

# Institutional Policies

## Policy of Non-discrimination

McPherson College prohibits discrimination in employment and in educational programs and activities on the basis of actual or perceived race, creed, color, religion, national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, GINA (the Genetic Nondiscrimination Identification Act), sexual orientation, or any other characteristic protected by applicable federal, state, or local laws.

In working to achieve and maintain a welcoming and discrimination-free environment, the college encourages students, faculty, staff, or guests to make complaints and concerns about perceived discriminatory behaviors known to college supervisors and officials.

Without limitation, McPherson College complies with Title IX of the Educational Amendments of 1972, as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other applicable laws and related administrative regulations and executive orders.

For inquiries concerning the application of Title IX, Sections 503 and 504, ADA and other nondiscrimination laws please refer to the following:

Students – Dean of Students/Title IX Coordinator at 620-242-0501

Employees – Director of Human Resources 620-242-0454

Guest – Dean of Students/Title IX Coordinator at 620-242-0501 or Director of Human Resources 620-242-0454.

## Disability Accommodations

Students with disabilities are welcome at McPherson College under the regular admissions requirements. For details about accommodations, see Disability Services on the Services page of this catalog.

## Student Right to Know Information

The Student Right-to-Know Act was enacted in 1990 by federal law. The law requires institutions that receive Title IV HEA student financial aid to collect, report and/or disclose a variety of institutional information. For the most up-to-date and complete information, see the Student Right to Know Information web page on the college website.

## Consumer and Disclosure Information

For the most up-to-date and complete consumer and disclosure information, see the Consumer and Disclosure Information web page on the McPherson College website.

## Student Records Policies

Student records are confidential but are open for inspection by the student. Records may also be inspected by parents of financially dependent students. Transcripts must be requested from the registrar's office in writing; other records must be requested in writing from the appropriate dean.

### Privacy of Student Records

Certain information is considered to be public or directory information while other information is private in nature. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance at McPherson College, degrees and awards received and the most recent previous educational agency or institution attended by the student. A federal law known as the Family Education Rights and Privacy Act of 1974, or FERPA, gives students and former students the right to inspect, review and copy education records related to them. The only exceptions to this rule are private notes of teachers and administrators, medical records, parents' financial records, confidential recommendations prior to January 1, 1975, and records to which the student has waived the right of access in writing. Students have 10 days following the release of directory information to notify the college that any or all of the information designated should not be released without his/her prior consent. This notice must be given in writing to the office of the dean of students.

Education records and personally identifiable information from those records will not be released without the written consent of the student involved, except to other college personnel, officials of other schools in which the student intends to enroll, authorized state and federal government representatives, or unless it is released in connection with the student's application for financial aid, in response to a judicial order or subpoena, or in the case of a bona fide emergency.

The college maintains with education records of each student a record identifying all persons other than college officials who have requested or obtained access to the records and indicating the legitimate interest of those persons. This record of access is available upon request to the student in question. Finally, all personal information about a student released to a third party will be transferred on the condition that no one else shall have access to it except with the student's consent. A complete list, with location and custodian of all records kept on college students, is obtainable from the dean of students.

Upon request, a record covered by FERPA will be made available within a reasonable time, and in no event later than 45 days after the request. The student should direct the request to the custodian of the records in question. Copies of the record will be made available to the student at the student's expense (usually limited to cost of materials).

A student may also request explanations and interpretations of the records from the official in charge. If the student believes that a particular file contains inaccurate or misleading information or is otherwise inappropriate, the college will afford an opportunity for a hearing to challenge the content of the record. Prior to any formal hearing, the official in charge of the record is authorized to attempt to settle the dispute through informal meetings and discussions with the student.

If the student is not satisfied, he/she may request a hearing. Procedures for such a hearing will be those outlined in the student handbook for all cases coming before the Campus Hearing Board. The student will have the opportunity at the hearing to present any relevant evidence.

### **Academic Record**

A transcript is a student's official record of courses taken and grades earned. The records are kept and maintained by the registrar's office and located in the Student Enrollment Services office. Student records are confidential, but are open for inspection by the student. Inspection of records must be made in writing, with the request being made to the registrar's office for transcripts and to the appropriate dean for other records.

### **Student Development File**

The student development file is maintained in the office of the dean of students. It contains directory information for the student, emergency contact persons, copies of correspondence between the student and the dean's office, a record of any disciplinary action which involved the student, and summary records of student involvements on campus such as work or internship experience and achievements through student organizations. Students who wish to review the contents of their Student Development File should make a written request to the dean of students, who is responsible for maintaining the files. The dean will notify the student when the file is available for inspection within 45 days of the date of request.