

## **Other Administrative Information and Policies**

### **Annual Notice: Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the date the College receives a request for access. Students should submit to the admissions and records officer, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official will advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record they believe is inaccurate or misleading by writing to the admissions and records officer. Students need to

clearly identify the part of the record requested to be changed and specify its inaccuracy or misrepresentation. If the College decides not to amend the record as requested by the student, it will notify the student and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the College Board; 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.

The Follett Bookstore at LFCC has a legitimate educational interest and thus access to student financial aid records for verification of sufficient funds for the purchasing of books and supplies.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

### **Student Directory Information**

As provided for by FERPA, the College may disclose "directory information" relating to students as follows:

1. Name
2. Address
3. E-mail address
4. Telephone listing
5. Major field of study
6. Dates of attendance
7. Grade level
8. Number of credit hours
9. Degrees, honors and awards received
10. The most recent previous educational agency or institution attended
11. Participation in officially recognized activities
12. Weight and height of members of athletic teams

Any student who objects to having any or all of the directory information disclosed without his/her written consent must notify the Admissions and Records Office in writing each semester by the first day of classes.

### **Student Education Records**

The student's permanent official education record is kept in the Admissions and Records Office. To protect the student's right to confidentiality, the Admissions and Records Office exercises strict control

over these records. The admissions and records officer is responsible for education records and requests for information regarding them should be filed with this office.

### **Student Records Retention Policy**

The permanent academic record is the only official document of a student's academic history and the only official document used for record reconciliation. All other student documents are subject to disposal by the College in accordance with VCCS policy.

### **Nondiscrimination Statement**

Lord Fairfax Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability in its programs or activities. For more information, please contact: Karen Foreman, Human Resource Manager, 173 Skirmisher Lane, Middletown, VA 22645 or [kforeman@lfcc.edu](mailto:kforeman@lfcc.edu).

### **Academic Honesty**

The LFCC experience depends on the absolute integrity of the work completed by each student. Students maintain a high standard of honor in their course work. Academic honesty is essential to develop students' full intellectual potential and self-esteem. Academic dishonesty involves, but is not limited to, one of the following: giving or receiving, offering or soliciting unauthorized assistance on any exam or assignment; plagiarism; and collusion. Procedures in cases of academic dishonesty are outlined in the LFCC student handbook.

### **Student Conduct—Discipline**

Each College student is considered a responsible adult who maintains appropriate standards of conduct. All students are expected to conduct themselves appropriately in class, at College-related events, when dealing with fellow students and staff, when using College equipment and resources and when online. Failure to meet standards of conduct acceptable to the College may result in disciplinary probation or dismissal, depending upon the nature of the offense.

All students are required to familiarize themselves with the College's rules and regulations as printed in the student handbook, and particularly with LFCC's *Code of Student Rights, Responsibilities and Conduct* section.

### **Disruptive Classroom Behavior**

All students are expected to be in compliance with the College's *Code of Student Rights, Responsibilities and Conduct* section of the student handbook. This policy outlines misconduct that is subject to disciplinary action.

### **Student Grievance Procedure**

The College provides that all grievances relating to students in its programs or activities will be handled fairly and equitably. The student grievance procedure provides students a fair and equitable process to present an issue which they feel warrants action regarding their right to secure educational benefits and services without regard to race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability.

This policy applies to all enrolled students in matters relating to other students, faculty, administrators, and staff at all LFCC locations.

A student dissatisfied with any aspect of the College should direct correspondence to the vice president of student success. Students dissatisfied with a grade should follow procedures outlined in the grade appeal policy located in the LFCC catalog. Concerns regarding discipline or sexual harassment should be reported as described in the College catalog and student handbook. This publication is available in the Office of Student Success and at <http://www.lfcc.edu>. Procedures for other student grievances are provided at <http://www.lfcc.edu/grievance-procedures>.