Dear Students,

Welcome back Mounties!

I wanted to take this opportunity to remind you of some important semester information from the Center for Student Success.

The Center for Student Success is comprised of the Registrar’s Office, Academic Advising, and Career Development offices. Please take the time to read this newsletter. The information is of benefit to both new and returning students.

Sincerely,

Chris Lovett, Ph.D.
Registrar & Director of the Center for Student Success

**ADD-DROP - FALL 2019**

Students who were enrolled at the College last spring will be able to add and drop courses via their MyMAC account. Please note that students will not be able to wait list themselves during add/drop, so students will only be able to add open sections of courses.

New students will need to complete the traditional add/drop form which can be picked up and returned to the Registrar's Office with the necessary signatures.

The Fall 2019 add/drop period will officially end on Friday, August 30, at 5:00 p.m.

Any students on wait lists prior to classes starting will remain on the wait lists and will be contacted by the Registrar’s Office via their College email to confirm they still want enrolled in the course if a seat would open.

**Reading Your Schedule**

**ACWC**: Athletic Convocation and Wellness Center

**ADMN**: Main Administration Building

**AH**: Academic Hall

**PH**: Pierce Hall

**CHAP**: Chapel

**ALUM**: Alumni Hall

**LIB**: Library

**MCA**: McAuley Hall
A Reminder from the Financial Aid Office

From the Office of Financial Aid:

Students: The following can affect your financial aid for the semester or your financial aid in the future:
- adding or dropping a class
- changing your major or the type of degree you are working on
- repeating or failing a class
- withdrawing from the College

Always check with the Financial Aid Office before you do any of these processes so we can advise you how you and your financial aid will be affected.

The Financial Aid Office is here to help you. Feel free to stop by the Financial Aid Office located in the Main Administration Building, Room 122 to get your questions answered. You’ll also find the College website and College catalog a great source of information and you should be sure to read up on all policies. We’ll be contacting you throughout the semesters via your College email address if we need anything from you or want to remind you about anything new regarding financial aid!

SAVE THE DATE! STUDY NIGHTS!

Mid-term Study Night is October 3rd from 5-10.

Finals Study Night is December 5th from 5-10.

Study nights are opportunities for students to meet with peer tutors, professional tutors, professors and SI leaders to review material and have questions answered before big test or papers. Crafts and prizes are also included!
Welcome Kim Washington to the CSS

Please welcome Kim Washington, as the new Director of Career Development. Kim comes to the College from Goodwill Industries in Johnstown, where she was the Coordinator of Educational Services and oversaw the creation of the GED program and managed the Career Center. Prior to that Kim spent two years at Penn State Altoona as an academic advisor in the Division of Undergraduate Studies where she was recognized as the Advisor of the Year. Additionally, she spent fifteen years at Cambria Rowe Business College as the Director of Education and an Instructor of English.

The Office of Career Development can assist students with:

- Résumé and Cover Letter Critiques
- Mock Interviews
- One-on-One Career Coaching
- Major Exploration
- Workshops on Job Searches, Soft Skills, and Much More
YOU’VE GOT A HOLD, NOW WHAT?

There is an area on MyMAC that will notify you if you have a hold on your account. If you find this message, please work to resolve the hold as soon as possible. The three most common holds students find on their accounts come from the Registrar's Office (RE Hold), Business Office (BO Hold), and the Financial Aid Office (FA Hold).

It is important that you check your status early in the semester. Many times the hold can be lifted by turning in an official transcript from a past institution that you attended or finishing paperwork that has not been completed.

It is important to understand that many of the holds prevent students from registering for the upcoming semester until they are dealt with properly. That is why it is important to check your status early in the semester. Many students log onto MyMAC to register and then discover they have a hold. Often it can take days to get transcripts sent to the College or to pay off the remainder of a balance. Meanwhile, classes are being filled by students who are cleared to register.

Attention December 2019 Graduates

If you have applied for graduation, you may notice a strange course on your schedule when you view it on MyMAC. The course would be GR101, GR201, or GR301. This course was added to your schedule because you applied for graduation and it was deemed that you are on track to graduate in December with the schedule you had in June. This code carries no credits and does not appear on your printed schedule or transcript. It is a just a means of letting you know your application status. Additionally, it signals the Business Office to bill you for graduation. If you had outstanding course work, you were mailed a letter in June so you could make changes.

If you made changes to your schedule since June, be sure to contact your advisor to ensure you are still on track to graduate in December.

If you realized you have not applied for December 2019 graduation and you should have, then please apply by August 30, 2019. Any later and you will not be able to make changes to your schedule if needed!
**FINALS WEEK 2019**

New this fall will be a finals week for all full-semester, lecture courses. Finals Week will be the entire last week of the semester and begin on Monday, December 9, 2019. Final Exam week will consist of 4 scheduled exam days, with 1 make-up day. The Registrar will publish the exam schedule at the beginning of each semester, noting the course, section, date, time, and location of the final exam. Individual course instructors will provide specific information about assessments and exams.

Online, graduate, and condensed term courses do not have a separate exam week. Final assessments are incorporated into class times. The complete schedule can be found on the Registrar’s Office webpage.

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**FALL 2019 FINAL EXAM SCHEDULE**

<table>
<thead>
<tr>
<th>Exam Time</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class Starting Time</strong></td>
<td>MWF</td>
<td>MW</td>
<td>M</td>
<td>W</td>
<td>F only</td>
</tr>
<tr>
<td>8:00 a.m. to 10:00 a.m.</td>
<td>8:00 a.m.</td>
<td>8:00 a.m.</td>
<td>8:00 a.m.</td>
<td>8:00 a.m.</td>
<td>8:00 a.m.</td>
</tr>
<tr>
<td>11:00 a.m. to 1:00 p.m.</td>
<td>MWF</td>
<td>MW</td>
<td>M</td>
<td>W</td>
<td>F only</td>
</tr>
<tr>
<td>2:00 p.m. to 4:00 p.m.</td>
<td>MWF</td>
<td>MW</td>
<td>M</td>
<td>W</td>
<td>F only</td>
</tr>
<tr>
<td>5:00 p.m. to 7:00 p.m.</td>
<td>MWF</td>
<td>MW</td>
<td>M</td>
<td>W</td>
<td>F only</td>
</tr>
<tr>
<td>8:00 p.m. to 10:00 p.m.</td>
<td>MW</td>
<td>M only</td>
<td>W only</td>
<td>F only</td>
<td>Open for labs or conflict rescheduling</td>
</tr>
</tbody>
</table>

Please note the final exam schedule reflects the lecture or theory meetings of your course that carry credit. Labs, clinical, seminars, internships, directed study are not scheduled to have a final exam. However, departments may require students to complete a final lab for a course. Please consult your instructor. For science courses that meet one day for lecture and one day for lab, the final exam will be linked to the day of the lecture.

Used for snow make-up date, labs, or rescheduling. This is the official last day of the semester.

Open for labs or conflict rescheduling if not a snow make-up date.
**Supplemental Instruction**

**Supplemental Instruction (SI)** is a unique form of academic support utilized in difficult coursework where a student - known as an SI Leader - attends class, takes a full set of notes, then holds two collaborative review sessions each week in order to help students master subject matter. SI will be offered for a variety of courses this fall. Please stop by the Learning Commons to learn more about this service.

Session times and locations will be announced in your classes, so stay tuned for more information!

**FA 2019 SI Offerings**

<table>
<thead>
<tr>
<th>Course</th>
<th>Faculty</th>
<th>Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASLI102</td>
<td>Mr. Sankey</td>
<td>Jessica Churpita</td>
</tr>
<tr>
<td>BIOL101</td>
<td>Dr. Goldyn</td>
<td>Zachary Lieb</td>
</tr>
<tr>
<td>BIOL103</td>
<td>Dr. Goldyn</td>
<td>Lana Maniakhina</td>
</tr>
<tr>
<td>BIOL112</td>
<td>Dr. Michaels</td>
<td>Kelsie Nelson</td>
</tr>
<tr>
<td>BIOL201</td>
<td>Dr. Michaels</td>
<td>Hanna Hennigan</td>
</tr>
<tr>
<td>BIOL201</td>
<td>Dr. Whitlock</td>
<td>Shamia Pintard</td>
</tr>
<tr>
<td>BIOL230</td>
<td>Dr. Whitlock</td>
<td>Nathan Smith</td>
</tr>
<tr>
<td>BIOL260</td>
<td>Dr. Goldyn</td>
<td>Cruz Rivera</td>
</tr>
<tr>
<td>CHEM101</td>
<td>Dr. O'Connor</td>
<td>Sammi Smith</td>
</tr>
<tr>
<td>CHEM301</td>
<td>Dr. O'Connor</td>
<td>Michelle Bello</td>
</tr>
<tr>
<td>NUAS130</td>
<td>All faculty</td>
<td>Olivio Coho</td>
</tr>
<tr>
<td>NUAS260</td>
<td>Mr. Clinger</td>
<td>Cherieze Gray</td>
</tr>
</tbody>
</table>

**English Language Learner (ELL) Modification**

English Language Learner (ELL) Modifications are starting in Fall 2019. This is an initiative coordinated by Jenna Weyandt, designed to assist students whose native language is not English. During the first month of the semester, ELL students meet with the Coordinator of ELL to determine eligibility for classroom modifications including, but not limited to, extended test time. Once a modification is awarded, the student presents faculty with a Modifications request, designating the modification awarded. The instructor reserves the right to decline the services if they contradict the stated objectives of the course. If modifications are awarded, Jenna will coordinate the implementation of the modification. Also, ELL students participate in bi-weekly meetings with Jenna and attend weekly tutoring sessions and Supplemental Instruction through the Library Learning Commons. Additionally, ELL students are introduced to other campus resources to help ensure academic success. ELL modifications are designed to be implemented during Freshman year, with a gradual decrease in services and ending after the students have reached 60 credits earned.
Taking an Online Course?  
Be Sure to Verify Your Participation

This message is very important if you are taking an accelerated online course this semester. Because these courses only run 8 weeks, the Registrar’s Office has to verify student enrollment in the courses in a much more quickly. Students in these courses are required to post/participate in the course by Wednesday night to verify their intent to remain enrolled in the course. Students who do not participate in an accelerated course by this deadline will be dropped from the course the next day. It is very difficult to re-enroll a student who has been dropped. Logging into a course does not constitute participation and your instructor will not use that to verify your participation.

Most instructors of online courses have an “Introduce Yourself” discussion board which Requires students to post by Wednesday. We ask that you please complete this discussion by the deadline to avoid being dropped from a course.

The Learning Commons Wants YOU to Become a Peer Tutor

Have you aced a few courses? Do you get along well with and enjoy helping others? Would you like to add meaningful work experience to your résumé? Do you need a few extra dollars? If you answered yes to these questions, then the Learning Commons wants you to become a Peer Tutor!

Peer Tutoring is a paid, campus position (not a work study) that allows you to schedule your own hours, working only the hours that suit your needs. Our Peer Tutors work seven days a week during the morning, afternoon, and evening, and it’s up to you to decide when you want to work. We also train our tutors (during a completely paid training) so they not only feel comfortable with the course content but are also able to employ strategies to help those who need a little boost to succeed. How much easier could it be?

To become a Peer Tutor, we need you to have earned at least a B+ in the course(s) you wish to tutor, have and maintain at least a 3.0 GPA, and obtain faculty recommendation. For an application to become a Peer Tutor, please see Dr. Theresa Spanella, Learning Commons Coordinator with any questions.
Spring & Summer 2020 Registration

Registration for Spring 2020 begins Friday, November 1, 2019. The registration process at Mount Aloysius College is a tiered process based on earned credits.

You are strongly encouraged to meet with your academic advisor in the weeks leading up to the start of the registration period. Your academic advisor will meet with you to develop a schedule that meets the requirements of your major and is structured to allow you the best possible level of academic success.

You must meet with your advisor prior to the registration date because they must actually clear you within the system allowing you to register.

Come to your appointment prepared by bringing a copy of your Graduation Report or Advising Worksheet from MyMAC. It is important to come to your meeting with some idea of the courses you would like to schedule. Your advisor will work through the pros and cons of your selections and help you develop an appropriate schedule.

Veteran and Dependent Benefits

Educational benefits are available for eligible veterans and dependents and spouses of eligible veterans. Dependents or spouses of 100% disabled or deceased veterans may be eligible for Chapter 35 VA benefits. If you think you may be eligible, the Veterans Certifying Official can help you apply.

If you are a veteran or dependent/spouse of a veteran and have questions about eligibility for VA educational benefits, you may contact Sally Weber in Main 102 at (814) 886-6337 or e-mail your questions to sweber@mtaloy.edu. You may also get detailed information about VA benefits on the College website at the following address: http://www.mtaloy.edu/future-student/military_affairs/ or the VA website at www.benefits.va.gov.gibill.
Trade this → For this →

Trade your other collegiate apparel in and receive a voucher for a FREE $10 Mount Bookstore shirt!

Mountie Tee-Shirt Exchange

Redeem your voucher at the Home soccer game v. Penn State Altoona on October 15th starting at 5pm at the Mountie Stables

COSGRAVE LOBBY
October 1st-10th
11AM-2 PM

All Donations to Altoona Salvation Army
Sponsored by The Center for Student Success
Center For Student Success Open Houses

Shake It Up! – Tues, September 3rd, 1-3 pm, Main 101
Milkshakes, Getting Involved, Introduction to Advising and Career Development

Get a Brewin’! – Tues, October 8th, 9-11am, Main 101
Coffee, Internship Information, Interviewing Tips and Attire, Midterm Preparation

Tricks and Treats – Thurs, October 31, 9-11am, Main 101
Halloween Candy, Scheduling, Resume Misnomers, Salary Negotiation

Finals Information – Tues, November 19, 9-11am, Main 101
Hot Cocoa, Final Exam Information, Professionalism

All events are free!
Questions to jweyandt@mtaloy.edu
If you are a freshman in LIBA 150 College Success & the Mercy Experience this fall, get ready to meet your L.I.F.T Peer Mentor. This new program allows for Leadership to Impact Freshman Transition! The College is excited to have peer mentors in 12 of the 14 on-campus sections of this course.

L.I.F.T Peer Mentors have been selected and trained to help you transition to life in college. The mentors will serve as active members of your LIBA 150 class, so you can learn from the experiences of someone who walked in your shoes not too long ago.

You can expect your mentor to:

- Build connections with you and help facilitate engaging discussions and activities in class.
- Hold weekly office hours twice a week in St. Gert's Room 40, so you can ask questions about college, services on campus, or just talk about life. Our goal is for you to visit with them during office hours once during the first 8 weeks and once during the second 8 weeks for personal check-ins, but we hope you will stop in more!
- Promote events on campus. We will have a series of Freshman Stampede (Go Mounties!) events where we want our freshman to come out in full support of their school and show the other teams we are proud of our school!

Mentors are expected to be in each class meeting. You will probably see them come early and stay late because they really want to be there for you as you transition to being a Mountie. Mentors are not teaching assistants, so they will not grade your work or handle your assignments.

We hope that this new initiative will help make your freshman year even more successful.
FALL 2019

Career Development
Events and Workshops

Open Houses
- Tues., Sept. 3, 1-3 p.m., Main 101: Milkshakes and Info!
- Tues., Oct. 8, 9-11 a.m., Main 101: Coffee and Info!
- Thur., Oct. 31, 9-11 a.m., Main 101: Candy and Info!
- Tues., Nov. 19, 9-11 a.m., Main 101: Cocoa and Info!

Student Success Sessions
- Tues., Sept. 17, 3:30, Main 233: Focus 2 Info
- Tues., Oct. 1, 3:30, Main 233: Professionalism
- Thur., Oct. 17, 3:30, Main 233: Tricky Interview Questions
- Thur., Oct. 24, 3:30, Main 233: Résumés That Radiate

Résumé Workshops
- Sept. 10 and 24
- Oct. 8 and 22
- Nov. 5 and 19
- Dec. 3
  All in Main 229, 3:30-4:30

Events
- Thurs., Oct. 3: Career Development Lib Guide Workshop
  3:30 p.m., Buhl Lab, Library
- Tues., Oct. 15: Networking Workshop
  3:30 p.m. Location TBD

Details TBD: Nursing Mock Interview Fair (registration required)

www.mtaloy.edu/career-services
careerdevelopment@mtaloy.edu
libguides.mtaloy.edu/careerdevelopment
Fall 2019 Academic Calendar

August
19 Faculty & Staff Workshop Activities Begin
23 Faculty & Staff Workshop Activities Conclude
26 Classes Begin;
   Last Day to Register - Late Registration Fee Applies;
   Official Add-Drop Course Period Begins
30 Official Last Day to Add or Drop a Course

September
2 Labor Day - NO CLASSES
3 Withdraw from Course Period Begins
5 All-College Convocation
26 All-College Liturgy (tentative)

October
11 Midterm; Long Weekend Begins after Last Class
14 Midterm Grades Due - 4:00 p.m.
16 Classes Resume

November
1 Summer and Spring Registration Begins - Current Students;
   Last Day to Apply for May Graduation
11 Summer and Spring Registration Begins - New Students
15 Final Day to Withdraw from an Individual Course with a Grade of "W"
26 Thanksgiving Vacation Begins after Last Class;
   Total Semester Withdrawal Deadline

December
2 Classes Resume
7-8 Reading Days
9 Day 1 - Final Exams
10 Day 2 - Final Exams
11 Day 3 - Final Exams
12 Day 4 - Final Exams
13 Conflict/Make-Up Day for Final Exams;
   Semester Ends after Last Exam Period;
   December Graduate Recognition - 6:00 p.m.
16 Fall Final Grades Due - 4:00 p.m.
Fall 2019 Learning Commons
Workshops

September 10 - 3:30
Getting the Most of the Lecture: Active Note Taking
Mr. Chris Burlingame
Practice Presentation Room

September 17 - 3:30
More Than Email: Google Apps
Ms. Lauren Coakley
LIB101

October 8 - 3:30
Getting to Know Google Scholar
Ms. Shamim Rajpar
LIB101

October 22 - 3:30
Humanity in Patient Care
Ms. Cara Tomallo
Practice Presentation Room

October 29 - 3:30
Feed Your Brain: Nutrition & Academic Success
Ms. Anne Volk
Practice Presentation Room

November 5 - 3:30
Primary vs. Secondary Sources
Mr. Rob Stere
LIB101

November 12 - 3:30
Finding Inspiration in Frustration: Generating Paper Topics
Mr. Chris Burlingame
Practice Presentation Room

November 19
Providing Effective Patient Teaching
Ms. Cara Tomallo
Practice Presentation Room

November 26 - 3:30
Can You Hear Me Now? Effective Public Speaking
Ms. Anne Volk
Practice Presentation Room
Annual FERPA Notification

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the Mount Aloysius College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Mount Aloysius College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Mount Aloysius College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Mount Aloysius College.

4. The right to request that Mount Aloysius College not release directory information including student’s name, address, telephone number, date and place of birth, dates of attendance, degrees, and honors. Requests to withhold directory information should be made in writing to the Registrar’s Office.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Students may request a paper copy of the College’s FERPA policy by making a request in person at the Registrar’s Office. Additionally, the FERPA policy is available within the College Catalog and Student Handbook.
Directory Information

The law provides students the right to expect that information in their educational records will be kept confidential, disclosed only with their permission or under provisions of the law. One such provision allows the release of "Directory Information" without the student’s permission. Directory information is a type of information that generally would not be considered harmful or an invasion of privacy if released.

At Mount Aloysius College, directory information includes name, address, telephone listing, e-mail address, photographs, date and place of birth, major field of study, dates of attendance, enrollment status (undergraduate or graduate; part-time or full-time), participation in officially recognized activities, degrees, honors, awards, most recent educational institution attended and weight and height for athletes. This information that the College has identified as directory information and that it routinely releases without a student’s explicit permission can also be made confidential at a student’s request. For students to do so, they must place their request in writing at the Registrar’s Office. Additionally, the College can refuse to release such information if a request seems improper, e.g., for commercial exploitation. The College considers a student’s FERPA rights to begin when he or she attends their first course at the College, whether the course is on campus, online, or through dual enrollment.

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))

- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))