

STUDENT POLICIES

Release of Student Information

River Parishes Community College is in compliance with the Family Rights and Privacy Act (a.k.a. FERPA) of 1974 (P.L. 93-380) as amended by the P.L. 95-568. Only persons who have a legal right in accordance with the law to access this information will be allowed to review such records. Such records are accessible to certain authorized college and administrative personnel who may require review and utilization of such records for educational purposes. The student may request in writing the opportunity to review the material or to have transcripts sent to other educational institutions in accordance with regulations governing students' records.

RPCC may release directory information to any entity. FERPA defines "Directory Information" as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. River Parishes Community College defines directory information as the following:

- Student Name
- Date of Birth
- Telephone Number
- RPCC e-mail address
- Dates of Attendance.

Under the provisions of FERPA, students have the right to withhold disclosure of such directory information. Students who wish their directory information not to be released must submit a FERPA Suppression Form (<https://campussuite-storage.s3.amazonaws.com/prod/1559066/3b154aa2-a10c-11eb-a551-0a8cf5ce3b3d/2280215/ff5fe1b4-ce44-11eb-9322-0296607c9f87/file/FERPA-SUPPRESSION-FORM.pdf>). The authorization is valid until a written request from the student to rescind is received by the Registrar's Office.

Student Privacy Policy

River Parishes Community College is in compliance with La. R.S. 44:13 (2002) § 13: Registration records and other records of use maintained by libraries, which protects library users' right to privacy. Only persons who have a legal right in accordance with the law to access this information are allowed to access such records and information. Such records are accessible to certain authorized college and administrative personnel who may require review and utilization of such records. The Family Educational Rights and Privacy Act of 1974 (FERPA, also referred to as the Buckley Amendment) is a federal law regarding the privacy of student records and the obligations of the institution related to the release of and access to such records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds which are administered by the Secretary of Education withheld.

Access To and Review of Student Records

The Family Educational Rights and Privacy Act (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 RPCC receives a request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements

for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask RPCC to amend a record that they believe is inaccurate or misleading. The student should write the RPCC official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If RPCC decides not to amend the record as requested by the student, RPCC will notify the student of the decision by phone or email and advise the student of his or her right to an appeal.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by RPCC in an administrative, supervisory, academic or research, or support staff position; a person or company with whom RPCC has contracted (such as an attorney, auditor, collection agent, or security or law enforcement personnel); a person serving on the Board of Supervisors; 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. RPCC may also disclose records to officials of licensure/ certification agencies. Upon request, RPCC discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by River Parishes Community 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, DC 20202-5920

Nondiscrimination and ADA Policies

RPCC is a member of the Louisiana Community and Technical College System (LCTCS). RPCC is committed to providing equal opportunity and nondiscrimination for all educational and employment applicants, as well as for its students and employed staff, without regard to race, color, religious or political affiliation, gender, sexual orientation or gender identity, citizenship, national origin, age, disability/handicap, marital status or veteran's status, pregnancy, childbirth and related medical conditions, family medical history or genetic information, and the sickle cell trait, in accordance with Title VII of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; the Louisiana Rehabilitation Act of 1973 (Sections 503 and 504); the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans Readjustment Act of 1974; the Americans with Disabilities Act of 1990, as amended; the Civil Rights Act of 1991; the Genetic Information Nondiscrimination ACT of 2008; and any other applicable Federal and Louisiana State laws against discrimination. RPCC does not discriminate on the basis of gender in admission to or employment in its educational programs or activities. The College's Title IX Coordinator, Ms. Shalither Cushenberry, can be reached at scushenberry@rpcc.edu

or (225) 743-8500. The mailing address is P.O. Box 2367, Gonzales LA 70707.

Americans with Disabilities Act (ADA)

The Office of Accessibility Services coordinates accommodations and services for students with such needs. In compliance with the Americans with Disabilities Act (ADA) and other related federal and state laws, the Office of Student Affairs ensures that eligible students receive appropriate classroom modifications and serves as a liaison between faculty and students. Additionally, RPCC strives to prevent discrimination against individuals with accessibility service needs and provide enforceable standards that address discrimination. The Coordinator of Accessibility Services, Ms. Shalither S. Cushenberry, has been designated as RPCC's 504/ADA Compliance Officer. Any person needing assistance should contact the Coordinator at (225) 743-8500 or report to the Office of Student Services. RPCC is an Equal Opportunity/Equal Access Employer.

Students requesting accommodations must submit an application and supporting documentation as outlined on the RPCC Accessibility Services website (<https://www.rpcc.edu/student-services/accessibility-services/apply-for-services/>). Students are responsible for reapplying for accommodations each semester and should apply early, as processing may take up to four weeks. Accommodations will not be granted without appropriate documentation approved by the Office of Accessibility Services. All documentation must follow the guidelines provided on the RPCC Accessibility Services website (<https://www.rpcc.edu/student-services/accessibility-services/documentation-guidelines/>).

Discrimination Complaints

If the complaint appears to involve discrimination on the basis of sex, race, or handicap, the student should report the incident (<https://www.rpcc.edu/about-us/title-ix/>) to the Title IX Coordinator. Upon review of the complaint, the Title IX Coordinator will contact the student to discuss the matter in detail. The written complaint, supporting documentation, and any related discussions will be considered in reaching a determination. All outcomes, including any resolutions or recommendations, will be documented in accordance with applicable federal regulations.

Service Animals

River Parishes Community College is committed to complying with federal, state, and local laws regarding equal access and opportunities for persons with disabilities. This includes allowing service animals on the College's campuses and property, in accordance with these regulations and laws. For more information, please go to RPCC's webpage on Service and Emotional Support Animals.

Coordinator for Section 504 and ADA

Name/Title: Shalither Cushenberry, Coordinator of Accessibility Services & Title IX
Office Location: 925 W. Edenborne Parkway, Gonzales, LA 70737, Office of Student Services, Office 101
Phone/Email: (225) 743-8526; accessibility@rpcc.edu

TITLE IX

Hazing

The Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) and River Parishes Community College (RPCC) are committed to providing a supportive educational environment free from hazing; one that promotes its students' mental and physical well-

being, safety, and respect for oneself and others. In an effort to maintain safety and in accordance with Louisiana Revised Statute 17:1801.1, 14:40.8, 14.502, mandatory Acts 635, 637 and 640, as well as the Board of Regents' Uniform Policy on Hazing Prevention and LCTCS Policy #2.003, hazing in any form is prohibited at RPCC for all students who participate in the institutions' activities and organizations. Any individual who experiences or witnesses hazing is encouraged to report the incident using the Violation of Student Code of Conduct Report Form (<https://rpcc.jotform.com/221023951026141/>). For more information about our policy and reporting procedures, please refer to the RPCC Anti-Hazing Policy (<https://www.rpcc.edu/about-us/policies-procedures/policy-anti-hazing/>).

Sexual Misconduct

River Parishes Community College is committed to maintaining a learning and working environment free from sexual discrimination and misconduct, in accordance with Title IX and applicable laws. Such conduct is not tolerated by the college and will be addressed through established procedures across academic, employment, and campus settings. For more information, refer to the RPCC Title IX Policy (<https://www.rpcc.edu/about-us/title-ix/>).

Confidential Advisors

Confidential Advisors are designated individuals who have been trained to aid a student involved in a sexual misconduct complaint in the resolution process as a confidential resource. As suggested by the term "confidential advisor," confidential communications with the advisor will be kept confidential in all circumstances except where the institution or advisor may be required to disclose the communications under state and federal laws.

The confidential advisor is not obligated to report crimes to the institution or law enforcement in a way that identifies an alleged victim or an accused individual unless otherwise required to do so by law. The following persons are designated, Confidential Advisors: *Please note that confidential advisors are not academic advisors.

Confidential Advisors | Title IX (rpcc.edu) (<https://www.rpcc.edu/about-us/title-ix/confidential-advisors/>)

Title IX Coordinator

Name/Title: Shalither Cushenberry, Coordinator of Accessibility Services & Title IX
Office Location: 925 W. Edenborne Parkway Gonzales, LA 70737, Office of Student Services, Office 104
Phone/Email: (225) 743-8526; scushenberry@rpcc.edu