

2. The statement of purpose of the organization;
3. Membership eligibility requirements;
4. A list of participating students;
5. A listing of officers by title and duties and any special function of the offices;
6. A statement of the length of semesters of the officers and the time and method of election;
7. A statement of when, where, and how often meetings will be held;
8. A statement of membership dues, including amount and frequency of payment, and provision for disposition of any funds in the event of dissolution of the organization;
9. A provision for club advisors and name of club advisor. *Advisor must have been employed at least one year at Beville State and complete approval procedures;* and
10. A statement of any national, state, or regional affiliation with a copy of this affiliation's constitution attached.

TEMPORARY RECOGNITION

Temporary recognition may be given to organizations upon submission of a constitution containing the above listed requirements, permitting the organizations to function for not more than one semester pending official charter approval.

REVIEW AND APPROVAL

Three typed copies of the proposed constitution must be submitted to the Dean of Students for suggestions, recommendations, and approval. In the event that recognition is withheld, appeal may be made to the President of the College. During the time that its application for recognition is being considered, or an appeal is being made, a group may not sponsor speakers or activities in the name of the proposed organization. The Dean of Students must also approve any change or amendment affecting the nature or purpose of the organization as originally approved, and an up-to-date copy of the constitution must be on file in the Dean of Students' office.

CLUB SPONSORS/ADVISORS: ELIGIBILITY AND ROLE

All student organizations must have a qualified club sponsor/advisor approved by the appropriate Campus Dean and the Dean of Students. The Dean of Students must approve any change in club sponsor/advisors. Rotation of advisors takes place at the end of each summer semester when possible. Persons with special talents needed for a particular club are given preference. The Campus Dean makes recommendations to the Dean of Students for club sponsor/advisor assignments. In making the recommendations, every attempt is made to give all potential sponsors/advisors the opportunity to work with an organization. Preference is given to those who have not served in this capacity in the past. Upon acceptance of the recommendations, the Campus Dean will notify the sponsors/advisors. A faculty member who agrees to serve as a club sponsor/advisor accepts responsibility for encouraging the organization in its purpose and activities within the limits of College policy and the goals and objectives of the organization as set forth in the statement of purpose and constitution. Sponsors/advisors are responsible for being familiar with and operating within the following: this policy and other College regulations pertaining to student organizations, activities, and speakers; the constitution and purposes of the student organization they are sponsoring/advising; the activities and the projects of their organizations. No meeting is authorized or recognized unless attended by the sponsor/advisor or a substitute duly approved by the Dean of Students. The proceedings of meetings held with a substitute must be reviewed by the sponsor/advisor. Speakers, special programs

and activities, and program topics sponsored by the student organizations must have the formal approval of the club sponsor/advisor, the Campus Dean, and the Director of Student Services.

MEETINGS OF CLUBS AND ORGANIZATIONS

Recognized student organizations are required to hold their meetings on campus, and the College facilities will be made available to them. Special permission must be obtained from the Dean of Students or his/her designee for off-campus meetings.

POLICIES FOR CLUBS AND ORGANIZATIONS

Campus organizations shall be open to all students without respect to race, creed, national origin, sex, or disability. All clubs and organizations must conform to the laws and policies of the State of Alabama, the State Board of Education, Beville State and the Student Government Association. No club or organization shall interfere with or support interference with the regular academic pursuit of any student. No club or organization shall cause or encourage non-attendance of classes or campus activities without prior consent of proper College officials. Clubs or organizations shall not encourage any action that might cause disrepute to a student, employee, or College activity.

TENURE OF STUDENT ORGANIZATIONS

Any organization determined not to fulfill its approved purpose and goals is subject to probation, reorganization, or dissolution. The Dean of Students may request minutes of meetings, financial statements, and/or any other information he or she may deem appropriate in determining the tenure of a student organization. The SGA may be invited to recommend to the Dean of Students whether a particular student organization should be continued in good standing, continued with probationary status for a specified period of time, reorganized, or disbanded.

PROCEDURE FOR APPROVAL OF EXTRACURRICULAR AND/OR FUNDRAISING ACTIVITIES

All extracurricular and/or fundraising activities for student organizations and clubs must be supervised by the faculty/staff sponsor(s). The following procedures are required in order to receive approval of activities other than on-campus, regularly scheduled meetings and fundraising activities:

1. At least one week prior to the activity submit a Request to Conduct an Extracurricular and/or Fundraising Activity to the Director of Student Services.
2. The Director of Student Services will forward the request to the Campus Dean for review.
3. After the review of the request by the Campus Dean, the Director of Student Services will make notification of the approval or disapproval with the reasons stated to the requester no later than five (5) days after receipt of the request.
4. If the organization does not agree with the ruling of the Campus Dean and the Director of Student Services, the organization may appeal the decision to the Dean of Students who will make the final decision on the appeal.

STUDENT RECORDS

STUDENT RECORDS CONFIDENTIALITY/DIRECTORY INFORMATION POLICY (as provided by Public Law 93-380: Protection of Rights and Privacy of *Parents and Students*)

To comply with the Family Education Rights and Privacy Act of 1974

(FERPA), the following policies and procedures have been established. This policy also serves as the annual notification of students rights under FERPA, which is published annually in the College Catalog. It is the responsibility of the Office of Student Services to protect the privacy of student educational records. FERPA affords students the right to file a written complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Written complaints should be sent to the Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

GENERAL POLICY

No information from records, files, or other data directly related to the student, other than the directory information defined below, shall be disclosed without the written consent of the student. Consent shall include the specification of records to be released, the reasons for such release, and to whom records are to be released. Exceptions to this policy apply when satisfying compliance with a judicial order or pursuant to any lawfully issued subpoena, upon the condition that the student is notified of all such orders or subpoenas. The student will have ten days to respond to the College concerning the notification of subpoena in advance of the compliance by Bevell State Community College. Additionally, records may not be withheld from appropriately authorized representatives, including educational and governmental officials, as provided by law. Students shall have access to all such information, with the exceptions as noted below, in accordance with the procedure outlined within this policy.

DEFINITION OF STUDENT

For the purposes of this policy, a "student" is defined as "any individual currently or previously enrolled in any course offered by Bevell State Community College." This definition does not include prospective students.

DEFINITION OF EDUCATIONAL RECORD

Student educational records are defined as those records, files, documents, and other materials which contain information directly related to a student and which are maintained by Bevell State Community College or a party acting for Bevell State. Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and accessible only to the maker or a substitute are specifically excluded from this definition of educational record. Records which are made or maintained by institutional counselors or other professionals or paraprofessionals and which are maintained in connection with personal counseling or treatment and are not available to anyone who could not be involved within the College are also excluded from a student's educational record. Such records are, however, available to a physician or appropriate professional of the student's choice, if requested. Records created and maintained by the college law enforcement unit (Director of Student Services and/or Campus Security staff) solely for the purpose of law enforcement are also excluded from a student's educational record and are therefore exempt from the privacy restrictions of FERPA.

RELEASE OF DIRECTORY/PUBLIC INFORMATION

The College will disclose the following "Directory Information" without prior consent of the student. It is considered part of the student's public record.

1. Name, address (local and permanent), and telephone number;
2. Place and date of birth;
3. Major field of study/program;
4. Participation in officially recognized activities;
5. Enrollment status (full time or part time);
6. Dates of enrollment;
7. Certificates and degrees received;

8. The most recent, previous educational agency or institution attended by the student;
9. Awards and/or scholarships;
10. Student photograph;
11. E-mail address.

Students must submit a written objection to the release of any specific item or category of directory/public information to the Assistant to the Dean of Students-Admissions or designee. This information will generally be released only to employers, prospective employers, representatives of the news media, and State or Federal education officials; however, Bevell State Community College reserves the right to disclose the information to other parties when its officials determine such disclosure is in order. Necessary information "in connection with a student's application for, or receipt of, financial aid" may be legally released without obtaining prior permission from the student.

LOCATION OF AND INDIVIDUALS RESPONSIBLE FOR STUDENT RECORDS

Student records are maintained in the Office of Student Services on each campus. The College has designated the following officials as responsible for student records.

Dean of Students

The Dean of Students has the overall responsibility of providing an adequate student record system. This activity includes the maintenance and continuous updating of student records as controlled by provisions in this policy and governed by Public Law 93-380. The Dean of Students will be assisted in this responsibility by:

Assistant Dean for Admissions, Financial Aid, and Student Records

The Assistant Dean for Admissions, Financial Aid, and Student Records serves as the collegewide coordinator for admissions, student academic records, financial aid records, and testing in Student Services. The Assistant Dean for Admissions, Financial Aid, and Student Records is charged with the responsibility of developing an individual student record upon a student's acceptance to the institution. In addition, the Assistant Dean for Admissions, Financial Aid, and Student Records is responsible for continuously maintaining all students' files in a safe and orderly manner and updating all records needed on the individual student, including compliance with provisions of this policy regarding the release of directory/public information. The Assistant Dean for Admissions, Financial Aid, and Student Records will also monitor the release of information to students, faculty advisors, counselors, institutional administrators, and local, state, and national organizations and agencies.

The Assistant Dean for Admissions, Financial Aid, and Student Records also has the responsibility of maintaining an adequate and up-to-date student record file on all students receiving any institutional, local, state, or federal financial assistance. The Assistant Dean for Admissions, Financial Aid, and Student Records will see that all provisions of the individual student records policy are properly carried out.

Executive Vice President

The Executive Vice President will have the responsibility of compliance with all provisions as set forth in this policy as they apply to the release of financial information concerning individual students.