

4.070

Student Records

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The college shall maintain student records in accord with State and Federal requirements and the requirements of the Commission for Higher Education.

Office of the Registrar

The Office of the Registrar is the custodian of all official student records.

Date of Adoption: Adoption of Manual: July 2008

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Student Records Confidentiality

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords a student certain rights with respect to his/her education records.

A student has the right to:

1. Inspect and review the student's own education records within 45 days of the day the college receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the record(s) may be inspected.
2. Request an amendment of the education record that the student believes is inaccurate or misleading. A student may ask the college to amend a record that is believed to be inaccurate or misleading. The written request should be addressed to the registrar, clearly identify the part of the record that is to be changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her 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. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Two examples of authorized disclosure(s) without consent would be:

Disclosure to school officials with legitimate educational interests

A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting 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 responsibility.

Mohave Community College accumulates and maintains records containing information on the characteristics, activities and accomplishments of its students. Recognizing the student's right of privacy, a policy regarding the confidentiality of the information which becomes a part of the student's permanent records and governing the conditions of its disclosure has been formulated and adopted. All members of the faculty, administration and clerical staff must respect confidential information about students which they acquire in the course of the work. At the same time the College must be flexible enough in its policies not to hinder the College's employees' legitimate educational interests in accessing confidential information. This policy reflects a reasonable balance between the responsibility for maintaining student privacy rights and the responsibility for providing efficient service to students and the effective functioning of the College's operations.

Directory Information

According to the FERPA, its amendments and the final rule of the U.S. Department of Education, the only information which may be released without the student's written consent is directory information. Directory information includes name, address, e-mail address, phone number(s), photographs, most recent previous school attended, MCC ID number, major field of study, campus attended, status (including current enrollment, dates of attendance, full-time/part, withdrawn, degrees awarded), honors received (e.g., Dean's List, Honor's List, PTK), participation in activities and sports and weight and height of athletic team members.

Students currently enrolled may withhold disclosures of "Directory Information" under the Family Educational Rights and Privacy Act of 1974, as amended. Written notification must be received in the Office of the Registrar prior to the first day of class each semester. Failure on the part of any student to specifically request that "Directory Information" be withheld indicates individual approval for disclosure.

Annual Notification:

Students will be notified of their FERPA (Family Educational Rights and Privacy Act) rights by publication in the college catalog.

Violations:

MCC employees (including contracted temporary staff) who suspect there may have been a possible FERPA violation regarding any MCC student, past or present, must immediately report the suspected violation to their supervisor. Supervisors are expected to immediately notify the MCC Office of the Registrar.

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Transcripts of MCC Credits

The record of a student's academic performance in which a grade is received at Mohave Community College is the transcript. It contains all earned grades, including student initiated and administrative withdrawals. It excludes dropped courses. The transcript is maintained by the Office of the Registrar, with the Registrar being the official custodian. The Office of the Registrar processes the requests for official transcripts. Students may request a copy of their transcript at any time, so long as they are not indebted to the college. Any indebtedness with MCC must be cleared up before a transcript can be provided.

The Office of the Registrar may use technology to enhance a student's ability to view and request their transcripts. Since constantly changing technology requires fluidity to processes, the college catalog shall be used to list the current procedure to request transcripts; including, but not limited to, costs, timeframes, and any special requests that may be available. That information may also be included in any other medium deemed useful for students. Students may view their unofficial transcripts by logging into their JICS student account. Students are encouraged to review their transcripts to ensure the accuracy of the information included. If the student believes the transcript contains an inaccurate grade, they must follow the Grade Grievance Policy as listed in the MCC Student Handbook. All other discrepancies must be brought to the attention of the Office of the Registrar within one calendar year of the completion of the course(s) in question.

Transcripts Received from Other Colleges or Schools

Transcripts received by Mohave Community College from other schools become the sole property of Mohave Community College. Neither originals nor copies can be released to any third party, including the student. The Registrar's Office has final authority regarding the method of receipt of incoming transcripts. Please see the current Mohave Community College Catalog for further information regarding the method of receipt for incoming transcripts.

Other Student Documents

Documents submitted to Mohave Community College become the sole property of Mohave Community College. Neither the originals nor copies of these documents will be released to the applicant/student or forwarded to another institution or third party. This includes, but is not limited to, documents submitted to Mohave Community College in support of an admission application. Documents submitted in support of an admission application may include, but are not limited to: Social Security Cards, Driver's Licenses, Permanent Resident Cards, Visas, Passports, Birth Certificates, or any other documents given to the institution to provide proof of residency, citizenship, or other necessary needs. If an applicant/student needs a copy of any documentation that they or any other entity have submitted to Mohave Community College, the applicant/student will be encouraged to contact the previous providing institution,

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organization, or person directly. In cases of emergency, applicant/student can request an exemption from the Registrar's Office.

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