Confidentiality of Student Records

Peninsula College complies with the Buckley Family Educational Rights and Privacy Act of 1974 (FERPA) regarding confidentiality of student records and release of personally identifiable information.

In order to respect the privacy rights of individuals, only limited information about students can be released to individuals off campus without the express written permission of the student. Federal laws concerning the privacy rights of students and college policy provide the basis for these procedures.

See our web site at www.pencol.edu or our quarterly schedule of classes for detailed information.

Limitation of Liability

The college’s total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the college for those classes or programs. In no event shall the college be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profits.

Nondiscrimination Policies

Board Procedure Number: 501.01
Date Adopted: December 5, 1997
Revised: March 25, 2005, December 9, 2008

Peninsula College is committed to protecting the rights and dignity of each individual in the campus community and prohibits any form of discrimination. All Peninsula College employees and students may report alleged discriminatory behavior without fear of restraint, reprisal, interference, or coercion. An employee’s status with the College shall not be adversely affected because he or she utilizes the following procedures. A student’s status with the College shall not be adversely affected for following the procedures outlined in the Student Conflict Resolution Procedure, 432.01. Peninsula College’s informal and formal complaint procedures are designed to ensure fairness and consistency in the College’s relations with its employees and students. Nothing in these procedures, or the Student Conflict Resolution Procedure, shall be construed as abridging the rights of an employee or student to allege discrimination in exercising constitutional or statutory rights which may be available.

Informal Review Procedures

Employees are encouraged to communicate his or her discrimination complaint to the appropriate supervisor. Every effort should be made to resolve the complaint informally within the department. However, should an employee feel that he or she is unable to discuss the complaint with the appropriate supervisor, the employee should go to the major administrator for that unit, department, or division to discuss the issue. The employee may also wish to exercise his or her rights to pursue a formal resolution, which may include mediation with the assistance of the affirmative action officer.

Formal Review Procedures

The following formal review procedures have been established for those kinds of discrimination complaints which remain unsolved after an informal review has occurred and when the informal procedure has failed to resolve the complaint to the satisfaction of the parties.

Any employee who believes he or she has been discriminated against in connection with a violation of the College’s Non-Discrimination Policy may, after the informal procedures have failed, file a formal complaint in writing with the College’s Affirmative Action Officer (AAO), Bonnie Cauffman, Director of Human Resources, 1502 E. Lauridsen Boulevard, Port Angeles, WA 98362 (Phone: 360.417.6212), stating the complaint and requesting a remedy. The complaint shall be filed within ninety (90) business days of the failed informal procedure.