

# Wayne County Community College District

## DISABILITY SUPPORT SERVICES



Wayne  
County  
Community  
College  
District



## ***Purpose***

The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 mandate that colleges and post-secondary institutions make sure that qualified students with disabilities not be denied participation in, or the benefits of, post-secondary education.

The purpose of this document is to serve as a resource for current students at Wayne County Community College District (WCCCD) regarding the services offered by the ACCESS Department (AD). Although this document serves as a resource guide, the responsibility of being informed about and making use of the resources and services available at WCCCD is ultimately the students'.

## **Mission**

The mission of the ACCESS Department at Wayne County Community College District is to ensure that students with disabilities are provided with equal access and opportunity to fully integrate into the WCCCD community. WCCCD is committed to making higher education accessible to all eligible students with disabilities.

## ***ACCESS Department Information***

### **ACCESS Department Guidelines**

Wayne County Community College District is committed to both the academic and personal success of our students. Through the Learning Center at each campus students have access to academic support services which will enable them to succeed in their classes throughout their educational experience at WCCCD. The Learning Center is also where students with documented disabilities are able to access those services which enable them to adapt to the academic expectations of the classroom, to receive assistance with their classes and to receive support from both the instructor and the Learning Center staff with any necessary modifications relative to the classroom setting and the academic curriculum.

Students requesting academic adjustments and auxiliary aids and services under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 must provide documentation of a diagnosed physical, medical or mental impairment that substantially limits a major life activity. Documentation and recommendations must be appropriate to the post-secondary setting. The report must describe the current impact of the disability on the student's academic performance.

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## ***Guidelines for Eligibility***

Academic adjustments and auxiliary aids and services are individually determined each semester. It is the students' responsibility to contact the Office of the President of each WCCCD campus in order to receive services. The steps for receiving services are outlined below:

1. Gather appropriate documentation about his/her disability from a licensed professional as it relates to requested services. The student is responsible for any costs incurred in obtaining documentation for her/his disability.
2. Submit all documentation to the Office of the President at the WCCCD campus that he/she plans to attend.
3. Complete an *Application and Intake Form*, which is available at all Offices of the President at each WCCCD campus.
4. Upon receipt of documentation, the ACCESS Review Committee will contact the student to schedule an intake meeting.
5. The ACCESS Review Committee at the District Offices will determine eligibility based on the documentation that the student submits. If the initial documentation is incomplete or inadequate to determine the extent of the disability and appropriate academic adjustments and auxiliary aids and services, additional documentation may be requested. In making the determination the Committee will consider input from both the student and College Staff with experience and/or expertise in the area of disability services, in consultation with faculty where appropriate.
6. Upon the approval of services, which occurs during the intake meeting, the student will be notified of the auxiliary aids and services that he/she will receive by the ACCESS Review Committee. This Notice will be issued in a timely manner and include both services that have been agreed to and reasons for the denial of any services requested. All documentation will be retained in a case file.
7. If it is determined that the student is eligible for academic adjustments and auxiliary aids and services, he/she must submit an accurate and complete *Returning Student Accommodation Form* to the Campus President each semester. However, the need for current documentation, including diagnostic and comprehensive testing, will be decided on a student by student basis depending on the extent to which a disability may be considered permanent or readily apparent. The purpose for resubmission each semester is to insure that the LC Staff has accurate information for the timely delivery of academic adjustments and auxiliary aids and services, which may change each semester depending on classes taken. Please refer to Requesting academic adjustments and auxiliary aids and services in the next section.
8. With respect to request for academic adjustments the Committee will engage in a deliberative process for determining what academic requirements are essential and therefore cannot be eliminated or whether a requested modification would fundamentally alter a course or academic program. In making this determination the Committee will consult with the College's Section 504 coordinator and faculty and staff knowledgeable about the program in question and the course requirements and available options and alternatives. An academic adjustment will not be denied unless the Committee makes a rational justifiable determination that granting the requested

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adjustment would lower the essential academic standards, fundamentally alter the course in question, constitute the provision of personal services or pose an undue burden for the College; if so, the Committee shall also consider if the essential standard could be altered or modified in a way as not to effect those outcomes. The decision and reasons supporting the decision will be fully documented by the Committee.

## Faculty Letters

Academic adjustments and auxiliary aids and services are provided on an individualized basis. Once the student has been approved by the ACCESS Review Committee for academic adjustments and auxiliary aids and services, an accommodation letter will be provided to the student to assist in communicating any classroom needs to instructors.

At the beginning of each semester, students must pick up copies of the accommodation letter for each of their instructors. It should be noted that faculty are under no obligation to provide classroom academic adjustments and auxiliary aids or services for students who fail to present them with an accommodation letter.

We recommend that the students meet with instructors privately, present their accommodation letter and discuss academic adjustments and auxiliary aids and services. *Students do not have to disclose specific disability information to instructors.* Students may choose only to discuss the academic adjustments and auxiliary aids and services for which they are eligible. This should be done immediately after receiving the accommodation letter.

- It is the student's responsibility to hand-deliver this letter to each instructor.
- The student should stay in contact with instructors to provide reminders of planned academic adjustments and auxiliary aids and services. For example, if the student is scheduled to take an exam in the Learning Resource Center, the student should remind the instructor prior to the exam.
- If the student has any problems receiving academic adjustments and auxiliary aids and services, he/she should contact the District ACCESS Department or the campus.
- In certain instances the ACCESS Advisor, with student's permission, will provide advance notice to instructors if special arrangements need to be made, such as use of an attendant or interpreter.

## ACCESS Review Committee

Denise Shannon

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Downtown Campus President

(313) 496-2758

[DShanno1@wccd.edu](mailto:DShanno1@wccd.edu)

Adrian Phillips

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Mawine Diggs

Eastern Campus President

(313) 922-3311

[Mdiggs1@wccd.edu](mailto:Mdiggs1@wccd.edu)

### ***Campus ACCESS Contacts:***

Downriver	Downtown	Eastern	Northwest	Western
Anthony T. Arminiak	Denise Shannon	Mawine G. Diggs, M.Ed.	Dr. Letitia Uduma	Michael P. Dotson, MBA
Campus President	Campus President	Campus President	Campus President	Campus President
(734) 946-3500	(313) 496-2758	(313) 922-3311	(313) 943-4000	(734) 699-7008
<a href="mailto:aarmini1@wccd.edu">aarmini1@wccd.edu</a>	<a href="mailto:dshanno1@wccd.edu">dshanno1@wccd.edu</a>	<a href="mailto:mdiggs1@wccd.edu">mdiggs1@wccd.edu</a>	<a href="mailto:luduma1@wccd.edu">luduma1@wccd.edu</a>	<a href="mailto:mdotson1@wccd.edu">mdotson1@wccd.edu</a>
Voice/TDD:	Voice/TDD:	Voice/TDD:	Voice/TDD:	Voice/TDD:
(734) 374-3206	(313) 496-2708	(313) 579-6923	(313) 943-4073	(734) 699-7008

## **Academic Adjustments and Auxiliary Aids and Services**

### **Testing Academic Adjustments and Auxiliary Aids or Services**

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Students, who require extended time, a reader or distraction-reduced environment, are required to make arrangements for testing through the Campus President. Students must schedule appointments three days prior to the testing date, and read and sign the *Student Responsibility Form* for testing academic adjustments and auxiliary aids or services at the beginning of each semester, prior to receiving testing academic adjustments and auxiliary aids or services.

## **Available Testing Academic Adjustments and Auxiliary Aids or Services**

- **Extended Time** is based on the time which the class receives to complete the test and is adjusted to meet individual needs based on documentation of disability and functional limitations.
- **Proctoring** is provided to students who would benefit from having a monitor present during exams. Proctoring may be administered through the Campus President or instructor.
- **Reading** of exams is available to students who require this accommodation. Exams which require a reader may be administered through the Campus President or instructor.
- **Scribes** write or type exam answers for students who are unable to do so because of their disability. Exams which require a scribe may be administered through the Campus President or the instructor. Students must provide their own paper and pencil.
- **Distraction-Reduced Environments** are testing areas which are quiet and free of traffic. Students, who require a distraction-reduced environment due to their disability, may take their exams through the Campus President or through their instructor.
- **Alternative Formats** for testing include enlarged tests. Please notify the Campus President if you require an alternative format when you schedule your test.



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## Classroom Academic Adjustments and Auxiliary Aids or Services

### NOTE TAKING

WCCCD maintains a pool of qualified note takers. Note taking service is available for students with significant physical, sensory or processing deficits. It is important to note that this service is **not** intended to take the place of the student's class attendance. Specialized carbonless note taking paper is provided free of charge to the note takers and is available in the Learning Centers. A note taker will be assigned to a student after he/she has successfully registered with the ACCESS Review Committee.

**The following procedures should be followed by students to receive note taker services:**

1. The student must complete an *Intake Form* and *ACCESS Department Application*, and make an appointment with the ACCESS Review Committee.
2. Bring all appropriate documentation of the disclosed disability to the initial meeting, where an initial interview will take place and temporary services provided.
3. All Documentation and the application packet are forwarded to the District ACCESS Review Committee, which will determine accommodation eligibility on a reasonably timely basis. The ACCESS Review Committee will notify students of their acceptance into the ACCESS Department will discuss appropriate academic adjustments and auxiliary aids or services for the semester.
4. The ACCESS Review Committee will discuss the types of academic adjustments and auxiliary aids or services needed for the current classes and provide the student with an *Accommodation Letter* detailing the types of assistance necessary for the student to be successful. The ACCESS Review Committee will make arrangements for note taking services.
5. In the event that a note taker cannot attend a class, the note taker will notify the Campus President who will attempt to provide a substitute note taker or alternative format such as a digital recorder for later transcription from the assigned note taker.
6. Students should complete a *Semester Accommodation Form* at the Learning Center in subsequent semesters to ensure that appropriate academic adjustments and auxiliary aids and services are provided for that semester's classes.

### NOTE TAKER TRAINING

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All note takers at WCCCD receive training that includes:

- Critical Listening
- Note-Taking Strategies
- Outlining
- Note-Taking Strategies in the Disciplines
- The Cornell System for note taking

Training sessions will be administered prior to note takers being assigned to a student and at the end of each semester.

### **Note Taker Assessment**

To ensure that the notes are legible and accurate, a copy of each note taker's work will be evaluated once a semester. Each note taker will be required to submit a copy of their notes for review.

### **Note Taker Process Assessment**

The District Dean of Student Services, will assess the note taker process each semester to ensure that students are provided note taker services in a timely fashion. The District Dean of Student Services will be responsible for collecting information regarding:

- The number of students requiring note taker services.
- The number of note takers available.
- Delays in providing note taker services to a student and the reasons for any delays.
- Corrective measures the college took in each instance of a delay.

The District Dean of Student Services will compile and submit a final report to both the Associate Vice Chancellor of Student Services and the Executive Vice Chancellor at the end of each semester.

## **INTERPRETERS**



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Students who require interpreters are encouraged to register for courses at least six (6) weeks prior to the beginning of class in order to help ensure appropriate services. Interpreters will be provided in a reasonably timely manner to students who are deaf and/or hard-of-hearing and require this service in order to participate in the classroom experience.

To obtain an interpreter, students are encouraged to register with the ACCESS Review Committee and provide a copy of class schedule at least six (6) weeks prior to the beginning of the classes. If it is necessary to make a change in the schedule, the ACCESS Review Committee should be notified immediately. Although students are encouraged to make timely requests for interpreters and give immediate notice of schedule changes, every effort will be made to respond to all requests for interpreters in a timely manner or assign an interpreter in accordance with a schedule change

Interpreters are also available for events or activities on campus. This requires at least one week's notice.

## **LAB ASSISTANTS**

For students who, due to their disability, require special assistance in a classroom laboratory setting, lab assistants may be provided. A lab assistant may be a classmate or someone provided by the ACCESS Review Committee, depending on availability. *Lab assistants do not provide personal attendant services.*

## **EXTENDED TIME, PROCTORING, READERS, SCRIBES, AND DISTRACTION-REDUCED ENVIRONMENTS**

These are also provided for in-class assignments. These assignments are treated as tests and arrangements for them should be made accordingly, as stated above (see Testing Academic Adjustments and Auxiliary Aids or Services). These academic adjustments and auxiliary aids or services may be provided for homework assignments with requests, in particular those for extended time, decided on a student by student basis.

## **PRINTED MATERIALS AVAILABLE AS ACADEMIC ADJUSTMENTS AND AUXILIARY AIDS OR SERVICES**

- **Textbooks in Audio format**

- **Textbooks Enlarged**

Students who would need textbooks enlarged must provide a copy of the text. This service may require several weeks, depending on demand. The ACCESS Review Committee will coordinate this service.

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- **Classroom Handouts**

The Learning Center can record or enlarge handouts the student receives in class. Allow at least one week for this service. The instructor can provide these handouts to the Campus President or Learning Center Staff in advance. If students wish to obtain them, they must provide their own USB drives or CD's.

- **Braille Materials**

If the preferred format is Braille, the student should discuss this with the ACCESS Review Committee. This service will be coordinated with the Northwest Campus and requires several weeks, depending on demand.

## **ASSISTIVE TECHNOLOGY/EQUIPMENT AVAILABLE AS ACADEMIC ADJUSTMENTS AND AUXILIARY AIDS OR SERVICES**

Assistive technology and equipment is available for student use for testing and class work. Reserving the equipment may be necessary based on student demand. If equipment is needed which the college does not have, a request should be made to the ACCESS Review Committee for assistance in completing an *Accommodation Request Form*. The equipment will be obtained in a reasonably timely manner.. All equipment purchased by WCCCD remains the property of WCCCD. If the equipment is lost or damaged while on loan, the student is responsible for covering the cost.

The Learning Center needs to track equipment use. Therefore, the student will be required to complete an *Equipment Loan Form*. Some equipment or software, such as CCTV's, Zoom Text, JAWS, Dragon Naturally Speaking and Kurzweil, are available only for use on campus. **All equipment on loan must be returned to the Learning Center by the end of the term in which it was signed out.** Please be aware that the Learning Center does not provide personal equipment, such as hearing aids or mobility equipment.

### **Technology/Equipment List (subject to change):**

Closed Circuit TV (CCTV)	Large Screen Monitors
Dragon Naturally Speaking	Talking Calculator
Four-track Tape Recorder	TTY
JAWS	Tape Recorders
	Zoom Text

### **OTHER SERVICES**

- **Advising**

Academic Advisors and Counselors on each campus provide advising services to students with disabilities. If necessary, Academic Advisors or Counselors can refer students to the Learning Center, who in turn may refer students to outside agencies for

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additional assistance. The Learning Center Staff may act as a liaison between the student and the agency, or the agency and the college. Students will need to sign a *Release of Information Form*, if it is necessary, for the Learning Center Staff to speak with a service provider (for example, doctor or case manager). Students with disabilities are also encouraged to take advantage of the services offered by Financial Aid and other college departments.

- **Tutoring**

Tutoring is available in select subject areas, through the Learning Center located at all of the five campuses.

- **Transfer Programs**

Small group instruction in math, language arts and computer literacy may be offered during the summer for students who need to improve their skills in these areas. Sign-up for these classes, when available, will be in the Office of the Campus President.

## **Documentation Guidelines**

1. Documentation must be current. Although some individuals have long-standing or permanent diagnoses, it may be required that those individuals to provide recent and appropriate documentation from a qualified evaluator. However, the need for current documentation, including diagnostic and comprehensive testing, will be decided on a student by student basis depending on the extent to which a disability may be considered permanent or readily apparent. The purpose for resubmission each semester is to assure that the LC Staff has accurate information for the timely delivery of academic adjustments and auxiliary aids and services, which may change each semester depending on classes taken
2. Documentation must be comprehensive and should include:
  - A specific diagnosis of a disability.
  - Description of the current symptoms, fluctuating conditions/symptoms and prognosis.
  - A summary of assessment procedures used to make the diagnosis.
  - Medical information which may be important in a college/university environment.
3. Recommendation for choosing a qualified professional:
  - Qualified evaluators are defined as those licensed individuals who are qualified to evaluate and diagnose physical disabilities or who may serve as members of a diagnostic team. These individuals or team members may include physicians, surgeons, dentists, physical therapists, occupational therapists, neurologists, and other relevantly trained healthcare professionals qualified to make such diagnoses.

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- Finally, the name, title, and credentials of the qualified professional writing the report should be included. Information about licensure or certification, including the area of specialization, employment, and the state or province in which the individual practices, should also be clearly stated in the documentation. All reports should be typed on professional letterhead, dated, and signed.
  - 2. Suggestions of reasonable academic adjustments and auxiliary aids and services that might be appropriate at the post-secondary level are encouraged. These recommendations should be supported by the diagnosis and include rationale for each academic adjustment and auxiliary aid and service requested. The clinician must describe the degree of impact of the disorder on a specific major life activity, as well as the degree of impact on the individual. A link must be established between the requested academic adjustments and auxiliary aids and services and the functional limitations of the individual that are pertinent to the anticipated academic situation. Please note that the ACCESS Review Committee will make the final determination of eligibility for academic adjustments and auxiliary aids and services.

**NOTE: Submission of documentation is not the same as the request for services. You still must complete the *Service Request Form*. The Learning Center may temporarily support some requests for academic adjustments and auxiliary aids and services until the documentation is complete and has been reviewed.**

## **Confidentiality Statement**

The ACCESS Department will not release any information at any point in the disability accommodation process regarding an individual's diagnosis or medical information without his or her informed written consent or under compulsion of legal process. Information will be released only on a "need to know" basis, except where otherwise required by law. All documentation will be stored in a centralized and secure place within the ACCESS Review Committee office area.

## **OTHER INFORMATION**

- **Campus Accessibility**

The College makes every effort to ensure that each campus is accessible. WCCCD staff may provide assistance, as needed, in every office and facility which serves students on campus. In some cases, such as receiving assistance using the library, it may be necessary to make an appointment in advance to ensure that someone is available. Any difficulties with campus accessibility should be reported to the Learning Center.
- **Parking**

Accessible parking is provided in all parking lots at WCCCD. In order to park in designated lots, a student must display a WCCCD parking sticker and a state-issued disability placard on the car windshield.

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## TTY/TTD

Telecommunication devices are available at all five campus Learning Centers. The numbers are as follow:

Downriver (734) 374-3206  
Downtown (313) 496-2708  
Eastern (313) 579-6923  
Northwest (313) 943-4073  
Western (734) 699-7008

## EMERGENCY EVACUATION PROCEDURES

Wayne County Community College District is committed to the safety of all its' constituents, including those with disabilities. To insure the safety of all students and staff with disabilities the following procedures must be followed:

1. Persons, with mobility impairments or who have been injured, should be taken to a safe place, such as the nearest stairwell, until the emergency response team can safely rescue them.
2. Students with disabilities that do not hinder them should follow normal evacuation procedures and will be assisted by WCCCD staff when needed.

## TRANSFER TO OTHER WCCCD CAMPUSES

ACCESS services are available to students at each of the five (5) WCCCD campuses. If a student has completed the intake process on one campus, it is not necessary to complete the process again. It is advisable that the student contact the campus President as soon as possible to discuss the academic adjustments and auxiliary aids and services that will be needed.

## TEMPORARY DISABILITIES

Students with temporary disabilities are also eligible for services through the ACCESS Department. The same procedures outlined for students with permanent disabilities must be followed in order to receive academic adjustments and auxiliary aids and services that will be needed.. Services will only be provided for the duration of the disability as stated in the documentation provided.

## ACCESS STUDENT RESPONSIBILITIES

Please note the following list of responsibilities that should be adhered to by students registered in the ACCESS Department:

1. Schedule an appointment and meet with ACCESS Review Committee at least four (4) weeks prior to the beginning of the semester and self-identify as a student with a disability seeking academic adjustments and auxiliary aids and services. Late requests may not be honored in a timely fashion.

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2. Provide the ACCESS Review Committee and/or Campus President current documentation of the disability.
  3. Meet the college's qualifications and essential academic and institutional standards, with or without reasonable accommodation.
  4. Complete the same or equal course requirements that other students complete, with or without accommodation.
  5. Provide instructors with the *Accommodation Letter* from the ACCESS Review Committee and discuss academic adjustments and auxiliary aids and services needs with instructors in private.
  6. Comply with the WCCCD's Student Code of Conduct.
  7. In the event, that the student is unable to attend the class, Learning Center staff should be notified immediately in order to contact the note taker, interpreter, or tutor.
  8. Students are expected to attend classes regardless of whether a note taker or interpreter is present. The Learning Center staff will make every attempt to get a replacement when notified of the absence.
  9. When a note taker is not available for a student, alternative methods will be sought, which may include the use of a digital tape recorder.
  10. Students who are receiving financial aid should know that dropping a class will have an impact on the financial aid award received. If classes are dropped after the refund period, students will be responsible for re-payment of any unused financial aid funds.
  11. Students, who enroll in a class late, are advised that they do so at their own risk. Some students may find it very difficult to catch up with back assignments.

## **GRIEVANCE PROCEDURES**

If any student, employee or third party ("Person") believes that Wayne County Community College District, its employees, its students, or a third party has engaged in acts of discrimination (other than those arising from applications for employment or admission) under or have not otherwise applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964; (2) Title IX of the Education Amendment of 1972; (3) Section 504 of the Rehabilitation Act of 1973; or the ADA, the student may submit a complaint (which shall be referred to as a grievance through this text) to the District's Equal Opportunity Compliance Coordinator ("EOCC") at the following address:

**Wayne County Community College District  
Vice Chancellor for Human Resources  
Second Floor - 801 W. Fort, Detroit, MI 48226  
Telephone: 313-496-2765**

The appropriate procedures must be followed by the student in order for a grievance to be thoroughly reviewed for merit. The grievance procedures (steps) are outlined below:

### ***Grievance Procedure for EOCC Complaints***

The Person who believes he/she has a valid basis for a grievance shall discuss the grievance informally on an informal/verbal basis with the EOCC, who shall in turn

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investigate the complaint and reply with an answer to the grievance. At any time the Person may forego the informal process and begin formal procedures according to the steps enumerated below. Additionally, Persons may at any time file a complaint directly with the Office for Civil Rights of the Department of Education by submitting such complaint to:

U.S. Department of Education  
Office for Civil Rights  
600 Superior Avenue, East, Suite 750  
Cleveland, Ohio, 44114  
(216) 522-4970  
[www.ed.gov/ocr](http://www.ed.gov/ocr)

### *Step 1*

A written statement of the grievance signed by the Person shall be submitted to the EOCC within five (5) business days of receipt of the answer to the informal grievance, or thirty (30) business days after the Person becomes aware or reasonably should have become aware of the complaint, whichever is later. If the complaint is not filed within that time, the complaint will not be considered. The EOCC shall conduct an impartial investigation of the complaint and provide to the Person the opportunity to present her/his own witness and written evidence and reply in the form of a determination in writing to the Person student within ten (10) business days, which may be extended for good cause (e.g. to conduct interviews and to allow the Person to submit the names of witness and other evidence) for an additional Ten (10) business days upon proper notice to the Person.

### *Step 2*

If the Person wishes to appeal the decision of the EOCC, the student may submit a written and signed appeal to the Chancellor of the District within ten (10) business days after receipt of the EOCC's response. Failure, by the Person, to appeal the complaint from Step 1 to Step 2 within the ten (10) business day time limit shall leave standing the reply of the EOCC to the complaint.

The Chancellor (or a designee) shall meet with all parties involved and conduct an impartial investigation, allowing the Person to present witnesses or other evidence, within ten (10) business days, to be extended by an additional ten (10) business days for good cause, to formulate a conclusion, and provide a written determination to the Person within an additional ten (10) business days.

### *Step 3*

If at this point the grievance has not been satisfactorily settled, further appeals may be made to the Office of Civil Rights of U.S the Department of Education at the address provided above.



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## General Principles of Grievance Procedure.

1. The Wayne County Community College District will take all appropriate steps to prevent the recurrence of any discrimination that it finds and to correct the discriminatory effects on the complainant and others, if appropriate.
2. Retaliation is prohibited against any Person who files a bona fide complaint of discrimination, participates in the investigation of a complaint of discrimination or opposes a discriminatory employment or education practice or policy. The Wayne County Community College District will take all necessary steps to protect students, employees and third parties from such retaliation. In accordance with this policy, every reasonable effort will be made to prohibit retaliation and conduct a complete and thorough investigation of any alleged acts or retaliation in a timely manner and to provide prompt corrective action if retaliation is found to have occurred. All complaints of retaliation shall be subject to the grievance procedure set forth above.
3. Persons shall have a right to review and receive a copy of the final report of any investigation conducted pertinent to any complaint of discrimination.

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

The Family Educational Rights and Privacy Act of 1974, FERPA is a federal law that states: (a) that a written institutional policy must be established, and (b) that a statement of adopted procedures covering the privacy rights of students is made available. The law provides that the institution will maintain the confidentiality of student's educational records. WCCCD accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose, any information from the student's education records without the written consent of the student except to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing the student with financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.