are registered. Valid reasons for missing classes do not relieve the student from making up any missed work. Any instruction missed and not subsequently completed will necessarily affect the grade of the student, regardless of the reason for the absence.

Only enrolled students, for credit, non-credit, or audit, are permitted to attend classes.

Complaints

Students wishing to submit written complaints regarding academic or student services issues may do so with the Vice President for Student Services. Grade appeals are not covered by this process. All grade appeals should follow the outlined grade appeal process.

Student Conduct

Student conduct is a concern of the students, faculty, administration, and Board members of San Juan College. All students are expected to conduct themselves as responsible citizens on campus and in the community. Repeated misconduct and major violations will subject the student to immediate suspension or expulsion. Please see the Student Handbook for the "Rules on Student Conduct."

Grade Appeals Rules

The College is committed to a fair, equitable, and understandable grading system. All faculty shall provide students with the goals, objectives, topical outline, grading system and attendance requirements at the beginning of each semester.

The following are the rules for grade appeals.

Appeals Procedure

Students who believe they have received a grade in error should informally meet with the instructor,

or department head, to determine if an error has occurred. If the instructor has erred in submitting the grade, the instructor will correct the grade with the Records Office. If the error occurred due to a clerical error in the Records Office, the instructor should request the grade be corrected.

If discussions with the instructor or department head do not resolve the issue, the student should make a formal appeal to the instructor to review the grade. The student must file this appeal within forty-five (45) days after the last day of instruction for that class. The following process will be followed (the Formal Application for Grade Appeal form is available from the Office of the Vice President for Learning), if any step of the appeal does not occur within the timeline, the appeal moves to the next step in the process. All grade appeals must be made in reference to the application form:

1. The student fills out the top of the grade appeal application and gives it to the instructor to review the grade. The instructor has ten (10) business days to review the grade upon receipt of the formal grade appeal. The instructor fills out Section I of the appeal application, completes the appropriate action, and returns it to the student within ten (10) business days via certified mail. If instructor is not available for review of formal grade appeal within the ten (10) day period, the appeal goes to the next level of appeal process.
2. If the grade appeal is denied, the student then appeals the decision to the Dean of the School in which the course is offered. The appeal must be given to the Dean within ten (10) business days of receipt of the instructor's decision. The Dean of the School has ten (10) business days from receipt of the formal appeal application to make a determination and complete Section II of the appeal application. His/her decision, as recorded on the appeal, is sent to the student and the instructor, and appropriate action is taken if the grade is changed.
3. If the appeal is denied by the Dean of the School and the student wishes to proceed with the appeal, the student then submits the formal application for grade appeal (with sections I and II completed) along with a written letter requesting a committee hearing, to the Chair of the Grade Appeals Committee through the Office of the Vice President for Learning. The Chair has fifteen (15)

days upon receipt of the appeal application and letter to convene the Committee and review the appeal. By majority vote, a decision is reached by the Committee and that recommendation is given to the Vice President for Learning. **Note: This committee does not hear appeals for grades resulting from failure to withdraw.**

4. The Vice President for Learning makes the final determination of the appeal within five (5) business days of receipt of the recommendation from the Grade Appeals Committee. The decision is sent in writing to the student, instructor, Dean of the School, and the Records Office.

Grade Appeals Committee

1. The Grade Appeals Committee is appointed by the Vice President for Learning. The committee will include:
 2. A faculty member (not from same department as instructor) as Chair
 3. Two administrative Student Services staff
 4. Two faculty members (not from same department as instructor)
 5. Two students (preferably members of Associated Students or Student Ambassadors)
 6. One alternative faculty
 7. One alternative student

Prior to the convening of the committee, the Chair will request from the instructor a copy of the course outline for the class containing goals, objectives, topical outline, grading system, and attendance requirements as well as documentation pertaining to attendance and grades for review by the committee.

The Committee will provide the student, and the instructor involved, an opportunity to present the matter in a formal hearing. The committee will determine its recommendation to the Vice President for Learning based on information presented at the formal hearing which includes testimony given and documentation.

Sexual Harassment Policy

It is the policy of San Juan College that no student, employee or job applicant be discriminated against on the basis of sex. This means that the College will not tolerate sexual harassment by any of its students or employees. Offenders will be disciplined appropriately. Please see Student Handbook for Policy.

STUDENT RECORDS: POLICY UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

It is the policy of San Juan College to protect the confidentiality of certain student records and not to make those records available to third parties without the written consent of the student. There are certain exceptions to the Family Educational Rights and Privacy Act (FERPA) concerning disclosure of records within the educational institution. For purposes of this policy, educational records include any record (in handwriting, print, tapes, film, microfilm or microfiche or other medium) maintained by San Juan College or an agent of the College which is directly related to the student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker.
2. Records created or maintained by the San Juan College Safety and Security Department for law enforcement purposes.
3. An employment record of an individual whose employment is not contingent on the fact that he/she is a student.
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional if the records are used only for treatment of a student.
5. Alumni records which contain information about a student after he/she is no longer in attendance at San Juan College and which do not relate to the person as a student.

Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit to the record custodian or an appropriate San Juan College staff person a written request which will identify specific record or records they wish to inspect.

The record custodian or an appropriate San Juan College staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the record(s) may be inspected. Access will be given within forty-five (45) days from the receipt of the written request.

When a record contains information about more than one student, the student may inspect and review only the record(s) which relate to him/her.

Right of San Juan College to Refuse Access

San Juan College reserves the right to refuse to permit a student to inspect the following records: San Juan College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his/her right of access.
3. Records connected with an application to attend San Juan College or a selective department if that application was denied.
4. Those records that are excluded from the FERPA definition of education records.

Refusal to Provide Copies

San Juan College will provide unofficial copies of the student's San Juan College academic transcript (free of charge) upon completion of an "unofficial transcript request form" and/or a written statement requesting such. This "unofficial" transcript must be picked up by the student and/or their authorized representative with proof of identity or authorization.

San Juan College reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

1. The student has an unpaid financial obligation to San Juan College.
2. There is an unresolved disciplinary action against the student.

Fees for Copies of Records

Unofficial copies of the student's San Juan College academic record are provided free of charge and must be picked up in the Admissions and Records office. Copies of other records (including copies of transfer college transcripts) will be provided upon request; however, a copy fee will be charged. The fee for copies is \$.25 per page.

Disclosure of Education Records

San Juan College will disclose information from a student's education records only with the written consent of the student, except:

1. To San Juan College officials who have a legitimate educational interest in the records. The term "official" means:
 - a. A person employed by San Juan College in an administrative, supervisory, academic or research, support staff position, or Student Aid/Workstudy position.
 - b. A person elected to the San Juan College Board of Directors.

- c. A person employed by or under contract to San Juan College to perform a special task, such as an attorney or auditor.
2. A San Juan College official has a legitimate educational interest if the official is:
 - a. Performing a task that is specified in his/her position description or by a contract agreement.
 - b. Performing a task related to a student's education.
 - c. Performing a task related to the discipline of a student.
 - d. Providing a service or benefit relating to a student or student's family, such as health care, counseling, job placement, or financial aid.
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. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of San Juan College.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student under age 18 who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency, including law enforcement.
11. Directory information so designated by San Juan College.
12. The results of any disciplinary proceedings conducted by San Juan College against an alleged perpetrator of a crime of violence to the alleged victim of that crime. An institution may disclose to anyone – not just the victim – the final results of a disciplinary proceeding, if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies.

Disclosure to Parents

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfers to the student. However,

FERPA also provides ways in which schools may share information with parents without the student's consent. For example, schools may share educational record information if:

- The student is a dependent for income tax purposes (provided documentation is provided to the college official),
- A health or safety emergency involves their son or daughter,
- The student, who is under age 21, has violated any law or its policy concerning the use or possession of alcohol or a controlled substance.

Record of Requests for Disclosure

San Juan College will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. This record may be reviewed by the eligible student and/or the eligible parent of a dependent student.

Releasing Information On Deceased Students

The education records of deceased students may be released or disclosed, at the time of death, upon written request, to a spouse, a parent, the executor of the estate, the eldest surviving child, the eldest surviving sibling, and surviving descendent, or pursuant to a court order or subpoena. Only the registrar may release the academic records of deceased students.

The petitioner must also provide the following personal information within their written request:

1. Student's name (and maiden name, if applicable)
2. Student's Social Security number
3. Student's date of birth
4. The dates that the deceased student attended San Juan College
5. Copy of death certificate (a photocopy is acceptable)

The petitioner must also provide the following personal information within their written request:

1. Name
2. Address
3. Phone number
4. Evidence that he/she is qualified to receive the records, based on the above criteria or, in the absence of evidence, a statement certifying same
5. Signature
6. Date of request