

CABRILLO COLLEGE ANNUAL NOTIFICATION 2019

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the college receives a request for access. A student should submit to the registrar, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall 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 is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the college to amend a record should write the registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's 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 provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Additional information about FERPA is available at:
<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Student's Right to Know

Students have the right to the following information upon request: financial assistance available, information about the institution, graduation rates and transfer rates and information on campus security and privacy. Student Right to Know information can be accessed online at

<http://www.cabrillo.edu/services/finaid/informationLinks.html>

Know your Title IX Rights

Cabrillo College prohibits all forms of gender discrimination including sexual harassment, sexual assault, stalking, and dating and domestic violence. To learn more about your rights and responsibilities under Title IX or to file a report, contact the college's Title IX Coordinator at [\(831\) 477 3373](tel:8314773373) or visit the Title IX website at <https://www.cabrillo.edu/title-ix/>

Campus Security and Crime Reporting

In compliance with the Jeanne Clery Disclosure of Campus Security and Crime Statistics ACT, Cabrillo College publishes an Annual Security Report. This report includes statistics for the previous three years concerning reported crimes that occurred on campus, at certain off-campus buildings, and adjacent public property. The report also includes institutional policies concerning campus security including alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. A copy of this report is available online at <https://www.cabrillo.edu/services/sheriff/securityreport.html>

A copy of the report can be provided upon request at: The Office of the Vice President of Student Services, Cabrillo College, 6500 Soquel Drive, Aptos, CA 95003.

Drug-Free and Alcohol Free Policy and Prevention Program

In accordance with the Drug-Free Schools and Campuses Regulations, Cabrillo College annually notifies students of the standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property, provides information of the health risks associated with using illicit substances, the application of legal sanctions under local, state, or federal law, the availability of counseling, treatment, or rehabilitation or re-entry programs, and a clear statement and description of disciplinary sanctions the college will impose on students and employees for violating such policies. Detailed information is available at the Health Services Website: https://www.cabrillo.edu/services/health/drug_policy.html

Campus Sexual Violence Elimination Act (SaVE Act) and Prevention Program

Cabrillo College does not tolerate violence against anyone. The Campus Sexual Violence Elimination Act (SaVE Act) requires that the college annually notify and inform students on awareness, prevention, intervention, response and reporting procedures for incidents of domestic and dating violence, sexual assault, and stalking. Information and resources can be found at: https://www.cabrillo.edu/services/health/sexual_assault_awareness.html and <https://www.cabrillo.edu/title-ix/prevention.html>

**All school policies and procedures can be found on the college website at:*

<http://www.cabrillo.edu/associations/governingboard/BoardPolicies.html>

