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**1.  Family Educational Rights and Privacy act (FERPA)**

Taft College maintains student records and privacy in accordance with the Family Educational Rights and Privacy Act (FERPA).

The Family Educational Rights and Privacy Act sets forth requirements regarding the privacy of student records.  FERPA protects students' rights to inspect and review their education records, to request to amend their educational records and to limit disclosure of personally identifiable information contained in education records.

Student education records are defined as records, files, documents and other materials which contain information directly related to a student and are maintained by the institution or by a party acting for the institution.  Education records are NOT: sole possession records, law enforcement unit records, employment records, medical records, or post-attendance records.

The college may disclose information without student consent to the following:

* To college faculty, staff and administrators with a legitimate educational interest in the information
* In response to a request for directory information
* To Federal, State and local education authorities involving an audit, evaluation or compliance with education programs
* Agents acting on behalf of the college (i.e. National Student Clearinghouse)
* In connection with processing financial aid
* Accrediting organizations
* To comply with a judicial order or subpoena
* In connection with a health or safety emergency if the information will assist in resolving the emergency

All currently enrolled and former Taft College students, regardless of age, are protected under FERPA.

**FERPA ANNUAL NOTIFICATION**

Student Records - Family Educational Rights and Privacy Act (FERPA) Student Release of Information

The Family Educational Rights and Privacy Act (FERPA) afford student certain rights with respect to their education records. They are:

The right to inspect and review the student's education records within 45 days of the day Taft College receives a request for access. Students should submit to the Director of Admissions Office written requests that identify the record(s) they wish to inspect. The director 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 Admissions and Records Office, the student shall be advised of the correct official to whom the request should be addressed.

The right to request the amendment of the student’s education records that the student believes is inaccurate. Students may ask Taft College to amend a record that they believe is inaccurate. They should write the director, clearly identify the part of the record they want changed, and specify why it is inaccurate. If Taft College decides not to amend the record as requested by the student, the student shall be notified of the decision and advised as to his or her 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.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Taft College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom Taft College has contracted (such as an attorney, auditor, collection agent, degree conferral & transcript processing agent, document managing agent, and placement sites for internship or similar student work/study opportunities); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; consultants, volunteers or other outside parties to whom Taft College has outsourced institutional services or functions that it would otherwise use employees to perform. 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 responsibility. As allowed within FERPA guidelines, Taft College may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Taft College 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, 20202-4605

At its discretion Taft College may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated Directory Information at Taft College includes the following: Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members. Degrees and awards received by students, including honors, scholarship awards, athletic awards and the President’s and Vice President’s Lists of recognition. Students may withhold Directory Information by notifying the director of Admissions in writing; please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act. Students should consider all aspects of a Directory Hold prior to filing such a request. Requests for non-disclosure will be honored by Taft College for no more than one academic year. Re-authorization to withhold Directory Information must be filed annually in the Admissions and Records Office.

Taft College’s Annual notification to students is consistent with its obligations under FERPA. Taft College annually notifies students and their parents of the rights accorded to them by FERPA. Students and their parents shall be advised of their rights regarding educational records in the Taft College class schedule, student handbook, and the Taft College website.

For additional information on FERPA or student confidentiality contact: The Director of Admissions and Records at (661) 763-7870.

**2.** **Programs and Services Available to Students with Disabilities**

The Disabled Student Program and Services (DSPS) provides support services to students with disabilities in an effort to ensure equal opportunity and participation at the college.  For more information about the facilities and services available to students with disabilities, visit the department's website at: <http://www.taftcollege.edu/tcwp/dsps/>.

**3.** **Student Body Diversity**

Taft College regularly reports this information to the Integrated Postsecondary Education Data System (IPEDS).  Follow these steps to access this information:

* Go to the IPEDS College Navigator at <http://nces.ed.gov.collegenavigator/>
* Type "Taft College" in Name of School search box
* Click on the Taft College link which appears in the list of results
* For gender and race/ethnicity data, click on the "Enrollment" link to expand the selection
* For information about Pell Grant recipients, expand the "Financial Aid" link

Gender, demographic and other data is also available in the Student Profile reports published regularly by the Taft College department of Institutional Assessment, Research and Planning can be found on our website at: <http://ct-prod-wp.taftcollege.edu/iarp/>.

**4.** **Textbook Information**

Students may access textbook information from the Taft College Bookstore website.  Follow these steps to access this information:

* Go the Taft College Bookstore website at: <http://bookstore.taftcollege.edu/home.aspx>.
* Place arrow over the Textbooks menu.
* Select Order Textbooks from the drop down menu.
* Students may either enter the information for the textbook or enter information through the "Select Your Courses" section.

**5.** **Voter Registration Information**

Taft College encourages eligible students to register to vote.  Students may access the California Voter Registration website at: <http://registertovote.ca.gov/?t=s>.

**6.** **Transfer of Credit Policies and Articulation Agreement**

**Transfer of Credit to other Colleges and Universities**

Taft College is fully accredited by the Accrediting Commission for the Community and Junior Colleges, which is a part of the Western Association of Schools and Colleges.  All courses equivalent to university and college work are generally accepted by all WASC member colleges and most other colleges and universities in the United States.  Specific information on course and/or program articulation agreements with the University of California and the California State University can be found at [www.assist.org](http://www.assist.org/).

**Transfer of Credits from Foreign Countries**

Transfer credits from foreign countries will be accepted with the recommendations of an approved foreign credential transcripts evaluation and translation service.  Taft College accepts foreign coursework whose evaluation reports have been certified by NACES (National Association of Credential Evaluation Services) & AICE (Association of International Credential Evaluators).  For additional information please refer to <http://www.taftcollege.edu/tcwp/esfa/wp-content/uploads/2013/04/Foreign-Evaluation-Services.pdf>.

**Military Service School Credit**

Taft College will grant credit to veterans for active military service.  The maximum general credit is 8 semester units - 4 for having completed basic training and two for each of the first 2 years of service.  Credit is also granted for educational work completed in the various service schools in accordance with the recommendations of the American Council of Education.  This credit will be applied to help meet the requirements for graduation but is subject to acceptance by any other college to which the student transfers.  The maximum credit allowed for all military service experience is 20 units.  Duplicate credit will not be given in both high school and college.  If a veteran uses service credits to complete high school graduation requirements, these same units may not be used to fulfill college graduation requirements.  Students must complete 12 units at Taft College before Military Credit will be posted.  For further information, please refer to the following site: <http://web.taftcollege.edu/student_services/veterans_services.shtml>.

**7.** **Cost of Attendance**

**Taft College 2015-2016 Standard Student Budgets**

9 Month Academic Year

Full-Time Status (12 units or more)

California Residents

|  |  |  |  |
| --- | --- | --- | --- |
|  Allowance |  With Parents |  Campus Housing |  Off Campus |
|  Fees |  1395 |  1395 |  1395 |
|  Books and Supplies |  1764 |  1764 |  1764 |
|  Food and Housing | 4470 |  5138 |  11970 |
|  Transportation |  1125 |  855 |  1269 |
|  Personal/Miscellaneous |  3159 |  2322 |  2898 |
|  Totals |  12213 |  11474 |  19296 |

9 month Academic Year

Full-time Status (12 units or more)

Non-Residents

|  |  |  |  |
| --- | --- | --- | --- |
| Allowance | With Parents | Campus Housing | Off Campus |
|  Fees | 7395 | 7395 | 7395 |
|  Books and Supplies | 1764 | 1764 | 1764 |
| Food and Housing | 4770 | 5138 | 11970 |
|  Transportation | 1125 | 855 | 1269 |
|  Personal/Miscellaneous | 3159 | 2322 | 2898 |
|  Total | 18213 | 17474 | 25296 |

**8.** **Net Price Calculator**

The Net Price Calculator for Taft College may be located at: <https://webprod.cccco.edu/npc/691/npcalc.htm>.

**9.** **Refund Policies**

Students are responsible for dropping the classes they no longer wish to attend.  To be eligible for a refund of enrollment fees, a dropped class must have been dropped on or prior to the refund deadline for the particular class.  Full-time classes will always have a fixed refund deadline published in the [Schedule of Classes](http://www.taftcollege.edu/Includes/adding_and_dropping/deadlines/adddropdeadline.shtml) each semester.  The refund deadline for any non-standard, part-of-term class is calculated at 10% of the class meeting days scheduled between the start and end dates for the particular class.  For example, if a class is scheduled to meet twice a week for a total of 30 class meetings, the refund deadline would be the 3rd class meeting (10% of the 30 class meetings days).  Once the drop has been processed, the student's account will be automatically adjusted and a refund issued if necessary.

**10.** **Withdrawal Procedures**

Students can drop classes via Cougar Tracks or by bringing a completed Drop Form to the Counseling Office in the Student Services Building.  An instructor's signature is not required to drop a class.  Students will receive a W grade, if they drop a class after the last day to drop without a W.  W grades are not considered punitive, though a student's subsequent Financial Aid eligibility and Academic Progress Evaluation may be affected.  Classes cannot be dropped after the deadline to receive a W; students who are still enrolled after the last day to drop must receive a letter grade (A-FW or P/NP).  Please refer to the [Add/Drop deadlines schedule](http://www.taftcollege.edu/Includes/adding_and_dropping/deadlines/adddropdeadline.shtml).

Students may be dropped from classes by the instructor if they do not attend the first or second class meeting or for excessive absences.  However, student are ultimately responsible for withdrawing from a class they no longer plan to attend.  Failure to do so can result in a failing grade being issued by the instructor and charges being issues for the class.

**11.** **Description of Academic Programs**

Upon satisfactory completion of requirements and upon approval of the Board of Trustees, students may earn the Associate in Arts Degree, Associate in Science Degree, Associate Degrees for Transfer (AA-T or AS-T), Certificate of Achievement and Local Certificates.

**Associate in Arts/Science Degrees, Associate Degrees for Transfer (AA-T or AS-T)**

For the Associate in Arts, Associate in Science degree to any of the Associate Degrees for Transfer (AA-T or AS-T) a student must demonstrate competence in reading, in written expression and in mathematics.  The student must satisfactorily complete at least 60 semester units in degree-applicable course with a minimum of a "C" (2.0) grade point average (GPA) and a minimum grade of 'C' in all courses in the major (field of study) and competency fields.

**Certificate of Achievement and Local Certificates**

Certificate of Achievement and Local Certificates are designed for students interested in programs of instruction with a high degree of specialization.  Programs vary in length and generally require less than two years of full-time study to complete.

**12.** **Instructional Facilities and Labs**

Taft College provides instructional and laboratory facilities needed to support each of its academic programs.  Contact the chairperson for the department for specific information about the facilities and resources available to support the academic program.

**13.** **Faculty**

Information on the college faculty and instructional personnel is available through Taft College's online catalog: [http://www.taftcollege.edu/student\_services/student\_services\_and\_records.shtml.](http://www.taftcollege.edu/student_services/student_services_and_records.shtml)

**14.** **Accreditation Information**

This information can be found on the website at: <http://ct-prod-wp.taftcollege.edu/iarp/accreditation-2015/>

**15.** **Copyright infringement**

Illegal distribution of Copyrighted Materials

Taft College supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material.  Taft College Board Policy 3710 provide guidelines to students, faculty and staff to assist in compliance with federal copyright laws.  BP is posted on the college website at: <http://www.taftcollege.edu/tcwp/oldagenda/wp-content/uploads/2011/02/bp_3710.pdf>

**16.** **Constitution Day Information**

In order to comply with the new federal regulation requiring the development of educational programming to celebrate Constitution Day on September 17th of each year, Taft College Associated Student Body provides faculty, students and staff with access to U.S. Constitution Day educational resources, movies and toolkits.

**17.** **Standards of Student Conduct**

The Taft College Board of Trustees is charged with the responsibility for the governance of Taft College.  In furtherance of the responsibility, the Board of Trustees has the authority to adopt and enforce such rules and regulations, as it deems necessary for the operation, control and management of Taft College.  Education Code Section 66300 stats the Board of Trustees shall adopt specific rules and regulations governing student behavior.  The *Standards of Student Conduct* adopted by the Board of Trustees include provisions relating to the standards of conduct expected of students at Taft College.  Faculty and administrators involved in the disciplinary process are expected to abide by the standards articulated in the Taft College *Standards of Student Conduct*. Students who fail to conform to the established standards of student conduct are subject to one or more of the disciplinary penalties listed in the *Standards of Student Conduct*.  A disciplinary penalty may not be imposed upon a student for engaging in prohibited conduct unless the student has been offered an opportunity for a hearing which conforms to certain minimal procedural due process standards.  Student Conduct Policies have been drafted to establish disciplinary hearing procedures which conform to procedural due process requirements.  The Standards of Student Conduct may be located at:  <http://www.taftcollege.edu/tcwp/oldagenda/wp-content/uploads/2011/02/Revised-BP5500-Standards-of-Conduct-10-10-14-from-DB-4-13-15.pdf>.

**Discipline**

School discipline has two main goals:

1. Ensure the safety of staff and students

2.  Create an environment conducive to learning.

**Due Process**

In the pursuit of the student's academic ends, a student should be free of unfair and improper action by any member of the academic community.  A grievance may be initiated by a student when the student believes she/he has been subject to unjust action or denied his/her rights as stipulated in published college regulations, State Laws or Federal laws.  Such action may be instituted by a student against a faculty/staff member of an administrator.  The process in which to file a grievance may be located in the [Taft College Student Handbook](http://www.taftcollege.edu/student_services/catalog/1314/Student-Handbook--1314.pdf).