

## CHIPOLA COLLEGE

<b><u>TITLE:</u></b> 1.080 Source of Official Information, Forms, and Records	<b><u>NUMBER:</u></b> 1.080
<b><u>AUTHORITY:</u></b> 1001.64(4) FS; 1001.64 (8)	<b><u>PAGE:</u></b> 1 of 1
<b><u>DATE ADOPTED:</u></b> 2/1997; 10/26/2004; 2/21/2017	

**POLICY:**

Specific information, forms, and official records pertaining to College operations and procedures may be obtained from the following offices during the office hours listed in the College Catalog:

- I. President's Office - Board policies, official College procedures, records and minutes of the Board, organization of the College, and other general matters of the College.
- II. Registrar's Office - student admissions, registration, graduation, transcripts, class schedules, programs, records, College calendar, and other matters related to students.
- III. Business Office - purchasing, accounting, receiving, facilities, and other matters related to the business operations of the College.
- IV. Human Resources - employment, employees, records, and other matters pertaining to persons employed by the College.

All of the above records shall not be distributed if they are subject to any privacy or public records limitation provided in state or federal law.