

Troy University is proud of its tradition of friendly and congenial relations between students and employees (faculty, staff and administrators). The University is committed to maintaining an environment that nourishes respect for the dignity of each individual and creates an atmosphere in which students and employees can interact productively. In keeping with these goals, harassment by anyone (whether in the classroom, the office, at a University sponsored function, or within any University environment) will not be tolerated.

For purposes of Troy University's policy, harassment is defined as a course of comments or conduct consisting of words or

assessment Response Team are available in the Office of Human Resources.

3. University visitors may report a complaint to the campus Office of Human Resources or call the Troy campus Office of Human Resources at (334) 670-3710.
4. At Troy Global Campus

The procedures outlined in this policy do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Equal Employment Opportunity Commission (EEOC), initiating civil action, or redress under state, civil, or criminal statutes and/or federal law.

*A. Employees*

Potential sanctions for harassment include the following:

- Disciplinary warning/reprimand
- Referral to appropriate counseling
- Reassignment
- Temporary suspension
- Termination

*B. Students*

Potential sanctions for harassment include the following:

- Disciplinary warning/ reprimand
- Disciplinary probation
- Suspension
- Expulsion

A party who is not satisfied with the disposition of the findings of the Harassment Response Team may appeal to the Chair, Personnel Advisory Committee for a second review, and, if necessary, a formal hearing, in accordance with the hearing procedures outlined in the Faculty Handbook, Staff Handbook, or Oracle as appropriate.

The University commits to this policy by:

1. Developing and reviewing the comprehensive policy on a timely basis,
2. Annually communicating the policy to students and employees,
3. Annually training and educating students and employees,
4. Confidentiality, insofar as possible, in investigating incidents,
5. Documenting findings and maintaining records, and by
6. Taking appropriate action when incidents occur.

Troy University compiles and maintains information about students which facilitates educational development of the student and effective administration of the university. To better guarantee the rights and privacy and access as provided by the Family Educational Rights and Privacy Act of 1974, (Buckley Amendment, 20 U.S.C. 1230, 1232g) Troy University has adopted the following policies and procedures:

Troy University shall not permit access to or the release of education records of personally identifiable information contained therein, other than directory information as defined in paragraph 4 herein, without the written consent of the student, to any party other than the following:

A. Other school officials and teachers of this university who have been determined by the university to have legitimate educational interests. A school official is:

- A person employed by the university in an administrative, supervisory, academic or research, or support staff position.
- A person elected to the Board of Trustees.
- A person employed by or under contract to the university to perform a special task, such as the attorney or auditor.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or by a contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid;

B. Officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student may receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;

C. Certain authorized representatives of federal departments or agencies or state educational authorities for purposes of audits, evaluative studies, etc. Data collected will be protected in a way which prevents personal identification except when specifically authorized by federal law. The data will be destroyed when no longer needed for such purposes;

D. In connection with a student's application for, or receipt of, financial aid;

- State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974;

E. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;

F. Accrediting organizations in order to carry out their accrediting functions;

G. Parents of a student who is a dependent for income tax purposes;

H. Pursuant to a lawful subpoena or court order;

I. Other appropriate persons in an emergency to protect the health or safety of the student or others. Students shall have access to all such information in accordance with the procedure outlined in this statement with the exceptions specified in paragraph "2" herein.

Student educational records are defined as those records, files, documents, and other materials which contain information directly related to a student and are maintained by the university or by a person acting for the university. Specifically excluded from the definition of "educational records" and not open to student inspection are the following materials:

A. Records of instructional, supervisory and administrative personnel which are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker;



Any copies of records furnished at the request of a student shall be subject to the payment of a reasonable fee, to be established by the university from time to time, for such service.

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ACT.....	Accounting
ANT.....	Anthropology
ARB.....	Arabic
ART.....	Art and Design
AS.....	Aerospace
ASL.....	American Sign Language
AT.....	Athletic Training Education
BIO.....	Biology
BUS.....	Business
CDC.....	Cross Discipline
CHI.....	Chinese (Mandarin)
CHM.....	Chemistry
CJ.....	Criminal Justice
CLA.....	Classics
COM.....	Speech Communication
CS.....	Computer Science
DRA.....	Dramatic Arts
ECD.....	International Economic Development
ECE.....	Early Childhood Education
ECO.....	Economics
EDU.....	Education
ELE.....	Elementary Education
ENG.....	English
ESL.....	English as a Second Language
FIN.....	Finance
FLN.....	Foreign Language
FRN.....	French
GEM.....	Surveying and Geomatics Sciences
GEO.....	Geography
GER.....	German
GRK.....	Greek
HIS.....	History
HON.....	University