

EDUCATIONAL SERVICES

C-3 POLICY Student Affairs

It is the purpose of Southeast Community College to provide comprehensive student services that support and are responsive to the goals of its students and are consistent with the College Mission and Vision. The College welcomes students of diverse backgrounds and abilities and recognizes the contribution they make to the quality of the educational process.

Coordinating Responsibilities

Under the general supervision of the President, the Vice President for Student Success and the Associate Vice President of Student Enrollment or their designee(s), shall be assigned the responsibility of coordinating the student affairs efforts of the College.

Admissions

It is the purpose of Southeast Community College to admit to its instructional programs all persons who may wish to benefit therefrom. The College will adopt consistent and equitable student admission standards.

Any person who is sixteen (16) years of age or older, and who shows evidence of having ability to benefit from a course of study and is not enrolled in a regular secondary school program, is eligible to enroll in Southeast Community College. Some instructional programs offered by the College require a higher minimum age for entry.

High school students may enroll in a course for college credit if they have special permission from their high school and/or from the College. A student must have a high school diploma or equivalent in order to receive an Associate Degree, Diploma, or Certificate.

It is recommended that a student entering a program of study have a high school diploma or its equivalent. Programs may require a high school diploma or equivalent as a condition for entry. A student must have a high school diploma or equivalent in order to receive an Associate Degree, Diploma, or Certificate. Work toward high school equivalency is offered by Southeast Community College.

Admission to Southeast Community College may require the applicant to complete the following:

- Return a completed application form to the campus to be attended
- Request high school and postsecondary institution transcripts to be sent directly to the College
- Take pre-entrance examinations as required Complete a criminal background check as required by programs/sites

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Counseling/Advising

Counseling and advising services will be provided to Southeast Community College students in the areas of:

- Academic/Career
- Educational
- Financial Aid
- Personal Counseling
- Placement

Student Files/Information

In compliance with the *Family Educational Rights and Privacy Act of 1974*, student educational records information, as defined by 20 U.S.C. S 1232 (g), will be maintained, reviewed and released by Southeast Community College.

Students will be notified of their Family Educational Rights and Privacy Act (FERPA) rights annually through the College Catalog.

The College will develop and maintain an educational record for each student. Southeast Community College shall maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of each student in accordance with the provisions of the Family Education Rights and Privacy Act.

All students, former students, and parents of dependent students have the right of access within a reasonable time (no more than 45 days) after a written request is made, to all records regularly maintained by the College that pertain to the student or former student.

All students, former students, and parents of dependent students have the right of access within a reasonable time (no more than 45 days) after a written request is made, to all records regularly maintained by the College that pertain to the student or former student. Student dependency is determined in accordance with the US Department of Education guidelines.

In the case of dependent students, requests for access to records or a waiver of rights to access shall be considered valid when made by either the student or the parent.

The procedures for release of information shall be published in the College Catalog and are available to the general public.

The official educational record of file is electronic and may be comprised of multiple sections, including, but not limited to: Academics, Financial Aid, and Placement. All student educational records shall be maintained in secured areas/systems and be available to authorized College personnel, in accordance with College Policy and Procedure A-18, A-18a, and A-18b.

When available, the student's physical address, e-mail address and/or telephone number may be released at the discretion of the Registration and Records Office.

Use of Photographs/Videos:

Photographers/videographers employed or contracted by SCC regularly take photographs/videos of people, either individually or in a group, to illustrate or describe various aspects of the College and campus life. These photographs/videos will be taken at public venues such as athletic events and concerts. Or they may be taken in organized campus photo shoots/marketing campaigns where the subjects will have given

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verbal consent to be photographed/recorded. Individuals who are photographed/recorded while attending a public event or who verbally agree to participate in a photo shoot/video will be understood to have authorized SCC to use their likeness in print and digital materials to promote the College. The College will retain the usage rights to the photographs/videos in perpetuity.

To avoid having this information released, the student must submit a written request to the campus Registration and Records Office within 10 classroom days, not including Saturdays, Sundays, and holidays, after initial enrollment in the College. After the initial 10-day period, any new request for withholding of directory information shall require a 10-classroom day, not including Saturdays, Sundays, and holidays, written notice to the campus Registration and Records Office to become effective.

Access to files

The student or parents of a dependent student may have a hearing to challenge such records if the records are inaccurate, misleading, or otherwise inappropriate. After the hearing, any material found to be inaccurate, misleading, or inappropriate will be corrected or removed from the student's file. Personal identifiable information about students, other than directory information, which has not been restricted in use, may be released by the College without the consent of the student only to:

- School officials and instructors of Southeast Community College who have legitimate educational interests
- Federal, state and local agencies to whom information must be reported by law
- Officials of other schools in which the student seeks or intends to enroll, provided the student receives a copy of the record if desired
- Appropriate agencies or individuals in connection with the student's application for, or receipt of, financial aid
- Organizations conducting studies for or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of the students and parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted
- Accrediting organizations in order to carry out their accreditation functions.
- In connection with an emergency, appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the student or other persons
- To comply with a judicial order or subpoena
- To comply with a federal act or regulation

For placement services purposes, students will be asked to sign a release form, granting prospective employers' access to the student's File.

Parental income information will be used for financial aid purposes only and will not be made available to the student.

Student Evaluation

Southeast Community College provides objective evaluation of the academic standing and progress of every student taking part in instructional programming. The College Catalog outlines student grading scales and grievance processes and is updated on an annual basis. This information is also included in course syllabi and course information documents.

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Next Review: TBD

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