

RIGHTS RELATED TO STUDENT RECORDS

The College respects each student's right to privacy and will release, provide access to, and retain a student's records under the conditions defined below.

Classification of Student Records

Accounts receivable records contain any information relating to monies owed to the College by the student.

Conduct records contain information related to formal student disciplinary matters.

Financial Aid records contain all matters relating to application for, granting and receipt of any form of financial aid.

General student records contain the academic history file, the admission file, transcripts from educational institutions, and general correspondence.

Custodians of Student Records

Accounts receivable records are in the custody of the Vice President of Finance and CFO.

Financial Aid records are in the custody of the Director of Financial Aid.

General student records are in the custody of the Registrar.

Student conduct records are in the custody of the Dean of Students.

Title IX records are in the custody of the Executive Director of Campus Safety & Security/Title IX Coordinator.