

# Academic Policies

The Emory & Henry Academic Catalog contains the College's official statement of academic policies and programs. The Code of Conduct and the Honor Code, as printed in this Student Handbook, define the College's expectations for academic integrity, as well as outline procedures to be followed in instances of academic misconduct. Students are expected to inform themselves regarding these policies and procedures and to fulfill all academic requirements. Questions regarding academic policies may be directed to the student's academic advisor, the Dean of Faculty, the Registrar, or the Student Government.

## Student Records: Confidentiality and Access

Enrollment at the College constitutes student permission to distribute information to advisors and college offices when needed for academic advisement, for verification of academic standing, and for eligibility for honors, awards, scholarships, and for participation in sports and activities. Emory & Henry provides for the confidentiality of student education records in accordance with the General Education Provisions Act, Title IV, Public Law 90--247 (or as amended) and under the Family Educational Rights and Privacy Act.

The law provides for interchange of student records between faculty members and administrators within Emory & Henry as necessitated by the educational program, but it prohibits the College from releasing the records to persons outside the College, unless consent is first obtained from the student or is court-ordered.

Records are classified into two main categories: directory and educational. Directory records contain only general information; included in this category are any lists which may have a student's name, address, phone number, date and place of birth, field of study, dates of attendance, and height/weight, if an athlete. This information is circulated freely within the College. It is not made readily available to off-campus persons or groups for purposes of solicitation. If a student wants to have their directory information withheld from publication, it is the student's responsibility to notify the Dean of Students Office.

It is the student's responsibility to notify the Dean of Students Office of any change or error in name, address, social security number, or factors relevant to status. One opportunity to do this is at fall opening when returning students are sent by email a personal information update, but changes within the year must be reported immediately to the Dean of Students Office.

Educational records include transcripts, evaluation forms, such as student teaching reports, letters of reference, and correspondence on student conduct matters. These records are shared among the College faculty and staff only for bona fide reasons related to the educational program. In regard to third-party access, the student controls the release of these records, usually through written permission to the office which maintains the records of particular interest. Each student controls access to their own records and can grant access to specific individuals, typically parents, via the Disclosure form found on the Forms Directory or in the Centralized Student Assistance Office. Students should be aware that the Code of Virginia (23-9.2:15, approved April 30, 2015) requires schools to include a prominent notation on the academic transcript of each student who has been suspended for, has been permanently dismissed from, or withdraws from the institution while under investigation for an offense involving sexual violence under the institution's code of conduct. The College is also required under this law to have a procedure for removing such a notation from the academic transcript of any student who is subsequently found not to have committed an offense involving sexual violence based upon the College's Code of Conduct. As a general policy, non-transcript records are maintained for 5 years.

Academic Records are released regularly to each student's faculty advisor who helps the student interpret the educational program and meet its requirements, interpret the course schedule and register for each semester, and deal with academic problems as they arise. It is the student's responsibility to meet all academic requirements. The following is a list of offices which maintain the educational records:

- Academic records and transcripts—Registrar
- Academic progress reports—Faculty advisors and Registrar
- Correspondence on student conduct proceedings—Dean of Students
- Placement folders (must be compiled by student)—Director of Career Services
- Financial aid records—Director of Student Financial Planning

- General financial records (including student accounts)—Vice President for Business and Finance
- Parking/on campus traffic files—Campus Police/Security

The College shares students' personally identifiable information for relevant reasons with the following: American College Testing Program; Balfour; Cappex.com LLC; College Bound Selection Service; Chegg; College Board; College Sports Project; Colleges That Change Lives, Inc.; Corcoran Communications; Council for Aid to Education; Council of Independent Colleges of Virginia; Educational Testing Service, Inc.; Hobsons; iData; National Research Center for College and University Admissions; National Survey of Student Engagement; Noel-Levitz; The Outcomes Survey; and The Parish Group.

As of January 3, 2012, U.S. Department of Education's FERPA regulations expand the circumstances under which education records and personally identifiable information (PII) contained in such records — including Social Security Number, grades, or other private information — may be accessed without consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to student records and PII without student consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to education records and PII without student consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive PII, but the authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without student consent PII from education records, and they may track student participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

## My E&H and Academic Records

The Registrar's Office provides student access to information about their academic record through an online student system called Student Planning, which is part of the My E&H portal. Student Planning provides accurate, up-to-the-minute answers to commonly-asked questions through a standard web browser. Student Planning provides real-time information about the course master, class schedule, and an unofficial transcript view that can be used for advising. Students can access their grades and register for classes through My E&H. My E&H can be accessed via <http://ehwalive.iceschools.org>. The Dean's Office in Academic Affairs mails progress reports to the student's campus address for first-year students, transfers, and students not in good academic standing. End-of-semester grade reports are made available via My E&H.

## Lyceum Requirement

Emory & Henry schedules a wide range of cultural events each year, including speakers, films, art exhibits, musical programs, and theatrical presentations. As part of College graduation requirements, students must attend, each semester, a certain number of those events specifically designated as a part of the Lyceum program. Lyceum procedures and policies are listed in detail in the Academic Catalog. Information about a student's Lyceum balance can be obtained at the Centralized Student Assistance Office. Please note that cell phones and/or other electronic devices must be turned off during Lyceum events. Text messaging, side conversations, and inappropriate behavior are not acceptable and can result in offenders being asked to leave the event without credit for attending. The Lyceum program has now expanded to include Barter Theatre performances. Students can now attend two (2) of the listed performances announced by the college per semester at a discounted rate when presenting a Student ID. Full participation is expected at Lyceum events.

## Copyright Policy

Examples of works covered by copyright include, but are not limited to, the following: (1) books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and survey instruments; (2) lectures

and unpublished lecture notes; (3) films, slide programs, filmstrips, charts, transparencies, pictorials, graphics and broadcasts; (4) programmed instruction materials; and (5) computer programs and documentation. Copyrighted material may be produced through individual efforts, College-assisted individual efforts, extramural sponsored efforts, or College-assigned efforts. Students are expected to abide by copyright laws.