

The Division of Student Affairs is charged with responsibility for student life outside the classroom and includes a number of areas: cooperative education, counseling, discipline, financial aid, housing, health services, orientation, student employment, career planning, and placement, student activities, intramurals, organizations, student publications, student government, the University Union, and testing. It is the division's philosophy that students' non-academic experiences are important to both their formal education and their personal development.

The Vice President for Student Affairs coordinates the activities within the Division of Student Affairs. His office is available to serve the needs of students as well as parents, alumni, faculty, and staff with student concerns. The Office of the Vice President for Student Affairs is located in the West Wing of Powell Hall (Telephone: 912 333 5941). Valdosta State University is committed to the idea that total education involves more than academic pursuit.

## **STUDENT ACTIVITIES AND RESIDENCE LIFE**

### **University Center and University Union**

The Office of Student Activities is located in both the **University Center (259-2513)** and the **University Union (333-5674)**, offering a wide variety of extracurricular programs and services in which students are urged to participate.

**University Center**, renovated in 1995, provides conference rooms for meetings, a food court, a computer room, a large game room, quiet study rooms, TV lounges, ballrooms and banquet rooms, and many other accommodations and services.

**University Union**, houses conference rooms, Campus Mail Service, and the Blazer Grill. Also located in the Union are offices for the Student Government Association (SGA) and the Campus Activities Board (CAB). The SGA is the student voice and addresses issues and concerns of the student population. The CAB is responsible for providing educational and social programs for the students. Past activities have included performances by Bill Cosby, Maya Angelou, Widespread Panic, 95 South, Vince Gill, and Hank Williams, Jr.

### **Clubs and Organizations**

There is a diversity of clubs and student organizations at the

University, including nine national sororities, ten national fraternities, various service organizations, honor societies, and department clubs. All students are members of the Student Government Association (SGA). The purpose of this organization is to work for the best interests of the students; cooperate with the VSU administration, faculty, and staff in all matters of common interest to the University; approve and coordinate campus student organizations, and provide a means of communication between the students and all areas of their university. Representatives are elected in annual campus elections and meet weekly.

### **Religious Organizations**

Campus religious groups and local churches offer various programs for students. Participating in religious programming are Baptist Student Union, Campus Outreach, Canterbury Club-Christ Episcopal Church, Chi Alpha, Christian Student Center-Church of Christ, Church of Jesus Christ of Latter Day Saints, Evangelistic Outreach Ministry, First United Methodist Church, Presbyterian Campus Ministry-First Presbyterian Church, Newman Center-St. John the Evangelist Catholic Church, Temple Israel, United Methodist Wesley Foundation, and Valdosta Christian Church.

### **Student Publications**

The University also provides opportunities for experience in journalism through *The Spectator*, the campus newspaper; *Odradek*, the literary arts magazine; and other student publications, which in turn provide a forum for presenting current issues and also generate spirit within the student body.

## **INTRAMURALS AND RECREATION**

Valdosta State University offers intramural sports for both men and women. These activities are open to all VSU students who register for six or more academic hours or who have paid the activity fee.

The University provides students with the opportunity to participate in well organized programs of recreational sports and special event activities. The goal of the intramural program is to develop positive recreational habits that students will use well beyond their university years.

Intramural activities are offered in basketball, flag football, soccer, softball, volleyball, etc. Special event activities include such programs as the Slam Dunk Contest, Schick Super Hoops, Home Run Derby, Tug-of-War, Whitewater Rafting, Camping, Snorkeling, Horseback Riding, etc.

The Intramurals Department offers students the use of recreational facilities for fitness and fun. The swimming pool, a gym, and a weight room may be used by any faculty, staff, or student with a valid I.D. card. The Intramurals and Recreation Office is located at the corner of Baytree and Oak Street (333-5898).

Plans are underway for the construction of a new Student Recreation Center. This facility will include racquetball courts, aerobics room, fitness and cardiovascular rooms, indoor swimming pool, climbing wall, and indoor track.

## COLLEGE OF THE ARTS

Fine arts activities in each department of the College are open to participation by all students. These include:

The **Wind Ensemble and Concert Band** are VSU's premiere wind/percussion ensembles and are open to all students by audition. Each ensemble presents several concerts each year with a repertoire ranging from Baroque to contemporary for chamber ensembles and full symphonic band.

The **Blazin' Brigade** Marching Band is one of the largest and most spirited student organizations on campus. In addition to performing at Blazer football games, the Brigade is often invited to perform for professional football games and in exhibition at some of the most prestigious high school marching festivals in the South. The band is open to all woodwind, brass, and percussion players without audition; auditions for color guard, dance line and majorettes are held each spring and summer.

The **University Community Band** offers students and members of the community with limited time an opportunity to perform the best in band literature. Rehearsing just once a week, the band is scheduled with the non-music major in mind and is open to all qualified musicians without audition.

The **Jazz Ensemble** is the principal ensemble for jazz performance majors and others by audition. The group performs various styles of big band jazz including swing, bop, Latin rock, funk, and fusion.

The **Valdosta Symphony Orchestra** is a professional orchestra-in-residence at VSU and includes a student component in its membership. All qualified students are eligible through audition. The orchestra annually presents a subscription season of four concerts, a youth concert series, regional performances, and special concerts for the community.

The 90-100 voice **Concert Choir** is open to all students without audition and performs 3-4 major concerts each year as well as a spring tour.

The **Chamber Singers** is a 24-voice ensemble open to all university students by audition.

The **Spotlighters** is VSU's vocal jazz ensemble. This 12-voice group is open to all students by audition.

**VSU Theatre** presents seven full-scale theatrical productions each year including period drama, musical theatre, theatre for youth, dance concerts, chamber theatre, original plays, and recent important works from the world of theatre. Participation in all aspects of VSU Theatre is open to all students.

**The Department of Art Gallery**, located on the first floor of the Fine Arts Building, presents an ambitious program of eight-nine exhibitions each academic year. Among the exhibits are works by artists of national and international rank, group exhibitions, a national juried show, *Valdosta Works On Paper*, several student shows, and the annual art faculty exhibition. Openings and receptions are generally held for each exhibit; all university students are invited to attend the openings, meet the artists when they are present, and view the exhibitions during the scheduled hours of the gallery. Many students find the gallery a stimulating and exciting place to learn about art and its representation of life.

## **COOPERATIVE EDUCATION**

Valdosta State University offers students the opportunity to integrate their classroom instruction with practical work experience as part of their academic program. The University works with local, state, and national agencies and employers to give students an opportunity to complement their academic and vocational interests and to gain valuable experience in their chosen fields prior to graduation while also earning an income for their educational expenses. Students also develop professional work habits and can make valuable career contacts.

The Co-op Program is offered as an option for students. In order to be eligible, students must have completed a minimum of 30 semester hours or have completed COOP 1101 with a grade of “B” or higher. A minimum GPA of 2.0 is required. Students may work on a full-time basis during alternate semesters, a part-time continuous basis, or during a one-semester internship. Interested students are encouraged to apply as early as possible in their university career to enhance the prospects of placement in the best possible position. The Co-op Office is located at 218 Georgia Avenue. The web site is <http://www.valdosta.edu/coop/>

## **CAREER PLANNING AND PLACEMENT**

Valdosta State University understands the special needs that university students have in determining their career goals. The Office of Career Planning and Placement is available to assist VSU students in choosing their major programs of study and career objectives and in obtaining satisfactory employment upon graduation.

Individual career counseling is available for students who wish to explore how their abilities, values, and interests match particular career fields. Also, group workshops and seminars on career-related topics are

offered each semester.

Students may utilize the varied resources which are in the Career Library including; printed career materials, audio and video tape descriptions of occupational opportunities, and a computer-assisted career exploration program.

Workshops on résumé preparation, job-interview skills, and job search strategies are offered each semester. Job vacancy listings of interest to seniors and graduate students are posted. On-campus interviews are scheduled with employers interested in interviewing students for jobs. Seniors are encouraged to register with the office the first semester of their senior year so that the office can best assist in their employment search.

The Office of Career Planning and Placement is located in on the second floor of Powell Hall West, (333-5942 or 333-5414).

## **COUNSELING CENTER**

In an effort to enhance personal growth and development, the Counseling Center offers a variety of services to all students, prospective students, staff, and faculty at VSU free of charge. Professionally trained counselors are available to assist with personal, social, or educational concerns. The Counseling Center offers an atmosphere in which individuals may discuss their problems with the assurance that all counseling information will remain confidential.

Individual counseling is available for those who wish to discuss and explore their thoughts, feelings, behaviors, and lifestyles. In addition, group counseling provides an opportunity for individuals to grow in their communication, social, and interpersonal skills with others who have similar goals and interests.

The Center also provides consultation to staff and faculty in addition to offering outreach programs to various target groups on campus, in residence halls, and in the community.

The Counseling Center is located in Powell Hall East, and appointments may be made in person or by calling 333-5940. When necessary, referrals will be made on campus or in the community so that all available resources are utilized.

## **OFFICE OF ALCOHOL AND OTHER DRUG EDUCATION**

The Office of Alcohol and Other Drug (AOD) Education began in the Fall of 1996. VSU acknowledges the fact that alcohol and other drugs

can have a significant impact on the university community. We are taking a proactive stance in educating students on issues related to alcohol misuse and drug use, preventing students from developing substance abuse problems, and providing treatment and referral for those who become chemically dependent. Through a variety of services, the Office of AOD Education is helping VSU affirm itself as an institution that provides a safe and healthy environment for students to receive a quality education. The following services are available:

**Assessment and Referral.** If you or someone you know has a problem with alcohol or other drugs, you can obtain a confidential assessment, at no cost, to determine the extent of the substance abuse problem. Upon completion of the assessment, a referral to an appropriate agency will be made. It is up to the individual to follow through on the referral. All phases of this process are voluntary and confidential.

**KARMA (Knowledge, Awareness, Respect, Maturity, & Achievement)**

**The Peer Education Program.** Students are trained as Peer Educators to give presentations in classes, residence halls, Greek organizations, and to other campus groups as requested. Topics of discussion include alcohol abuse, drug use, how to help a friend with an alcohol or other drug problem, self-esteem, eating disorders, sexual assault, and HIV/AIDS.

**Natural Highs.** In collaboration with the Offices of Housing and Residence Life and Intramurals and Recreation, Natural Highs provides activities for students on weekends and at times of high stress. All activities are alcohol-free and provide students with a safe environment in which to have fun. Activities include dances, midnight bowling, skate nights, miniature golf tournaments, and others as decided by the students on the advisory council. All Natural Highs events are open to all students.

**National Collegiate Alcohol Awareness Week.** The Office of AOD Education provides a week-long event educating students on issues related to alcohol. Throughout the week, students have opportunities to attend lectures, workshops, and other events designed to teach college students the risks involved in high risk drinking behavior. The week culminates with an alcohol awareness fair which usually draws hundreds of students and community members.

**OFFICE OF TESTING**

Numerous standardized tests are administered by the Office of Testing to assist students with their testing requirements. The Valdosta State University Office of Testing is responsible for the many tests given in specific areas to entering students for the purposes of admission and placement, to undergraduate students for proficiency, to teacher education majors for certification, and to graduate students for admission to specialized programs. Testing programs designed for students to earn college credit hours by examinations are also available. As a designated national test center, the Office administers testing programs for the Educational Testing Service, The Psychological Corporation, the Law School Admissions Services, The American College Testing Program, the State of Georgia, and the University System of Georgia, as well as for other educational and governmental agencies.

The yearly testing calendar offers 17 testing programs with many general and specialized components. Beyond the regular 111 group testing dates, individual test administrations are also given on weekly/monthly basis. All tests are administered by the paper and pencil method except the COMPASS, which is a computerized version of the placement components.

Prospective registrants should check with the appropriate offices at VSU to determine the required tests needed for admission to a specific discipline and the deadline for test score submission.

The Office of Testing is located in Powell Hall-West, First Floor (912-245-3878). You may contact us by telephone (912-245-3878) or by the World Wide Web site: [www.valdosta.edu/vsu/staff/testing/](http://www.valdosta.edu/vsu/staff/testing/)

Some tests available to entering students are the Scholastic Assessment Test (SAT I & II), American College Testing Program (ACT), Collegiate Placement Examinations (CPE), and the Computer-Adaptive Placement Assessment and Support System (COMPASS). Other tests for undergraduates include the Regents' Testing Program (RTP), the Professional Assessments for Beginning Teachers Series (PRAXIS), the College Level Examination Program (CLEP), and the Independent Study Examinations (ISE). Some tests, required for graduate admissions include the Graduate Record Examinations (GRE), the Law School Admission Test (LSAT), the Medical College Admission Test (MCAT), and the Miller Analogies Test (MAT)

Assessment and certification examinations are also administered for other educational and governmental institutions. Applications are also available for the following testing programs: Graduate Management

Admission Test (GMAT), Allied Health Professions Admission Test (AHPAT), Veterinary College Admission Test (VCAT), Pharmacy College Admission Test (PCAT), and Test of English as a Foreign Language (TOEFL).

## **VETERANS AFFAIRS**

The Veterans Affairs Office, a part of the Office Financial Aid, is located in Powell Hall East. A full-time counselor assists all veterans in completing applications for benefits, making adjustments in payments, providing tutorial assistance, updating enrollment certifications, and with other services to assist veterans with their education. Veterans enrolled in physical education courses can be certified to the Veterans Administration for VA benefits when the courses will be credited toward the completion of their approved educational program. It must be documented that credit cannot be granted for the courses based upon prior military training or experience. Veterans should refer any problems to the Veterans Office for assistance (333-5935).

## **JUDICIAL AFFAIRS**

The Judicial Affairs Office is responsible for the non-academic student disciplinary process on campus. The office is located in Powell Hall-West, first floor (333-5941). The office assists students, staff, and faculty in the determination of the most appropriate disciplinary measures needed regarding alleged violations of the VSU Student Handbook's Student Code of Ethics. The office's primary mission is to redirect the student violator's behavior toward the ultimate goal of the university, the successful completion of degree requirements and productive participation in today's society.

## **HEALTH SERVICE**

The ultimate objective of any student health service is to maintain a state of optimum health, both physical and emotional, among the student body and to educate each student to proper attitudes and habits regarding personal and community health. The University Health Service provides health care for students in a 12-bed health facility under the supervision of the university physician, a physician's assistant, and registered nurses. The physician and physician's assistant may be seen by appointment only

Monday through Friday, 8:30 a.m to 5:00 p.m. when school is in session. Although the Farber Health Center is equipped to handle most illnesses, major illnesses and surgical treatment usually require students to be returned home, or in the case of an emergency, to be taken to South Georgia Medical Center, located a few blocks from the campus. This and other referrals to private medical personnel will be at the students' expense.

It is necessary for all students to complete a medical history and immunization questionnaire. These health forms become a part of the University Health Service records. Any other pertinent information should be furnished by the student's family physician.

All new students are required to provide evidence of inoculation for mumps, measles, and rubella. The University Health Service recommends additional inoculation for diphtheria, tetanus, polio, and influenza.

## **HOUSING AND RESIDENCE LIFE**

Valdosta State University provides for both men and women well constructed residence halls that are air-conditioned and comfortably furnished. The lobby and activities room in each residence hall are furnished with color cable television, an ice machine, vending machines, and game tables. All rooms have telephone service and are wired to provide cable television.

All rooms are double occupancy. Students' rooms are furnished with single beds, desks, mirrors, chests of drawers, chairs, and closet space. Residents may bring other furnishings including pillows, study lamps, bedspreads and linens, curtains, rugs or carpet, bookshelves, radios, stereos, television sets, plants and posters.

Specially equipped facilities for disabled students are provided. These facilities include wheelchair ramps and modified furnishings. For student convenience, the campus has laundry facilities in most of the residence halls, and bicycle racks are located throughout the residence hall areas.

Each residence hall is staffed by a Residence Hall Director, who is assisted by Resident Assistants, students selected on the basis of leadership, scholarship, and their willingness to serve their fellow students. Residence hall programs provide opportunities for self-government and social and cultural experiences and help with study habits and counseling on personal, academic, and social concerns.

Freshmen students are required to live on campus, if housing is available, in order that the University may provide a structured, well-

rounded, educational experience. Exceptions are made when:

The student is living with parents or spouse and commutes each day.

The student is 19 or older on September 30 of the current academic year.

The student is married.

Students are given an opportunity to state their preference of residence halls at the time they apply for university housing, and every effort is made to honor this request.

It is the students' responsibility to keep their rooms in order. Periodic cleaning of the floors, blinds, and fixtures is required. In compliance with the regulations of the Board of Regents, Valdosta State University reserves the right to make inspections of all rooms as often as deemed necessary for the purpose of maintaining standards of sanitation, safety, and general maintenance.

Individual students are responsible for damage which occurs in their rooms. If damage is noted in such areas as lounges and hallways, and no individual assumes responsibility, all students living in that residence hall are held collectively responsible.

Students are given a key to their room. There is no deposit, but if the key is lost there is a \$25 replacement charge. The school recommends to all students to keep their room locked. Residence Halls are locked 24 hours a day, and guests must be admitted by the resident they are visiting.

Housing applications cannot be made until a student has been formally accepted by Valdosta State University. A housing contract will be sent to students after their official acceptance to the University.

An application fee is required of all students at the time they apply for campus housing. All students are also required to pay a reservation fee of \$200 by the deadlines established in the Housing Contract to reserve a room in the residence halls. The housing contract outlines conditions under which refunds may be made. All students applying for campus housing will be required to contract for housing for the academic year.

Apartments are available on a limited basis to students who meet the specific requirements. All students living in university apartments must be either (a) sophomore, junior, senior, or graduate students, (b) at least 19 years of age, or (c) married. These are one-bedroom apartments. All utilities are furnished, and telephone hookup is available. Valdosta State University maintains a list of available off-campus housing in the Office of Residence Life. This information is available upon request. The Office of Residence Life is located at 104 Georgia Avenue (333-5920).

For additional information on Housing and Residence Life at Valdosta State, please refer to our World Wide Web page at <http://www/valdosta.peachnet.edu/vsu/dept/aux/housing.html>

## **REGULATIONS**

### **General Expectations**

Inasmuch as Valdosta State University is an institution committed to the quest for knowledge, truth, and wisdom, all students are expected:

- to examine critically and otherwise to evaluate themselves, their knowledge, and their society;
- to commit themselves to genuine enlightenment rather than to inflexible adherence to limited knowledge;
- to respect the regulation and order of the university community, which must exist for real learning to take place;
- to respect and obey the laws of the State of Georgia and the United States;
- to respect and obey the Code of Ethics as set forth by the Student Government Association in the University Handbook;
- to assume full responsibility for their individual and collective actions;
- to participate seriously and purposefully in campus life as both student and person;
- to make mistakes because they are “students,” but to profit from these mistakes by maturing eventually into fully-participating, responsible, educated leaders in whatever careers they select.

## **DRUGS**

Valdosta State University, as a senior unit of the University System of Georgia and recipient of federal funds, supports and complies with the Drug Free Work Place Act of 1988 and the Drug Free Schools and Communities Act of 1989.

Faculty, staff, and students of Valdosta State University are advised that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited, and violations of this policy will result in appropriate disciplinary action, to include suspension or termination.

Faculty, staff, and students are expected to adhere to the policies of

the institution, observe the basic rules of good conduct, and observe all local, state, and federal regulations relative to illegal drugs and alcohol. Violations of such regulations, including misdemeanor or felony convictions during the course of one's employment or enrollment, will result in appropriate disciplinary action.

This policy is subject to modifications, and said changes will be publicized. Questions regarding this matter may be directed to the Office of Personnel or the Office of the Vice President for Student Affairs.

## **STUDENT DISSENT**

Valdosta State University will not permit any demonstrations or protests which would disrupt any academic or regularly scheduled non-academic pursuits. Dissent which is voiced in a constructive way and is manifested in an orderly and peaceful manner is acceptable. Threats, demands, and coercion are not acceptable. All persons affiliated with Valdosta State University are expected to abide by this code of conduct.

## **BOARD OF REGENTS STATEMENT OF DISRUPTIVE BEHAVIOR**

The following is the policy of the Board of Regents of the University System of Georgia regarding disruptive behavior in any institution of the University System:

The Board of Regents of the University System of Georgia reaffirms its policies to support fully freedom of expression by each member of the academic community and to preserve and protect the rights and freedom of its faculty members and students to engage in debate, discussion, peaceful and nondisruptive protest and dissent. The following statement relates specifically to the problem described below. It does not change or in any way infringe upon the Board's existing policies and practices in support of freedom of expression and action. Rather, it is considered necessary to combat the ultimate effect of irresponsible disruptive and obstructive actions by students and faculty which tend to destroy academic freedom and the institutional structures through which it operates.

In recent years, a new and serious problem has appeared on many college and university campuses in the nation. Some students, faculty members, and others have on occasion engaged in demonstrations, sit-ins, and other activities that have clearly and deliberately interfered with the regular and orderly operation of the institution concerned. Typically, these

actions have been the physical occupation of a building or campus area for a protracted period of time or the use or display of verbal or written obscenities involving indecent or disorderly conduct.

These actions have gone beyond all heretofore recognized bounds of meetings for discussion, persuasion, or even protest, in that: (1) acquiescence to demands of the demonstrators is the condition for dispersal, and (2) the reasonable and written directions of institutional officials to disperse have been ignored. Such activities thus have become clearly recognizable as an action of force, operating outside all established channels on the campus, including that of intellectual debate and persuasion which are at the very heart of education.

The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstructive actions which interfere with academic pursuits of teaching, learning and other campus activities.

The Board of Regents understands that this policy is consistent with resolutions adopted by the American Association of University Professors in April, 1968, by the Association of American Colleges in January, 1968, and by the Executive Committee of the Association for Higher Education in March, 1968, condemning actions taken to disrupt the operations of institutions of higher education.

The Board of Regents is deeply concerned by this new problem. Under the Constitution of the State of Georgia, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of the several institutions of the University System and the preservation of academic freedom in these institutions. The Board cannot and will not divest itself of this responsibility. Of equal or greater importance, such action of force as has been described above destroys the very essence of higher education. This essence is found in the unhampered freedom to study, investigate, write, speak, and debate on any aspect or issue of life. This freedom, which reaches its full flowering on college and university campuses, is an essential part of American democracy, comparable to the jury system or the electoral process.

For these reasons and in order to respond directly and specifically to this new problem, the Board of Regents stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or

public service activity, or any other activity authorized to be discharged or held on any campus of the University System of Georgia is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

In accordance with the policy of the Board of Regents of the State of Georgia and under the provisions of the Family Educational Rights and Privacy Act of 1974, Valdosta State University maintains various educational records for each matriculating student. These records are considered confidential and will not be released for use outside the institution without the written consent of the student. Exceptions as authorized by the Act are noted.

Student records will be considered under the categories academic or nonacademic. The following indicates the types of records maintained, the official responsible for maintenance, and the person(s) with access to those records.

I. Academic: Those educational records which specifically pertain to or reflect the student's academic program, admission to, and progress within that program.

A. Academic Department Office:

1. Maintenance-academic department head
2. Access-departmental faculty and staff
3. Record Types
  - (a) Unofficial Valdosta State University transcript
  - (b) Departmental copies of quarter class rolls
  - (c) Advisement copies of transcripts of previous college work
  - (d) Instructor's daily class record
  - (e) Co-op records and report
  - (f) Credit by examination results
  - (g) Correspondence pertaining to the student's academic program
  - (h) Recommendation correspondence submitted to an employer or agency on behalf of the student and academic standing
  - (i) Recommendation correspondence submitted to an employer or agency on behalf of the student

## B. Registrar's Office

1. Maintenance-Registrar
2. Access-Director of Admissions, Registrar, President, Vice President for Academic Affairs, deans, Vice President for Student Affairs, and related full-time staff.
3. Record Types
  - (a) Admission records including high school and college transcripts, SAT or ACT scores, and any other information submitted by or on behalf of the students for admission purposes
  - (b) Official permanent academic record
  - (c) Official quarterly class rolls
  - (d) Correspondence between the student and the institution pertaining to the student's academic program and academic standing

II. Nonacademic: Those educational records which do not pertain to the student's academic program or academic standing

### A. Business and Finance Office:

1. Maintenance-Vice President for Business and Finance and staff
2. Access-Vice President for Business and Finance and staff, Registrar, President, Vice President for Academic Affairs, deans
3. Record Types
  - (a) Statement of student current quarterly fee accounts with the institution
  - (b) Record of student financial indebtedness to the institution
  - (c) Correspondence with the student regarding financial status
  - (d) Correspondence with institutions and agencies which financially sponsor students (See exceptions).

### B. Office of the Vice President for Student Affairs

1. Maintenance-Vice President for Student Affairs
2. Access-Vice President for Student Affairs and staff, President, Vice President for Academic Affairs, and deans
3. Record Types
  - (a) Student current address information
  - (b) Student current academic schedule

- (c) Disciplinary action files
- (d) Correspondence with the student concerning disciplinary action

C. Financial Aid Office

- 1. Maintenance-Director of Financial Aid
- 2. Access-Director of Financial Aid and staff, Vice President for Student Affairs, President, and Vice President for Academic Affairs

3. Record Types

- (a) Parents/Student Confidential Statement (See exceptions)
- (b) Records of awards of financial assistance to students
- (c) Financial assistance record of student indebtedness to the institution

(d) Correspondence with the student

D. Office of Veterans Affairs

- 1. Maintenance-Veteran Affairs Coordinator
- 2. Access-Veteran Affairs Coordinator, Registrar and staff, President, Vice President for Academic Affairs

3. Record Types

- (a) Records filed verifying veteran or veteran-dependence status
- (b) Record of student quarterly VA certification

E. Placement Office

- 1. Maintenance-Director of Placement
- 2. Access-As authorized by student
- 3. Record Types
  - (a) Résumés filed by students
  - (b) Copies of student authorization to release transcripts to co-op employers

(c) Letters of Recommendation

F. Public Safety Office

- 1. Maintenance-Director of Public Safety
- 2. Access-Director of Public Safety and staff, President, Vice President for Academic Affairs, Vice President for Student Affairs and staffs

3. Record Types: Official police reports

III. General: Except as precluded in the Rights and Privacy Act, each student's records as listed above are open for inspection and review by

the particular student. The student also has the right to request an interpretation and explanation of material included in the record and will be given copies of the material upon request. The student must pay the appropriate copying and handling charges. Access to these records will be granted to the student within a reasonable period of time, but in no case will that period of time exceed 45 days after the request for access has been made. A student wishing to review records covered under the provisions of this act should make written request to the Vice President for Student Affairs. Students desiring a copy of the full text of this act or further information should contact the Office of the Vice President for Student Affairs.

- IV. Challenges: Should the student believe that the record contains inaccurate, misleading, or otherwise inappropriate information, he or she may desire to challenge the content of the record. In that event, the following procedure shall be followed:
- A. Challenges to student records should be initiated by the student concerned and directed in writing to the office responsible for the maintenance of the record in question.
  - B. The challenge should contain a description of the specific record in question, the official responsible for maintaining the record, and the reason for challenging the contents of the particular record.
  - C. Challenges will be submitted to the Vice President for Academic Affairs for review. The student initiating the challenge may request to appear before the Vice President when the challenge is considered.
  - D. The decision of the Vice President will be made within a reasonable period of time and forwarded to the student in writing. The decision of the Vice President will also be transmitted to the President.

V. Exceptions: The following are exceptions within the Rights and Privacy Act which should be noted by students:

- A. Access:
  - 1. Students do not have access to the financial records of parents of students.
  - 2. Students do not have access to letters of recommendation placed in the records prior to January 1, 1975.
  - 3. Personal records of instructional, supervisory, and administrative personnel which are not accessible or revealed to any other person except a substitute are not open for review and inspection by students.

4. The professional records of the institution's medical staff are not open for review and inspection by students; however, these records can be personally reviewed by a physician or other appropriate professional of the student's choice.