



Chapter 5...

Policies, Requirements and Records

Things You Need to Know

This chapter holds the college's academic and graduation requirements, policies on grades, final exams, transcripts, student records and your rights and responsibilities as a student at Edmonds Community College. Other information includes the college's policies ranging from smoking on campus to sexual harassment.

Academic Requirements

<http://policies.edcc.edu>

Edmonds Community College offers a variety of programs to meet the academic and career needs of the community. The college conducts an ongoing review of curriculum to keep it current and modifies it with the assistance of advisory committees. Instructors are chosen for both their academic credentials and their work experience. Most instruction is scheduled on a quarter system of three 10- to 11-week terms and an eight-week summer session.

Academic Calendar

<http://calendar.edcc.edu>

Find it online or in the quarterly class schedules.

Attendance Policy

Students are responsible for withdrawing from classes and should complete an official drop form through Enrollment Services. Instructors have the option of dropping students from classes for non-attendance under these conditions.

On Campus and Hybrid Classes

- For classes that meet three, four or five times per week:
 - Students who fail to attend or contact the instructor by the end of the scheduled class period may be dropped from class.

- For classes that meet twice weekly:

- Students who fail to attend or contact the instructor by the end of the second scheduled class may be dropped.

- For classes that meet once weekly (with the exception of Saturday only classes):

- Students who fail to attend or contact the instructor by 10 a.m. of the fifth instructional day of the quarter, the instructor may be dropped.

Online Classes

- If the student fails to contact the instructor by phone or email by 3 p.m. of the third instructional day of the quarter, the instructor may drop the student from the class.

Cultural Diversity Requirement

All students earning degrees and certificates of 45 credits or more must meet a cultural diversity (CD) requirement. CD classes appear in class listings section of the quarterly schedule.

Students pursuing an Associate of Arts or an Associate of Science degree must take at least five credits of CD courses. Courses that satisfy the CD requirement address at least two of the three areas below:

- Knowledge of culture and its influence on individuals and groups in our society.
- Awareness of attitudes and values regarding life in a multicultural society.
- Skills to recognize, analyze and evaluate multicultural perspectives and issues.

Graduation Requirements

(425) 640-1517

Enrolled students are encouraged to complete requirements for a degree or certificate. (See Chapter 4, advising). The college issues degrees and certificates each quarter, however, the commencement ceremony is held at the end of spring quarter.

A student seeking graduation at Edmonds Community College must:

- Satisfy all college requirements, including financial obligations.
- Satisfy the residency credit requirement of 30 credits or one third of the required credits, whichever is less, unless a specific program requires that more credits must be earned at Edmonds Community College.
- Maintain a cumulative grade point average of 2.0:
 - In all college-level resident or transfer courses, if being used to satisfy degree requirements for the Associate of Arts degree, Associate of Science degree or the Associate in Applied Science-T degree.
 - In all courses meeting requirements for the Associate of General Studies degree, Associate of Technical Arts degree, certificates or the high school diploma.

- Satisfy physical education/health requirements for these degrees: Associate of Arts, Associate of Science and the Associate of General Studies. For the Associate of Technical Arts degree, students must successfully complete the mandatory courses listed on the program requirement sheet.

Advanced placement credits, transfer credits and credits granted satisfactory or pass may satisfy some graduation requirements.

Program Requirements

<http://requirements.edcc.edu>

At the time of graduation or during any previous year of attendance, all general college requirements, as stated in the college catalog, and the requirements specified on the appropriate Program Requirement Sheet must be satisfied. Program requirement sheets are available online or from Enrollment Services. Program requirement sheets are valid for six years.

Course Substitutions/Waivers

A course waiver requirement does not change credit requirements for a degree, certificate or high school diploma. These administrators can make a course substitution for a program requirement:

- Associate of Arts, Associate of Science, and Associate in Applied Science-T degrees
 - Division deans and department heads
- Associate of General Studies Degree
 - Division deans
- Associate of Technical Arts Degree and Certificates
 - Division deans and department heads
- High School Diploma
 - Division deans or program heads

Resident Credit Requirement

To meet the residency requirement, 30 credits or one-third of the required credits, whichever is less, must be earned at Edmonds Community College. However, a specific program may require that more credits must be earned in residence. Only college-level courses numbered 100 or above meet the resident credit requirement – except as approved by the appropriate dean.

Credits earned through prior learning, articulation agreements, and advanced placements do not satisfy resident credit requirements.

Up to five credits of the resident credit requirement may be met by courses challenged at Edmonds Community College. If the residency requirements are met, then the final credits for degrees and certificates do not have to be earned at the college.

The minimum requirement for a high school diploma is that the final course must be completed at Edmonds Community College.

Reciprocity Agreement

Washington's community and technical colleges offer reciprocity to students transferring within the state's system who are pursuing a Direct Transfer Agreement degree (Associate of Arts DTA), Associate of Science transfer or Associate in Applied Science-T (limited transfer) degrees. Students who complete distribution requirements for a degree at one college will have met those same requirements for the same degree if they transfer to another community or technical college in Washington State.

Degree requirements include communication skills, quantitative skills and one or more distribution area requirements. Students must initiate the review process and provide necessary documentation. For more information on reciprocity agreements, contact Enrollment Services.

Satisfactory Academic Progress

<http://policies.edcc.edu>

Satisfactory Academic Progress (SAP) is defined as achieving a minimum cumulative 2.0 Grade Point Average (GPA) for each quarter of enrollment. The college also monitors the completion of courses students attempt each quarter.

Students who do not meet SAP policy standards will be placed on concern, restriction or suspension status:

Academic Concern

Students not maintaining a minimum 2.0 quarterly GPA are first placed

on Academic Concern. They will be contacted and encouraged to take advantage of available campus resources to improve their academic standing.

Academic Restriction

Students on Academic Concern, who again fall below a minimum 2.0 quarterly GPA, will be placed on Academic Restriction and not permitted to register until they have submitted an Academic Success Plan. The plan must be approved by a review committee.

Academic Suspension

Students on Academic Restriction, who again fall below a minimum 2.0 quarterly GPA, will be placed on Academic Suspension. Students on Academic Suspension will not be allowed to register for one year, but may appeal their suspension by meeting with a review committee to develop an academic success plan, and by providing a letter of explanation and documentation where appropriate, regarding the circumstances under which they were not able to meet the minimum 2.0 quarterly GPA requirement.

Students participating in special enrollment programs such as financial aid, Running Start, and International students, will need to meet the academic standards and completion requirements of those programs. Students should also be aware that some other campus programs have additional academic progress standards that must be maintained as a requirement of participation.

The SAP policy is currently under review. Please check our Web site for updated policy information.

Early Alert

(425) 640-1319

Throughout the quarter, instructors may notify Student Services about students who are not maintaining satisfactory academic progress or attending classes regularly. Resources and services may be provided to help these students successfully complete courses. If academic difficulties persist, students may be contacted more than once.

Transferring Credits from Other Colleges

Currently enrolled or previously enrolled students who wish to transfer credits earned from other colleges must:

- Submit official transcripts to Enrollment Services.
- Complete a form requesting evaluation of transcripts prior to submitting graduation applications (forms available from Enrollment Services and online at http://www.edcc.edu/credentials/Evaluation_Request_form.pdf).

Some course work may not be accepted, and students who change their educational goals must have their transcripts re-evaluated. Contact individual departments for more information.

- Associate of Arts, Associate of Science and Associate in Applied Science-T Degrees

Credits transfer to Edmonds Community College if:

- Degree credits are already earned.
- Credits have received accreditation by regional associations of schools and colleges.
- Credits are approved by national institutional accrediting associations recognized by the AACRAO board of directors (up to 15 credits as general electives).
- Credit earned at foreign colleges and universities are approved by Credential Evaluators review on an individual basis.
- Career-related courses are earned at participating schools, except those excluded by the Intercollegiate Relations Commission (up to 15 credits may be accepted as elective credits toward the Associate of Arts degree or the Associate of Science degree).
- Religion courses qualify as literature, history or philosophy.
- Associate of General Studies Degree
Credits are accepted if authorized by the chief academic officer.
- Associate of Technical Arts Degree and Certificates
Credits are accepted if authorized by the department head, a full-time instructor in the program or the division dean.
- High School Diploma
Credits are accepted if authorized by the program coordinator or dean.

Earned Semester Credits

For students transferring from institutions using semester credits, waivers are authorized for one-quarter credit in the written skills area and a maximum of half-quarter credit in quantitative skills and in each of the distribution areas.

Student Grades

<http://info.edcc.edu>

After each quarter, student grades are available online. Students may access their grades by the first Thursday after the last day of the final exam week. Grades are not mailed.

Student transcripts record all courses and grades.

Grade Point Average

The grade point average is a weighted average of the grades received by students, calculated by dividing the number of grade points earned by the number of credit hours attempted. For example:

Course	Cr	Grade	Grade Pts
Management 118	3	2.0	(3x2)= 6
History 105	5	3.0	(5x3)=15
Psychology 100	5	4.0	(5x4)=20
Total	13		41

Dividing 41 by 13 (total number of points by the total number of credits) gives a grade point average of 3.15.

Grading

Edmonds Community College uses a numerical grading system. Numerical grades may be considered equivalent to letter grades as follows:

4.0 - 3.9	A
3.8 - 3.5	A-
3.4 - 3.2	B+
3.1 - 2.9	B
2.8 - 2.5	B-
2.4 - 2.2	C+
2.1 - 1.9	C
1.8 - 1.5	C-
1.4 - 1.2	D+
1.1 - 0.9	D
0.8 - 0.7	D-
0.0	F

Other schools may interpret the following grades differently than Edmonds Community College:

G-Credits earned through the course challenge process.

H-Credit earned in a course through an articulation agreement between the college and another school.

I - The incomplete is given at the discretion of the instructor only when the student has done satisfactory work but could not, for some unavoidable reason, complete some part of the coursework or take the final examination. The student and instructor prepare and sign an "Incomplete Grade Contract" (located in division offices) specifying the work to be completed. The contract will include the date by which all work must be submitted and the grade that will be submitted if the work is not completed. Incompletes given prior to Fall Quarter of 1990 will be assigned letter grades.

K-Credit earned through the experiential learning process.

L- Credits awarded for advanced placement courses.

N-A grade for auditing a class without earning credit. Students must register as auditors or complete the change from credit to audit or audit to credit no later than the seventh week of the quarter (sixth week for summer quarter). To make a change, the student must return a program change form to the Enrollment Services Office (forms are available online or from the office). An auditor's participation in class is at the discretion of the instructor. The cost of auditing a class or taking the class for credit is the same.

S- Satisfactory (performance level of at least 2.0). Students may choose the satisfactory or unsatisfactory grading mode at the beginning of each quarter for courses numbered 100 or below, for physical education courses or for specified courses.

U-Unsatisfactory.

V- An instructor-initiated withdrawal. The final grade issued if an instructor initiates a class withdrawal before the end of the quarter, often in consultation with the student, or if a student enrolls in a class but never attends or stops attending class. A faculty member is under no obligation to grant an instructor-initiated withdrawal.

W-Withdrawal - A student must formally request a withdrawal by the end of the seventh week of class (sixth week for summer quarter). See Chapter 3, Getting Started, for more information.

*- Assigned when grades are not submitted by the instructor in time to be processed. When the grades are processed, the earned grade will be recorded.

- Grade point values are the same as the grade (for example, a grade of 3.8 has a grade point value of 3.8). Grades less than 0.7 have an 0.0 grade point value. Grades of I, W, V, N and U do not carry credit or grade point value. The grades of S, G, H, L and * carry credit, but the credit is not included in the calculation of the grade point average.
- Courses numbered below 100 are not included in college-level credit or grade point calculations.
- Grades are not assigned in community education classes.
- Letter grades from other colleges convert as follows:

Other Colleges	Edmonds CC
A+, A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7

Any E, F or any other grading symbol used by another college indicating that no credit was earned, will not be transferred. Any grade of D- (0.7) or above may transfer.

Advanced Placement Credits

Advanced placement credit is usually granted for scores of three or higher. Credits earned for advanced placement will be identified with an 'I' grade. Credits awarded by another institution for advanced placements are not automatically accepted. Students must provide test scores and have them evaluated by Edmonds Community College. For subject areas not listed below, see the department head.

EXAM	SCORE	CREDIT FOR
Art		
Art History	AP 5	Art 126, 127 (10 credits)
Art History	AP 4	Art 126 or 127 (5 credits)
Chemistry		
	AP 5	Chem 131, 132, 133 (18 credits)
	AP 4	Chem 131, 132 (12 credits)
Computer Science		
A examination	AP 4, 5	CMPSC 151, 152 (10 credits)
AB examination	AP 5	CMPSC 151, 152 (10 credits)
	AP 3, 4	CMPSC 151 (5 credits)
English		
Language and Comp Or Comp and Lit exam	AP 5, 4	Engl 105 (5 credits)
German, French, Spanish		
Language	AP 5	101, 102, 103 (15 credits)
Language	AP 4	101, 102 (10 credits)
Language	AP 3	101 (5 credits)
History		
American	AP 5, 4	Hist 244 OR 245 (5 credits)
European	AP 5, 4	Hist 106 (5 credits)
Math		
AB examination	AP 5	Math 151, 152 (10 credits)
	AP 4, 3	Math 151 (5 credits)
BC examination	AP 5, 4	Math 151, 152 (10 credits)
	AP 3	Math 151 (5 credits)
Statistics	AP 5, 4, 3	Math 240 (5 credits)
Physics B		
	AP 5, 4	Physics 101, 102
Physics C (Mechanics)		
	AP 5, 4	Physics 201
Physics C (Elec & Mag)		
	AP 5, 4	Physics 203
Political Science		
American Government	AP 5, 4	Pol Sci 104 (5 credits)
Comparative Government	AP 5, 4	Pol Sci 115 (5 credits)
Psychology		
Psychology	AP 5, 4	Psych 100 (5 credits)

Honor Roll

Students who have completed 12 or more credits in decimal-graded, college-level courses numbered 100 or above, with a grade point average of 3.5 or higher will be placed on the Honor Roll, issued each quarter by the chief academic officer. High scholastic honors are recognized at commencement.

Repeating a Course

A grade of 2.0 or better may be repeated with instructor permission. Students may repeat any course for which a grade of 1.9 or less has been earned. The last grade received will be used in computing a student's cumulative grade point average at Edmonds Community College if the grade carries a GPA value. Credit will be given only once, though previous courses and grades will remain on the transcript. A course repeat card (available at the Registration Office) should be submitted at the time of registration. A grade which carries no GPA value may not be used to replace a grade with a GPA value.

Ways to Earn Credit

Course Challenge Credit

Most departments grant credit for prior learning or life experiences via course challenge. However, the department head and dean determine whether a course is open to challenge. (Currently enrolled students may obtain credit by satisfactorily passing comprehensive examinations for specific courses.) Course challenge forms, stating the fee and grading options, are available at Enrollment Services. The form outlines the steps for challenging a course.

Credits for a successful course challenge will be recorded after a student has completed at least 10 credits at Edmonds Community College with grades of at least 2.0.

Course challenge credits earned at another college may be accepted at Edmonds Community College as follows:

- Associate of Arts Degree
Associate of Science Degree
Associate in Applied Science-T Degree
As determined by the department head.

- Associate of General Studies Degree
As determined by the chief academic officer.
- Associate of Technical Arts Degree
As determined by the department head.
- Certificate
As determined by the department head.
- High School Diploma
As determined by a high school adviser.

CLEP/DANTES

To receive credits by exams, the following rules apply:

- Only currently enrolled students receive these credits. No credits are awarded for an examination if the student has already earned credit in a duplicate course.
- College Level Exam Program (CLEP) and Defense Activity for Non-Traditional Educational Support (DANTES) exams will be evaluated by guidelines set by the American Council on Education (ACE). Examination performances are graded as pass or fail and are not computed into the student's grade point average. Since some two- and four-year colleges and universities do not accept CLEP credit, students should contact the college to which they are transferring for more information.
- No credits from the CLEP General Examination are applied to the Associate of Arts degree, the Associate of Sciences degree or the Associate in Applied Science-T degree.
- Credits earned in the Freshman English Subject Examination are accepted at the discretion of individual academic divisions. Students should contact the appropriate dean before taking the examination.
- Subject to approval by the chief academic officer, up to 30 credits from the CLEP exam may be applied to any area of the Associate of General Studies Degree.
- Certain areas of the CLEP exam may be used as elective credit to fulfill requirements for the Associate of Technical Arts degree, including five credits of English Composition, Mathematics, Humanities and Social Science.

Non-Accredited Schools/ Correspondence Courses

Edmonds Community College may accept credit for courses and programs evaluated by the American Council on Education, including educational experiences in the armed forces and many business-training programs.

The college also accepts credit earned while a not-yet-accredited institution was a candidate for accreditation.

The college may also accept credits from correspondence courses as determined by departments.

Prior Learning Assessment

<http://priorlearning.edcc.edu>

If students demonstrate what they have learned through life and work experiences, it may be assessed for college credit. Students who have received training through military or apprenticeship programs should request an evaluation of transcripts to determine possible credit.

Most credit for prior learning is awarded on a course-equivalency model. If learning meets the specific outcomes of an Edmonds Community College course, then that course may be challenged. If it does not meet these outcomes, it may be validated through a special project that results in elective credit. Current accreditation standards assert that no more than 25 percent of the credits earned through this process can apply toward degrees or certificates. Departments may have additional guidelines.

Prior learning credits do not meet the residency requirements for degrees or certificates at Edmonds Community College, and they may not transfer to other colleges. No prior learning credits are awarded for the Associate of Arts, Associate of Science or Associate in Applied Science-T degrees. They may be awarded for the Associate of General Studies degree if approved by the chief academic officer, or the Associate of Technical Arts and certificate programs if approved by the department head, or the high school completion program if approved by an adviser.

Satisfactory or Pass Credits

Credits are accepted as follows:

- **Associate of Arts Degree**
Earn 10 credits maximum for electives only, plus an additional three credits for health and physical education requirements.
- **Associate of Science Degree**
Earn three credits maximum for health and physical education requirements only.
- **Associate in Applied Science-T Degree**
Earn 30 credits maximum, plus an additional three credits for health and physical education requirements.
- **Associate of General Studies Degree**
Earn 30 credits maximum, plus an additional three credits for health and physical education requirements.
- **Associate of Technical Arts Degree**
Earn up to one-half of the required credits.
- **Certificates**
Credits to be determined by the department head.
- **High School Diploma**
Advisers must approve what courses qualify as satisfactory or pass credits.

Special Project Credits

Some departments offer credit to students who qualify and wish to work on special projects. The instructor and student develop a contract subject to approval by the department's dean. Along with tuition, a contract fee is paid before the project begins. Transcripts reflect special projects as courses numbered 199 or 299 in the quarter the work is completed. Not all departments offer special project contracts.

Variable Credit Course

Students should consult with advisers before registering for variable credit courses. The credits completed may be less than, or equal to, the number of credits for which the student registered. The appropriate department determines how variable credit earned through multiple enrollments is transcribed and how it is applied to graduation requirements. Regardless of the number of credits attempted, the student will receive credit only for the work completed during the quarter for which registration occurred. Refunds and incomplete grades are not given.

Hate Free Zone

The Board of Trustees approved a resolution to:

- Reduce intolerance and bias crimes toward those of different backgrounds or beliefs.
- Provide educational programs, services and support to communities targeted by these crimes and incidents.
- Work with students, employees and local organizations to assure that procedures for reporting these crimes and incidents are in place and understood.
- Clarify and reinforce procedures to respond to discrimination and harassment in the workplace.
- Welcome and foster positive interactions among all people and all cultures.

General Policies

<http://policies.edcc.edu>
(425) 640-1134

Alcohol and Drugs

Edmonds Community College is committed to a healthful and safe learning environment. Students whose behavior, judgment or functioning is impaired by alcohol or drugs will not be permitted to attend classes or engage in college activities. They will be subject to investigation, which may result in suspension, termination or denial of registration. The college provides referral services, but does not offer treatment for drug and alcohol-related problems. For information, contact the Counseling and Resource Center or see Chapter 4, Student Success.

Equal Opportunity

Edmonds Community College provides equal opportunity in education and in employment in accordance with state and federal law. The college prohibits discrimination against any person due to race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, Vietnam-era or

disabled veteran status, or the presence of any disability.

Edmonds Community College is also committed to equal opportunity for male and female athletes. Direct any questions about gender equality with respect to athletic teams to the Title IX compliance officer, the Vice President for Human Resources, (425) 640-1134.

Final Exams

www.edcc.edu/exams

The chief academic officer develops the schedule for final exams. Final exams may not be taken before the date and time indicated on the college's examination schedule without permission from the dean. Exam schedules are posted online, in the quarterly class schedule and in classrooms.

Head Start at Center for Families

Snohomish County Head Start and EHS do not discriminate on the basis of race, color, national origin, gender, religion, disability, age, political beliefs, sexual orientation and marital or family status in admission, treatment, or participation in its programs, services and activities, or in employment or volunteer opportunities. For further information about this policy or if you need assistance due to sensory impairment, contact Section 504 Coordinator (425) 712-9000, extension 4516 or TDD/State Relay.

Limitation of Liability

Edmonds Community College's total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the college for those classes or programs. In no event shall the college be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profits.

Minor Children on Campus

The college recognizes that minor children often accompany adults during visits to campus. In order to ensure the safety and security of children and to safeguard the educational and work environment of the college,

no employee, student or visitor may leave a child unattended anywhere on campus grounds, including buildings and vehicles in the college parking lots. Nor shall a child be left with a college employee, unless that child is enrolled in an authorized college program. Children are not permitted in classrooms except in emergency situations with permission of a faculty member.

Pets on Campus

For reasons of health, sanitation and safety, no person shall be permitted to bring pets, including dogs, cats or other animals, to any college building, nor leave such pet or animal unattended on any college property.

- Exception: persons with a disability who require the services and assistance of a guide dog and/or service animal as defined by law.

Sexual Harassment

As a place of work and study for students, faculty and staff, the college will not tolerate sexual harassment, intimidation or exploitation in any form. Anyone subjected to acts of discrimination or harassment is encouraged to contact the Human Resources Office at (425) 640-1134.

Smoking on Campus

Edmonds Community College prohibits smoking on campus except in designated outdoor areas. Smoking is prohibited in the college's parking lots. The policy responds to the health and campus cleanliness concerns of nonsmoking students, employees and community members, as well as addresses the rights of smokers. Noncompliance may result in disciplinary action.

Sex Offender Notification

Edmonds Community College will provide timely and appropriate notification of the presence of a convicted sex offender to increase the safety and welfare of students and employees. Students and employees will receive notification in a manner that maintains safety without creating excessive anxiety. Furthermore, pursuant to RCW 4.24.550, the college is authorized to notify the employees and students when notice is

received that a registered sex offender may be expected on or near the college campus, including off-site buildings.

The extent of public disclosure of relevant and necessary information shall be directly related to:

- Level of risk posed by the offender to the community.
- Locations where the offender resides, expects to reside, or is regularly found.
- Needs of the affected community members for information to enhance their individual and collective safety.

To view databases, visit:

- King County Sheriff
(<http://www.metrokc.gov/sheriff>)
- Snohomish County Sheriff
([http://www1.co.snohomish.wa.us/Departments/Sheriff/Services/Sex Offender](http://www1.co.snohomish.wa.us/Departments/Sheriff/Services/Sex%20Offender))

State Support

www.edcc.edu/statesupport

Washington State supports the higher education of community and technical college students. Although students pay tuition, the state helps pay for basic instructional costs and financial aid. Visit the Web site for the most current estimated amount of support provided by the state for each full-time equivalent student.

Weapons Prohibited

Possession or use of firearms, explosives, dangerous chemicals, substances, instruments or other weapons which can be used to inflict bodily harm on any individual, or damage upon a building or grounds of the college, or college owned or controlled property, or at college sponsored or supervised events, is prohibited on college property.

- Exception: law enforcement personnel required to carry such weapons or devices.

Student Records

<http://policies.edcc.edu>

Family Educational Rights and Privacy Act (FERPA)

This federal law affords students certain rights with respect to their education records.

Inspect and Review

Students have the right to inspect and review their education records within 45 days of the day the college receives a request for access. Students should submit to the Senior Associate Dean of the Enrollment Services Office a written request that identifies 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 and the name of the college official responsible for the record(s).

Amending Records

Students may ask the college to amend a record that they believe is inaccurate. They should write the college official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate. If the college decides not to amend the records as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student at that time.

Consenting to Disclosures

Students have the right to consent to disclosures of personally identifiable information contained in the education records.

- Exception: disclosure to school officials with legitimate educational interests, i.e. 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 Board of Trustees; 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.

Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.

Filing Complaints

Students have 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. See page 45.

Send complaints to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

Record Access

The college complies with and endorses the 1976 Consumer Information Act that guarantees students access to financial aid information. Find out more from the Student Financial Services office.

Record Retention

Edmonds Community College maintains transcript credits earned at the college for at least 75 years from a student's last enrollment date. The college retains student files, including transcripts received from other colleges, for one year after the last quarter of enrollment. A student may request that his or her files remain active for an additional year by submitting a written request to the Enrollment Services Office and by paying a record retention fee.

Transcripts

<http://info.edcc.edu>

An official transcript is a grade report signed by the registrar. There is a minimal charge for official transcripts. Current or former students must pay all financial obligations to the college before transcripts are released.

Enrollment Services routinely sends official sealed transcripts to students, other colleges and businesses. For evaluations, students can request that other colleges send transcripts directly to Edmonds Community College or deliver the transcript themselves in a sealed envelope. The college reserves the right to refuse a hand-carried envelope if the validity of the document is in question. Students can get an unofficial transcript online.

Student Rights, Freedoms and Responsibilities

<http://policies.edcc.edu/rights>

Enrollment in Edmonds Community College carries with it the obligation that the student will be a responsible citizen of the college. At the same time, the college has the responsibility of informing students of their rights, freedoms and responsibilities, defining reasonable standards of behavior, and assuring substantive and procedural due process. The college has a complaint process for students to pursue if they become dissatisfied with a college procedure, the performance of a college employee or if the student has a grade complaint. Copies of the document outlining specific rights, freedoms and responsibilities and the student complaint process are available online or from the Office of Student Life or from the vice president for student services.

Consumer Information

The college must provide students with information about:

- Accrediting organizations and how to review the college's accreditation.
- Financial aid award amounts and the date the award will be received.
- Crime statistics.

- Criteria used to select financial aid recipients.
- Loan counseling.
- Financial assistance requirements for attending a study abroad program that is approved for credit by the college.
- Financial assistance, including federal, state, local, private and institutional financial aid programs.
- Graduation rates of student athletes and full-time, first-time students seeking degrees or certificates.
- How to get a financial aid package reconsidered.
- How the school determines satisfactory progress.
- Instructional programs, including laboratory and other facilities and faculty.
- Work Study job descriptions, including hours, rate of pay and payment dates.
- Procedures and deadlines for submitting financial aid applications.
- Refund policies.
- Special facilities and services for the disabled.
- Transfer rates to four-year colleges or universities.
- Tuition, fees, books, supplies and living expenses.

Catalog Policy

www.edcc.edu/catalog

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