ENTER TO LEARN

OAKLAND CITY
U N I V E R S I T Y

Founded by General Baptists in 1885

GO FORTH TO SERVE

DUAL CREDIT STUDENT HANDBOOK

Policies and Procedures for Current and Prospective Students and Parents

2016-17

Dual Credit Program
Oakland City University

138 N. Lucretia Street
Oakland City, IN 47660

dualcredit@oak.edu
http://www.oak.edu/academics/dual-credit.php

Table of Contents

General Information

Program Overview

Oakland City University (OCU)'s Dual Credit Program began in 2005, as a way to partner with local high schools to offer concurrent enrollment courses for high school students. Dual credit courses at OCU are taught by approved high school teachers who follow approved course syllabi that correspond with on-campus courses. Since then, the Dual Credit (DC) Program at OCU has continued to grow. In the 2013-2014 school year alone, approximately two thousand high school students from twenty seven schools earned college credit though partnerships with OCU.

Why should I enroll in dual credit courses?

There are many benefits of enrolling in dual credit courses:

- Saving money on college tuition. Dual credit courses are much cheaper than undergraduate courses.

- Meeting the requirements for an Academic Honors Diploma.

- Becoming familiar and confident with college-level coursework.

- Building additional flexibility for college. Dual credit courses often satisfy general education requirements and electives, so students can graduate college early, or use the additional time to study abroad, pursue a second major, seek internships while in college, and/or begin a graduate program early.

Does my school offer dual credit through OCU?

OCU partners with many high schools across southern Indiana. Each partner school has established a Dual Credit Articulation Agreement with OCU to offer specific courses for dual credit. Each partner school has also designated a **Dual Credit School Liaison**, or the main contact person for OCU dual credit related issues.

In the 2016-17 school year, OCU partnered with the following schools and DC School Liaisons: University staff and faculty work with school administrators, Dual Credit school liaisons, and instructors in partner schools.

HIGH SCHOOL	OCU DUAL CREDIT CODE	DUAL CREDIT SCHOOL LIAISON	EMAIL ADDRESS
Barr-Reeve	DC 26	Chastity Sward	csward@barr.k12.in.us
Gibson Southern	DC 39	Amanda Sefton	Amanda.sefton@sgibson.k12.in.us
Heritage Hills	DC 8	Todd Wilkerson	twilkerson@mail.nspencer.k12.in.us
Loogootee	DC 5	Tracy Anderson	tanderson@loogootee.k12.in.us
North Daviess	DC 18	Beth Smith	bsmith@ndaviess.k12.in.us

North East Dubois	DC 11	Kristi Boeglin	kboeglin@nedubois.k12.in.us
Perry Central	DC 2	Jody French	jfrench@pccs.k12.in.us
Pike Central	DC 30	Amy Ruxer	aruxer@pcsc.k12.in.us
Princeton	DC 23	Carrie Englebrecht	cengelbrecht@ngsc.k12.in.us
Rising Sun	DC 53	Carrie Jones	cljones@risingsun.k12.in.us
Shoals	DC 16	Larry Sherfick	sherfickl4@shoals.k12.in.us
Southridge	DC 4	Jenny Fowler	fowlerj@swdubois.k12.in.us
Triton Central	DC 10	Joleen Lancaster	jlancaster@nwshelbyschools.org
West Washington	DC 13	Nanette Clements	clementsn@wwcs.k12.in.us
White River Valley	DC 24	Rhoda Davis	rdavis@wrv.k12.in.us
Wood Memorial	DC 9	Kelly Hill	khill@egsc.k12.in.us

Application and Registration Information

Who can enroll in dual credit courses at OCU?

To enroll in dual credit courses offered in partnership with OCU, high school students must complete an application, be accepted as a non-degree high school student, register for courses by the designated due date, pay tuition to the OCU Business Office, and successfully complete course assignments and assessments.

Students who wish to be admitted to OCU's Dual Credit Program must meet the following requirements:

- Be a junior or senior,

- Have a GPA of at least 2.5 (on a 4.0 scale), and

- Have earned at least a score of 129 on the PSAT, or a score of 1290 on the SAT, or a score of 18 on the ACT.

In addition, some OCU courses may have additional prerequisites. Students must also meet such course prerequisites established by OCU academic departments.

How do I register for dual credit courses?

There are two types of dual credit students who want to earn credits through OCU: new students and returning students. The information below describes registration and application requirements by OCU. However, the application/registration process differs from school to school. Interested students should consult with their dual credit instructors about specific procedures for collecting forms and payment at their school.

Returning Dual Credit Students

To enroll for dual credit courses, high school students who have already been admitted to OCU's Dual Credit Program must submit the following:

1. A completed **Dual Credit Student Application/Registration form**. The form is available online at http://www.oak.edu/academics/forms/DualCreditApplicationRegistrationForm.pdf, and instructions for filling out the form can be found in *Appendix A* of this handbook. Students do not need to submit multiple forms—**one form** should contain all the dual credit courses the student wants to register for. If a student is registering for multiple courses, he or she can submit the form to one of his or her dual credit instructors; and

2. **Tuition** payment for courses the student wants to register for, unless the student qualifies for the Free/Reduced Lunch program at their high school.

New Dual Credit Students

High school students who have never taken dual credit courses with OCU must be admitted to the program and register for courses. New students must submit the following:

1. A completed **Dual Credit Application/Registration form**. This form contains application information as well as a list of courses the student wants to register for. The form is available online at http://www.oak.edu/academics/forms/DualCreditApplicationRegistrationForm.pdf, and instructions for filling out the form can be found in *Appendix A* of this handbook. Students do not need to submit multiple forms—**one form** should contain all the dual credit courses the student wants to register for. If a student is registering for multiple courses, he or she can submit the form to one of his or her dual credit instructors;

2. A copy of the student's **High School Transcript**, with GPA and standardized test score (PSAT, SAT, ACT) information, and

3. **Tuition** payment for courses the student wants to register for, unless the student qualifies for the Free/Reduced Lunch program at their high school.

Students who meet program entry requirements will receive an acceptance letter from OCU welcoming them as dual credit students once their application is processed. Students who do not meet these requirements will receive a letter of denial with information about the decision. Any payment submitted along with the *DC Student Application/Registration form* will also be returned to the student or the school (depending on how payment for courses was submitted).

> **It is very important that students submit payment along with their forms. Application/ Registration forms will not be processed until all information in the form, high school transcripts (for new students), and payment have been received.**

What student resources are available to me?

Dual credit students have access to the Barger-Richardson Learning Resource Center. They may access resources from the library's website (http://oak.oak.edu/), or come to campus and visit the library (605 W. Columbia Street, Oakland City, IN 47660).

In order to access library resources, students must complete an online form at https://myocu.wufoo.com/forms/library-registration-dual-credit/

To ask questions or make comments about library services please call (812) 749-1269 or visit http://oak.oak.edu/ask.htm.

Course Information

What courses are offered at my school?

Each school offers different dual credit courses with OCU. For specific information about courses offered at a specific school, please contact the school's DC School Liaison.

How much do courses cost?

Tuition for all OCU dual credit courses is set at $25 per credit hour. Students who qualify for the Free/Reduced Lunch program at their high school when they enroll for dual credit courses have this tuition *completely* waived. These students **do not need to pay** for dual credit courses but must still submit application and registration information.

In order to ensure this waiver is applied, students must indicate that they qualify for the Free/Reduced Lunch program on their *DC Student Application/Registration form*, and the DC School Liaison must provide written confirmation that the student qualifies for the lunch program.

The following courses are being offered for dual credit in partnership with OCU's Dual Credit Program in the 2016-17 school year (specific courses offered at each school vary depending on the school):

Course Number	Course Name	Credit Hours	Cost
BIO 101	Introduction to Life Science	3	$75
ENG 101	English Composition II	3	$75
ENG 102	English Composition II	3	$75
ENG 202	Fundamentals of Public Speaking	3	$75
ENG 210	Introduction to British Literature	3	$75
ENG 215	Introduction to American Literature	3	$75
GOV 201	American Government and Politics	3	$75
HIS 241	Introduction to American History I	3	$75
HIS 242	Introduction to American History II	3	$75
MATH 115	College Algebra	3	$75

MATH 120	Trigonometry	3	$75
MATH 216	Analytical Geometry & Calculus I	4	$100
PHSC 101	Introduction to Physical Science	3	$75
PSY 101	General Psychology	3	$75
SPAN 101	Beginning Spanish I	3	$75
SPAN 102	Beginning Spanish II	3	$75

The course descriptions for these courses can be found in Appendix C. Course descriptions can also be found in OCU's Undergraduate Catalog available at http://www.oak.edu/academics/.

Is there any financial assistance?

Students who qualify for the Free/Reduced Lunch program at their high school when they enroll for dual credit courses have this tuition *completely* waived. These students do not need to pay for dual credit courses.

In order to ensure this waiver is applied, students must indicate that they qualify for the Free/Reduced Lunch program on their *DC Student Application/Registration form*, and the Dual Credit School Liaison must provide written confirmation that the student qualifies for the lunch program.

When and how do I pay for courses?

Payment for courses must be received **at the time of registration**.

> **It is very important that students submit payment along with their forms. Application/ Registration forms will not be processed until all information in the form, high school transcripts (for new students), and payment have been received.**

OCU will not accept cash as payment for courses, but individual schools may establish their own ways of collecting payment for dual credit courses. Parents and students should contact a dual credit instructor or the DC School Liaison for information about how payment for dual credit courses is collected at their school.

For the 2016-2017 school year, student *Dual Credit Student Application/Registration* forms and payment, along with transcripts for new students, must be received no later than:

- Fall and Year-long Courses: Friday, September 6, 2016

- Spring Courses: Friday, January 31, 2017

Students must register for year-long courses in the **Fall**. Spring registration for year-long classes will be accepted only under extenuating circumstances.

Dropping or Withdrawing from a DC Course

Can I drop a dual credit course after registration?

Enrolling in a college course is a financial and academic commitment. Prior to course enrollment, high school staff should advise students about dual credit course registration and the consequences of withdrawing from a course.

However, certain circumstances outside the student's control may require a drop from dual credit course. For example, a student may be dropped from a dual course because:

- the student transferred schools mid-semester or mid-year (in the case of year-long course) and did not complete the course, or

- the student or the student's parent requested him or her to be withdrawn from the course for health reasons or other circumstances outside of the student's control, or

- the student was transferred to another high school section of the same course not taught by an approved OCU dual credit instructor, or

- the student was transferred to a different high school course that is not approved for dual credit with OCU, etc.

Dual credit course drops should be the **exception**, not the norm. OCU will honor drop requests only in cases where circumstances outside the student's control require that the student drop the dual credit course.

Withdrawing a student from a dual credit course will only affect his/her OCU transcript, not the student's high school transcript. In some cases, a student may be withdrawn from the dual credit part of the course yet remain enrolled in the high school portion of the course.

How do I drop a dual credit course?

Students who wish to drop a dual credit course should contact their dual credit instructor or the DC School Liaison at their school. The DC School Liaison will work with the student to complete a *DC Change of Registration form (Appendix B)* and send it to the DC Coordinator via email or U.S. mail. To ensure the drop request is processed in a timely manner, all information and signatures on the form must be completed at the time of submission.

What is the deadline for dropping a course? Will I get my money back?

The following chart outlines withdrawal deadlines for the **2016-2017 school year**:

	Deadline	Transcript Notation	Refund
Semester-long courses starting Fall 2016	Sept. 27, 2016	Course will not appear on OCU transcript	Full refund
	Oct. 25, 2016	Course will not appear on OCU transcript	No refund

	After Oct. 25, 2016	Course will appear on OCU transcript with a "W" (withdrawn)	No refund
Year-long courses starting Fall 2016	Sept. 27, 2016	Course will not appear on OCU transcript	Full refund
	Oct. 25, 2016	Course will not appear on OCU transcript	No refund
	After Oct. 25, 2016	Course will appear on OCU transcript with a "W" (withdrawn)	No refund
Semester-long courses starting Spring 2017	Feb. 21, 2017	Course will not appear on OCU transcript	Full refund
	Mar. 14, 2017	Course will not appear on OCU transcript	No refund
	After Mar. 14, 2017	Course will appear on transcript with a "W" (withdrawn)	No refund

Can I drop a dual credit course if I'm getting bad grade in it?

Unless a student is dropped from a dual credit course, the course and final course grade will appear on the student's OCU transcript whether the student earned a good grade or failed the course.

OCU will honor drop requests only in cases where circumstances outside the student's control require that the student drop the dual credit course. **Students will not be able to drop dual credit courses just because they have earned poor grades.** Additionally, dual credit course drops will be recorded on the OCU transcript according to the deadlines described above.

If a parent and/or student is concerned about the student's progress in a dual credit course, they should contact the dual credit instructor and discuss ways in which the student can improve his or her performance in the course. This conversation should happen early enough in the course to ensure that the student has had a fair chance to earn a satisfactory final grade.

Grades

How are my grades recorded?

Dual credit students earn a high school grade as well as an OCU grade. After a student completes a dual credit course, the dual credit instructor or the school's DC School Liaison submit final grades to OCU. These grades are then recorded on an official OCU transcript. High school grades are based on the specific grading scale used at the school. Grades recorded in the OCU transcript are based on OCU grading scales established by each academic department.

Why are my high school and dual credit grades different for the same course?

Dual credit students earn both high school and college credit for their coursework. High school grades are based on the specific grading scale used at the school, but the OCU grade is based on the University's grading scale. Because these two grade scales may be different, the high school grade for a dual credit course may be different from the OCU grade for the course.

For example, many high school grading scales include an "A+" category equivalent to 97% or higher, whereas OCU's scale does not. If a high school student earned an "A+" on his/her high school course, that grade would be recorded as just an "A" on his/her OCU transcript because OCU does not have an A+ category.

What happens if I do poorly in a dual credit course?

Unless a student is dropped from a dual credit course, the course will appear on the student's OCU transcript whether the student earned a good grade or failed the course. **Students will not be able to drop dual credit courses just because they have earned poor grades.**

If a parent and/or student is concerned about the student's progress in a dual credit course, they should contact the dual credit instructor and discuss ways in which the student can improve his or her performance in the course. This conversation should happen early enough in the course to ensure that the student has had a fair chance to earn a satisfactory final grade for the course.

Transferring Credits

How do OCU credits transfer to another college or university?

When a student completes a dual credit course with OCU, the dual credit instructor for the course or the DC School Liaison submit a final grade to OCU. An OCU transcript is then generated to show that the student earned OCU college credits for that course.

High school students can easily transfer dual credits earned through OCU to other colleges and universities. Each receiving university or college has its own transfer procedures and transferability criteria for individual courses, but most schools require that official transcripts are sent to the institution's Admissions office.

Most courses offered for dual credit through OCU are part of the *Indiana Core Transfer Library*, a list of courses that are transferrable across state colleges and institutions in Indiana (available at http://www.transferin.net/ctl.aspx). These courses usually fulfill general education or elective requirements for Bachelor and Associate degrees.

Nevertheless, the best way to ensure that dual credit courses can successfully transfer to a particular institution is to **check with the receiving institution's Registrar** about course equivalencies and requirements for specific degrees before enrolling for dual credit courses.

How do I get my OCU credits transferred to another college or university?

Most colleges or university require students to send official college transcripts to their Admissions Office in order to transfer credits from a different institution. There are several ways to request official OCU transcripts:

- **By Mail:** Complete a *Transcript Request Form* and send payment to OCU's Registrar. More information about requesting transcripts by mail, including a downloadable *Transcript Request Form*, payment and address information, is available at http://www.oak.edu/academics/request-transcript.php. Electronic transcripts cannot be ordered through this process.

- **Online:** Transcript orders can be placed anytime by visiting www.oak.edu/transcripts. When ordering online, payment must be made with a valid credit or debit card. You will have a choice of having it mailed or electronically sent. If an electronic transcript is ordered, the student must provide in the request the email address for the person/dept. who is to receive it.

In order to make sure that requested transcripts contain grades for all dual credit courses taken, parents and students should specify that they would like the transcript request be placed on hold until *all* grades have been received by OCU. For additional questions or concerns, please contact OCU's Registrar (registrar@oak.edu) or DC Coordinator (dualcredit@oak.edu).

What if I want to do my Bachelor's or Associate's degree at OCU?

Graduating high school students who have earned credits through OCU can easily apply as degree-seeking students and transfer credits towards Associate's and/or Bachelor's degrees at OCU. Dual credit students are already "pre-approved", but must still submit an official application and other required documentation to finalize the process and qualify for scholarships and financial aid.

Dual credit students who enroll as a degree-seeking students do not need to request an OCU transcript, but should mention having earned OCU credit to their OCU academic advisor to make sure they are placed in the appropriate courses.

For more information about how to apply for admission to OCU as a degree-seeking student, visit http://www.oak.edu/admissions/high-school.php.

Students Rights, Responsibilities and Conduct

What's expected of me as a dual credit student?

Dual credit students are expected and required to abide by the laws of the State of Indiana and of the United States, as well as the rules and regulations of Oakland City University. These include respecting the rights of others, and refraining from any conduct that tends to obstruct the work of the University, or that is injurious to the welfare of the University. The OCU *Student Handbook* has information about these policies and expectations and is available online at http://www.oak.edu/assets/ck/files/StudentHandbook.pdf.

What is academic misconduct?

Academic misconduct refers to any behavior that is against the academic rules established by OCU. Plagiarism and cheating are the most common examples of academic misconduct. According to the OCU *Student Handbook*, "students are expected to respect and uphold accepted standards of honesty in writing examinations or submitting written work to instructors. Plagiarism, though occurring in many forms, in essence involves the presentation of another person's work as if it were the work of the presenter. Students guilty of plagiarism or cheating in OCU dual courses may be suspended from the course and receive a failing grade." (*University Policies - Copyright section*).

If a dual credit student is found to have cheated or plagiarized material, the dual credit instructor will inform the DC School Liaison and the DC Coordinator of the situation. OCU will defer to the high school administrations and staff to determine whether the student should continue to be enrolled in the course for credit, or if the student should receive a failing grade.

FERPA and Student Records

Who has access to my information?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives parents certain rights regarding their children's education records. FERPA gives students' parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student.

In the case of dual credit students, who technically enroll in both secondary and post-secondary institutions simultaneously, FERPA dictates that *"the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school."* (FERPA FAQs #7, U.S. Dept. of Education; http://www2.ed.gov/policy/gen/guid/fpco/faq.html).

OCU has established its own FERPA policy in accordance with federal guidelines. For more information about OCU's FERPA policy, see *Appendix D*.

Do I need to do anything about FERPA after I graduate from high school?

Once high school students graduate and enroll in a postsecondary institution (i.e., a college or university), students can designate specific persons to whom they would like to grant access to their FERPA or education record information. Students must complete OCU's *FERPA Release Form* in order to authorize Oakland City University to release any information concerning their student file, student account, financial aid received/pending, or loans that have been/will be distributed to them, to a specific list of people. To complete this form, visit http://www.oak.edu/ferpa/.

Appendices

Appendix A: Dual Credit Student Application/Registration Form

In order to complete the Dual Credit Student Application/Registration form, the student must go to the link http://www.oak.edu/academics/forms/DualCreditApplicationRegistrationForm.pdf to provide the required information. There are dropdown boxes on some items to assist in selecting the correct response. The Red areas are required to complete. The student will need to print the form, obtain all of the signatures, and give the form with payment to the Dual Credit Counselor.

Appendix B: Dual Credit Change of Registration Form

Student Name: _____   **Date:** _____

HS Name: _____ **Last Date of Attendance:**_____ *

Dual Credit Courses Dropped   **Total Withdrawal from all DC courses YES**

NO

Dept.	Course #	Section *(Dual Credit School Code)*	Instructor Name	OCU Credit Hours
		Dual Credit #		
		Dual Credit #		
		Dual Credit #		
		Dual Credit #		

Dual Credit Courses Added

Dept.	Course #	Section *(Dual Credit School Code)*	Instructor Name	OCU Credit Hours
		Dual Credit #		
		Dual Credit #		
		Dual Credit #		

Example:

Dept.	Course #	Section (Dual Credit School Code)	Instructor Name	OCU Credit Hours
ENG	*101*	*Dual Credit #100*	*Elisabet Sena*	*3*

Reason/s for change (required):

Student Signature: _____

Dual Credit School Liaison
Signature:_____

For use by OCU Only
    Date Received: _____   **Refund: __ Yes __No**

OCU Dual Credit Coordinator Signature: _____
 Approved by: ____B.O.   _____A.A.

Appendix C: OCU Course Descriptions

Course Descriptions
2015-17

BIO 101 Introduction to Life Science   3 hours
A course designed for non-science majors, introducing students to the study of living organisms. The course includes basic introductions to cell and molecular biology as well as a brief kingdom survey of organisms (bacteria, protists, fungi, plants and animals) and the biology, Laboratory activities are included.

ENG 101 English Composition I   3 hours
This course includes development of multi-paragraph themes with emphasis on outlining, developing thesis statement, and support was well as the development of reading and critical thinking skills.

ENG 102 English Composition II   3 hours
This course includes an introduction to literary analysis through written expression and a study of the research process resulting in the writing of literary, informative, and persuasive research papers. Prerequisite: ENG 101

ENG/COMM 202 Fundamentals of Speech   3 hours
This course includes a study of the fundamental characteristics of effective oral communication designed to help students express themselves clearly and succinctly in bot formal and informal speaking situations.

ENG 210 Introduction to British Literature   3 hours
A survey of British literature and literary history from the earliest literatures to modern times. The course emphasizes the changing literary trends and themes these works represent as well as their historical, cultural, and political context. Prerequisite: ENG 102

ENG 215 Introduction to American Literature   3 hours
A survey of American literature and literary history from the earliest literatures to modern times. The courses emphasizes the changing literary trends and theme these works represent as well as their historical, cultural and political context, The problem of the American identity is a major theme that will be explored throughout the semester. Prerequisite: ENG 102

HIS 241 Introduction to American History I   3 hours
A survey of American history includes colonization, the American Revolution, the development of the Constitution, westward expansion and the Civil War.

HIS 242 Introduction to American History II   3 hours
This course is a survey of the history of the United States from 1877-1945. Topics surveyed include the end of Reconstruction, the industrialization of the U.S., the Progressive Era, and the World Wars.

GOV 201 American Government and Politics   3 hours
A study of the structure, organization, and procedures of the government of the United States.

MATH 115 College Algebra   3 hours
College level algebra with an emphasis on life applications problems. Topics include models,
polynomials, functions and graphs, systems, matrices, and sequences. Prerequisite: MATH 105 or
equivalent

MATH 120 Trigonometry   3 hours
A study of the six trigonometric ratios and their inverses, the unit circle and radian measure, trigonometric
identities, equations and graphs involving the trigonometric functions, polar representation and conics,
and applications of the trigonometric functions. Prerequisite: Math 105 or equivalent

MATH 216 Analytical Geometry & Calculus I   4 hours
First in three-course sequence to introduce the theory of differential and integral calculus and their
applications utilizing algebraic, including trigonometric, functions. Associated topics from Analytic
geometry are included. Prerequisite: MATH 120 or equivalent

PHSC 101 Introduction to Physical Science   3 hours
Introduces the student to the topics of physics, chemistry, astronomy, weather, and geology. A student
taking this course is expected to have competency in algebra. Prerequisite: Math 115 or equivalent.

PSY 101 General Psychology   3 hours
A broad introduction to the many approaches to the study of human behavior and the effects of drugs,
health, culture, etc. This includes new trends in research and professional fields and an awareness of the
embryonic nature of psychology studies.

SPAN 101 Beginning Spanish   3 hours
This course introduces students to Spanish culture and language through a combination of text and tapes.
Equal emphasis is placed on developing skills in areas of grammar, reading, and speaking this
increasingly important language.

SPAN 102 Beginning Spanish II   3 hours
This course continues practice in the listening, speaking, reading, and writing skills that were taught in
SPAN 101. Prerequisite: SPAN 101 or equivalent.

Appendix D: OCU's FERPA Policy

Family Educational Rights and Privacy Act
The Family Educational Rights and Privacy Act of 1974 concerns access to records maintained by educational institutions and agencies and the release of such records. Educational records at Oakland City University are broadly defined as records, files, documents, and other student-related materials, which are maintained by the University.

Access to Records
The Family Educational Rights and Privacy Act (FERPA) afford 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 who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days of the day Oakland City University receives a request for access. A student should submit to the registrar or Provost a written request that identifies the record(s) the student wishes to inspect. The university 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 university 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 Oakland City University to amend a record should write Oakland City University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If Oakland City University decides not to amend the record as requested, Oakland City University 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 Oakland City University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   Oakland City University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Oakland City University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official may also include a volunteer or contractor outside of Oakland City University who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the university with respect to the use and maintenance of PII from educational records, such as an attorney, auditor, or collection agent or a student volunteering to assist another university official in performing his or her tasks. 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 responsibilities for Oakland City University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Oakland City University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

Disclosures without Consent

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Oakland City University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Directory Information Disclosure
The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Oakland City University, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Oakland City University may disclose appropriately designated "directory information" without written consent, unless you have advised Oakland City University to the contrary in accordance with the Oakland City University procedures. The primary purpose of directory information is to allow Oakland City University to include this type of information from your education records in certain publications. Examples include:
- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that

manufacture class rings or publish yearbooks. If you do not want Oakland City University to disclose directory information from your education records without your prior written consent, you must notify Oakland City University in writing. Oakland City University has designated the following information as directory information.

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards
- The most recent educational agency or institution attended
- Student Identification Number