

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

ACCESS TO AND RELEASE OF CONFIDENTIAL STUDENT INFORMATION

1. Schoolcraft College may release **nonconfidential** information which includes, but is not limited to, a student's name, address, telephone number, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and academic awards received, and the most recent previous educational institution attended by the student.
2. **Confidential** information includes, but is not limited to, academic evaluation, counseling and advisory records, financial aid records, psychological and medical reports, disciplinary records, transcripts, test scores, and other academic records, billing fee record payments, and student payrolls.
3. The following individuals, groups, and agencies will have access to confidential information as indicated below:

THE STUDENT

- a. A student is entitled to a copy of his/her college transcript. This copy can be official or unofficial depending on the circumstances.
- b. Upon written request, current or former students may inspect and review their official records within 45 days of the written request, with the exception of the following:
 - 1) Financial records of parents.
- c. A student is entitled to an explanation of any information contained in the official records and may challenge the contents for accuracy or violation of privacy. He/she may request that this type of information be deleted or corrected.
- d. If the student is unable to have the data modified or deleted by the administrator in charge, he/she may appeal, in writing, to the Vice President and Chief Student Affairs Officer. The Vice President shall take whatever steps he/she deems necessary to correct the situation.
- e. Documents submitted by and for the student in support of his/her admission application or for transfer credit will not be returned to the student or sent elsewhere at his/her request. Exceptions will be made

whenever another transcript is unobtainable as determined by the administrator in charge.

ON-CAMPUS FACULTY, STAFF, AND ADMINISTRATION

Review of a student's record shall be granted to faculty, staff, and administrative officers who have a legitimate educational interest in the material and demonstrate the need to know.

All employees are expected to uphold FERPA in accordance with Policy 2060.

OFF-CAMPUS INDIVIDUALS, ORGANIZATIONS, AND GOVERNMENTAL AGENCIES

- a. Officials of other schools in which a student has an interest or is currently enrolled, provided the student is notified, receives a copy of the information if he/she wants it, and has the right to challenge the contents.
- b. Federal and state officials as required by the audit and evaluation of federally supported education programs or in connection with the enforcement of federal legal requirements which relate to such programs.
- c. Individuals and groups responsible for processing student financial aid applications.
- d. State and local officials to which such information is required to be reported.
- e. Organizations or individuals authorized by the College to collect data for educational research provided that the personal identity of students is limited to those conducting the research and that the information is destroyed when not needed.
- f. Accrediting organizations in order to carry out their functions.
- g. An individual or group who needs the information to protect the health or safety of a student or other persons.
- h. Individuals or groups responsible for the collections of past due financial obligations.
- i. Attorneys representing the College when an individual student has filed suit against it.
- j. Military officials to comply with "The Solomon Amendment."

- k. Organizations hired by the College to provide support services as approved by the Registrar. Contracts with these organizations should include references to ensure that the organization is aware of and will uphold FERPA best practices. All organizations are expected to uphold FERPA in accordance with Policy 2060.

TELEPHONE INQUIRIES

Information designated as public information may be released as prescribed in Policy 1072.

WITHHOLDING INFORMATION

No official transcripts or diplomas shall be released until all financial obligations to Schoolcraft College are met.

SUBPOENA OR COURT ORDER REQUEST

- a. Confidential information may be released if properly subpoenaed for judicial, legislative, or administrative proceedings provided an attempt is made to notify the student of the order prior to compliance.
- b. Subpoenas or court orders requesting student information shall be directed to the Records Office. The Records Office will attempt to notify the student in writing if he/she has not already provided a signed release with the subpoena. A copy shall be made of the document received.

Revised—Cabinet
December 10, 1984
April 9, 1997
Reviewed—Cabinet
October 11, 1999
Reviewed—Dean of Student Services
October 31, 2005
Revised-Cabinet
January 15, 2008
September 20, 2016