

STUDENT RIGHTS AND PRIVACY

ACADEMIC FREEDOM POLICY

Asher College exists to transmit knowledge, to contribute to the development of students, and to advance the general wellbeing of society. Free inquiry and free expression are indispensable to the attainment of these goals. Faculty members of Asher College recognize the special responsibilities placed upon them. They devote their energies to developing and improving their teaching and professional competence with a commitment to intellectual honesty. In the exchange of ideas or criticism, they show due respect for the opinion of others.

The faculty of Asher College seeks to be effective teachers. Although they observe the regulations of the school and design their events, labs, and other class presentations to conform to approved course outlines, they are given flexibility in presenting the subject matter of their courses in a manner that will challenge and maintain the interest of their students. In the spirit of academic freedom, the faculty always maintains the right, without fear of retribution or reprisal, to question and to seek changes to improve the quality of education.

PROTECTION OF INFORMATION

Asher College protects and safeguards student information. (Information is any record containing nonpublic personal information about a student, whether in paper, electronic, or other form, that is handled or maintained by Asher College).

Asher College employees are trained, evaluated and monitored to ensure the protection of student information.

PRIVACY OF EDUCATION RECORDS (FERPA)

The Family Educational Rights and Privacy Act of 1974 entitles all students to review their records, including grades, attendance and advising reports. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.

A student may request that the school amend their education records on the grounds that they are inaccurate, misleading or in violation of the student's rights or privacy. In the event the school refuses to amend the records, the student may, after complying with the Student Complaint Procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record.

A student has the right to file a complaint with Family Policy Compliance, U.S. Department of Education, Washington, D.C. 20202-4605, concerning the school's alleged failure to comply with the Act. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student.

5 CCR §71810(b)

RETENTION OF STUDENTS FILES

Students' files are retained on site for 5 years following a student's date of program completion. Transcripts are kept indefinitely. **Students may access their academic file, at Asher College by scheduling an appointment, Monday through Friday from 9am to 5pm.**

Transcripts are released upon request from the student, and include the following information:

- The classes and courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal
- The final grades or evaluations given to the student
- Credit for courses earned at other institutions and accepted at Asher College
- Credit for courses tested out
- Degrees and diplomas awarded the student

Asher College has never filed for a bankruptcy petition, operated as a Debtor in Possession or had a petition of bankruptcy filed against it under Federal law.

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

Asher College affords equal treatment and opportunity to all persons and prohibits discrimination based on race, color, sex, religion, age, national ancestry or origin, sexual orientation, or physical or mental disability in any of its functions or activities, including employment, educational programs, services, and admissions.

Asher College will accommodate an individual's disability when appropriate. Specific information relating to reasonable accommodations is available from the School's Director.

SAFETY

Asher College strives to provide a safe and healthy school environment. In compliance with the Student Right-to-Know and Campus Security Act of 1990 and to ensure a safe, secure environment, the school has adopted the following procedures:

Reporting a Crime or Emergency at Asher College:

- **Dial 911 for Emergency**
- **311 for Non – Emergency**
- Area Police/Fire Non - Emergency Numbers:
 - Sacramento County Sheriff's Department 916-874-5115 Non – Emergency
 - Sacramento Fire Department 916-808-1300 Non - Emergency

Students should report all criminal acts or other emergencies occurring on campus to a member of the Asher College Staff. Incidents may be reported by phone at **(916) 649-9600** or in person. The Campus Security Authority will write an incident report and if necessary, distribute it to the proper agencies, including, but not limited to, local fire and police departments. The management staff, as well as other appropriate administrators, will be informed of the incident as well.

Only staff members are authorized to have access to buildings; no students are to have access to campus facilities without staff supervision.

Asher College has the authority to enforce the campus Student Code of Conduct, and, according to the Education Code, is the liaison with local police departments in all cases of criminal actions. Any action that is a violation of the criminal code of the State must be reported to the local police.

Campus safety information and programs are available to help facilitate the education and awareness of students and employees with respect to campus safety, emergency evacuation, and local crime statistics.

The Student Code of Conduct and the State Penal Code prohibit the possession, use and sale of alcoholic beverages, legal drugs and illegal drugs on campus, except as specified in the Education Code.

A copy of the Asher College annual on-campus crime report is available to all students, potential students and staff members upon request. You may request a copy from the office manager Monday–Friday from 8:00am-5:00pm, or from our website at: <http://www.asher.edu/Career-College/disclosures.html>

Campus Security Contact Information:

Director:	Linda Freeman (lfreeman@asher.edu)
Office:	Front Office
Phone:	916-649-9600
Office Hours:	8am - 6pm