

POLICY TITLE: ACADEMIC RECORDS

I. Purpose

The College will maintain the permanent official transcript of every student who attends the College.

II. Scope

This policy applies to all students who attend the College. The transcript is a copy of the student's academic record and contains the signature of the Registrar. The transcript includes courses waived, courses attempted and completed, courses and credits transferred, credits awarded for experiential learning, credit hours, GPA points, the LCC grade point average, current program and major, associate degrees, certificates of achievement, and certificates of completion awarded by the College.

III. General

Lansing Community College shall not distribute student lists to non-college agencies except as required by law.

In compliance with the Family Educational Rights and Privacy Act of 1974, Lansing Community College provides information as follows:

- 1) Students and/or a parent of a student, if the student is a dependent, have the right to access, inspect, and review all educational records directly related to the student. Upon presentation of pictured identification and a written request from the student to the Enrollment Services/Registrar's Office Suite 2200 of the Gannon Vocational-Technical Center, access to all educational records shall be provided within a reasonable period of time (not to exceed 45 days from the date the request is submitted.)
- 2) Educational records include all information maintained by the College which is directly related to the student with the exception of:
 - (a) Financial records of the student's parents.
 - (b) Confidential letters of recommendation prior to January 1, 1975.
 - (c) Confidential letters and recommendations associated with admissions, application for employment, or receipt of an honor or honorary recognition to which students have waived rights of inspection and review.

- (d) Educational records containing information about more than one student. However, the College must permit access to that part of the record which pertains only to the inquiring student.
 - (e) Reports made by physicians, psychiatrists, or psychologists in connection with their treatment.
 - (f) Records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the originator.
 - (g) Records of the law enforcement unit of the College if compiled for law enforcement purposes.
 - (h) Records which relate exclusively to individuals in their capacity as College employees.
- 3) Directory information may be released at the discretion of College officials for any student who has not submitted a completed Request to Prevent Disclosure of Directory Information form to the Enrollment Services/Registrar's Office. The disclosure prevention form remains in effect until the student provides a written release to the Office of the Registrar. Directory information includes but is not limited to:
- (a) Name of student
 - (b) Email Address
 - (c) Dates of attendance
 - (d) Enrollment status
 - (e) Awards, degrees, or certificates received
 - (f) Participation in officially recognized activities
 - (g) Sport, weight, and height of members of athletic teams
 - (h) Previous educational agency or institution attended

Copies of the Request to Prevent Disclosure of Directory Information form and the Family Educational Rights and Privacy Act are available upon request in Enrollment Services/Registrar's Office and the Office of the Dean of Student and Academic Support.

- 4) Lansing Community College prohibits the release of personally identifiable information other than directory information from educational records without the student's written consent. Exceptions to this statement are listed below:
- (a) Academic and administrative officials, staff, and persons who have entered into a partnership or contract with Lansing Community College and whom the College have determined to have legitimate educational interest. Officials are defined as faculty, administration, support and professional employees,

sworn officers of the police and public safety department as part of an investigation and other persons who manage student record information. An official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities.

- (b) Other educational institutions in which the student is enrolled or intends to enroll.
- (c) Individuals and organizations that provide financial aid or scholarships to the student.
- (d) Authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Health and Human Services, the Department of Veterans Administration, the Department of Education, and administrative heads of state and federal educational agencies authorized by law.
- (e) Accrediting organizations to carry out their accrediting functions.
- (f) Appropriate authorities in compliance with judicial orders and pursuant to lawfully issued subpoenas. The student shall be notified of any such orders or subpoenas unless the subpoena or order prohibits notification by the College. The College shall comply with the subpoena ten (10) days after an attempt to notify the student of the request.
- (g) Appropriate parties in an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- (h) Parents who have established the student's status as a dependent according to Internal Revenue Code of 1954, Section 152.
- (i) An alleged victim of any crime of violence or the results of any disciplinary proceeding conducted by the College against the alleged perpetrator of the crime.
- (j) Military recruiters for the purpose of federal military recruiting as stated in Public Law 104-206, Section 509(2).

Lansing Community College will maintain a record of each disclosure of identifiable information from the external individuals or agencies listed

above. The record will be maintained in the Enrollment Services/Registrar's Office and will include the date, the name and address of the requesting party, the information requested, and the reason for requesting the information. The College reserves the right to correct any error made on an academic record or evaluation and will notify the student in writing of any record or evaluation correction. Staff of the College are subject to the requirements of the Family Educational Rights and Privacy Act of 1974, as amended.

Students have the right to request correction or amendment of information on educational records that are inaccurate, misleading or which violate privacy rights. Due process procedures for requesting correction or amendment to educational records are stated in the College Catalog under Student Appeals.

Students who feel their rights under the Family Educational Rights and Privacy Act have been abridged may file complaints with the Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202.

IV. Responsibility

All requests for the release of student information shall be referred to the Office of the Registrar in Enrollment Services.

The College's Registrar is responsible for preparing procedures to implement this policy.

Revised: 8/26/2002