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POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Policy Title: **Student Records** **6.23**
Responsible Division: Student Services
Date Approved: October 2001



1. Southwestern Community College, in accordance with existing state and federal laws, reaffirms the rights of students to access their official educational records and to challenge the accuracy of such information. The College limits the release of personally identifiable data, other than directory information, without explicit student consent.
2. Student records include, but are not limited to, a copy of the original application for admission, transcript(s) of previous educational records, statement of residency (on application form), and test results for students in programs requiring preadmission/placement tests. The official transcript of a student's courses, credits, grades earned, total grade points earned, and cumulative grade point average to date is maintained in the Registrar's Office.
3. Information identified as public or directory information may be released to an outside agency without the student's consent for purposes deemed beneficial to the student by the President or his designees. Directory information is defined as the student's name, local address, e-mail address, major field of study, participation in officially recognized activities and sports, degrees and honors received, dates of enrollment and current enrollment status. Students who do not wish any or all of the above directory information released to outside agencies must notify the Registrar in writing within thirty (30) days after their initial registration. No records, other than directory information, shall be available to unauthorized persons within the school or to any unauthorized persons or groups outside the school without the written consent of the student involved except under legal compulsion.
4. The following persons or groups are authorized access to official records without student consent:
 - a. College faculty and other college officials with legitimate educational interests.
 - b. College officials of other institutions in which the student seeks or intends to enroll.
 - c. Authorized representatives of federal, state, or local government.

- d. Authorized organizations conducting studies or determining eligibility related to testing, financial aid or instruction.
 - e. Accrediting organizations in order to carry out their accrediting functions.
 - f. In emergencies, appropriate persons if necessary to protect the health or safety of the student or others.
 - g. Information about deceased students may be released to a spouse, parents, or executors of a student's estate for a period of six (6) months after the death. Beyond six months, deceased student information is treated the same as other student directory information. The request for deceased student information must be in writing accompanied by an official death certificate.
5. Students may request permission to review their records through the Registrar's Office. The College reserves the right to require appointments for examination of records. Students questioning the content of their records shall first review the records with the Registrar or Vice President for Instruction and Student Services. Upon written request by the student, all unresolved questions shall be reviewed by a committee appointed by the President. The final review shall rest with the President.
 6. A hold may be applied to the release of an official transcript, diploma, or other information requested from an official record, for a student who has an overdue indebtedness to the College. Such a student continues to have the right to see and photocopy his official record upon request.
 7. Requests for additional information and questions regarding student records procedures or student rights under the Family Education Rights and Privacy Act of 1974 should be addressed to the Registrar.

[Chapter 6 Table of Contents](#)

[Back to Index](#)

[Back to Policies and Procedures home page](#)

BACK TO SCC HOME