

# APPENDICES

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## TROY UNIVERSITY POLICY ON HARASSMENT AND DISCRIMINATION

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Harassment or discrimination by anyone, whether in the classroom, the office, at a University sponsored function, or within any university environment, will not be tolerated. Individuals found to participate in harassment or discrimination will be subject to disciplinary procedures up to and including termination.

### Individuals Covered Under the Policy

Troy University's comprehensive harassment and discrimination policy covers all employees, students, applicants, vendors/contractors, visitors, and all others conducting official business with the University.

### I. Definition of Harassment

All programs, policies, procedures and activities conducted by and through Troy University, its employees, students, contractors and subcontractors shall be conducted without regard to age, sex, mental or physical disability (except where age, mental or physical disability, or sex involves a bonafide occupational qualification), national origin, race, color, creed, sexual orientation, ancestry, genetic information/testing, marital status, pregnancy, disability or veteran's status, political or religious affiliations,

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**STUDENT RECORDS POLICY**

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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 follow-

The student is accorded the right to inspect and review, in the presence of a university staff member, any records, files and data directly related to the student. To inspect his or her personal folder or file, a student shall submit a written request to the appropriate records official, which request shall be signed by the student and, if not personally submitted by the student, then the student's signature shall be acknowledged by the affidavit of a Notary Public. The request for inspection shall be acted upon within 45 days from the date such request is received. If, in the opinion of the appropriate records official, inspection can reasonably be accomplished by providing copies of documents, such copies shall be made and provided to the student.

#### **7. LIMITATIONS ON ACCESS.**

The right of inspection of personal information described in paragraph "6" above does not include:

A. Financial records of the parents of the student or any information contained therein;

B. Confidential letters and statements of recommendation, which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended;

C. Other confidential records, access to which has been waived by the student in accordance with policy concerning waivers.

#### **8. CHALLENGING THE CONTENTS OF THE RECORD.**

If, after inspecting the record, a student wishes an explanation or to challenge any part of the contents of such record, then the student shall submit a written request for a hearing in the same manner and under the same procedures as provided by paragraph "5."

The request for hearing should identify the item or items in the file to be challenged and state the grounds for the challenge, e.g., inaccuracy, misleading nature, inappropriateness, etc. The records official shall examine the contested item, shall hear the person responsible for placing the item in the file if appropriate and possible, and shall examine any documents or hear any testimony the student wishes to present. The records official may decide that the contested item should be retained, that it should be deleted or revised or referred to the Hearing Officer who shall set a hearing within 10 days thereafter for final decision. In the event any part of the challenged item is retained, the student shall be allowed to place a written examination thereof in the file. A written decision shall be delivered or mailed to the student within 10