

# UNIVERSITY CATALOG DISCLOSURES

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## Reservation of Right to Modify Catalog

Husson University reserves the right to change the policies, procedures, tuition and fees, curriculum, program requirements and all other contents of this catalog at any time and without notice. The Husson University catalog is not an express or implied contract, nor does it establish the express or implied authority of those listed herein. In addition, it is not intended for the language of the catalog to limit reasonable actions the University may take in responding to matters relating to students, faculty, or staff. The catalog is offered only as information. It is the responsibility of persons relying on this catalog to confirm with the appropriate Husson University official that any provision herein is applicable.

## Student Responsibility

It is the responsibility of the student to be familiar with and abide by all policies and procedures outlined in the catalog, including, but not limited to requirements for completing the major and degree, prerequisites to be met for enrolling in certain courses, and withdrawal from and repeating of courses. Failure to comply with these rules could adversely affect the student's status and graduation.

## Non-Discrimination Policy

Husson University is committed to maintaining an environment that is free from unlawful harassment and discrimination of all kinds and prohibits discrimination against or harassment of any individual or group on the basis of race, color, sex, sexual orientation, gender identity and/or expression, religion, ancestry or national origin, age, physical or mental disability, citizenship, veteran status, or any other applicable legally protected status in matters of admissions, employment, housing, or services in the educational programs or activities it operates. Consistent with this commitment, as well as federal and state laws, Husson University does not tolerate unlawful discrimination or harassment in any form.

Inquiries regarding Husson University's policies and procedures may be referred to the Associate Director of Human Resources, Dwan Anderson, at [andersondw@husson.edu](mailto:andersondw@husson.edu), or (207) 941-7070.

Husson University does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment. Inquiries about Title IX may be referred to Husson University's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights,<sup>5</sup> or both. Husson University's Title IX Coordinator is Elizabeth Atkinson, Peabody Hall 201, [atkinsone@husson.edu](mailto:atkinsone@husson.edu), (207) 973-1017. Husson University's nondiscrimination policy and grievance procedures can be located at <https://www.husson.edu/about/>

[human-resources/title-ix](#). To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to <https://www.husson.edu/about/human-resources/title-ix>.

## Records Retention

Records are maintained in accordance with the American Association of Collegiate Registrars and Admissions Officers (AACRAO) retention of records guidelines, as well as federal and state regulations relating to privacy, availability, and correction of records. In general, after seven years beyond separation from the University whether by graduation or for other reasons, only transcripts showing the academic record of courses taken at Husson University are retained in the Registrar's Office. The academic transcript provides information related to attendance, program of study, performance, and scholastic achievement. While the Office of the Registrar may hold such records or other information in a variety of formats, whether by microfiche or electronically, only the academic transcript is retained as a student's "official" record.

## Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) is a federal act that affords students of higher learning certain rights with respect to their education. It is the policy of the Husson University to follow those guidelines to protect the privacy of students. Once students become part of our community, they will be treated as adults. It is the student's responsibility to keep others informed of their activities and their academic progress. Please be advised that in accordance with FERPA rules and regulations Husson University **does not**:

1. Release information to parents about grades or academic progress without the written consent of the student.
2. Release information to parents about honor code or student conduct violations and/or sanctions without the written consent of the student.
3. Release information to parents about the student's whereabouts or social activities without the written consent of the student.
4. Release information related to a student's health or counseling record (also covered under HIPAA: The Health Insurance Portability and Accountability Act) without the written consent of the student.
5. Notify a parent or legal guardian when a student is withdrawn or put on a leave of absence from the University.

Husson **may** contact parents under the following circumstance:

1. When the staff has ongoing concerns about a student's well being, or is concerned that a student presents a threat to her/him self or to others.

If your student wishes to waive her/his rights under FERPA, s/he can fill out the FERPA Student Release form. Alternatively, a parent or guardian may seek access to the academic records if the student is declared as a dependent and attached to the form is a signed copy of pages 1 & 2 of the most recent Federal Income Tax Form 1040. (Please see Part B on the FERPA release form.)

The following student rights are covered by FERPA and are afforded to all eligible students of the University:

1. The right to inspect and review the student's educational records.
2. The rights to request the amendment of the student's education records that the student believes are inaccurate or misleading.
3. 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.
4. The right to notify the University in writing if the student does not want any or all of the information designated as directory information to be released internally or externally. (Please see Part C of the Release Form)
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Husson University to comply with the requirements of FERPA.

Without the consent of the student, releases to third parties may be given only as follows:

1. To federal officers as prescribed by law.
2. As required by state law.
3. To research projects on behalf of educational agencies, providing that the agencies guarantee no personal identification of students.
4. To accrediting agencies carrying out their functions.
5. In response to a judicial order or lawfully issued subpoena.
6. By Husson University Safety and Security to other law enforcement agencies in the investigation of a specific criminal case.
7. To parents of students who are dependents as certified according to IRS standards. (Please see Part B on the FERPA Release Form)
8. A student's parent(s) or legal guardian(s) regarding the student's use or possession of alcohol or a controlled substance if there has been a determination by the University that the student's use or possession of alcohol or a controlled substance constitutes a violation of a University rule or regulation; and the student is under the age of 21 at the time of disclosure to the parent(s) or legal guardian(s).
9. In connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

Please note that personally identifiable information with respect to academic or other records may be disclosed to school officials with legitimate educational interests. A school official is a person employed by Husson in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or University agents); academic affiliates including individuals or organizations facilitating an internship and/or clinical learning experience; secondary school counselors or employees of scholarship foundations acting in an student advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Please also note, that Husson, for various reasons consistent with its mission, releases directory information internally and externally whether in writing, verbally, or electronically. Directory information includes, but is

not limited to the student's name, address, telephone listing, electronic mail address, photographs, date and place of birth, major, participation in officially recognized activities, dates of attendance, degrees and awards received. Students have the right to refuse to let Husson, its agents, or designees publish such student information. Such refusal must be made in writing to the Registrar.

#### Husson University Student Complaints Policy

Husson University promotes a community of learning that provides access to faculty, staff, and administration. We are committed to resolving problems experienced by students when interacting at any level with the University. Accordingly, we want to know if you are experiencing difficulties resulting from the University's policies or the actions of its employees, agents, or volunteers. The University encourages students with complaints to seek informal resolution of the complaint prior to initiating a formal process. An informal process involves a direct conversation with the person who has caused the difficulty; the conversation is conducted in a fashion that is calm and professional. All members of the University community are expected to engage in these conversations with an attitude of listening, understanding, and respect for the other person regardless of the merit of the complaint. If those involved with the complaint are unable to resolve the matter through an informal process, or the matter is of such a nature that it cannot appropriately be discussed with the person causing the complaint, then the student may initiate the formal process as follows:

1. Please use the document provided at the following URL, <http://www.husson.edu/academics/registrar/complaint-form>. The complaint should clearly identify the circumstances, the specific complaint, and the desired resolution. The written document should also provide the contact information for the student initiating the complaint. Such complaints should be submitted to the Executive Administrative Assistant of the Provost who will direct it to the attention of an appropriate University representative (e.g., Dean, Associate Dean, or Department Chair). The person submitting the complaint will receive a response or update on its status within 30 days.
2. If the Department, School, or College is unable to address the issue, or it is not addressed to the student's satisfaction, then the student may request of the Provost's Administrative Assistant that the complaint be directed to the appropriate University office or personnel for further consideration. The appeal may require further conversations with the student and the party against whom the complaint has been filed.

Matters of serious legal or consequential outcomes will be directed without delay to other appropriate venues. All matters shall be considered confidential and shall involve only the necessary parties and representatives of the University. Records of complaints and their resolutions shall be retained in such a way to respect the privacy of the complainant. Students should rest assured that their complaints will not result in retaliation. The New England Commission of Higher Education (NECHE) also has a procedure to receive complaints from other institutions, students, faculty, or the public against a university, including tuition and fee policies, and as related to NECHE standards, policies or procedures. Such complaints shall be placed in writing in detail by the complainant and submitted to the NECHE office. You may review the criteria for making a public comment or filing a formal complaint and download the required complaint form at <https://www.neche.org/for-the-public/comments-complaints/>. If the complaint meets the Commission's criteria for consideration, it will be forwarded to the University's President, who is asked to respond within 30 days.

At NECHE's next regularly scheduled meeting, the Commission may consider both the complaint and the Husson University's response and determine whether or not further action is required. The complainant and the institution will be notified in writing of the Commission's decision in the matter. For guidance on filing either a Public Comment or Complaint, you may email [cihe@neasc.org](mailto:cihe@neasc.org).

For information on registering a complaint against the University in the State of Maine, students should contact the following agencies for additional information. When the Consumer Protection Division receives a complaint, they will determine whether it is suitable to refer to their Consumer Mediation Service. In many cases, the best response is to provide the complainant with information on how to resolve your problem.

**Maine Attorney General**

Consumer Protection Division  
6 State House Station  
Augusta, ME 04333

1-800-436-2131

[consumer.mediation@maine.gov](mailto:consumer.mediation@maine.gov)

[http://www.maine.gov/ag/consumer/complaints/complaint\\_form.shtml](http://www.maine.gov/ag/consumer/complaints/complaint_form.shtml)

**Maine Department of Education**

23 State House Station  
Augusta, ME 04333-0023

Telephone: **(207) 624-6846**

Fax: (207) 624-6841

The policies and procedures with respect to student complaints are not meant to prevent a student from seeking immediate resolution to a matter that could result in ongoing and serious physical, emotional, or financial harm to the student or to others. Rather, they are meant to foster a productive and meaningful resolution to legitimate student concerns.