

STUDENT RIGHTS

Right to Review One's Educational Records and to Seek Amendment to One's Records

The Family Educational Rights and Privacy Act (FERPA) provides students with certain rights with respect to disclosure of their personal educational records. These general rights include the right of access to one's educational records, the right to request corrections to one's records in accordance with College procedure, and the right to prevent disclosure of one's records to unauthorized third parties. FERPA also recognizes exceptions that permit disclosure of a student's education without the student's consent. The College's specific policies and procedures regarding FERPA can be found on the College website (<https://publications.sanjac.edu/student-handbook/student-records/ferpa/>) and in the Student Handbook.

Academic Evaluation Rights

Students have the right to be apprised of the methodology by which they will be evaluated in their course work. Students also have certain appeal rights to challenge final grades. Students may refer to Complaint Procedure 100: Grade Appeal Process (<https://publications.sanjac.edu/student-handbook/complaint-procedures/grade-appeals/>) found in the Student Handbook and catalog.

Intellectual Property Rights

Students shall retain their intellectual property rights in their original works of authorship including literary, dramatic, musical, and artistic works, such as poetry, novels, movies, songs, and computer software, that were produced as a result of their individual initiative and that involved only incidental use of College facilities and resources. If the student is working on a project initiated and funded by San Jacinto College, ownership resides with the College.

Right to Appeal Financial Aid Suspension

Students may submit Financial Aid appeals due to extenuating circumstances that have affected the student's academic performance. Extenuating circumstances are situations such as serious injury or illness, a death in the immediate family, or undue hardship. Detailed information about the financial aid appeal process, requirements, and guidelines can be found on the College website (<https://publications.sanjac.edu/general-information/paying-college-financial-aid/academic-requirements/>) or obtained from the Financial Aid Office.

Right to Freedom of Association and Freedom of Inquiry and Expression

Students bring to the College a variety of interests and beliefs. Students have the freedom to organize and join associations to promote their common interests in accordance with the policies and procedures of the College.

Students and student organizations are free to discuss matters of interest to them and to express opinions publicly and privately by orderly means that do not disrupt the regular and normal operation of the institution and that comply with the College's policies and procedures on expressive activities and the Code of Student Conduct. In their public expressions or demonstrations, whether on or off campus, students or student organizations speak for themselves and not for San Jacinto College. Students may visit the Student Engagement and Activities Office on each campus for more information. A copy of the College's procedure on expressive activities ([https://www.sanjac.edu/about/policies-](https://www.sanjac.edu/about/policies-procedures/VII-7003-A-a-Expressive-Activities.pdf#search=expressive%20activities)

[procedures/VII-7003-A-a-Expressive-Activities.pdf#search=expressive%20activities](https://www.sanjac.edu/about/policies-procedures/VII-7003-A-a-Expressive-Activities.pdf#search=expressive%20activities)) can be found on the College website.

Right to Freedom from Unlawful Discrimination

It is the policy of the San Jacinto Community College District not to discriminate on the basis of race, creed, color, national origin, citizenship status, age, disability, pregnancy, pregnancy-related conditions, termination of pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, parenting or marital status, or veteran status in accordance with applicable federal and state laws. The following officials have been designated to respond to inquiries regarding the College's non-discrimination policies or concerns about alleged incidents of discrimination:

Student Inquiries:

Associate Vice Chancellor, Student Services

Joanna Zimmermann - Co-Lead Title IX Coordinator
8060 Spencer Highway
Pasadena, Texas 77505
joanna.zimmermann@sjcd.edu
281-476-1863

Employee Inquiries:

Vice Chancellor, Human Resources, Organizational and Talent Effectiveness

Sandra Ramirez - Co-Lead Title IX Coordinator and Equal Opportunity Compliance Officer
4624 Fairmont Parkway
Pasadena, Texas 77504
sandra.ramirez@sjcd.edu
sandra.ramirez@sjcd.edu sandra.ramirez@sjcd.edu
281-991-2648

Right to Due Process

The College has an enduring commitment to provide students with a balanced and fair student discipline system. The College will provide students accused of misconduct with the due process protections to which they are entitled under the US and Texas Constitutions. A student is entitled to notice of the specific charges and a meaningful opportunity to be heard in one's defense before a neutral decision-maker. The amount of due process required will depend upon the nature of the alleged violation and the proposed sanction.

For detailed information about the College's investigation procedures, hearing and disciplinary procedures, and appeal procedures, students may refer to the Code of Student Conduct (<https://publications.sanjac.edu/student-handbook/code-student-conduct/disciplinary-procedures/>) found in the Student Handbook.

Right to Freedom from Sexual Assault, Dating Violence, Domestic Violence, and Stalking

It is the policy of San Jacinto College to provide a campus environment and educational programs and activities that are free from sexual misconduct, including sexual harassment, sexual assault, dating violence, domestic violence, and stalking. San Jacinto College provides ongoing awareness and prevention training to students and employees. Additionally, the College provides an equitable complaint process that provides for prompt investigation of complaints and the imposition of sanctions against students and employees who engage in sexual misconduct. The College's Sexual Misconduct policy and procedures

are Policy III.3006.D (<https://www.sanjac.edu/sites/default/files/inline-files/III.3006.D-Sexual-Misconduct-8-4-2020.pdf#search=Policy%20III3006D>) and Procedure III.3006.D.a (<https://www.sanjac.edu/about/policies-procedures/III-3006-D-a-Allegations-of-Sexual-Misconduct.pdf#search=Procedure%20III3006Da>). For more information about policies, procedures, and training, students may contact the Office of Student Rights and Responsibilities or any Title IX Coordinator (listed above under Freedom from Unlawful Discrimination).

Equity in Athletics Disclosure Act

All coeducational institutions of higher education that participate in any Federal student financial aid program and have intercollegiate athletics programs must prepare and make available an annual report on athletic participation, staffing, revenues, and expenses for men's and women's teams. A copy of the report or past reports may be obtained from the Vice Chancellor of Strategic Initiatives (281-459-7140 and allatia.harris@sjcd.edu) or from the Marketing Department (SJC.TPIARrequest@sjcd.edu). **Equity in athletics data also is available at <http://ope.ed.gov/athletics> (<http://ope.ed.gov/athletics/>).**

Right to Involvement in Decision Making

San Jacinto College provides an opportunity for student involvement in the decision-making process through student government on the three main campuses. As constituents of the educational community, students may express their views on issues of institutional policy and on matters of general interest to the student body.

In addition to membership in student associations and organizations, students shall be given the opportunity to serve on campus and College committees as deemed appropriate by the College. For more information, students may visit the Student Engagement & Activities office on each campus.

Immunity from Sanctions for Certain Drug or Alcohol Violations

As a matter of campus safety, students are strongly encouraged to report incidents of sexual harassment and sexual misconduct in accordance with the College's Sexual Misconduct Procedure. To encourage reporting of Sexual Misconduct, the College will grant immunity (also known as amnesty) from disciplinary action to students who in good faith report sexual misconduct, file a formal complaint, or participate as a witness in a sexual misconduct grievance or discipline process, even if they were under the drinking age or were under the influence of drugs or alcohol at the time of the incident. The immunity rule does not apply to an individual who has been accused of engaging in sexual misconduct. The immunity rule is addressed in the College's Sexual Misconduct Procedure III.3006.D.a (<https://www.sanjac.edu/about/policies-procedures/III-3006-D-a-Allegations-of-Sexual-Misconduct.pdf#search=Procedure%20III3006Da>). For more information, students may contact the Office of Student Rights and Responsibilities.